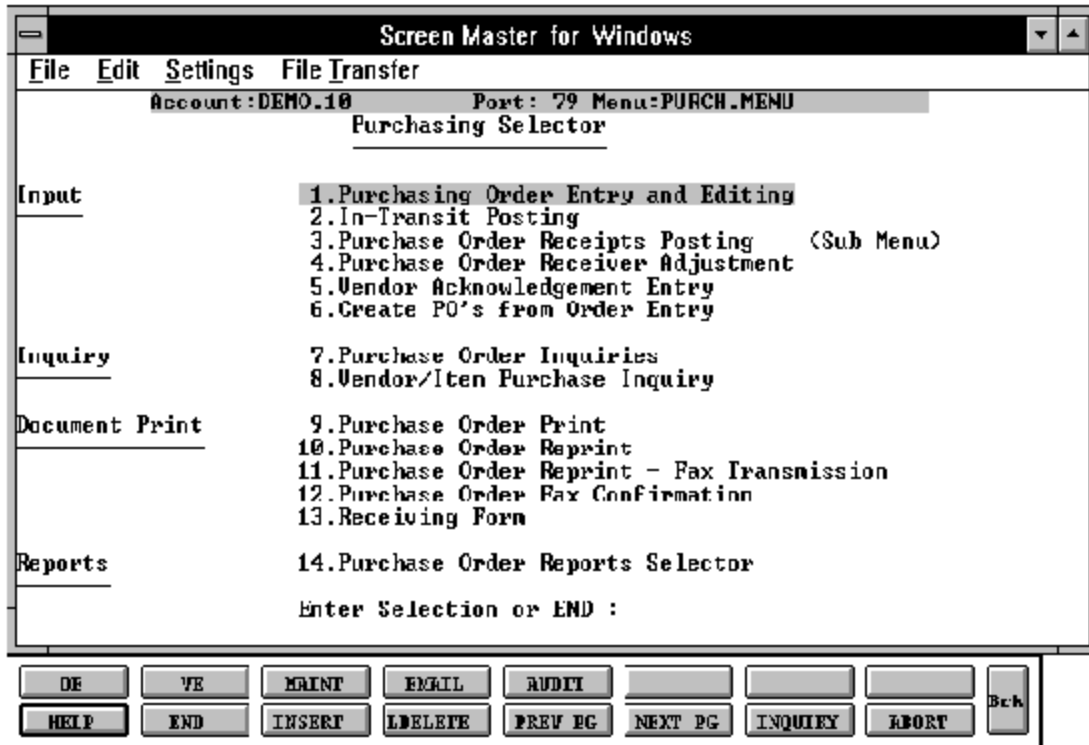


**THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION**

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## PURCHASING SYSTEM DOCUMENTATION AND OVERVIEW



## PURCHASE ORDER SYSTEM OVERVIEW

The purchase order system provides a series of procedures to generate a purchase order document and related file data, maintain the file(s), and lastly integrate the updating of this file into the inventory receipts procedure. Inquiry capability is built into the system to determine the status of the purchase order.

The purchase order module supports varying units of measure for purchasing. 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.

### PURCHASE ORDER ENTRY AND EDITING

This procedure accepts the data to create a formal purchase order, or to adjust information on an existing order. Some of the significant features of this system include:

A. Direct Shipments

Direct shipment orders identifying the customer involved, and upon receipt appear on a report to facilitate billing the customer for merchandise received.

B. Maintenance Ability is Provided to:

- Change a quantity
- Delete an item from the order
- Add an item to the order
- Change a schedule date
- Cancel the order

Drop ship purchase orders are created directly from the Order file by the system.

### COSTING

The following is the hierarchy for costing on a purchase order:

1. Cost.Eval - Foreign Purchases Costing
2. Vendor.Product - Vendor Product Maintenance - first quantity breaks and secondly current cost.
3. Product Master (Cost Source)

## PURCHASE ORDER SYSTEM OVERVIEW

### IN-TRANSIT POSTING

The in-transit procedure allows the entry of shipping information and estimated arrival dates, quantities, and prices into the system. This procedure would be of most benefit to importers who require status information on 'SWIMMING' merchandise. The 'RECEIVER' generated by this program is later used in the receipts posting procedure to automatically receive the merchandise, and validate the vendor invoice.

### PURCHASE ORDER RECEIPTS

The purchase order receipt program allows the entry of inventory receipts against specific purchase orders. The received quantities may be less or greater than the quantities ordered. This program references the original purchase order, and performs the additional function of calculating the current US cost.

If the AP/PO interface is set to 'Y' the receiver information will be used during voucher entry. Inventory and Purchase Order records are updated by this program.

### INQUIRY

The purchase order system provides the following inquiries:

- |    |                |                                                                    |
|----|----------------|--------------------------------------------------------------------|
| A. | By Vendor      | Showing on a summary basis all outstanding purchase orders.        |
| B. | By Order       | Showing in detail the status of an open purchase order.            |
| C. | By Item Number | Showing all outstanding purchase orders, quantities and due dates. |

### REPORTING

The reports available from the purchase order system:

- Purchase orders not yet printed
- Purchase orders with no promise date
- Open purchase order report - by vendor
- Open purchase order report - by product
- Purchase commitment report - by due date by product
- Purchase commitment dollar report - by due date
- Overdue purchase order report
- Purchase order exception report
- Purchase order close and cancel report
- Open receivers report

## PARAMETERS USED IN THE PURCHASE ORDER SYSTEM

The following parameters are used by the purchase order and inventory systems.

### PURCHASE ORDER/INVENTORY

#### Attribute#

26. Purchase order system indicator - is the customer using the purchase order system (Y/N).
27. Should non-purchase order receipts posting reduce the on order position (Y/N). If the purchase order system is in use, this indicator should be set to "N".
28. Average cost computation indicator:
  - 0 - Cost not entered at receipts posting
  - 1 - No average cost, use entered cost
  - 2 - No average cost use entered cost/qty
  - 3 - Average cost used, use entered cost
  - 4 - Average cost used, use entered cost/qty
29. Next inventory transaction number.
30. Is intransit posting used to reduce intransit qty (Y/N).
40. Is the AP/PO interface in use (Y/N).
51. Is the override of received quantity allowed during purchase order receipts (Y/N).
52. Should the manual override of received quantity be different than the amount put into inventory (i.e., to close out the balance on a PO) (Y/N).
53. Should Fifo Inventory records be maintained (Y/N).
54. Should Lifo Inventory records be maintained (Y/N).

**PARAMETER USED IN THE PURCHASE ORDER SYSTEM****PURCHASE ORDER/INVENTORY (Continued)**

55. Should the entry of warehouse location be allowed during receipts posting (Y/N).
56. Should the Prod.Rcpt file be updated at receipts posting time (Y/N).
57. Should the Rcpt.Xref file be updated at receipts posting time (Y/N).
11. What is the source of cost to be used for purchase order entry:
  - 1 - Standard cost PM(5)
  - 2 - Last cost paid PM(6)
  - 3 - Average cost PM(55)
61. Should the entry of cost be allowed in the physical inventory module during tag entry (Y/N).
62. Is the rate of exchange feature used in the purchase order module (Y/N).
68. Should production posting update the last cost and average cost 0 do not update 1-update.
69. Inventory history system used (Y/N).
70. Number of days inventory history transaction should be retained.
75. Maximum number of lines on a system generated purchase order.
76. Number of days inventory audit transactions should be retained.
78. Next inventory transaction number.

**UNITS OF MEASURE**

The purchase order module supports different stocking and purchasing units of measure and allows the override of the purchasing and costing units of measure during entry. product master maintenance has been revised to incorporate the following units of measure.

**PARAMETER USED IN THE PURCHASE ORDER SYSTEM****UNITS OF MEASURE (Continued)**

**Stocking U/M** Standard unit in which inventory of this product is maintained.

**Purchasing U/M** Standard unit in which this product is purchased.

**Selling U/M** Standard unit in which this product is sold to customers. This unit of measure is used to define the costing relationship and may be overridden during purchase order entry.

The units of measure can be defined as global (via Un.Meas file) or each product may have three units defined in the Product Master file (BX-Box Quantity CS-Case Quantity PK-Pack Quantity).

## PURCHASE ORDER/ACCOUNTS PAYABLE INTERFACE

### ACCOUNTS PAYABLE VOUCHER INPUT

1. When the vendor's invoice is received, it is entered into the system using the accounts payable voucher input program. The operator identifies the purchase order and receiver to which this vendor's invoice applies. Multiple purchase orders and/or receiving's may be identified on a single vendor's invoice by entry of each on a separate distribution line.
2. To facilitate the matching process, the operator will have the ability to inquire into the status of receivers for a specific purchase order. At the prompt for the Receiver number, the operator may request an inquiry of open receivers for a specific purchase order. After entering an 'I' the inquiry will display the following information on all receiving's to this purchase order. The source of this information will be the Inv.Rcpt file.
  - a. Purchase Order Number
  - b. Receiver Number
  - c. Receipt Date
  - d. Total Quantity Received
  - e. Total Value Received
  - f. Total Value Received against the Purchase Order
  - g. Total Value Vouchered to Date Against this Receiver
  - h. Total Open Receivers
3. The system insures that every transaction affecting an inventory account will eventually have a purchase order cross-reference entered, by placing all vouchers affecting an inventory account on inventory hold (see below). If the receiver is not known at the time of voucher entry, the document will be held in suspense (inventory hold), until it is properly matched via the voucher maintenance program. These inventory accounts will be identified via a flag in the Cadfile (Category Code = "I"). Accounts without code "I" will not allow a purchase order/receiver reference to be entered.
4. All vouchers with a purchase order cross reference or with an inventory account general ledger distribution line will automatically be put on inventory hold, a separate attribute (44) from the normal payment status field. Vouchers will not be eligible for payment if they are on inventory hold.



## PURCHASE ORDER/ACCOUNTS PAYABLE INTERFACE

### ACCOUNTS PAYABLE VOUCHER INPUT (Continued)

5. The Inv.Rcpt file, the file in which the receiving information has been recorded, is updated with the voucher information, in addition to the update now performed to the Purchase Order file.

### ACCOUNTS PAYABLE VOUCHER MAINTENANCE

The voucher maintenance will not have the ability to remove the inventory hold flag. The hold flag can only be removed by the comparison program identified below (batch matching). Voucher maintenance will retain the ability to put/remove a voucher on normal payment hold.

The Vou.Rcvr.Xref file is updated with the voucher number if any transaction is modified to include a purchase order, receiver cross reference.

The voucher maintenance program provides the ability to change the purchase order or receiver reference on any line item coded to an inventory distribution line. In addition, if the month has not been closed, the program allows a change to any of the data elements on the general ledger distribution line, including, the general ledger code, job number, and/or distribution amount.

### BATCH MATCHING PROGRAM

A batch program will be initiated periodically from the accounts payable menu to compare the vouchers entered to the value of the corresponding receivers. The records in the Vou.Rcvr.Xref file are sorted in receiver order to facilitate this match. All records pertaining to a receiver are read in, and their total value accumulated. After all referenced vouchers for a specific receiver are read, their total is matched to the value of the receiver. If they are in balance, the following updates occur:

1. The receiver (Inv.Rcpt record) is marked as in balance (the Stat.Cd is set to "C").
2. All corresponding records in the Vou.Rcvr.Xref file are deleted, or the associated receiver cross reference deleted from its value marked location in the record.
3. The associated vouchers are taken off inventory hold.

**PURCHASE ORDER/ACCOUNTS PAYABLE INTERFACE****OPEN RECEIVER REPORT**

A report of all open receivers will be provided, driven off the Inv.Rcpt file. This report will display both the value of the receivers, as well as the corresponding vouchers received and their value open.

**VOUCHERS IN SUSPENSE**

As a follow up tool for the accounts payable department, a report will be written off the Oap file, listing in department sequence all vouchers on inventory hold. The source of the department will be the department of the first general ledger distribution line. If a receiver number has been entered against this voucher, then it will print on the report. Each time the report is run, a sequence number in the voucher record will be updated and printed on the report in order to show how long this voucher has been in suspense.

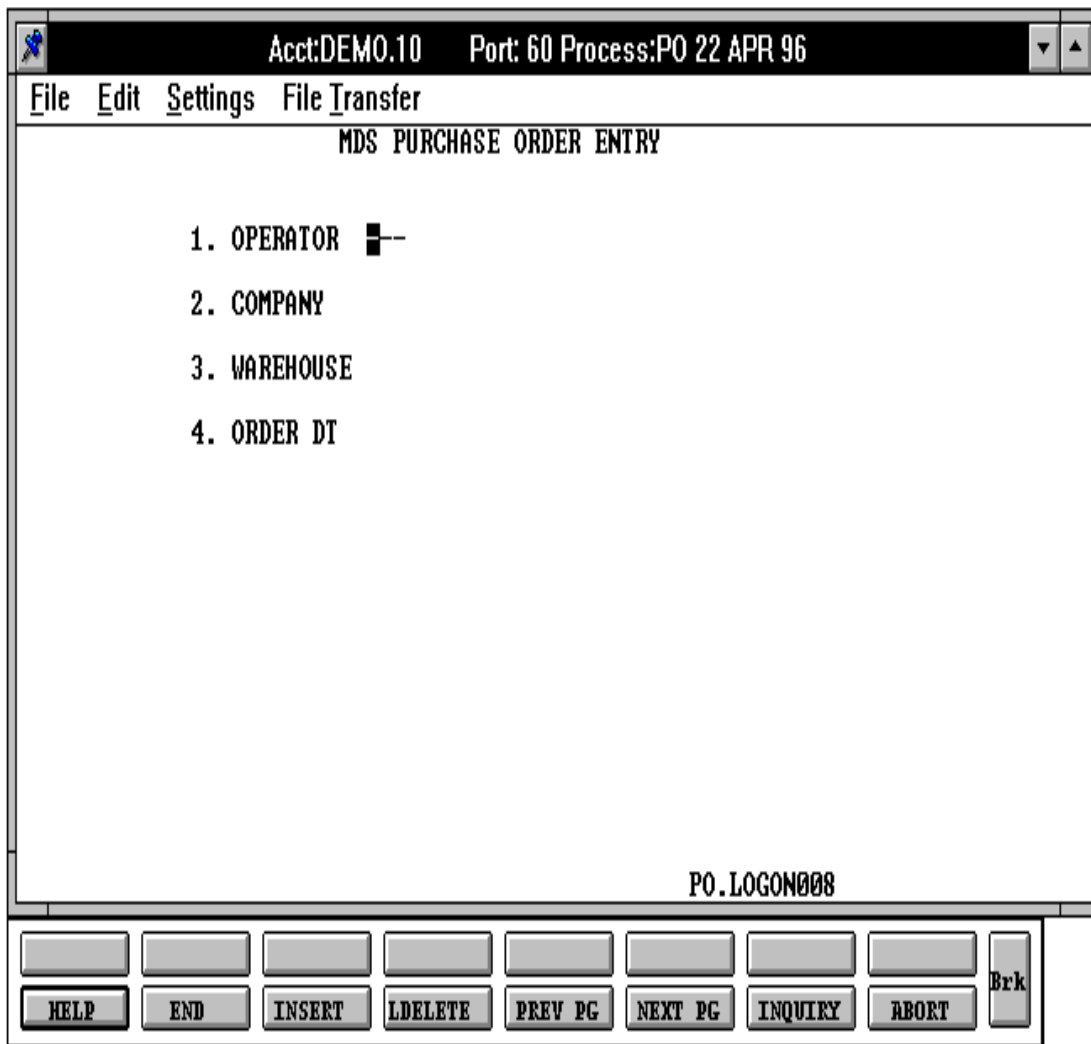
**PURCHASE ORDER ENTRY AND EDITING PROGRAMS**

PROGRAM NAME	ELEMENT, SOURCE PO.DRIVER8
SELECTION	MENU-7
SELECTION NUMBER	1
FILES ACCESSED	PO PURCHASING RELATED CONTROL PO.ENTRY8 CONTROL

**OVERVIEW**

These programs are used to input new purchase orders or maintain an existing purchase order.

### PURCHASE ORDER ENTRY AND EDITING PROGRAMS



**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****PURCHASE ORDER LOG-ON****OPERATOR**

Enter a valid operator code to continue or 'END' to return to the menu.

**COMPANY**

Enter the company for which you wish to post receipts for or 'END' to return to the menu.

**WAREHOUSE**

Enter the warehouse number for which the PO was entered or 'END' return to the menu.

**ORDER DT**

Enter the PO date or 'END' to return to the menu.

### PURCHASE ORDER ENTRY AND EDITING

Acct:DEMO.10 Port: 60 Process:PO 22 APR 96		
File Edit Settings File Transfer		
PO CO 01 THE SYSTEMS HOUSE	WHSE 001 NEW YORK	DT 04/22/96
UEND	SHIP 4.	** PO NO. **
	TO 5.	
	6.	
	7.	
	8.	
1.UEND #	18.SHIP VIA	
2.CUST #	19.SHIP INST1	
3.SHIP TO #	20.SHIP INST2	
9.CUST PO #	21.TOT DISC %	
10.REQ #	22.TERMS	
11.PURCH AGT	23.TERMS DATE	
12.WRITER	24.CURRENCY	
13.DS IND	25.PO TYPE	26.FAX#
14.DEPT		
15.PO DATE		
16.REQ DATE		
17.PROM DATE		
ENTER ORDER NUMBER, 'NEW' FOR NEW NUMBER OR 'END': #####		
PO.HDR.INPUT008		

<input type="button" value="HELP"/>	<input type="button" value="END"/>	<input type="button" value="INSERT"/>	<input type="button" value="LDELETE"/>	<input type="button" value="PREV PG"/>	<input type="button" value="NEXT PG"/>	<input type="button" value="INQUIRY"/>	<input type="button" value="ABORT"/>	<input type="button" value="Brk"/>
-------------------------------------	------------------------------------	---------------------------------------	----------------------------------------	----------------------------------------	----------------------------------------	----------------------------------------	--------------------------------------	------------------------------------

## PURCHASE ORDER ENTRY AND EDITING PROGRAMS

### OPERATING INSTRUCTIONS

#### **ENTER ORDER NUMBER 'NEW' FOR NEW NUMBER OR 'END'**

Enter 'NEW' for the next purchase order number from the Sequence Control file. It will display in the right hand corner. The next prompt will begin with vendor number. Enter the PO number if you are doing maintenance to a purchase order. Enter 'END' to return to the operator code prompt.

If the purchase order exists the following will be checked.

1. If the purchase order is locked.
2. If the purchase order is on the system.
3. If the purchase order has been canceled.
4. If the purchase order has been closed.
5. If the warehouse and company match the PO record.

If any of the above conditions are present the purchase order can not be maintained. If the purchase order has been received complete, you will have the option to close the purchase order. The purchase order information will be displayed for maintenance.

The system searches the Purchase Order file, verifies and displays the purchase order header information. The system will not display non-existent, canceled, or closed purchase orders but will respond with one of the messages:

'PURCHASE ORDER NOT ON FILE ' - Purchase order has been purged off system.  
'PURCHASE ORDER HAS BEEN CANCELED' - Purchase order has been canceled.  
'PURCHASE ORDER IS NOW CLOSED' - Purchase order has been closed.

If the purchase order has been received complete you will be prompted:

#### **'P/O IS RECEIVED COMPLETE. D O YOU WANT TO CLOSE OUT? (Y/N)'**

An answer of 'Y' will close out the PO, an answer of 'N' will go back to the purchase order number prompt.

A purchase order is normally closed out through accounts payable voucher entry if the voucher entry using the PO interface is used. When a voucher is being entered and a valid purchase order number is entered on the distribution screen, a check is made against the received dollars and invoiced dollars of the purchase order.

## PURCHASE ORDER ENTRY AND EDITING PROGRAMS

### OPERATING INSTRUCTIONS (Continued)

Once the purchase order is received and invoiced complete it is flagged as closed. A purchase order that will never be received and invoiced for the same amount must be closed through purchase order entry so that it can be purged.

Once the purchase order has been verified and the header information displayed, you are then in the header editing function. If it is a new purchase order, you will be prompted for the following.

### **VENDOR NUMBER**

Enter the vendor number. The program verifies and either displays the vendor name and address and prompts:

**'IS THIS THE CORRECT VENDOR (Y/N)?'**

or displays:

**'INVALID VENDOR NUMBER'**

If the vendor is not on file and prompts again for vendor number. Enter 'END' to return to the purchase order logon menu.

Purchase order entry displays the vendor's purchase order address, if present from the Vendor Master file. The standard accounts payable address is used if no vendor address is found.

### **CUSTOMER NUMBER**

Enter 'C###' for company address  
Enter 'W###' for warehouse address  
Enter customer number for customer address  
Enter 'M' for manual entry  
Enter 'RETURN' for same warehouse  
Enter 'L' for customer lookup

Since the ship-to can be any type of location, the operator must select one. The company, warehouse or customer number can be entered and the program will verify the entry against the respective files (Company, Warehouse, Alpha.Cust).



**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)**

If 'M' or 'RETURN' is entered, no verification is required. 'M' will allow the operator to manually enter the ship-to. 'RETURN' will print the warehouse address selected earlier. Verified entries will display ship-to information from the respective file.

By entering 'L' at the customer number prompt, the customer lookup screen is displayed which allows access to customers by the first four characters of any word in the customer name.

In the event that a valid customer number is entered, the system (after displaying information) will prompt:

**'IS THIS THE CORRECT CUSTOMER ?'**

**SHIP-TO**

Hit 'RETURN' for YES, enter 'N' to return to the customer number prompt. If 'YES', the system prompts for ship to type:

- M - Manual entry
- S - Same
- R - Repeat sold to
- N - Next ship-to
- 999999 - For specific ship-to

Once the ship-to has been determined, the system prompts:

**'IS THE SHIP-TO CORRECT (CR/N)?'**

'Y' allows for entry of the information that follows without verification (except where noted). 'N' prompts <RETURN> to okay or enter option.

**CUST PO#**

Enter a customer purchase order number for reference (optional).

**REQ#**

Enter a requisition number (optional).

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****PURCH.AGT**

Enter a purchasing agent (optional).

**WRITER**

Enter a writer (optional).

**DS IND**

Enter DS for direct shipments. Hit 'RETURN' for non direct shipments. If DS is entered the purchase order receipt will not update on hand quantities in the Product Detail records.

**DEPT**

Enter a department number (optional).

**PO DATE**

Enter MM/DD/YY or return for date from the purchase order header.

**REQ DATE**

Enter MM/DD/YY for the request date for the purchase order.

**PROM DATE**

Enter MM/DD/YY for the vendors promise date.

**SHIP VIA**

Enter 'M' for manual entry or a valid ship method code or return for no ship via.

**SHIP INST1**

Enter shipping instructions 25 alpha characters (optional).

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****SHIP INST2**

Enter shipping instructions second line 25 alpha characters (optional)

**TOT DISC %**

Enter the total discount percentage for the purchase order.(optional)

**TERMS**

Enter a valid terms code (optional), or hit 'RETURN' to bypass the field.

**TERMS DATE**

Enter the terms date MM/DD/YY (optional) or hit 'RETURN' to bypass the field.

**CURRENCY**

The currency will be displayed from the Vendor Master record. You can also enter a 2 character rate of exchange.

**PO TYPE**

Process of purchase orders:

F = Fax

P = Phone

E = EDI

**FAX#**

Enter the vendors fax number.

You are now in the header editing function.

## PURCHASE ORDER ENTRY AND EDITING PROGRAMS

### OPERATING INSTRUCTIONS (Continued)

In the header editing function you may do one of the following:

- Enter the line number that requires a change
- Accept the header and go to the line item screen
- END out of this purchase order with no changes
- CANCEL the purchase order

The system will prompt:

**'IS THE ABOVE CORRECT (CR/N)?'**

A response of 'N' will bring you to the next response (edit mode). A response of 'RETURN' will skip the next response.

**'LINE # TO CHANGE, 0 TO ACCEPT. 'END' TO END P/O OR 'CANCEL' CANCEL ':**

Entry of a valid line number will allow you to change that line. Entry of '0' will accept the header information as entered. Entry of 'END' will return you to the PO# and prompt for entry of the purchase order header information again. Entry of 'CANCEL' will return you to the PO# prompt for entry of purchase order header information again.

If the last entry was '0' to accept, the system will then prompt:

**'IS THE PURCHASE ORDER CORRECT TO THIS POINT (CR/N)?'**

A response of 'RETURN' will then allow you to proceed to the line item screen. A response of 'N' will clear the header screen of all input data and prompt for purchase order number.

### PURCHASE ORDER ENTRY AND EDITING PROGRAMS

Acct:BASE.10 Port: 23 Process:PO 24 DEC 97
\_ □ ×

File Edit Settings File Transfer

\*\*\*\*\* PRODUCT LOOKUP INQUIRY \*\*\*\*\* LOOKUP: LEMO

WHSE: 001

LN#	UEND#	ITEM NUMBER	RETAIL	ON HAND	AVAIL	ON ORD	RO
1	ARWKSU-L		15.60	325	310	250	500
	A4000	DZ STICK UP DEOD LEMON	---DISCONTINUED---			07/05/97	
2	NFSU-L		13.60	30	30	0	190
	A3000	DZ NO FRILLS STICK UP LEMON					

ENTER LINE NUMBER TO SELECT,'S' TO ENTER NEW SELECTION,OR NL TO RETURN: █

SF1	SF2	SF3	SF4	SF5	SF6	SF7	SF8	Br
F1	F2	F3	F4	F5	F6	F7	F8	k

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****ITEM LOOKUP**

The system provides the ability to refer to a product by any number of different references, such as the normal inventory product code and the vendor's item number.

Either of the above codes may be used to retrieve the product. In addition, a generic item lookup feature is provided, as described below.

On existing purchase orders you will proceed to the line item maintenance.

On new purchase orders, the system prompts for, verifies, and displays the product information (Item #, description, purchasing unit of measure). If unable to verify, the system displays:

**PRODUCT XXXXXX NOT ON ALPHA.PROD. IS IT A SPECIAL ITEM (Y/N)?**

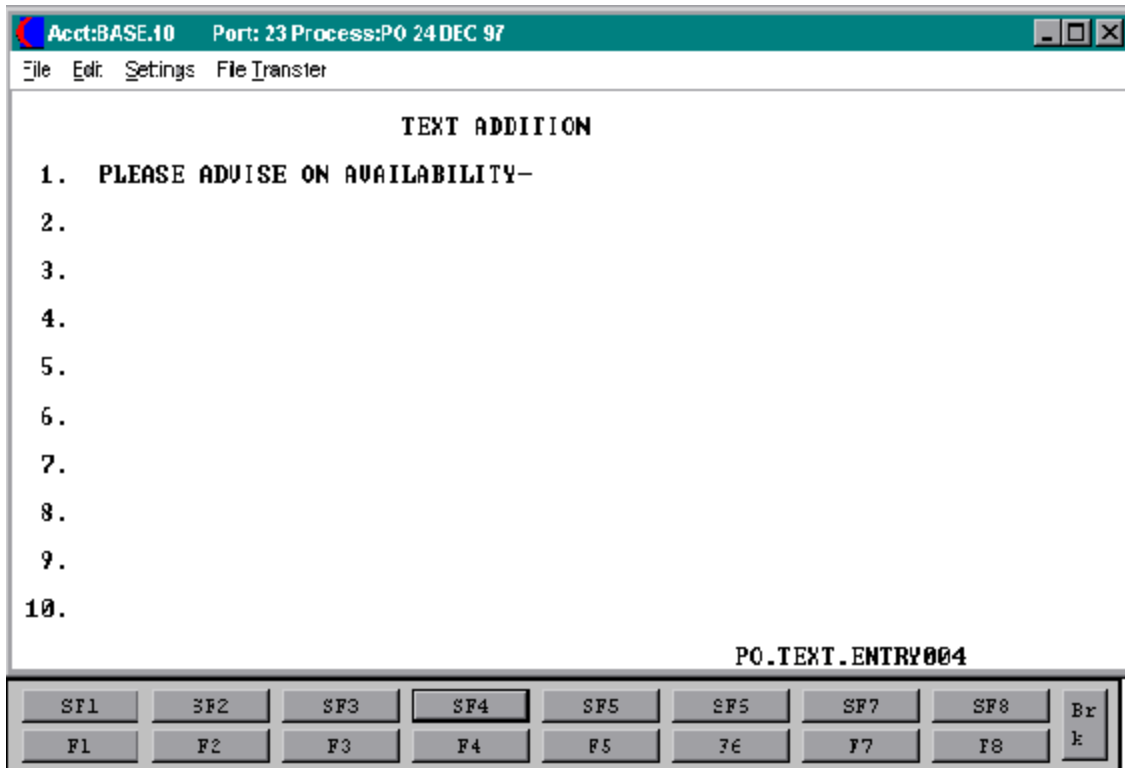
If the answer is 'Y' you are allowed to enter the item into your Product Master file. ( See special items). If the answer is 'N', you will be prompted for item number again.

**ENTER THE PRODUCT NUMBER, VENDOR PRODUCT NUMBER OR:**

- INQ - For inquiry selector
- END - For END of line items
- \* - For repeat function to allow the operator to repeat the previous line item.
- L - For product lookup.
- M - For message text
- T - For text input

By entering 'L' at the product number prompt, the product lookup screen is displayed which allows access to products by the first four characters of any word in the product description.

## PURCHASE ORDER ENTRY AND EDITING PROGRAMS



**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****MESSAGE TEXT ENTRY**

If 'M' is entered at line item time instead of a product number, the system allows for entry of a single line memo of 30 characters.

If 'T' is entered, the system displays the text addition screen and allows for input of 10 lines of 30 character text information.

In both cases, when either memo or text is completed, the system returns to allow for either further editing (if in edit mode) or the next line item to be created.



## PURCHASE ORDER ENTRY AND EDITING PROGRAMS

Acct:BASE.10 Port: 23 Process:PO 24 DEC 97
\_ □ ×

**NON STOCK PRODUCT ADDITION**

EX PROD #: NS-NFSU-SF                      WAREHOUSE: 001

1.DESC. 1 <input type="checkbox"/> ----- 2.DESC. 2 3.UENDOR # 4.UND PROD/DESC 5.DISC % 6.UNIT PACK 7.BOX QTY 8.CASE QTY 9.STOCK UM                      QTY 10.PRC/COST UM                QTY 11.STD SELL UM                QTY 12.PURCH UM                    QTY 13.TAXABLE IND 14.LIST PRICE 15.STANDARD COST 16.CURRENT COST 17.FOREIGN COST 18.PROD CLASS 19.PROD TYPE	20. QTY FACTOR
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

PO.SPECIAL.ITEM008

SF1	SF2	SF3	<b>SF4</b>	SF5	SF6	SF7	SF8	Br
F1	F2	F3	F4	F5	F6	F7	F8	k

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****NON-STOCK AND SPECIAL ITEMS**

All non-stock and/or special items must be pre-fixed by an 'NS'. If the special item feature is enabled (existence of the special item element in the Purchase Order Control record), the special item screen is called. The following fields are entered:

**DESC. 1**

Enter a description of the 'NS' product number.

**DESC. 2**

Enter additional description of the 'NS' product number.

**VENDOR #**

Enter the vendor number for the vendor the item is purchased from.

**VND PROD/DESC**

Vendor product description. If present, this field will print on the purchase order. If this field is not present, description 1 will be used.

**DISC %**

Enter the discount percentage, if applicable, for the product.

**UNIT PACK**

Enter the unit pack. This field contains the quantity that corresponds to the unit of measure 'PK'. If is designed to be used for products that have and "INNER" pack which may be shippable.

**BOX QTY**

Enter the box quantity. This field contains the quantity that corresponds to the unit of measure of 'BX'.

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****NON-STOCK AND SPECIAL ITEMS (Continued)****CASE QTY**

Enter the case quantity. This field contains the quantity that corresponds to the unit of measure of 'CS'.

**STOCK UM**

Enter the stocking unit of measure.

**PRC/COST UM**

Enter the pricing multiple unit of measure.

**STD SELL UM**

Enter the standard selling unit of measure.

**PURCH UM**

Enter the purchase order unit of measure.

**TAXABLE IND**

Enter a 'Y' if the product is taxable, a 'N' if it is non-taxable.

**LIST PRICE**

Enter the list or retail price.

**STANDARD COST**

Enter the standard cost. Depending on values established in the Parameter record, it may be used during inventory valuation procedures.

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****NON-STOCK AND SPECIAL ITEMS (Continued)****CURRENT COST**

Enter the current cost. This field is entered when the product is initially created, and is updated by the receiving subsystem to reflect the last cost paid. Depending on values established in the Parameter record, it may be used during inventory valuation procedures.

**FOREIGN COST**

Enter the cost of foreign currency.

**PROD CLASS**

Enter a valid product class for the item. Product class is further defined in the FILE MAINTENANCE section of your documentation.

**PROD TYPE**

Enter a valid product type for the item. Product type is further defined in the FILE MAINTENANCE section of your documentation.

**QTY FACTOR**

An Item record is written to the Alpha.Prod, Prod.Mast and Prod.Det files. These records will remain on file until purged, and may be used for other orders as an existing item.

The 'NS' item may be maintained through the Product Master file. You may also at any time flag it as a permanent item if necessary.

PURCHASE ORDER ENTRY AND EDITING PROGRAMS

Acct: DEMO.10										Port: 60 Process: PO 22 APR 96																													
File										Edit										Settings										File Transfer									
CO 01 WHSE 001 CUST										ORDER NO 126097																													
LN	PRODUCT	PURCH	U/M	QTY	C	CST	UM	DSC	%	DS	PRICE	ND-CUSTNO																											
				REQ DATE	D	COST						DS-ORDER#																											
001	SURGITAPE		EA	5			EA	0.00			0.00																												
	SURGICAL TAPE					1.00																																	
ENTER LINE NUMBER TO CHANGE ,ADD TO ADD LINES,OR 'END' :													PO.DRIVERS																										
HELP		END		INSERT		LDELETE		PREV PG		NEXT PG		INQUIRY		ABORT		Brk																							

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****LINE INPUT**

After the product number is input, the system displays and prompts for change of:

**DESCRIPTION**

The description can be up to 30 alpha characters. If changed, the description change will only apply to this purchase order. The product master description will not be changed.

**PURCH U/M**

The purchasing unit of measure from the Product Master file will displayed.

**REQ DATE**

Enter the required date (MM/DD/YY) for this line on the PO, or 'RETURN' for displayed date.

**QTY**

Enter the quantity to purchase.

**CURRENCY**

The currency exchange from PO header displays but can not be changed.

**CST UM**

The cost unit of measure from Product Master file will be displayed.

**COST**

The cost from the Product Master file is displayed (using the option from Parameter 58). If foreign currency conversions are used, Parameter (62), then cost from Product Master file (61) will be displayed.

**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****LINE INPUT (Continued)****DISC %**

The discount percentage given by vendor will be displayed.

**DS PRICE**

The direct ship price (on direct shipments only) can be entered.

**ND-CUSTNO**

On non direct shipments a valid customer # or 'RETURN' can be entered.

**DS-ORDER#**

On direct shipments a valid order # must be entered.

**'ENTER LINE# TO CHANGE, 'ADD' TO ADD LINES, OR END'.**

If you want to see a previous page or change a line enter a line# from that page or the line# you want to change. The entire page that the line is on will be displayed.

The next prompt you receive is:

**'DO YOU WANT TO DELETE THIS LINE (Y/N/SEE)'**

If you want to delete the line enter 'Y\*\*\*'. The program will then check if any receipts have been made against this line. If so, the quantity can be reduced to the received quantity. If you want to change the line enter 'N', this will step you through the data one field at a time. If you don't want to change any data enter 'SEE'.

If you want to add more lines enter 'ADD' and you will be brought back to the item number prompt. An answer of 'END' will bring you to the total screen.

PURCHASE ORDER ENTRY AND EDITING PROGRAMS

Acct: DEMO.10 Port: 60 Process: PO 22 APR 96			
File	Edit	Settings	File Transfer
CO 01	WHSE 001	VEND A1000	G & A WHOLESALERS
			ORDER 126097
			DT 04/22/96
PURCHASE ORDER TOTALS: LINES QUANTITY DOLLARS			
	1	5	0.00
1. TRADE DISC	0.00		0.00
		TOTAL:	0.00
ENTER LINE# TO CHNG, 'CL' TO CHNG DETAIL LINES, 'CANCEL' OR 0 TO ACCEPT: █			
PO.TOT.DISPO08			

0	0	0	0	0	0	0	0	Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	



**PURCHASE ORDER ENTRY AND EDITING PROGRAMS****OPERATING INSTRUCTIONS (Continued)****TOTAL**

The number of lines, total quantity, and ordered merchandise amount is displayed. The calculated trade discount is displayed along with the total amount of the purchase order.

If foreign currency conversion is used, the total converted US dollar amount and foreign currency amounts are also displayed.

The operator is prompted:

**'ENTER LINE # TO CHNG. 'CL' TO CHNG DETAIL LINES, 'CANCEL' OR '0' TO ACCEPT**

Entry of a valid line number in the total screen will allow a change. Entry of 'CL' will bring you back into the line item screen for further input or changes to the line items. Entry of 'CANCEL' will cancel the purchase order and file any changes or additions which will reverse the purchase order open quantities.

You will be brought back to the purchase order header screen.

**PURCHASE ORDER IN-TRANSIT POSTING**

PROGRAM NAME	INV.BP PO.INTRANS008
SELECTION	MENU-7
SELECTION NUMBER	2
FILES ACCESSED	OPERATOR
	VEND.MAST
	PARAMETER
	COMPANY
	WAREHOUSE
	ALPHA.PROD
	PROD.MAST
	PROD.DET
	INV.AUDIT
	PO
	INTRANSIT
	DICT INTRANSIT
	INTRANSIT.HOLD

**OVERVIEW**

The in-transit posting program allows entry of estimated arrival dates of ordered merchandise. On hand will not be updated.

**OPERATING INSTRUCTIONS****OPERATOR**

Enter the 3 digit operator code.

**CO #**

Enter the 2 digit company number, 'RETURN' for company 01, or 'END' to return to the menu.

**WHSE #**

Enter the 3 digit warehouse number, 'RETURN' for warehouse 001 or 'END' to return to the menu.

**PURCHASE ORDER IN-TRANSIT POSTING****OPERATING INSTRUCTIONS (Continued)****DATE**

Enter the date of the posting as MM/DD/YY, 'RETURN' for the system date or 'END' to return to the menu.

**INTRNS #**

Enter the intransit number, 'RETURN' for a system assigned intransit number or 'END' to return to the menu.

**PO #**

The system will verify the purchase order. If unable to verify, the system will display 'PURCHASE ORDER XXXXXXXXXXX NOT ON FILE', and prompt again for purchase order number.

**LN #**

Enter the purchase order line number to advance to the product prompt or 'END' to go to the totals prompt. If the PO line number is entered you will skip the next prompt. If a product is entered you will be prompted:

**CORRECT PRODUCT NUMBER ('RTN' - YES, 'N' - NO)?**

The system will then display the product information, stocking unit of measure and the quantity ordered in the stocking unit of measure. The received and intransit quantities will also be displayed.

If 'END' is entered at the line number prompt, the system displays the purchase order quantity totals in stocking unit of measure and allows for acceptance, changes or canceling of the intransit entries for the current purchase order.

The operator will be asked:

**'IS THIS THE CORRECT LINE ('RTN' - YES, 'N' - NO)?**

A response of 'RETURN' will prompt for the intransit quantity. A response of 'N' will prompt for new line number.

**PURCHASE ORDER IN-TRANSIT POSTING****OPERATING INSTRUCTIONS (Continued)****ENTER THE INTRANSIT QUANTITY**

Enter the intransit quantity to be posted. The quantity entered should be based on the stocking unit of measure. The quantity entered will be compared to the quantity ordered. If the quantity entered is greater than the quantity ordered, the following message will appear:

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

A response of 'RETURN' will reprompt for quantity. A response of 'Y' will accept the entered quantity.

**ENTER THE DATE DUE**

You will then enter the due date of the intransit quantity. After the due date is entered, you will be brought back to the line number prompt.

**'LINE NUMBER TO CHANGE', 'CANCEL' OR 'END'**

A response of 'RETURN' will advance to the next prompt. A response of 'N' will display the following message:

**'IS THE P/O QTY CORRECT ('RTN'-YES N-NO)**

A response of a valid line number, will allow you to change the quantity on that line. A response of 'CANCEL' will cancel this intransit posting and return you to the PO# prompt. A response of 'END' will return you to the 'IS PO QUANTITY CORRECT' prompt.

You will then be brought back to the purchase order number prompt.

An entry of 'END' at the purchase order number will allow for acceptance or changes. The system will prompt:

**'IS THE INTRANSIT TOTALS CORRECT ('RTN' - YES 'N' - NO)?**

A response of 'RETURN' will update the purchase order and the intransit field in the Product Detail records. If the response is 'N', you will be prompted as follows:

**PURCHASE ORDER IN-TRANSIT POSTING**

**OPERATING INSTRUCTIONS (Continued)****ENTER 'CANCEL', P/O# TO CORRECT, OR 'S' FOR SEQUENTIAL**

If changes are selected you will be prompted to:

'CANCEL' - The intransit posting for that specific intransit number is canceled and the system prompts for a new intransit number.

'P/O#' - The system allows for changes to various line numbers within that purchase order.

'S' - Sequentially displays the PO's that were posted intransit and allows for changes.

If the intransit posting is accepted the purchase orders are updated. You will be brought back to the intransit number prompt.

### PURCHASE ORDER IN-TRANSIT POSTING

Screen Master for Windows

File Edit Settings File Transfer

OPERATOR SF PURCHASE ORDER INTRANSIT POSTING  
 CO # 01 THE SYSTEMS HOUSE  
 WHSE # 001 NEW YORK  
 DATE 04/22/96  
 INTRNS # 000107  
 PO # 126097

LN#	PRODUCT NUMBER	DESCRIPTION	STOCK UM	ORD	RCU	TD	INT	TD	STOCK QTY	DUE DATE
001	SURGITAPE	SURGICAL TAPE	EA	5	0	0	0	0		

IS THIS THE CORRECT LINE ('RTN'-YES, 'N'-NO) ?

OE	VE	MAINT	EMAIL	AUDIT				Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

**PURCHASE ORDER RECEIPT POSTING**

PROGRAM NAME	INV.BP PO.RCPT010 INV.BP PO.RCPT.EXCPT010 INV.BP PO.RCPT.DS010 INV.BP PO.RCPT.OPEN010 INV.BP PO.RCPT.LOT.EXCPT010 INV.BP PO.RCPT.UPD.EXCPT010 INV.BP PO.RCPT.RATE010
SELECTION	MENU-7
SELECTION NUMBER	3
FILES ACCESSED	PO RELATED FILES

**OVERVIEW**

The purchase order receipts procedure allows the entry of receipts for three different types of receipts, 'no' dropships, exceptions, and 'only' dropships. The received quantities can be over or under received. If the purchase order is a drop ship the receipts program will not update the on hand.

Costing will be based on the type of costing in Parameter (28):

- 0 - Cost not entered during posting
- 1 - No average cost, use entered cost
- 2 - No average cost, use entered cost/qty
- 3 - Average cost, use entered cost
- 4 - Average cost, use entered cost/qty

If foreign currency conversion is used, the system will update all costs in US dollars including the calculated duty and freight amounts.

If the quantity received matches the quantity ordered, the complete flag will be set to 'C'. If the quantity received is not the same as the quantity ordered but the remaining quantity will not be received, the operator can set the complete flag to 'C'. This line will now be considered complete and no further receipts can be made against that line number.

**PURCHASE ORDER RECEIPT POSTING****OPERATING INSTRUCTIONS****OPERATOR**

Enter 3 digit operator code.

**CO #**

Enter the 2 digit company number, 'RETURN' for company 01, or 'END' to return to the menu.

**WHSE #**

Enter the 3 digit warehouse number, 'RETURN' for warehouse 001 or 'END' to return to the menu.

**DATE**

Enter the date of the posting as MM/DD/YY, 'RETURN' for the system date or 'END' to return to the menu.

**RCVR #**

Enter the receiver number, 'RETURN' for the next sequential number stored in the Inv.Rcpt file or 'END' to return to the menu.

**PO #**

Enter a purchase order number. The system will verify that the purchase order has not been canceled, received complete or for a different company or warehouse. If the purchase order has been verified as having open quantities, and you are not using lot logic (Parameter 25 set to N), the system prompts:

**DO YOU WANT TO RECEIVE P/O COMPLETE (Y/N)?**

A response of 'Y' will receive the purchase order quantities as ordered and flag each line and the purchase order as complete and proceed to the totals input. A response of 'N' will allow you to receive the purchase order on a line by line basis.



**PURCHASE ORDER RECEIPT POSTING****OPERATING INSTRUCTIONS (Continued)****LN #**

Enter the PO Line number 'RETURN' to advance to the product prompt or 'END' to go to the totals prompt. If the PO line number is entered you will skip the next prompt. If a product is entered the following information is displayed.

The program then displays the product information, stocking unit of measure and the quantity ordered in the stocking unit of measure. The received and intransit quantities are also displayed.

If 'NO' is entered at the line number prompt, the program displays the PO quantity totals in stocking unit of measure and allows for acceptance, changes or canceling of the intransit entries for the current purchase order. The operator will be asked:

**'IS THIS THE CORRECT LINE? (RTN - Y, N - NO)'**

A response of 'RETURN' will prompt for warehouse location and quantity. A response of 'N' will reprompt for the line number.

After 'END' is entered for line number you will be in the PO total routine.

**RECEIVING QUANTITY**

Enter the quantity received in either the purchasing or stocking unit of measure. The program will first stop to allow receipt based on the purchasing unit of measure, and if nothing is entered, the program will stop at the stocking unit of measure. The quantity entered will be compared to the quantity open. If the quantity entered is greater than the quantity open a message will be displayed:

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

And you will be allowed to accept or re-enter the quantity. The system will then prompt:

**'ENTER ALT INTRANS QTY, IF OTHER THAN DISPLAYED QTY.'**

Input of 'RETURN' accepts the intransit quantity as is displayed. Entry of a quantity will reduce the intransit quantity on the purchase order and in the Product Detail record. If a quantity is input, the program will prompt:

**PURCHASE ORDER RECEIPT POSTING****OPERATING INSTRUCTIONS (Continued)****IS THE QUANTITY CORRECT? ('RTN' - NO, 'Y' - YES)**

A response of 'RETURN' will allow you to re-input the alternate intransit quantity. A response of 'Y' will proceed to the next prompt:

**'ENTER ALTERNATE RECEIPT IF OTHER THAN DISPLAYED'**

Input of 'RETURN' accepts the receipt quantity as is displayed. Entry of a quantity will reduce the receipt quantity on the purchase order and in the Product Detail record. If a quantity is input, the program will prompt:

If a quantity is input, the system will prompt:

**'IS THE QUANTITY CORRECT, ('RTN' - N, 'Y' - YES)**

A response of 'RETURN' will allow you to re-input the alternate receipt quantity. A response of 'Y' will proceed to the next prompt.

The program will then run the lot logic routine if Parameter (25) is setup for lot logic and the Product Detail record indicates that this is a product maintained in lots. The lot entry screen is displayed.

Purchase totals are displayed and you are allowed to accept or edit the lines. Freight and miscellaneous amounts are displayed. You may then accept the amounts or make changes.

**'IS P/O QUANTITY CORRECT ('RTN' - YES, 'N' - NO)'**

A response of 'RETURN' will proceed to the receiver totals prompt.

A response of 'N' will allow changes to the PO receipt.

**'LINE NUMBER TO CHANGE', 'CANCEL' OR 'END'**

A response of a valid line number on the purchase order will allow changes to the warehouse location and the received quantity. A response of 'CANCEL' will cancel the receipts posting. A response of 'END' will return you to the prompt:

**PURCHASE ORDER RECEIPT POSTING****OPERATING INSTRUCTIONS (Continued)****'IS PO QUANTITY CORRECT'**

You are then brought back to the purchase order prompt.

If 'END' is entered the program displays the freight and miscellaneous totals and allows for acceptance or changes. You will be prompted:

**FREIGHT & MISC AMTS CORRECT? ('RTN' - YES, 'N' - NO)?**

If 'END' is entered the program displays the receiver quantity totals and the freight and miscellaneous totals and allows for acceptance or changes. You will be prompted:

**'IS THE RECEIVER TOTALS CORRECT ('RTN' - YES, 'N' - NO)'**

'RETURN' will update the purchase orders, receivers, and Product Detail records. 'N' will prompt as follows:

**ENTER 'CANCEL' PO# TO CORRECT OR 'S' FOR SEQUENTIAL**

'CANCEL' - The receipts posting for this specific receiver number is canceled, and the program prompts for the next receiver number. No transactions entered will be posted.

'P/O #' - The system allows for changes to line item receipts for the specific purchase order.

'S' - The system sequentially displays the PO's that has receipts posted against them under this receiver number and allows for changes to them.

If the receipts posted are accepted the purchase orders that were just posted are updated.

You will return to the receiver number prompt.

**LOT LOGIC****LOT LOGIC TEST**

If Parameter (25) is set to use lot logic and the Product Detail record for the item being received, attribute number 73 equals 'Y', then the item requires lot logic and the display will change.

**PURCHASE ORDER RECEIPT POSTING**

**LOT LOGIC (Continued)****LOT NUMBER OR LENGTH CODE (L####)**

Entry of 'END' will cause the program to go to the lot balancing routine. Enter a valid lot number or length code. This will be combined with the warehouse location to form the key to the Lot record. A length code (L####) will cause the quantity to be multiplied by the length code and the extended quantity is used for all updating.

**WAREHOUSE LOCATION**

Enter a valid warehouse location. This is a required field, and if you hit 'RETURN', the system will cause a warehouse location of 'NONE' to be used. If this LOT#/WAREHOUSE location already exists, the program prompts with:

**LOT # ALREADY EXISTS ON FILE. DO YOU WANT TO ENTER IT ? <Y/N>**

If 'N' is keyed, the program returns to the lot# prompt.

If 'Y' is keyed, the program allows the entry of the quantity and will update the existing lot record with the quantity entered.

If lot costing is used (see Parameter file setup), and if the current lot is not the same cost as the lot on file, the program will prompt with the message :

**'LOT EXISTS ON FILE AT A DIFFERENT COST. ENTRY NOT ALLOWED. HIT RETURN.'**

Hit 'RETURN' and the program will return to the lot# prompt.

**QUANTITY**

Enter the lot quantity as a positive or negative number. It will be added to the lot total quantity.

**SERIAL#**

This is an optional information field that could contain the manufacturer's original serial number if some other number is used for a lot number. If entered, it is maintained on the Lot record.

**PURCHASE ORDER RECEIPT POSTING**

**LOT LOGIC (Continued)**

When the last lot for a product has been entered, the operator should input 'END' at the lot number prompt.

If the lot total quantity does not agree with the product level quantity, the program prompts with:

**ENTER 'END', LINE# TO CHANGE OR DELETE, 'ADD' TO ADD LINE OR  
OVER TO OVERRIDE CONTROL QTY**

Entry of a line number will lead to the message:

**ENTER C TO CHANGE OR D TO DELETE LINE #**

If 'C' is entered, the line can be changed. If 'D' is entered, the line will be deleted. Enter 'END' to reenter the lot information. Enter 'DELETE' to delete the record. The entry of 'ADD' will allow the entry of additional lot lines. The entry of 'OVER' will cause the program to use the lot total quantity as the received quantity. The control quantity at the product level is adjusted to be equal to the lot total quantity.

When the lots are correct, the entry of 'END' will return the program to the product level screen.

### PURCHASE ORDER RECEIPT POSTING

Screen Master for Windows
▼ ▲

File Edit Settings File Transfer

OPERATOR --- PURCHASE ORDER RECEIPT POSTING

CO # 01 THE SYSTEMS HOUSE

WHSE # 001 NEW YORK \*\*\* DISPLAYED QUANTITIES ARE \*\*\*

DATE 04/22/96 \*\*\* IN STOCKING U/M FORMAT \*\*\*

RCUR # 000876

PO # 126097

LN#	PRODUCT NUMBER	WHSLOC	ORD QTY	TREC QTY	INTR QTY	--RECEIVING U/M	PURCH U/M	QTY-- STOCK U/M	CST U/M	COST	C
001	SURGITAPE		5	0	0	EA	0 EA	5 EA		5.00	C

PO TOTAL FRT: 0.00

MISC: 0.00

FREIGHT & MISC AMTS CORRECT ? ('RIN'-YES, 'N'-NO) ? █

OE	VE	MAINT	EMAIL	AUDIT				Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

**PURCHASE ORDER RECEIVER ADJUSTMENT**

PROGRAM NAME	INV.BP PO.RCPT.ADJ010	
	INV.BP PO.RCPT.ADJ.OPEN006	
	INV.BP PO.RCPT.ADJ.UPD010	
	INV.BP PO.RCPT.LOT010	
	INV.BP PO.RCPT.RATE005	
SELECTION	MENU-7	
SELECTION NUMBER	4	
FILES ACCESSED	OPERATOR	RATE.EXCHANGE
	PARAMETER	DICT FIFO
	FIFO	LIFO
	PO	DICT LIFO
	INV.AUDIT	LIFO.XREF
	PROD.DET	PROD.RCPT
	PROD.MAST	RCPT.XREF
	WAREHOUSE	LOT
	COMPANY	LOT.XREF
	COST.EVAL	RECEIPT.HOLD
	VENDOR.PO	ITEM.PO

**OVERVIEW**

The purchase order receiver adjustment procedure is used to correct the quantity and/or cost of a receipt that was posted against a specific receiver and purchase order.

The program allows the adjustment of quantity and/or cost to the Purchase Order and Receiver record. The received quantities can be adjusted over or under the original quantity received. If the purchase order is a drop ship the receipts program will not update the on hand.

Average cost calculation is based on the selection entered in Parameter (28):

- 0 - Cost not entered during posting
- 1 - No average cost, use entered cost
- 2 - No average cost, use entered cost/qty
- 3 - Average cost, use entered cost
- 4 - Average cost, use entered cost/qty

## PURCHASE ORDER RECEIVER ADJUSTMENT

### OVERVIEW (Continued)

Average cost update will be based on selection in Parameter (42). The receiving maintenance average cost recalculation options are as follows:

- 0 - Do not recalculate average cost.
- 1 - Recalculate average cost from 'FIFO' file.
- 2 - Recalculate average cost from 'LIFO' file.

If foreign currency conversion is used, the system will update all costs in US Dollars including the calculated duty and freight amounts.

If the quantity received or adjusted matches the quantity ordered, the complete flag will be set to 'C'. If the quantity received is not the same as the quantity ordered but the remaining quantity will not be received, the operator can set the complete flag to 'C'. This line will now be considered complete and no further receipts can be made against that line number, however adjustments will be allowed.

If you are using the AP/PO interface program this program allows you to adjust the receiver records for vouchers that are on hold due to incorrect receiving quantities or cost. Once you have adjusted the Purchase Order and Receiver records, you may run the 'REMOVE VOUCHERS FROM HOLD' option from the accounts payable menu.

### OPERATING INSTRUCTIONS

#### OPERATOR

Enter 3 digit operator code.

#### CO #

Enter the 2 digit company number, 'RETURN' for company 01, or 'END' to return to the menu.

#### WHSE #

Enter the 3 digit warehouse number, 'RETURN' for warehouse 001 or 'END' to return to the menu.



**PURCHASE ORDER RECEIVER ADJUSTMENT****OPERATING INSTRUCTIONS (Continued)****DATE**

Enter the date of the posting as MM/DD/YY, 'RETURN' for the system date or 'END' to return to the menu.

**RCVR #**

Enter the receiver number, for the purchase order you wish to adjust or 'END' to return to the menu.

**PO #**

Enter a purchase order number. The system will verify that the receiver number is for the purchase order number entered, and has not been canceled, or for a different company or warehouse.

If the purchase order has been verified as being on this receiver, the system prompts:

**IS P/O QUANTITY CORRECT ('RTN' - YES, 'N' - NO)?**

A response of 'RETURN' will proceed to the 'FREIGHT & MISC TOTALS' prompt with no changes to the PO. A response of 'N' will allow the adjustments to be made. If 'N' is entered the program will prompt:

**'LINE NUMBER TO CHANGE', 'CANCEL' TO CANCEL THIS SESSION OR 'END'?**

Enter a valid line number. The program then displays the product information, stocking unit of measure and the quantity ordered in the stocking unit of measure. The received and intransit quantities are also displayed.

If an adjustment to quantity is necessary, enter the new quantity. For example, if the original receipt is for 100 and the quantity should be 75 enter 75 in the quantity received field. You are to enter the quantity that the receiving should be, not the difference. If an adjustment is to be made only to the cost, enter the new cost only. The cost displayed is the cost entered at purchase order entry time. The cost adjustment to the product will be updated for this Receiver record cost only.

**PURCHASE ORDER RECEIVER ADJUSTMENT****OPERATING INSTRUCTIONS (Continued)**

The warehouse location may be changed or added if Parameter (55) is set to 'Y'.

After each line is entered you will be prompted as follows:

**'LINE NUMBER TO CHANGE', 'CANCEL' TO CANCEL THIS SESSION OR 'END'?**

A response of a new line number will allow changes to multiple lines on the receiver.

A response of 'CANCEL' will cancel the adjustment posting.

A response of 'END' will prompt:

**IS THE P/O QUANTITY CORRECT, ('RTN' - YES, 'N' - NO)?**

A response of 'N' will return you to the 'LINE # TO CHANGE, CANCEL TO CANCEL THE SESSION OR 'END' prompt. A response of 'RETURN' will proceed to the next prompt.

**FREIGHT & MISC AMTS CORRECT? ('RTN' - YES, 'N' - NO)?**

Freight and miscellaneous amounts are displayed. You may then accept the amounts or make changes.

**ARE YOU READY TO UPDATE ADJUSTED P/O ? (Y/N)**

'Y' will update the Purchase Orders, Receivers, and Product Detail records. 'N' will bring you back to the 'IS THE PO CORRECT' prompt and no adjustments are updated.



**VENDOR ACKNOWLEDGMENT ENTRY**

PROGRAM NAME	FURN.BP VEND.ACK508
SELECTION	MENU-7
SELECTION NUMBER	4
FILES ACCESSED	OPERATOR
	VEND.MAST
	PO
	COMPANY
	WAREHOUSE
	ALPHA.PROD
	PROD.MAST
	PROD.DET

**OVERVIEW**

This entry will allow entry of vendor acknowledgment numbers, dates and quantities. This information is used for the furniture reports and furniture inquiries.

**OPERATING INSTRUCTIONS****OPERATOR**

Enter 3 digit operator code.

**CO #**

Enter the 2 digit company number, 'RETURN' for company 01, or 'END' to return to the menu.

**WHSE #**

Enter the 3 digit warehouse number, 'RETURN' for warehouse 001 or 'END' to return to the menu.

**DATE**

Enter the date of the posting as MM/DD/YY, 'RETURN' for the system date or 'END' to return to the menu.

**VENDOR ACKNOWLEDGMENT ENTRY****OPERATING INSTRUCTIONS (Continued)****PO #**

Enter a purchase order number. The system will verify that the purchase order has not been canceled, received complete or for a different company or warehouse.

If the purchase order has been verified as having open quantities, and you are not using lot logic (Parameter 25 set to N), the system prompts:

**DO YOU WANT TO RECEIVE P/O COMPLETE (Y/N)?**

A response of 'Y' will receive the purchase order quantities as ordered and flag each line and the purchase order as complete and proceed to the totals input. A response of 'N' will allow you to receive the purchase order on a line by line basis.

**LINE NUMBER**

Enter a valid uncompleted line number and the program will display the line item information, such as the product number, product description, ordered, intransit, and received quantities, and the units of measure.

Enter the PO Line number 'RETURN' to advance to the product prompt or 'END' to go to the totals prompt. If the PO line number is entered you will skip the next prompt. If a product is entered the following information is displayed:

The program will display the product information, stocking unit of measure and the quantity ordered in the stocking unit of measure. The received and intransit quantities will also be displayed.

If 'END' is entered at the line number prompt, the system displays the PO quantity totals in stocking unit of measure and allows for acceptance, changes or canceling of the intransit entries for the current purchase order.

The operator will be asked:

**'IS THIS THE CORRECT LINE? (RTN - Y, N - NO)'**

A response of 'RETURN' will prompt for warehouse location and quantity. A response of 'N' will reprompt for the line number.

**VENDOR ACKNOWLEDGMENT ENTRY****OPERATING INSTRUCTIONS (Continued)**

After 'END' is entered for line number you will be in the PO total routine.

The program will then run the lot logic routine if Parameter (25) is setup for lot logic and the Product Detail record indicates that this is a product maintained in lots. The lot entry screen is displayed.

**ENTER VENDOR ACKNOWLEDGMENT**

Enter the vendor acknowledgment number (up to 10 characters).

**ENTER THE ACKNOWLEDGMENT DATE**

Enter the date as MM/DD/YY.

**'LINE # TO CHANGE, CANCEL OR 0 TO ACCEPT'**

A response of a valid line number on the purchase order will allow changes to the warehouse location and the received quantity. A response of 'CANCEL' will cancel the receipts posting. A response of '0' will accept the PO. You are then brought back to the purchase order prompt.



**CREATE PO'S FROM ORDER ENTRY**

PROK NAME	PROK PCREATE.PO
PROGRAM NAME	MDS.BP VALDPO
	ELEMENT PO.CREATE.DRIVER8
	MDS.BP BDELETE
	ELEMENT DS.CREATE.PO008
	ELEMENT10 DS.CREATE.PO010
SELECTION	MENU-7
SELECTION NUMBER	6
FILES ACCESSED	OPERATOR
	CUST.DET
	CONTROL
	DICT PO

**OVERVIEW**

This program will create purchase orders from drop ship orders entered through the order entry module.

**OPERATING INSTRUCTIONS****GENERATE PURCHASE ORDERS FROM DROPSHIPS****HIT <NL> TO CONTINUE OR 'END'**

Hit 'RETURN' to create the purchase order or 'END' to return to the menu. The purchase orders will print during the next purchase order print run.

An error report will be produced for any errors encountered during the purchase order creation.



### INQUIRIES

Screen Master for Windows			
File Edit Settings File Transfer			
Account: DEMO.10		Port: 78 Menu: INQUIRIES010	
Master Distributor System - Inquiry Menu		Miscellaneous Inquiries:	
Order Inquiries:	A/R & PO Inquiries:	17. Customer Open Consignments	
1. Customer Open Orders	12. Summary A/R	18. Detailed Open Consignments	
2. Detailed Open Orders	13. Open A/R	19. Open Consignments by Item	
3. Backorders by Customer	14. Vendor Open PO	20. Customer Open Rentals	
4. Open Backorders by Item	15. Detail Open PO	21. Detailed Open Rentals	
5. Detail Release Inquiry	16. Open PO by Item	22. Open Rentals by Item	
Product/Inventory Inquiries:		23. Customer Open Rent. Billing	
6. Stock Status Inquiry		24. Detailed Open Rent. Billing	
7. Inventory Inquiry		25. Warranty by Product	
8. Inventory Transaction - by Customer		26. Warranty by Customer	
9. Inventory Transaction - by Product		27. Customer Open Stand. Orders	
10. Lot Inventory Inquiry		28. Detailed Open Stand. Orders	
11. Customer/Product Price Lookup			
Enter Selection or END : █			

OE	VE	MAINT	EMAIL	AUDIT				Erk
HELP	END	INSEET	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

## INQUIRIES OVERVIEW

The inquiry package provides current status information on the portions of the system data base most important for decision making. All inquiries are available on a standalone basis from the main system selector and are also available during order entry, purchasing, etc.

### PRODUCT/INVENTORY INQUIRIES

#### STOCK STATUS INQUIRY

The stock status inquiry displays item inventory status and sales information on a warehouse basis for a specific product.

#### INVENTORY INQUIRY

This inquiry provides current inventory status for a particular warehouse (or all combined). In addition, the program provides the ability to display summary sales history (units & dollars) by product, detailed sales history, detailed receipts history and vendor cost quotation. The following are displayed:

- Inventory status of all substitute items
- All backorders for that item
- All open purchase orders

#### INVENTORY TRANSACTION INQUIRY - BY CUSTOMER

This program provides a detailed inquiry of products invoiced to a specific customer.

#### INVENTORY TRANSACTION INQUIRY - BY PRODUCT

This program provides a detailed inquiry of all transactions affecting the on-hand of a specific product (ex: invoicing, purchase order receipts, physical inventory update).

#### LOT INVENTORY INQUIRY

The lot inventory inquiry displays all lots of available material for a particular product. The operator may view the inventory for a single warehouse, or all. View selectivity is also allowed by lot size, so that the program will display only those lots that have a quantity (or length) greater than or equal to the size needed. A proposed selling price may be entered which is compared to a minimum acceptable gross profit for the product.

## INQUIRIES OVERVIEW

### PRODUCT/INVENTORY INQUIRIES (Continued)

#### CUSTOMER/PRODUCT PRICE LOOKUP

This inquiry provides price for a specific customer for a specific product. This program displays retail price, standard cost, special price, contract price, contract cost, selling, stocking and purchasing unit of measure, warehouse, on hand, availability, quantity committed, on order and quantity inpick.

### PURCHASE ORDER INQUIRIES

#### VENDOR OPEN PURCHASE ORDER INQUIRY

The vendor open purchase order inquiry provides a summary listing of all outstanding purchase orders to a vendor showing purchase order number, order date, purchase order amount, amount open, and number of lines open.

#### DETAILED OPEN PURCHASE ORDER INQUIRY

The detailed open purchase order inquiry provides current order status for a given purchase order. All line items are displayed showing quantity ordered, open, and received, cost and due date.

#### OPEN PURCHASE ORDER BY ITEM

This inquiry displays all open purchase orders by product showing the purchase order, vendor, order date, due date, quantity ordered, received, and open and the cost of the purchase. If the merchandise is assigned to a customer, the customer number is displayed as well.

**STOCK STATUS INQUIRY**

PROGRAM NAME	ELEMENT ST.STAT010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	6
FILES ACCESSED	ALPHA.PROD      CUST.MAST
	PROD.MAST      LOOKUP.FILE
	PROD.DET      ORDER
	MONTH      INV.HIST
	VEND.MAST      INV.HIST.PROD
	COMPANY      SALES.2
	ORDER.HIST.XREF
	RELEASE

**OVERVIEW**

The stock status inquiry displays item inventory status and sales information on a warehouse basis for a specific product.

### STOCK STATUS INQUIRY

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File Edit Settings File Transfer

**Stock Status**

Item Number Description  
 ARWKSU-L STICK UP DEOD LEMON

List Price Base Price Sell Cost Purch Cost Vendor Name  
 15.60/DZ 15.91/DZ 13.86/DZ 108.96/DZ A4000 AIRWICK MFG CO

Sell Um StockUm PurchUm Box Case Dsc D/S Fut LeadTime Substitute Item 1  
 DZ/12 DZ/12 GR/144 12 144 Y N 1.3 ARWKSU-E

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Rep Next	P/O	SalesMt
	Loc		In Work	In Use					SalesYt
1	001	325	15		250	310	500	07/05/97	2
	C-14								22
2	002	100				100			
	B-17								
3									
4									
5									

Enter END to exit, NEXI PG or PREU PG: █

CALL VIEW QUIT HELP

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br  
k

## STOCK STATUS INQUIRY

### OPERATING INSTRUCTIONS

If a specific warehouse is entered, the following quantities will be based on that individual warehouse. If all warehouses are selected, the product totals (onhand, etc.) will be based on an accumulation of the detail of all warehouses.

ONHAND - On hand quantity  
ON ORDER - Customer on order  
IN TRANS - Intransit quantity  
BACKORD - Backorder quantity  
INPICK - Inpicking quantity  
AVAILABLE- Available quantity  
FUTURE - Future orders quantity  
ROP - Reorder point

### **ENTER ITEM #, "F7" FOR LOOKUP OR END**

Enter the specific item number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

### **ENTER WAREHOUSE NUMBER (3N), 'A' FOR ALL OR 'END'**

Enter the three digit warehouse number if you wish to review the stock status only for a specific warehouse. Hit 'RETURN' if you want to review the stock status for all warehouses for this item. Enter 'END' to return to the product number prompt.

After each screen of the inquiry the following prompt will appear:

### **ENTER END TO EXIT, NEXT PG OR PREV PG:**

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

Enter Shift 'F1' to review the sales history for this year or last year. The operator will be prompted as follows:

### **SALES HISTORY**

- 1. THIS YEAR**
- 2. LAS YEAR**

**STOCK STATUS INQUIRY****OPERATING INSTRUCTIONS (Continued)**

Enter '1' to review the sales for each month for this year. Enter '2' to review the sales for each month of last year.

Enter Shift 'F2' to review the detail of all sales transactions.

Enter shift 'F3' for cost quote, you will be able to review the vendor number, vendor name, cost quote and the date of the quote.

Enter Shift 'F4' for receipts history and you will be able to review the purchase order and non-purchase order receipts in descending date sequence.

If there is more than one screen in each section, the following will appear:

**HIT RETURN TO CONTINUE:**

Hit 'RETURN' to continue.

### STOCK STATUS INQUIRY

#### SALES HISTORY

File Edit Settings File Transfer

**Stock Status**

**Item Number**                      **Description**  
 ARWKSU-L                              STICK UP DEOD LEMON

**List Price**    **Base Price**    **Sell Cost**    **Purch Cost** **Vendor Name**  
 15.60/DZ    15.91/DZ    13.86/DZ    108.96/DZ A4000 AIRWICK MFG CO

**Sell Um** **StockUm** **PurchUm** **Box** **Case** **Dsc** **D/\$** **Fut** **LeadTime** **Substitute** **Item 1**  
 DZ/12    DZ/12    GR/144    12    144    Y    N                      1.3 ARWKSU-E

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Rep Next	P/O	SalesMt
	Loc		In Work	In Use					SalesYt
<b>Sales This Year</b>									
		<b>Qty</b>	<b>Dollars</b>		<b>Qty</b>	<b>Dollars</b>	<b>Qty</b>	<b>Dollars</b>	<b>Qty</b>
JAN		75	1170.00	APR	93	1450.80	JUL	219	3416.40
FEB		117	1825.20	MAY	123	1918.80	AUG	171	2667.60
MAR		90	1404.00	JUN	135	2106.00	SEP	174	2714.40
			<b>Ytd Quantity</b>			<b>1845</b>	<b>Ytd Dollars</b>		<b>28782</b>

5

HIT <RETURN> TO CONTINUE:█

HELP
END
INSERT
DELETE
PREV PG
NEXT PG
INQUIRY
ABORT
Br



### STOCK STATUS INQUIRY

#### SALES DETAIL

File Edit Settings File Transfer

**Stock Status**

**Item Number**                      **Description**  
 ARWKSU-L                              STICK UP DEOD LEMON

**List Price**    **Base Price**    **Sell Cost**    **Purch Cost**    **Vendor Name**  
 15.60/DZ    15.91/DZ    13.86/DZ    108.96/DZ A4000 AIRWICK MFG CO

**Sell Un** **StockUn** **PurchUn** **Box** **Case** **Dsc** **D/S** **Fut** **LeadTime** **Substitute** **Item 1**  
 DZ/12    DZ/12    GR/144    12    144    Y    N                      1.3 ARWKSU-E

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Rop	Next	P/O	SalesMt
	Loc		In Work	In Use						SalesYt
1	001									2
	C-1									22
2	002									
	B-1									

**Detail History**

Customer#	Release#	Date	Quantity	Price	Um
1UMC	01200007001	07/21/97	25	29.00	DZ
2					
3					
4					

HIT <RETURN> TO CONTINUE:█

HELP
END
INSERT
DELETE
PREV PG
NEXT PG
INQUIRY
ABORT
By k

### STOCK STATUS INQUIRY

#### COST QUOTE

File Edit Settings File Transfer

**Stock Status**

Item Number Description  
 ARWKSU-L STICK UP DEOD LEMON

List Price Base Price Sell Cost Purch Cost Vendor Name  
 15.60/DZ 15.91/DZ 13.86/DZ 108.96/DZ A4000 AIRWICK MFG CO

Sell Um StockUm PurchUm Box Case Dsc D/S Fut LeadTime Substitute Item 1  
 DZ/12 DZ/12 GR/144 12 144 Y N 1.3 ARWKSU-E

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Rep Next	P/O	SalesMt
1	001		In Work	In Use					2
	C-1								22
2	002								
	B-1								
3									
4									
5									

**Cost Quotes**

Vendor Name	Cost	Date
A4000 AIRWICK MFG CO	108.96	01/16/91
A3000 BRAND X MFG INC	99.99	01/16/91
3		
4		

HIT <RETURN> TO CONTINUE : █

HELP
END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
ABORT

### STOCK STATUS INQUIRY

#### RECEIPTS HISTORY

File Edit Settings File Transfer

**Stock Status**

**Item Number**                      **Description**  
 ARWKSU-L                              STICK UP DEOD LEMON

**List Price**    **Base Price**    **Sell Cost**    **Purch Cost** **Vendor Name**  
 15.60/DZ    15.91/DZ    13.86/DZ    108.96/DZ A4000 AIRWICK MFG CO

**Sell Um** **StockUm** **PurchUm** **Box** **Case** **Dsc** **D/\$** **Fut** **LeadTime** **Substitute** **Item 1**  
 DZ/12    DZ/12    GR/144    12    144    Y    N                      1.3 ARWKSU-E

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Rep Next	P/O	SalesMt
	Loc		In Work	In Use					SalesYt
1	001								2
	C-1								22
2	002								
	B-1								
3									
4									
5									

**Receipts History**

Vendor	P/O#	Date	Quantity	Cost
1				
2				
3				
4				

HIT <RETURN> TO CONTINUE:█

HELP
END
INSERT
DELETE
PREV PG
NEXT PG
INQUIRY
ABORT
Br

**INVENTORY INQUIRY**

PROGRAM NAME	ELEMENT INV.INQ010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	7
FILES ACCESSED	ALPHA.PROD PROD.MAST ORDER PROD.DET LOOKUP.FILE ITEM.PO PO ITEM.INQ

**OVERVIEW**

This inquiry provides current inventory status for a particular warehouse or all warehouses.

### INVENTORY INQUIRY

Inventory										
Item Number	Whse	001	S1	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
ARMKSU-L			DZ	DZ	325	250	15	0	310	
STICK UP DEOD LEMON										
Substitutes										
ARMKSU-E			DZ	DZ	87	400	88	262	-263	
ARMKSU-S			DZ	DZ	874	0	10	0	864	

Ln#	Order#	Open Qty	Customer#	P/O#	Quantity	Vendor#	St
	Ord Date	Due Date	ShipFrom	Ord Date	Due Date		
1				01000003	250	A4000	ND
2				06/16/97	07/05/97		
3							
4							
<b>TOTALS:</b>					250		

Enter END to exit, PREU PG or NEXT PG : █

HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br
								k

## INVENTORY INQUIRY

### OPERATING INSTRUCTIONS

Codes:

In product area:

If a specific warehouse is entered, the following quantities will be based on that individual warehouse. If all warehouses are selected, the product totals (onhand, etc.) will be based on an accumulation of the detail of all warehouses.

ONHAND	- On hand quantity
ON P/O	- Open purchases order quantity
IN PICK	- Intransit quantity
ON B/O	- Backorder quantity
AVAIL	- Available quantity
FUTURE	- Future orders quantity

In order detail area:

ST - order or purchase order status (DS = drop ship, ND = non-drop ship)

#### **ENTER ITEM #, "F7" FOR LOOKUP OR END**

Enter the specific item number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

#### **ENTER WAREHOUSE NUMBER (3N), 'A' FOR ALL OR 'END'**

Enter the three digit warehouse number if you wish to review the orders only for a specific warehouse. Hit 'RETURN' if you want to review the backorders for all warehouses for this item. Enter 'END' to return to the product number prompt.

After each screen of the order inquiry the following prompt will appear:

#### **ENTER END TO EXIT, PREV PG OR NEXT PG:**

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

**INVENTORY TRANSACTION INQUIRY - BY CUSTOMER**

PROGRAM NAME	ELEMENT INV.HIST.CUST.INQ010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	8
FILES ACCESSED	ALPHA.CUST CUST.MAST LOOKUP.FILE RELEASE INV.HIST.CUST INV.HIST OPEN.ORD.XREF

**OVERVIEW**

This inquiry will provide a listing of all items billed to a specific customer. All billing transactions will be displayed (invoices, invoice voids, credit memos and credit memo voids).

### INVENTORY TRANSACTION HISTORY BY CUSTOMER

Inventory Transaction History by Customer						
Customer# IDEAL IDEAL DISTRIBUTION CO						
Salesman# 001 JIM BRANCA						
Product # ('A' for ALL): A						
Ln#	Item Number Description	Date	Tnx	Release# DropShip	Quantity Sell Stock	Price Um Cost
1	101 RED PLASTIC DESK	12/17/97	C/M	01122813001	1 EA EA	-205.00 EA
2	101 RED PLASTIC DESK	12/15/97	C/M	01122788001	1 EA EA	-205.00 EA
3	101 RED PLASTIC DESK	11/19/97	INU	01122725001	-1 EA EA	205.00 EA
4	GREEN-FELT GREEN FELT 36IN WIDE	11/18/97	INU	01122721001 ND	-2	1356.50 2.25
5	FG1 FINISHED-GOODS <1>	11/18/97	INU	01122721001 ND	-1	5.00 37.05
6	E-C004D SILK BLK BRD	11/18/97	INU	01122720001 ND	-1	155.50 133.47

Enter END to exit, PREV PG or NEXT PG: █

HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
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**INVENTORY TRANSACTION INQUIRY - BY CUSTOMER****OPERATING INSTRUCTIONS****ENTER CUSTOMER #, "F7" FOR LOOKUP OR END**

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, an error message will display and you will be re-prompted for customer number.

After each screen of the order inquiry the following prompt will appear:

**ENTER END TO EXIT, PREV PG OR NEXT PG:**

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

**INVENTORY TRANSACTION INQUIRY - BY PRODUCT**

PROGRAM NAME	ELEMENT INV.HIST.PROD.INQ010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	9
FILES ACCESSED	INV.HIST.PROD INV.HIST PROD.MAST VEND.MAST ALPHA.PROD CUST.MAST WAREHOUSE

**OVERVIEW**

This inquiry will provide a listing of all inventory transactions for a specific item. All transactions that involve inventory will be displayed. These include invoices, invoice voids, credit memos, credit memo voids.

### INVENTORY TRANSACTION HISTORY BY PRODUCT

Inventory Transaction History by Product							
Product# ARWKSU-HD HUY DUTY STICK UP							
Warehouse ('A' for ALL): A							
Ln#	Customer/Vendor Number Customer/Vendor Name	Date DropShip	Inx	Release/Ref P/O Number	Quantity Sell Stock	Price	Um Cost
1	UMC UNIVERSITY MEDICAL CENTER	07/21/97	INU	01200027001	-15 1	14.50	/1 9.80
2	UNITED UNITED SUPPLY	07/21/97	INU	01200010001	-40 1	14.50	/1 9.80
3	AJAX AJAX INDUSTRIAL SUPPLY	07/21/97	INU	01200005001	-10 1	168.00	/12 108.00
4							/
5							/
6							/
7							/

Enter 'END' to EXIT, 'NEXT PG' or 'PREV PG'

HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Er h
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**INVENTORY TRANSACTION INQUIRY - BY PRODUCT****OPERATING INSTRUCTIONS****ENTER PRODUCT #, "F7" FOR LOOKUP OR END**

Enter the specific product number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

**ENTER WAREHOUSE (3N), 'A' FOR ALL OR END**

Enter the specific three (3) digit warehouse number if you want to review transactions for a specific warehouse. Enter 'A' for all or hit 'RETURN' if you want to see transactions for all warehouses. Enter 'END' to return to the product number prompt.

After each screen of the order inquiry the following prompt will appear:

**ENTER 'END' TO EXIT, 'NEXT PG' OR 'PREV PG'**

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the product number prompt.

**LOT INVENTORY INQUIRY**

PROGRAM NAME	ELEMENT LOT.INQ010
SELECTION	MENU-1,1 MENU-7.7 MENU-18
SELECTION NUMBER	10
FILES ACCESSED	ALPHA.PROD PROD.MAST PROD.DET ITEM.PO LOOKUP.FILE PO LOT LOT.XREF

**OVERVIEW**

This inquiry will provide a listing of all lots for a specific product.

### LOT INVENTORY AVAILABILITY INQUIRY

Lot Inventory Availability								
Warehouse		Item Number			Description			
001 NEW YORK		OAK-LOT			OAK LOT PRODUCT			
PRICE1:	2:	3:	4:	Earliest Delivery				
Qty 1:	2:	3:	4:					
Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
80	80							
LN#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost	
1	001	33214	NONE	30		30	4.00	
2	001	44312	NONE	50		50	4.00	
3								
4								
5								
6								
7								
8								
9								
10								

Enter END to exit, PREU PG or NEXT PG : █

HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Er h
------	-----	--------	--------	---------	---------	---------	-------	------

**LOT INVENTORY INQUIRY****OPERATING INSTRUCTIONS****ENTER WAREHOUSE (3N), 'A' FOR ALL OR END**

Enter the specific three (3) digit warehouse number if you want to review lots for a specific warehouse. Enter 'A' for all or hit 'RETURN' if you want to see lots for all warehouses. Enter 'END' to return to the inquiry menu. .

**ENTER PRODUCT #, "F7" FOR LOOKUP OR END**

Enter the specific product number, 'F7' for lookup program, or 'END' to return to the inquiry menu.

**ENTER THE PROPOSED PRICE OR HIT <RETURN> TO CONTINUE:**

Enter the proposed price or hit 'RETURN' to see all lots.

**ENTER QUANTITY NEEDED, <RETURN> FOR ALL OR 'END':**

Enter the specific quantity that is needed. Hit 'RETURN' for all lots or enter 'END' to return to the product number prompt.

After each screen of inquiry the following prompt will appear:

**ENTER END TO EXIT, PREV PG OR NEXT PG:**

Enter 'F6' to see next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the warehouse number prompt.

**CUSTOMER/ITEM PRICE LOOKUP**

PROGRAM NAME	ELEMENT CUSTOMER.PRICE.INQUIRY010
SELECTION	MENU-1,1 MENU-7.7 MENU-18
SELECTION NUMBER	11
FILES ACCESSED	ORDER ENTRY RELATED

**OVERVIEW**

This inquiry provides price for a specific customer for a specific product.



### CUSTOMER/ITEM PRICE INQUIRY

Customer/Item Price Inquiry											
Customer Name	IDEAL IDEAL DISTRIBUTION CO				Phone	201-444-4545					
Address 1	10 CLIFTON BLVD.				Slsm	001 JIM BRANCA					
Address 2					Cred. Limit	0000000					
City	CLIFTON		NJ 07015			Cred. Hold	N				
Item Number	Description: HUY DUTY STICK UP				Uend#: A4000						
ARMKSU-HD					Name: AIRWICK MFG CO						
Discont.	Retail Price	Standard Cost	Special Price	Contr. Price	Contr. Cost						
N	15.60*	13.86									
Sell Un	StockUn	PurchUn	BoxQty	CaseQty	Sub 1:						
DZ/12	DZ/12	GR/144	12	144	Sub 2:						
Ln#	Whs	Location	QtyOnHnd	QtyAvail	QtyComit	QtyOnOrd	Due Date	QtyInPck			
1	001	A-10	993	936	57			57			
ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT :											
PAGE 1 OF 3											
HEADER	CTY BARS	NOTES							Er		
HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT		b		

**CUSTOMER/ITEM PRICE LOOKUP****OPERATING INSTRUCTIONS**

Codes:

A specific customer and product is entered, price and cost will be displayed.

RETAIL PRICE	- Retail price
STANDARD COST	- Standard cost
SPECIAL PRICE	- Special price
CONTR.PRICE	- Contract price
CONTR.COST	- Contract cost
QTYONHND	- Quantity on hand
QTYAVAIL	- Quantity available
QTYCOMIT	- Quantity committed
QTYONORD	- Quantity on order
QTYINPCK	- Quantity inpick

**ENTER CUSTOMER#, "F7" FOR LOOKUP OR END**

Enter the specific customer number, 'F7' for the lookup program or 'END' to return to the inquiry menu.

**ENTER PRODUCT#, "F7" FOR LOOKUP OR END**

Enter the specific product number, 'F7' for the lookup program or 'END' to return to the inquiry menu.

**ENTER SHIFT <F2> FOR QUANTITY BREAKS OR END:**

Enter shift 'F2' to display quantity breaks for this customer and product or 'END' to bring you back to the customer prompt.

**ENTER SHIFT <F1> FOR HEADER INFO OR END:**

Enter shift 'F1' to bring you back to the header or 'END' to bring you back to the customer prompt.

**VENDOR OPEN PO INQUIRY**

PROGRAM NAME	ELEMENT VEND.PO010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	14
FILES ACCESSED	VEND.MAST VEND.DET LOOKUP.FILE VENDOR.PO CUST.MAST PO COMPANY WAREHOUSE

**OVERVIEW**

This inquiry provides a summary listing of all outstanding purchase orders to a vendor.

### VENDOR OPEN PO INQUIRY

Vendor Open Purchase Orders						
Vendor#		Vendor Name		Ytd P/O\$		
RAS		RADISON SUPPLY		46085.25		
Ln#	P/O#	Ord Date Due Date	Curr	Total Order\$ Open Lines	Total Open\$ DS/ND	Customer#
1	01126259	08/11/97 05/15/97		150.00 1	75.00 ND	NEW YORK
2	01126261	08/15/97 08/15/97		10398.75 6	10398.75 ND	NEW YORK
3	01126265	08/29/97 09/01/97		217.50 1	217.50 ND	NEW YORK
4	01126266	08/29/97 09/01/97		217.50 1	217.50 ND	NEW YORK
5	01126267	08/29/97 09/01/97		38.00 1	4.00 ND	NEW YORK
6	01126274	10/31/97 10/31/97		23381.25 1	23381.25 ND	NEW YORK
Vendor Totals				34403.00	34294.00	

Enter END to exit, NEXT PG or PREV PG :

HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	--------	---------	---------	---------	-------	---------

**VENDOR OPEN PO INQUIRY****OPERATING INSTRUCTIONS****ENTER VENDOR NUMBER, 'F7' FOR LOOKUP OR END**

Enter a valid vendor number. Enter 'F7' to access the lookup or 'END' to return to the inquiry menu. The vendor number will be checked to see that it exists on the system. If the program is unable to verify the vendor number, the system displays:

**NO OPEN PURCHASE ORDERS FOR THIS VENDOR**

You will be prompted for a new vendor number.

If 'END' is entered for vendor number, the system will return to the inquiry selector.

The system will display the first page of purchase orders for the vendors selected.

If there are more than one page of purchase orders, the system will prompt:

**ENTER 'END' TO EXIT, NEXT PG OR PREV PG:**

Entry 'F6' to display the next page. Enter 'F5' to display the previous page. 'Enter 'END' to return to the vendor number prompt.

**DETAIL OPEN PO INQUIRY**

PROGRAM NAME	ELEMENT DET.OPEN.PO.INQ010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	15
FILES ACCESSED	ALPHA.PROD PROD.MAST PROD.DET PO LOOKUP.FILE ORDER ITEM.INQ ITEM.PO

**OVERVIEW**

This inquiry provides current order status for a given purchase order.

### DETAILED OPEN PO INQUIRY

Screen Master for Windows

File Edit Settings File Transfer

---

Detail Open Purchase Orders

P/O#	RADISON SUPPLY	Ship	NEW YORK
		To	ADDRESS-1
Vendor#			ADDRESS-2
RAS	11111		STATEN ISLAND, NY 10314

---

Ord Date	Due Date	PromDate	Requisition#	DropShip	Total Order\$	Total Open\$
08/15/97	08/15/97			ND	10398.75	10398.75
Purch Agent			Ship Inst		Curr	

---

Ln#	Product Number Description	UN	Ordered	Open	Received	InTrans	Cost Due Date
1.	STUSSY STUSSY DIRECTOR CHAIR	EA	5	5			217.50 08/15/97
2.	101 RED PLASTIC DESK	EA	5	5			108.75 08/15/97
3.	102 BLUE PLASTIC DESK	EA	8	8			108.75 08/15/97
4.	104 ULTRA RED PLASTIC DESK	EA	15	15			219.75 08/15/97

Enter END to exit, PREU PG or NEXT PG : █

HELP
END
INSEPT
LDELETE
PREV PG
NEXT PG
INQUIRY
ABORT
Br  
k

**DETAIL OPEN PO INQUIRY****OPERATING INSTRUCTIONS****P/O#**

Enter a specific purchase order number.

**ENTER 'END' TO EXIT, NEXT PG OR PREV PG:**

Entry 'F6' to display the next page. Enter 'F5' to display the previous page. 'Enter 'END' to return to the vendor number prompt.



**OPEN PO BY ITEM INQUIRY**

PROGRAM NAME	ELEMENT ITEM.PO010
SELECTION	MENU-1,1 MENU-7,7 MENU-18
SELECTION NUMBER	16
FILES ACCESSED	ALPHA.PROD PROD.MAST PROD.DET ITEM.PO PO

**OVERVIEW**

This inquiry displays all open purchase orders by product.

### OPEN PO BY ITEM INQUIRY

Screen Master for Windows

File Edit Settings File Transfer

Open Purchase Orders By Item									
Item Number	Description	Um							
ARWKSU-L	STICK UP DEOD LEMON	DZ							
On Hand	Backord	In Pick	In Use	Avail	On P/O	In Trans	In Work	Future	
425		15		410	250				
Ln#	P/O# Ln#	Vendor Customer	Ord Date Due Date	Ordered Unit Cost	Received	Intransit	Open	DS	
1	01000003 003	A4000	06/16/97 07/05/97	500 9.08	250		250	NE	
2									
3									
4									
Total Value			2270.00	500	250		250		

Enter END to exit, NEXT PG or PREU PG : █

HELP	END	INSEPT	LDELETE	PREV PG	NEXT PG	INQUIRY	AEORT		Br k

**OPEN PO BY ITEM****OPERATING INSTRUCTIONS**

The system will prompt for, verify and display the purchase orders that contain the item number entered.

**ENTER ITEM NUMBER, 'F7' FOR LOOKUP OR 'END'.**

Enter a valid item number. Enter 'F7' to access the lookup routine or 'END' to return to the inquiry menu. The item number will be checked to see that it exists on the system. If unable to verify the item number, the system displays:

**'PRODUCT NOT ON ALPHA.PROD FILE**

You will be prompted for a new item number.

Enter of 'END' in place of item number causes the system to return to the inquiry selector.

After all purchase orders for that item have been displayed, the system will display:

**ENTER 'END' TO EXIT, NEXT PG OR PREV PG:**

Enter 'F6' or 'RETURN' to page forward. An entry of 'F5' will bring you back to the previous page. 'END' will return to the PO number prompt.

**VENDOR/ITEM PURCHASE INQUIRY**

PROK NAME	INV.PROK VEND.PURCH
SELECTION	MENU-7
SELECTION NUMBER	8
FILES ACCESSED	ALPHA.PROD PROD.MAST

**OVERVIEW**

This inquiry indicates from whom and at what cost the product was purchased. The last cost and date of the last purchase for each vendor will also be displayed. The report can be printed to the screen or to the printer.

The operator will be prompted:

**VENDOR PURCHASE ANALYSIS  
INPUT PRODUCT NUMBER OR 'END':**

A valid product number should be entered. All products with that Alpha.Prod number will be selected. The operator will then be prompted:

**SCREEN OR PRINTER (NL/P)**

A response of 'RETURN' will display the information to the CRT. A response of 'P' will generate the report to the printer.

### VENDOR/ITEM PURCHASE INQUIRY

**Screen Master for Windows** \_ □ ×

File Edit Settings File Transfer

PAGE 1 \*\*\*\*\* PURCHASES BY VENDOR \*\*\*\*\* 02:46:19pm  
 29 Dec 1997

PRODUCT/DESCRIPTION.....	VEND NO	DT LAST.	LAST PURCHASE	LAST COST..	LAST .. PO#...	YTD QTY.	YTD .. PURCH\$
STUSSY	RAS	12/03/97	0.5500	01126280	13	1588	
STUSSY DIRECTOR CHAIR	A1200	11/03/97	0.8000	01126276	0	0	
	A1400	10/30/97	0.0000	0	0	0	
					13	1588	

1 records listed.

HIT NL TO CONTINUE:█

OF	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	Br
HELP	END	INSERT	DELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

**VENDOR/ITEM PURCHASE INQUIRY****OPERATING INSTRUCTIONS****VENDOR PURCHASE ANALYSIS  
INPUT PRODUCT NUMBER OR 'END':**

Enter a specific product number or 'END' to the menu.

**SCREEN OR PRINTER? (NL/P):**

Enter 'RETURN' for inquiry to display on the CRT or 'P' to print to the printer.

**PURCHASE ORDER PRINT**

PROK NAME	PROK PPO.PRT
PROGRAM NAME	DOCUMENT.PRINT PO.PRT.010
SELECTION	MENU-7
SELECTION NUMBER	9
FILES ACCESSED	PO
	PO.PRINT.XREF
	CUST.MAST
	VEND.MAST
	FAX.TRANS
	PROD.MAST
	PROD.DET
	SHIP.METHOD
	WAREHOUSE
	TERMS
	ITEM.COST
	COMPANY
	PARAMETER

**OVERVIEW**

This routine prints all purchase orders that have not been printed. After they have been printed they can only be reprinted by specific numbers.

**OPERATING INSTRUCTIONS****PURCHASE ORDER PRINT PROGRAM  
<HIT RETURN> TO CONTINUE OR <END>:**

A response of 'RETURN' will prompt:

**ENTER FACILITY OR <END>:**

Enter warehouse number. A response of 'RETURN' will print documents for all purchase orders that have not yet been printed. The documents will be generated to a hold file. A response of 'END' will return you to the purchase order selector.

After the documents are in the hold file, the operator will be prompted:

**DID ORDERS PRINT O.K. (N/<NL>):**

**PURCHASE ORDER PRINT****OPERATING INSTRUCTIONS (Continued)**

A response of 'RETURN' will delete the list and remind the operator to use SP-ALIGN to print the purchase orders. A response of 'N' will return you to the beginning of the purchase order print program to allow you to reprint the purchase orders.



## PURCHASE ORDER PRINT

**PURCHASE ORDER REPRINT**

PROK NAME	PROK PPO.REPRINT
PROGRAM NAME	DOCUMENT.PRINT PO.PRT.010
SELECTION	MENU-7
SELECTION NUMBER	10
FILES ACCESSED	PO
	PO.PRINT.XREF    CUST.MAST
	VEND.MAST        FAX.TRANS
	PROD.MAST
	PROD.DET
	SHIP.METHOD
	WAREHOUSE
	TERMS
	ITEM.COST
	COMPANY
	PARAMETER

**OVERVIEW**

This routine will reprint specific purchase orders. You will be using the edit mode to run this program and must enter 'I' to insert.

**OPERATING INSTRUCTIONS**

**PURCHASE ORDER REPRINT PROGRAM MOUNT FORMS AND HIT <NL>  
OR 'END':**

A response of 'RETURN' will allow entry of the purchase order numbers. A response of 'END' will return you to the purchase order selector.

**REMEMBER YOU ARE NOW IN EDIT MODE  
ENTER 'I' TO INSERT**

<b>New item</b>	<b>This will be displayed</b>
<b>Top</b>	
.	<b>Enter 'I' and RETURN</b>
<b>001+</b>	<b>Will be displayed</b>

**PURCHASE ORDER REPRINT****OPERATING INSTRUCTIONS (Continued)**

The operator will then enter purchase order number (all 8 digits) 'RETURN', purchase order number 'RETURN' until all purchase orders to be printed are entered, then enter 'RETURN'.

Type in 'FI' to file the list and run program.

The purchase orders will be generated to a hold file, and the operator will be reminded: Remember to use SP-ALIGN to print purchase orders.

## **PURCHASE ORDER REPRINT**

## PURCHASE ORDER REPRINT BY RANGE OF NUMBERS

PROK NAME	PROK PPO.REPRINT10
PROGRAM NAME	DOCUMENT.PRINT PO.PRT.010
	MDS.BP.WHSE.SETPTR-PO
SELECTION	MENU-7
SELECTION NUMBER	11
FILES ACCESSED	PO
	PO.PRINT.XREF
	VEND.MAST
	PROD.MAST
	PROD.DET
	SHIP.METHOD
	WAREHOUSE
	TERMS
	COMPANY
	PARAMETER
	FAX.TRANS

### OVERVIEW

This routine will print specific purchase orders by range.

### OPERATING INSTRUCTIONS

#### **PURCHASE ORDER REPRINT PROGRAM <HIT RETURN> TO CONTINUE OR <END>:**

A response of 'RETURN' will prompt:

#### **ENTER FACILITY OR <END>:**

Enter warehouse number or 'END' to return to the purchase order selector.

<b>ENTER BEGINNING PO NUMBER</b>	<b>NNNNNNNN</b>
<b>ENTER ENDING PO NUMBER</b>	<b>NNNNNNNN</b>

The documents will be generated to a hold file. A response of 'END' will return you to the purchase order selector.

## **PURCHASE ORDER REPRINT BY RANGE OF NUMBERS**

**PURCHASE ORDER REPRINT - FAX TRANSMISSION**

PROK NAME	PPO.REPRINT.FAX010
PROGRAM NAME	ELEMENT10 ENTER.PO.LIST010
	DOCUMENT.PRINT.PO.PRT010
SELECTION	MENU-7
SELECTION NUMBER	12
FILES ACCESSED	PO
	PO.PRINT.XREF
	FAX.TRANS
	VEND.MAST
	PROD.MAST
	PROD.DET
	SHIP.METHOD
	WAREHOUSE
	TERMS
	ITEM.COST
	COMPANY
	PARAMETER

**OVERVIEW**

This routine will fax specific purchase orders to specific vendors.

**OPERATING INSTRUCTIONS**

**PURCHASE ORDER REPRINT  
HIT <NL> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the selector.

**ENTER SPECIFIC PO'S TYPE 'END' WHEN DONE.**

Enter purchase order numbers to fax, or "END" to end.

**PURCHASE ORDER REPRINT - FAX TRANSMISSION**



**PURCHASE ORDER FAX CONFIRMATION**

PROK NAME	PO.FAX.CONFIRM010
PROGRAM NAME	DOCUMENT.PRINT PO.FAX.CONFIRM010
SELECTION	MENU-7
SELECTION NUMBER	13
FILES ACCESSED	PO
	PO.PRINT.XREF    PO FAXMAIL
	FAX.TRANS        FAX.TRANS
	VEND.MAST
	PROD.MAST
	PROD.DET
	SHIP.METHOD
	WAREHOUSE
	TERMS
	ITEM.COST
	COMPANY
	PARAMETER

**OVERVIEW**

This routine will print either a purchase order fax confirmation or a purchase order fax transmission error report.

## PURCHASE ORDER FAX CONFIRMATION

PURCHASE ORDER FAX TRANSMISSION CONFIRMATION REPORT

RUN 27 OCT 1997 TIME 02:52:48pm PAGE 1

PO NUMBER	TIME SENT	DATE SENT	STATUS	FAX PHONE
01126280	01:49:19pm	10/27/97	OK	

1 records listed.

## PURCHASE ORDER FAX CONFIRMATION

PURCHASE ORDER FAX TRANSMISSION ERROR REPORT

RUN 27 OCT 1997

TIME 02:52:48pm

PAGE 1

PO NUMBER	TIME SENT	DATE SENT	STATUS	MESSAGE	FAX PHONE
01125002	01:52:19pm	10/17/97	ERROR	PO 01125002 DOES NOT HAVE A VALID FAX NU MBER	

1 records listed.

**PURCHASE ORDER RECEIVING FORM**

PROK NAME	INV.PROK PPO.RECV.FORM
PROGRAM NAME	REPORTS PO.RECV.FORM
SELECTION	MENU-7
SELECTION NUMBER	14
FILES ACCESSED	PO
	PARAMETER
	PROD.MAST
	PROD.DET

**OVERVIEW**

Selection of this entry will print a receiving form sorted by required date and then by vendor. One form will be printed for each purchase order showing open lines only.

**OPERATING INSTRUCTIONS****PURCHASE ORDER RECEIVING FORM  
HIT <NL> TO CONTINUE OR 'END'?**

A response of 'RETURN' will then proceed to the specific numbers or all. A response of 'END' will return you to the purchase order selector.

The operator will then be prompted:

**REMEMBER YOU ARE IN EDIT MODE  
ENTER 'I' TO INSERT SPECIFIC PO'S  
ENTER 'EX' TO PRINT ALL OPEN PO'S.**

A response of 'EX' and 'RETURN' will print a receiving form for all the open purchase orders. A response of 'I' and 'RETURN' will allow you to enter specific purchase order numbers for the receiving form print. The format is as follows:

Enter 'I' and 'RETURN'. Enter the first purchase order number (8 digits) and RETURN. After you have entered all the purchase order numbers, hit return twice and enter 'FI'. This will use the list of purchase orders to generate the receiving forms.

**PURCHASE ORDER RECEIVING FORM**

PURCHASE ORDER NUMBER: 01125005

LN#	ITEM NUMBER	DESCRIPTION	P/O UM	QTY OPEN	WHSE LOC	-----QTY PURCHASING	RECEIVED----- STOCKING
1	ARWKSU-L	STICK UP DEOD LEMON	EA	12	A1	EA_____ /	EA_____
2	ARWKSU-HD	HVY DUTY STICK UP	EA	15	A3	EA_____ /	EA_____
3	ARWKSU-S	STICK UP DEOD SPRING	EA	25	A7	EA_____ /	EA_____

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

CHECKED BY \_\_\_\_\_

**PURCHASE ORDERS NOT YET PRINTED REPORT**

PROK NAME	INV.PROK PO.NON.PRT.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 1
FILES ACCESSED	PO
	PO.PRINT.XREF

**OVERVIEW**

Selection of this entry will produce a report of all un-printed purchase order's sorted by order department, by buyer, and then by purchase order number and generating totals by buyer, order department, and grand totals. This report also pages on buyer and order department.

**OPERATING INSTRUCTIONS****PURCHASE ORDERS NOT YET PRINTED REPORT  
HIT <NL> TO CONTINUE OR 'END' TO END**

A response of 'RETURN' will generate the report. A response of 'END' will return you to the purchase order selector.

### PURCHASE ORDERS NOT YET PRINTED REPORT

ORD.DEPT	BUYER	KEY	VEND#	VEND.NAME	A.CUST.NO	CUST.NAME	ORD.DATE	PO.VALUE	CUR
TBN		01125002	RAS	RADISON SUPPLY	IDEAL	IDEAL DISTRIBUTION	10/15/97	1250.00	US
GMS		01128945	A100	A&G WHOLESALE	ISOP45	ISOLTEC CO.	09/30/97	3200.00	US
KPL		01232695	452A	CODEL SUPPLY	AJAX	AJAX CORP.	09/30/97	2500.00	US
****								6950.00	

**PURCHASE ORDERS WITH NO PROMISE DATE**

PROK NAME	INV.PROK PO.NON.ACK.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 2
FILES ACCESSED	PO

**OVERVIEW**

Selection of this entry will produce a report sorted by order department, by buyer, by vendor, and by purchase order number. This report will only list purchase order's with no promise date or with the current date 30 or more days greater than the promise date. Totals will be generated by vendor, buyer, order department, and grand totals.

**OPERATING INSTRUCTIONS****PURCHASE ORDER WITH NO PROMISE DATE REPORT  
HIT <NL> TO CONTINUE OR 'END' TO END**

A response of 'RETURN' will generate the report. A response of 'END' will return you to the purchase order selector.



**PURCHASE ORDERS WITH NO PROMISE DATE**

15 Oct 1997

PURCHASE ORDERS WITH NO ACKNOWLEDGEMENT

PAGE: 1

ORD.DEPT BUYER	VEND#	KEY	VEND#	VEND.NAME	ORD.DATE	PO.VALUE	CURR
T. NEWSOME	A4000	01122458	A4000	AIRWICK MFG CO	10/01/97	2650.00	US
	A4000	01132547	A4000	AIRWICK MFG CO	10/15/97	1562.32	US
		*****				4212.32	
		*****				4212.32	
R. JOHNSON	RAS	01215471	RAS	RADISON SUPPLY	09/15/97	5236.21	
	RAS	01452123	RAS	RADISON SUPPLY	09/30/97	3216.98	
		*****				8453.19	
		*****				8453.19	

**OPEN PURCHASE ORDER REPORT BY VENDOR**

PROK NAME	INV.PROK POPEN.PO.VEND
PROGRAM NAME	REPORTS OPEN.PO.VEND
SELECTION	MENU-7
SELECTION NUMBER	15, 3
FILES ACCESSED	PO
	VEND.MAST
	PROD.MAST
	PARAMETER

**OVERVIEW**

Selection of this entry will produce a report sorted by vendor, by purchase order, and then by product number. This report will only show lines with open quantities. Totals will be generated by purchase order, by vendor and grand totals.

**OPERATING INSTRUCTIONS****OPEN PURCHASE ORDERS BY VENDOR  
HIT <NL> TO CONTINUE OR 'END':**

A response of 'RETURN' will print the report. A response of 'END' will return you to the purchase order selector.



**OPEN PURCHASE ORDER COMMITMENT REPORT BY PRODUCT**

PROK NAME	INV.PROK POPEN.PO.ITEM
PROGRAM NAME	REPORTS OPEN.PO.ITEM
SELECTION	MENU-7
SELECTION NUMBER	15, 4
FILES ACCESSED	PO
	PROD.MAST
	VEND.MAST
	PARAMETER

**OVERVIEW**

Selection of this entry will produce a report sorted by product, by purchase order. This report will only show lines with open quantities. Totals will be generated by product and grand totals.

**OPERATING INSTRUCTIONS****OPEN PURCHASE ORDERS BY ITEM  
HIT <NL> TO CONTINUE OR 'END':**

A response of 'RETURN' will generate the report. A response of 'END' will return you to the purchase order selector.

## OPEN PURCHASE ORDERS BY ITEM

PAGE: 01

OPEN PURCHASE ORDERS BY ITEM

DATE: 10/12/97

PROD#	PROD DESC.	UM	VEND#	VENDOR NAME	PO#	LN#	REQ DT	ORD QTY	EXT COST	QTY REC	OPEN QTY	O P E N VAL
101		EA	RAS	RADISON SUPPLY	011221352	001	10/01/97	1	200.00	0	1	200.00
	RED PLASTIC DESK											
101		EA	A100	A&G WHOLESALE	01125456	002	10/17/97	4	800.00	2	2	400.00
	RED PLASTIC DESK											
101		EA	RAS	RADISON SUPPLY	01152364	001	10/01/97	5	1000.00	1	4	800.00
	RED PLASTIC DESK							--	-----	--	--	-----
TOTAL FOR PRODUCT# 101							10	2000.00	3	7	1400.00	

**PURCHASE ORDER REPORT BY DUE DATE BY PRODUCT**

PROK NAME	INV.PROK PPO.COMMITMENT.RPT
PROGRAM NAME	REPORTS PO.COMMITMENT.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 5
FILES ACCESSED	PO
	VEND.MAST
	PROD.MAST
	PARAMETER

**OVERVIEW**

This entry is used for cash forecasting. You will be prompted for the entry of a cutoff date for purchase orders. 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****PURCHASE ORDER COMMITMENT REPORT BY MONTH  
HIT <NL> TO CONTINUE OR 'END':**

A response of 'RETURN' will prompt for the cutoff date. A response of 'END' will return to the purchase order selector.

**ENTER CUTOFF DATE FOR PURCHASE ORDERS (MM/DD/YY).**

The cutoff date should be entered as Month/Date/Year and should be a valid date.

## PURCHASE ORDER COMMITMENT REPORT

PAGE: 01

PURCHASE ORDER DOLLAR REPORT

CUTOFF DATE 10/31/97

VEND#	NAME	ORDER#	CURR	LN#	PRODUCT	UM	DESC	DUE DATE	ORD QTY	OP QTY	OPVAL
BEIE	BEIERSDORF MED	011214578	US	1	AQUAPHOR	EA		03/29/97	60	60	67.20
							FAST HEAL OINTMENT				
BEIE	BEIERSDORF MED	013215920	US	3	AQUA P2	EA		03/29/97	24	24	40.56
							MOISTURIZING CREAM				
BEIE	BEIERSDORF MED	011120001	US	3	SWISS	EA		03/29/97	500	500	2500.00
							ALPINE LACE LOW FAT				
BEIE	BEIERSDORF MED	014521110	US	2	NS-RIBS	EA		03/29/97	20	20	750.00
							BABY BACK RIBS				
							TOTAL PRIOR		---	---	-----
									604	604	3276.64
									---	---	-----
							TOTAL 03/97		604	604	3276.64
									---	---	-----
							DAY TOTAL		12	10	2000.00

**PURCHASE ORDER COMMITMENT DOLLAR REPORT BY DUE DATE**

PROK NAME	INV.PROK PPO.COMMIT.DOL.RPT
PROGRAM NAME	REPORTS PO.COMMIT.DOL.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 6
FILES ACCESSED	PO
	VEND.MAST
	PROD.MAST
	PARAMETER

**OVERVIEW**

Selection of this entry will prompt for the entry of a cutoff date for purchase orders. 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 days and months, based on the entered cutoff date.

If foreign currency conversion is used, the dollar amounts printed are reflected in US dollars.

**OPERATING INSTRUCTIONS****PURCHASE ORDER COMMITMENT DOLLAR REPORT BY MONTH  
HIT <NL> TO CONTINUE OR 'END':**

A response of 'RETURN' will prompt for the cutoff date. A response of 'END' will return to the purchase order selector.

**ENTER CUTOFF DATE FOR PURCHASE ORDERS (MM/DD/YY).**

The cutoff date should be entered as Month/Date/Year and should be a valid date.



**PURCHASE ORDER COMMITMENT DOLLAR REPORT BY DUE DATE**

PURCHASE ORDER DOLLAR COMMITMENT REPORT

CUTOFF DATE 10/31/97

PAGE: 01

VEND#	NAME	ORDER#	CURR	LN#	PRODUCT	UM	DESC	DUE DATE	ORD QTY	OP QTY	OPVAL
RAS	RADISON SUPPLY	01123415	US	1	STUSSY	EA	STUSSY CHAIR	10/15/97	1	1	200.00
RAS	RADISON SUPPLY	01458321	US	5	101	EA	RED DESK	10/15/97	3	2	400.00
RAS	RADISON SUPPLY	01269451	US	3	102	EA	BLUE DESK	10/01/97	3	3	600.00
RAS	RADISON SUPPLY	01147523	US	2	103	EA	GREEN DESK	10/30/97	5	4	800.00
									--	--	-----
							DAY TOTAL		12	10	2000.00
									--	--	-----
							TOTAL FOR MONTH OF OCT		12	10	2000.00
A1000	A&G WHOLESALE	01136952	US	1	101	EA	RED DESK	11/01/97	5	5	1000.00
A1000	A&G WHOLESALE	01114500	US	3	45-8P	EA	NYLON RIBBON	11/13/97	4	4	20.00
RAS	RADISON SUPPLY	01314300	US	5	ARWK1	CS	AIR FRESHNER	11/15/97	5	5	135.00
AD89	ADELSON SUPPLY	01314352	US	2	TRI-0	CS	8X10 FRAME	11/21/97	2	1	25.00
									--	--	-----
							DAY TOTAL		16	15	1380.00
									--	--	-----
							TOTAL FOR MONTH OF NOV		16	15	1380.00

**OVERDUE PURCHASE ORDER REPORT**

PROK NAME	INV.PROK POVERDUE.PO.RPT
PROGRAM NAME	REPORTS OVERDUE.PO.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 7
FILES ACCESSED	PO
	VEND.MAST
	PROD.MAST
	PARAMETER

**OVERVIEW**

Selection of this entry will prompt for the entry of a cutoff date for overdue purchase orders. The report will be sorted by vendor and by required date. Only purchase order's with open quantities with a required date less than the entered date will print. Totals will be generated by vendor and grand totals.

**OPERATING INSTRUCTIONS****OVERDUE PURCHASE ORDER REPORT  
HIT <NL> TO CONTINUE OR 'END':**

A response of 'RETURN' will prompt for the required date. A response of 'END' will return to the purchase order selector.

**ENTER CUTOFF DATE FOR PURCHASE ORDERS (MM/DD/YY).**

The cutoff date should be entered as Month/Date/Year and should be a valid date.

## OVERDUE PURCHASE ORDER REPORT

PAGE: 01

OVERDUE PURCHASE ORDER REPORT

DATE: 10/30/97

VENDOR RAS RADISON SUPPLY COMPANY

ORDER#	CURR	LN#	DUE DATE	PRODUCT	UM	DESCRIPTION	ORD QTY	REC QTY	OPEN QTY	OPEN VALUE
01000011	US	1	10/31/97	STUSSY	EA	STUSSY DIRECTOR CH	2	0	1	200.00
01000045	US	5	10/30/97	101	EA	RED PLASTIC DESK	3	0	3	450.00
01000049	US	2	10/15/97	102	EA	BLUE PLASTIC DESK	5	1	4	600.00
01121352	US	1	10/01/97	ARWK1	CS	AIR FRESHNER	2	0	2	150.00
01100001	US	3	10/15/97	TB001	CS	8X10 PEWTER FRAME	2	0	2	450.00
							--	--	--	-----
							14	1	12	1850.00

VENDOR A1000 A&G WHOLESALEERS

ORDER#	CURR	LN#	DUE DATE	PRODUCT	UM	DESCRIPTION	ORD QTY	REC QTY	OPEN QTY	OPEN VALUE
011214321	US	1	09/15/97	10-98M	EA	AIRFRESH STICKUMS	15	2	13	250.00
014523620	US	7	09/30/97	101	EA	RED PLASTIC DESK	5	1	0	1000.00
							--	---	---	-----
							20	3	13	1250.00

GRAND TOTALS FOR ALL VENDORS

ORDER QTY 34

REC QTY 4

OPEN QTY 25

EXT COST 3100.00

**PURCHASE ORDER EXCEPTION REPORT**

PROK NAME	INV.PROK PO.EXCEPT.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 8
FILES ACCESSED	PO

**OVERVIEW**

Selection of this entry will produce a report listing all PO's that have met one of the following conditions:

1. Purchase order was vouchered for more than received value.
2. Purchase order is complete and has been vouchered for less than received value.

These items should either be vouchered for the remainder or closed out through purchase order entry if the received amount and vouchered amounts will never be the same.

**OPERATING INSTRUCTIONS****PURCHASE ORDER EXCEPTION REPORT****HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:**

A response of 'RETURN' will produce the purchase order exception report. A response of 'END' will return to the purchase order selector.

## PURCHASE ORDER EXCEPTION REPORT

TIME/DATE 09:38:42

17 Oct 1997

P/O EXCEPTION REPORT

PAGE: 1

VEND#	VEND NAME	CO#	PO#	CURR.CODE	PO.VALUE	REC VALUE	INV.VALUE	INV.REC	VOUCH#	INV.DT	INV.AMT
17000	OLYMPIC SKIWEAR	01	01212102	US	55680.00	2138.69	1760.00		01500012	05/15/97	2138.69
***					55680.00	0.00	2138.69				2138.69
					55680.00	0.00	2138.69				2138.69
RAS	RADISON SUPPLY	01	01000003	US	45231.00		5321.14	2410	01000187	06/30/97	5321.14
***					45231.00	0.00	5321.14				5321.14
					45231.00	0.00	5321.14				5321.14

**PURCHASE ORDER CLOSE OUT AND CANCELED REPORT**

PROK NAME	INV.PROK PO.CLOS.CAN.RPT
PROGRAM NAME	MDS.BP UPD.FLAG
SELECTION	MENU-7
SELECTION NUMBER	15, 9
FILES ACCESSED	PO

**OVERVIEW**

Selection of this entry will produce a report listing all purchase orders that are already to be purged. This will include the following purchase orders:

1. Purchase orders that have been received and invoiced complete.
2. Purchase orders that have been closed through purchase order entry.
3. Purchase orders that have been canceled.

**OPERATING INSTRUCTIONS****P/O CLOSE OUT AND CANCEL REPORT****HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:**

A response of 'RETURN' will generate the report. A response of 'END' will return to the purchase order selector.

After the report is printed, you will be prompted:

**DO YOU WANT TO UPDATE REPORTS? (Y/N)**

A response of 'Y\*\*\*' will flag the items on the report for deletion.

A response of 'N' will return to the purchase order selector.

**P/O CLOSE OUT & CANCELED REPORT**

TIME/DATE 10:35:45

17 Oct 1997

P/O CLOSE OUT & CANCELED REPORT

PAGE:01

VEND#	VEND.NAME	CO#	PO#	CURR.CODE	PO.VALUE	RECD.VALUE	INV.RECD	VOUCH#	INV.DT	INV.AMT
A1000	A&G WHOLESALE	01	01122031	US	2500.00	0.00	0	0100003	10/15/97	1635.00
***					2500.00	0.00				1635.00
					2500.00	0.00				1635.00
RAS	RADISON SUPPLY	01	01131001	US	7850.32	800.00	750	0100002	10/30/97	800.32
***					7850.32	800.00				800.32
					7850.32	800.00				800.32

**OPEN RECEIVERS REPORT**

PROK NAME	AP.P OPEN.RCVR.RPT
SELECTION	MENU-7
SELECTION NUMBER	15, 10
FILES ACCESSED	INV.RCPT

**OVERVIEW**

This report lists all open receiver with the value of the received merchandise as well as the vouchered amounts.

**OPERATING INSTRUCTIONS**

**OPEN RECEIVER REPORT**  
**HIT RETURN TO CONTINUE OR END**

Hit 'RETURN' to continue with the report or 'END' to return to the menu.



# OPEN RECEIVER REPORT

OPEN RECEIVER REPORT  
FOR COMPANY 01

RUN: 09:39:23  
PAGE: 01

17 Oct 1997

09:39:23 17 Oct 1997

RCVR NO	TOT RCVD COST	VOUCH#		INV .DATE	INV .AMT	VOUCH .OPEN
000002	17800.00		0	0100021	10/15/97	17800.00
000005	10600.00		14	0100052	10/30/97	8020.00
000013	59805.00		0	0100123	11/01/97	59805.00
000949	250.00	0100017	1	0101210	11/03/97	200.00

**PURCHASE ORDER PURGE**

PROK NAME	INV.PROK PO.DELETE
PROGRAM NAME	MDS.BP DEL.PO
SELECTION	MENU-7
SELECTION NUMBER	15, 11
FILES ACCESSED	PO
	PARAMETER

**OVERVIEW**

This procedure will delete all purchase orders that have been flagged for deletion and printed on the purchase order close and cancel report.

**OPERATING INSTRUCTIONS**

**PURCHASE ORDER PURGE PROGRAM  
RECORDS THAT HAVE BEEN FLAGGED FOR DELETION AND PRINTED  
HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:**

A response of 'RETURN' will begin the purchase order purge. A response of 'END' will return to the purchase order selector menu.

No reports are generated during this purge.

## PURCHASE ORDER FILE DESCRIPTIONS

### **ALPHA.CUST**

Contains the alphanumeric customer 'NUMBER' which is used as the primary access method to obtain the Customer Master and Detail records. All customer numbers sharing the same acronym are stored in value marked attribute 1. The various input programs access these values sequentially until the correct customer is located.

### **ALPHA.PROD**

Contains the alphanumeric product 'NUMBER' which is used as the primary access method to obtain the Product Master and Detail records. The input alpha product number may be any of the following:

- P - Regular product number
- C - Customer product number
- M - Manufacturers product number
- S - Superseded product number

In addition, the new product number used in the case of a superseded product is stored in this file.

If the product is temporary, it is noted so that it can be deleted at end of month.

### **COMPANY**

This file holds pertinent information for each company as defined by the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports. In addition the prompt mask and next internal number to be used for the product and customer files are stored in this record.

### **CONTROL**

This file contains the specific elements selected for this customer. It is an internal program control file and should not be changed by the customer without prior consent of THE SYSTEMS HOUSE.

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MASTER DISTRIBUTION DOCUMENTATION**

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**THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION**

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