

MDS Purchasing Training Guide



Purchasing Training Guide for MDS Base 12

MDS Purchasing Training Guide

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MDS Purchasing Training Guide

The following training guide was created using MDS 12.5 – 12.080311.

Any questions or comments on this document should be directed to our documentation department. You can reach us via email at documents@tshinc.com.

Thank you.

Notes:



Introduction- Lookups

- How to use the MDS Purchasing System
- Purchase Order Generation Program
 - Purchase Order Entry
 - Purchase Order Adjustments
 - Purchase Order Receivers
 - Purchase Order Receiver Adjustments
 - In-transit Posting
- Inquiries
- Reports

Introduction

This Training Guide instructs users how to use the MDS Purchasing System.

Specific topics include Purchase Order Entry and Adjustments as well as Purchase Order Receivers and Adjustments.

Also covered is the Purchase Order Generation program.

Additionally, Inquiries and Reports specific to the Purchasing process are detailed.

Lookups

Lookups or Inquiries are accessed via the F7 function key. Using this key will either:

Show you an available list of choices from which to choose or,

Pop up a search box for you to enter additional information to narrow your resulting options.

Notes:



Functions

- Available on most MDS screens
- Arranged in two (2) rows
 - F-Keys on bottom
 - SHIFT F-Keys on top
- SHIFT-F Keys are contextual to the screen
- Keyboard and mouse entry

	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

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Notes:

Function Buttons

Function Buttons (F-Keys) appear on almost every MDS screen. They are arranged in two rows across the bottom of the screen. The bottom row of Function Buttons remain constant throughout MDS while the top row are contextual, changing from screen to screen. Function buttons may be clicked on, or accessed via the Function Keys on your keyboard. The bottom row **corresponds directly** to the **Function Keys (F1 - F8)** on your keyboard. The top row require the user to hold the **SHIFT KEY** while keying the appropriate **Function Key (SHIFT F1-8)**.

In this guide, F-keys are referred to by name (or label) and as F1-8 and SF1-8.

HELP (F1)- The HELP function is available by clicking on the **'HELP'** icon or by pressing the 'F1' function key. Clicking HELP will open a text pop-up containing helpful information specific to the area you are in. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its' use will be displayed. The information available via the Help function changes from field to field so use F1 often.

OK/END (F2) – The OK/END function is available by clicking on the **'OK/END'** icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record or program. Within a menu, OK/END will back you out of a menu to the previous menu.

INSERT(F3) - The INSERT function is available by clicking on the **'INSERT'** icon or by pressing the 'F3' function key. The INSERT mode feature allows the "word processor style"

insertion of letters or numbers into existing text. Use this in any text field instead of retyping the entire text field to change your entry or correct a spelling error.

Notes:



Functions (continued)

- HELP
- OK/END
- INSERT
- LDELETE
- PREV PG
- NEXT PG
- INQUIRY
- CANCEL

	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

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Notes:

Function Buttons (continued)

As previously stated, usage of the basic Functions (F1-F8) **remain constant** throughout MDS. They are:

LDELETE (F4) The LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to **cleanly delete an entire line**. Simply bring the cursor to the line you wish to delete, and click LDELETE or press 'F4'. Use this instead of backspace or spacebar to clear a field.

PREV PG (F5) The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by pressing the 'F5' function key. This function is used when viewing a multiple-page file, screen or inquiry. This button will allow you to **page back to previously viewed screens**. (Note: this function is only used to page with in a screen, for example if there are more entries then will fit on 1 screen. It will not take you to a new screen.) This function is used with the NEXT PG function (F6) to move back and forth between screens.

NEXT PG (F6) The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function allows you to page **forward** through data to additional screens in a multiple-screen file or inquiry. This function is used with the PREV PG function to move back and forth between screens.

INQUIRY (F7) (also known as lookups) - The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key. This function allows the operator to search relevant MDS databases (items already entered into MDS). Clicking on the Inquiry button will either bring up a list of available options, or a search box where you can enter additional information to narrow down the options. Note: This function is not available for every field, but it cant hurt to try!

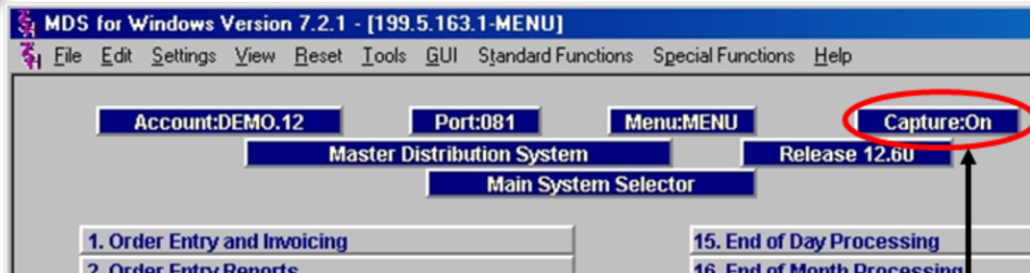
CANCEL (F8) - The Cancel function is available by clicking on the 'CANCEL' icon or by pressing the 'F8' function key. This function is used to end out of a program **without** applying changes. CANCEL should only be used if you **DO NOT** want the changes to be updated to the file. If used, the record will

remain as it was before the operator accessed it, as though no changes were made. This is also used to get you out of some programs when you are done (i.e. have no more items to enter/verify/receive...).

Notes:



Report Capture



Indicates Report Capture is currently ON

This button toggles Report Capture On / Off



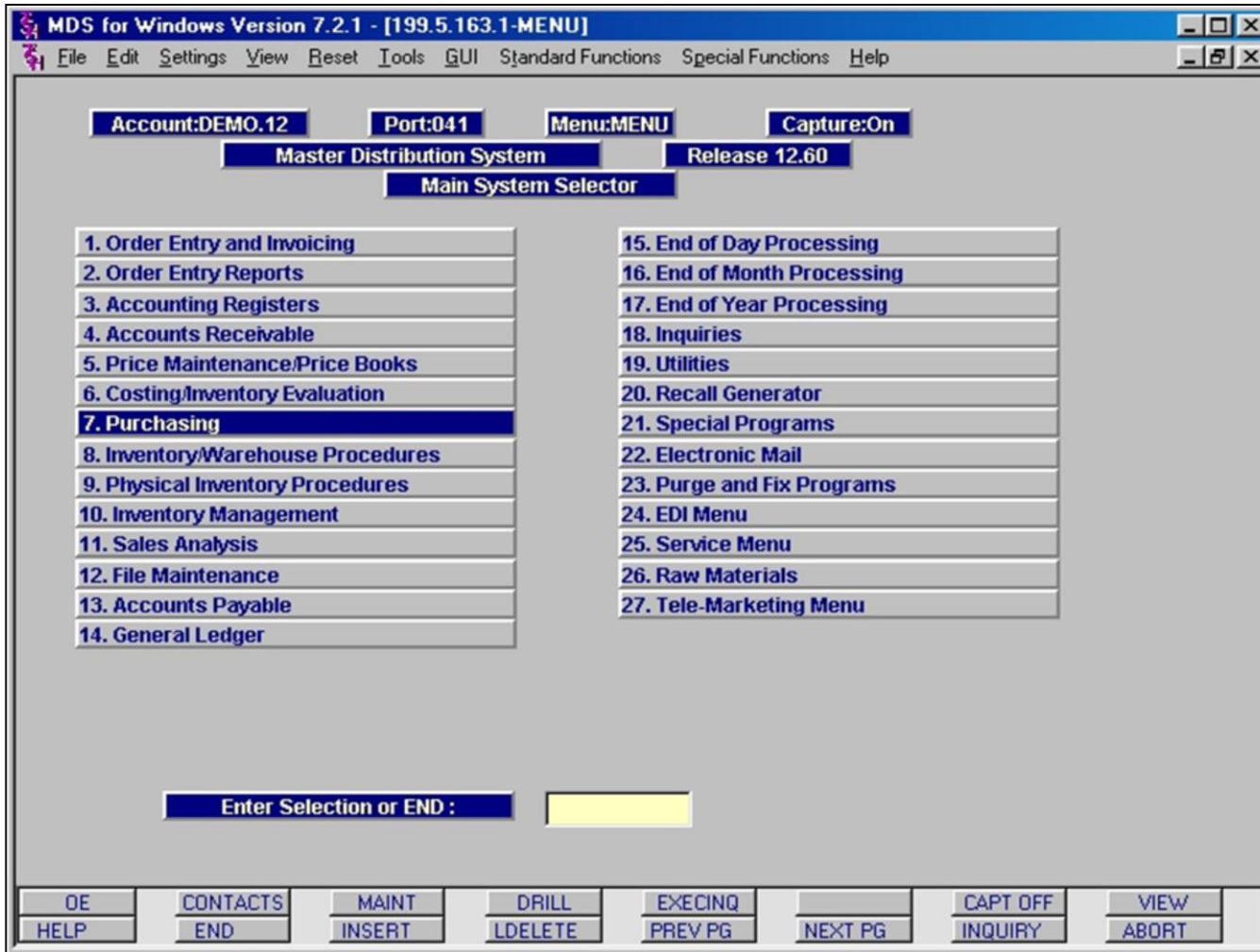
Report Capture

Report Capture should always be turned ON. The status of Report Capture is indicated in the top right corner of the menu screens as shown in the graphic.

Report Capture is toggled ON and OFF by using the Capture Function. This Function appears as CAPT OFF when the Report Capture is ON, indicating you can turn it OFF by clicking on that button. *NOTE: The name on the button does not indicate whether the Capture is currently ON or OFF.*

There are many ways to utilize the Captured Reports. Some of these will be covered later in this manual, in the Reports section. For now, just note that Reports Capture should always be toggled ON.

Notes:



Menu Navigation

To move between screens in MDS, you can use your mouse to click on the desired program button. For example, to enter the Purchasing module, simply click on the button labeled, **7. Purchasing**.

You may also enter the corresponding number (**7** in this example) into the **Enter Selection or END:** input box at the bottom of the screen.

Remember, within a program, **END** acts as OK or Accept, accepting the information entered and moving you forward within the program.

To back out of a program screen without committing your changes, click on the **CANCEL** (on some systems **ABORT**) key (F8) or type '**CANCEL**' into the **Enter Selection or END:** input box. This will take you back to the previous screen **without** saving the information entered.

Notes:



Purchasing Vocabulary

Define some terms used in this subject:

- Purchase Order
- Purchase Order Receipt
- Direct / Drop Shipment
- In-transit

Purchasing Vocabulary:

Purchase Order – Document used to list items purchased from vendors. Items may be for re-sale (as in shelf or warehouse stock) or for final use (as in an office chair for the warehouse manager). The Purchase Order number is used to track the order from time of order through transit, and receipt.

Purchase Order Receipt – Used to verify and account for items received from vendor.

Direct / Drop Shipment – When a Purchase Order indicates a Direct Shipment, the item is being ordered from the vendor, but is being shipped directly to the customer. In other words, the order will never be received in a warehouse of the company placing the Purchase Order.

1-Step Receiver Program – This single receiver program performs several key actions in one easy step:

- 1) It verifies (closes) the Drop Ship customer order
- 2) Creates the customer invoice and the Accounts Receivable record
- 3) Closes the PO to the vendor
- 4) Creates the Accounts Payable voucher to the vendor.

Notes:



Purchasing System Overview

- Generate Purchase Orders
- Maintenance/Editing of POs
- Integration of Inventory Receipts
- Flexible Units of Measure in Purchasing and Receipts procedures

Purchasing System Overview

The Purchasing module provides a series of procedures used to generate Purchase Orders and update/edit related file data (quantities, promise dates, etc).

These procedures integrate seamlessly with the inventory receipts procedures, allowing and accounting for differences in quantities ordered versus quantities actually received. Pricing discounts and adjustments due to varied item quantities or timeliness of delivery can be entered directly into this process.

The Purchasing module is very flexible allowing for varied units of measure in the purchasing process. Thus, a product can be purchased in different units of measure, none of which need be the same as the stocking or selling units of measure. The selling/costing unit of measure is used to define the costing relationship, and it too may be overridden during purchase order entry.

Notes:

Getting Started: Purchasing Parameters I

- **9 PRICE**
- **10 COST**
- **11 COST.SRC**
- **26 PO.IND**
- **27 RCPT.IND**
- **28 AVG.CST.IND**
- **29 INV.TRN#**
- **30 INTRNS.IND**
- **31 JOB***
- **40 AP.PO.INTER**
- **42 RCM.AVG.CST.IND**
- **46 DS.ON.HOLD**
- **51 PO.OVRD**
- **53 FIFO**
- **54 LIFO**
- **55 RCPT.WHSLOC**
- **56 PROD.RCPT**
- **57 RCPT.XREF**
- **61 COST.ENTRY**
- **62 RATE.EXCHG.USED**

Getting Started: Purchasing System Parameters

9 PRICE- PRICING PARAMETER- 2-3 DECIMAL PRICE

10 COST- COSTING PARAMETER- 2-3 DECIMAL COST

11 COST.SRC – WHAT TYPE OF COST SOURCE IS USED?

1 = STANDARD COST (Manually entered and maintained in product file)

2 = LAST COST PAID (Updated from receipts)

3 = AVERAGE COST (Calculated based on receipts)

26 PO.IND – Is the P/O SYSTEM IN USE? (Y/N)

27 RCPT.IND- RECEIPT POSTING INDICATOR- Y = REDUCE ON ORDER, N = DO NOT REDUCE ON ORDER

28 AVG.CST.IND RECEIVING COST INDICATOR- 0- COST NOT ENTERED AT RECEIPTS POSTING

1- UNIT COST ENTERED, AVG COST NOT CALCULATED

2- EXTENDED COST ENTERED, AVG COST NOT CALCULATED

3- UNIT COST ENTERED, AVG COST CALCULATED

4- EXTENDED COST ENTERED, AVG COST CALCULATED

29 INV.TRN# - NEXT INVENTORY TRANSACTION NUMBER

30 INTRNS.IND - INTRANSIT INDICATOR-(Y/N), INTRANSIT POSTING IS USED TO REDUCE INTRANSIT QTY

31 JOB# - IS JOB NUMBER USED FOR PO RECEIPTS? (Y/N)

40 AP.PO.INTER- IS THE A/P - P/O INTERFACE USED IN VOUCHER INPUT to check total Invoice cost against PO cost. "N" - NOT USED, "Y"- USED

42 RCM.AVG.CST.IND RECEIVING AVERAGE COST RECALCULATION OPTION

0 = DO NOT RECALCULATE AVERAGE COS

1 = RECALCULATE AVERAGE COST FROM 'FIFO' FILE

2 = RECALCULATE AVERAGE COST FROM 'LIFO' FILE

46 DS.ON.HOLD- AUTO HOLD DS ORDERS? (Y/N) DEFAULT = N

51 PO.OVRD- PO OVERRIDE: Is the manual override of received quantity allowed during PO receipts? (Y/N) (TO AFFECT INTRANSIT QTY)

52 RECEIPTS- RECEIPTS INDICATOR: Y = ALLOW MANUAL OVERRIDE OF RECEIVD QTY ON PO TO BE DIFFERENT THAN AMOUNT PUT IN INVENTORY

53 FIFO - FIFO INDICATOR - IF 'Y' FIFO FILE IS UPDATED AT RECEIPTS POSTING

54 LIFO - LIFO INDICATOR - IF 'Y' LIFO FILE IS UPDATED DURING RECEIPTS POSTING

55 RCPT.WHSLOC – ALLOW ENTRY OF WAREHOUSE LOCATION AT RECEIPTS POSTING? Y OR NULL

56 PROD.RCPT- PRODUCT.RECEIPT INDICATOR IF 'Y' PROD.RCPT FILE IS UPDATED AT RECEIPTS POSTING TIME

57 RCPT.XREF- RCPT.XREF INDICATOR IF 'Y' RCPT.XREF FILE IS UPDATED AT RECEIPTS POSTING TIME

61 COST.ENTRY – SHOULD COST ENTRY BE ALLOWED AT PHYSICAL INVENTORY TAG ENTRY (Y/N)

62 RATE.EXCHG.USED- RATE OF EXCHANGE FEATURE USED FOR

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Notes:

POS? (Y/N)

Notes:

Getting Started: Purchasing Parameters I



- **68 PROD.COST**
- **69 INV.HIST**
- **70 INV.HIST.DYS**
- **75 CREATE.PO.LINES**
- **76 INV.AUDIT.DYS**
- **78 INV.HIST.TRN#**
- **125 DUP.PO**
- **143 ALL.FRT.MISC**
- **144 ALL.COSTS.FOR**

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Notes:

Getting Started: Purchasing System Parameters Page 2

68 PROD.COST - SHOULD PRODUCTION POSTING UPDATE LAST COST AND AVERAGE COST? (0- DO NOT UPDATE, 1-UPDATE)

69 INV.HIST – IS THE INVENTORY HISTORY SYSTEM USED? (Y/N)

70 INV.HIST.DYS- NUMBER OF DAYS INVENTORY HISTORY TRANSACTIONS SHOULD BE RETAINED

75 CREATE.PO.LINES-MAXIMUM # OF LINES ON A SYSTEM GENERATED PURCHASE ORDER

76 INV.AUDIT.DYS- NUMBER OF DAYS INVENTORY AUDIT TRANSACTIONS SHOULD BE RETAINED

78 INV.HIST.TRN#- NEXT INVENTORY TRANSACTION

125 DUP.PO- CHECK FOR DUPLICATE POS? (Y/N)

143 ALL.FRT.MISC Domestic "US" Purchases Allocate Freight and Miscellaneous Costs across items received in Purchase Order and NON-Purchase Order Receipts Posting

0 - No Allocation performed

1 - Allocate by \$ Value of receipt

2 - Allocate by number of units received

3 - Allocate by weight of units received

4 - Allocate by cube of units received

5 - Operator to input a percentage add-on to calculate freight AND then allocate by \$ Value of receipt

144 ALL.COSTS.FOR Allocate Foreign Purchases- Allocate Ocean Freight, Insurance , Duty , Brokerage and Inland Freight Costs across items received in Purchase Order and NON-Purchase Order Receipts Posting

0 - No Allocation performed

1 - Allocate by \$ Value of receipt

2 - Allocate by number of units received

3 - Allocate by weight of units received

4 - Allocate by cube of units received

5 - Operator to input a percentage add-on to calculate freight AND then allocate by \$ Value of receipt

Getting Started: PO Costing

- Standard Cost
- Last Cost Paid
- Average Cost

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Notes:

Purchasing System Costing

Product cost is required at two points in the system: when purchasing the product – to determine PO cost from each source of the product, and when selling the product to determine the selling price (directly or indirectly), as well as to determine invoice profitability. Parameter 11 allows the MDS user to select one of three sources of cost for selling purposes:

- | | |
|--------------------|--------|
| 1 - Standard Cost | PM(5) |
| 2 - Last Cost Paid | PM(6) |
| 3 - Average Cost | PM(55) |

In many cases, the purchase order cost and “selling” cost are one and the same. However, in addition to pure vendor cost, there are other costs which must be allocated such as freight and miscellaneous costs. In the case of foreign purchases, there are other factors to track as well, such as duty and brokerage fees. This document discusses how the MDS system allows the user to maintain both PO and Selling costs, and in addition provides the ability to allocate the freight and miscellaneous costs across the items received on a specific receiver (and/or purchase order).

PO cost is maintained in both the Product Master file and the Vendor Product file. Standard and average costs are only maintained in the Product Master File.

Current Cost: This field is updated by the receipts posting procedure. On **Domestic Purchases** its value is computed based on the PO Cost, plus allocations of freight and/or miscellaneous costs. The input of cost during receipts posting is controlled by the Receiving Cost Indicator Parameter (28). If cost is not entered, the current cost from the purchase order (PO receipts) or product master file (NON-PO receipts) is updated. The parameter also controls the update of average cost.

- 0- Cost not entered at receipts posting
- 1- Unit cost entered, avg cost not calculated
- 2- Extended cost entered, avg cost not calculated
- 3- Unit cost entered, avg cost calculated
- 4- Extended cost entered, avg cost calculated

On **Foreign purchases** the current cost is equivalent to the landed cost which is composed of several factors, starting with vendor first cost, and adding duty freight brokerage etc.

On Domestic Purchases there is an allocated freight amount and Miscellaneous

amount entered during PO receiving.

Notes:

Getting Started: PO Costing p2

- Costing Procedures
- Product Master
- PO Entry
- 3 Receiving programs:
PO Receipts
Non-PO Receipts
Drop Ship PO Receipts
- Vendor Product File

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Notes:

Purchasing System Costing Continued

Product Master File -The following cost fields are maintained in the product master file: Standard Cost PM(5), Current Cost PM(6), Show Cost PM(84), PO Cost PM(56), Average Cost PM(55)

Purchase Order Entry - The cost used is the PO Cost from either the Vendor product file (if available) or the Product Master File. If the PO cost is null in the product master file, the current cost is used.

The vendor purchase unit of measure and cost comes from the Vendor Product file as well.

Purchase Order and NON-PO Receipts - There are three receiving programs within MDS: Purchase Order Receipts
Non- Purchase Order Receipts
Drop Ship Purchase Order Receipts

In each case the current cost is updated as a by-product of the receiving process. Entry of cost is controlled by the Receiving Cost Indicator Parameter (28). If cost is not entered, the current cost from the purchase order (PO receipts) or product master file (NON-PO receipts) is updated. The parameter also controls the update of average cost (PM(55)).

In addition to the base vendor cost, On **Domestic purchases** the receiving program allows the user to input and allocate freight and/or miscellaneous costs pertaining to the shipment.

On **Foreign purchases** the current cost is equivalent to the landed cost which is composed of several factors: Vendor first cost, and adding Ocean Freight, Insurance , Duty , Brokerage, and Inland Freight Costs.

Two parameters have been established, 143 for domestic purchases, and 144 for foreign purchases. These parameters determine how the allocation is to be performed:

- 0- No Allocation performed
- 1- Allocate by \$ value of receipt
- 2- Allocate by number of units received
- 3- Allocate by weight of units received
- 4- Allocate by cube of units received
- 5- Operator to input a percentage add-on to calculate freight AND then allocate by \$ Value of receipt.

Getting Started: File Maintenances



- Vendor Master (Vend.Mast)
- Vendor Detail
- Product Master and Detail (Prod.Mast Prod.Det)
- Vendor Product File (Vend.prod)
- Vendor Notes
- Product Notes

Purchasing System Related File Maintenances

There are various files required for setup. Please see file maintenance guides for further details.

File maintenance refers to records kept on the MDs system which must be set up prior to start up. Some file are set once, others are continually maintained. Here we will only cover those parts of certain files that are relevant to the purchasing module. For additional information on file maintenances, please see File Maintenance Documentation.

Vendor Master and Vendor Detail - See AP & GL Related File Maintenance

Vendor Notes – See AP & GL Related File Maintenance

Product Master and Detail – See Product Related File maintenances

Vendor Product File - Covered in this guide. See Product Related File maintenances for further details.

Product Notes - Covered in this guide. See Product Related File maintenances for further details.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-PRODUCT.NOTES.MAINT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Product Notes Maintenance

Product#

Valid Output Codes
A - All Systems
P - Purchasing
C - Customer Service

1. Notes	Note	Date	Output	Expires	Warehouse
1.	Sample note for Purchasing system	12/03/03	P	06/30/04	001
2.	Sample product note for all	01/01/04	A		ALL
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

**Getting Started:
Product Notes**

Product notes pop up important product related information. They can be designated by warehouse and system.

Product# : Enter a system product number. The product description will display below. Any previously entered notes will appear.

1. Notes : Line number for reference

Note: Enter text to display.

Date: Enter date to start display (or hit return for today's date).

Output: Where should the notes print?
Options: A- All Systems P- Purchasing Module C- Customer Service. Enter your option or Click INQUIRY to choose from a list.

Expires: Enter expiration date for this note.

Warehouse: Is this note warehouse specific? Which warehouse does this apply to?
Enter a warehouse number, click **INQUIRY (F7)** to choose from a list of warehouses or **Hit <enter> for ALL.**

When you are done entering all notes, **click OK/END** or enter "0" to accept.

MDS for Windows Version 7.9.7 - [192.168.253.254-VEND.PROD.MAINT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor Product File Maintenance

Currency EURO
Purchase UM PR
Cost UM PR

Product Code 117155-065 ADVANTAGE MENS BOOT
Vendor Code 11250 DOLOMITE BOOT COMPANY

1. Vendor Item# 117155-065
2. Purchasing Agent CATHERINE
3. Purchasing UM
4. Minimum Purchase Qty 1 PR
5. Current Cost 57.840 6.U/M
7. PO / First Cost 48.000
Allocated Freight_Misc 0.000 0.000
8. Last Quote Date 05/21/03
9. Last Quote Amount 55.000
10. Quote Valid Until Date 12/31/03
11. Comments

12.Ln#	Break	Quantity	Cost
1.		0	0.000
2.		0	0.000
3.		0	0.000
4.		0	0.000
5.		0	0.000
6.		0	0.000
7.		0	0.000

Last Rcpt Dt
Last PO Date 05/15/03
Lead Time 0.0
Last PO# 01131098
PO Qty YTD 20
PO Dol YTD 960.00

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TY	0	0	0	0	0	0	0	0	0	0	0	0
LY	0	0	0	0	0	0	0	0	0	0	0	0

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX PAGE 1 OF 2

HELP OK/END INSERT LDELETE PREV PG NEXT PG SelVend INQUIRY CANCEL

**Getting Started:
Vendor Product File Page 1 of 2**

The vendor product file keeps information that is specific to a Product and Vendor combination

Product code: Enter a product number or click INQUIRY to search

Vendor Code: Enter a vendor number or click INQUIRY to search

After the Product and vendor have been entered, the screen will be populated.

For more information on this fields, Click HELP or see Product Related File Maintenances.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-VEND.PROD.MAINT010\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor	Product	File	Maintenance
Product Code	117155-065	ADVANTAGE MENS BOOT	
Vendor Code	11250	DOLOMITE BOOT COMPANY	
13.Foreign Cost	40.000	PO / First Cost	48.000
Currency	EURO	Ocean Freight	3.000
14.Curr Rate	1.200000		
15.Duty Base	48.000	CE Cost	51.000
16.Duty Rate %	0.0600	Insurance	0.960
17.Net Weight	0.0000		
18.Duty Per LB	0.000	CIF Cost	51.960
19.Duty Amount	0.000	Duty	2.880
		Brokerage	1.000
		Inland Frt	2.000
20.Foreign Frt	3.000		
21.Inland Frt	2.000	Landed Cost	57.840
22.Insurance %	0.0200	Sell Price	100.000
23.Brokerage	1.000	G.P Amount	42.160
		G.P. %	42.16
24.Sell Price	100.000		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX PAGE 2 OF 2

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	SelVend	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	---------	--------	--	--	--	--

**Getting Started:
Vendor Product File Page 2 of 2**

Page 2 of the vendor product file keeps foreign cost (landed cost) information that is specific to a Product and Vendor combination. **Product and Vendor Code:** are displayed from previous page. number or click INQUIRY to search

Fields:

- 13. Foreign Cost:** Enter foreign cost
Currency: displays currency from vendor file
- 14. Curr Rate:** Rate of exchange for this currency (from currency file)
- 15. Duty Base:** Enter dollar amount at which tax on imports is charged.
- 16. Duty Rate %:** Enter percentage for duty.
- 17. Net Weight:** per item
- 18. Duty Per LB:** Enter duty amount per pound.
- 19. Duty Amount:**
- 20. Foreign Frt:**
- 21. Inland Frt:**
- 22. Insurance %:**
- 23. Brokerage:**
- 24. Sell Price: Selling Price**

Display only Fields (Right hand column)
These fields are calculated based on receipts and information entered at left.

PO / First Cost: Beginning Cost or PO cost
Ocean Freight:

C&F Cost: First cost plus Ocean Freight
Insurance: Insurance cost

CIF Cost: First cost, Ocean Freight & Insurance
Duty: Duty cost
Brokerage: Brokerage fees
Inland Frt: inland freight charge

Landed Cost: total of all above fields.

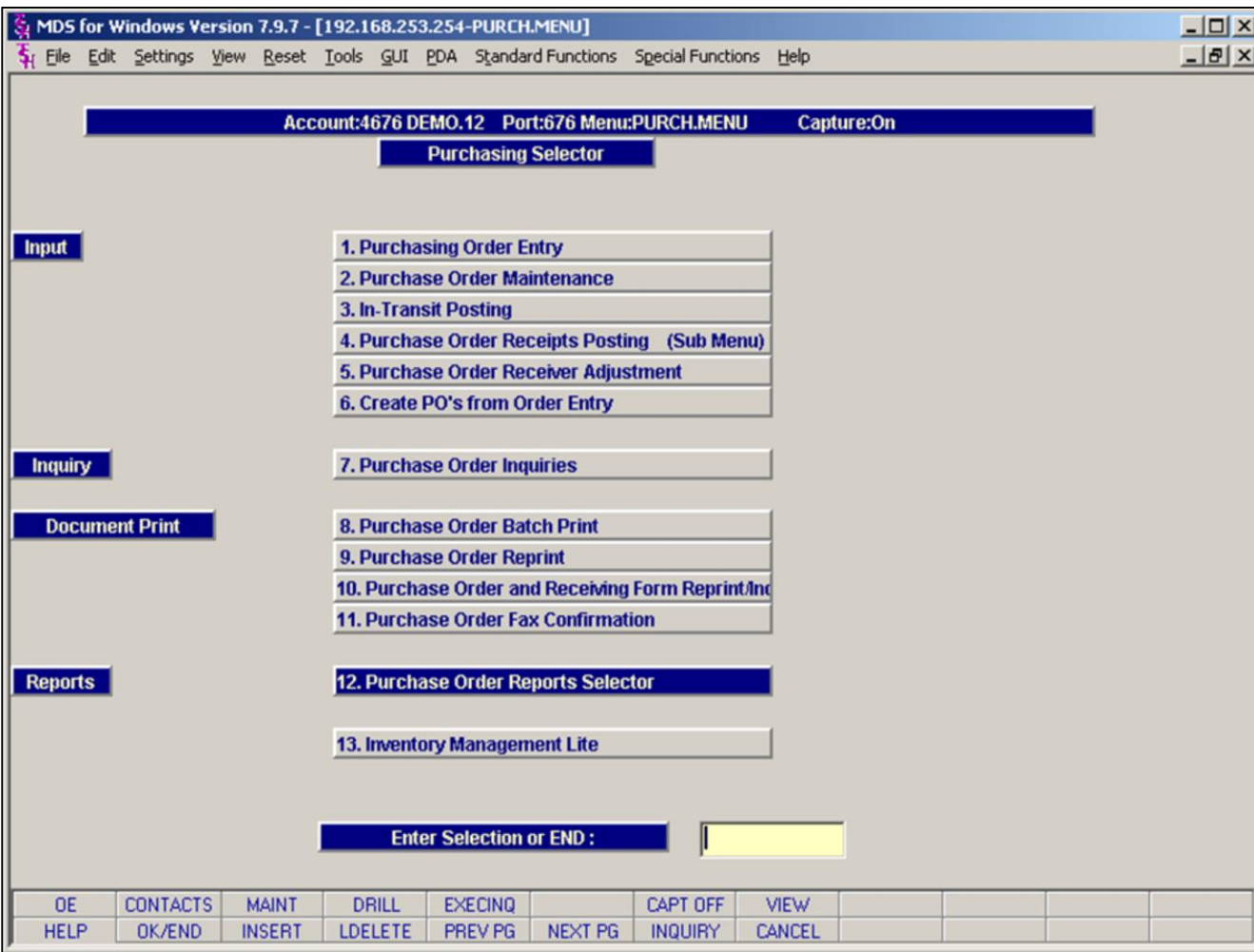
Notes:

Sell Price: Current selling price

G.P Amount: Selling price minus landed cost

G.P. %: GP Amount divided by Sell price.

Notes:



Purchasing System Selector

The Purchasing Module is broken into three (3) areas: Input, Inquiry, Document Print.

The Input programs are used to enter and edit the data used to populate the documents.

Purchase Order Entry – Create new Purchase Orders

Purchase Order Maintenance – Edit previously entered Purchase Orders

In-Transit Posting – Enter shipping information (arrival dates, quantities, etc)

Purchase Order Receipts Posting – Enter quantities received in relation to the Purchase Order

Purchase Order Receiver Adjustment – Edit previously entered PO receipts.

Create PO's from Order Entry – Automatically creates PO's directly from Order Entry when the order is a Drop Shipment. Note: This program is **only** used for Drop Shipments.

Utilizing the Inquiry programs, you can look up data by Open PO, Due Date, Vendor, etc.

The Document Print programs are used to Print Purchasing specific documents such as a Purchase Order or Inventory Receipt.

Notes:

MDS for Windows Version 7.7.5 - [199.5.163.1-SSS.PO.LOGON0101]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Logon

1.Operator

2.Company

3.Warehouse

4.Order Date

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Entry Logon Screen

To enter a new Purchase Order, you must first sign-in to the program using the Purchase Order Entry Logon Screen.

Operator – Entry of an Operator code at this point is an optional feature that may be turned on or off for your specific company in MDS configuration. If the screen displays a cursor in the Operator field, you must enter a valid Operator code, otherwise, the cursor will initially display in the Company field.

Company – Enter the code for the Company which is doing the purchasing or hit <enter> to let MDS pre-fill the default Company. You may also click on the Inquiry button to view a list of all possible entries.

Warehouse – Enter the warehouse number for which the Purchase Order is being entered or hit <enter> to let MDS pre-fill the default Warehouse. You may also click on the Inquiry button to view a list of all possible entries.

Order Date – Enter the date for the Purchase Order or hit <enter> for today's date. If you click on the down arrow next to the field you can access the Calendar Pop-up feature. This feature is described in detail on the following page.

Notes:

MDS for Windows Version 7.7.5 - [199.5.163.1-SSS.PO.LOGON010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Logon

1.Operator

2.Company

3.Warehouse

4.Order Date

May 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Entry

Entering Date Fields in MDS

There are 3 methods for entering a date in an MDS date field. (Note: the cursor must first be located in the date field to utilize these options.)

- 1) Hitting <enter> will fill in the current date (today's date).
- 2) Manually entry using the **MMDDYY** format.
- 3) Use the **MDS Pop-up Calendar** feature. To activate the MDS calendar, simply click on the down arrow button to the right of the date input box. A calendar will pop-up. To select your desired date, click on the date number. To change the month/year, click on the forward and back arrows on either side of the Month and Year at the top of the calendar.

Notes:

MDS for Windows Version 7.7.5 - [199.5.163.1-SSS.PO.LOGON010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Logon

1.Operator

2.Company TSH MEDICAL SUPPLY

3.Warehouse CLIFTON, NJ

4.Order Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Entry: Completed Logon

Once you have filled in the Logon information, you will receive the prompt, **<ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:>**

ENTER LINE# TO CHANGE – This option allows you to return to any field in the screen and edit the data that is in the input box. For example: To change the Warehouse from 002 to 001, simply enter the number **3** at this prompt and the cursor will return to line **3.Warehouse** where you can type in new information or use the Inquiry function.

"END" TO END – Using the END function by keying or clicking at this stage moves you along to the next screen, Purchase Order Entry Header Input screen. It is the same as entering "0" to accept.

"ABORT" TO CANCEL – Using the ABORT function by keying or clicking also returns you to the Purchasing Menu screen.

"0" TO ACCEPT – Entering a zero (0) commits the Logon information and moves you to the next screen, Purchase Order Entry Header Input screen.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number Date 02/05/03

Vendor# AAAAAAAAAA

Ship To

1.Destination		11.Ship Date	
2.Ship To#		12.Reg Date	
3.Cust PO#		13.Prom Date	
4.Requist#		14.P/O Date	02/05/03
5.PurchAgnt		15.TermsDate	
6.Writer		16.Department	
7.Ship Via		17.Drop Ship	
8.Spec Ins1		18.Tot Disc%	0.00
9.Spec Ins2		19.Currency	
10.Terms		20.P/O Type	
		21.Fax#	

0

MDS Inqs OpenVend HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Purchase Order Entry Header Input:

After accepting the logon information by entering '0' in the logon screen, the **Purchase Order Entry Header Input** screen is displayed. The information entered here will appear on the top 'header' area of the printed purchase order.

The **Company**, **Warehouse**, and **Date** fields have been pre-filled from the logon screen and cannot be changed here.

The cursor appears in the **Vendor#** field. There are three (3) methods for entering the **Vendor#**:

- Manual entry of the entire **Vendor#**.
- A partial entry of a vendor number will open a selector pop-up from which vendors whose vendor number begins with that partial entry will be displayed. Example: Entering an 'A' and hitting **<enter>** will bring up a list of vendors whose **Vendor#** begins with an 'A'.
- The Inquiry function can be used on this field.

In this example, the Inquiry function will be used.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number Date 02/05/03

Vendor# AAAAAAAAAA

Ship To

1.Destination

2.Ship To#

3.Cust PO#

4.Requist#

5.PurchAgnt

6.Writer

7.Ship Via

8.Spec Ins1

9.Spec Ins2

10.Terms

20.P/O Type

21.Fax#

0

MDS Inqs OperVend HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input: Inquiry Function

To utilize the Inquiry function, click on the Inquiry button. MDS will display an input box used for searching. Enter any of the Vendor information and click on the OK button and a list of vendors meeting the entered criteria will be displayed.

To search on a field other than **Vendor#**, click on the grayed-out input box next to the field name and enter the search criteria.

The fields that can be searched are **Vendor#**, **Name**, **State**, **City**, **Zip Code**, **Telephone** and **Address**. By entering information in more than one field, the scope of records retrieved will be narrowed.

The Inquiry function allows lookups by partial entries as well. For example, to display all of the vendors in the system whose vendor number begins with the letter 'A', enter only an 'A' in the **Vendor#** field and click OK.

It is possible to utilize more than one field to search. For example, to further reduce the number of vendors returned in the above search, you could also designate a State.

The resulting list of vendors would all have an 'A' in the first character of their vendor number and also be located in the same state.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Inquiry List

Company
PO Number
Vendor#

MDS VENDOR LOOKUP USING THE FOLLOWING CRITERIA
Vend#:A

VENDOR	NAME	ADDRESS 1 CITY	ADDRESS 2 ST ZIP	TELEPHONE
ABCO	ABCO DEALERS INC	PO BOX 440257 NASHVILLE TN	37244-0257	800-421-3040
ABEL	SANDY ABEL		52240	
ACOMED	ACO MED SUPPLY INC	PO BOX 26785 CHARLOTTE NC	28221-6785	704-921-0116
ADC	AMERICAN DIAGNOSTIC CORP	55 COMMERCE DRIVE HAUPPAUGE NY	11788	800-232-2670

1.Destination
2.Ship To#
3.Cust PO#
4.Requist#
5.PurchAg
6.Writer
7.Ship Via
8.Spec Ins
9.Spec Ins
10.Terms

0

← OK Cancel →

MDS Inqs OpenVend
HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input: Inquiry List

The Inquiry List window displays all of the vendors meeting your lookup criteria.

The circled area displays the criteria used to create the list. In this case, **Vendor#** starts with 'A'

Scroll to the correct vendor and click on the record to highlight it. Once highlighted, you can select the record by either double clicking the record itself or single clicking on the OK button.

To scroll through all of the pages of resulting vendors, you can use the arrow buttons (NOTE: the **PREV PG** and **NEXT PG** functions do not work in this window, you must use the arrow buttons to scroll.)

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number Date 02/05/03

Vendor# AAAAAAAAAA

Ship To

1.Destination

2.Ship To#

3.Cust PO#

4.Requist#

5.PurchAgnt

6.Writer

7.Ship Via

8.Spec Ins1

9.Spec Ins2

10.Terms

20.P/O Type

21.Fax#

0

MDS Inqs OpenVend INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

HELP END

PO Entry Header Input: Inquiry Function

In addition to allowing partial entry lookups, the Inquiry function allows lookups that use the '+' sign. This symbol ties together two partial search terms in the same field. For example, to display all of the vendors in the system whose vendor name contains the word 'HILL' and also contain a word beginning with the letter 'B', enter 'HILL+B' in the **Name** field and click OK.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Inquiry List

MDS VENDOR LOOKUP USING THE FOLLOWING CRITERIA
Name : HILL+B

VENDOR	NAME	ADDRESS 1 CITY	ADDRESS 2 ST ZIP	TELEPHONE
HILLS	HILLS BALL ASSOCIATION			
		HILLS IA	52235	

1.Destination
2.Ship To#
3.Cust PO#
4.Requist#
5.PurchAg
6.Writer
7.Ship Via
8.Spec Ins
9.Spec Ins
10.Terms

0

← OK Cancel →

MDS Inqs OpenVend
HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input: Inquiry List

The Inquiry List window displays all of the vendors whose vendor name contains **both** the partial entries 'HILL' and 'B'.

The circled area displays the criteria used to create the list.

In the example, only one record matched this lookup: 'HILLS BALL ASSOCIATION'

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number _____ Date 02/10/03

Vendor# AAAAAAAAAA
HILLS BALL ASSOCIATION

HILLS IA 52235

Ship To

1.Destination	_____	11.Ship Date	_____
2.Ship To#	_____	12.Reg Date	_____
3.Cust PO#	_____	13.Prom Date	_____
4.Requist#	_____	14.P/O Date	02/10/03
5.PurchAgnt	_____	15.TermsDate	_____
6.Writer	_____	16.Department	_____
7.Ship Via	_____	17.Drop Ship	_____
8.Spec Ins1	_____	18.Tot Disc%	0.00
9.Spec Ins2	_____	19.Currency	_____
10.Terms	_____	20.P/O Type	_____
		21.Fax#	_____

Is this the correct Vendor (CR/N) ?

MDS Inqs OpenVend _____ _____ _____ _____ _____

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input:

Once the Vendor has been either manually entered or chosen using the Inquiry function, MDS asks if this is the correct vendor. If you answer, 'No', by entering the letter 'N' (must be capitalized), the Vendor information is cleared from the screen and the cursor returns to the Vendor# field. You may then either enter a Vendor number manually or use the Inquiry function to choose a Vendor for this purchase order.

If you answer, 'Yes', by hitting the <enter> key (CR = Carriage Return or Enter), the Vendor information is attached to the purchase order, a PO number is assigned, and the Destination Inquiry window opens.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Inquiry List

Settings Help

Enter Destination

Company
Warehouse
Customer
Manual Name & Address
Same Warehouse

OK Cancel

Company 01 TSH M
PO Number
Vendor# AAAAAAAAAA
HILLS BALL ASSOCIATION
HILLS IA

1. Destination
2. Ship To#
3. Cust PO#
4. Requist#
5. PurchAgnt
6. Writer
7. Ship Via
8. Spec Ins1
9. Spec Ins2
10. Terms

Is this the correct Vendor (C

MDS Inqs OpenVend
HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input:

The Destination Inquiry window allows you to choose the destination or 'Ship To' data. Highlight the correct destination and either double click on the destination itself or single click on the 'OK' button to partially populate the **1. Destination** field.

Destination Options:

Company – For delivery to the company you specified on the Purchase Order Entry Logon screen. See next page.

Warehouse – For delivery to one of the warehouses associated with your account. See next page.

Customer – For delivery to a specified customer location. See next page.

Manual Name & Address – This option allows you to manually enter a delivery location's address. It populates the **Destination** field with an 'M' and advances the cursor to the **Ship To** fields for manual entry of the Ship-To name and address.

Same Warehouse – For delivery to the warehouse you specified on the Purchase Order Entry Logon screen. The warehouse address fills in the **Ship To** fields and the cursor advances to the **Cust PO#** field.

Notes:

NOTE: After making your choice from the Inquiry pop-up, a PO Number and the PO Date are assigned to the purchase order.

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GILL Standard Functions Special Functions Help

Note that the PO number is assigned.

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number 131107 Date 02/10/03

Vendor# HILLS
HILLS BALL ASSOCIATION
HILLS IA 52235

Ship To

1. Destination AAAAAAAAAA Company

2. Ship To#
3. Cust PO#
4. Requist#
5. PurchAgnt
6. Writer
7. Ship Via
8. Spec Ins1
9. Spec Ins2
10. Terms

11. Ship Date
12. Req Date
13. Prom Date
14. P/O Date 02/10/03
15. TermsDate
16. Department
17. Drop Ship
18. Tot Disc% 0.00
19. Currency
20. P/O Type
21. Fax#

0

MDS Inqs OpenVend INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT
HELP END

PO Entry Header Input:

After choosing Company, Warehouse or Customer from the list in the previous pop-up, the cursor advances to the **1. Destination** input box. To accept the default Destination associated with the Company, Warehouse or Customer you chose, you may hit <enter>. You may also click on the down arrow next to the input box or click on the Inquiry button to be presented with a list of available choices.

If you chose **Company** from the Inquiry pop-up, then clicking on the down arrow displays a list of locations stored in the Company Master file.

If you chose **Warehouse** from the Inquiry pop-up, then clicking on the down arrow displays a list of warehouse locations stored in the Company Master file.

If you chose **Customer** from the Inquiry pop-up, then clicking on the down arrow displays a list of customer locations.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company	01 TSH MEDICAL SUPPLY	Warehouse	001 NEWYORK NY
PO Number	131107	Date	02/10/03
Vendor#	HILLS	Ship To	TSH MEDICAL SUPPLY
HILLS BALL ASSOCIATION			1033 ROUTE 46
HILLS IA	52235	CLIFTON	NJ 07013

1.Destination	01	11.Ship Date	
Company	TSH MEDICAL SUPPLY	12.Reg Date	
2.Ship To#		13.Prom Date	
3.Cust PO#	XXXXXXXXXXXXXXXXXX	14.P/O Date	02/10/03
4.Requist#		15.TermsDate	
5.PurchAgnt		16.Department	
6.Writer		17.Drop Ship	
7.Ship Via		18.Tot Disc%	0.00
8.Spec Ins1		19.Currency	
9.Spec Ins2		20.P/O Type	
10.Terms		21.Fax#	

0

MDS Inqs OpenVend INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input:

With the Destination field completed, the Ship To information is displayed. This information cannot be changed manually.

2.Ship To# - Used to select a customer's ship-to location from the multiple ship-tos stored on the system. This field is only accessible when a PO is a Drop Shipment to a customer.

3.Cust PO# - An optional field. You may enter a customer's PO number for reference purposes. Remember, this is the information that will appear in the header area of the printed purchase order.

4.Requist# - An optional field. You may enter a requisition number for reference purposes.

5.PurchAgnt - An optional field. You may enter the name of the Purchasing Agent for reference purposes.

6.Writer - An optional field. You may enter the name of the order Writer for reference purposes.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company	01 TSH MEDICAL SUPPLY	Warehouse	001 NEW YORK, NY
PO Number	131107	Date	02/10/03
Vendor#	HILLS	Ship To	TSH MEDICAL SUPPLY
HILLS BALL ASSOCIATION		1033 ROUTE 46	
HILLS IA 52235		CLIFTON NJ 07013	

1.Destination	01	11.Ship Date	
Company	TSH MEDICAL SUPPLY	12.Reg Date	
2.Ship To#		13.Prom Date	
3.Cust PO#		14.P/O Date	02/10/03
4.Requist#		15.TermsDate	
5.PurchAgt		16.Department	
6.Writer		17.Drop Ship	
7.Ship Via	XX 5	18.Tot Disc%	0.00
8.Spec Ins1			
9.Spec Ins2			
10.Terms			

SHIP METHOD	DESC
01	UPS
02	UPS BLUE

0

PO Entry Header Input:

7.Ship Via – An optional field. Allows you to choose from a list of pre-defined shipping methods for this PO.

In the event the pre-defined shipping methods do not meet your needs, this field allows for a manual entry. Typing 'M' into the field's left-hand input box places the cursor in the right-hand input box for manual entry of a shipping method. An example of a manual entry: 'PRIVATE COURIER'.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY		Warehouse 001 NEW YORK, NY	
PO Number 131107	Date 02/10/03		
Vendor# HILLS HILLS BALL ASSOCIATION		Ship To TSH MEDICAL SUPPLY 1033 ROUTE 46	
HILLS IA 52235		CLIFTON NJ 07013	

1.Destination 01	11.Ship Date	
Company TSH MEDICAL SUPPLY	12.Reg Date	
2.Ship To#	13.Prom Date	
3.Cust PO#	14.P/O Date 02/10/03	
4.Requist#	15.TermsDate	
5.PurchAgnt	16.Department	
6.Writer	17.Drop Ship	
7.Ship Via M PRIVATE COURIER	18.Tot Disc% 0.00	
8.Spec Ins1 RING BELL NEXT TO BAY	19.Currency	
9.Spec Ins2 DOOR NUMBER 3	20.P/O Type	
10.Terms NN	21.Fax#	

TERMS	DESC
01	NET 30
02	NET 15 DAYS
03	2%/10 DAYS NET 30
04	NET 45 DAYS
05	2% 20 DAYS NET 31
06	1% 30 DAYS
07	1% 10 NET 30 DAYS
08	NET 10 DAYS

PG NEXT PG INQUIRY ABORT

PO Entry Header Input:

8.Spec Ins1 and **9.Spec Ins2** – Optional fields. They permit additional ‘Special Instructions’ to be added to the purchase order header. There is a limit of 25 alpha-numeric characters per field. Here is an example of an entry in these fields: ‘RING BELL NEXT TO BAY’ ‘DOOR NUMBER 3’.

10.Terms – An optional field. Allows you to choose from a list of pre-defined payment terms. Payment terms must be pre-defined; they cannot be over-riden manually.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number 131107 Date 02/10/03

Vendor# HILLS
HILLS BALL ASSOCIATION
HILLS IA 52235

Ship To
TSH MEDICAL SUPPLY
1033 ROUTE 46
CLIFTON NJ 07013

1.Destination 01
Company TSH MEDICAL SUPPLY

2.Ship To#
3.Cust PO#
4.Requist#
5.PurchAgnt
6.Writer
7.Ship Via M PRIVATE COURIER
8.Spec Ins1 RING BELL NEXT TO BAY
9.Spec Ins2 DOOR NUMBER 3
10.Terms 01 NET 30

11.Ship Date
12.Reg Date
13.Prom Date
14.P/O Date
15.TermsDate
16.Department
17.Drop Ship
18.Tot Disc%
19.Currency
20.P/O Type
21.Fax#

February 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

0

MDS Inqs OpenVend
HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry Header Input:

For instructions on entering Date fields in MDS, refer to **PO Entry: Entering Dates in MDS** in this document.

11.Ship Date – An optional field. Ship Date is the date the vendor is to ship on Foreign Purchases.

12.Reg Date – This is a **required** field. You must enter the requested delivery date for this purchase order. This is the date that is used to track an open purchase order's expected receipt into inventory (the due date).

13.Prom Date – Promise Date is an optional field. This field is for the promised delivery date from the vendor. You can check for unconfirmed POs by running the '**Purchase Orders with No Promise Date**' report from the report menu. **Note:** This field is most often filled in during PO Maintenance.

14.P/O Date – This field is auto-filled with the date of the entry. The auto-filled date may be overwritten with a past or future date.

15.Terms Date – An optional field.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY		Warehouse 001 NEW YORK, NY	
PO Number 131107		Date 02/10/03	
Vendor# HILLS HILLS BALL ASSOCIATION		Ship To TSH MEDICAL SUPPLY 1033 ROUTE 46	
HILLS IA 52235		CLIFTON NJ 07013	

1.Destination 01	11.Ship Date	
Company TSH MEDICAL SUPPLY	12.Reg Date 02/12/03	
2.Ship To#	13.Prom Date	
3.Cust PO#	14.P/O Date 02/10/03	
4.Requist#	15.TermsDate	
5.PurchAgnt	16.Department XXXXXX	
6.Writer	17.Drop Ship	
7.Ship Via M PRIVATE COURIER	18.Tot Disc% 0.00	
8.Spec Ins1 RING BELL NEXT TO BAY	19.Currency	
9.Spec Ins2 DOOR NUMBER 3	20.P/O Type	
10.Terms 01 NET 30	21.Fax#	

0

MDS Inqs	OpenVend						
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT

PO Entry Header Input:

16.Department – An optional field.

17.Drop Ship – An optional field. This field only supports two (2) values: **DS** (Drop/Direct Ship) and **ND** (Non Direct). If DS is entered, the PO Receipt will not update the ONHAND quantity. If entire PO is a Drop Shipment, then DS **must** be entered here.

NOTE: If the field is left blank, the default value of **ND** is used but is not visible.

18.Tot Disc% – An optional field. Use this field if you wish to discount the total order by a given percentage. There are opportunities to discount items later in the purchasing process.

19.Currency – A display-only field. The Currency Type on file for this vendor appears here.

20.P/O Type – An optional field. **P/O Type** indicates the way this PO will be processed or sent. This field may be pre-filled from the Vendor Master file or entered manually. The allowable entries are: **F** (Fax), **P** (Phone), **E** (EDI).

If **F** (Fax) is entered, the PO will be faxed using the Fax# in field **21.Fax#**. **Note: To process via Fax, additional software is required from TSH.**

If **P** (Phone) is entered, the PO is to be called in.

If **E** (EDI) is entered, the PO will be sent via EDI 850. Note: The EDI process must be run after PO entry is completed.

21.Fax # - If a value of 'F' has been entered in line 20 then a fax number from the Vendor Master file will be displayed here. You may also manually enter a Fax number at this time.

With the additional Fax software, an 'F' in line 20 and a fax number in line 21, the PO can be automatically faxed to the vendor during acceptance

Notes:

of the PO on the Total screen.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company	01 TSH MEDICAL SUPPLY	Warehouse	001 NEW YORK, NY
PO Number	131110	Date	02/10/03
Vendor#	HILLS	Ship To	TSH MEDICAL SUPPLY
	HILLS BALL ASSOCIATION		1033 ROUTE 46
HILLS IA	52235	CLIFTON	NJ 07013

1.Destination	01	11.Ship Date	
Company	TSH MEDICAL SUPPLY	12.Reg Date	02/26/03
2.Ship To#		13.Prom Date	
3.Cust PO#		14.P/O Date	02/10/03
4.Requist#		15.TermsDate	
5.PurchAgnt		16.Department	
6.Writer		17.Drop Ship	
7.Ship Via	M PRIVATE COURIER	18.Tot Disc%	0.00
8.Spec Ins1	RING BELL NEXT TO BAY	19.Currency	
9.Spec Ins2	DOOR NUMBER 3	20.P/O Type	F
10.Terms	01 NET 30	21.Fax#	201-555-1212

Enter line# to change, DELETE to Delete or 0 to Accept:

MDS Inqs OpenVend

HELP END INSERT LDELETE

PO Entry Header Input: Edit, DELETE or Accept

After entering all of the required fields and any optional fields you want to appear in the purchase order header section, you are given the option of returning to any field by entering it's corresponding line number. For example, to enter the name of a purchasing agent, you would type a '5' and hit the <enter> key.

You may also click directly on the label of the corresponding field to return and enter any additional data.

Typing the word 'DELETE' will clear the entire header screen. Deleting at this time will close the purchase order number. Any new purchase order data entered after deleting will be assigned a new purchase order number.

Entering a zero (0) will accept the purchase order header information. Note: If all of the required fields have not been filled, MDS will **not** accept the purchase order; MDS will display a message indicating the missing required fields and you **must** enter them to continue.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company	01 TSH MEDICAL SUPPLY	Warehouse	001 NEW YORK, NY
PO Number	131110	Date	02/10/03
Vendor#	HILLS	Ship To	TSH MEDICAL SUPPLY
HILLS BALL ASSOCIATION		1033 ROUTE 46	
HILLS IA	52235	CLIFTON	NJ 07013
1.Destination	01	11.Ship Date	
Company	TSH MEDICAL SUPPLY	12.Reg Date	02/26/03
2.Ship To#		13.Prom Date	
3.Cust PO#		14.P/O Date	02/10/03
4.Requist#		15.TermsDate	
5.PurchAgnt		16.Department	
6.Writer		17.Drop Ship	ND
7.Ship Via	M PRIVATE COURIER	18.Tot Disc%	0.00
8.Spec Ins1	RING BELL NEXT TO BAY	19.Currency	
9.Spec Ins2	DOOR NUMBER 3	20.P/O Type	P
10.Terms	01 NET 30	21.Fax#	201-555-1212

Is the purchase order correct to this point (CR/N)?

MDS Inqs OperVend INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Header Input: Purchase Order Correct?

Once the purchase order header information has been accepted, MDS asks if the purchase order is "correct to this point?" A 'Y' is pre-filled into the input box, so hitting <enter> will advance to the next screen in the process.

If the purchase order contains incorrect information, you may enter 'N'. **NOTE:** Entering 'N' at this stage will **delete** the entire purchase order, returning you to the **Vendor#** field. The purchase order number will be closed. Any new purchase order information entered will be assigned a new purchase order number.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131114
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	AAAAAAAAAAAA		12/31/99				
2							
3							
4							

UM ONHAND INPICK BCKORD ON ORD AVAIL IN TRANS NEXT PO CASE BOX UNIT

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Entry: Line Item Entry Screen

Now that all of the header information has been entered and accepted, MDS opens the main body of the purchase order. On this screen, you will input a list of the actual items being ordered from this vendor.

Some of the header information is repeated in display-only fields located at the top of this screen. Lower on the screen are numerous input boxes, arranged two rows per line number. The names or headings for these fields are located in the circled area and are also listed here:

Top Row:

- LN#** – Line Number
- Product#** – Product Number
- Purch/UM** – Quantity ordered by Unit of Measure (ex. 3/boxes)
- Req-Date** – Requested Date
- Curr** – Currency
- Source** – Source
- Cost/UM** – Costing Unit of Measure
- Discount%** – Percent discount on this item

Bottom Row:

- Description** – Description of item
- DS-Price** – Drop ship price
- ND-Customer** – Non-Direct Customer
- DS-Order#** – Drop ship order number

Further detail regarding each of these is on the

Notes:

following pages.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131114

Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	AAAAAAAAAAAA	/	12/31/99			/	
2		/				/	
3		/				/	
4		/				/	

UM ONHAND INPICK BCKORD ON ORD AVAIL IN TRANS NEXT PO CASE BOX UNIT

0

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Shift Functions

Before entering any products, take note of the Shift functions available on this Purchase Order Entry screen. They can be very useful tools.

MDS INQ – Clicking this button opens the MDS Inquiry Menu listing general inquiries in MDS. They are not all specifically oriented to purchasing.

ST. INQ – Clicking this button opens a full **Stock Status** inquiry. There is a simplified version of the stock status inquiry at the bottom of the screen which will be explained later, but the **ST. INQ** function provides complete detailed stock information.

Open PO – Clicking this button opens an **Open Purchase Order by Item Number** inquiry. This inquiry can be used to see if there are open purchase orders for the items you are ordering without backing out of the purchase order.

NOTE: COMMENT, IMAGE, PRODTEXT – You must have entered a product line item to utilize these three buttons as they are specific to the product entered.

COMMENT – Clicking this button allows you to add additional lines of comment to the purchase order by Line Number. Comments may be printed or omitted when printing.

IMAGE – Clicking this button allows you to view an image of the product if one has been stored in the MDS database.

PRODTEXT – Clicking this button allows you to view additional product text stored in the Product Master file. Example: ‘Get delivery insured, this product damages easily during shipping’

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131114
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	AAANNNNNNNNN	/	12/31/99				
2							
3							
4							

ITEM#

DESCRIPTION

VENDOR#

PRODUCT CLASS

CUSTOMER ITEM#

OK Cancel

UM ONHAND INPICK BCKORD ON ORD AVAIL IN TRANS NEXT PO CASE BOX UNIT

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Product# Inquiry

To enter an item on the purchase order, either manually enter the Product Number in the **Product#** field or click the Inquiry button to see a listing of products.

Using the Inquiry function opens the Inquiry pop-up as shown. The Inquiry functions in the same manner here as it did in the Header Input screen.

Searchable criteria include partial item numbers, descriptions, vendor numbers, product classes and customer item numbers.

After search criteria has been entered, MDS displays a list of matching products.

Product Description

The product's description field is pre-filled after the product number is entered. The product's Description is retrieved from the Product file.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-PRODUCT.NOTES.INQ011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry
 Co#: 01 Vendor: HILLS

LN#	Product#	Description	Product	Notes	Date	Whse
1	AAANNNNNNNNN		ORDER BY THE BOX ONLY		02/27/03	ALL
2						
3						
4						

Press any key to Continue : Page: 1 of 1

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
					0					

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Product Notes

In this example we have entered a product that has related Product Notes. The notes contain additional information that pertains specifically to the product being ordered. In this case, the notes mention that this product should be ordered by the Box only when ordering for any warehouse.

The Product Notes do not force any behavior, such as ordering only by the Box. They are available as a place to include reminder notices. They can be added, changed or deleted in File Maintenance -> Product Related Files -> Product / Price / Kit -> Product Notes.

Press any key to advance beyond the Product Notes pop-up.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 10Z	3 / BX	12/03			/ EA	
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		03/02/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Purch/UM

Once a product has been selected, the cursor advances to the **Purch/UM** fields. The **Purch/UM** fields are separate fields that work together to identify the total quantity of the item to be purchased.

MDS first prompts for a quantity and then a unit of measurement for that quantity. For example: 3 / Boxes. The unit of measure is abbreviated, so the actual entries are 3 and BX.

Note: The acceptable units of measurement for MDS are pre-defined in the Unit Measure file. In this file you may specify UNIT OF MEASURE, QUANTITY, DESCRIPTION. For example: GR=144

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 1OZ	3 / BX	12/03				EA
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		03/02/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Stock Status Box

When an item is added to the purchase order, a stock status inquiry for that item occurs automatically and is displayed at the bottom of the screen. The fields returned for this query are listed here with a short description of each:

UM – Unit of measure. All quantities in this status inquiry reflect this unit of measure. In this example, there are 29 individual units (EA) in inventory.

ONHAND – Actual quantity currently in inventory.

INPICK – Quantity currently in the pick process, to fill a customer’s order.

BCKORD – Quantity currently back-ordered to our customers.

ON ORD – Quantity currently reflected in an open purchase order.

AVAIL – Quantity available for customers to order at this time. This number is calculated as follows ONHAND – INPICK – BCKORD + ON ORD.

IN TRANS – Quantity currently in transit to us, but not received into inventory.

NEXT PO – This reflects the date of the oldest outstanding purchase order for this product.

CASE – Reflects the quantity in a Case.

BOX – Reflects the quantity in a Box. When received, this order of 3 Boxes will increase the inventory by 18 individual units.

UNIT – Reflects the quantity in the default unit of measure.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 10Z	3 / BX	03/02/03		R	0.807/ EA	
2							
3							
4							

UM ONHAND INPICK BCKORD ON ORD AVAIL IN BOX UNIT
 EA 29 18 47 6 1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

In the example, the **Source** field is pre-filled with the value 'R' (**Current Cost**). This indicates that the last receipt for this product had an actual cost of \$6.40 per Box.

Line Item Entry: Source of Cost p1

MDS pre-fills the **Source** field according to a parameter set in the Inventory Management module. There are three (3) default values that apply in most circumstances (S, A, R). Which code is *your* company's default depends on how you calculate your cost.

Note: To override the cost that appears, you must enter an 'O' in this field and you will be able to enter a custom price (for this PO only).

S – Standard Cost – Cost is set in the Product Master File.

A – Average Cost – A running average is stored in MDS for a given product as the cost source. This average is updated with the **actual** cost from every Receipt for that product.

R – Current Cost – The most recent cost stored in MDS for a given product is used as the cost source. The Current Cost is updated with the **actual** cost from the most recent Receipt for that product.

(continued on next page)

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
Description			DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 10Z	3 / BX	03/02/03		R	0.807 / EA	
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		02/27/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Source of Cost p2

There are seven (7) possible **Source** values in all. The remaining four (4) values (F, V, C, O) are used infrequently and only in specific circumstances.

F – Foreign – indicates that a Foreign exchange cost file is being used.

V – Vendor – indicates that there is a price-break schedule that is being used to determine cost. Example: Cost = \$10 for 1-50 Cases, \$8 for 50-75 Cases, and \$6 for 75+ Cases. This schedule is located in the VEND.COST.1 file and is product specific.

C – Contract – indicates a contract price is being used.

O – Operator Override – This is the only code you may enter in the **Source** field. It indicates that the pre-filled **Source** code is not to be used to determine the cost of the product.

Note: Since this field is pre-filled, your only choice is to either accept the pre-filled code or override it. To over-ride you must enter an 'O'. For example, you cannot change an 'S' to an 'R', but you can change an 'S' to an 'O'.

- If you change the pre-filled **Source** value to 'O', the cursor advances and you may enter a specific cost and unit of measure in the **Cost/UM** fields.

- If the pre-filled **Source** is accepted, then the cursor bypasses the **Cost/UM** fields and advances to the **Discount%** field.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 10Z	3 / BX	03/02/03 0.807		R	0.807/ EA	0
2							
3							
4							

For this example, there is no discount for this line item. The field may be left blank, entered through or a zero (0) entered; all three methods are equivalent.

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		02/27/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Discount%

The **Discount%** field is used to provide a discount for this specific line item. This is separate from the **Discount** field on the Header Input screen which applies to all items on the purchase order.

Example: If a 20% Discount was applied in the Header Input screen and a 10% discount was applied to Line Item 1 in the example, the math would be applied as follows –

- \$6.40 x 3 Boxes = \$19.20
- \$19.20 x 10% Line Item Discount = \$1.92
- \$19.20 - \$1.92 = \$17.28 for Line Item 1
- \$17.28 x 20% Total purchase order discount = \$3.456 (round to \$3.46)
- \$17.28 - \$3.46 = \$13.82 Final price for this purchase order

Keep this in mind when applying discounts.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139

Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
Description		DS-Price	ND-Customer	DS-Order#			
1	01131 BACITRACIN OINT 10Z	3 / BX	03/02/03		R	0.807 / EA	
2							
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		02/27/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: Req-Date

The **Req-Date** field is pre-filled with the date used on the Header Input screen as the requested date. MDS allows a change by line item for the requested delivery. This is particularly useful when an item is needed to fill an immediate customer need, but the remaining items can be filled when the item becomes available.

Hitting the **<enter>** key will advance through this field without changing the date. If a change is desired, you may type a new date or use the Calendar pop-up feature (refer to **PO Entry: Entering Dates in MDS** in this document).

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139
 Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
1	01131 BACITRACIN OINT 10Z	3 / BX	03/02/03		R	0.807 / EA	
			0.807	AAAAAAAAA			
2							
3							
4							

DS-Price ND-Customer DS-Order#

For the example, ND-Customer will be left blank.

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		02/27/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: ND-Customer

The **ND-Customer** field is used when an item has been ordered for a specific customer, but is **not** being Drop Shipped to their location. This field does allow an Inquiry for selecting the customer.

This field is not typically used during the Entry process. It is mainly present for those doing Maintenance of existing orders.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131139

Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
1	01131 BACITRACIN OINT 10Z	3 / BX	03/02/03 0.807		R	0.807/ EA	
2	AAAAAAAAAAAA						
3							
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
EA	29			18	47		02/27/03	1	6	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Line Item Entry: DS-Price, DS-Order#

The fields **DS-Price** and **DS-Order#** are skipped as this is not a Drop Ship purchase order. MDS knows it is not a Drop Ship order from the information entered in the Header Input screen in the **17.Drop Ship** field. As this example is not a Drop Ship PO, the **DS-Price** and **DS-Order#** fields are display only.

DS-Order#: If this PO was created from Order Entry, this field would display the Order Number.

DS-Price: This field reflects the Drop Ship price. If it is not a Drop Ship order then the PO price or cost is displayed.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry P/O#: 131125

Co#: 01 Vendor: HILLS HILLS BALL ASSOCIATION Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	00185 Safety Lollipops, 100CT	3 / BX	02/26/03 6.400		R	6.400/ BX	
2	NS2058Q WHEELCHAIR	1 / EA	02/26/03 135.000		R	135.000/ EA	
3	B74015K Waste Can Liner	5 / CS	02/26/03 11.300		R	11.300/ CS	
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
CS	1				1		10/16/02	1	1	1

Enter line# to maintain or 0 to accept:

MDS INQ	ST. INQ	Open PO	COMMENT	IMAGE	PRODTEXT		
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT

Line Item Entry: Accept or Change

Additional products are added to the purchase order in the same manner. For the example, two (2) additional products have been entered.

When all products have been entered, use the **END** function and MDS will display a prompt (shown circled).

To remove a line item altogether, simply enter the **Line Number** at the prompt and when the cursor is on the correct line item, click the **LDELETE** button. This function removes the entire line item from the purchase order.

To change any line item on this screen, enter the Line Number and hit the **<enter>** key. Doing this puts you in Line Maintenance mode and you will have to hit **<enter>** through any fields you do not wish to change.

Once you have made the adjustment to the incorrect field, keep hitting **<enter>** until the cursor advances to the next Line Number. Don't worry, all of the changes you entered along the way are still there.

Enter a zero (0) to accept the order as entered or enter a Line Number to return to an item and make desired changes.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase		Order		Total		Input	
Company	01	TSH MEDICAL SUPPLY		Warehouse	001	PO Num	131127
Vendor	HILLS	HILLS BALL ASSOCIATION		Date	02/13/03		
Purchase	Order	Totals:	Lines	Quantity	Dollars		
			3	9	210.70		
1.Trade Discount		0.00			0.00		
		Total:			210.70	US DOLLARS	

Enter Line# to Change or 0 to Accept :

HELP END DETAIL INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Purchase Order Total Input Screen

After the Purchase Order Entry screen has been accepted, MDS advances to the Purchase Order Total Input screen.

This screen displays the total dollar amount of the purchase order. The circled dollar amount has already calculated out any product specific discounts entered in the **Discount%** field on the Line Item Entry screen.

The **1.Trade Discount** field displays the discount entered (if any) from the **18.Tot Disc%** field on the Header Input screen. If a discount was not entered, or you wish to change the discount percent, you may update the **1.Trade Discount** field at this time. The dollar amount displayed as **Total:** will be updated as a result of any discounts applied here.

If you have no changes to make, enter a zero (0) at the prompt to accept.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Total Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 PO Num 131127

Vendor HILLS 02/13/03

Inquiry List

Settings Help

1.Trade Discount

Enter Line# to Change or 0 to

OK Cancel

HELP END DETAIL INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Notes:

PO Processing

Once the information on the Purchase Order Total Input screen has been accepted, an Inquiry window is displayed to determine how you wish to process the purchase order. The options are:

Bypass Print – Skip printing or further processing of the purchase order at this time. A typical choice when batch processing occurs off-hours.

Print PO – Print a hard copy of the purchase order.

Fax PO – Fax the purchase order to the fax number on file or any manually entered facsimile number. Example on following pages. * See Note at bottom.

Email PO – Have the purchase order e-mailed to any e-mail address. Example on following pages. * See Note at bottom.

Fax & Print – Print a hard copy and also fax to any facsimile number. * See Note at bottom.

Email & Print – Print a hard copy and have the purchase order e-mailed to any e-mail address. * See Note at bottom.

Make your choice and hit the 'OK' button.

***NOTE: For Fax capability additional fax software must be installed by TSH.**

For E-mail capability additional e-mail server software must be installed by TSH.

MDS for Windows Version 7.2.1 - [199.5.163.1-REPORT_MASTER.FAX012\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Total Input

FAX Information Entry

1.FAX Phone Number: 973-777-3063

2.Coversheet (Y/N): Y

COVERSHEET INFORMATION

3.Company Name: TSH MEDICAL SUPPLY

4.Sender Name : SY FERTIG

5.Sender Phone: 973-777-8050

6.Sender Fax : 973-777-3063

7.Subject : .01131142

8.Message :

9.Deliver to : 11

10.To Company : HILLS.BALL.ASSOCIATION

Enter Line# to change or 0 to send FAX: XXXXXX

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Notes:

PO Processing: Fax

If you chose **Fax** or **Fax and Print** as your processing option, the FAX Information Entry screen will be displayed.

The cursor will be located in the **1.FAX Phone Number** field. This field is for entering the destination fax machine's number. If a fax number is entered in the vendor's file, it will be pre-filled. If there is not a fax number on file, or you choose to over-ride the fax number, you may enter one here.

Additional cover sheet information fields (3-10) are available and may be sent with the faxed PO, if **2.Coversheet (Y/N)** is set to 'Y'. These fields are:

The **Company Name**, **Sender Name**, **Sender Phone**, **Sender Fax** are all filled from information stored in the Company Master file.

The **Subject** field is populated with the PO number.

The **Message** field can be entered manually. This message will appear on the Fax.

The **Deliver To** and **To Company** fields are filled from information stored in the Vendor Master file.

***NOTE: For Fax capabilities, your company must have the additional Fax server software installed.**

MDS for Windows Version 7.2.1 - [199.5.163.1-REPORT_MASTER_EMAIL012\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Total Input

45

EMail Information Entry

1.Email Address : test@tshinc.com

2.Sender Address : sf@tshinc.com

3.Subject : .01131145

4.Message : .01131145
TSH MEDICAL SUPPLY
1033 ROUTE 46

Enter Line# to change or END to send EMAIL: XXXXXX

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

PO Processing: Email

If you chose **Email** or **Email and Print** as your processing option, the Email Information Entry screen will be displayed.

If an email address is entered in the Vendor Master file, it will be pre-filled. If there is not an email address on file, or you choose to override the email address on file, you may enter an alternate email address in Line 1.

Sender Address is retrieved from the Operator file for the Operator who has entered the PO.

The **Subject** field is populated with the PO number.

The **Message** field is populated with the PO number and the address from the Company Master file.

***NOTE: For Email capabilities, your company must have the additional Email server software installed.**

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Entry Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number Date 02/05/03

Vendor# AAAAAAAAAA

Ship To

1.Destination		11.Ship Date	
2.Ship To#		12.Reg Date	
3.Cust PO#		13.Prom Date	
4.Requist#		14.P/O Date	02/05/03
5.PurchAgnt		15.TermsDate	
6.Writer		16.Department	
7.Ship Via		17.Drop Ship	
8.Spec Ins1		18.Tot Disc%	0.00
9.Spec Ins2		19.Currency	
10.Terms		20.P/O Type	
		21.Fax#	

0

MDS Inqs OpenVend INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

HELP END

PO Entry: Enter Additional POs

Your Purchase order is now complete. MDS returns you to the Header Input screen to enter additional purchase orders for the Operator, Company, Warehouse combination that is currently logged in.

To back out of Purchase Orders at this time and return to the Purchasing Menu, you may click on the ABORT button.

Notes:

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:DEMO.12 Port:013 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry

2. Purchase Order Maintenance

3. In-Transit Posting

4. Purchase Order Receipts Posting (Sub Menu)

5. Purchase Order Receiver Adjustment

6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print

9. Purchase Order Reprint

10. Purchase Order Reprints/Inquiry

11. Purchase Order Fax Confirmation

Reports

12. Receiving Form

13. Purchase Order Reports Selector

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

PO Maintenance - Introduction

To make changes to a Purchase Order that has already been entered into MDS, click on **2. Purchase Order Maintenance** on the Purchasing Selector/Menu.

Purchase Order Maintenance on the Purchasing Selector/Menu.

While you can make changes to almost all data on the PO, some practical reasons for PO maintenance include:

Change quantities ordered

Remove Line Item

Apply a discount

Enter a Promise Date

Add a Product

NOTE: You must know (and enter on this screen) the Company and Warehouse for the PO you want to maintain. You must also know the PO's Number for entry on the next screen, *Purchase Order Maintenance Header Input*.

Notes:

MDS for Windows Version 7.7.5 - [199.5.163.1-SSS.PO.LOGON0101]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance Logon

1.Operator

2.Company

3.Warehouse

4.Order Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

Purchase Order Maintenance Logon Screen

Operator – Entry of an Operator code at this point is optional depending on your MDS setup. If the screen displays a cursor in the Operator field, you must enter a valid Operator code, otherwise, the cursor will start in the Company field.

Company – Enter the 2-digit code for the Company for which the PO was originally entered or hit <enter> for the default Company. You may also click on the Inquiry button to view a list of all companies.

Warehouse – Enter the warehouse number for which the PO was originally entered, hit <enter> for the default Warehouse, or click the Inquiry button to view a list of warehouses.

Order Date – Hit <Enter> for today's date, or type a date in MM/DD/YY format. The PO will open with its original entry date.

Prompts:

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

Enter a zero (0) to accept or click on the **OK/END** button to accept this entry.

To change a line, enter the corresponding line number and hit the <enter> key.

To cancel this entry click on the **CANCEL** button.

To proceed, enter 0(zero) to accept entries.

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY

PO Number 131150 Date 03/31/03

Vendor#

Ship To

1.Destination

2.Ship To#

3.Cust PO#

4.Requist#

5.PurchAgnt

6.Writer

7.Ship Via

8.Spec Ins1

9.Spec Ins2

10.Terms

11.Ship Date

12.Reg Date

13.Prom Date

14.P/O Date 03/31/03

15.TermsDate

16.Department

17.Drop Ship

18.Tot Disc% 0.00

19.Currency

20.P/O Type

21.Fax#

0

MDS Inqs OpenVend POs/Hold

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Maintenance: Entering the PO Number

Once you have logged in, the PO Maintenance Header Input screen opens. The cursor can be found in the **PO Number** field. You **MUST** enter PO number which is valid for the Company and Warehouse you specified in the Logon screen. If you enter an incorrect PO number or one which was not entered originally for this combination of Company and Warehouse, you cannot continue.

NOTE: If you enter the number incorrectly you will receive an error message stating that the **“PO is not on file”**. Check the number and re-enter the number correctly to continue.

If you enter a valid PO number but you have entered the wrong Warehouse, you will receive an error message stating that **“This PO is entered for a different warehouse”**. In this case you **MUST** click the **OK/END** button to back out to the Logon screen and enter the correct Warehouse code.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance Header Input

Company	01 TSH MEDICAL SUPPLY	Warehouse	001 NEWYORK NY
PO Number	131150	Date	03/27/03
Vendor#	ABCO	Ship To	TSH MEDICAL SUPPLY
ABCO INC			1033 ROUTE 46
1102 KERMIT DR #200			
NASHVILLE TN	37217-2124	CLIFTON	NJ 07013

1.Destination	01	11.Ship Date	
Company	TSH MEDICAL SUPPLY	12.Reg Date	04/07/03
2.Ship To#		13.Prom Date	
3.Cust PO#		14.P/O Date	03/27/03
4.Requist#		15.TermsDate	
5.PurchAgnt		16.Department	
6.Writer		17.Drop Ship	ND
7.Ship Via		18.Tot Disc%	0.00
8.Spec Ins1		19.Currency	US US DOLLARS
9.Spec Ins2		20.P/O Type	P
10.Terms	14 NET 25 DAYS	21.Fax#	615-399-8344

Enter line# to change, DELETE to Delete or 0 to Accept:

MDS Inqs OpenVend POs/Hold LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Maintenance: Header Input Screen

Once you have entered the PO number correctly, the Header Input screen will populate with all of the data from the original PO entry process. You can now change any field data as needed.*

To make adjustments to any field item, click on the item, its label or enter the item's line number manually. Although the Ship To data (circled) does not have an associated line number, it may be altered by clicking directly in the Ship To fields.

***NOTE:** You CANNOT change the Vendor information.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance Header Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 NEW YORK, NY
 PO Number 131150 Date 03/27/03

Vendor# ABCO
 ABCO INC
 1102 KERMIT DR #200
 NASHVILLE TN 37217-2124

Ship To
 TSH MEDICAL SUPPLY
 1033 ROUTE 46
 CLIFTON NJ 07013

1.Destination 01
 Company TSH MEDICAL SUPPLY

2.Ship To#
 3.Cust PO#
 4.Requist#
 5.PurchAgnt
 6.Writer
 7.Ship Via
 8.Spec Ins1
 9.Spec Ins2
 10.Terms 14 NET 25 DAYS

11.Ship Date
 12.Reg Date 04/07/03
 13.Prom Date 04/15/03
 14.P/O Date 03/27/03
 15.TermsDate
 16.Department
 17.Drop Ship ND
 18.Tot Disc% 0.00
 19.Currency US US DOLLARS
 20.P/O Type P
 21.Fax# 615-399-8344

0

MDS Inqs OperVend POs/Hold
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Maintenance: Promise Date

In this example, a Promise Date is entered. The Promise Date is entered when a Vendor confirms receipt of a PO. The date provided by the vendor, indicates their expected shipping date.

This date is used when generating a report titled **"Purchase Orders with No Promise Date"**. If you and your vendors use this field diligently, then this report will tell you which POs have not been confirmed as received by the vendor. The specific fields for this report are explained further in the Reports section of this document.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance Header Input

Company	01 TSH MEDICAL SUPPLY	Warehouse	001 NEW YORK, NY
PO Number	131150	Date	03/27/03
Vendor#	ABCO	Ship To	TSH MEDICAL SUPPLY
ABCO INC		1033 ROUTE 46	
1102 KERMIT DR #200			
NASHVILLE TN	37217-2124	CLIFTON	NJ 07013

1.Destination	01	11.Ship Date	
Company	TSH MEDICAL SUPPLY	12.Reg Date	04/07/03
2.Ship To#		13.Prom Date	04/15/03
3.Cust PO#		14.P/O Date	03/27/03
4.Requist#		15.TermsDate	
5.PurchAgnt		16.Department	
6.Writer		17.Drop Ship	ND
7.Ship Via		18.Tot Disc%	0.00
8.Spec Ins1		19.Currency	US US DOLLARS
9.Spec Ins2		20.P/O Type	P
10.Terms	14 NET 25 DAYS	21.Fax#	615-399-8344

Enter line# to change, DELETE to Delete or 0 to Accept: XXXXXX

MDS Inqs	OpenVend	POs/Hold				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY CANCEL

PO Maintenance: Accept Changes / DELETE

As with the original entry of a PO, once all changes have been made to the Header Input data, you must accept the Header information as displayed before moving on to the Line Item Entry Screen. Click OK/END or enter a zero (0) and hit **<enter>** to continue.

It is also possible at this point to Delete the PO altogether. Entering the word 'DELETE' will cancel the PO, making it impossible to retrieve. Therefore, do not enter DELETE unless you are sure. The PO number which was assigned originally will NOT be recycled for the next PO.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.HDR.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance Header Input

Company 01 TSH MEDICAL SUPPLY		Warehouse 001 NEW YORK, NY	
PO Number 131150	Date 03/27/03	Ship To	
Vendor# ABCO		TSH MEDICAL SUPPLY	
ABCO INC		1033 ROUTE 46	
1102 KERMIT DR #200			
NASHVILLE TN 37217-2124		CLIFTON NJ 07013	

1.Destination 01	11.Ship Date	
Company TSH MEDICAL SUPPLY	12.Reg Date 04/07/03	
2.Ship To#	13.Prom Date 04/15/03	
3.Cust PO#	14.P/O Date 03/27/03	
4.Requist#	15.TermsDate	
5.PurchAgnt	16.Department	
6.Writer	17.Drop Ship ND	
7.Ship Via	18.Tot Disc% 0.00	
8.Spec Ins1	19.Currency US US DOLLARS	
9.Spec Ins2	20.P/O Type P	
10.Terms 14 NET 25 DAYS	21.Fax# 615-399-8344	

Is the purchase order correct to this point (CR/N)?

MDS Inqs	OpenVend	POs/Hold				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY CANCEL

PO Maintenance: Purchase Order Correct?

Once the PO Header Input data has been accepted, MDS asks if the PO is “correct to this point?” A ‘Y’ is pre-filled into the input box, so hitting <enter> will advance to the next screen in the process.

If the purchase order contains incorrect information, you may enter ‘N’.

MDS will then prompt with “**Do you want to cancel this Purchase Order (Y/N)**”.

Entering ‘N’ will allow you to enter the line number and correct the incorrect field.

Entering ‘Y***’ will cancel the PO.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150

Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price		ND-Customer	DS-Order#	
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	2 / CS	04/07/03 18.038		R	18.038/ BX	
3	1285B SUTURE 5-0 BLACK	3 / BX	04/07/03 40.330		R	40.330/ BX	
4	AAAAAAAAAAAA	/				/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
BX					0					

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Maintenance: Line Item Edits p1
This section will detail the following options:

1. Changing the order quantity for a line item
2. Applying a discount to an individual line item
3. Replacing a line item

The Line Item Maintenance screen is initially displayed with the cursor in the next available line item's Product Number field.

If you wish to add a new item to the PO, then continue entry at this point. If however, you are editing the data for previously entered items, then click on the OK/END button first to get to the prompt line.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150
 Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price		ND-Customer	DS-Order#	
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	2 / CS	04/07/03 18.038		R	18.038/ BX	
3	1285B SUTURE 5-0 BLACK	3 / BX	04/07/03 40.330		R	40.330/ BX	
4		/				/	

UM ONHAND INPICK BCKORD ON ORD AVAIL IN TRANS NEXT PO CASE BOX UNIT
 BX 0

Enter line# to maintain or 0 to accept:

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Maintenance: Line Item Edits p2

Once at the prompt line (after clicking on the OK/END button), you may proceed by either entering the line number of the entry you wish to edit **or** you may click directly in the field you wish to edit.

Upon entering the line number, the cursor is initially displayed in the item's Description field. Hitting the **<enter>** key moves the cursor forward through the line item's fields without changing the previously entered data

Note: You may **not** change the Product Number on an existing line. You can delete a line and then add a new line if the wrong Product was entered on the PO.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150
 Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
Description		DS-Price	ND-Customer	DS-Order#			
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	2 / CS	04/07/03 18.038		R	18.038/ BX	
3	1285B SUTURE 5-0 BLACK	3 / BX	04/07/03 40.330		R	40.330/ BX	
4		/				/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
BX	4				4		03/27/03	4	1	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**PO Maintenance:
Line Item Edits p3**

In the first part of this example the quantity is going to be increased for the product on Line 2. The current quantity is indicated in the **Purch/UM** fields as **2 / cases**.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150
 Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
Description		DS-Price	ND-Customer	DS-Order#			
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	4 CS	04/07/03 18.038		R	18.038/ BX	
3	1285B SUTURE 5-0 BLACK	3 / BX	04/07/03 40.330		R	40.330/ BX	
4		/				/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
BX	4				4		03/27/03	4	1	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**PO Maintenance:
Line Item Edits: Changing a Quantity**

Increasing the quantity to **4 / cases** is simply a matter of entering the new quantity in the **Purch** field and hitting the **<enter>** key. The cursor then advances and the new quantity is displayed.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150

Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	4 / CS	04/07/03 18.038		R	18.038/ BX	50
3	1285B SUTURE 5-0 BLACK	3 / BX	04/07/03 40.330		R	40.330/ BX	
4							

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
BX	4				4		03/27/03	4	1	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**PO Maintenance
Line Item Edits: Entering an Individual Discount**

To enter a discount for this Line Item, click in the Discount % field and enter the percent of discount to be applied to this Line Item's cost. After entering the number, hit the **<enter>** key.

In this example, a Discount of 50% has been applied.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150

Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
Description			DS-Price	ND-Customer	DS-Order#		
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	4 / CS	04/07/03 18.038		R	18.038/ BX	50.00
3	1285B SUTURE 5-0 BLACK	3 / BX	04/07/03 40.330		R	40.330/ BX	
4		/				/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
BX	3				3		03/27/03	1	1	1

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**PO Maintenance
 Line Item Edits:
 Deleting / Replacing a Product p1**

While MDS does not allow direct replacements, it is possible to **Delete** a Line Item and then enter a new product. Here is the procedure:

1. Enter the Line Item to be deleted. In this example, we are deleting Line Item 3.
2. Click on the LDELETE button. ****NOTE**:** This command **CANNOT** be undone. Be sure before clicking LDELETE!

NOTE: If product has already been received (either partially or in full), you may not delete the line. MDS will display the following message: **"This line has received quantities, cannot delete, <hit return>"**

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.LINE.INPUT011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Maintenance P/O#: 131150
 Co#: 01 Vendor: ABCO ABCO DEALERS INC Whse#: 001

LN#	Product#	Purch/UM	Req-Date	Curr	Source	Cost/UM	Discount%
	Description		DS-Price		ND-Customer	DS-Order#	
1	01131 BACITRACIN OINT 1OZ	5 / BX	04/07/03 0.807		R	0.807/ EA	
2	002002 TOURNIQUET 1X18 250/BOX	4 / CS	04/07/03 18.038		R	18.038/ BX	50.00
3	M CANCELLED LINE	/	04/07/03			/	
4		/				/	

UM	ONHAND	INPICK	BCKORD	ON ORD	AVAIL	IN TRANS	NEXT PO	CASE	BOX	UNIT
BX	3				3		03/27/03	1	1	1

Enter line# to maintain or 0 to accept:

MDS INQ ST. INQ Open PO COMMENT IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Line Item Edits: Deleting / Replacing a Product p2

MDS displays an **M** in the **Product Number** field and **CANCELLED LINE** in the **Description** field. The deleted Line Item's space is maintained for recordkeeping purposes, but the item has been removed.

Remember: You must notify the vendor of this or any change to a PO. See re-printing a PO at the end of this section.

Now to complete the process of replacing the product that was in Line Item 3, you would enter the new Product in Line Item 4.

If the line item numbers are not consecutive, you will have to Click **OK/END** to get back to the prompt line and then enter the next available blank line number to add the new item.

If you have completed all of the Line Item edits for this PO, click **OK/END** or enter zero (0) to advance to the next screen.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.TOT.INPUT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Total Input

Company 01 TSH MEDICAL SUPPLY Warehouse 001 PO Num 131150
 Vendor ABCO ABCO DEALERS INC Date 03/27/03

Purchase Order Totals:	Lines	Quantity	Dollars
	3	9	168.51
1.Trade Discount	0.00		0.00
Total:			168.51 US DOLLARS

NOTE: Even though we deleted an item in this example, the PO still reflects that there are 3 lines to this PO.

Enter Line# to Change or 0 to Accept : XXXX

HELP OK/END DETAIL INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

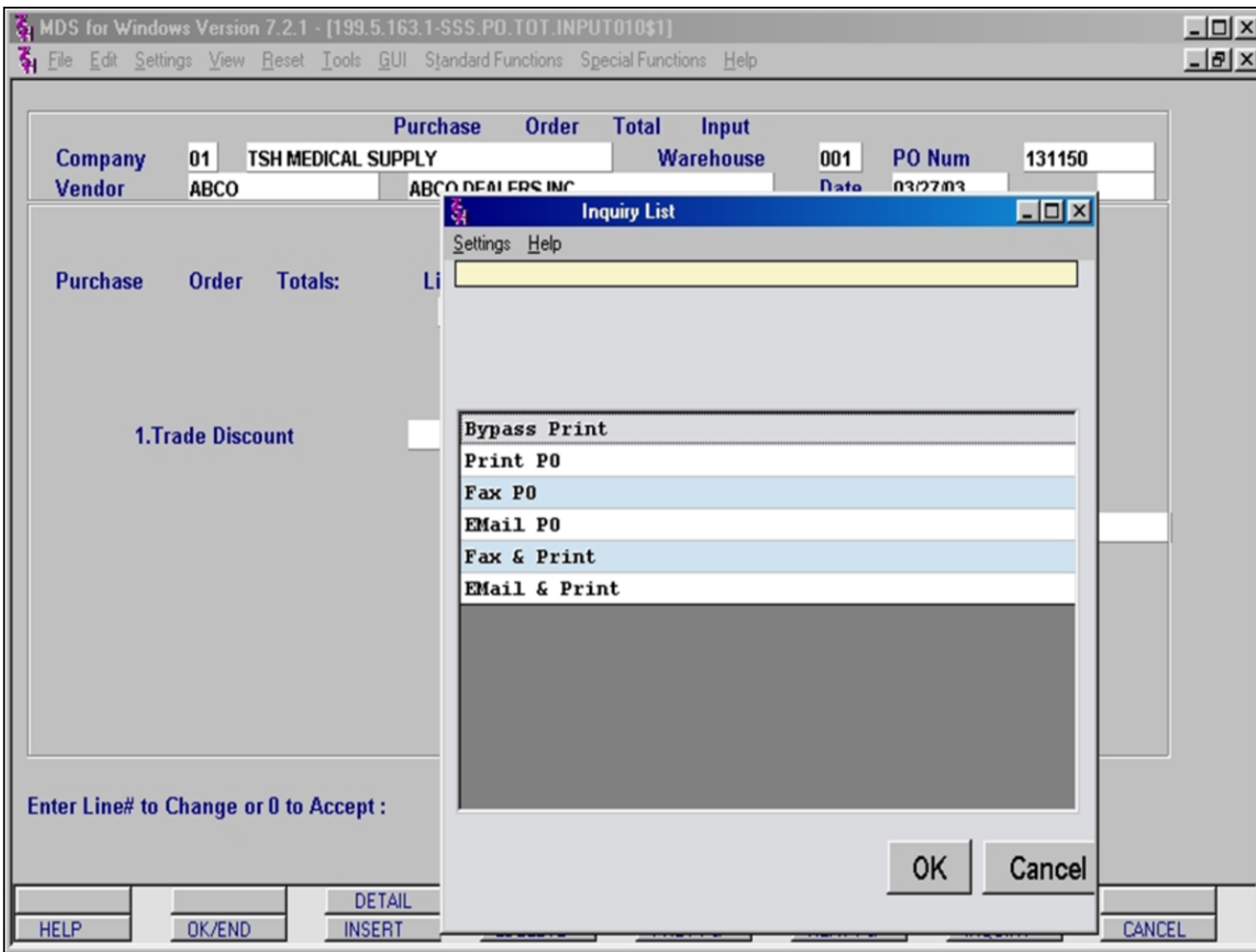
PO Maintenance: Total Input Screen

The Total Input screen is the last screen for applying an adjustment to an open PO.

The only adjustment that can be made at this point is to apply a discount to the entire PO. (For instance, if a vendor is backordered, they may provide a discount on your purchase.) Enter the discount percentage in the **1.Trade Discount** field and the Total dollar amount will be adjusted automatically.

If you have no discount to apply, click the **OK/END** button or enter zero (0) to advance to the PO processing pop-up.

Notes:



PO Maintenance: Processing List

Remember that any changes you have applied, are only within the MDS system. To alert your vendor of the changes, you still need to get them a copy of the newly adjusted PO. Choose a processing method according your company's procedures.

Bypass Print – Skip printing of the purchase order at this time. A typical choice when batch processing occurs off-hours.

Print PO – Print a hard copy of the PO.

Fax PO – Fax the purchase order to the fax number on file or any manually entered facsimile number. Example on following pages. * See Note at bottom.

Email PO – Have the purchase order e-mailed to any e-mail address. Example on following pages. * See Note at bottom.

Fax & Print – Print a hard copy and also fax to any facsimile number. * See Note at bottom.

Email & Print – Print a hard copy and have the purchase order e-mailed to any e-mail address. * See Note at bottom.

Make your choice and hit the 'OK' button. After PO has been processed via whichever method you choose, MDS will return you to the Purchasing Menu.

***NOTE: For Fax capability additional fax software must be installed by TSH.**

For E-mail capability additional e-mail server software and hardware must be installed.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:DEMO.12 Port:077 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
- 3. In-Transit Posting**
4. Purchase Order Receipts Posting (Sub Menu)
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints/Inquiry
11. Purchase Order Fax Confirmation

Reports

12. Receiving Form
13. Purchase Order Reports Selector

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

In-Transit Posting

This section deals with the **In-Transit** posting process. **In-Transit** posting is used to track the movement of items purchased and shipped, but not yet received.

The **In-Transit** module is accessed from the **Purchasing Selector** menu.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTR.LOGON011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Logon

1.Operator

2.Company TSH MEDICAL SUPPLY

3.Warehouse NEW YORK, NY

4.Intransit Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

In-Transit Posting: Logon Screen

To create an In Transit posting, you must first sign-in to the program using the Purchase Order In Transit Logon screen.

Operator – Enter Operator code (optional feature depending on your MDS setup).

Company – Enter the code for the Company which is doing the purchasing or hit <enter> to let MDS pre-fill the default Company. You may also click on the Inquiry button to view a list of all companies.

Warehouse – Enter the warehouse number for which the In Transit posting is being entered or hit <enter> to let MDS pre-fill the default Warehouse. You may also click on the Inquiry button to view a list of all warehouses.

In Transit Date – Hit <Enter> for today's date, or type a date in MM/DD/YY format. Alternately, you may click on the down arrow next to the field to access the Calendar Pop-up.

Once you have filled in the Logon information, you will receive the prompt, <ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:>

Prompts:

Enter Line# to change, "END" to End, "ABORT" to Cancel or "0" to Accept:

To change a line, enter the corresponding line number and hit the <enter> key. For example: To change the Warehouse number, enter the number **3** to get to the warehouse line and type in the new information.

To cancel this entry, click on the **CANCEL** button.

Enter a zero (0) to accept or click on the **OK/END** button to accept this entry.

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: ##### Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: Warehouse: 001 NEW YORK, NY

Invoice Number: Vessel#:
 B/L#: Container: Size: 0
 On Board Date: Exp Arrival Date: (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1							
2							
3							

Intr This PO Total Intr.Qty

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO In-Transit Posting Screen p1

When the **In-Transit Posting** screen opens, the cursor is initially located in the **Intrans #:** field. This field can be assigned by either the MDS system or by the user. To have the system assign a number, press the **<enter>** key.

We strongly suggest that you allow MDS to assign In-transit numbers and keep track of them.

Note: The **Date**, **Company** and **Warehouse** fields are display only on this screen and reflect the information entered in the Logon screen.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: 000726 Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: XXXXXX Warehouse: 001 NEW YORK, NY

Invoice Number: _____ Vessel#: _____
 B/L#: _____ Container: _____ Size: 0
 On Board Date: _____ Exp Arrival Date: _____ (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____

Intr This PO: _____ Total Intr.Qty: _____

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO In-Transit Posting Screen p2

After assigning an Intransit number in the **Intrans#** field, the cursor advances to the **PO Number** field. Enter the PO number for which you are posting in-transit information.

Note: The PO number must correspond to the Company and Warehouse combination you entered on the Logon screen.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: 000726 Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: 131150 Warehouse: 001 NEW YORK, NY

Invoice Number: 66555 Vessel#:
 B/L#: 12345 Container: Size: 0
 On Board Date: 04/01/03 Exp Arrival Date: 04/10/03 (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1	01131 BACITRACIN OINT 1OZ	36			EA	NNNNNN	
2	002002 TOURNIQUET 1X18 250/BOX	16			BX		
3	M						
Intr This PO			Total Intr.Qty				

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

In-Transit Posting Screen p3

After the PO number has been entered all of the items on that PO and the corresponding data will be displayed. The cursor advances to the **Invoice Number** field. You must fill in all the required data fields to continue.

Invoice Number: Enter invoice number supplied by Vendor (**required**)

B/L#: Enter the Bill of Lading Number supplied by Vendor (**required**)

On Board Date: Enter the date product should be on board or on-route. Supplied by Vendor (**required**)

Vessel#: Enter vessel number or description (not required)

Container: Enter container information [max 12 characters] (not required)

Size: Enter container size [max 3 digits; must be numeric] (not required)

Exp Arrival Date: Enter the Expected Arrival or Due Date (**required**)

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: 000726 Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: 131150 Warehouse: 001 NEW YORK, NY

Invoice Number: 66555 Vessel#: _____
 B/L#: 12345 Container: _____ Size: 0
 On Board Date: 04/01/03 Exp Arrival Date: 04/10/03 (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1	01131 BACITRACIN OINT 1OZ	36			EA	45	
2	002002 TOURNIQUET 1X18 250/BOX	16			BX		
3	M						

Intr This PO: _____ Total Intr.Qty: _____

QTY > THAN REMAINING OPEN QTY, ACCEPT ('RTN' - NO, 'Y' - YES) ?

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO In-Transit Posting Screen p4

After entering all of the required data on the top half of the screen, the cursor moves to the **Product** field of the first line item on the PO. To post an in-transit quantity for this line item, hit **<enter>** one time to advance the cursor to the **Stock Qty** field.

Note: You cannot edit / maintain the PO from this screen; the **Product Number**, **Description** and **Order Qty** are display-only fields.

Stock Qty: Enter the in-transit quantity to be posted. The quantity entered should be based on the **stocking unit of measure**.

The Stock quantity entered will be compared to the Order quantity. If the In-transit quantity (**Stock Qty**) entered is greater than the Order quantity, as in this example, you will be prompted whether to accept the larger quantity or re-enter the **Stock Qty** (see Inset).

For this example, the larger quantity of 45 was entered incorrectly, so we received the message "**QTY > THAN RAMINING OPEN QTY, ACCEPT?**"

In this example we will hit the **<enter>** key to re-enter the line with the correct in-transit quantity of 36. (see next page)

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: 000726 Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: 131150 Warehouse: 001 NEW YORK, NY

Invoice Number: 66555 Vessel#:
 B/L#: 12345 Containers: Size: 0
 On Board Date: 04/01/03 Exp Arrival Date: 04/10/03 (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1	01131 BACITRACIN OINT 1OZ	36			EA	36	4/10/03
2	002002 TOURNIQUET 1X18 250/BOX	16			BX		
3	M						
Intr This PO		36	Total Intr.Qty			36	

ENTER LINE# TO CHANGE, '0' TO ACCEPT P/O OR 'CANCEL' TO CANCEL P/O: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

In-Transit Posting Screen p5

After stock qty has been entered, you will advance to **Due Date**.

Due Date is a required field used to record the date the In-Transit amount is expected to arrive. Hit the <enter> key and MDS will auto-fill with the **Expected Arrival Date**, or type a due date in MM/DD/YY format.

After entering all In-transit quantities and Due Dates, click on the **OK/END** button. You will be prompted to accept changes or enter the line number for the next post. Enter a zero (0) if you are done with In-transit posting for this PO.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: 000726 Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: XXXXXX Warehouse: 001 NEW YORK, NY

Invoice Number: 66555 Vessel#: _____
 B/L#: 12345 Container: _____ Size: 0
 On Board Date: 04/03/03 Exp Arrival Date: 04/10/03 (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1							
2							
3							

Intr This PO: _____ Total Intr.Qty: 36

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

In-Transit Posting Screen p6

After a PO is complete, the screen clears all of the PO specific data, leaving the In-transit ticket open and the cursor in the PO number field. You may now enter another PO number to post on this Intransit.

MDS allows more than one PO to be entered against a given In-transit number, **however**, all POs must be for the same vendor.

Note: To facilitate entry, Intransit data (Invoice #, B/L#, On board date, Vessel, Container and Expected Arrival date) remain filled in. You may change these after entry of the next PO number for this Intransit.

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans #: 000726 Date: 04/01/03 Com: 01 TSH MEDICAL SUPPLY
 PO Number: XXXXXX Warehouse: 001 NEW YORK, NY

Invoice Number: 66555 Vessel#: _____
 B/L#: 12345 Container: _____ Size: 0
 On Board Date: 04/03/03 Exp Arrival Date: 04/10/03 (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____

Intr This PO: _____ Total Intr.Qty: 36

Is Intransit Qty Correct ('Y' - Yes, 'N' - No) ?

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

In-Transit Posting Screen p7

When all required POs have been entered, click the OK/END button and MDS will prompt you regarding the total In-transit quantity. This total reflects all of the In-transit quantities from all of the entered POs, effectively reflecting the entire shipment.

Enter 'Y' if correct, 'N' if you need to go back and review any posted quantities.

Entering 'Y' will return you to the In-transit number prompt. Click **OK/END** to return to the Purchasing menu.

If you enter 'N', MDS allows you to go back and make appropriate changes as detailed on the following pages.

Notes:

MDS for Windows Version 7.7.5 - [199.5.163.1-SSS.PO.INTRANS011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Purchase Order Intransit Posting

Intrans # 000726 Date 04/01/03 Com 01 TSH MEDICAL SUPPLY
 PO Number XXXXXX Warehouse 001 NEW YORK, NY

Invoice Number _____ Vessel# _____
 B/L# _____ Container _____ Size 0
 On Board Date _____ Exp Arrival Date _____ (Due Date)

LN#	Product Description	Order Qty	Recd TD	Intr TD	STK UM	Stock Qty	Due Date
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____

Intr This PO _____ Total Intr.Qty _____

Enter "CANCEL" - Cancel Intransit or "C" - Change Intransit

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

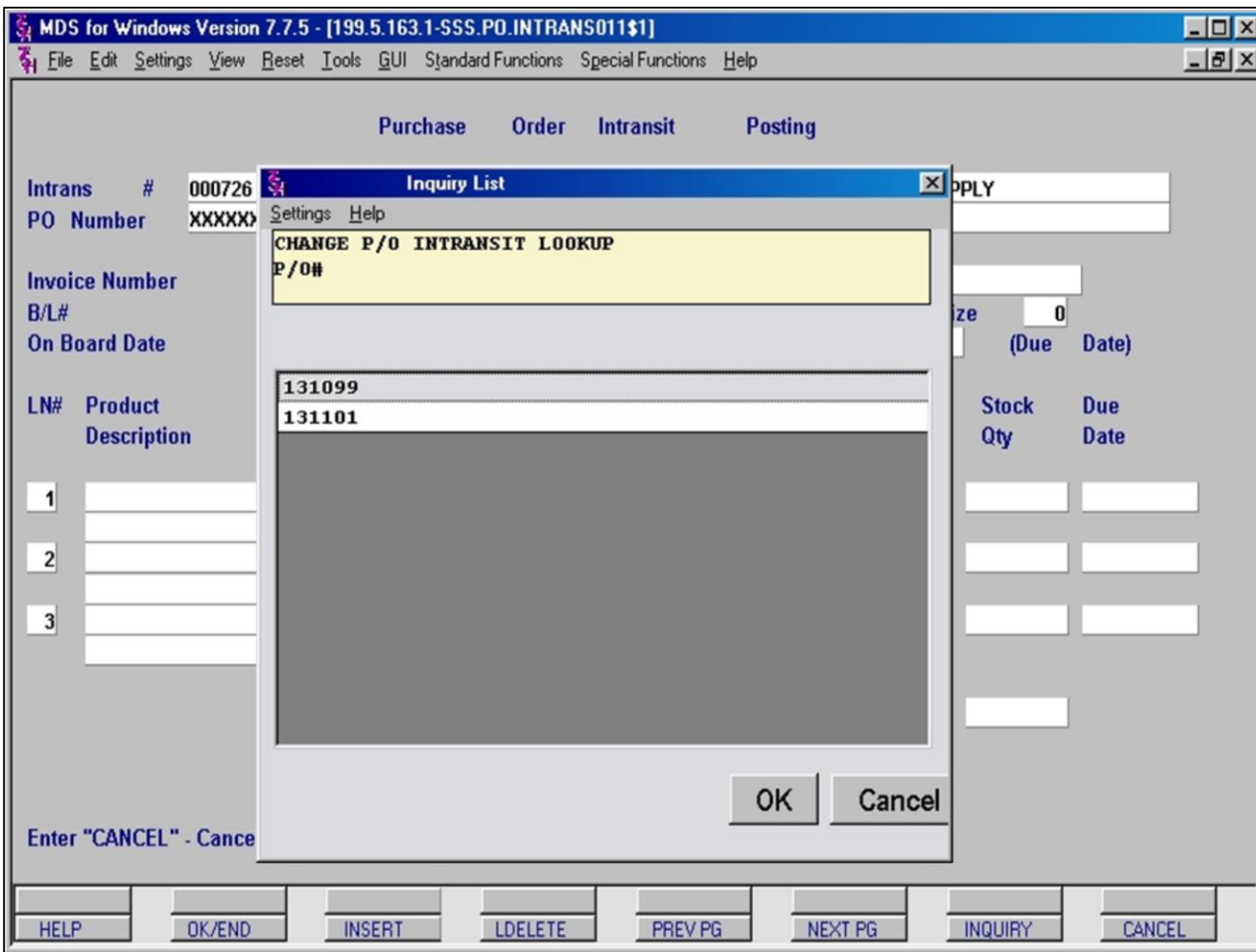
In-Transit Posting Screen p8

If you answered 'No' and hit the <enter> key, MDS prompts you to either 'CANCEL' the Intransit posting altogether, or (C)hange the Intransit quantities previously entered.

CANCEL – Cancels the entire Intransit posting and returns you to the Purchasing Menu.

C – Change displays a Lookup window to allow you to choose which PO has the quantity that requires changing. (see next page for example).

Notes:



In-Transit Posting Screen p9

If you entered an incorrect quantity and typed a “C” at the previous prompt to Change the quantity, MDS displays the **Change P/O Intransit Lookup** window. You can now either double click the PO number with the incorrect quantity or click it once and then click on the OK button. This will re-open the PO in the Intransit Posting window, so you may change the quantity expected Intransit.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-PURCH.MENU]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:4644 DEMO.12 Port:644 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
- 4. Purchase Order Receipts Posting (Sub Menu)**
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints/Inquiry
11. Purchase Order Fax Confirmation
12. Receiving Form
13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

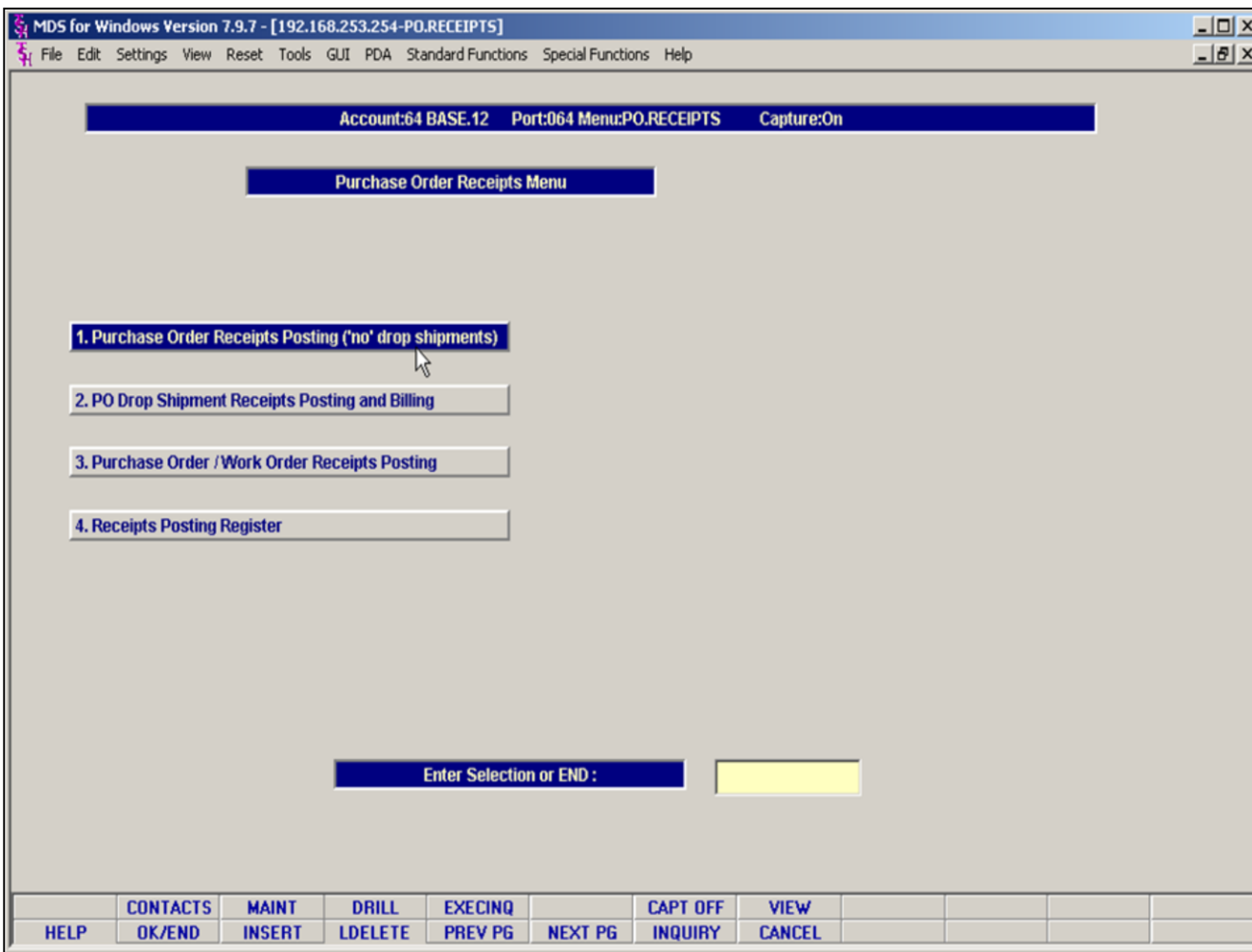
Receipts Posting - Introduction

When orders arrive, they need to be reconciled with the original Purchase Orders to be sure the correct products and quantities are included in the shipment. Sometimes single orders are arriving from multiple locations in separate shipments. The MDS Receipts process allows for variations of this sort.

NOTE: When you enter a PO Receipt, the products entered are actually 'received' into Inventory.

The **PO Receipts Posting** module is accessed from the **Purchasing Selector** menu.

Notes:



Receipts Posting - Overview

The receipts module is divided into four separate programs.

- 1. Purchase Order Receipts Posting ('no' drop shipments)**- Receiving for regular shipments being received into inventory.
- 2. PO Drop Shipment Receipts Posting and Billing** – Receiving for drop shipments going directly to customers, creates AR and AP (billing).
- 3. Purchase Order / Work Order Receipts Posting**- For use with work order system.
- 4. Receipts Posting Register**- by warehouse by date.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.LOGON010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Logon

1.Operator

2.Company TSH MEDICAL SUPPLY

3.Warehouse NEW YORK, NY

4.Received Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

Notes:

Receipts Posting Logon Screen

To post Receipts, you must first sign-in to the program using the Purchase Order Receiving Logon screen.

Operator – Entry of an Operator code at this point is an optional feature depending on your MDS configuration. If the screen displays a cursor in the Operator field, you must enter a valid Operator code, otherwise, the cursor will start in the Company field.

Company – Enter the 2-digit code for the Company which is doing the receiving, hit <enter> to let MDS pre-fill the default Company, or click on the Inquiry button to view a list available companies.

Warehouse – Enter the warehouse number for which the Receipt is being posted, hit <enter> to let MDS pre-fill with the default Warehouse, or click on the Inquiry button to view a list of warehouses.

Received Date –Hit <enter> for today's date, enter the received date in MM/DD/YY format or click on the down arrow next to the field to access the MDS Calendar Pop-up feature.

Prompt:

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:>

Enter a zero (0) to accept or click on the **OK/END** button to accept this entry.

To change a line, enter the corresponding line number and hit the <enter> key.

For example: To change the Warehouse, simply enter the number **3** at this prompt, hit the <enter> key and the cursor will return to line **3. Warehouse** where you can type in new information or use the Inquiry function.

To cancel this entry click on the **CANCEL** button.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail

Company 01 TSH MEDICAL SUPPLY
 Warehouse 001 NEW YORK, NY
 Receiver# XXXXXXXXXXXXXXXXXXXX
 PO Number [] Date 11/26/03
 Vendor# [] Pct Add-On 0.00
 Currency 0.000000

LN#	Product	Number	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Stk	Location	Loc	Qty	Ext	Comp	Cost
1.	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
2.	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
3.	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
4.	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Totals All Lines															0.00	

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Rec Compl	Add Costs	Pct Add														
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL									

Non DS Receipts Posting Receiver Number

When the PO Receiving Detail screen opens, the cursor is initially displayed in the **Receiver#** field. This field can either be assigned by MDS system or entered by the user. To have the system assign a number, press the **<enter>** key.

Note: We strongly suggest that you allow MDS to assign and keep track of receiver numbers.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail
 Receiver# 002140
PO Number 131103 Date 11/26/03
 Vendor# ABCO ABCO DEALERS INC
 Company 01 TSH MEDICAL SUPPLY
 Warehouse 001 NEW YORK, NY
 Pct Add-On 0.00
 Currency US 1.000000

LN#	Product Number	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Stk Location	Loc	Qty	Comp
1.	513029-42	100				EA		EA				
	OLYMPIC UNISEX SWEATER											
2.	10/1000WAL	1000				EA		EA				
	10/1000 WATCH WALMART											
3.	APH00130	144				EA		EA				
	BATTERY J CELL											
4.												
Totals All Lines											0.00	

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00
 Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: XXXXXX

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

**Receipts Posting Detail
 PO Number & Fields Defined**

PO Number: Once a Receiver# is assigned, the cursor advances to the **PO Number** field. Enter a PO number. MDS brings up the PO information.

Field definitions for this screen:

LN# – Display only. Indicates the line number of an entered product.

Product Number – The external product number from the Product master file. The product description appears in the field to the right.

OrdQty – The quantity ordered on this PO.

TotRcvd – The total quantity received into inventory for this product on all receivers for this PO.

IntrQty – The quantity that is currently Intransit for this PO.

RecPrch – The quantity being received in this Receiver, expressed in Purchasing Units of Measure.

PO UM – The Purchasing Unit of Measure.

RecStk – Quantity being received in this Receiver, expressed in Stocking Units of Measure.

Stk UM – The Stocking Unit of Measure.

Location – Warehouse location where this product will be received into Inventory.

Cost – The per Unit cost of the Product

Loc Qty – The quantity of product being received into that Location.

Ext. Cost – The total cost of this line's Product.

Comp – C indicates that the line's Product has been received complete.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131103 Date 11/26/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	513029-42			OLYMPIC UNISEX SWEATER	EA		EA	
2.	10/1000WAL			10/1000 WATCH WALMART	EA		EA	
3.	APH00130			BATTERY J CELL	EA		EA	
4.								
Totals All Lines								0.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00
 Do You Want to Receive this PO Complete ? (Y/N) :

Rec Compl Add Costs Pct Add
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Receipts Posting – Detail
 PO Number & Receive Complete?**

Receive Complete?:

MDS gives you the option of receiving a PO complete. If all the items have come in exactly as they were ordered, MDS will complete this screen for you. Click on the **Rec Compl** button (SF1) and you will get the question/prompt: **“Do You Want to Receive this PO Complete? (Y/N)”**.

If all of the contents of the PO have arrived exactly as entered in the original PO, enter ‘Y’ and MDS will receive this shipment complete for you by filling in **RecStk** quantities based on order quantities. Changes can still be made to the specific line items, by entering either the **Line#** or the **Product#** at the regular prompt. You can also enter Additional Costs (**Freight** and **Miscellaneous** charges).

If only a partial shipment has been received, enter ‘N’ and you will be able to enter received quantities. This will not come up if you are using locations.

Note:

On some systems, once a PO number has been entered, you might receive this question automatically after a PO has been entered.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131103 Date 11/26/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp		
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.	Cost
1.	513029-42			OLYMPIC UNISEX SWEATER		M-20	100	C		
	100				EA	100	EA	46.400/	EA	4640.000
2.	10/1000WAL			10/1000 WATCH WALMART			1000	C		
	1000				EA	1000	EA	12.010/	EA	12010.000
3.	APH00130			BATTERY J CELL		0900I	144	C		
	144				EA	144	EA	3.350/	EA	482.400
4.										
Totals All Lines							1244			17132.40

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00
 Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: XXXXXX

Rec Compl Add Costs Pct Add
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Receipts Posting – Detail
 Receive Complete Filled In, Prompt**

If “Y” was entered at the “Receive Complete?” prompt, MDS fills in the fields highlighted here. RecStk matches the OrdQty. Changes can still be made to the specific line items, by entering either the **Line#** or the **Product#** at the prompt. You can also enter Additional Costs (**Freight** and **Miscellaneous** charges).

Prompt:

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept:

Enter a line number (from the first column) and you will be taken to the **RecPurch** field where you may adjust quantities.

Enter P

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order	Receiving	Detail	Company	01	TSH MEDICAL SUPPLY
Receiver#	002140		Warehouse	001	NEW YORK, NY
PO Number	131104	Date	11/26/03	Pct Add-On	0.00
Vendor#	ABCO	ABCO DEALERS INC	Currency	US	1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	00185	144			SUCKERS SAFETY POP 100/	BX		BX
2.	002-0396-01	12			SPEEDCLEAN	CS		EA
3.	012290	800			INST DETERGENT PWD 4LB/	CS		EA
4.								
Totals All Lines								0.00

Freight/Inland	Freight	0.00	Ocean Freight	0.00	Duty	0.00
Miscellaneous/Brokerage		0.00	Insurance	0.00		

Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: 1

Rec Compl	Add Costs	Pct Add					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Receipts Posting – PO Partially Received

Here is an example of a PO “partially received”. In this case, MDS is expecting manual entry of data for the products received.

In this example we will receive ONLY the 144 boxes on Line 1.

Prompts:

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept:

Enter a line number to go to that line,- in the above example we enter a “1” to go to line 1 and receive product 00185.

Enter a “P” to enter a Product number and be taken to that product,

Enter “AC” to enter additional costs such as freight and Miscellaneous charges, Enter % for PCT or 0 to accept entries (when done)

In this example we are using **Enter Line#**, Entering the line number will take you to the product.

the **Product number** Imagine a PO with 60 products and you don’t know which Line product ‘01209’ is listed on and you see how entering a product number can be the more convenient method. (Example on next page).

Notes:

To enter a **Freight** charge or a **Miscellaneous** charge you can enter ‘F’ or ‘M’, respectively. This will move the cursor to the appropriate field in the bottom right hand corner of the screen.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PD.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail

Receiver# 002140

PO Number 131104 Date 12/02/03

Vendor# ABCO ABCO DEALERS INC

LN#	Product	Number	OrdQty	TotRcvd	IntrQty	RecPrch
1.	00185					SUCKERS SAF
2.	002-0396-01		12			SPEEDCLEAN
3.	012290		800			INST DETERGENT PWD 4LB/
4.						

Totals All Lines 0.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept: P

Please enter product number: 00185

Rec Compl	Add Costs	Pct Add					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Receipts Posting PO Partially Received p2 Product Number Entry

If the product that you wish to receive does not appear as one of the four on this screen, you may page through the screen (Click NEXT PG). However, for large orders, rather than paging through many possible lines, you can use the Product Number Entry method to move to the Product's Line.

Using product number to get to a line in a PO is useful for large Pos. Imagine a PO with 60 products and you don't know which Line product '01209' is listed on. Using the "P for Product number method of line selection, you simply enter the product number and MDS finds the line for you. So you can see how entering a product number can be the more convenient method.

Prompts:

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept:

Enter a "P" (see inset top right) and you will get the product number pop up box (see red highlight) with the following prompt:

Please enter product number

Enter a **Product Number** in the space provided and MDS will take you to the corresponding line number. You are then ready to enter the received amount.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

Example 1: Receive in Purchasing Unit of Measure

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
1.	00185				0900J	BX	144	C
2.	002-0396-01					EA		
3.	012290				1000B	EA	800	C

Receipts Posting – PO Partially Received p3

The examples displayed here demonstrate two methods by which the incoming product can be entered into the MDS system. In the first example, the **800 ordered units** are received as **100 CS, the Purchasing Unit of Measure**, which for this product is 'cases'. The product is packed 8 to a case and therefore 100 boxes are entered to account for the full 800 items received. If received in Purchasing Units of Measure, MDS will perform the conversion and fill in the RecStk field automatically. In this example, the RecStk will display 800 once the 100 has been accepted (hit <enter>).

In the second example, the 800 ordered units are received as **800 EA, the Stocking Unit of Measure**, (for this product is 'each').

Received items **must** be entered in one of these two Units of Measure. The MDS system will not allow you to enter data into both fields, avoiding a conflict.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

Example 2: Receive in Stocking Unit of Measure

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
1.	00185				0900J	BX	144	C
2.	002-0396-01					EA		
3.	012290				1000B	EA	800	C

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product Number	PO	Stk	Location	Loc	Qty	Comp			
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.	Cost
1.	00185			SUCKERS SAFETY POP 100/				0900J	144	C
	144			144 BX		144 BX		6.400/ BX		921.600
2.	002-0396-01			SPEEDCLEAN						
	12			CS		EA		/ EA		
3.	012290			INST DETERGENT PWD 4LB/				1000B	800	C
	800			100 CS		800 EA		4.390/ EA		3512.000
4.										
Totals		All	Lines			944				4433.60
Freight/Inland		Freight		0.00	Ocean	Freight		0.00	Duty	0.00
Miscellaneous/Brokerage				0.00	Insurance			0.00		

Rec Compl Add Costs Pct Add
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Receipts Posting PO Partially Received p4 Location

After entering the received quantity, the cursor advances to the **Location** field. This field is auto-filled with the default stock location associated with this product. The location can be changed if an alternate location exists for this product in the receiving warehouse's Location file. Location Qty (**Loc QTY**) will be filled in after entering through the field.

Hit <enter> to fill with default location.

To see a list of additional locations where this product can be stocked, **click the down arrow (circled) to display the Loc(ation) Lookup window**. This will display all product locations associated with this product number.

Alternately, you may click on the **Inquiry button (F7)** to access the Location Lookup window.

Next: Receiving into multiple locations.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order	Receiving	Detail	Company	01	TSH MEDICAL SUPPLY
Receiver#	002140		Warehouse	001	NEW YORK, NY
PO Number	131104	Date	12/02/03	Pct Add-On	0.00
Vendor#	ABCO	ABCO DEALERS INC	Currency	US	1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	00185			SUCKERS SAFETY POP 100/		0900J		144
	144			144	BX	144	BX	6.400/ BX 921.600
2.	002-0396-01			SPEEDCLEAN				
	12				CS		EA	/ EA
3.	012290			INST DETERGENT PWD 4LB/		1000B		100
	800			100	CS	800	EA	/ EA
4.								
Totals		All	Lines					144 921.60

Freight/Inland	Freight	0.00	Ocean	Freight	0.00	Duty	0.00
Miscellaneous/Brokerage		0.00	Insurance		0.00		

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Receipts Posting Receive to Multiple Locations

Note- to receive to multiple locations, the warehouse must be set up to use location system. In the Warehouse file, the Management type must be set to an "L".

To receive a line into multiple locations:

After selecting the Location, hit enter to get the **Loc Qty** field. The first time will be for for the first location, which is the default location, (but may not be the only location for this product). Enter a number that is **LESS than** the received Quantity. Doing this will bring you to the **Location Popup** (see next page) where you can enter additional locations and quantities for this product.

In the example shown, the PO ordered quantity is 800, but we are only receiving 100 in to location 1000B.

NOTE: To receive all product to the default location, hit <enter> at the Loc Qty field and MDS will fill with the entire received quantity.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RECPT.LOCATION.INPUT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add.On 0.00
 Vendor# ABCO ABCO DEALERS INC

LN#	Product	Number	OrdQty	TotRcvd	IntrQty	Recl
1.	00185		144			SUCKER
2.	002-0396-01		12			SPEEDC
3.	012290		800			INST DE
4.						

Totals All Lines

Freight/Inland Freight 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Total Received 800

Location	Quantity
1 1000B	100
2 A-101	700
3	
4	
5	
6	
7	
Total	800

Enter Line# or 0 to Accept: 0

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Receipts Posting Receive to Multiple Locations p2 Location Pop-up

In the **locations pop-up**, enter 2 to go to the next line and enter a second location. (If available, you may also click on the down arrow for the **location Inquiry** which will list all available locations for this product.) Note: You may enter any existing location, even one that does not appear in the inquiry for this product.

You may continue entering quantities into multiple locations for this product. MDS shows you the total received quantity at the top of the box, and keeps a running Total of what has been entered into location at the bottom by the **Total** label. When you are done entering locations, click OK/END (F2) to get to the prompt line:

“Enter Line# or 0 to Accept:” Type “0” and <enter> or click OK/END to accept locations. This will take you back to the Receiving detail page.

Notes:

Receipts Posting Receive to Multiple Locations p3

When you return to the **Receiving detail** page, note that this line item now has **“Multiple”** as the Location.
To check the locations and quantities, go back to that line and the location pop-up will appear automatically at the location field.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
								Ext. Cost
1.	00185	144			SUCKERS SAFETY POP 100/	0900J	144	921.600
2.	002-0396-01	12			SPEEDCLEAN			
3.	012290	800			INST DETERGENT PWD 4LB/	Multiple	100	3512.000
4.								
Totals		All	Lines				944	4433.60

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00
 Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: XXXXXX

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Notes:

Receipts Posting PO Partially Received Extended Cost

Once the location has been accepted, the cursor advances to the **Cost** field. Hitting <enter> through this field, will fill this field with the default cost. For **domestic** purchases this is the **Current cost from the Product master**. For **Foreign** purchases, this is the **Landed Cost from the Vendor product file**.

If the cost is adjusted, the extended cost will adjust as well.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail
 Receiver# 002140
 PO Number 131104 Date 12/02/03
 Vendor# ABCO ABCO DEALERS INC
 Company 01 TSH MEDICAL SUPPLY
 Warehouse 001 NEW YORK, NY
 Pct Add-On 0.00
 Currency US 1.000000

LN#	Product Number	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Stk Location	Loc	Qty	Comp
1.	00185	144			144	BX	144	BX	0900J	BX	144	C
2.	002-0396-01	12				CS	12	EA	0600E	EA	12	
3.	012290	800										

Before entering through the Cost field, Both cost and Extended Cost fields are empty.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail
 Receiver# 002140
 PO Number 131104 Date 12/02/03
 Vendor# ABCO ABCO DEALERS INC
 Company 01 TSH MEDICAL SUPPLY
 Warehouse 001 NEW YORK, NY
 Pct Add-On 0.00
 Currency US 1.000000

LN#	Product Number	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Stk Location	Loc	Qty	Comp
					100/				0900J		144	C
					144	BX				BX		
2.	002-0396-01	12				CS	12	EA	0600E	EA	12	N

After entering through the Cost field, MDS has auto-filled the Cost and the Extended Cost fields.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp	Cost
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.
1.	00185	144			SUCKERS SAFETY POP 100/	0900J	144	C	921.600
				144 BX		144 BX		6.400/ BX	
2.	002-0396-01	12			SPEEDCLEAN	0600E	12	N	57.960
				CS		12 EA		4.830/ EA	
3.	012290	800			INST DETERGENT PWD 4LB/	Multiple	100	C	3512.000
				100 CS		800 EA		4.390/ EA	
4.									
Totals		All	Lines				956		4491.56

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Receipts Posting PO Partially Received Received Complete Field

After the cost has been entered, the cursor advances to the final field required to receive this line item: The **Comp, or received complete** field. If the quantities received for this line item and equal to (or greater then) the ordered quantities, this field will auto-fill as C for Complete. If however the Line has not been received complete, it will stay blank. If you want to keep this line open to receive additional quantities, enter 'N', in the Comp field.

You may also use this field to close out a line while receiving less than the open amount. (Enter a "C")

Hitting <enter> completes the receiver for this line item.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp		
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.	Cost
1.	00185	144			SUCKERS SAFETY POP 100/	0900J	144	C		921.600
2.	002-0396-01	12		15	SPEEDCLEAN	0600E	12	C		57.960
3.	012290	800		100	INST DETERGENT PWD 4LB/	Multiple	100	C		3512.000
4.										
Totals All Lines							956			4491.56

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Received Quantity > Open Quantity , Accept (Y/N):

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

**Receipts Posting
 PO Partially Received
 Receive More than Ordered Quantity**

Occasionally, a vendor will send more product than originally ordered. MDS allows for this eventuality.

Enter the Received amount in the the RecPurch or Rec Stk field.

If the amount is MORE than the ordered quantity, MDS will prompt with:

Received Quantity > Open Quantity , Accept (Y/N):N

(Note: The initial prompt for this field is an “N” so that in case this is just an operator error, you can hit enter and re-enter the received quantity.)

Enter a “Y” to accept the greater quantity.

If you have entered RecPurch quantity, MDS will ask again at RecStk field. (in case this entry was due to a Purchasing vs. stocking UM confusion on the operators part) Enter Y again to accept the greater quantity.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext. Cost
1.	00185		SUCKERS SAFETY POP 100/		0900J		144	C
	144		144 BX		144 BX		6.400/	921.600
2.	002-0396-01		SPEEDCLEAN		0600E		15	C
	12		15 CS		180 EA		4.830/	869.400
3.	012290		INST DETERGENT PWD 4LB/		Multiple		100	C
	800		100 CS		800 EA		4.390/	3512.000
4.								
Totals		All	Lines		1124			5303.00

Freight/Inland	Freight	0.00	Ocean Freight	0.00	Duty	0.00
Miscellaneous/Brokerage		0.00	Insurance	0.00		

Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: XXXXXX

Rec Comp Add Costs Pct Add
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Receipts Posting
 Additional Costs (Freight and
 Miscellaneous Charges)**

Note: to enter additional costs your costing Parameter must be set to allow for entry. **For more details see Costing/Parameters at the beginning of this document.**

When the line item has been received, you will be back at the prompt:

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept:

To enter **additional costs** (for domestic purchases Freight or Miscellaneous and for foreign purchases freight, brokerage, insurance and duty) **click on AddCosts** (circled) or enter **"AC"** at the prompt and hit **<enter>**.

After additional costs have been entered, they will appear in the space provided at the bottom of the screen (see box).

To accept the Receiver, enter zero (0) and hit **<enter>** or **click OK/END (F2)**.

Note: Entering Freight and Miscellaneous costs at this stage allows them to tie into the AP/PO interface, thus reducing the chances that the AP voucher will go on hold due to a price discrepancy from the vendors invoice. For foreign purchases, this will calculate landed costs for this shipment.

Notes:

You may enter additional costs to PO's that have been received complete (Rec Comp button) OR partially received.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.ADD.COSTS012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost
1.	00185	144		SUCKERS SAFETY POP 100/		0900J	144	C
							6.400/ BX	921.600

Additional Costs

(US)		(Foreign)	
1.Freight	62.50	3.Inland Freight	0.00
2.Miscell	10.00	4.Brokerage	0.00
		5.Ocean Freight	0.00
		6.Insurance	0.00
		7.Duty	0.00

Enter Line# to change, "0" to accept or 'ABORT':

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Receipts Posting Additional Costs Pop-Up (Freight and Miscellaneous Charges)

The additional Costs Pop-up allows entry of **Freight and Miscellaneous charges for Domestic US purchases, and Inland Freight, Brokerage, Ocean Freight, Insurance and Duty costs for foreign purchases.** You can not enter amounts in all 7 fields. For domestic purchases you will only have access to fields on the left hand side (US) and for Foreign purchases you may access the fields on the right (Foreign). Amounts entered in the foreign column will be used to calculate landed cost for this shipment.

To enter amounts **click on the label for that field, or type the appropriate number and hit <enter>**. You will then be able to enter a dollar amount in the selected field.

When you have finished entering all additional costs, you will see the following prompt:

Enter Line # to change, "0" to accept or 'ABORT':

Click OK/END (F2) or type "0" to accept the additional costs and hit <enter>.

If you wish to change your entries type or click on the line number and label.

When you return to the PO receiving detail screen, these charges will now appear in their appropriate spaces at the bottom of the screen.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002140 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 2.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp		
LN#	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.	Cost
1.	00185	144			SUCKERS SAFETY POP 100/	0900J	144	C	6.400/ BX	921.600
2.	002-0396-01	12		15	SPEEDCLEAN	0600E	180	C	4.830/ EA	869.400
3.	012290	800		100	INST DETERGENT PWD 4LB/	Multiple	800	C	4.390/ EA	3512.000
4.										
Totals All Lines									1124	5303.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00
 Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: XXXXXX

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Receipts Posting Percent Add-On (Pct Add)

Instead of entering freight charges to add to costs, another costing option is via the use of **PCT ADD-ON**. To use this option, your costing parameter must be set to use percent add-on to calculate freight for either foreign or domestic purchases. For more information see costing Parameter at the beginning of this guide.

If you are set to use Pct Add-On you will be taken to that field after you enter the PO number. TO change a Percentage, you can **click on Pct Add button (SF3) or type “%” at the prompt and hit <enter>**.

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept:

If Pct add on has been entered, the freight value for this PO will be calculated as: total cost of all receipts for this PO * Percent Add on entered. This amount will show on the total screen in the Freight field.

To accept the Receiver, enter zero (0) and hit <enter> or **click OK/END (F2)**.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving Detail

Company 01 TSH MEDICAL SUPPLY
 Warehouse 001 NEW YORK, NY
 PO Number 131104 Date 12/02/03 Pct Add-On 0.00
 Vendor# ABCO ABCO DEALERS INC Currency US 1.000000

LN#	Product	Number	PO	Stk	Location	Loc	Qty	Comp
OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Ext.
1.	00185		SUCKERS SAFETY POP 100/		0900J		144	C
	144		144 BX		144 BX		6.400/	921.600
2.	002-0396-01		SPEEDCLEAN		0600E		180	C
	12		15 CS		180 EA		4.830/	869.400
3.	012290		INST DETERGENT PWD 4LB/		Multiple		100	C
	800		100 CS		800 EA		4.390/	3512.000
4.								
Totals All Lines							1124	5303.00

Freight/Inland Freight 62.50 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 10.00 Insurance 0.00

Are the Received Quantities for this PO Correct? (Y/N):

Rec Compl	Add Costs	Pct Add						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	

**Receipts Posting
 Are Received Quantities Correct?**

After clicking OK/END or entering "0" to accept the receiver, MDS next asks if the quantities listed in the receiver are correct.

**Prompt:
 Are the Received Quantities for this PO Correct? (Y/N)**

An answer of Y (Yes) will take you back to the PO number field so that you may enter additional POs against this receiver. An answer of N (No) will keep you in the PO and allow you to return to any line on the Receiver Detail screen to make necessary adjustments.

The default is a "Y" so if the receiver is correct, **hit <enter>** or **Click the OK/END** button to continue.

Messages Note:

Location Qty on Line #:X Not equal to Recd Qty. 15/180 Hit <cr>:

If you get this message it means that the amount received into location on the line number listed is less than or more than the received quantity. (This can happen with confusion from different Purchasing and Stocking units of measure.) To fix, hit <enter> to clear the message, then enter the line number to return to that line and modify the location quantities. Remember, the total received at the top of the location screen **MUST** match the total at the bottom of the screen. In our example, we changed the

Notes:

location quantity from 15 RecPurch UM to 180 RecStk UM. You will notice that the Location UM is **below** the number.

Notes:

**Receipts Posting
PO Receipts Total Screen**

Once all POs have been entered against a Receiver, click the **OK/END** button to accept all POs and go to the **PO Receipts Total** screen. This screen lists all POs entered on this Receiver by PO number.

Field Definitions:

The first column is an inline number for reference on this screen only. Enter this number to change a PO.

PO Number: Po number (without company number prefix). There can be multiple Pos per receiver.

Open Qty: The total open quantity on this PO prior to this receiver.

Rec Stock: The total quantity received into stock for this PO on this receiver.

Cost: Total cost of received items for this PO on this receiver.

Misc/Brokerage: Miscellaneous (US) and Brokerage fees (foreign) for this PO, for this receiver.

Frt/In Frt: Freight and Inland Freight (foreign purchases) charges for this PO (top)

Insurance: Insurance cost (foreign purchases only) for this po for this receiver (bottom)

Ocean Frt: Ocean freight costs (foreign purchases only) for this Po for this receiver (top)

Duty: Duty Cost (foreign purchases only) for this PO for this receiver. (bottom)

Prompt:

Enter 0 to Accept Receiver, PO to Change Pos, CANCEL to Cancel:

Your 3 options are:

Enter zero (0) or click OK/END to accept the Receiver. Once accepted, MDS returns you to the Receipts menu.

Enter a PO line number to make changes to the receiver. You must enter the PO line number as it is listed on the screen (1, 2, etc.). MDS prompts for confirmation with **"Do you want to change PO131104? (Y/N)"** and then returns to the PO Receiver Detail screen allowing you to make any changes necessary to the POs quantities or costs. Once any changes have been made, you may once again click the **OK/END** button to return to this screen.

Type CANCEL to cancel the entire Receiver. This will wipe out **all** receipts on this receiver.

NOTE: After you accept the receiver ("**0**" or

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.TOTAL012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receipts Totals

Receiver Number

1.PO	Number	Open Qty	Rec Stock	Cost	Misc/Brokg	Frt/In Frt Insurance	Ocean Frt Duty
1.	131103	1244	1244	17132.40	10.00	153.42	
2.	131104	956	1124	5303.00	10.00	62.50	
3.							
4.							
Totals			2368	22435.40	20.00	215.92	

Enter 0 to Accept Receiver, PO to Change POs, CANCEL to Cancel :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

OK/END), quantities are now received into inventory and the ON HAND and AVAILABLE quantities for affected products are updated. Cost are updated according to your costing parameter. You are taken back to the receipts menu.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-PO.RECEIPTS]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:82 BASE.12 Port:082 Menu:PO.RECEIPTS Capture:On

Purchase Order Receipts Menu

1. Purchase Order Receipts Posting ('no' drop shipments)

2. PO Drop Shipment Receipts Posting and Billing

3. Purchase Order /Work Order Receipts Posting

4. Receipts Posting Register

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

PO Drop Shipment Receipts Posting and Billing

This option is used when a PO has been entered for a Drop Shipment. It allows posting of a receipt for the shipment even though the ordered items have been delivered to a destination other than one of the Company's warehouses. For instance, if the order is being shipped directly to a customer's site.

Drop Ship receiving is tied to the billing system and will **generate a customer invoice** for the delivered products and **create a voucher** in Accounts Payable for the vendor's invoice.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.LOGON010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiving (Drop Ship) Logon

1.Operator

2.Company THE SYSTEMS HOUSE

3.Warehouse NEW YORK

4.Received Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

Notes:

Receipts Posting Drop Ship Receiving Logon Screen

The first step of Drop Ship Receipts is the Purchase Order Receiving (Drop Ship) Logon screen.

Operator – (optional) Enter a valid Operator code. This is an optional feature that may be turned on or off depending on your specific MDS configuration. If the cursor stops in the Operator field, you must enter a valid Operator code.

Company – Enter the 2 digit code for the Company which is doing the receiving, hit <enter> to let MDS pre-fill the default Company, or click the Inquiry button (F7) to view a list of all possible companies.

Warehouse – Enter the warehouse number for this DS Receipt, hit <enter> to let MDS pre-fill the default Warehouse, or click on the Inquiry button(F7) to view a list of all warehouses.

Received Date – Hit <enter> for today's date, enter the Received date in MM/DD/YY format or click on the down arrow next to the date field to access the Calendar Pop-up feature.

Prompts:

Once you have filled in all the Logon information, you will receive the prompt, "**ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:**"

To change a line, enter the corresponding line number and hit the <enter> key.

For example: To change the Warehouse, simply enter the number **3** at this prompt, hit the <enter> key and the cursor will return to line **3. Warehouse** where you can make the necessary changes.

To cancel this entry click on the **CANCEL** button.

If all the information is correct, **Enter a zero (0)** to accept or **click on the OK/END** button to accept this entry and proceed to the next screen, Drop Ship Receiving Detail.

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.DS012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

P/O Receiving (Drop Ship) Detail

Company 01 THE SYSTEMS HOUSE

Warehouse 001 NEW YORK

Period 0311 Batch

Receiver# XXXXXXXXXXXXXXXXXXXXXXXX

PO Number Date 11/18/03

Vendor#

Inv# Inv Dt

Total Invoice Amount 0.00

Pct Add-On 0.00 Currency 0.000000

LN#	Product	Number	PO	Stk	Cst	Comp
OrdQty	TotRcvd	IntrQty	UM	RecStk	UM	Cost
1.						
2.						
3.						
4.						

Totals All Lir

Freight/Inland Freight

Miscellaneous/Brokerage 0.00 Insurance 0.00

Contextual Help

Enter <RETURN> to continue or "END".

Rec Compl	Add Costs	Pct Add							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

PO Receiving (Drop Ship) Detail Screen p1

Because the Drop Ship program interfaces directly with AR and AP, you must first enter the accounting Period (circled).

Period: Enter fiscal period in the format of YYMM (2 digit Year-2digit Month).

After entering the Period, the cursor advances to the Receiver# field. This field allows you to either enter a number or hit the <enter> key to have MDS assign a Receiver Number automatically.

Receiver#: Hit enter to have MDS automatically assign a receiver number, or enter a unique receiver number.

Note: We strongly suggest that you allow MDS to assign and keep track of receiver numbers.

PO Number: Enter a valid Drop Ship PO number and hit the <enter> key to proceed.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-VENDOR.NOTES.INQ01241]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

P/O Receiving (Drop Ship) De

Period 0311 Batch
 Receiver# 003703
 PO Number 129111 Date 11/18/03
 Vendor# A1000 G_A WHOLESALE

Product Number	LN#	OrdQty	TotRcvd	IntrQty
104	1.	1		
	2.			
	3.			
	4.			

Vendor Notes

Vendor Notes	Date	Co
Vendor is a Drop Ship Vendor only!	12/04/03	01
Special pricing on product 1055 expires at end of month.	11/18/03	ALL
	11/18/03	ALL

Press any key to Continue : Page 1 of 1

Totals All Lines 0.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Receiving (Drop Ship) Detail Screen Vendor Notes

After entering the Period, Receiver Number and PO number of the Drop Shipment, any Vendor Notes on file will be displayed. To close this window and advance, you may hit any key.

For more information on setting up Vendor notes, see File Maintenance Documentation-AP and General Ledger Files.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.D5012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

P/O Receiving (Drop Ship) Detail Company 01 THE SYSTEMS HOUSE

Period 0311 Batch Warehouse 001 NEW YORK

Receiver# 003703 Inv# 123456 Inv Dt 11/22/03

PO Number 129111 Date 11/18/03 Total Invoice Amount 500.00

Vendor# A1000 G_A WHOLESALE Pct Add-On 0.00 Currency US 1.000000

LN#	Product	Number	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	UM	Ext.	Comp
1.	104		1				EA		EA	219.75/	EA		
2.													
3.													
4.													

Totals All Lines 0.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00

Miscellaneous/Brokerage 0.00 Insurance 0.00

Enter Line#,P for Prod#,AC for Additional Costs,% for Pct,0 to Accept: XXXXXX

Rec Compl Add Costs Pct Add
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Receiving (Drop Ship) Detail Screen Invoice Number and Amount

Once the vendor notes have been closed, the cursor goes to the **Inv#** field.

Inv#: Enter the **Vendors Invoice number** to be used for the AP voucher for this drop shipment.

Inv Dt: Enter the **Invoice Date**

Total Invoice Amount: Enter the total dollar amount for the vendor's invoice.

NOTE: The Invoice information is necessary because this process of receiving a Drop Shipment is tied to the billing system and will generate an invoice for the delivered products and create a voucher in Accounts Payable.

Prompts:

After the Invoice information has been entered, you will receive the following prompt:

Enter Line#, P for Prod#, AC for Additional Costs, % for Pct, 0 to Accept:

Enter a line number to receive the product on that line.

Enter a "P" to bring up the product box and enter a product number. This method is useful on large orders when you are not receiving the entire order and do not know the line number of the specific product you wish to receive.

Enter "AC" to bring up the additional Costs pop-up to enter additional costs such as: Freight, Miscellaneous, Inland freight, Brokerage, Ocean Freight, Insurance and Duty.

Notes:

To post the entire PO as received complete , you may click on the **Rec Compl** button (circled, bottom left).

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.DS012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

P/O Receiving (Drop Ship) Detail Company 01 THE SYSTEMS HOUSE
 Period 0311 Batch Warehouse 001 NEW YORK
 Receiver# 003703 Inv# 123456 Inv Dt 11/22/03
 PO Number 129111 Date 11/18/03 Total Invoice Amount 500.00
 Vendor# A1000 G_A WHOLESALE Pct Add-On 0.00 Currency US 1.000000

LN#	Product	Number	PO	Stk	Cst	Comp
1.	104			EA	219.75/ EA	
2.						
3.						
4.						

Totals All Lines 0.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous Brokerage 0.00 Insurance 0.00

Do You Want to Receive this PO Complete ? (Y/N) :

Rec Compl	Add Costs	Pct Add					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

PO Receiving (Drop Ship) Detail Screen Receive Complete p2

After clicking the **Rec Compl** button, MDS prompts with **“Do You Want to Receive this PO Complete? (Y/N)”**.

If you enter 'Y' MDS prompts with a Operator/Password pop-up which can be seen on the next page.

Entering 'N' will return you to the previous MDS prompt of **“Enter PO Line#, P for Prod#, M for Misc, F for Freight, or 0 to accept PO”**

Notes:

PO Receiving (Drop Ship) Detail Screen p5

Enter the password of 'OK' and click the **OK** button to continue. This will receive all of the products on this DS order.

***Does this still happen- did not happen on latest version. ***

MDS for Windows Version 7.8.5 - [199.5.163.1-SSS.PO.RCPT.DS012\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

P/O Receiving (Drop Ship) Detail Company 01 THE SYSTEMS HOUSE

Period 0309 Batch Warehouse 001 NEW YORK

Receiver# 003525 Inv# 12346 Inv Dt 08/16/03

PO Number 128992 Date 08/15/03 Total Invoice Amount 500.00

Currency US 1.000000

LN#	Product	Number	OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	Cst	UM	Ext.	Comp
1.	101		100			RED PLASTIC DESK	EA		EA		/	EA		
2.	0		1		1		EA		EA		/	EA		
3.											/			
4.											/			
Totals :													0.00	
All Lines											Freight :		0.00	
											Miscellaneous :		0.00	

Operator

Enter Operator Code : OK Cancel

Password :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.DS012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

P/O Receiving (Drop Ship) Detail Company 01 THE SYSTEMS HOUSE
 Period 0311 Batch Warehouse 001 NEW YORK
 Receiver# 003703 Inv# 123456 Inv Dt 11/22/03
 PO Number 129111 Date 11/18/03 Total Invoice Amount 500.00
 Vendor# A1000 G_A WHOLESALE Pct Add-On 0.00 Currency US 1.000000

LN#	Product	Number	PO	Stk	Cst	Comp					
OrdQty	TotRcvd	IntrQty	RecPrch	UM	RecStk	UM	Cost	UM	Ext.	Cost	
1.	104			ULTRA RED PLASTIC DESK		C					
	1			EA	1	EA	219.75/	EA		219.75	
2.											
3.											
4.											
Totals All Lines										1	219.75
Freight/Inland		0.00		Ocean Freight		0.00		Duty		0.00	
Miscellaneous/Brokerage		0.00		Insurance		0.00					
Are the Received Quantities for this PO Correct? (Y/N):										<input checked="" type="checkbox"/>	

Rec Compl Add Costs Pct Add LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END INSERT

PO Receiving (Drop Ship) Detail Screen p6

When you have received the products for this order, MDS again prompts you with, "Enter PO Line#, P for Prod#, M for Misc, F for Freight, or 0 to accept PO".

When you enter zero(0) to accept, MDS asks:

Are the Received Quantities for this PO correct? (Y/N):

Entering 'N' will allow you to return to the Receipt and make any necessary changes. Entering 'Y' will advance you to the next screen, the DS Purchase Order Receipts Totals Screen.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.TOTAL012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receipts Totals

Receiver Number

1.PO	Number	Open Qty	Rec Stock	Cost	Misc/Brokg	Frt/In Frt Insurance	Ocean Frt Duty
1.	129111	1	1	219.75	2.50	35.00	
2.							
3.							
4.							
Totals			1	219.75	2.50	35.00	

Enter 0 to Accept Receiver, PO to Change POs, CANCEL to Cancel :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

PO Receipts Totals p1

After the Drop Ship receipt details have been accepted, the **PO Receipt Totals** screen is displayed. This screen summarizes the costs involved for all of the POs entered against this receiver number.

Field Definitions:

PO Number: Po number (without company number prefix). There can be multiple Pos per receiver.

Open Qty: The open quantity on this PO prior to this receiver.

Rec Stock: The total quantity received into stock for this PO.

Cost: Total cost of received items for this PO.

Misc/Brokerage: Miscellaneous and Brokerage fees for this PO, for this receiver.

Frt/InFrt: Freight and Inland Freight (foreign purchases only) charges for this PO (top)

Insurance: Insurance cost (foreign purchases only) for this po for this receiver (bottom)

Ocean Frt: Ocean freight costs (foreign purchases only) for this Po for this receiver (top)

Duty: Duty Cost (foreign purchases only) for this PO for this receiver. (bottom)

Prompts:

Enter 0 to Accept Receiver, PO to Change Pos, CANCEL to Cancel:

To accept the receipts as posted, enter zero (0).

To go back to any individual PO to **make changes** to the receipt details, **enter the PO line number** (1,2,3,etc) and hit the <enter> key. MDS will prompt with **“Do You Want To Change PO 128992? (Y/N)”**. If you answer ‘Y’ you will be returned to the DS Receipts Detail screen to make appropriate changes. If you answer ‘N’ then you will again have

Notes:

the option of accepting the Receiver by entering zero (0).
Type “CANCEL” to cancel this receiver.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-SSS.PO.RCPT.TOTAL012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receipts Totals

Receiver Number

1.PO	Number	Open Qty	Rec Stock	Cost	Misc/Brokg	Frt/In Frt Insurance	Ocean Frt Duty
1.	129111	1	1	219.75	2.50	35.00	
2.							
3.							
4.							
Totals			1	219.75	2.50	35.00	

MDS for Windows Ver 7.9.7

Voucher Number Assigned is 01000658

OK

Enter 0 to Accept Receiver, PO to Change POs, CANCEL to Cancel :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

PO Receipts Totals p2

When you hit zero (0), accepting the DS Receiver, MDS generates the appropriate voucher and invoice in AR and AP.

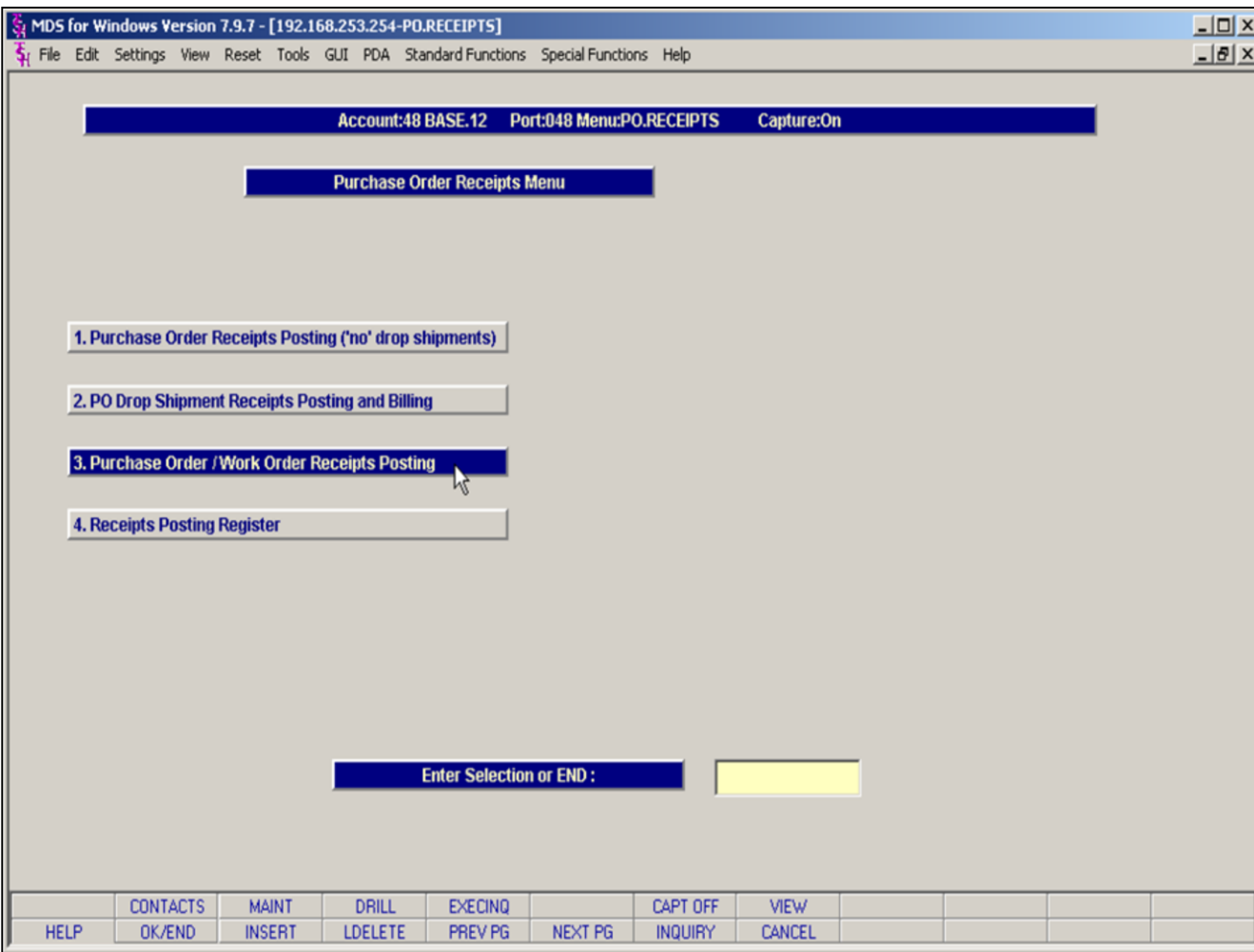
You will see a pop-up with the assigned voucher number.

“Voucher number assigned is: XXXXXXXX”

Click <OK> to continue.

You will then be returned to the Drop ship detail screen to enter another receiver. If you do not have another drop ship receiver to enter for the same period, simply click on the **OK/END** button (F2) to exit the Drop Ship Receivers Program and return to the Receivers Menu.

Notes:

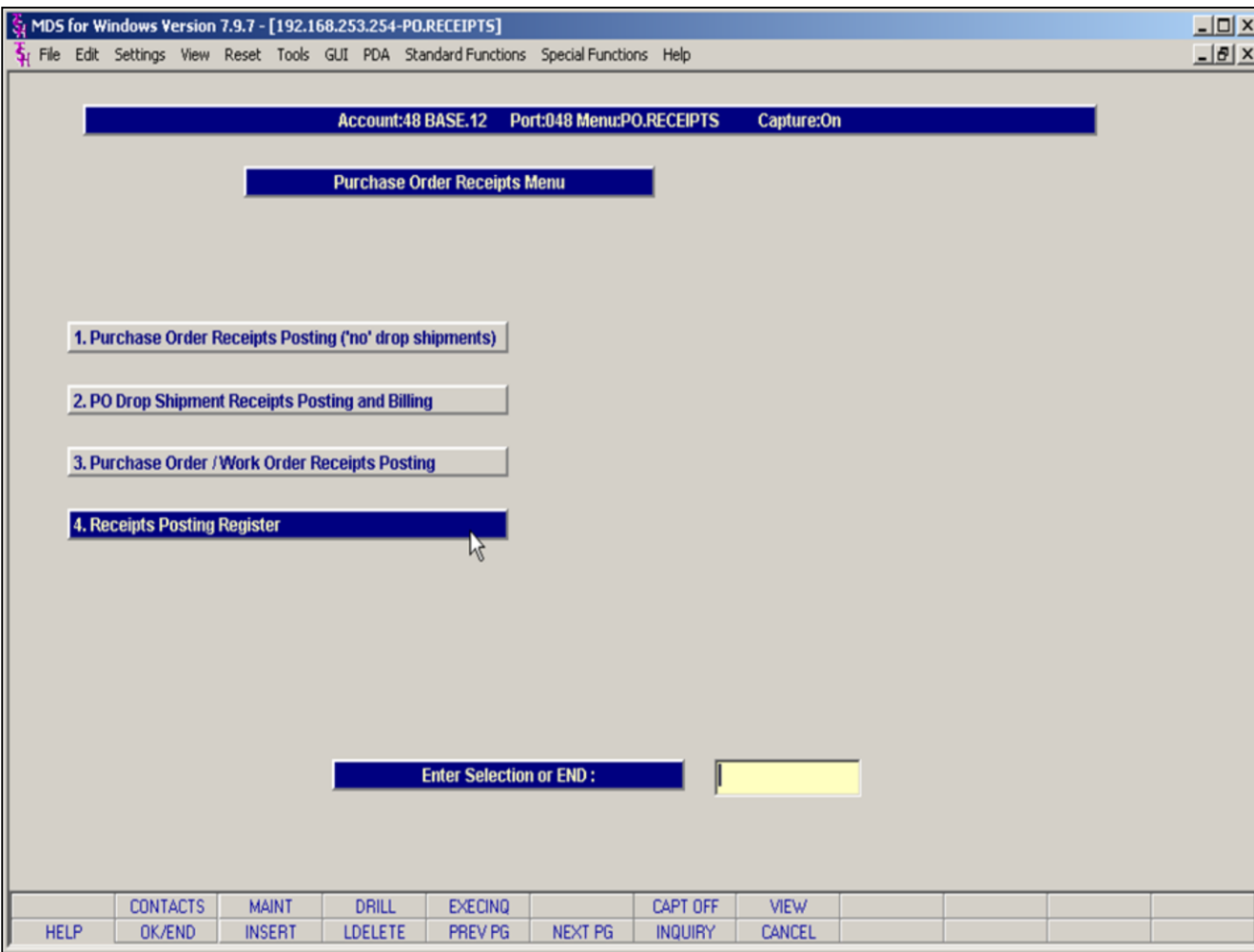


Purchase Order / Work Order Receipts Posting

This option is used with the Work Order System. If work order materials are sent to an outside vendor, use this option to receive goods in. Work Orders are not covered in this document.

For more information on work orders, please see Work Order system documentation.

Notes:



Receipts Posting Register

This report lists all receipts for a specific day for a specific warehouse.

Prompts:

**INVENTORY RECEIPTS REPORT
ENTER CURRENT DATE AS (MM/DD/YY) OR 'END':**

Enter date for report to select receivers.

ENTER WAREHOUSE TO REPORT AS (NNN) OR 'END':

Enter 3 digit warehouse code for report to select receivers.

Notes:

RECEIPTS POSTING LISTING

DATE 19 Nov 2003 PAGE 1

**Receipts Posting Register
Sample Report**

The date the report was run appears in the upper right hand corner of the report.

Field definitions:

REF.NO- Receiver number

DATE1.- The date entered for the report to select receivers.

OP.- Operator

VENDOR#- Vendor number

V.NAME- Vendor Name

TRANS.NO – Sequential transaction number. (This is a unique ID per receipt).

DS- Is this receipt for a drop ship (DS) or Non Drop Ship (ND) PO?

PRODUCT/DESCRIPTION- Product number with product description below.

QTY- Quantity received

P.UM – Purchasing Unit of Measure

COST- Cost of received products.

VALUE- Value of received products.

PO# - Purchase order number (with company number Prefix).

RCVR# - Receiver number

The report shows **Total Quantity** and **Value** for all receivers at the bottom.

REF.NO.	DATE1.	OP.	VENDOR#.	V.NAME.....	TRANS.NO DS	PRODUCT/DESCRIPTION.....	QTY.....	P.UM	COST...	VALUE...	PO#.....	RCVR#.
003703	111803	SY	A1000	C & A WHOLESALE	17111 DS	104	1	EA	219.75	219.75	01129111	003703
			RS			ULTRA RED PLASTIC DESK						
							-----		-----			
***							1			219.75		
003704	111803	SY	A1000	C & A WHOLESALE	17110 ND	APB001	100	EA	7.00	7.00	01129875	003704
			RS			TEST APB001						
							-----		-----			
***							100			7.00		
							101			226.75		

2 records listed.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-PURCH.MENU]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:1684 DEMO.12 Port:684 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
4. Purchase Order Receipts Posting (Sub Menu)
- 5. Purchase Order Receiver Adjustment**
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints Inquiry
11. Purchase Order Fax Confirmation
12. Receiving Form
13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				

Purchase Order Receiver Adjustment

This option is used for making adjustments to Receivers already accepted into the MDS system. This could be used in the event that an order has been entered as Received and then the quantity turns out to be different when the shipment is actually unpacked and shelved. It could also be used to change product, freight or miscellaneous costs.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.ADJ.LOGON010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receiver Adjustment Logon

1.Operator

2.Company TSH MEDICAL SUPPLY

3.Warehouse NEW YORK, NY

4.Received Date

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

Notes:

PO Receiver Adjustment Logon Screen

To post adjustments to Receipts, you must first sign-in to the program using the Purchase Order Receiver Adjustment Logon screen.

Operator – Entry of an Operator code at this point is an optional feature depending on your MDS configuration. If the screen displays a cursor in the Operator field, you must enter a valid Operator code, otherwise, the cursor will start in the Company field.

Company – Enter the 2-digit code for the Company which the receipt was originally entered, hit <enter> to let MDS pre-fill the default Company, or click on the Inquiry button to view a list available companies.

Warehouse – Enter the warehouse number for which the Receipt is being posted, hit <enter> to let MDS pre-fill with the default Warehouse, or click on the Inquiry button to view a list of warehouses.

Received Date –Hit <enter> for today's date, enter the received date in MM/DD/YY format or click on the down arrow next to the field to access the MDS Calendar Pop-up feature. The Receipt will open with its original entry date.

Prompt:

ENTER LINE# TO CHANGE, "END" TO END, "ABORT" TO CANCEL, OR "0" TO ACCEPT:>

Enter a zero (0) to accept or click on the **OK/END** button to accept this entry.

To change a line, enter the corresponding line number and hit the <enter> key.

For example: To change the Warehouse, simply enter the number **3** at this prompt, hit the <enter> key and the cursor will return to line **3. Warehouse** where you can type in new information or use the Inquiry function.

To cancel this entry click on the **CANCEL** button.

NOTE: You must know (and enter on this screen) the Company and Warehouse for the Receipt you want to maintain. You must also know the Receipt Number for entry on the next screen, PO Receipt

Adjustment Detail.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.AD]012\$1

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# XXXXXX Date 11/19/03 Warehouse 001 NEW YORK, NY
 PO Number Pct Add-On 0.00
 Vendor# Currency 0.000000

Product	Total	Other	RecPrch	PO	Stk	RecStk	Comp			
LN#	OrdQty	Recvd	Recvrs	InTrans	UM	Rec Stk	UM	Location	Ext	Cost
1.		0	0							
2.		0	0							
3.		0	0							
4.		0	0							

Total All Lines 0.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Add Costs

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
------	--------	--------	---------	---------	---------	---------	--------

PO Receiver Adjustment Detail Screen – Receiver#

This screen allows you to make changes to a Receiver entered in the MDS system.

Enter the **Receiver number** and **corresponding PO** number and the screen will display all of the Receiver information as it is currently stored in MDS. Remember, after you enter the receiver number, you can **click on the down arrow in the PO field** or click the INQUIRY function button to choose from a list of available POs on this receiver.

NOTE: You cannot make changes to a Drop Ship PO in the Receiver Adjustment program.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.AD]012\$1

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002112 Date 07/29/03 Warehouse 001 NEW YORK, NY
 PO Number 131099 Pct Add-On 0.00
 Vendor# ROSS ROSS PRODUCTS INC. Currency US 1.000000

Product	Total	Other	RecPrch	PO	Stk	RecStk	Comp	
LN#	OrdQty	Recvd	Recvrs	InTrans	UM Rec Stk	UM Location	Ext Cost	
1.	50	5	0		EA 5 EA	A-101 30.000/ EA	5/ EA 150.000	
2.	50	5	0		EA 5 EA	A-101 30.000/ EA	5/ EA 150.000	
3.	50	10	0		EA 10 EA	A-101 25.000/ EA	10/ EA 250.000	
4.	50	10	0		EA 10 EA	A-101 35.000/ EA	10/ EA 350.000	
Total								
All Lines							30	900.00
Freight/Inland		Freight		0.00	Ocean Freight		0.00	
Duty		0.00		Insurance		0.00		
Miscellaneous/Brokerage 0.00								
Enter Line#,P for Prod#,AC for Additional Costs,0 to Accept: XXXXXX								

Add Costs

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
------	--------	--------	---------	---------	---------	---------	--------

PO Receiver Adjustment Detail Screen – Fields Defined

Header info:

Receiver# – The receiver number assigned by MDS (or entered by the Operator) when the Receiver was originally created.

PO Number – A PO number associated with this receiver. Remember, more than one PO can be associated with a receiver.

Vendor # - Vendor number for this PO followed by Vendor Name

Date, Company, Warehouse – Display only. Information captured from the Logon screen.

Pct Add-On-

Currency – Display only. The currency associated with this vendor from the Vendor file.

Line Item Info (in red):

LN# – Display only. Indicates the Line number of an entered product.

Product – Product number with product description to the right.

OrdQty – The quantity ordered on this PO.

Total Recvd – The total quantity received into inventory for this PO for this product on **all** receivers.

Other Recvrs – The quantity received into inventory for this PO **not including** the quantity from this receiver.

RecPrch – The quantity received in **Purchasing Units of Measure** for this receiver.

InTrans – The quantity currently in transit for this PO.

PO UM – The **Purchasing Unit of Measure**.

RecStk – The quantity received in **Stocking Units of Measure** for this receiver.

Stk UM – The **Stocking Unit of Measure**.

Location – The inventory location where the product has been received.

(Location) RecStk – The quantity received into this location. (see note)

(Cost) – Cost per Unit of Measure from the Cost file (appears under Location).

Notes:

Extended Cost – Calculated Extended Cost for this line. (Cost times RecStk, appears to the right of cost).

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.ADJ012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002112 Date 07/29/03 Warehouse 001 NEW YORK, NY
 PO Number 131099 Pct Add-On 0.00
 Vendor# ROSS ROSS PRODUCTS INC. Currency US 1.000000

LN#	Additional	Costs	RecStk	Ext	Comp
1.				5 / EA	150.000
2.	1.Freight 0.00 2.Miscell 0.00	3.Inland Freight 0.00 4.Brokerage 0.00 5.Ocean Freight 0.00 6.Insurance 0.00 7.Duty 0.00		5 / EA	150.000
3.				10 / EA	250.000
4.				10 / EA	350.000
All Lines					900.00
Freight/Inland Freight		0.00	Ocean Freight	0.00	Duty 0.00
Miscellaneous/Brokerage		0.00	Insurance	0.00	

Enter Line# to change, "0" to accept or 'ABORT':

XXXXXXXX

Enter Line#,P for Prod#,AC for Additional Costs,0 to Accept: AC

Add Costs
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Receiver Adjustment Detail Screen – Additional Costs Fields Defined

To enter additional costs (at the bottom of the screen) enter “AC” at the prompt line.

You will then see the **Additional Costs** pop-up screen. The information entered in these seven fields will appear in the 5 fields at the bottom of the PO Receipt Adjustment Detail Screen.

For **US** shipments only **Freight and Miscellaneous** charges may be entered.

For **Foreign** Shipments inland Freight, Brokerage, Ocean Freight, Insurance and Duty are entered.

Bottom information (in red):

Freight/Inland – Freight charges from PO or as entered in AC screen. For Foreign shipments this is Inland Freight.

Miscellaneous/Brokerage – Miscellaneous charges from the PO or as entered in AC screen. (US shipments) Brokerage Fees for Foreign shipments.

Ocean Freight- Ocean freight charges for foreign shipments.

Insurance- Insurance fees for foreign shipments.

Duty- Duty fees for foreign shipments.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.AD]012\$1

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail

Company 01 TSH MEDICAL SUPPLY
 Receiver# 002112 Date 07/29/03 Warehouse 001 NEW YORK, NY
 PO Number 131099 Pct Add-On 0.00
 Vendor# ROSS ROSS PRODUCTS INC. Currency US 1.000000

LN#	Product	OrdQty	Total Recvd	Other Recvrs	RecPrch InTrans	PO UM	Rec Stk	Stk UM	Location	RecStk Ext	Comp Cost
1.	RSCOMP	50	5	0		EA	5	EA	A-101	5 / EA	150.000
2.	RSFFIII	50	50	45		EA	5	EA	A-101	5 / EA C	150.000
3.	RSPATROL	50	10	0		EA	10	EA	A-101	10 / EA	250.000
4.	RSQUANTUM	50	10	0		EA	10	EA	A-101	10 / EA	350.000
Total							30				900.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Enter Line#,P for Prod#,AC for Additional Costs,0 to Accept:

Add Costs
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Receiver Adjustment Detail Prompt/ Change Quantities

After selecting the PO, the PO information fills the PO Receiver Adjustment Detail Screen.

Prompt:

Enter Line#, P for Prod#, AC for Additional Costs, 0 to Accept:

Enter a line number to change a product.

Enter "P" and you will get a box asking you to "Please enter product number" (This useful for very large Pos where you know the product you wish to change, but do not know the line number on the PO. Enter the product number and MDS will take you to the line that product is on.)

Enter "AC" to enter Additional Costs (see previous page for more information)

Enter "0" to accept changes for this PO.

To Change a line:

To make an adjustment to any product, enter the Product's Line number and hit the <enter> key.

In this example we will adjust line 1 because the "5" in Total Recvd should really be "50"

Enter '1' and hit <enter>.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.AD]012\$1

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002112 Date 07/29/03 Warehouse 001 NEW YORK, NY
 PO Number 131099 Pct Add-On 0.00
 Vendor# ROSS ROSS PRODUCTS INC. Currency US 1.000000

Product	Total	Other	RecPrch	PO	Stk	RecStk	Comp
LN#	OrdQty	Recvd	Recvrs	InTrans	UM Rec Stk	UM Location	Ext Cost
1.	50	50	0	50	EA 50 EA	A-101 30.000/ EA	50 / EA C 1500.000
2.	50	50	45		EA 5 EA	A-101 30.000/ EA	5 / EA C 150.000
3.	50	10	0		EA 10 EA	A-101 25.000/ EA	10 / EA 250.000
4.	50	10	0		EA 10 EA	A-101 35.000/ EA	10 / EA 350.000
Total							
All Lines	50				75		2250.00
Freight/Inland	Freight	0.00	Ocean	Freight	0.00	Duty	0.00
Miscellaneous/Brokerage		0.00	Insurance		0.00		

Enter Line#,P for Prod#,AC for Additional Costs,0 to Accept: XXXXXX

Add Costs
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Receiver Adjustment Detail Change Line

After entering the line number, you will be in the **RecPurch** field. In this example we entered "50" in the **RecPrch** field and hit <enter>. We hit <enter> through location and adjusted the location quantity (Location pop-up). We also hit <enter> through the cost.

Note: you may change the cost at this point.

The **Total Recvd** field now shows 50 instead of 5 (see previous page).

You will also notice that there is now a "C" in the "Comp" field (far right) because this line is now received complete, meaning that the ordered quantity for this line item has been received.

Note: If you know you are not receiving the entire ordered amount, you can mark a line as complete by entering a C in the "Comp" field. This will prevent the PO from remaining open.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.AD]012\$1

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail Company 01 TSH MEDICAL SUPPLY
 Receiver# 002112 Date 07/29/03 Warehouse 001 NEW YORK, NY
 PO Number 131099 Pct Add-On 0.00
 Vendor# ROSS ROSS PRODUCTS INC. Currency US 1.000000

LN#	Product	OrdQty	Total Recvd	Other Recvrs	RecPrch InTrans	PO UM	Rec Stk	Stk UM	Location	RecStk Ext	Comp Cost
1.	RSCOMP	50	100	0	50	EA	50	EA	A-101	30.000/ EA	1500.000
2.	RSFFIII	50	50	45		EA	5	EA	A-101	5/ EA	150.000
3.	RSPATROL	50	10	0		EA	10	EA	A-101	10/ EA	250.000
4.	RSQUANTUM	50	10	0		EA	10	EA	A-101	10/ EA	350.000

Total All Lines 50 75 2250.00

Freight/Inland Freight 0.00 Ocean Freight 0.00 Duty 0.00
 Miscellaneous/Brokerage 0.00 Insurance 0.00

Line 2 has been Received Complete, Reopen it (Y/N)?

Add Costs
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Receiver Adjustment Detail Change Completed Line

You may change a line that has been **received complete**. If you enter a line number for a line that has been received complete, you will receive the following prompt:

Prompt:

Line 2 has been Received Complete, Reopen it (Y/N)?

To change a closed line, you must answer **Yes ('Y')** at this prompt. And hit **<enter>**

If you entered the wrong line number for an adjustment, answer No ('N') at this prompt and you will be returned to the 'Enter PO Line#...' prompt.

After you answer YES, the cursor moves to the RecPurch qty field to change the quantity received. Follow as for changing a regular line. Remember to hit enter through the fields you do not want to change.

Note on changing quantities: If you enter the wrong number into the **RecPurch** field, click on **LDELETE (F4)** while in the field to completely clear the field, and then re-enter the number. **Do not use** the backspace and space keys to clear a field as this could leave strange invisible (to you) characters in the field.

Notes:

When you are done making adjustments to this receiver hit "0" to accept.

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.AD]012\$1

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

PO Receipt Adjustment Detail

Company 01 TSH MEDICAL SUPPLY
 Receiver# 002112 Date 07/29/03 Warehouse 001 NEW YORK, NY
 PO Number 131099 Pct Add-On 0.00
 Vendor# ROSS ROSS PRODUCTS INC. Currency US 1.000000

Product	Total	Other	RecPrch	PO	Stk	RecStk	Comp
LN#	OrdQty	Recvd	Recvrs	InTrans	UM Rec Stk	UM Location	Ext Cost
1.	RSCOMP	50	100	0	50 EA	50 EA	A-101 30.000/ EA 1500.000
							ROSS COMPANION ENTER 0
2.	RSFFIII	50	53	45	4 EA	4 EA	A-101 30.000/ EA 120.000
							ROSS FLEXIFLO III 0
3.	RSPATROL	50	10	0	EA	10 EA	A-101 25.000/ EA 250.000
							ROSS PATROL ENTERAL 0
4.	RSQUANTUM	50	10	0	EA	10 EA	A-101 35.000/ EA 350.000
							ROSS QUANTUM ENTERAL 0
Total							
All	Lines	54				74	2220.00
Freight/Inland	Freight		25.00	Ocean	Freight	0.00	Duty 0.00
Miscellaneous/Brokerage			5.00	Insurance		0.00	

Are the Received Quantities for this PO Correct? (Y/N):

Add Costs

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
------	--------	--------	---------	---------	---------	---------	--------

**PO Receiver Adjustment Detail
Quantities Correct**

After entering "0" to accept your adjustments, you will receive the following prompt:

Prompt:
Are the Received Quantities for this PO Correct? (Y/N):

The screen is pre-filled with a "Y" so you can **hit <enter> to proceed.**

The cursor will return to the **PO number field** at the top of the screen so that you may enter or choose another PO on this receiver to adjust (if available). If you are done with adjustments, clicking OK/END (F2) will take you to the **Purchase Order Receipts Adjustments Totals Screen.**

If there is still one or more items on this PO that you wish to change, type "N" and <enter> at the prompt and you will remain in the detail screen where you can make additional adjustments. You will have the regular detail screen prompt:

Enter Line#, P for Prod#, AC for Additional Costs, 0 to Accept:

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-555.PO.RCPT.ADJ.TOTAL012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Purchase Order Receipts (Adjustment) Totals

Receiver Number

1.PO	Number	Open Qty	Rec Stock	Cost	Misc/Brokg	Frt/In Frt Insurance	Ocean Frt Duty
1.	131099	100	74	2220.00	5.00	25.00	
2.							
3.							
4.							
Totals			74	2220.00	5.00	25.00	

Enter 0 to Accept Receiver, PO to Change POs, CANCEL to Cancel :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

PO Receiver Adjustment Total Screen

After accepting your receiver adjustments and clicking OK/END you will be at the PO Receiver Adjustment Total Screen.

This screen is similar to other total screens. It shows totals by PO number with the total open quantity on the PO, and total cost. Miscellaneous and freight or Foreign charges are broken out.

Prompt:

Enter 0 to Accept Receiver, PO to Change Pos, CANCEL to Cancel:

Enter "0" and <enter> to accept your adjustments. You will then be returned to the Receiver field on the detail screen to enter a new receiver number to adjust. If you are done with all adjustments, click OK/END to return to the Purchasing Menu.

Enter a PO LINE NUMBER (first column) and you will receive another prompt:

Do you want to Change PO 131099? (Y/N):Y

The field is pre-filled with a Y so hit <enter> to go back to the Detail page and make further adjustments. If you enter N you will be returned to the original prompt above.

Type "CANCEL" to cancel this entire adjustment. You will then see the following prompt:

Do you want to Cancel Adjustment of this Receiver ? (Y/N):N

The field is pre-filled with an "N". You must Type a Y to cancel your adjustment.

Enter "0" and <enter> to accept your adjustments.

MDS for Windows Version 7.9.7 - [192.168.253.254-PURCH.MENU]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:1684 DEMO.12 Port:684 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
4. Purchase Order Receipts Posting (Sub Menu)
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints/Inquiry
11. Purchase Order Fax Confirmation
12. Receiving Form
13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

DE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Create PO's from Order Entry

Overview:

This option automatically generates Drop Ship POs from all DS orders entered in the Order Entry process. All of the data for these Drop Shipments has already been entered in the Order Entry process. You can select a company warehouse and vendor for which to generate the Pos.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-DS.CREATE.PO\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Create Drop Ship PO(s) from Orders

1. Company 01 TSH MEDICAL SUPPLY

2. Warehouse Range 001 to 003

3. Vendor# All

Inquiry List

Settings Help

Company Options

All Companies

Company Range

Specific Company

END

Add OK Cancel

Press <RETURN> to Process Report, Line# to Change, or ABORT : XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL								
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--	--	--	--	--

Generate POs from Drop Shipments Selection Criteria Screen

For this process you may select **All**, a **Range of** , or a **Specific Company, Warehouse and Vendor**.

You will see an inquiry pop-up (see inset) for each item. Double click on your choice of ALL, Range or Specific and you will be prompted to fill in the additional information.

For **All** there is nothing further to enter. MDS will select all **Companies, Warehouses** or **Vendors** on the system.

For **Range** you must select a **beginning and ending Company, Warehouse** or **Vendor**. Remember that you can use the INQUIRY(F7) function to create a list of available options.

For **Specific**, you must enter (or choose from INQUIRY/F7) a **specific Company, Warehouse** or **Vendor**.

For this example we have selected a **Specific Company**, a **Range of Warehouses** and **ALL Vendors**.

After you have entered all 3 selection options, you will see the following prompt:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit the <enter> key and MDS will select all DS orders that fit your criteria and generate corresponding POs in the MDS system.

Enter a line number (1,2,3) to change and you will be able to change your selection criteria for that item.

If you are here mistakenly or change your mind, type "ABORT" or **click CANCEL (F8)** to return to the

Notes:

Purchasing Menu.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-DS.CREATE.PO\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Create Drop Ship PO(s) from Orders

1. Company 01 TSH MEDICAL SUPPLY

2. Warehouse Range 001 to 003

3. Vendor# All

MDS for Windows Ver 7.9.7
Total Number of P/O's Created: 1
OK

MDS for Windows Ver 7.9.7
1 errors were encountered. Error report being generated
OK

Press <RETURN> to Process Report, Line# to Change, or ABORT :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

Generate POs from Drop Shipments Processing and Errors

After the program has been run, you will see a pop up showing how many Pos have been created.

Prompt:

Total Number of P/Os Created: XXX

Click OK to continue.

Errors:

If there were and errors during PO creation, you will see an additional Pop-up:

XX 3 errors were encountered. Error report being generated, Hit return:

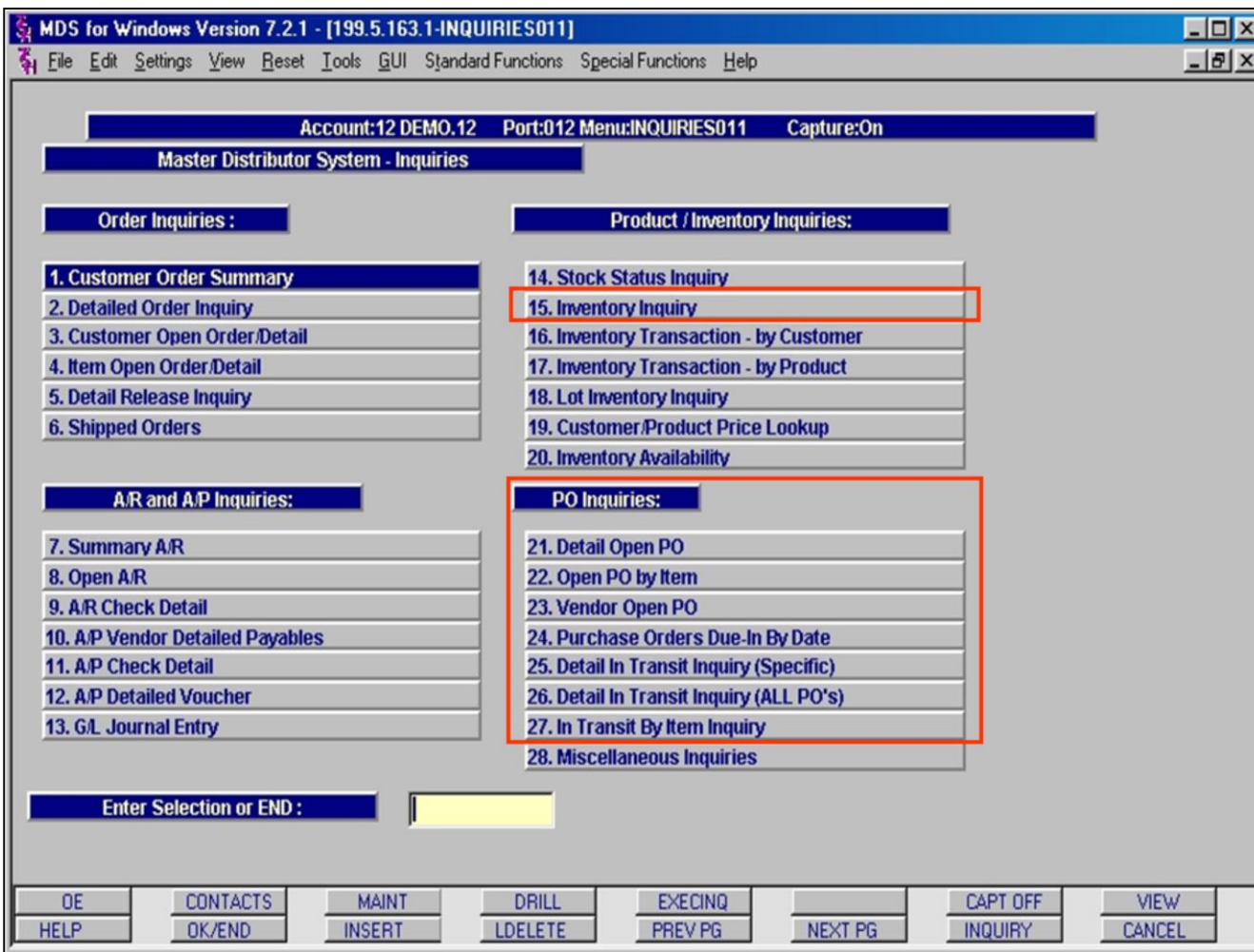
Click OK to continue.

Important Note: it is important to check your report capture for any errors generated during this process. Errors will prevent certain Pos from being generated. The Report will be listed as **"Create PO's from Order Entry"** in report capture.

A common error is: "Selling and Purchasing UM are not compatible." or the order may be on Hold. Also, Selling Units of Measure and Purchasing Units of Measure **must** be compatible for this to work. (i.e. multiples of each other). Incompatible selling and purchasing UMs will generate an error as well.

Click OK to return to the Menu.

Notes:



Purchase Order Inquiries Overview

Clicking on option 7 on the Purchasing Selector Menu, **Purchase Order Inquiries**, brings you to the MDS Inquiry Menu. This is the same menu available by clicking on "Inquiries" from the MDS Main Menu.

Inquiries specifically related to Purchasing are blocked off in this example.

Inventory Inquiry- View orders and Pos, by product.

Detail Open PO- Detail of a PO, by PO#

Open PO by Items- See Pos for a specific item.

Vendor Open PO- Pos by vendor

Purchase Orders Due-in by Date- Lists POs due to be received by a specific date.

Detail In Transit Inquiry (Specific)- Lists products that are In Transit on a specific PO.

Detail In Transit Inquiry (ALL Pos)- Lists products on a specific In Transit regardless of PO.

In Transit by Item Inquiry- Lists POs by product that are currently In Transit.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-DET.PO011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detail Purchase Orders

P/O# COMPLETE HILLS BALL ASSOCIATION Ship To TSH MEDICAL SUPPLY
 01131100 1033 ROUTE 46
 Vendor# HILLS IA Whse
 HILLS 52235 001 CLIFTON, NJ 07013

Ord Date 08/12/03 Due Date 08/15/03 PromDate ShipDate DropShip ND Total Order\$ 328.34 Total Open\$ 0.00 Curr US
 Agent Req# Ship Inst

Ln#	Product Number Description	UM	Ordered	Open	Received	InTrans Due Date	Cost
1.	1076538 BAND AID SNOOPY 3/4X3"	BX	36		36	08/15/03	3.333
2.	305145 NEEDLE 23G1 HYPO 100/BOX	BX	50		50	08/15/03	3.550
3.	01209 TRIPLE ANITBIOTIC OINTME	BX	5		5	08/15/03	6.170
4.							

Enter END to exit, PREV PG or NEXT PG : XXXXXX

INTRANSIT PRINT RCVR# INQ
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiry – Detail Open PO

This inquiry displays detailed information for any PO in the MDS system. To display the PO, you must enter the PO number and hit the <enter> key.

This screen displays 4 lines of product. To scroll through multi-page POs use the **NEXT PG (F6)** and **PREV PG (F5)** buttons.

Field definitions are as follows:

- PO#** – You must enter the PO number in this field to display the inquiry.
- Vendor#** – Vendor number for this PO.
- ShipTo** – Ship To address.
- Whse** – Warehouse associated with this PO
- Ord Date** – Order Date, or the date PO was entered.
- Due Date** – Date the product is expected to be received.
- PromDate** – Promise Date (from the vendor)
- ShipDate** – Date the product is scheduled to be shipped.
- DropShip** – Indicates whether the PO is a drop-ship.
- Total Order\$** – Total value of the PO.
- Total Open\$** – Total value of the PO that is not yet received into inventory.
- Curr** – Type of currency being used for this PO.
- Agent** – Agent number for this PO.
- Req#** – Requisition number for this PO
- Ship Inst** – Shipping instructions.
- Product Number** – Product number for the item.
- Description** – Description of the product from the product master file.
- UM** – Purchasing Unit of Measure
- Ordered** – Total quantity ordered.
- Open** – Quantity of product not yet received.
- Received** – Quantity of product received into inventory.
- InTrans** – Quantity of product currently in transit.
- Due Date** – Date the product is expected to be received.
- Cost** – The per unit cost from the Cost file.

For all inquires, it is important to check the Shift-function buttons. Each inquiry uses these keys to access different relevant information.

This inquiry includes the following links:

Click on the **INTRANSIT** button to open the **Intransit By Item** inquiry for this product

Click the **PRINT** button to print a copy of the PO

Click the **RCVR#INQ** button to display a list of receivers for this PO.

Notes:

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Open Purchase Orders By Item

Item Number: 03-50 Description: ULTRASOUND GEL 5-LT 4/CS Um: EA

On Hand	Backord	In Pick	In Use	Avail	On P/O	In Trans	In Work	Future
7				7	12			

Ln#	P/O# Ln#	Vendor Customer	Ord Date Due Date	Ordered Unit Cost	Received	Intransit	Open Hold	DS
1	01131089 001	PARKERL	11/21/03 11/27/03	12 11.155			12	ND
2								
3								
4								
Total Value			133.86	12			12	

Enter END to exit, NEXT PG or PREV PG : XXXXXX

IN TRANS (circled in red)

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiries – Open PO by Item

To display a list of POs for a specific product, use the **Open PO by Item inquiry**.

Item Number: Enter the product number of the item and then hit the <enter> key. You can also use the INQUIRY function to get a list of products to choose from.

As with the previous inquiry, MDS only displays 4 lines per page. To scroll through multi-page POs use the **NEXT PG** and **PREV PG** buttons.

Field definitions are as follows:

Description – Description of the product from the product master file.

UM – The Purchasing Unit of Measure

On Hand – Actual quantity currently in inventory

Backord – Quantity currently back-ordered to customers.

In Pick – Quantity currently in the pick process

In Use – Component parts for work order production.

Avail – Quantity available for customers to order at this time. ONHAND-BACKORD-IN PICK=AVAIL

On P/O – Quantity on every open PO.

In Trans – Quantity currently in transit but not yet received into inventory.

In Work – Quantity currently in production.

Future – Quantity on "Future" orders.

Ln#- Line number for this Inquiry

PO#/ Ln# – PO number(s) associated with this product, along with the line number on the PO on which this product appears.

Vendor – Vendor for the ordered product.

Customer – Displays the customer for which the PO was created. (Used for Drop Ship orders only)

Ord Date – Order Date, or the date the PO was entered.

Due Date – Date the product is expected to be received.

Ordered – Total quantity ordered.

Unit Cost – The per unit cost from the Cost file.

Received – Quantity of product received into inventory.

Intransit – Quantity of product currently in transit.

Open – Quantity of product not yet received.

Hold – Indicates whether the PO has been put on hold.

DS – Indicates whether the PO is a drop-ship. (DS/ND)

Total Value – Displays total open \$ amount for this product. (Open amount x Unit Cost). There are also totals for Ordered Qty, Received Qty In transit Qty and Open qty.

Notes:

Function Keys:

Click on **IN TRANS** button (SHIFT-F1) to open the **Intransit By Item** inquiry for this product. (circled)

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-VEND.PO011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Vendor Open Purchase Orders

Vendor# **HILLS** Vendor Name HILLS BALL ASSOCIATION Ytd P/O\$ 4371.62

Ln#	P/O#	Ord Date Due Date	Ship Dat Prom Dat	Total Order\$ Open Lines	Total Open\$ DS/ND	Customer# Curr	Hold
1	01131101	08/12/03 08/18/03		3364.88 2	3364.88 ND	TSH MEDICAL SUPPLY US	
2							
3							
4							
5							
6							
Vendor Totals				3364.88	3364.88		

Enter END to exit, NEXT PG,PREV PG, or Line Number for Detailed Open P/O: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiries – Vendor Open PO

This inquiry displays a list of open POs for one specific vendor. You must enter the vendor number and then hit the <enter> key. You can use the INQUIRY function to help select a vendor.

This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll.

Field definitions are as follows:

Vendor# – Enter the vendor number in this field to display the inquiry.

Vendor Name – Name of the vendor associated with the vendor number.

YTD PO\$ – The year-to-date amount of POs entered for this vendor.

Ln#- Line number for this Inquiry

P/O# – PO number associated with this vendor.

Ord Date – Order date or the date the PO was entered.

Due Date – Date the product is expected to be received.

Ship Date – The date the product is scheduled to be shipped.

Prom Date – Promise date from the vendor.

Total Order\$ – Total value of the PO.

Open Lines – Number of product lines not yet received into inventory.

Total Open\$ – The total value of the PO that is not yet received into inventory.

DS/ND – Indicates whether the PO is a drop-ship. DS=Drop Ship, ND=Non-Drop

Customer# – Displays the customer code for which the PO was created. If the PO is not a drop ship the customer is the Company name.

Curr – Type of currency being used for this PO.

Hold – Indicates whether the PO has been put on hold.

Vendor Totals – Displays the total value of POs written for this vendor (by screen) and the total value of open POs not yet received into inventory from this vendor.

Notes:

Prompt:

Enter END to exit, NEXT PG, PREV PG or Line number for Detailed Open P/O:

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed.

Entering a line number at the prompt will take you to the **Detail Open PO Inquiry** for that PO.

MDS for Windows Version 7.8.5 - [199.5.163.1-DATE.P0010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Open Purchase Orders Due-In By Date Inquiry

Due Date
08/15/03

Ln#	P/O# DS/ND	Ord Date Due Date	Curr Lns	Total Order\$ Total Open\$	Vendor Number Vendor Name	Customer#
1	01000003 ND	03/02/00 03/21/00	US 2	11831.00 500.75	A4000 AIRWICK MFG CO	NEW YORK
2	01000008 ND	03/02/00 05/01/00	0	780.00	A4000 AIRWICK MFG CO	NEW YORK
3	01000010 ND	01/15/00 03/01/00	0	4120.00	A3000 BRAND X MFG INC	NEW YORK
4	01000011 ND	02/15/00 03/16/00	7	97746.00 9774.60	11250 DOLOMITE BOOT C	NEW YORK
5	01000012 ND	03/02/00 05/01/00	8	55680.00 5568.00	17000 OLYMPIC SKIWEAR	NEW YORK
6	01000013 ND	03/07/00 04/21/00	US 1	2772.00 92.40	A4000 AIRWICK MFG CO	NEW YORK
Totals				172929.00	15935.75	

Enter END to exit, NEXT PG,PREV PG, or Line Number for Detailed Open P/O: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiries – POs Due-In By Date

This inquiry displays a list of POs due to be received by a specific date. You must enter a due date in MM/DD/YY format and then hit the <enter> key.

Field definitions are as follows:

Due Date – Date entered by user to determine which POs to show.

Ln#- Line number for this inquiry

PO# – Purchase order number for POs with this due date.

DS/ND – Indicates whether the PO is a drop-ship.

Ord Date – Order Date, or the date the PO was entered.

Due Date – Date the product is expected to be received.

Curr – Type of currency being used for this PO.

Lns – Number of open lines on the PO.

Total Order\$ – The total dollar value of items ordered on this PO.

Total Open\$ – The total dollar value of items on the PO that are not yet received into inventory.

Vendor Number – The vendor’s number.

Vendor Name – The name of the vendor associated with the vendor number.

Customer# – Displays the customer for which the PO was created. For non-drop ship PO this will be company or warehouse the PO is going to.

Totals – Displays Total Order Dollars and Total Open Dollars for displayed POs.

Prompt:

Enter END to exit, NEXT PG, PREV PG or Line number for Detailed Open P/O:

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Notes:

Entering a line number at the prompt will take you to the **Detail Open PO Inquiry** for that PO.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-DET.INTRAN010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detailed In Transit Inquiry

P/O# 01131103 Vendor# HILLS HILLS BALL ASSOCIATION Whse 001
 Intrans# 1452

Invoice 3652 Vessel _____
 B/L# 1234 Container _____ Size _____
 On Board Date 08/16/03 Expected Arrival Date 08/25/03

LN#	Product	Description	Intran Qty	UM	Due Date
001	1076538	BAND AID SNOOPY 3/4X3"	3	BX	08/25/03

Enter END to exit, NEXTPG, or PREVPG: XXXXXX PAGE 1 OF 2

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiries – Detail In Transit Inquiry (Specific)

This inquiry displays a list of products that are In Transit and on a specific PO. You must enter both the PO number and the In Transit number and then hit the <enter> key.

Prompt:

Enter END to Exit, NEXT PG or PREV PG:
 Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 11 products. If there are more products than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Field definitions are as follows:

- PO#** – Enter the PO number in this field to display the inquiry.
- Intrans#** – Enter the In Transit number in this field to display the inquiry.
- Vendor** – Vendor’s number and name.
- Whse** – Warehouse number for this PO
- Invoice** – Invoice number supplied by vendor.
- B/L#** – Bill of Lading number
- On Board Date** – Date product should be on-route
- Vessel** – Vessel number
- Container** – Container description
- Size** – Container size
- Expected Arrival Date** – Date product should arrive or intrantransit Date.
- LN#**- Line number for this Inquiry
- Product** – Product Number in transit. PO may have additional products listed but not in transit.
- Description** – Description of Product in transit
- Intran Qty** – Quantity of product in transit. (This may not be the same as all product ordered on the PO).

Notes:

UM – Unit of Measure for quantity field.
Due Date – Date product is due to be received.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-DETAIL.INTRAN010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detailed Intransit Inquiry (All POs)

Intrans# 5885 Vendor# HILLS Hills Ball Association Whse 001

Invoice 789654 Vessel 753951

B/L# 456987 Container 12 Size 45

On Board Date 08/25/03 Expected Arrival Date 08/30/03

P/O#	LN#	Product / Description	Orig PO Qty	Intran Qty	UM	Due Date
01131104	001	102 BLUE PLASTIC DESK	5	5	EA	08/30/03
01131104	002	101 RED PLASTIC DESK	10	10	EA	08/30/03
01131105	001	1076538 BAND AID SNOOPY 3/4X3"	144	144	BX	08/30/03
01131105	002	105 ULTRA BLUE PLASTIC DESK	5	5	EA	08/30/03

Enter END to exit, NEXTPG, or PREVPG: [XXXXX] PAGE 1 OF 2

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiries – Detail In Transit Inquiry (ALL PO’s)

This inquiry displays a list of products that are on a specific In Transit number regardless of PO number. You must enter the In Transit number and then hit the <enter> key.

Prompt:

Enter END to Exit, NEXT PG or PREV PG: Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Field definitions are as follows:

- Intrans#** – Enter the In Transit number in this field to display the inquiry.
- Vendor** – Vendor’s number and name.
- Whse** – Warehouse number for this in transit.
- Invoice** – Invoice number supplied by vendor.
- B/L#** – Bill of Lading number
- On Board Date** – Date product should be on-route
- Vessel** – Vessel number
- Container** – Container description
- Size** – Container size
- Expected Arrival Date** – Date product should arrive or In-transit Date.
- PO#** – PO numbers associated with this in transit.
- LN#** – Line number of the product on the PO.
- Product/Description** – Product number with product description below
- Orig PO Qty** – Quantity of product on the PO.
- Intran Qty** – Quantity of product in transit.
- UM** – Unit of Measure for quantity field.
- Due Date** – Date product is due to be received.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-ITEM.INTRAN010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

In Transit by Item Inquiry

Product No.

LN#	P/O#	- Ln#	In Trans	B/L#	On Board	Due Date	Intran Qty	U/M	Whse	
1	01131104	001	5885	456987	08/25/03	08/30/03	5	EA	001	
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
Total Quantity							<input type="text" value="5"/>			

Enter Line#, END to exit, NEXT PG or PREV PG:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Inquiries – In Transit by Item Inquiry

This inquiry displays a list of POs by product that are currently In Transit. You must enter the **Product Number** and hit the <enter> key.

Field definitions are as follows:

- Product Number#** – Enter the Product number in this field to display the inquiry.
- LN#**- Line number on this inquiry
- PO#** – PO number(s) for this product.
- Ln#** – Line number on the original PO that lists the product.
- In Trans** – In Transit number.
- B/L#** – Bill of Lading number.
- On Board** – Date product should be on-route.
- Due Date** – Date product is due to be received.
- Intran Qty** – Quantity of product in transit. PO may represent more product.
- U/M** – Unit of Measure for quantity field.
- Whse** – Warehouse number for this in transit.
- Total Quantity** – Displays total in transit quantity for this product across all listed In Transits.

Prompt:

Enter END to Exit, NEXT PG or PREV PG:
Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 12 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-INV.INQ012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Inventory										
Item Number	Whse	ALL	SI	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
3M-350L										
STERIL LATEX GLOVES LG			EA	EA	11874	100	1828	0	10046	100
Substitutes										

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1	01134286	11/19/03	0	11/19/03	LISA		21.50
2	01133771	08/28/03	10	08/28/03	LISA	99999	24.00
3	01131673	01/09/03	2	01/09/03	LISA	99TESTING 6173	24.00
4	01133154	05/23/03	10	05/23/03	LISA	999	35.00
TOTAL			1828	Select: Orders			

Ln#	P/O#	PO Date	Vendor#	Open Qty	Intr Qty	Due Date	Cost	Hld	St
1	01129420	04/30/03	A1000	100	0	05/30/03	19.00		ND
2	01129878	11/19/03	3M	100		11/19/03	19.00		DS
3									
4									
TOTAL				200	0	Select: POs			

Enter END to exit, Click Select:Orders or Select:POs to Change Select: XX

STK STAT	AVAIL INQ	DET ORDER	DET PO	Rec Hist					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

PO Inquiries- Inventory Inquiry

This inquiry shows all orders and Pos for a given product, along with stock status. **CLICK to toggle** between selecting Customer **Orders** or Vendor **POs**. (Note: Non WinMDS, use the TAB key))

Item Number: Enter Product number

Whse: Enter warehouse code, click down arrow for INQUIRY list of available warehouses, or type "A" for all warehouses. Hit <enter>.

Prompt:

Enter **END** to exit, Click **Select Orders** or **Select Pos** to Change Select:

Typing END or Clicking OK/END will take you out of this inquiry.

Click on the **Select Orders** box or the **Select Pos** Box to toggle between Pos and Orders. Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 4 Orders and 4 POs. If there are more products than are displayed, you can use the **NEXT PG** and **PREV PG** buttons to scroll.

Entering a line number will take you to the detail Order or PO inquiry (depending on which is selected at the time.)

Field definitions are as follows:

- SI-** Selling Unit of measure
- SK-** Stocking Unit of measure
- On hand-** Inventory in warehouse
- On P/O-** inventory on Pos
- InPick-** Inventory assigned to customer orders.
- On B/O-** Orders with Backorders for this product.
- Avail-** Available Inventory. ONHAND – INPICK – BCKORD + ON ORD= AVAIL.
- Future-** inventory on "Future" orders (What is considered a future order depends on your MDS setup.)

Totals: Totals are shown for Order Open Quantity, PO Open Qty and PO In-transit Quantity.

Function Keys:

From this inquiry you can access these inquiries:
 Click on **STKSTAT** to access Stock status inquiry
 Click on **AVAIL INQ** to go to the

Notes:

Click on **DET ORDER** to see order detail for selected (highlighted) order
 Click on **DET PO** to see Po detail for selected PO
 Click on **Rec Hist** to see receipt history for this product.

Additional Field definitions

Orders:

Ln#- Line number for reference during this inquiry only.

Order#- MDS customer Order number (with Co# prefix)

Ord Date – Order Date

OpenQty- Open quantity of this item on this order.

Due Date- Date order is due to customer.

Customer#- Customer number or order.

Customer PO#- (If entered) the customers PO number

Price- Selling Price of inventory on sales order.

POs:

Ln#- Line number for reference during this inquiry only.

PO# – MDS purchase order number.

PO Date- Purchase order date.

Vendor- Vendor for this PO

Open Qty- Amount of product on this PO not yet received.

Intr Qty – Quantity of product in transit.

Due Date – Date product is due to be received.

Cost- Cost of product on this PO.

Hld- Hold indicator

St- Status- DS= Drop shipment, ND = Non-drop shipment

Notes:

MDS for Windows Version 7.2.1 - [199.5.163.1-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:DEMO.12 Port:012 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
 2. Purchase Order Maintenance
 3. In-Transit Posting
 4. Purchase Order Receipts Posting (Sub Menu)
 5. Purchase Order Receiver Adjustment
 6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
 9. Purchase Order Reprint
 10. Purchase Order Reprints/Inquiry
 11. Purchase Order Fax Confirmation
 12. Receiving Form
 13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

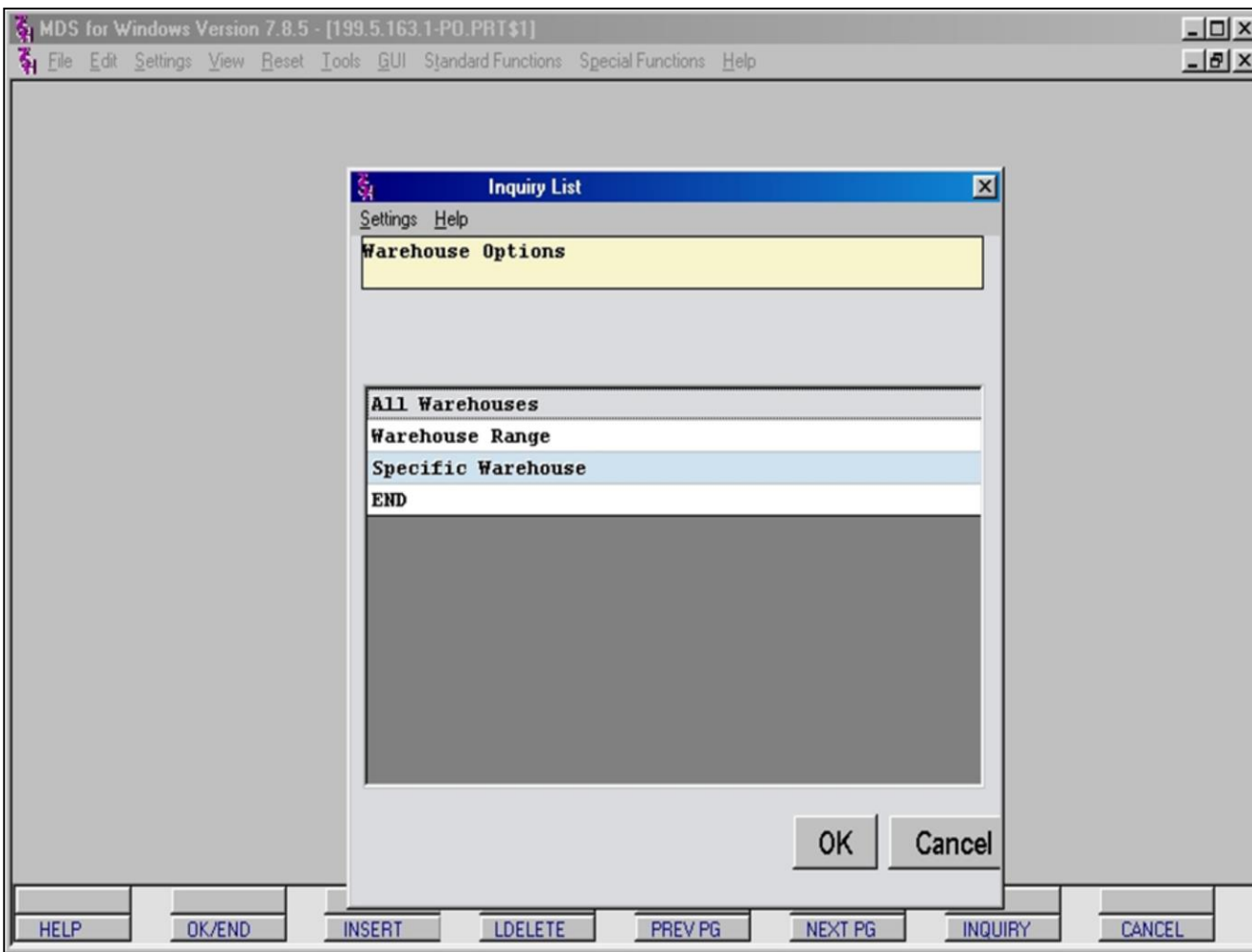
OE	CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CANCEL

Document Print Options

All of the options from 8 through 13 allow some printing variation.

- 8. Purchase Order Batch Print** - Allows batch printing of POs for All Warehouses, a Range of Warehouses or a Specific Warehouse
- 9. Purchase Order Reprint** – Used to reprint 1 or more PO's (old style reprints)
- 10. Purchase Order Reprints/Inquiry** – Used to reprint a range of Pos or PO's by Vendor.
- 11. Purchase Order Fax Confirmation** – Fax confirmation report for all Pos that were faxed directly to vendors through MDS.
- 12. Receiving Form** – Print receiving forms for POs.
- 13. Purchase Order Reports Selector** – PO Reports Menu

Notes:



Purchase Order Batch Print p1

This option allows you to print all of the POs entered by warehouse.

From the Purchasing Menu click on **8. Purchase Order Batch Print** to proceed.

Purchase Order Batch Print Popup

When you enter Batch Print, MDS displays the Warehouse Options popup window.

Your options are:

All Warehouses- this will print all Pos for all warehouses.

Warehouse Range- to print all Po's for a range of warehouses

Specific Warehouse- to print PO's for a specific warehouse only.

or **END-** takes you back to the Purchasing menu.

Double click on your choice, OR single click on your choice and then click on the **OK** button.

If you click on the Cancel button you will be returned to the Purchasing menu.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-PO.PRT\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PO Form Batch Print by Warehouse

1. Warehouse All

Press <RETURN> to Process Report, Line# to Change, or ABORT :

XXXXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Purchase Order Batch Print p2 – All Warehouses

After choosing **All Warehouses** from the Warehouse Options popup, MDS displays the PO Form Batch Print by Warehouse screen. Note that line **1. Warehouse** is auto-filled with “**All**”.

Prompts:

“Press <RETURN> to Process Report, Line# to Change, or ABORT:”.

Hit <enter> to proceed and run the report.

To change your choice from All Warehouses, enter the line number (1) and the Warehouse Options popup will be re-displayed.

To batch print the POs, hit the <enter> key. MDS returns you to the Purchasing menu.

Notes:

MDS for Windows Version 7.9.1 - [192.168.253.254-PO.PRT\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PO Form Batch Print by Warehouse

1. Warehouse

Range

001 to ###

WAREHOUSE	NAME
001	NEW YORK
002	CHICAGO
003	LOS ANGELES
004	THE SYSTEMS HOUSE STORE

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Purchase Order Batch Print p3 – Warehouse Range

If you chose **Warehouse Range** from the Warehouse Options popup, MDS prompts you to enter a range of warehouses.

(You can see that line **1.Warehouse** is auto-filled with “**Range**”.)

Prompts:

Enter a beginning warehouse number or click on the down-arrow to display a list of warehouses from which to choose. The list on the right is the drop down list of available warehouses on the system to choose from for the range. Double click on a choice to select it. You must enter a warehouse for the start and end of the range. After your first selection hit <enter> or click on the second box to enter the ending warehouse.

After choosing the range of warehouses for which you wish to print, MDS prompts with “**Press <RETURN> to Process Report, Line# to Change, or ABORT:**”.

To change your choice from Warehouse Range, or to change the range of warehouses you have entered, enter the line number (1) and the Warehouse Options popup will be re-displayed.

To batch print the POs, hit the <enter> key. MDS will send the POs to report capture and return you to the Purchasing menu.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-PO.PRT\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

1. Warehouse

PO Form Batch Print by Warehouse

###	WAREHOUSE	NAME
	001	NEW YORK, NY
	002	CLIFTON, NJ
	003	LONG ISLAND, NY

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Purchase Order Batch Print p.4 Specific Warehouse

You may also choose **Specific Warehouse** from the Warehouse Options popup.

For this option, you enter the specific Warehouse number for which you wish to print POs. Alternately, you may click on the down-arrow (circled) for a list of warehouses to choose from.

Prompts:

After entering the warehouse number MDS prompts with "**Press <RETURN> to Process Report, Line# to Change, or ABORT:**".

To batch print the POs, hit the <enter> key. MDS returns you to the Purchasing menu.

Alternately, to change your choice from Specific Warehouse, or to change the warehouse number you entered, enter the line number (1) and you the Warehouse Options popup will be re-displayed.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:3532 demo.12 Port:532 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
4. Purchase Order Receipts Posting (Sub Menu)
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints/Inquiry
11. Purchase Order Fax Confirmation
12. Receiving Form
13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Purchase Order Reprint p1

This option allows you to reprint any number of Pos. Pos are entered by number and may be for different vendors and out of sequence. You must know the entire PO number.

(**Note:** for upgrade users and those familiar with past versions of MDS, this reprint will be familiar to you.)

In this option you create a list of PO number(s) to be reprinted. Once entered, MDS reprints the POs from the listed PO numbers.

Notes:

Purchase Order Reprint p2

Prompts:

**PURCHASE ORDER REPRINT PROGRAM
MOUNT FORMS AND HIT <NL> OR 'END':**

Hit <enter> to continue

ENTER FACILITY OR 'END':

Enter warehouse number

**REMEMBER YOU ARE NOW IN EDIT MODE
ENTER 'I' TO INSERT**

New record.

Enter 'I' as prompted and then <enter>. Begin entering PO numbers, one per line, as in the example. When you have entered all of the PO numbers for your list, hit the <enter> key once again and then enter 'FI' to close the list. MDS runs the reprints and returns you to the Purchasing menu.

```

MDS for Windows Version 7.9.1 - [192.168.253.254-PURCH.MENU]
File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PURCHASE ORDER REPRINT PROGRAM
MOUNT FORMS AND HIT <NL> OR 'END':

ENTER FACILITY OR 'END': :001

REMEMBER YOU ARE NOW IN EDIT MODE
ENTER 'I' TO INSERT
New record.
----: I
0001= 01129851
0002= 01128960
0003= 01128992
0004=
Bottom at line 3.
----: FI
"OPX" filed in file "&SAVEDLISTS&".

CONTACTS  MAINT  DRILL  EXECINQ  CAPT OFF  VIEW
HELP  OK/END  INSERT  LDELETE  PREV PG  NEXT PG  INQUIRY  CANCEL

```

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:3532 demo.12 Port:532 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
4. Purchase Order Receipts Posting (Sub Menu)
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
- 10. Purchase Order Reprints/Inquiry**
11. Purchase Order Fax Confirmation
12. Receiving Form

Reports

13. Purchase Order Reports Selector
14. Inventory Management Lite

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Purchase Order Reprints/Inquiry

This option permits you to reprint one or all of the POs entered against a specific vendor, or a sequential range of PO's by number.

Click on **10. Purchase Order Reprints/Inquiry** to proceed.

Notes:

MDS for Windows Version 7.9.1 - [192.168.253.254-PO.REPRINT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PO Reprint/Inquiry by Vendor

Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of PO Number

Starting #####

Ending

Line	PO Number	PO Date	Total Qty	Total Rec	Total Open
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Select Un Select Group On Group Off All on All off PRINT RecvForm
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Purchase Order Reprints/Inquiry by Range p1

The MDS PO Reprint/Inquiry by Vendor screen.

To reprint by range:

Enter company number and hit <enter>, then hit enter again at the vendor field. This will take you to the Starting PO# field on the top right of the screen. Enter your starting PO number and hit <enter>. Then enter an ending PO number. Keep in mind that the ending PO number MUST be greater than the starting PO number.

Notes:

MDS for Windows Version 7.9.1 - [192.168.253.254-PO.REPRINT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PO Reprint/Inquiry by Vendor

Company# 01 THE SYSTEMS HOUSE

Vendor#

Range of PO Number

Starting 01128900

Ending 01129900

Line	PO Number	PO Date	Total Qty	Total Rec	Total Open
1.	01128963	11/04/02			
2.	01129000	11/14/02			
3.	01129198	01/28/03			
4.	01129416	04/29/03			
5.	01129497	06/10/03			
6.	01129625	08/06/03			
7.					
8.					
9.					
10.					

Enter line number to toggle print on/off : XXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT	RecvForm			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Purchase Order Reprint / Inquiry by Range p2

After you have entered both a starting and ending PO number, MDS will display a list of available Pos that fall within your range. All PO numbers are highlighted, meaning they are **selected to print**. If you do NOT want to print a specific PO, enter the PO line number and click on "Un Select" (Shift-F2) to de-select that PO from the print queue.

To print the Pos, click on the **PRINT** button (shift-F7). You will then have the option to print, fax or email the PO.

To print Receiving Forms for the selected POs, click on the **RecvForm** button (Shift-F8). All forms are printed to Report Capture.

NOTE: For faxing and emailing to work you must have those options installed on your MDS system. Additional software and hardware required.

Additional Note: You may also use this Reprint/inquiry to reprint a **single PO** by entering the same Starting and Ending PO number.

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-PO.REPRINT010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PO Reprint/Inquiry by Vendor

Company# 01 TSH MEDICAL SUPPLY
Vendor# ABCO

Range of PO Number

Starting

Ending

Line	PO Number	PO Date	Total Qty	Total Rec	Total Open
1.	01128021	06/28/02	5134	5134	
2.	01128077	07/10/02	972	972	
3.	01128113	07/11/02	634	6812901	
4.	01128119	07/11/02	938	2874496	
5.	01128120	07/11/02	324	1878282	
6.	01128122	07/11/02	547	547	
7.	01128172	07/20/02	47	213783	
8.	01128191	07/24/02	1109	3632455	
9.	01128207	07/31/02	391	24652687	
10.	01128223	08/03/02	687	1874061	

Enter line number to toggle print on/off : XXXXXXXX

Select Un Select Group On Group Off All on All off PRINT RecvForm
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Purchase Order Reprints/Inquiry

To Print by Vendor:

After entering a company number and a vendor, the screen is filled with available Pos for this company/vendor combination.

This screen allows you to toggle (select) certain POs to be printed. You can toggle POs one by one using the **Select** and **UnSelect** buttons, in groups using the **Group On** and **Group Off** buttons, or all at once using the **All On** and **All Off** buttons.

You can also directly enter the Line number of the PO you wish to toggle and hit the appropriate key (Select or UnSelect).

Field definitions are as follows:

Company# – Enter the Company number in this field.

Vendor# – Enter the Vendor number in this field.

Line – Line number on this screen (for reference)

PO Number – MDS or system Purchase Order number.

PO Date – The date on the PO.

Total Qty – The total Quantity of items ordered on the PO.

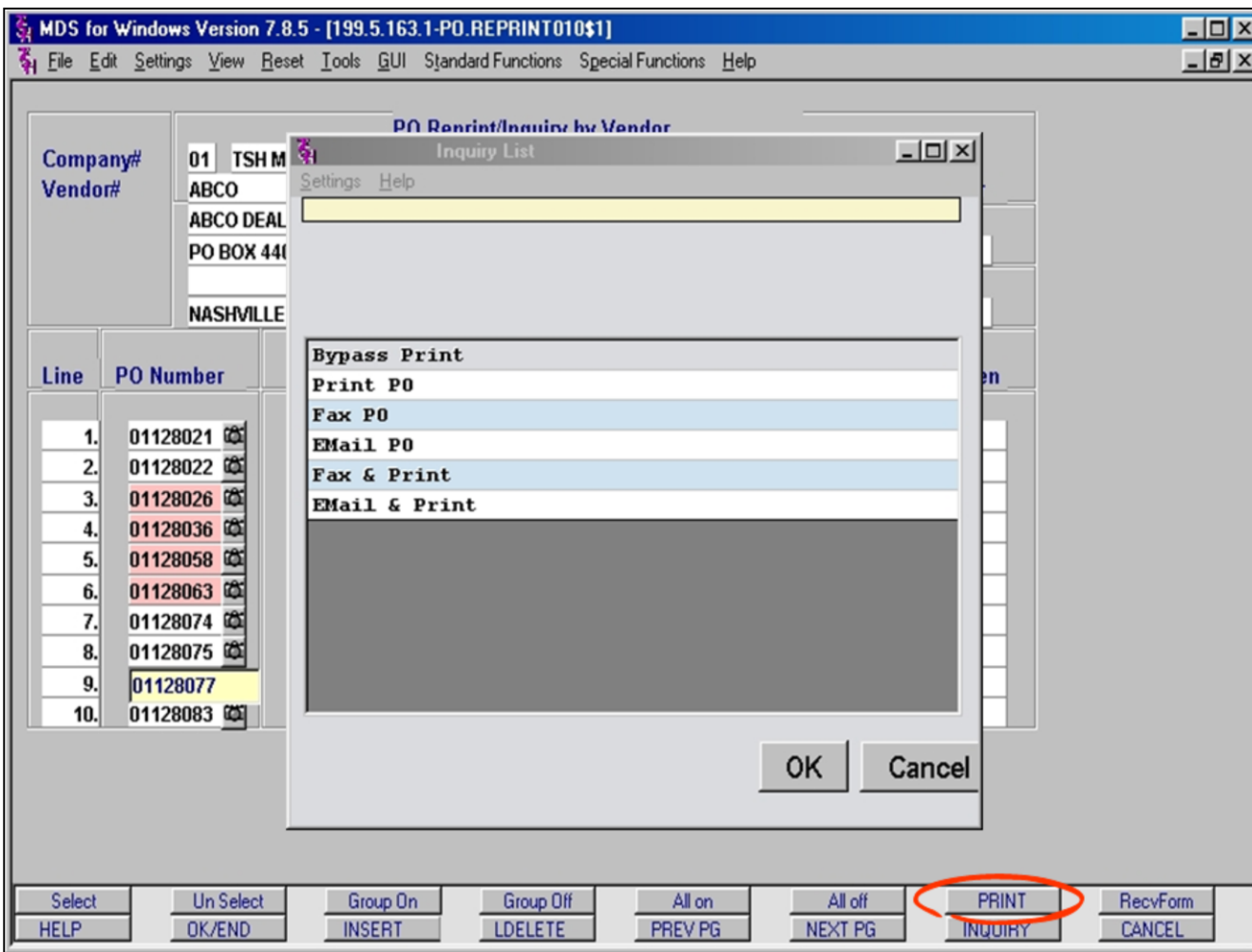
Total Rec – The total Quantity of items received against this PO.

Total Open – The total Quantity of items still open on this PO.

After selecting the POs you wish to print, click on the **PRINT** button (Shift-F7).

To print Receiving Forms for the selected POs, click on the **RecvForm** button (Shift-F8).

Notes:



Purchase Order Reprints/Inquiry Print PO

After clicking on the **Print** button MDS displays the PO Printing popup.

Print options are:

Bypass Print – Skip printing. (When using as an Inquiry)

Print PO – Print a hard copy of the purchase order.

Fax PO – Fax the purchase order to the fax number on file or any manually entered facsimile number. * See Note at bottom.

Email PO – Have the purchase order e-mailed to any e-mail address. * See Note at bottom.

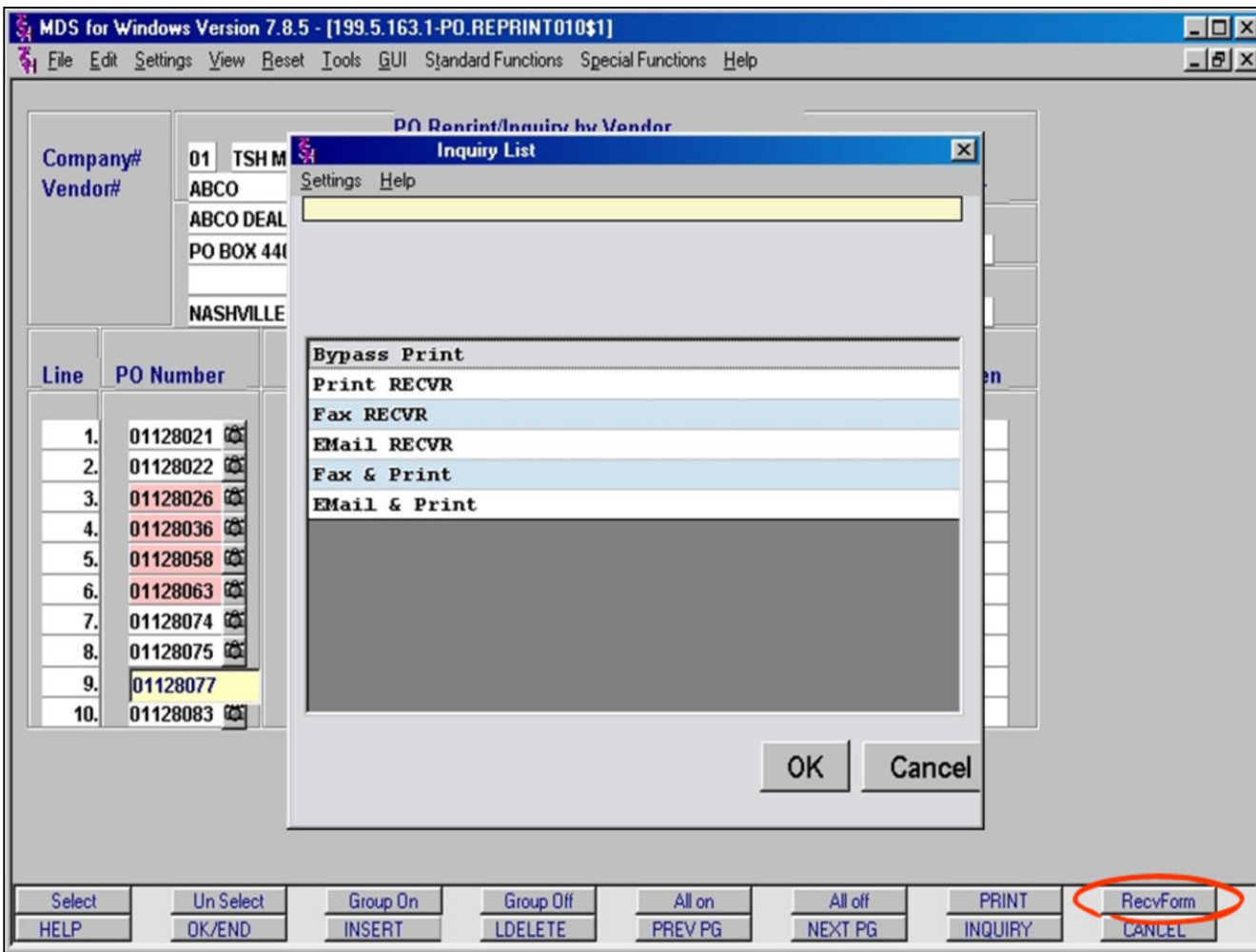
Fax & Print – Print a hard copy and also fax to any facsimile number. * See Note at bottom.

Email & Print – Print a hard copy and have the purchase order e-mailed to any e-mail address. * See Note at bottom.

Double click or single click your choice and hit the 'OK' button.

***NOTE:** For Fax and email capabilities additional software and/or hardware must be installed by TSH.

Notes:



Purchase Order Reprints/Inquiry Print Receiver

If you clicked the **RecvForm** button MDS displays the Receiver Processing popup.

The options are:

Bypass Print – Skip printing or further processing of the Receiver at this time. A typical choice when batch processing occurs off-hours.

Print RECVR – Print a hard copy of the Receiver.

Fax RECVR – Fax the Receiver to the fax number on file or any manually entered facsimile number. * See Note at bottom.

EMail RECVR – Have the Receiver e-mailed to any e-mail address. * See Note at bottom.

Fax & Print – Print a hard copy and also fax to any facsimile number. * See Note at bottom.

EMail & Print – Print a hard copy and have the Receiver e-mailed to any e-mail address. * See Note at bottom.

Click on your choice and hit the 'OK' button.

***NOTE:** For Fax capability additional fax software must be installed by TSH. For E-mail capability additional e-mail server software must be installed by TSH.

Notes:

MDS for Windows Version 7.9.1 - [192.168.253.254-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:44 BASE.12 Port:044 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
4. Purchase Order Receipts Posting (Sub Menu)
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints/Inquiry
11. Purchase Order Fax Confirmation
12. Receiving Form
13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Purchase Order Fax Confirmation

NOTE: This option is only used if you have integrated faxing (additional software and hardware required) installed on your MDS system.

This process creates two reports; a fax confirmation report **PO FAX STATUS REPORT** which shows POs that have been faxed to the vendor, or are pending in the fax queue. And a fax error report **PO FAX ERROR REPORT** for faxes that have not gone through. Both of these reports go to Report Capture.

Each time you run the report, all new items are selected and placed on the appropriate report. **Items will only show ONCE on a report**, so keep in mind that if more than one person is checking this report, they may get your confirmation.

Prompts:

Press <RETURN> to Process Report, Line# to Change, or ABORT

It <enter> to process this report. This will generate both reports.

Notes:

```

MDS for Windows Version 7.9.1 - [192.168.253.254-555.REPORT.MASTER012$1]
File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

PURCHASE ORDER FAX TRANSMISSION CONFIRMATION REPORT
RUN 11 Nov 2003 TIME 11:22:28am 11 Nov 2003 PAGE

PO NUMBER TIME SENT..... DATE SENT STATUS.... FAX PHONE...
PO.011289 11:11:38am 11/11/03 OK 973-777-1483
51
PO.011289 11:11:38am 11/11/03 OK 973-777-1483
51
PO.011289 11:12:41am 11/11/03 OK 973-777-1483
95
PO.011289 11:12:41am 11/11/03 OK 973-777-1483
95
PO.011289 11:17:16am 11/11/03 OK 973-777-1483
51
PO.011289 11:17:16am 11/11/03 OK 973-777-1483
51

6 records listed.

:|
TOP RPT END RPT VIEW 80 VIEW 132 PRINT FAX EMAIL MARK
Report Master (1,1)

Select Unselect Print Comm/User Copy Flat Fax EMail
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

```

Purchase Order Fax Confirmation- Sample Report

The **PO FAX STATUS REPORT** or **FAX TRANSMISSION CONFIRMATION REPORT** (see sample) displays the following:

PO Number: MDS system PO number

Time Sent: The time the fax was sent

Date Sent: Date fax was sent in MM/DD/YY format

Status: Status of the fax, OK, Busy, Error

Fax Phone: The fax/phone number that the fax was sent to

The **PO FAX ERROR REPORT** (not shown) displays the following:

FAX.TRANS: Fax transmission number (an internal code for the fax transmission)

PO NUMBER: MDS system PO number

TIME SENT: The time the fax was sent

DATE SENT: Date fax was sent in MM/DD/YY format

STATUS: Status of the fax: Queued, Busy, Error

MESSAGE: Message from the fax server (often the same as status).

Notes:

MDS for Windows Version 7.8.5 - [199.5.163.1-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:3532 demo.12 Port:532 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
2. Purchase Order Maintenance
3. In-Transit Posting
4. Purchase Order Receipts Posting (Sub Menu)
5. Purchase Order Receiver Adjustment
6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
9. Purchase Order Reprint
10. Purchase Order Reprints/Inquiry
11. Purchase Order Fax Confirmation
12. Receiving Form
13. Purchase Order Reports Selector

Reports

14. Inventory Management Lite

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Purchase Order Receiving Form

This is a BATCH PRINT process for paper PO receiving forms. Since it is a batch process, running this option will generate forms for all POs with open items.

NOTE: You may run one form at a time via the Purchase Order Reprints/inquiry. Select the PO, and click on **RecForm** instead of **Print**.

Prompts:

**PURCHASE ORDER RECEIVING FORM
HIT <NL> TO CONTINUE OR 'END'?**

Hit <enter> to run the forms – ALL Receiving Forms will be sent to capture.

Type END to stop processing the report.

Notes:

PURCHASE ORDER NUMBER: 01400000 VENDOR#: A1000 VENDOR NAME: C & A WHOLESALERS

LN#	ITEM NUMBER	MFG#	OPEN P/O	RPLN	PROBLEM/
			QTY	UM PICK LOC	DSCRPNCY
				FLAG BACKUP LOC(S)	
				RECV LOC(S)	RECV QTY
2	202		250	EA A-100	
	BLUE DESK DRAWER				
				TOTAL QTY RECVD	
3	203		100	EA	
	BROWN DESK DRAWER				
				TOTAL QTY RECVD	
4	300		300	EA	
	BLACK DESK LEG				
				TOTAL QTY RECVD	
6	402		100	EA B-001	
	PAD - BACK				
				TOTAL QTY RECVD	

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**Purchase Order Receiving Form
Sample Form**

The Po receiving form shows unreceived items by line item with space provided for warehouse personnel to fill in received location(s) and quantities.

Notes:

MDS for Windows Version 7.9.1 - [192.168.253.254-PURCH.MENU]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Account:63 BASE.12 Port:063 Menu:PURCH.MENU Capture:On

Purchasing Selector

Input

1. Purchasing Order Entry
 2. Purchase Order Maintenance
 3. In-Transit Posting
 4. Purchase Order Receipts Posting (Sub Menu)
 5. Purchase Order Receiver Adjustment
 6. Create PO's from Order Entry

Inquiry

7. Purchase Order Inquiries

Document Print

8. Purchase Order Batch Print
 9. Purchase Order Reprint
 10. Purchase Order Reprints/Inquiry
 11. Purchase Order Fax Confirmation
 12. Receiving Form

Reports

13. Purchase Order Reports Selector
 14. Inventory Management Lite

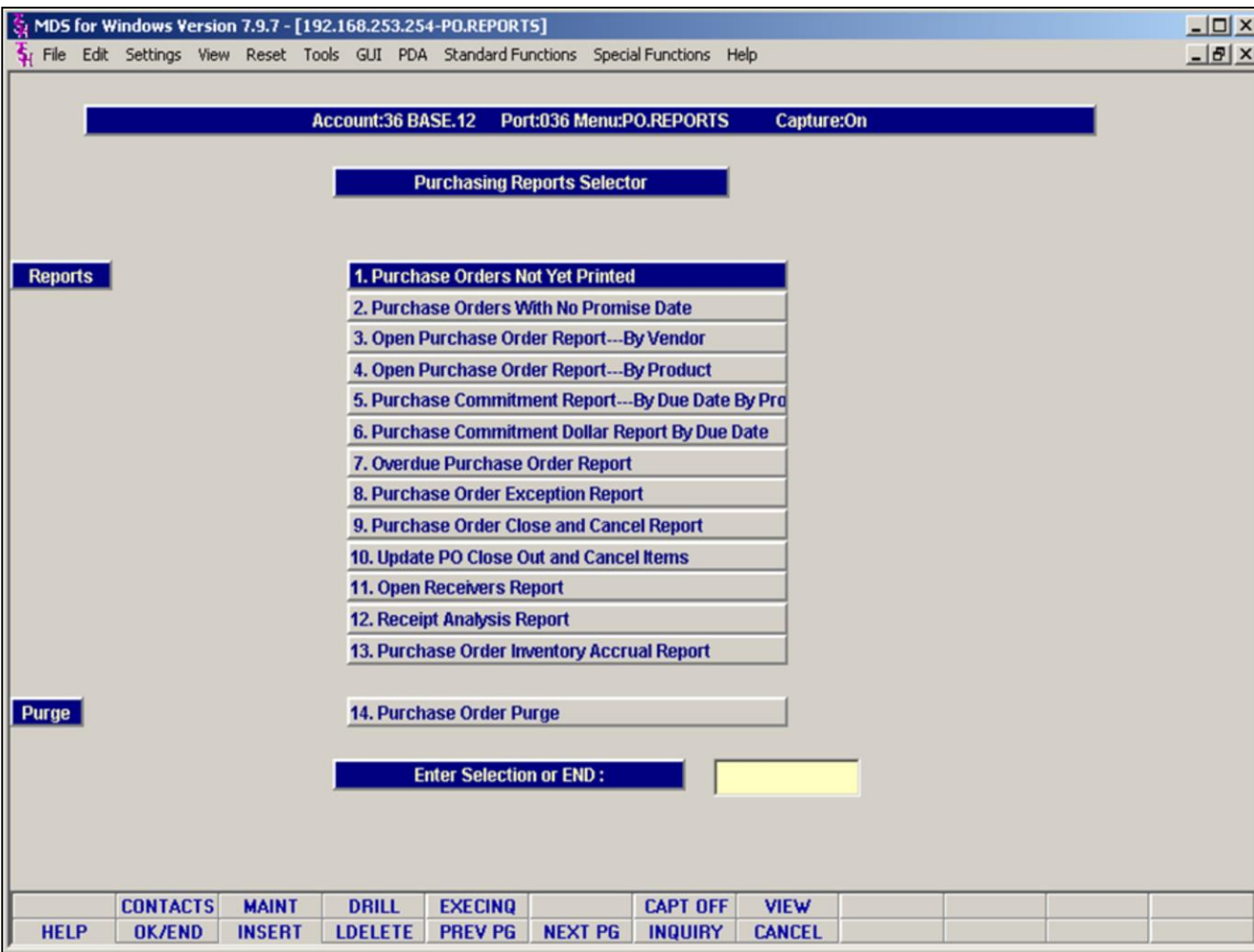
Enter Selection or END :

	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

Purchase Order Reports Selector

Clicking on **13. Purchase Order Reports Selector** on the Purchasing Menu screen opens the Purchasing Reports Selector menu. The menu displays all of the MDS reports regarding Purchase Orders. To run a report from this list, click on your selection.

Notes:



Purchase Order Reports Selector

The **13. Purchase Order Reports Selector** menu displays all of the MDS reports regarding Purchase Orders. To run a report from this list, click on your selection.

Overview of all reports:

- 1. PO's Not Yet Printed-** Used to see POs entered onto the system and not yet printed (or sent to vendor).
- 2. PO's with no Promise Date-** to see unconfirmed orders
- 3. Open Purchase Order Report---By Vendor:** Open POs by all, range of, or a specific Vendor
- 4. Open Purchase Order Report---By Product:** Open Pos for all, range of, or a specific product
- 5. Purchase Commitment Report---By Due Date By Product:** for forecasting
- 6. Purchase Commitment Dollar Report By Due Date:** for forecasting by dollar
- 7. Overdue Purchase Order Report:** Overdue POs by Vendor
- 8. Purchase Order Exception Report:** POs with an invoiced value greater than received PO value.
- 9. Purchase Order Close and Cancel Report:** Pos ready to be purged
- 10. Update PO Close Out and Cancel Items:** Update for Pos ready to be purged
- 11. Open Receivers Report:** List of open receivers
- 12. Receipt Analysis Report:** For foreign purchases
- 13. Purchase Order Inventory Accrual Report:**
- 14. Purchase Order Purge:** Actual purge of Pos from Closed and Cancelled Report.

Notes:

05 Sep 2003

PURCHASE ORDER NOT YET PRINTED

PAGE 1

ORD.DEPT BUYER.....	KEY.....	VEND #	VEND.NAME.....	A.CUST.NO....	CUST.NAME.....	ORD.DATE	PO.VALUE.	CURR
		01129364	A1000 G & A WHOLESALERS			04/17/03	379.26	US
		01129481	A1000 G & A WHOLESALERS			05/27/03	27.44	US
		01129500	SHERWO SHERWOOD MEDICAL			06/12/03	49.50	US
		01129525	A4000 AIRWICK MFG CO			06/24/03	14.80	US
		01129526	A4000 AIRWICK MFG CO			06/24/03	14.80	US
		01129527	A4000 AIRWICK MFG CO			06/24/03	14.80	US
		01129528	A4000 AIRWICK MFG CO			06/24/03	14.80	US
		01129530	BP BOORUM AND PEASE			06/25/03	29,940.00	US
		01129533	BP BOORUM AND PEASE			06/25/03	29,790.00	US
		01129545	A7000 ALL-STAR ATHLETIC			06/26/03	11.50	US
		01129565	D1000 DESK WHOLESALER'S IN UNITED		UNITED SUPPLY	06/30/03	100.00	US
		01129570	D1000 DESK WHOLESALER'S IN UNITED		UNITED SUPPLY	06/30/03	100.00	US
		01129575	D1000 DESK WHOLESALER'S IN UNITED		UNITED SUPPLY	07/03/03	20.00	US
		01129604	SHERWO SHERWOOD MEDICAL		UNITED SUPPLY	07/23/03	1.75	US
		01129619	D1000 DESK WHOLESALER'S IN			07/30/03	5.50	US
		01129620	D1000 DESK WHOLESALER'S IN			07/30/03	5.50	US

PO Reports**Purchase Order Not Yet Printed**

This report displays a list of all the POs in MDS that have not yet been printed.

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Field definitions for this report are as follows:

ORD.DEPT: Department as entered on Po header. The report will sort by this field.

BUYER: Purchasing Agent as entered on PO header.

KEY: The PO number.

VEND# / VEND.NAME: The Vendor number and name associated with the listed PO.

A.CUST.NO: Alpha or external customer number.

CUST.NAME: Customer name associated with the listed PO.

ORD.DATE: Date PO was entered into MDS.

PO.VALUE: Total amount or value of this PO.

CURR: Currency for this PO.

Notes:

ORD.DEPT BUYER.....	VEND # NKEY....	VEND # VEND.NAME.....	ORD.DATE	PO.VALUE.	CURR
	A1000 01128947	A1000 G & A WHOLESALERS	10/31/02	500.00	US
	A1000 01128949	A1000 G & A WHOLESALERS	11/01/02	0.00	
	A1000 01128953	A1000 G & A WHOLESALERS	11/01/02	296.00	US
	A1000 01128963	A1000 G & A WHOLESALERS	11/04/02	1,098.75	US
	A1000 01128964	A1000 G & A WHOLESALERS	11/04/02	1,400.00	US
	A1000 01128965	A1000 G & A WHOLESALERS	11/05/02	888.12	US
	A1000 01128966	A1000 G & A WHOLESALERS	11/05/02	888.12	US
	A1000 01128967	A1000 G & A WHOLESALERS	11/05/02	888.12	US
	A1000 01128968	A1000 G & A WHOLESALERS	11/05/02	888.12	US
	A1000 01128969	A1000 G & A WHOLESALERS	11/05/02	888.12	US
	A1000 01128978	A1000 G & A WHOLESALERS	11/07/02	576.00	US
	A1000 01128984	A1000 G & A WHOLESALERS	11/08/02	219.75	US
	A1000 01128996	A1000 G & A WHOLESALERS	11/13/02	100.00	US
	A1000 01128998	A1000 G & A WHOLESALERS	11/14/02	12.00	US
	A1000 01129000	A1000 G & A WHOLESALERS	11/14/02	22.00	US
	A1000 01129004	A1000 G & A WHOLESALERS	11/20/02	175.00	US

Notes:

PO Reports
Purchase Orders With No Promise Date

This report displays a list of all the POs in MDS that have been printed, but have not been assigned a Promise Date. When a vendor gives a promise date for a PO, enter the promise date through PO Maintenance. Then you can use this report to see which POs have been sent, but are not yet confirmed by the vendor.

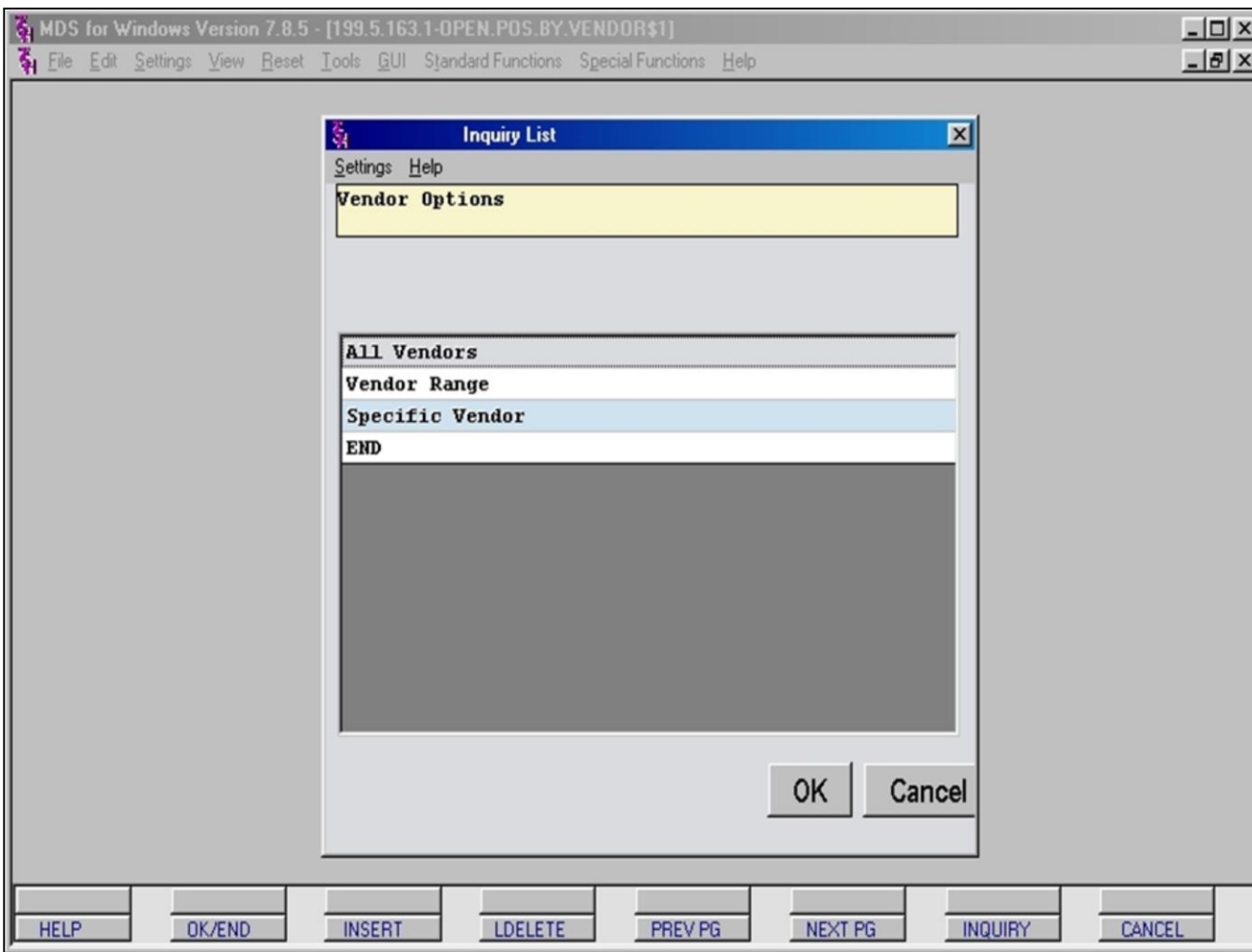
Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Field definitions for this report are as follows:

- ORD.DEPT:** Department as entered on Po header. The report will sort by this field.
- BUYER:** Purchasing Agent as entered on PO header.
- VEND#:** The Vendor number associated with the listed PO.
- NKEY:** The PO number.
- VEND# / VEND.NAME:** The Vendor number and name associated with the listed PO.
- ORD.DATE:** Date PO was entered into MDS.
- PO.VALUE:** Total amount or value of this PO.
- CURR:** Currency for this PO.



PO Reports

Open Purchase Orders By Vendor p1

Clicking on **3. Open Purchase Order Report By Vendor** in the Report Selector menu, opens the Vendor Options popup.

Operating Instructions:

For this report, you have 3 options. They are listed in the “Vendor Options” pop up:

All Vendors- Report will run for all vendors on the system

Vendor Range- You will be prompted to enter a starting and ending vendor number. The report will run for all vendors that fall within that range.

Specific Vendor- You will be prompted to enter ONE specific vendor number for the report.

Remember: for Range or Specific Vendor, you may use the Vendor Lookup (F7 or Click INQUIRY) to help select a vendor.

You may either double click on the option you want or single click and then click the OK button.

The report will display a list of all Open POs for the vendor or vendors you requested.

Notes:

VENDOR: 11250 DOLOMITE BOOT CO

PO#	LN#	PRODUCT#	PRODUCT DESCRIPTION	UM	REQ DATE	PROM DATE	SHIP DATE	ORD QTY	EXT COST	QTY REC	OPEN QTY	OPEN VALUE
01000011	1	117155-065	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	500	22215.00	0	500	22215.00
01000011	2	117155-070	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	400	17772.00	0	400	17772.00
01000011	3	117155-075	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	500	22215.00	0	500	22215.00
01000011	4	117155-100	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	200	8886.00	0	200	8886.00
01000011	5	117155-105	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	200	8886.00	0	200	8886.00
01000011	6	117155-120	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	200	8886.00	0	200	8886.00
01000011	7	117155-125	ADVANTAGE MENS BOOT		03/16/00	11/01/84	11/01/84	200	8886.00	0	200	8886.00
TOTAL FOR PO#: 01000011 CURR:								2200	97746.00	0	2200	97746.00
TOTAL FOR VENDOR: 11250								2200		0		97746.00
									97746.00		2200	

PO Reports
Open Purchase Orders By Vendor p2

When the report is run, it displays a list of all of the Open POs in MDS for a particular Vendor or for multiple Vendors (depending on your choice in the previous popup).

Key Field definitions for this report are as follows:

- VENDOR** – The Vendor number and name associated with the listed PO.
- PO#**- The system Purchase Order number.
- LN#** – The specific **line number** that remains open on that PO.
- PRODUCT# / PRODUCT DESCRIPTION** – Product number and description.
- REQ DATE** – The **Required** (delivery) date for the product.
- PROM DATE** – The **Promise** Date supplied by the vendor confirming when they expect to have to order to you.
- SHIP DATE** – The expected **ship date** for the order.
- ORD QTY** – **Ordered Quantity** of the Product on this line.
- EXT COST** – The **extended cost**. Qty multiplied by Unit price.
- QTY REC** – **Quantity received** on this line item, on this PO.
- OPEN QTY** – **Open** Quantity of the Product – the amount not yet received into inventory.
- OPEN VALUE** – The value of the product not yet received into inventory.

Notes:

In addition to the fields defined above, this report also displays subtotals for each PO and vendor and a grand total of all Open POs for the range of vendors you specified.

VENDOR#	VENDOR NAME	PO#	CURR LN#	REQ DATE	SHIP DATE	PROM DATE	UM	ORD QTY	EXT COST	QTY REC	OPEN QTY	OPEN VALUE
---------	-------------	-----	----------	----------	-----------	-----------	----	---------	----------	---------	----------	------------

PRODUCT: 0 1

A1000	G & A WHOLESALE	01129416	US	6	04/29/03	01/01/03		EA	1	0.00	0	1	0.00
A1000	G & A WHOLESALE	01129454	US	1	06/29/03			EA	3	0.00	0	3	0.00
A1000	G & A WHOLESALE	01129805	US	1	12/06/03			EA	10	0.00	0	10	0.00
									-----	-----	-----	-----	-----
TOTAL FOR PRODUCT#: 0									14	0.00	0	14	0.00

PRODUCT: 047 TEST2

A1000	G & A WHOLESALE	01129357	US	1	05/24/03			EA	1440	288.00	0	1440	288.00
A1000	G & A WHOLESALE	01129364	US	1	06/01/03			EA	1872	374.40	0	1872	374.40
A1000	G & A WHOLESALE	01129467	US	1	07/04/03			EA	144	28.80	0	144	28.80
									-----	-----	-----	-----	-----
TOTAL FOR PRODUCT#: 047									3456	691.20	0	3456	691.20

Notes:

PO Reports
Open Purchase Orders By Product (Item)

This report displays a list of all of the Open POs in MDS by Product number.

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Field definitions for this report are as follows:

VENDOR# - Vendor number associated with the listed PO.

VENDOR NAME - Vendor name.

PO# - System Purchase Order Number

CURR LN# - The specific Line that remains open on that PO.

REQ DATE - The required date or due date for the PO.

SHIP DATE - The expected ship date for the PO.

PROM DATE - The promise date supplied by the vendor confirming when they expect to have to order to you.

ORD QTY - Ordered Quantity.

EXT COST - The extended cost. Qty multiplied by Unit price.

QTY REC - Quantity received on this line item, on this PO.

OPEN QTY - Open Quantity or the amount of the Product not yet received into inventory.

OPEN VALUE - The value of the Product not yet received into inventory.

PRODUCT - Product number and description.

In addition to the fields defined above, this report also displays subtotals for each Product and a grand total of all Open POs for 'All Products'.

VEND#	NAME	ORDER#	CURR LN#	PRODUCT	UM DESCRIPTION	DUE DATE	ORD QTY	OPEN QTY	OPEN VALUE	
A1000	G & A WHOLESALERS	01129146	US	1 102	EA AAA1		1	1	65.00	
BEIE	BEIERSDORF MEDICA	01125015	US	1 AQUAPHOR	EA FAST HEAL OINTMENT		60	60	67.20	
BEIE	BEIERSDORF MEDICA	01125015	US	2 AQUAPHOR100	EA MOISTURIZING CREAM		24	24	40.56	
BEIE	BEIERSDORF MEDICA	01125015	US	3 LEUKOFLEX	EA SURGICAL TAPE		48	48	37.92	
BEIE	BEIERSDORF MEDICA	01125018	US	1 AQUAPHOR	EA FAST HEAL OINTMENT		100	50	56.00	
BEIE	BEIERSDORF MEDICA	01125018	US	5 AQUAPHOR-HEAL	EA FAST HEALING OINTMENT		36	24	160.00	

TOTAL PRIOR								269	207	427.48
A1000	G & A WHOLESALERS	01400000		2 202	BLUE DESK DRAWER	12/14/99	500	250	2500.00	
				BLUE DESK DRAWER						
A1000	G & A WHOLESALERS	01400000		3 203	BROWN DESK DRAWER	12/14/99	500	100	1000.00	
				BROWN DESK DRAWER						
A1000	G & A WHOLESALERS	01400000		4 300	BLACK DESK LEG	12/14/99	1300	300	750.00	
				BLACK DESK LEG						
A1000	G & A WHOLESALERS	01400000		6 402	PAD - BACK	12/14/99	100	100	4800.00	

Notes:

**PO Reports
Purchase Commitment Report – By Due Date By Product**

This report is used for forecasting. The report will sort by required date and by vendor. Only lines with open quantities will be printed. Totals are generated for prior, current and future months based on the entered cutoff date.

Operating Instructions:

1. PO Cutoff Date -Enter cut off date for the report in MM/DD/YY format.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. The report will be in your report capture.

Field definitions:

VEND# / NAME – The Vendor number and name associated with the listed PO.

ORDER# / CURR / LN# – The PO number, currency and specific product line.

PRODUCT / UM / DESCRIPTION – Product number, unit of measure and description.

DUE DATE – The due date

ORD QTY – Quantity of the Product ordered.

OPEN QTY – Quantity of the Product not yet received into inventory.

OPEN VALUE – The value of the Product not yet received into inventory.

In addition to the fields defined above, this report displays a subtotal of POs prior to the cut-off date and the subtotals for each month going forward, with a grand total provided at the end of the report.

PURCHASE ORDER DOLLAR COMMITMENT REPORT CUTOFF DATE 07/31/03 PAGE: 5

VEND# NAME	ORDER#	CURR LN#	PRODUCT	UM DESCRIPTION	DUE DATE	ORD QTY	OPEN QTY	OPEN VALUE
								IN US \$
SHERW SHERWOOD MEDICAL	01129837	US	1 102	EA AAA1	10/29/03	3	3	300.00
SHERW SHERWOOD MEDICAL	01129837	US	2 103	EA BROWN PLASTIC DESK	10/29/03	3	3	300.00
						-----	-----	-----
DAY TOTAL						52	52	1762.50
SHERW SHERWOOD MEDICAL	01129834	US	1 102	EA AAA1	10/30/03	3	3	300.00
						-----	-----	-----
DAY TOTAL						3	3	300.00
TOTAL FOR MONTH OF OCT						2627	2624	50414.41
A1000 G & A WHOLESAERS	01129866	US	1 MINE	EA Test Product	11/01/03	2	2	54.00
						-----	-----	-----
DAY TOTAL						2	2	54.00

PO Reports
Purchase Order Dollar Commitment Report
- By Due Date

This report is used for forecasting by dollar amount. The report will sort by required date and by vendor. Only lines with open quantities will be printed. Totals are generated for prior, current and future months based on the entered cutoff date.

Operating instructions:

1. PO Cutoff Date - Enter a cut off date for the report in MM/DD/YY format.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. The report will be in your report capture.

Field definitions for this report:

VEND# / NAME – The Vendor number and vendor name associated with the listed PO.

ORDER# - The PO number

CURR- Currency for this PO

LN# – line number for this product

PRODUCT / UM / DESCRIPTION – Product number, unit of measure and description.

DUE DATE – The due date

ORD QTY – Quantity of the Product ordered.

OPEN QTY – Quantity of the Product not yet received into inventory.

OPEN VALUE – The value of the Product not yet received into inventory.

In addition to the fields defined above, this report displays a total by Day and Month.

Notes:

VENDOR 11250 DOLOMITE BOOT CO

ORDER #	CURR LN#	DUE DATE	PRODUCT	UM DESCRIPTION	QTY ORD	QTY RECD	QTY OPEN	OPEN VALUE
01000011	1	03/16/00	117155-065	ADVANTAGE MENS BOOT	500	5	495	21992.85
01000011	2	03/16/00	117155-070	ADVANTAGE MENS BOOT	400	0	400	17772.00
01000011	3	03/16/00	117155-075	ADVANTAGE MENS BOOT	500	0	500	22215.00
01000011	4	03/16/00	117155-100	ADVANTAGE MENS BOOT	200	0	200	8886.00
01000011	5	03/16/00	117155-105	ADVANTAGE MENS BOOT	200	0	200	8886.00
01000011	6	03/16/00	117155-120	ADVANTAGE MENS BOOT	200	0	200	8886.00
01000011	7	03/16/00	117155-125	ADVANTAGE MENS BOOT	200	0	200	8886.00
					-----	-----	-----	-----
					2200	5	2195	97523.85

PO Reports

Overdue Purchase Order Report

This report displays a list of all overdue PO line items grouped by vendor. The report will sort by vendor and required date. Only POs with open quantities, and with a required date less than (or earlier) than the entered date will be printed. Totals are generated by vendor and there is a grand total.

Operating Instructions:

1. PO Cutoff Date - Enter a cut off date for the report in MM/DD/YY format.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. The report will be in your report capture.

Field definitions for this report:

VENDOR – The Vendor number and name associated with the listed PO.

ORDER# - The PO number

CURR – The currency code

LN# – The specific line number that remains open on that PO.

DUE DATE – Date the product was due to be received from the vendor.

PRODUCT / UM / PRODUCT DESCRIPTION – Product number, unit of measure and description.

QTY ORD – Quantity of the Product ordered on this line item, on this PO.

QTY RECD – Quantity received on this line item, on this PO.

QTY OPEN – Quantity of the Product not yet received into inventory.

OPEN VALUE – The value of the Product not yet received into inventory.

In addition to the fields defined above, this report also displays subtotals for each vendor and a grand total of all Overdue POs for all vendors.

Notes:

TIME/DATE 03:54:10pm 13 Nov 2003 P/O/ EXCEPTION REPORT PAGE 1

VEND #	VENDOR NAME.....	CO#	PO #	CURR.CODE	PO.VALUE.	RECD.VALUE	INV.VALUE	INV.RECD..	VOUCH#..	INV.DATE	INV.AMT..
3M	3M CORP.	01	129658	US	228.00	228.00	2,000.00	654321	01000619	08/26/03	2000.00
***					228.00	228.00	2,000.00				2000.00
17000	OLYMPIC SKIWEAR	01	000012		55,680.00	0.00	2,138.69	1760	01050011	05/06/83	2138.69
***					55,680.00	0.00	2,138.69				2138.69
A1000	G & A WHOLESALERS	01	128947	US	500.00	0.00	200.00	68854	01000044	01/15/03	100.00
								5441	01000060	02/14/03	0.00
								INV-1212	01000020	11/13/02	100.00
A1000	G & A WHOLESALERS	01	128984	US	219.75	0.00	20.00	INV-3535	01000022	11/13/02	20.00

PO Reports
PO Exception Report

This report lists all POs which have an invoiced value which is greater than the received value for the PO i.e. the vendor has billed you more than what was originally on the PO. The report lists Pos by vendor with totals of PO value, received value and invoiced value.

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Field definitions for this report:

VEND# / VENDOR NAME – The Vendor number and vendor name associated with the listed PO.

CO# - Company number

PO# - Purchase order number

CURR.CODE – Currency code for this PO

PO VALUE – The value of Products on the listed PO.

RECD VALUE – The value of the Products as received.

INV VALUE – The amount indicated on the Invoice from listed vendor.

INV RECD – The Receiver number on which the Product was recorded into inventory. Note: there may be multiple receivers depending on how many shipments it took to deliver the entire order quantity.

VOUCH# – The Voucher # associated with this Invoice amount.

INV DATE – The date of the Invoice.

INV AMOUNT – The amount listed on the Invoice.

In addition to the fields defined above, this

Notes:

report also displays subtotals for each vendor and a grand total representing all vendors.

Notes:

TIME/DATE 12:10:40pm 17 Sep 2003		PO CLOSE OUT & CANCELLED REPORT						PAGE 1			
VEND #	VENDOR NAME.....	CO#	PO #	CURR.CODE	PO.VALUE	RECD.VALUE	INV.VALUE	INV.RECD..	VOUCH#..	INV.DATE	INV.AMT..
3M	3M CORP.	01	125020	US	28,500.00	28,500.00	0.00				0.00
***					28,500.00	28,500.00	0.00				0.00
A1000	G & A WHOLESALERS	01	125434	US	6.60	6.60	4.00	INV-4546	01000025	11/14/02	2.00
								555555	01000038	12/06/02	2.00
A1000	G & A WHOLESALERS	01	125435	US	3.96	3.96	0.00				0.00
***					10.56	10.56	4.00				4.00
A3000	BRAND X MFG INC	01	000010		4,120.00	458,545.00	0.00				0.00

PO Reports
Purchase Order Close Out and Cancelled Report

This report shows all Pos that are ready to be purged. Ie, cancelled and closed POs. (To close a PO: After a PO is received complete, you must go back to PO maintenance and close it out. If you have done that you can run this report to see the closed POs. Closed POs may be purged).

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Key Field definitions for this report are as follows:

VEND# / VENDOR NAME – The Vendor number and name associated with the listed PO.

CO# / PO# - Company number and PO number

CURR.CODE –Currency code

PO.VALUE – The value of Products on the listed PO.

RECD.VALUE – The value of the Products as received.

INV.VALUE – The amount indicated on the Invoice from listed vendor.

INV.RECD – The Receiver number on which the Product was recorded into inventory. Note: there may be multiple receivers depending on how many shipments it took to deliver the entire order quantity.

VOUCH# – The Voucher # associated with this Invoice amount.

INV.DATE – The date of the Invoice.

INV.AMT – The amount listed on the Invoice.

In addition to the fields defined above, this report also displays subtotals for each vendor and a grand total for all vendors.

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-PO.REPORTS]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:36 BASE.12 Port:036 Menu:PO.REPORTS Capture:On

Purchasing Reports Selector

Reports

1. Purchase Orders Not Yet Printed
2. Purchase Orders With No Promise Date
3. Open Purchase Order Report---By Vendor
4. Open Purchase Order Report---By Product
5. Purchase Commitment Report---By Due Date By Pro
6. Purchase Commitment Dollar Report By Due Date
7. Overdue Purchase Order Report
8. Purchase Order Exception Report
9. Purchase Order Close and Cancel Report
- 10. Update PO Close Out and Cancel Items**
11. Open Receivers Report
12. Receipt Analysis Report
13. Purchase Order Inventory Accrual Report

Purge

14. Purchase Order Purge

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

PO Reports

Update PO Close Out and Cancel Items

Running this update will flag the items on the PO Close and Cancel Report for deletion.

To actually Purge the items on this report, run "Purchase Order Purge" at the bottom of Po Reports Menu.

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the update. (There are no selection criteria.) There are no reports generated with this update.

Notes:

OPEN RECEIVER REPORT
FOR COMPANY 01

RUN : 01:05:24pm 14 Nov 2003
PAGE : 4

RCVR NO...	TOT RCVD. COST....	VOUCH#..	INV.DATE	INV.AMT..	VOUCH OPEN..
003490	1.44			0.00	0.00
003492	11000.00	01000353	07/30/03	11000.00	11000.00
003493	2.50			0.00	0.00
003515	549.38			0.00	0.00
003516	183.13			0.00	0.00
003520	500.00	01000433	08/05/03	500.00	500.00
003521	2000.00	01000438	08/12/03	3125.00	3200.00
003524	250.00			0.00	0.00
003525	500.00	01000445	08/16/03	500.00	500.00
003528	5.00			0.00	0.00
003529	55.00	01000626	05/01/03	55.00	55.00
003551	4200.00			0.00	0.00
003554	39.66			0.00	0.00
003572	33100.00			0.00	0.00
003573	4200.00			0.00	0.00
003574	19.83			0.00	0.00
003200	50.00	01000024	11/13/02	45.00	0.00
003201	125.00	01000027	11/20/02	130.00	0.00
003204	1631.25			0.00	0.00
003205	180.00			0.00	0.00
003206	60.00			0.00	0.00

PO Reports

Open Receivers Report

This report lists all open receivers with the value of the received merchandise as well as the vouchered amounts.

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Field definitions for this report are as follows:

RCVR NO: Receiver number

TOT RCVD COST: Total received cost or \$ for this receiver

VOUCH#: AP Voucher number (if invoice has been received and entered into system)

INV.DATE: Invoice Date (from AP voucher)

INV.AMT: Invoice amount (from AP voucher)

VOUCH OPEN: Open value of the AP voucher

The report gives totals by company.

Receivers are removed from this report when the Voucher has been matched to the invoice and paid (through the AP system).

Notes:

MDS for Windows Version 7.9.7 - [192.168.253.254-RCPT.LIFO.REPORT\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Receipt Analysis Report

1. Product#

Range to

2. DATE

OK Cancel

ITEM#	3M
DESCRIPTION	
VENDOR#	
PRODUCT CLASS	
CUSTOMER ITEM#	

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

PO Reports

Receipt Analysis Report p1

This report is used to see landed cost and all associated costs (Ocean freight, insurance, duty etc) for foreign receivers. The report is listed by product by receiver.

Operating Instructions:

When you first enter this menu, you will be prompted with the product options popup.

1. Product- choose from the **Product Options popup-**

All Products- report will run for all products

Product Range- you may enter a starting and ending product number for a range of products

Specific Product- you will be prompted to enter a single product number

Remember, you can use the product lookup (shown here) to help select your product or product range.

You will then be prompted with the Date options popup.

2. Date- Choose from the **DATE Options Popup:**

All DATES- report will run for all dates

DATE Range- you will be prompted to enter a starting and ending date for the report

Specific DATE- you will be prompted to enter a specific date

Notes:

After Product and date fields have been filled in, the following prompt will appear at the bottom of the screen:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Hit <enter> to run the report. The report will be in your report capture.

PO Reports
Receipt Analysis Report

Field definitions for this report are as follows:

Product number: External product number

Product Description: Description from Product master

RCV Date: Receiver date

RCV#: Receiver number

Vendor Number: External vendor number

Under ***Product Details*****:**

LN – Line number- product will have a different line for each Receiving QTY

QTY – Qty break for receivers.

FOREIGN COST – Foreign Cost for product (entered)

RATE – Currency rate vs. US dollar

CODE – Currency Code (from currency file)

FIRST COST – First Cost for this product (updated from Pos)

OCEAN FRT – Ocean Freight

C&F COST – First Cost + Ocean freight

INSURANCE – Insurance costs for receiver

CIF COST – First cost + insurance + Ocean Freight

DUTY – Duty cost

CUSTOM CLR – Customer Clearance fees/costs

INLAND FRT – Inland Freight

LAND – Landed Cost

Note: How MDS updates and maintains costing fields depends on how your system is set up. For more information of costing options, see PO Receipts Costing document.

RECEIPT ANALYSIS REPORT

PRODUCT NUMBER: 047

PRODUCT DESCRIPTION: SHOWER CURTAIN HOOKS

RCV DATE: 07/23/03 RCV #: 003490 VENDOR NUMBER: A1000

*****PRODUCT DETAILS*****

LN	QTY	FOREIGN COST	RATE	CODE	FIRST COST	OCEAN FRT	C&F COST	INSURANCE	CIF COST	DUTY	CUSTOM CLR	INLAND FRT	LAND
01	10	8.60	2.000000	CAN	17.20	0.00	7.41	0.0000	7.41	0.00	0.0000	0.0000	17

Notes:

PAGE 1 P/O INVENTORY ACCRUAL REPORT DATE 01:47:10pm 08 Sep 2003

PO.....	VEND #.	VEND.NAME.....	ORD.DATE	PO.VALUE.	RECD.VALUE	INV.VALUE	ACC.VALUE	VOUCH#..	INV.DATE	RECV.NO.	REC VALUE
01000012	17000	OLYMPIC SKIWEAR	03/02/00	55,680.00	0.00	2,138.69	-2,138.69	01050011	05/06/03		0.00
	***			55,680.00	0.00	2,138.69	-2,138.69				0.00
01125020	3M	3M CORP.	04/12/00	28,500.00	28,500.00	0.00	28,500.00			000612	28500.00
01129140	3M	3M CORP.	01/20/03	100.00	100.00	0.00	100.00			003279	100.00
	***			28,600.00	28,600.00	0.00	28,600.00				28600.00
01128947	A1000	G & A WHOLESALERS	10/31/02	500.00	0.00	200.00	-200.00	01000044	01/15/03		0.00
								01000060	02/14/03		
								01000020	11/13/02		
01128952	A1000	G & A WHOLESALERS	11/01/02	1,776.00	1,776.00	0.00	1,776.00			003344	1776.00
01128978	A1000	G & A WHOLESALERS	11/07/02	576.00	24.00	0.00	24.00			003246	24.00
01128984	A1000	G & A WHOLESALERS	11/08/02	219.75	0.00	20.00	-20.00	01000022	11/13/02		0.00
01128996	A1000	G & A WHOLESALERS	11/17/02	100.00	50.00	45.00	5.00	01000024	11/17/02	007200	50.00

PO Reports
Purchase Order Inventory Accrual Report
Needs Overview

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

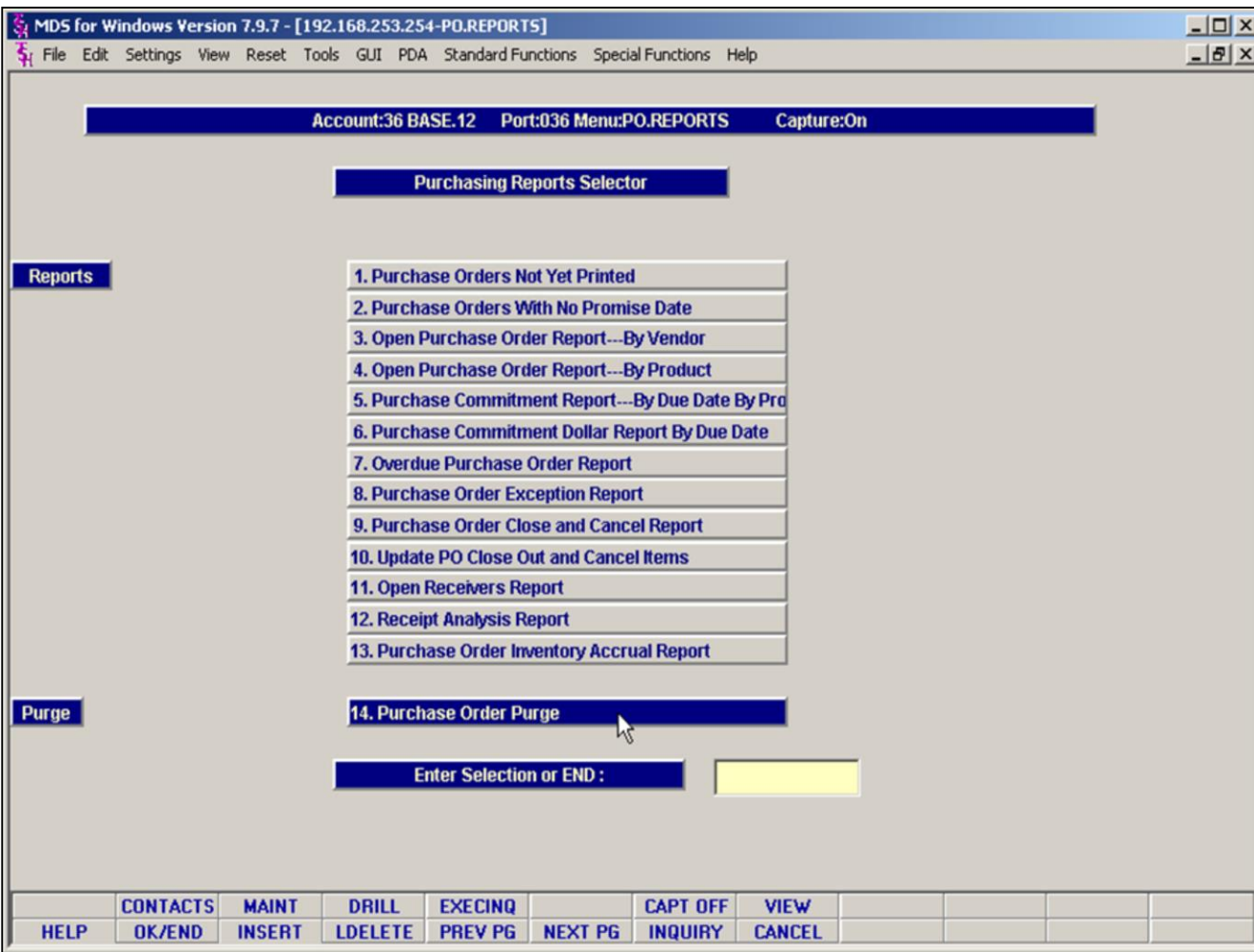
Hit <enter> to run the report. (There are no selection criteria.) The report will be in your report capture.

Key Field definitions for this report are as follows:

- PO** – PO number.
- VEND# / VENDOR NAME** – The Vendor number and name associated with the listed PO.
- ORD. DATE** – The date of the PO.
- PO.VALUE** – The value of Products on the listed PO.
- RECD.VALUE** – The value of the Products as received.
- INV.VALUE** – The amount indicated on the Invoice from listed vendor.
- ACC.VALUE** – The accrual value.
- VOUCH#** – The Voucher # associated with this Invoice amount.
- INV.DATE** – The date of the Invoice.
- RECV.NO** – The receiver number for this PO.
- REC VALUE** – The value of the Products as received.

This report totals PO VALUE, RECEIVED VALUE, INVOICE VALUE and ACCRUAL VALUE.

Notes:



**PO Reports
PO Purge**

This procedure will delete all Purchase orders ready for deletion by being printed on the Purchase Order Close Out and Cancel Report and marked for deletion with the Update.

Operating Instructions:

Press <RETURN> to Process Report, Line# to Change, or ABORT :

If you get the following error message:

AP INTERFACE IS ACTIVE, MUST PURGE PO USING PO PURGE.,Hit return:

Notes:

Where to get more Information

- Additional training Sessions
- Place a support call using the CRS system: <http://crs.tshinc.com>
- Call The Systems House, Inc. at 973-777-8050

Purchasing Training Guide

Where to get more information

Please send any comments or questions on this guide to our documentation department at: documents@tshinc.com

Note: This guide was made using MDS Version 12- 12.80311. Your system may vary.

If you still have questions after reviewing this guide, you have several options:

- 1. Order additional training Sessions-** TSH personnel can train you on the specifics of your system.
- 2. Place a support call using the CRS system: <http://crs.tshinc.com>** – The most efficient way of entering and tracking Support calls. Plus, you will have a written record of the resolution for future reference. If you do not have a login, call TSH today to set on up.
- 3. Call The Systems House, Inc.** at 973-777-8050 – were here to serve you in any way we can.

Notes:
