Purchase Order

Passport Business Solutions ™

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If you have any comments about this guide, please send your feedback to:

psi@pass-port.com

Passport Software, Inc.
181 Waukegan Road, Suite 200
Northfield, Illinois 60093
(847) 729-7900 or (800) 969-7900
www.pass-port.com

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Table of Contents

Understanding Purchase Order

This chapter contains the following topics:

PURCHASE ORDER PRODUCT DESCRIPTION

Passport Business Solutions Purchase Order includes those features most asked for by users whose experiences since 1980 have helped refine it to its current level.

PBS Purchase Order Features

- Prints a Purchasing Advice Report and Purchasing Worksheet to help you identify what should be purchased.
- Allows entering, editing, printing, and posting new purchase orders.
- Allows numeric or alphanumeric purchase order numbers up to 15 characters in length.
- Allows entering, editing, printing, and posting changes to posted purchase orders.
- Prints an Expedite Shipment Report.
- Prints a Follow-Up Past Due Shipments Report.
- Allows entering, editing, and posting receivings.
- Informs you of incomplete shipments, both on the screen and on reports.
- Prints a Receipts in Excess of Quantity Ordered Report.
- Forms may be printed to a PDF file and can be emailed to the vendor.
- Handles multiple drop purchase orders if you receive goods at more than one location.
- Handles blanket purchase orders and releases from them.
- Allows up to 999 lines per purchase order
- Allows up to 200 characters of description for any line item.
- Allows up to 99 notes per purchase order line.
- Handles order quantities up to 10,000,000 or down to 0.00001.
- Allows different units to be used for stocking, ordering, and receiving.
- For any line item, allows up to four separate deliveries to the same or different locations.
- Allows for receiving of goods on a line-by-line basis or for the entire purchase order at once.
- Allows for receivings of goods not previously entered on a purchase order
- Keeps track of prices that were unknown at the time goods were received.
- Works with the Passport Business Solutions Accounts Payable and, optionally, with Passport Inventory Control and Job Cost.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Includes password protection.
- Includes on-line Help, available to you at any time by pressing a single key.
- Supports multiple companies.

- Supports multi-user computer systems.
- Supports thin client.
- Supports SQL

Purchase Order Reports

The Purchase Order module prints more than 30 different reports. Examples of reports are included in Appendix A. These example reports (as well as the examples in the text) are based on the Inventory Control module being interfaced with P/O.

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

Open Purchase Order Report

Shows all purchase orders that are open (purchase orders for which receipt of goods is still expected).

Cash Disbursements Projection Report

Shows approximately the cash you will need to disburse over the near to medium-range future. You can look at your cash needs for up to seven consecutive periods. This report includes open purchase orders, goods received but not yet invoiced, and goods received and invoiced (in the Accounts Payable module), but not yet paid for.

Uninvoiced Receivings Report

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

Purchase Order Distribution Report

Breaks down your purchases by G/L account number and/or job number. This is particularly valuable if you are using Passport Job Cost. It shows exactly what purchase orders are pending on any job.

Vendor Item List

Shows all vendors for any selection of items, or all items sold by any particular vendor.

Purchase Order Purge Report

It is up to you how long you want to keep closed purchase orders. You make the decision to purge them. When you do purge a purchase order, you can print this report, which shows the final state of the purchase order and all of its receivings at the time it is purged.

Interface to Other PBS Modules

P/O with Accounts Payable

P/O works with Passport Accounts Payable, which is required to run this module. P/O uses Vendor s from Accounts Payable (A/P). A/P verifies the purchase order numbers and receiver numbers that you enter for the vendor's invoice in the A/P Payable (Enter) function. If you choose to do so, the

distributions entered for the purchase order lines in P/O are transferred to the A/P payable transaction entered for the vendor's invoice.

PBS Inventory Control Interface

If P/O is interfaced to Inventory Control, the P/O module uses information from I/C Items and Warehouses. P/O Purchasing Addresses and I/C Warehouses are actually the same set of data.

P/O also updates inventory information in Inventory Control (I/C). When a purchase order is posted to permanent Purchase Orders, the quantity on order for each inventory item ordered is updated in I/C. When receivings are posted in P/O, inventory transactions for the receivings are automatically created in I/C Inventory Transactions.

PBS Job Cost Interface

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

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

Other Modules

Purchase Order does not interface with the Manufacturing Inventory Management module. Use the Product Purchasing module to interface with Inventory Management.

Purchase Order does not interface directly with General Ledger. Distribution information that starts in Purchase Order goes through Accounts Payable, Inventory Control (if used) and Job Cost (if used) before it ends up in General Ledger.

PBS Shared Features

Some of the features P/O has in common with other Passport Business Solutions modules are:

Password Protection

A password is a unique code you assign to each individual using your Passport software. Each potential user must first enter a valid password before he or she will be allowed to use a protected function.

File Recovery Procedure

This function provides the capacity to recover corrupted data files. You can also use it to convert important data files to a format which can be easily interfaced to common data base and word processing modules. This procedure does not apply for SQL installations.

Printers

You can easily select any one of the most popular printers.

PURCHASE ORDER CONCEPTS

This section defines key words and concepts used in this documentation.

Key words and concepts

Major concepts in Purchase Order are identified in alphabetical sequence below.

Accounting

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

Blanket Purchase Order

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

A company issues a blanket purchase order for one or more reasons:

- One reason is to take advantage of a lower price by ordering a larger quantity, even though the deliveries are spread over time. The vendor gives the lower price because he knows you have committed to a large volume.
- Another reason is that you sell or use this item at a certain rate per month and don't want to keep more than one month’s supply in your warehouse; so you arrange for regular shipments of a fixed or varying amount at regular intervals.
- A third reason is that you want to insure that the item will be available when you need it over the course of the year, so you enter into a long-term contract with the vendor which commits you to buy an overall amount, so that the vendor knows he can produce this amount and you will pay for it.

Company Information

Company information is a collective term for the choices you make about how you will configure Passport Business Solutions to your business applications. These decisions relate to all your PBS modules, and control such matters as the account structure format. They are made when the system is installed and seldom changed thereafter.

Confirming Order

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

Confirming Order Status

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

- Yes, this is a confirming order.

- No, this is not a confirming order (it is an original purchase order sent to the vendor).
- For internal use only; this is not to be sent to the vendor.
- Don't print this purchase order.

Control Information

To customize PBS P/O to the P/O needs of your business you must make choices which are collectively called control information. These decisions relate to all applications in the module, such as whether or not you use alphanumeric purchase order numbers. They are made when the system is installed and seldom changed thereafter.

Control Information differs from Company Information. The former controls matters specific to the P/O module. The latter controls matters common to all Passport modules.

Data Organization

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

The following are terms that are associated with the structure of data.

Alphanumeric

Alphanumeric characters are letters of the alphabet, numerals (numbers), special symbols (*, &, $, etc.) or any combination of all three. In contrast, numeric characters (or digits), are only numbers.

Bitmap

A set of bits that represents a graphic image, with each bit or group of bits corresponding to a pixel in the image.

Purchase order forms can be in the Bitmap file format.

BMP

See **Bitmap**.

Character

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

Data file/Table

A data file is a group of one or more related records. A data file is often referred to as a file. When using PBS SQL the same set up data is referred to as a table.

The Vendor file is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one vendor.

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

There are other types of files in addition to data files. Programs are stored on the disk as program files. However, references to files in this user documentation mean data files unless specifically stated otherwise.

Entry

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

Field

A field is one or more characters representing a single piece of data. For example, a name, a date and a dollar amount are all fields. A column is the same as a field in PBS SQL.

Record

A record is a group of one or more related fields. For example, the fields representing a customer's name, address and account balance might be grouped together into a record called the customer record. A record is usually refered to as a row in PBS SQL.

F.O.B.

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

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

Function

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

Each selection on a menu of a Passport module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected. In fact, the term selection is often used interchangeably for function.

Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key <F8>.The Help text gives you a quick reference to the highlights of functions while you are running the application.

Using graphical mode the <Ctrl+F1> keys access help.

Look-ups

Look-ups refer to a list of available entries for a particular field. There are two kinds of lookups: data lookup and date lookup.

Data Lookup

Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note	Depending on where you press <F8>, this function will return a Look-up window or context sensitive Help. If a Look-up window is returned, pressing <F8> a second time will display Help for the field if available.

Integrated

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

Passport Business Solutions accounting software is fully integrated. When P/O is used with other PBS modules, any data recorded in those other modules which P/O should know about is automatically made available to P/O.

Jpeg

Stands for Joint Photographic Experts Group. Jpeg is an image file format that uses a compression technique for color images. Depending on the degree of compression some details in the image are compromised yet even at higher compression settings the image quality is quite good. Purchase order forms can be in the Jpeg file format. The extension for a jpeg file is .jpg.

JPG

See Jpeg.

Multi-Company

Multi-Company refers to the capability to do accounting functions for multiple companies with the same set of software. A PBS administrative user wanting to do accounting functions for more than one company on Passport Business Solutions modules can use the Define multiple companies function.

Multi-drop Order

This is a purchase order that specifies to the vendor that some of the items on the order are to be delivered to one location and other items are to be delivered to another location. There can be several locations at which the goods are dropped off—multiple drops.

PDF

Short for Portable Document Format, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe™ Reader™ or Adobe™ Acrobat™.

Purchase Order reports and forms may be written to the PDF file type. Forms stored as PDF files can be emailed to vendors.

Period

A period is a regular interval of time which you use for evaluating your operation and comparing current information to historical data. At the expiration of a period, standardized reports are usually printed and running totals are reset to zero. This is called closing the period.

You define the length of your periods, which may (but need not) correspond to the accounting periods you use in your General Ledger system. Regardless of your choice, each period remains open until you explicitly close it. For illustrative purposes this documentation assumes that you use monthly periods.

Post

To post means to take transactions from a temporary data location and move them to a permanent location (where other transactions probably already exist). For example, in P/O, receivings are initially entered as a temporary transaction in a file or table. After receivings have been entered and edited, they are posted to the more permanent P/O Receivings.

Often, during transaction posting, information in other data files/tables is also updated. For example, when receivings are posted, the inventory amounts in Inventory Control are also updated.

Purchase Order

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

Purchase Order module

Passport’s Purchase Order (P/O) is a control module, rather than an accounting module. The Purchase Order module is separate from the Product Purchasing module which is used only with the manufacturing modules.

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

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

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

Another example of a control module is a personnel module (sometimes called Human Resources). This would be used to hire, allocate, and fire personnel. It would be related to the Payroll module, but it is obviously not an accounting module. It would help you make operational decisions about employees, rather than accounting or financial decisions.

Purchase Order Distribution Information

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

Purchase Order Header Information

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

A purchase order has only one header, but it can have any number of line items (up to 999 in the PBS Purchase Order module).

Purchase Order Line Item Information

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

Receiver

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

Receiver

The number (usually preprinted) on the receiver.

Receiving

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

Release

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

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

Screen

A screen is the image you see on your computer monitor. Each screen in the system has a standard format, and each is discussed and (with trivial exceptions) illustrated in this documentation.

The two main types of screens are:

Menus

These allow you to choose which application you wish to execute.

Data-entry screens

These allow you to enter new data into the system, or to change existing data. PBS screens are interactive. They respond to each item of data as you enter it, without waiting for you to enter the entire screen. Data entry screens can be used in graphical mode or the classic character mode.

Selection

Selection is the name given to the choice which you make from the options available on a menu. Making this selection will either lead you directly into the desired application, or it will bring up a submenu requiring you to narrow your selection further. In this documentation, all references to selections are spelled exactly as they appear on the screen, but are printed in italics.

Spool

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

Transaction

As used in accounting, a transaction is a business occurrence involving money and goods or services. For example, a transaction occurs each time you gas up your car. You pay money in exchange for goods (gasoline).

In Passport software, transaction is the record of a completed business occurrence involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called Accounts Receivable. The records of purchases and the payments you make for such purchases are transactions from the accounting area called Accounts Payable. The records of quantities of goods ordered are transactions from the area of accounting called Purchase Orders.

Uninvoiced Receivings

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

Vendor

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

Vendor Item Information

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

View

To view information is to examine it on a screen. This is a rapid alternative to obtaining a printed report. View screens are designed to display information more compactly than data-entry screens, but without permitting the information to be modified.

Upgrading From Earlier Versions

The functions and instructions to enable you to upgrade from an earlier version of this same module are described in the Vision Release and Installation Guide and the SQL Release and Installation Guide.

Getting Started

This chapter contains the following topics:

INTRODUCTION

We assume at this point that you have installed the Passport Business Solutions Purchase Order according to the instructions in the *PBS Administration* documentation. If you have not done so, please refer to that User documentation and install Purchase Order.

We also assume that you are familiar with the main features of Purchase Order from reading the Understanding Purchase Order chapter.

Your Accountant

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

Have your accountant contact Passport if they are not familiar with PBS: 847-729-7900. We would like to work with your accountant to get person familiar with the G/L reporting and other functions.

Purchase Order Integration

PBS Purchase Order and Accounts Payable

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

PBS Purchase Order and Inventory Control

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

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

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

PBS Purchase Order and Job Cost

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

Purchase Order and Order Entry

See the Printing Purchasing Advice Reports section of the *Prepurchase Processing* chapter for an explanation of the O/E integration.

PURCHASE ORDER DATA

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

Company information

This is used to record information about your company, such as your company name, address, etc.

P/O Control information

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

This setup also handles the proper sequencing of your purchase order numbers and receiver numbers.

Deliver-to Locations

This contains the full address of each of your deliver-to locations. Every purchase order requires you to enter a deliver-to location code, which corresponds to a deliver-to location.

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

Note	If you are using Inventory Control with P/O and you have multiple warehouses, every warehouse that you have already established in I/C will already exist in P/O. This is because the Warehouses in Inventory Control are in the same file/table as the Deliver-to Locations in P/O.

Note	If you are not using I/C, you must define your deliver-to locations through P/O. The data file is automatically created in the top-level PBS folder.

Vendor Items

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

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

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

Vendor Items Setup

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

If the PBS Inventory Control is Interfaced

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

If the PBS Inventory Control is Not Interfaced

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

Purchase Order Setup

Perform these steps to start using the Passport Business Solutions Purchase Order:

1. Study the following chapters in the *System User* documentation:
   Starting PBS, Menus and Printing
   Data Entry, MySet and BreakOut
   Use of Function Keys, Tool Bar and Windows
2. Start P/O according to the instructions in the Using Purchase Order chapter.
3. Company information is set up for you as part of the installation procedure. Use *Company information* to modify the Company data as appropriate for your company. This may have already been done as a result of your installing Accounts Payable. If not, see the *Company Information* chapter in your *PBS Administration* documentation.
4. If you have not already done so when setting up Accounts Payable, enter Cost centers and Sub accounts, Valid G/L Accounts and Cash Accounts per the *System User* documentation.
5. Enter P/O controls using *Control information*. The information in here determines how your company uses P/O. For instance, you specify whether or not you want your company name printed on your purchase orders, whether your company uses preprinted purchase order forms, etc. See the Control Information chapter.
6. Enter the addresses for your deliver-to locations (your stores, warehouses, job sites, etc.), using Deliver-to locations. A deliver- to location is required on each purchase order. See the Deliver-to Locations chapter.

If you are using Inventory Control with P/O and you have multiple warehouses, every warehouse that you have already established in I/C will already exist in P/O as a deliver-to location. This is because the Warehouses in I/C is the same data as the Deliver-to Locations in P/O.

7. Enter your vendors' purchasing addresses, using Purchasing addresses. A purchasing address is the address to which the purchase order is sent, when this address is different from the vendor's bill payment address. Refer to the Purchasing Addresses chapter.
8. Build Vendor Items, using the information in *Set up vendor items*. A Vendor Item record should be entered for every inventory item that you might order from one of your regular vendors. You will use the items in Vendor Items to identify the items being ordered on each purchase order. See the Set Up Vendor Items chapter.

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

If Inventory Control is interfaced, use *Set up vendor items* to copy selected items from I/C Items to designated vendors in Vendor Items:

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

  If you are not using Inventory Control: for the vendors you use most often, enter each Vendor Item record individually, using *Vendor items*. Then use *Set up vendor items* (Copy) to copy groups of items from these vendors to any additional vendors from whom you buy these same items. Refer to the Vendor Items chapter and the Set Up Vendor Items chapter.

USING PURCHASE ORDER

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

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

The *Initializing Data Files* chapter in the PBS Administration documentation explains how to initialize (create from scratch) your P/O data. You may rarely, if ever, need this function, but it is included just in case.

Sample Reports are included in the appendices.

You're ready to continue now. Begin using the Passport Business Solutions Purchase Order to process your work. From time to time review the Guide to Daily Operations for lists of functions that are done on a daily, monthly or other periodic ranges.

PASSPORT SUPPORT AND TRAINING

If you have problems with this software module, contact your PBS provider.

For the name and location of a PBS provider near you, contact Passport Software, Inc. at 800-969-7900 (or 847-729-7900).

If you wish to receive support directly from Passport, please call our End User Support Department at 800-969-7900 ext 124.

You can contact your own PBS provider for training; however, if your PBS provider does not offer training, contact Passport at 800-969-7900 and ask for training assistance.

Using Purchase Order

This chapter contains the following topics:

ABOUT THIS DOCUMENTATION

This documentation provides the information needed to learn and use the Passport Business Solutions Purchase Order.

documentation Organization

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

After the guide, the next few chapters give instructions on how to enter the basic information (mentioned in the *System User* documentation) which will set up your module according to your needs and prepare you for daily operation.

Next are chapters which you will use most frequently. They describe how to use Purchase Order on a daily basis.

Additional information can be obtained from the *System User* documentation, which contains chapters that describe features common to all Passport Business Solutions modules.

System Topics

Topics covered in the *System User* documentation include:

- Valid G/L account maintenance
- Cash account maintenance
- General rules
- Help and Lookups
- Switching companies
- Use of the Toolbar, Menus and Windows
- Using printers for reports and forms

How to Use This Documentation

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

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

The instructions include many examples of what to enter where. In fact, you can go through the documentation entering all the examples as you come across them. This will give you a good demonstration of the capabilities of your new software.

If you enter the examples, you will want to initialize the data before you begin entering your actual business information. When you initialize your data, you mean to clear out all information which

you've entered for that file/table. The initialization procedure is given in the *PBS Administration* documentation. After initialization, you would restart with this chapter and enter your actual business information.

Help

You can press the <F8> key at any time for on-line help about a task or selection you are currently using. If a data look-up window displays instead of Help, you must press <F8> a second time to retrieve Help.

If you are on a graphical mode screen select <Ctrl+F1> to access help.

STARTING PBS PURCHASE ORDER

To start your Passport Business Solutions Purchase Order module, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

For UNIX

Ensure you are logged in as a user authorized to use Passport software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace *"/usr/pbs"* with the name of your PBS top-level directory.

Then type the following:

```
pbs
```

Select the <Enter> key.

Multiple Companies

If you have set up your software to process information for more than one company (see *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

User ID Initials

You are prompted to enter your initials of your User ID.

Password

You will be prompted to enter your password. For security, the characters you type do not display on the screen. A user may reset his or her password during login to PBS.

See the *PBS Users* chapter in the *PBS Administration* documentation) for information on entering passwords.

Exiting PBS

To exit a Passport module, press <Esc> from the main menu. To exit a sub-menu, press <Esc> to return to a main menu.

You must exist PBS before you shut off your computer. Failure to shut down PBS properly may result in loss of data.

Never exit PBS if you are in the middle of posting or printing invoices, checks, purchase orders and other forms.

MENUS

A *menu* is a list of things from which something can be selected.

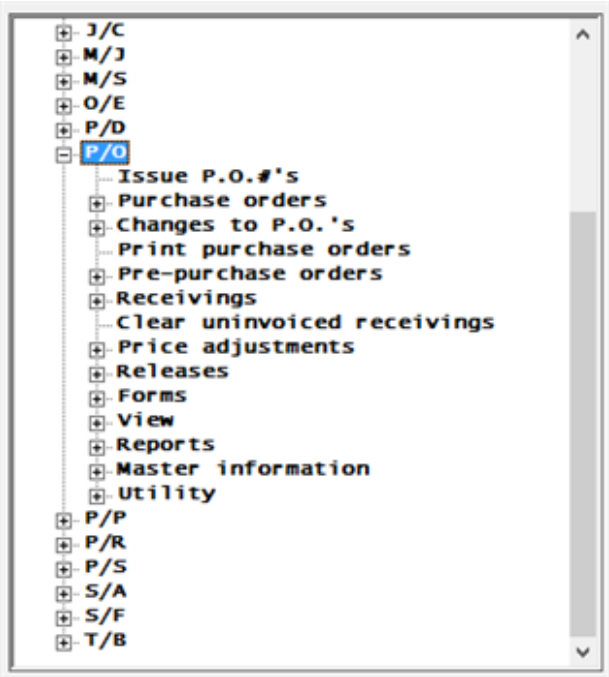
Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows and Thin client versions of Passport Business Solutions have three menu options which are the Tree-view, Windows and Menu-bar types.

The SCO Open Server and Linux versions only use the Menu-bar type.

Tree-View Menu

The following is an example of the Tree-view menu.



The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Using the right and left arrows will also open and close a menu.

Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

Menu Bar Menu

The remainder of this section describes the functions of the Menu-bar. To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a **More** function is added to the menu bar. To access your additional modules, highlight **More** and press your **<Enter>** key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

Guide to Daily Operations

This chapter contains the following topics:

INTRODUCTION

The following tables provide examples of how you might use the Passport Business Solutions Purchase Order to perform various daily and periodic tasks.

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

Daily Operations Checklist

The following table lists tasks for daily operations.

Daily Operations Checklist	
Each Day	Each Day, As Needed
Enter new vendor items using *Vendor items*. Read more in the Set Up Vendor Items chapter.	
	Print the Purchasing Advice Report to aid you in planning your purchases for the near future. (Requires I/C). Read more in the Printing Purchasing Advice Reports section of the Pre-purchase Processing chapter.
	Print the Purchasing Worksheet as an aid to making your final purchasing decisions. From the notes you make on this worksheet, purchase orders can be entered using the *Purchase orders* selection. (Requires I/C).
	Inquire into which vendors stock a particular item using *View vendors* for an item.
	Inquire into which items a particular vendor stocks using *View items* for a vendor.
Enter new purchase orders using *Purchase orders*. Read more about this in the Purchase Orders chapter.	
	Inquire into the status of purchase orders using *View purchase orders*.
	Inquire into orders for selected items using *View purchases by item*.
	Print the new purchase orders and place orders with your vendors.
	Post the new purchase orders to the permanent Purchase Order data.
	Enter changes to posted purchase orders using *Changes to P.O.'s*.
	Print the changed purchase orders and notify vendors of your changed orders.

Daily Operations Checklist	
Each Day	Each Day, As Needed
	Post the changed purchase orders to the permanent Purchase Order files/tables.
Enter your receivers using Receivings. More information is available in the Receivings chapter.	
	Inquire into your Receivings History using *View receivings*.For more information go to the Viewing Receivings section of the View chapter.
	Post your receivings to the Receivings History.
Enter your releases using *Releases*. Releases are documented in the 4Releases chapter.	
	Print your released purchase orders and notify vendors of the releases.
	Post your releases to the permanent Purchase Order files/tables.

WEEKLY OPERATIONS CHECKLIST

The following table lists tasks for weekly operations.

Weekly Operations Checklist	
Each Week	Each Week, As Needed
	Issue purchase order numbers using *Pre-purchase processing* (Issue P.O.#'s). (Does not apply if you are using alphanumeric purchase order numbers. Refer to the Control Information chapter.)
Print the Blanket Orders List to verify the status of your blanket orders and to plan your releases for the coming week.	
Print the Expedite Shipment Report to obtain a list of which vendors need to be contacted in the coming week to ensure on-time delivery of your orders.	
Print the Follow-up Past Due Shipments Report to find out which orders have past due shipments, so that you can contact the responsible vendors in the coming week.	
Print the Receipts in Excess of Quantity Ordered Report to aid you in determining the disposition of any excess quantities received.	
Print the Unknown Prices Report to obtain a list of all receivings marked as having an unknown price, so that their prices can be determined (and subsequently entered using *Price adjustments*).	
Use Price adjustments to enter prices for receivings entered without a price and to adjust the price of receivings.	
	Use Clear uninvoiced receivings to mark receivings as invoiced when they will not be invoiced through the Accounts Payable module.

PERIODIC OPERATIONS CHECKLIST

The following table lists tasks for periodic/monthly operations.

Periodic/Monthly Operations Checklist	
Each Period	Each Period, As Needed
Print the Open Purchase Order Report to see which deliveries are expected for the coming period and which orders have been open too long.	
Print the Cash Disbursements Projection Report to estimate the cash you will need to disburse over the near to medium-range future.	
	Print the Uninvoiced Receivings Report to obtain a close approximation of the dollar amount of your liability for goods received but not yet invoiced.
Print the Receivings History Report before purging your closed purchase orders to obtain a printed history of your receivings for later reference. When you purge your closed purchase orders using *Close and purge P.O.*'s, the receivings for the closed purchase orders will also be purged.	
Purge closed and cancelled purchase orders from the permanent Purchase Order files/tables. Print the Purchase Order Purge Report when purging, so that you have a record of the final state of the purchase order and its receivings before it was purged.	
Print the Purchase Order Distribution Report. This report shows what you have purchased (or ordered), based on the purpose for which the items were purchased. (If you are using Job Cost, you may want to run this report more frequently to update the outstanding purchase order amounts for your jobs. See the Purchase Order Distribution section in the Reports chapter for how to do this.)	

Control Information

This chapter contains the following topics:

CONTROL INFORMATION SETUP

This selection allows you to set up the Purchase Order Controls. This contains basic information about the way you handle purchase orders in your company. The information in here controls various functions in the P/O module.

You can also return here later and change the settings you enter now, with a few exceptions noted below.

Select

Control information from the *Master information* menu.

The following screen appears:

```
Control information                                XYZ Company
 1. Alphanumeric P.O.#'s ?                    14. Pre-printed P.O.'s ?
 2. Default P.O.# format                      15. P.O form type or image
 3. Next P.O.#
 4. Next P.O. worksheet #                     16. Company data on P.O. ?
 5. Next receiver #                           17. P.O. lines spacing
 6. Last posted P.O.#                         18. Dflt confirm order flg
 7. Last posted receiver #                    19. Multi-drop P.O.'s ?
                                              20. Use blanket P.O.'s ?
                                              21. P.O.'s dflt acct # ?
 8. Interface to I/C ?                        22. Show all item desc ?
 9. Interface to J/C ?
10. Default F.O.B.
11. Default ship-via
12. Default ordered by
13. Purch price adj acct
```

When in add mode, the cursor progresses through all the fields in sequence to allow initial data entry. Add mode only occurs following installation of the module, or after initializing the Control information (as described in the *Initializing Data* chapter in the *PBS Administration* documentation).

When in change mode, you are positioned at *Field number to change?*. From here you can alter any field (with exceptions as noted below).

Enter the information as follows:

1. Use alphanumeric P.O. #'s ?

If you answer N to this question, you will be required to use numeric P.O. numbers. A numeric purchase order number consists of all numbers (1,2,3, …0).

- You will be required to issue your purchase order numbers with the *Issue P.O.#'s* function. You will also be required to post your purchase orders in consecutive number order.

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

- This choice allows purchase order numbers to begin or end with letters that have some significance to your business. For example, you could end each purchase order number with the initials of the purchasing agent who wrote the purchase order, or the initials of the department for which the goods will be purchased.
- The P.O module will not issue purchase order numbers. Purchase orders will be posted in alphanumeric order.

This field can be entered only during initial setup, and may not be changed subsequently. If you must do so, initialize the *Control information* as described in the *Initializing Data* chapter of the *PBS Administration* documentation, then re-enter the screen. Note the field settings before you initialize so that you can enter the other fields as they were before. You may print the settings while in *Control information* by selecting Ctrl+P and selecting a printer.

If you do not want the Purchase Order module to control the issuing of purchase order numbers, answer Y even if you plan to use only numeric characters in your purchase order numbers.

Format	One character, either Y or N. There is no default.
Example	Type: N

2. Default P.O.# format

If you answered N to Use alphanumeric P.O. #'s ?, this field displays as *(Not applicable)* and may not be changed.

If you are using alphanumeric purchase order numbers, you must specify the format of your purchase order number.

Suppose you wanted purchase order numbers of the form 1001-I, 1002-I, 1003-I, etc. You would specify the format to be NNNNAA (four numbers, followed by two letters). As soon as you entered purchase order number 1001-I into the system, the default for the next purchase order number would be 1002-I.

Valid P.O Number Format Rules

N represents a position which can only contain a digit from 0 to 9.

A represents a position which can only contain a letter from A to Z, or a punctuation character. lowercase input is accepted but is converted to uppercase.

The A's can occur either to the left or to the right of the N's, or both. There can be any number of either so long as the total does not exceed 15. There cannot be embedded blanks. There cannot be more than one sequence of N's (AANNNAAN is not valid).

A format of all A's is valid. A format of all N's is not valid.

It is legitimate to enter numeric purchase order numbers even if you answered N to Field #1, but such entries always violate the format and therefore prevent the next available purchase order number

from being calculated automatically. If you plan to use purely numeric purchase order numbers, but do not want the Purchase Order module to control the issuing of purchase order numbers and the posting sequence of purchase orders, we recommend that you enter the desired number of digits in this field followed by a dummy "A" (Example NNNNNA for a five-digit number).

You may leave this field blank (*None* will display)

What you enter here affects how purchase order numbers are entered in *Purchase orders* (*Enter*):

You will be reminded of the valid format, unless you have entered None in this field. The reminder is only a reminder and you are not forced to conform to the format.

The next available purchase order number will be calculated for you automatically, unless one of the following has happened:

You have entered *None* in this field.

Your entry in this field consists exclusively of A's.

The last purchase order number entered (by you or by someone else) did not conform to the format.

The next available number is calculated by adding one to the numeric portion of the last purchase order number, while leaving the non-numeric portion unchanged.

You are not forced to accept the calculated number.

Passport recommends that you define a default format and use it consistently. This will make it much easier for you to keep track of your purchase order numbers throughout the Purchase Order entry, printing, and posting functions.

Format	15 characters as described above. The default is Blank for None.
Example	Does not appear in this example because you entered N in field #1.

3. Next P.O.

If you answered Y to Field #1, the cursor does not move to this field; it is left blank and may not be changed.

Enter the starting number for your next sequence of purchase order numbers. The Purchase orders selection automatically increments this number by one each time a new purchase order is entered, and assigns the result to that purchase order (unless you specify a different number at that time).

Format	999999999999999
Example	Type: 15

4. Next P.O. worksheet

If you are not using the Inventory Control module, press <Enter>-whatever you enter here is not used anyway.

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

Format	9999 For a new entry, but not an existing entry, the default is 1.
Example	Type: 1

5. Next receiver

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

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

Format	999999
Example	Type: 21

6. Last posted P.O.

If you answered Y to Field #1, this field display as *(Not applicable)* and may not be changed.

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

For a new entry, this field displays as None and may not be changed (because no purchase orders have posted yet).

If this is an existing entry, you may press <F1> for one less than the next purchase order (Field #3).

Format	999999999999999
Example	Type: 14

7. Last posted receiver

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

For a new entry, this field displays as None and may not be changed (because no receivings have occurred yet).

If this is an existing entry, you may press <F1> for one less than the next receiver (Field #5).

Format	9999
Example	Type: 20

Last P.O. #'s issued:

If you answered Y to Field #1, *Use alphanumeric P.O.#' s?*, this field displays as *(Not applicable)*.

Otherwise, the starting and ending purchase orders most recently issued for use are displayed, in the format 99999 to 99999. If none have been issued yet, *None* displays.

In neither case may you enter or change this field; it is purely informational.

8. Interface to I/C ?

Answer Y if you will use Purchase Order with the Inventory Control module.

Changes to this field subsequent to initial setup of P/O are protected changes.

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

Format	One character, either Y or N. There is no default.
Example	Type: Y

The examples and sample reports in this documentation assume that I/C is interfaced. If not, answer N to this question.

9. Interface to J/C ?

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

Changes to this field subsequent to initial setup of P/O are protected changes.

There are some differences in the way P/O operates when J/C is interfaced and when it is not. Refer to the Getting Started chapter for an overview of the differences. Detailed explanations are given for each affected selection.

Format	One character, either Y or N. There is no default.
Example	Type: N

The examples and sample reports in this documentation assume that J/C is not interfaced. If it is, answer Y.

10. Default F.O.B.

Enter a location to be the default F.O.B. (Free on Board or Freight on Board) for new purchase orders. You are not required to supply a default and may leave this field blank (in which case F.O.B. must be entered for each purchase order).

Free On Board (FOB) indicates that the supplier pays the shipping costs that usually also include the insurance costs from the point of production to a specified destination, at which point the buyer takes responsibility.

Format	15 characters. The default is Blank.
Example	Type: `Our dock`

11. Default ship-via

Enter the shipper you want to use as a default ship-via when entering new purchase orders. You are not required to supply a default and may leave this field blank (in which case ship-via must be explicitly entered for each purchase order).

Format	15 characters. The default is Blank.
Example	Type: `UPS Ground`

12. Default ordered by

Enter the name or title of the person responsible for ordering (initiating purchase orders), to be used as the default ordered-by person when entering new purchase orders. You are not required to supply a default and may leave this field blank (in which case ordered by must be explicitly entered for each purchase order).

Format	15 characters. The default is Blank.
Example	Type: `Beth`

13. Purchase price adj acct

If you are not interfaced with I/C, this field displays as *(Not applicable)* and may not be entered.

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

Whatever account you enter here is updated when price adjustment transactions are posted. (The balance sheet liability account is the counter-balancing account for this.)

On-the-fly entry of account numbers is allowed in this selection. If the number you enter is undefined, you are asked whether you wish to add it. Should you respond Y, you are then asked to provide the account description; whereupon both account number and description are placed on file. If P/O is interfaced with the Passport Business Solutions G/L, remember to enter this same account into G/L Chart of accounts.

The account description displays below its number upon selection of a valid account.

Format	Your standard account number format, in segments, as specified in Company information
Example	Enter account 5080-000
	Answer Y to add this account
	Type: `Purchase price adjustments` as the description

Purchase Order Forms Printing

14. Use pre-printed P.O.'s ?

You can print your purchase orders either on preprinted forms (available from Passport's standard forms suppliers), or on plain 8 ¾ inch by 11 inch paper.

Answer Y if you will print your purchase orders on preprinted forms, or N if you will print them on plain paper.

Format	One character 1 = N, 60 lines 2 = N, 66 lines 3 = Y, 60 lines 4 = Y, 66 lines
Example	Type: 3

Note	Both the 'Y, 60 lines' and 'Y, 66 lines' formats will ask you if you want to print an alignment. When printing either the 'N, 60 lines' or the 'N, 66 lines' format the program will not allow you to print an alignment because an alignment is not needed for a plain paper format.

15. PO form type or image

or

15. Using 5.0 or 6.0 P.O. forms

If you are running PBS via Windows and Thin client, then you will see the first field name. If you are running PBS via UNIX or Linux then the field will be *Using 5.0 or 6.0 P.O. forms*.

If you answered N, 60 or N, 66 to *Use pre-printed P.O.*'s ?, this question is skipped.

If you enter 5 for this question, you must print your purchase orders on pre-printed forms designed for version 5.0 Purchase Order. This is useful if you are upgrading from version 5.0 and wish to use up your remaining stock of 5.0 P.O. forms.

If you enter 6 for this question, you must print your P.O.'s on pre-printed P.O. forms designed for version 6.0 or 6.5 Purchase Order.

If you answered 1 you must then enter the File name field. The File is a designed graphical image of the form.

Format	One character, either 1, 5 or 6. "1" is not available in UNIX or Linux.
Example	Type: 6

File name:

This field is only available if you are running PBS via Windows, Thin client or when using a -PDF- or -PDFP- printer.

Enter the name of the file that will merge with the purchase order data. This JPEG or Bitmap file must be present in the top-level PBS directory - *IMAGES*.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

The entered field must be spelled exactly as the file name with the proper extension.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Type: `PO11.JPG`

If you are using a graphical image form file, then you must select Windows printer or a Company information -PDF- printer to print purchase orders. Other non-PDF printers defined in Company information will not merge the image form file with the data.

PDF Purchase Order Generation

When you print the purchase order with a *Company information* -PDF- printer, the program generates a PDF file for each purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. An example of the P/O PDF file name is xx_PON_100_001113.PDF. The xx indicates the company number. The PON means it is a new purchase order. The '100' is the vendor number and the '001113' is the purchase order number.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Viewing and Emailing Purchase Orders

Because many files could be generated, they will *not* display during the print selection process. However, you may view the generated PDF files from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing* by using either Adobe™ Acrobat™ and Adobe Reader™. From that same menu selection you may also email PDF files. Each Purchase order type has a different designation. For user information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the System documentation.

The following is a list of types with the associated menu selections:

Type	Menu Selection
PONew	Purchase orders > Print new P.O.'s
POChg	Changes to P.O.'s > Print changed P.O.'s
POPrt	Print purchase orders

PORel	Releases > Print released P.O.'s
POFNw	Forms > Printed released P.O.'s *
POFCh	Forms > Change P.O.'s forms *
POFPt	Forms > Print P.O.'s forms *
POFRl	Forms > Release P.O.'s forms *

* You must set up a form to print these purchase order types. See the Purchase Order Forms chapter.

To setup emailing see the appendix *Email Configuration* in the *PBS Administration* documentation.

16. Company data on P.O. ?

If you answered N to Field #15, Use pre-printed purchase orders ?, this question displays as (N/A) and may not be changed.

Otherwise, answer Y to print your company name, address, and telephone number at the top of the form. This is helpful if you have multiple companies. You can buy the preprinted purchase order forms without any company name and address information printed, and then have Purchase Order print this information for whatever company you are currently processing.

Answer N if the preprinted forms already have your company name and address.

Format	One character, either Y or N. There is no default.
Example	Type: Y

17. P.O. lines spacing

Line items of a purchase order each occupy at least two lines of print. For legibility, line items are separated from one another by at least one blank line. You can further increase this spacing to two lines. If your typical purchase order has fewer than ten line items, this will improve legibility at little or no cost.

Format	One digit, either 1 or 2. There is no default.
Example	Type: 1

18. Dflt confirming order flg

When entering purchase orders, you are asked, *Is this a confirming order ?*. The possible responses, listed below, determine whether a copy of the purchase order is to be printed, and if so what disposition will be made of it. This field lets you specify what the default response to this question will be. The operator can override this default for individual purchase orders.

Y	Yes, this is a confirming order A confirming order is a printed purchase order sent to a vendor as a follow-up to a verbal order (made over the phone or in person). It confirms a verbal order. At the top of each page of the purchase order, the following will be printed: This is a confirmation of a verbal order. Do not duplicate this order.
N	No, this is not a confirming purchase order. This is the normal case, used when you place your orders with a vendor by means of the printed purchase order rather than verbally.
I	For Internal use only. At the top of each page of the purchase order, the following will be printed: This order is printed for internal use only. Do not mail to vendor.
D	Don't print. This purchase order will not be printed in the normal course of printing new purchase orders, using the Purchase orders (Print) selection.

Format	One letter from the list above. There is no default, nor can the field be left blank.
Example	Type: `Y`

19. Multi-drop P.O.'s ?

You can have purchase orders with shipments to multiple locations. Such purchase orders are called multi-drop purchase orders.

Do not confuse multi-drop with multi-delivery. Multi-delivery refers to successive deliveries, over a period of time, of partial shipments at a single location. This feature is always available and so does not appear as an option on this screen.

Answer N if you intend never to use the same purchase order for deliveries to more than one of your warehouses. If you are interfaced to I/C, this term refers to your warehouses. If you are interfaced to J/C, it may also refer to your job sites (if you intend to deliver directly to the job site). Also answer N if you have only one such location in the first place.

Answer Y if you want a single purchase order to cover shipments to multiple locations.

If you are interfaced to I/C and have specified in I/C *Control information* that you do not use multi-warehousing, only one deliver-to location is available to you. It is meaningless in this case to answer Y to this question, and you should not do so.

Changes to this field subsequent to initial setup of P/O are protected changes.

Format	One character, either Y or N. There is no default.
Example	Type: `Y`

20. Use blanket P.O.'s ?

A blanket purchase order is a purchase order for a substantial quantity of goods to be delivered in stages over an extended period.

Even a regular (non-blanket) purchase order lets you schedule several deliveries at different dates, but blanket orders carry this idea a step further.

A blanket order usually covers a longer time period than a mere multi-delivery order.

More importantly, a blanket order consists of releases. A release is a supplementary purchase order which you send to the vendor before the next delivery is due. For details, refer to the 4Releases chapter in this documentation.

Changes to this field subsequent to initial setup of P/O are protected changes.

Answer Y if you use blanket purchase orders in your business.

Format	One character, either Y or N. There is no default.
Example	Type: Y

21. P.O.'s dflt acct # ?

This field cannot be entered if Inventory Control is not installed.

Specify whether the default account number will be the number from the vendor file or from the item file.

Format	One character, either V to use the vendor file account number as the default or I to use the item account number as the default.
Example	Type: I to use the account number from the item file.

22. Show all item desc ?

This field can only be entered if you are interfaced to Inventory Control.

The field determines if an inventory description windows displays when entering an item in Purchase orders. The item description window will display up to 4 lines of description from the I/C item record.

Answer N to never display the window. Enter Y to display the window when there are more than 2 lines of description in the I/C item record. If there are less than 3 lines of description, then the window will not display no matter what you select here.

Format	One character, either Y or N.
Example	Type: N

Field number to change ?

```
Control information                                  XYZ Company
 1. Alphanumeric P.O.#'s ? N                 14. Pre-printed P.O.'s ?   Y, 60
 2. Default P.O.# format   (N/A)             15. P.O form type or image Graphic
 3. Next P.O.#             15                    File name PO11.JPG
 4. Next P.O. worksheet #  1                 16. Company data on P.O. ? Y
 5. Next receiver #        21                17. P.O. lines spacing     1 line
 6. Last posted P.O.#      14                18. Dflt confirm order flg Y
 7. Last posted receiver # 20                19. Multi-drop P.O.'s ?    Y
    Last P.O.#'s issued:   "None"            20. Use blanket P.O.'s ?   Y
                                             21. P.O.'s dflt acct # ?   I
 8. Interface to I/C ?     Y                 22. Show all item desc ?   N
 9. Interface to J/C ?     N
10. Default F.O.B.         Our dock
11. Default ship-via       UPS 3 day
12. Default ordered by     Beth
13. Purch price adj acct   5080-000
                           Purchase price adjustments



Field number to change ?
```

Make any needed changes. Upon pressing <Enter> with this field blank, the information will be accepted and you will be returned to the menu.

When in add mode, the cursor progresses through all the fields in sequence to allow initial data entry. Add mode only occurs following installation of the module, or after initializing the Control information data (as described in the *Initializing Data* chapter of the *PBS Administration* documentation).

When in change mode, you are positioned at *Field number to change ?* and can alter any field.

Deliver-to Locations

This chapter contains the following topics:

INTRODUCTION TO DELIVER-TO-LOCATIONS

Use this selection to set up one or more deliver-to locations (places for receipt of shipments) on your purchase orders. Defining your locations beforehand is more efficient and more secure than keying them into each purchase order. If necessary you can still enter one-time delivery locations on a purchase order, for instance if you want office supplies delivered to a hotel suite for a weekend conference.

If you are interfaced to Inventory Control

Warehouses defined for I/C automatically become available as deliver-to locations, and vice versa. There are not two sets of data, but only one, which one module interprets as locations and the other as warehouses.

Locations which you add here will be established as warehouses in the Inventory Control module.

If you have specified (in I/C *Control information*) that you do not use multi-warehousing, only one deliver-to location is available to you; the default Central location.

If you are interfaced to Job Cost

You may wish to designate the site of each major project as a deliver-to location for the duration of the contract.

If you use I/C as well as J/C, job sites so defined will be regarded as warehouses, whether or not you actually stock inventory there. Items delivered to such a location are treated differently depending on your answer to the question *This P.O. line is for ?* on the purchase order:

- If you specified for *inventory*, the item is stocked at the warehouse upon receipt, and cannot be used by the job until it is removed from inventory by a *Job usage transaction* in I/C Inventory.
- If you specified *for job*, the item is assigned to the job directly, without going through Inventory Control and without affecting your inventory valuation.

ENTERING DELIVER-TO LOCATIONS

Select

Deliver-to locations from the *Master information* menu.

The following screen displays:

```
Deliver-to locations                                XYZ Company


            * 1. Location code
              2. Location name
              3. Full address



<F1> = next location, <SF1> = previous location
```

From this screen you can work with both new and existing deliver-to locations.

Enter the following information:

*1. Location code

The default deliver-to location

You can define a default location. Its location code is entered as Blank. This displays as *Central* on the screen.

- If you define a default location code, in subsequent selections you will be able to choose the default location by simply leaving the location field blank.
- If you do not define a default, in subsequent selections a blank entry will not be accepted.
- If all your business takes place at a single site, Central is the only deliver-to location that you need.

For a new deliver-to location

If you are interfaced to I/C, entering a new location in this selection automatically creates a new entry in the I/C *Warehouses* selection.

For an existing deliver-to location

Enter the code of an existing deliver-to location (which may be Blank if Central already exists)

Options

or use the option:

<F1>	For the next deliver-to location.
<SF1>	For the previous deliver-to location

The Central deliver-to location cannot be reached by the option keys even if it has already been defined; you must enter Blank explicitly.

Upon selection of a valid existing location, the data for that location will display and you will be positioned at *Field number to change ?*.

Format	Two characters
Example	Type: `1`

2. Location name

Enter the name of the deliver-to location. This is for your reference only and does not appear on the printed purchase order.

Format	10 characters
Example	Type: `Main`

3. Full address

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

Format	Five lines of 25 characters each
Example	Type: `XYZ Company`
	Type: `101 Buckley`
	Type: `Market Center Depot`
	Type: `Anytown, Texas 12345`
	Type: `Attn: Shipping Clerk`

Field number to change ?

Make any needed changes. If this is an existing entry, you may also use one of the following options:

<F3> To delete this deliver-to location (see the restrictions below)

You should not delete a deliver-to location if there are any open purchase orders or uninvoiced receivings still on file for that location. You can check this on the *Open Purchase Order Report* and *Uninvoiced Receivings Report*. Refer to the Reports chapter.

If you are interfaced to I/C, you will not be able to delete a location so long as any item is still stocked at that warehouse.

Within these restrictions, it is valid to delete any location including Central.

Upon pressing <Enter> with this field blank, your entry is accepted and the data fields are cleared for entry of the next location.

PRINTING DELIVER-TO LOCATIONS

Select

Deliver-to locations from the *Reports* menu.

No selection menu appears as the entire range of locations is printed unconditionally.

See a Deliver-to Locations report example in the *Sample Reports* appendix.

Vendor Items

This chapter contains the following topics:

INTRODUCTION TO VENDOR ITEMS

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

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

Select

Vendor items from the *Master information* menu.

This is the screen that displays when I/C is interfaced:

```
Vendor items                                        XYZ Company
* 1. Vendor #


 * 2. Item                                                  Our stock unit:

   3. Vendor's product #
   4. Vendor's description

   5. Vendor's sell unit                    8. Unit price
   6. Vendor's ship unit                    9. Min order
   7.                                      10. Lead time

11. Subject to qty discounts ?          14. Comment
12. Subject to price discounts ?        15. Vend rank
13. Subject to special terms ?
<F1> = next vendor item, <SF1> = previous vendor item, <F2> = next vendor,
<SF2> = previous vendor, blank = look up by name
```

ENTERING VENDOR ITEMS

If you are not interfaced to I/C, the screen is slightly different.

From this screen you can work with both new and existing vendor items. If a vendor item has already been entered for the vendor number and item number you specify, it will appear and be available for changes or deletion; the cursor will be positioned at *Field number to change ?*.

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

Enter the following information:

***1. Vendor #**

For a new vendor item

Enter the vendor number. This must already have been entered in A/P Vendors.

Options

You may also use one of the options:

<F1>	For the next vendor, in vendor number sequence
<SF1>	For the previous vendor
Blank	To look up the vendor by name.

Format	Six characters
Example:	Type: 100

If you look up the vendor by name, the cursor moves to the vendor name field, allowing entry of the name or merely the leading characters of the name. Upper/lower case is significant.

Options

You may also use one of the options:

<F2>	For the next vendor, in vendor name sequence
<SF2>	For the previous vendor
Blank	To go back to looking up the vendor by number.

For an existing vendor item:

Format	25 characters
Example:	Does not occur in this example because you entered a vendor number

Enter the vendor number and item number (if interfaced to I/C), or the vendor number and vendor product number (if not interfaced to I/C). You may also use one of the options:

Options

<F1>	For the next vendor item
<SF1>	For the previous vendor item

Format	Six characters (for vendor). Your standard item number format, as defined in I/C Control information (for item number). 15 characters (for vendor product number)
Example:	No example is given because this is a new entry.

*2. Item

If you are not interfaced to I/C, this field does not appear on the screen.

This is your number for the item, as opposed to the vendor's number; it must already be defined as an item in I/C Items.

You may not enter a miscellaneous item number (one beginning with an asterisk), whether or not that item number is present in I/C Items. Miscellaneous items (supplies, services, and non-inventory goods) may be used in Purchase orders for any vendor, and so do not need to be entered in Vendor items.

Enter the item number, or you may use one of the options:

Options

<F1>	For the next item, in item number sequence
<SF1>	For the previous item

Format	15 characters
Example:	Type: 1

If you choose to look up by description, the cursor moves to the item description field, allowing entry of the name or merely the leading characters. Upper / lower case is significant.

Options

You may also use one of the options:

<F1>	For the next item, in item name sequence
<SF1>	For the previous item
Blank	To go back to looking up the item by number.

Format	25 characters
Example:	Does not occur in this example because you entered an item number

3. Vendor's product

This is the number the vendor uses for this item. It is also known as the vendor item number.

This field is required even if you are interfaced to I/C.

Enter the number, or <F2> for the same number as your item number (only available if interfaced to I/C).

Format	15 characters
Example:	Type: 5

4. Vendor's description

This field is required. Enter the vendor's description of this item, or use the option:

<F2> To use the same description of the item as your own. (Only available if interfaced to I/C)

Format	15 characters
Example:	Press <F1>

5. Vendor's sell unit

This is the unit by which the vendor sells the item, and is not the same as the selling unit defined in I/C (which is the unit by which you sell it).

Enter the unit of measure (for example, CASE, LITR, DOZN, EACH) in which the vendor sells the item, or press <F1> for the item's unit (only available if you are interfaced to I/C).

Format	Four characters
Example:	Press <F1>

6. Vendor's ship unit

The unit by which the vendor ships his product is not necessarily the same as that by which he sells it, nor the same as the unit by which you stock it.

Enter the unit of measure in which the vendor ships the item, or press <F1> to use the same unit as the vendor's sell unit.

Format	Four characters
Example:	Type: CASE

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

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

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

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

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

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

Enter the conversion factor(s), or press <F2> to reverse the sequence of the units displayed. (For example, if "1KILO = ___ LB" were displayed, this would become "1 LB = ___ KILO".)

Format	9,999.99900
Example:	Type: 12

The stock unit referred to above is the stocking unit in the Item record for the item in Inventory Control.

8. Unit price

Enter the vendor's price in terms of the vendor's selling unit.

This price is not automatically updated by any function.

You should include only the product cost, not any associated miscellaneous costs such as freight or tax-unless you have entered None (in the header) for Ent misc costs on. This indicates that you do not want to keep a separate record of the product cost and the associated miscellaneous costs.

Format	9,999,999.999
Example:	Type: 22.50

9. Min order

Enter the minimum number of selling units the vendor accepts in a single order. The default is 1. If you are interfaced to I/C and the item is serialized, this quantity may not be fractional.

Format	999,999.999
Example:	Type: 12

10. Lead time

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

Format	999
Example:	Type: 5

11. Subject to qty discounts ?

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

A quantity discount is a discount given when the quantity ordered exceeds a certain threshold.

Format	One character, either Y or N.
Example:	Type: Y

12. Subject to price discounts ?

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

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

Format	One character, either Y or N.
Example:	Press <Enter> for N.

13. Subject to special terms ?

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

Format	One character, either Y or N.
Example:	Type: Y

14. Comment

Enter any comment about this item.

Format	25 characters
Example:	Type: Check orders with Tom

15. Vend rank

This field does not appear if you are not interfaced to I/C.

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

Passport recommends that you not define more than one prime vendor for an item. This prime vendor should be the same as appears in the Vendor field of the I/C Item selection.

Format	9
Example:	Type: 1

Field number to change ?

Make any needed changes, or use the following option:

<F3> To delete this vendor item

Upon pressing <Enter> with this field blank, the entry is accepted and you are ready for the next.

Without Inventory Control

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

If you are not using I/C with P/O, you can enter items on a purchase order directly without having previously entered them in Vendor items. It is still advantageous for you to do so if you plan to reorder from this vendor, since it saves re-entering the same information over and over again.

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

```
Vendor items                                        XYZ Company
* 1. Vendor #

 * 2. Vendor's product
   3. Vendor's description

   4. Vendor's sell unit                    7. Unit price
   5. Vendor's ship unit                    8. Min order
   6.                                       9. Lead time       days

10. Subject to qty discounts ?          13. Comment
11. Subject to price discounts ?
12. Subject to special terms ?
<F1> = next vendor item, <SF1> = previous vendor item, <F2> = next vendor,
<SF2> = previous vendor, blank = look up by name
```

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

The vendor product number, which when I/C is interfaced is informational only, becomes the key to identifying the record when I/C is absent.

There are no defaults for vendor product number, description, or shipping unit.

Only one conversion factor applies, that between the vendor's selling and shipping units.

There is no vendor rank.

The remaining fields are handled the same as described above.

PRINTING VENDOR ITEMS LIST

Select

Vendor items from the *Reports* menu.

You are asked Print in vendor or item order ?. Type:V for Vendor or I for Item to select the order in which to print the vendor items.

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

Format	One character, either I or V.
Example:	Type: V

Vendor number order

If vendor number sequence has been chosen (or defaulted), this screen appears:

```
Reports (Vendor items)                          XYZ Company



                    1. Starting vendor #
                    2. Ending vendor #
                    3. Brief format ?
                    4. New page for each vendor ?



<F2> = "First"
```

Enter the following information:

1. Starting vendor # and

2. Ending vendor

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

Format	Six characters in each field
Example:	Press <F2> at both fields for "First" through "Last".

3. Brief format ?

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

Format	One character, either Y or N.
Example:	Type: N

4. New page for each vendor ?

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

Format	One character, either Y or N. The default is N.
Example:	Press <Enter>.

Item number order

If you chose to print the vendor items in item number order, the following screen appears:

```
Reports (Vendor items)                          XYZ Company

                    1. Starting item #
                    2. Ending item #
                    3. Brief format ?

<F2> = "First"
```

Enter the following information:

1. Starting item # and

2. Ending item

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

Format	15 characters in each field
Example:	Does not occur in this example because you have chosen to print in vendor order.

3. Brief format ?

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

Format	One character, either Y or N.
Example:	Does not occur in this example because you have chosen to print in vendor order.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, you will be asked to select a printer.

See a Vendor Item List example in the *Sample Reports* appendix.

DATA IMPORT

Select

Data import vendor items from the *Utility* menu.

Data Import is licensed separately and may not be available on your system. For licensing Data Import, see you PBS provider.

For information on using data import see the *Data Import* User documentation.

Set Up Vendor Items

This chapter contains the following topics:

BUILDING VENDOR ITEMS

The selections in this function let you quickly build the Vendor Items when initially setting up the Purchase Order module. You can also use this selection later on to modify large parts of the Vendor Items all at once.

The selections marked I/C are available only if you are interfaced to Inventory Control.

Select

directly from the *Utility* menu of the P/O menu.

LOAD VENDOR VS. LOAD ITEMS

These two selections are so similar to one another that both can best be understood by first considering their common features.

Similarities

Both selections are available only if you are using the Inventory Control module.

Both of them work by identifying those entries in the I/C Items selection which meet your criteria, then using each such entry as a source for automatically creating a new entry in Vendor Items.

Your selection can be based on any combination of item number range, inventory account, product category, and sub-category.

The results are a first approximation only. Plan on reviewing the new entries after they are loaded, and hand-tailor or delete them as needed.

Any entry that is already present in Vendor Items will not be overlaid by new data even if a match is found in I/C Items.

Differences

Load vendor examines all I/C entries regardless of their prime vendor number. Those that meet your selection criteria are assigned to the vendor whom you have designated to receive them.

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

Load items examines all I/C entries looking for a specified vendor.

This function is especially useful if your I/C Items is already set up with prime vendor information. By entering *All* for all the fields in this screen, Vendor Item records can by loaded automatically for all your prime vendors.

If your I/C Items is not set up with vendor information and the vendor cannot be deduced from either your product category or your account number, you may still find it easier to use Load items than to set up your vendor items from scratch. You just have to go through your I/C items systematically beforehand, supplying the correct vendor for each one.

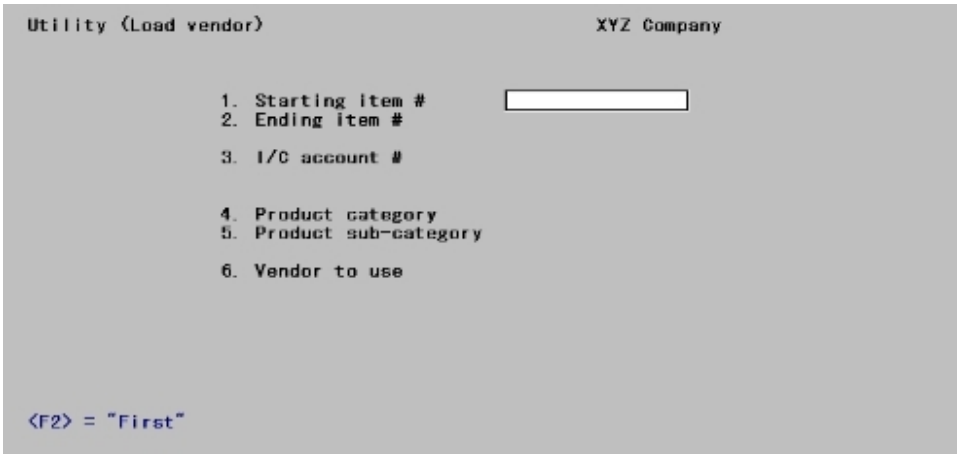
LOAD VENDOR

If you have not read the previous section Load Vendor vs. Load Items, please do so before proceeding.

Select

Load vendor from the Utility menu.

The following screen is used to enter your criteria:



Enter the following information:

1. Starting item # and

2. Ending item

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

Format	15 characters
Example	Press <F2> at each field

3. I/C account

Enter the I/C account number for this range of items.

Options

You may also use one of the options:

<F2>	For the next I/C account
<F1>	For the default I/C account
<F5>	For All I/C accounts

Only items in the range selected that also have this I/C account number will be loaded into Vendor Items.

Format	15 characters
Example	Press <F5>

4. Product category

Enter the code for the product category for this range of items.

Options

You may use one of the options:

<F5>	To load items for All product categories
Blank	To load only items with no product category code

Only items in the range selected that are also in this product category will be loaded into Vendor Items.

Format	5 characters
Example	Press <F5>

5. Product sub-category

This field displays as (*Not applicable*) and may not be entered if you have not specified a product category. Otherwise, enter the code for the product sub-category for this range of items.

Options

You may use one of the options:

<F5>	To load items for All product sub-categories in the selected category(s)
Blank	To load only items with no product sub-category code

Only items in the range selected that match the specified product category and sub-category will be loaded into Vendor Items.

Format	Five characters
Example	Press <F5>

6. Vendor to use

Enter the number of the vendor for whom you want to load the Vendor Items.

Options

You may use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor

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

Upon selection of a valid vendor, the vendor name and address display below the vendor number.

Format	Six characters
Example	Type: `100`

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, you will be told, All inventory items matching selections 1 thorough 5 will now be loaded for vendor nnnnnn, and asked if it is OK to proceed with loading the items for the vendor that you selected. If you answer Y, there will be a period of processing while the items are loaded. A running display of the item currently being processed appears on the screen.

Format	One character, either Y or N.
Example	Type: `Y`

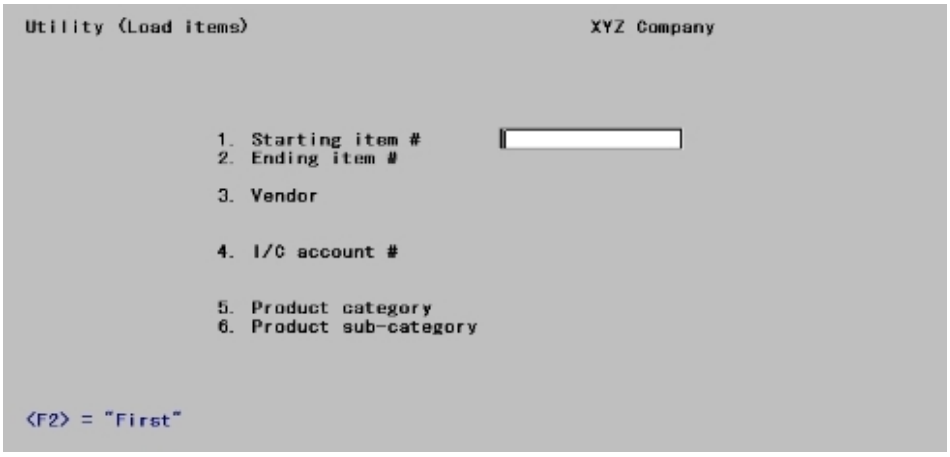
LOAD ITEMS

If you have not read the section Load Vendor vs. Load Items, please do so before proceeding.

Select

Load items from the *Utility* menu.

The following screen appears:



Enter the following information:

1. Starting item # and

2. Ending item #

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

Format	15 characters
Example	Press <F2> at each field

3. Vendor

Enter a vendor number for this range of items.

Options

You may use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor
<F5>	For All vendors

Only items in the range selected which also have this vendor number will be loaded into Vendor Items. The name of the selected vendor will display below its number.

Format	6 characters
Example	Press <F5>

4. I/C account

Enter the I/C account number for this range of items.

Options

You may use one of the options:

<F2>	For the next I/C account
<F1>	For the default I/C account
<F5>	For All I/C accounts

Only items in the range selected that also have this I/C account number will be loaded into Vendor Items. The first line of the account description will display below the account number.

Format	15 characters
Example	Press <F5>

5. Product category

Enter the code for the product category for this range of items.

Options

You may use one of the options:

<F5>	To load items for All product categories.
Blank	To load only items with no product category code

Only items in the range selected that are also in this product category will be loaded into Vendor Items.

Format	Five characters
Example	Press <F5>

6. Product sub-category

This field displays as (*Not applicable*) and may not be entered if you have not specified a product category. Otherwise, enter the code for the product sub-category for this range of items.

Options

You may use one of the options:

<F5>	To load items for All product sub-categories in the selected category(s).
Blank	To load only items with no product sub-category code

Only items in the range selected that match the specified product category and sub-category will be loaded into Vendor Items.

Format	5 characters
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, you will be told, All inventory items matching selections 1 thorough 6 above will now be loaded into Vendor Items, and asked if it is OK to proceed with loading the items for the vendor that you selected. This is a last warning to prevent confusion between Load vendors and Load items. If you answer Y, there will be a period of processing while the items are loaded. No report is printed, but a running display of the item currently being processed appears on the screen.

Format	One character, either Y or N
Example	Type: Y

COPYING VENDOR ITEMS

Use this selection to copy data from Vendor Items for one vendor to Vendor Items for another vendor. You can do this whether or not you interface to I/C.

- You can use this feature to define your second choices for vendors, after having set up your prime vendors. If you are interfaced to I/C, be sure to adjust the ranks of the copied records afterward.
- You can also use this feature when you switch vendors.

Note that the items are copied, not transferred. If you want to delete them from the old vendor, use the Delete vendor items selection.

Select

Copy vendor items from the *Utility* menu.

The following screen appears:

```
Utility (Copy vendor items)                    XYZ Company

              1. Copy from vendor

              2. Copy to vendor

              3. Starting item #
              4. Ending item #

<F1> = next vendor
```

Enter the following information:

1. Copy from vendor

Enter the number of the vendor to copy items from.

Options

You may use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor

A temporary vendor is not allowed.

Upon selection of a valid vendor, his name and address display below his number.

Format	6 characters
Example	Type: `100`

2. Copy to vendor

Enter the number of the vendor to copy items to, exactly as above. A temporary vendor is not allowed, nor may the copy-to vendor be the same as the copy-from vendor.

<F1>	For the next vendor
<SF1>	For the previous vendor

Format	One character, either Y or N
Example	Press <F1>

Upon selection of a valid vendor number, the vendor name and address display.

3. Starting item # and

4. Ending item

If you are not interfaced to I/C, enter the vendor's product number in these two fields.

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

Format	15 characters
Example	Press <F2> at each field for First through Last.

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

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, you will be asked, The selected items will now be copied. *OK to proceed?*. Respond Y to continue or N if you think better of it.

Format	One character, either Y or N
Example	Type: `Y`

The requested information will be copied. As each item is copied, its number will appear on the bottom of the screen.

DELETING VENDOR ITEMS

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

Select

Delete vendor items from the *Utility* menu.

The following screen appears:

```
Utility (Delete vendor items)                    XYZ Company

                    1. Vendor

                    2. Starting item #
                    3. Ending item #
              4. Only items with last P.O. date on or before
              5. Only if vendor is second choice for item ?
              6. Only if vendor is third choice for item ?

<F1> = next vendor, <SF1> = previous vendor
```

If you are not using I/C with P/O, Fields #5 and #6 do not appear on this screen.

Enter the following information:

1. Vendor

Enter the number of the vendor.

Options

You may use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor

Upon entry or selection of a valid vendor number, its name and address will appear on the screen.

Format	6 characters
Example	Type: 900

2. Starting item # and

3. Ending item

If you are not interfaced to I/C, enter the vendor's product number in these two fields.

Enter the range of items to delete. Press <F2> for First or Last item number.

Format	15 characters
Example	Type: 1000 at both fields.

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

This field lets you limit the deletion to inactive items. Items included in a purchase order more recently than the date specified will be considered active and will be protected against deletion.

Enter the date or press <F2 > for the Latest date (meaning that all items, however old, will be considered active).

Format	MMDDYY
Example	Press <F2>

5. Only if vendor is second choice for item ?

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

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

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

Format	One character, either Y or N
Example	Type: Y

6. Only if vendor is third choice for item ?

If you answered Y to the previous field, this field is set to Y also and cannot be entered.

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

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

Format	One character, either Y or N.
Example	In this example this field displays as Y and cannot be changed because you have entered Y in the previous field.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, you will be asked, *The selected vendor items will now be deleted OK to proceed?*. Respond Y to continue or N if you think better of it.

Format	One character, either Y or N.
Example	Type: `Y`

The selected vendor items will now be deleted. As each item expires, its number appears on the bottom of the screen.

PURGING VENDOR ITEMS

Your Vendor Items list can grow very large over a period of time. Therefore, it is a good idea to develop a regular procedure for removing unnecessary information from vendor items and freeing disk space.

Follow these steps:

1.	Print a complete list of Vendor Items at least every six months, in both vendor number order and item number order. If six months is too long or too short an interval, determine a time interval that fits your company. Mark your calendar accordingly.
2.	Review these lists carefully.
3.	When you find a vendor that you no longer use, delete all items for that vendor, using the Delete function described above. Do this for every vendor you no longer use.
4.	For each item that you no longer keep in stock, delete all vendor item records for that item through Vendor items.
5.	Finally, for each vendor from whom you no longer buy certain items, remove those items from Vendor Items.
6.	Do this step using a vision system only. This does not apply to a PBS SQL install. To release the disk space in vision files formerly taken by unused vendors and items, use Exports and Restores from an export file on Vendor Items. These functions are described in the *Data (File) Recovery Utilities* chapter in the *PBS Administration* documentation.

Printing Brief Vendor Item Lists

The Brief Vendor Item List differs from the Vendor Item List (described in Printing Vendor Items List) in allowing restriction by both vendor and item number (not just one or the other). You may use it in conjunction with Load vendor and Load items.

Select

Vendor items, brief from the *Reports* menu.

The following screen appears:

```
Reports (Vendor items, brief)                    XYZ Company


                1. Vendor


                2. Starting item #
                3. Ending item #


<F1> = next vendor
```

1. Vendor

Enter the number of the vendor whose items you want to appear.

Options

You may use one of the options:

<F1>	For the next vendor
<SF1>	For the previous vendor

Format	Six characters
Example	Type: 100

Upon selection of a valid vendor, the name and address display below the number.

2. Starting item # and

3. Ending item

If you are not interfaced to I/C, enter the vendor's product number in these two fields.

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

Format	15 characters
Example	Press <F2> at both fields

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Brief Vendor Item List will be printed.

SETTING VENDOR DATA IN I/C ITEMS

This selection is only available if I/C is interfaced to Purchase Order.

You can run this selection at intervals to keep vendor information in the I/C module consistent with that in P/O and to avoid entering the same information twice.

Select

Set vendor in I/C items from the *Utility* menu.

The following screen appears:

```
Utility (Set vendor in I/C items)                XYZ Company


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


Are you sure you want to do this ?
```

Answer N to stop this procedure, or answer Y to set the specified fields. There will be a period of processing while this occurs, then the Set up vendor items menu will reappear.

If more than one vendor in Vendor items is defined as the prime vendor for the same item, the prime vendor field in Items will be set to whichever vendor happens to have the highest number.

Purchasing Addresses

This chapter contains the following topics:

ENTERING PURCHASING ADDRESSES

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

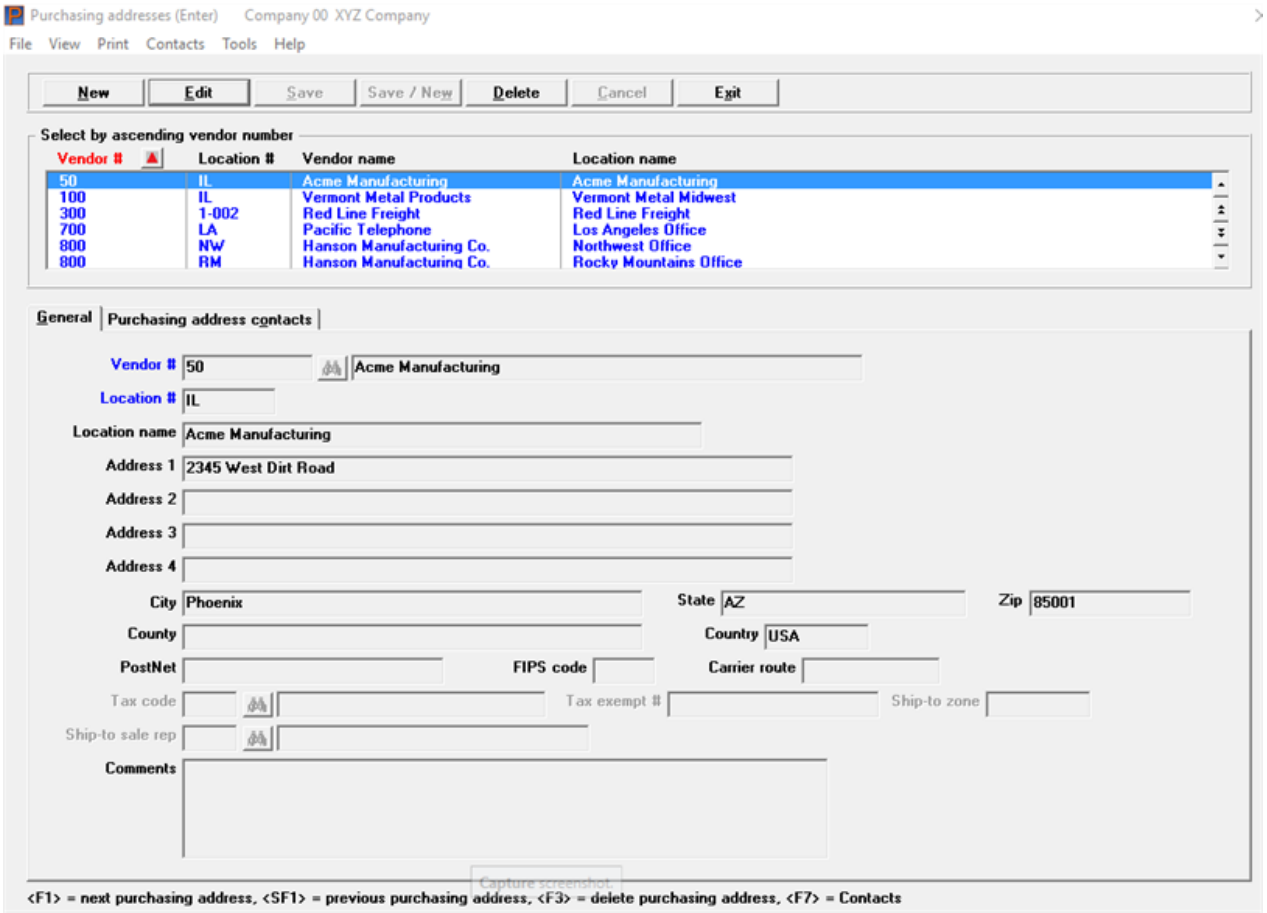
Use this selection to enter addresses for those vendors who have one or more purchasing addresses distinct from their vendor address.

The P/O Purchasing addresses selection is identical to the selection of the same name in A/P. There are not two sets of data but only one, accessible from either module.

Select

Purchasing addresses from the *Master information* menu.

The following screen lets you work with both new and existing purchasing addresses:



You select an existing purchasing address for editing or viewing using the list box.

Purchasing Addresses List Box

The list box displays up to 6 purchasing addresses at a time. You may sort the purchasing addresses by vendor number in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the View options.

To locate a purchasing address, start typing the vendor number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate an item. The <F1> and <SF1> keys are the same as the up/down arrow keys.

Purchasing addresses that display in the list box are available for changes or deletion. The fields for the selected purchasing address display in the lower part of the screen.

When a purchasing address is found, you may select the <Enter> key or Edit button to start editing.

Purchasing Addresses Buttons

You may select a button or keyboard equivalent for editing, deleting or adding a new purchasing address:

Button	Keyboard	Description
New	Alt+n	To enter a new purchasing address
Delete	Alt+d	To delete the purchasing address selected in the list box. You may also use the <F3> key
Edit	Alt+e	To edit the purchasing address selected in the list box
Save	Alt+s	To save a new purchasing address or changes to an edited purchasing address
Save/New	Alt+w	Same as Save button plus the New button
Cancel	Alt+c	To cancel adding or editing a purchasing address
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

Menu Selections

At the top left of the screen menu selections are available. Most of these are the same from screen to screen. Some of these selections may be restricted. If the menu selection is grayed out, then you will not be able to access it. The selection that is unique to this screen is explained here:

Selecting the *Print* menu accesses the *Purchasing address* list.

Character Mode

This is the character mode screen:

```
Purchasing addresses (Enter)                          XYZ Company

 *1. Vendor #
 *2. Location-#
  3. Location name
  4. Address-1
  5. Address-2
  6. Address-3
  7. Address-4
  8. City
  9. State                                      Zip code
 10. County                                                    Country
 11. FIPS code                                   Postnet
 12. Carrier route
 13. Tax code    (Not applicable)
 14. Ship-to zone (Not applicable)
 15. Ship-to sales person (Not applicable)
 16. Tax exempt (Not applicable)


<F1>=next puch adrs, <SF1>=prev puch adrs, <F2>=next vendor, <SF2>=prev vendor
```

Enter the following information:

Vendor number

Enter the vendor number. You may use the lookup button or <F8> to select a vendor via the lookup.

Options

Using character mode you may also use one of the options:

<F1>	For the next purchasing address (regardless of vendor)
<SF1>	For the previous purchasing address
<F2>	For the next vendor
<SF2>	For the previous vendor
<F7>	For purchasing address contacts.

Format	Six characters
Example	Type: 300

Upon selection of a valid vendor number, its vendor name displays adjacent to it.

Location number

Enter a number to identify this purchase location. Location number is required.

Do not confuse this location code with the *deliver-to location* code.

Each one of a vendor's locations must have a different location number, but the same location number can be used for different vendors if desired.

Format	Eight characters
Example	Type: `1-002`

Location name

Location name is optional and may be left blank. Enter the name of the company at this purchasing address, or press <F2> to use the vendor name as the location name.

Format	50 characters
Example	Press <F2>

Address1 through 4

Enter the address. The vendor's name and address will be printed on the purchase order exactly as you enter it, for use in window envelopes.

Each address line is optional.

Format	50 characters for each field
Example	Type: `Building 4-D`
	Type: `1000 Industrial Park Rd.`
	Press <Enter for line 3 Press <Enter for line 4

City

Enter the city for this purchasing address.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this purchasing address. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this purchasing address.

Format	15 characters
Example	Type 92251

County

Enter the county for this purchasing address.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this purchasing address.

Format	Three characters

PostNet

This field is reserved for future use.

Enter the PostNet location code for this purchasing address.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this purchasing address.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this purchasing address.

Format	12 characters
Example	Press <Enter>

Tax code, Tax exempt #, Ship-to zone, *and* Ship-to sales rep

These fields are not used for purchasing addresses.

Comments

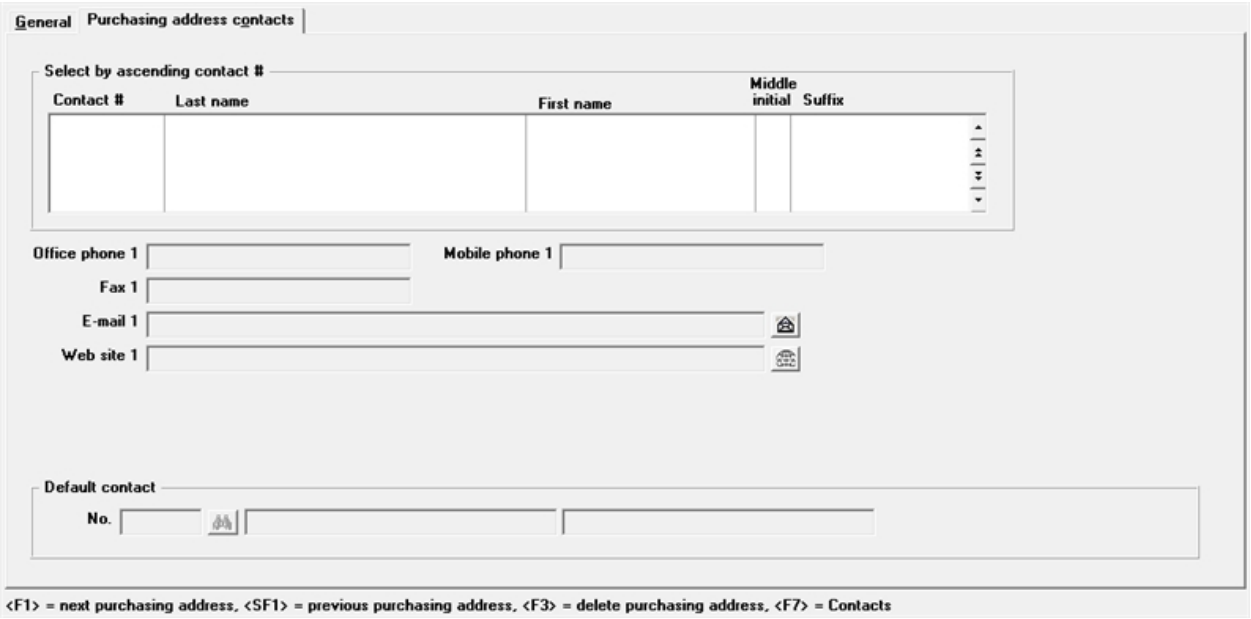
Enter any comments about this purchasing address. Comments are optional, and when used are entered like Notes.

For character mode refer to the *Using Notes* section of the *User of Function Keys, ToolBar and Windows* chapter in the *System User* documentation.

Format	Five lines of 64 characters each
Example	Type All POs to this address Press <Enter> Press <Esc> Press <Enter>

Purchasing Address Contacts Tab

This is the purchasing address contacts tab.



The phone numbers, email and web site fields on the tab are view only. Information will only display in these fields if a vendor contact has been entered and data was entered for these fields.

In the case of Email-1 and Web-site 1, you may click on the button to the right of Email-1 to start an email to the selected contact and you may click on the button to the right of Web-site 1 to open the contact's web site 1.

You may enter the following field:

Default contact

Enter the default contact for this purchasing address. On a new entry there will not be a contact for entering this field. Following entering the purchasing address, enter a contact. Then you may enter this field.

Character Mode

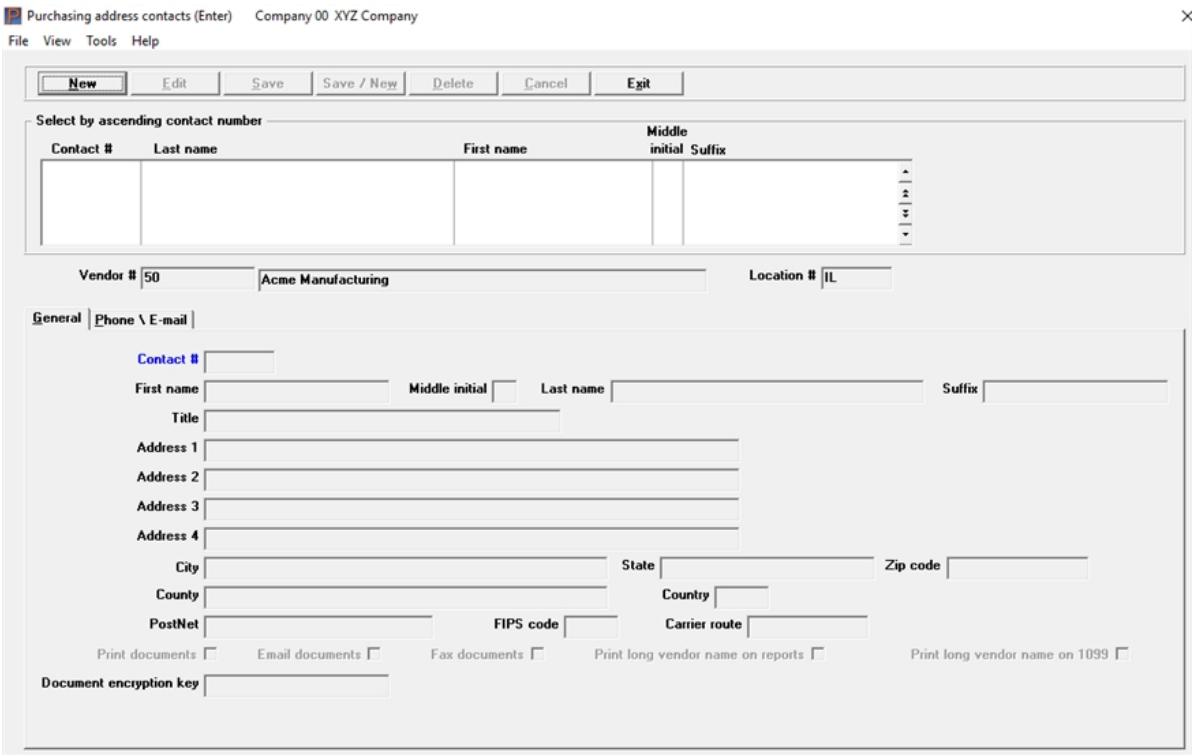
```
Purchasing addresses (Enter)                          XYZ Company

 For vendor #    50                Acme Manufacturing
 17. Default location #
     Contact                                  Phone
     Fax                                      Email
     Contact                                  Phone
     Fax                                      Email

                                18. Comments

<F7>=Contacts
Field number to change ?
```

Only the default contact can be entered on this screen. The Contact, Phone, Fax and Email fields are displayed from the contact selected in the list box.

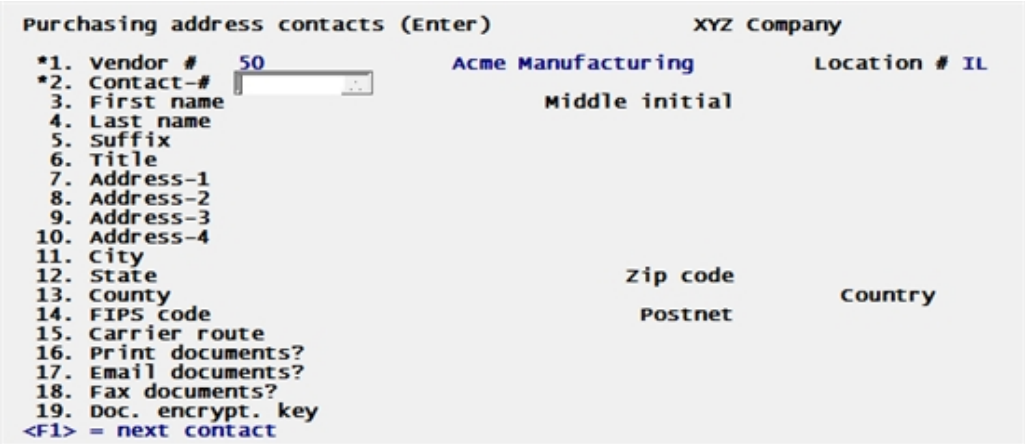
Purchasing Address Contacts

Enter the contacts for this location. For each contact, you may enter their address, telephone number, Fax number, e-mail address, web site and more.

- All contacts are optional.
- All the fields for each contact are optional. For example, you can know the contact’s telephone number without knowing the person's name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.



Character Mode



The vendor # field is assumed and cannot be entered.

Contact

Enter a unique number to distinguish this contact from the purchasing addresses other contacts.

Options

If you have purchasing addresses, these options will be available to you.

<F1>	For the next contact for this purchasing address
<SF1>	For the previous contact for this purchasing address
<F3>	To delete the displayed contact for this purchasing address

Format	99999999
Example	Type 3

First name

Enter the first name of this contact.

Format	20 characters
Example	Type Tim

Middle initial

Enter the middle initial of this contact.

Format	1 character
Example	Press <Enter> to leave this field blank.

Last name

Enter the last name of this contact.

Format	35 characters
Example	Type Rawlings

Suffix

Enter the suffix of this contact.

Format	20 characters
Example	Press <Enter> to leave this field blank.

Title

Enter a description of the position (title) of this contact.

Format	40 characters
Example	Type Sales Rep

Address 1, Address 2, Address 3 and Address 4

Enter the address of your contact.

Format	60 characters for all 4 lines
Example	Type Building 4-D Type 1000 Industrial Park Rd. Press <Enter> for line 3 Press <Enter> for line 4

City

Enter the city for this contact.

Format	45 characters
Example	Type Los Angeles

State

Enter the state for this contact. The content of this field will be automatically forced to upper case.

Format	23 characters
Example	Type CA

Zip

Enter the zip code for this contact.

Format	15 characters
Example	Type 92251

County

Enter the county for this contact.

Format	45 characters
Example	Press <Enter>

Country

Enter the country for this contact. The content of this field will be automatically forced to upper case.

Format	3 characters
Example	Press <Enter>

PostNet

This field is reserved for future use.

Enter the PostNet location code for this contact.

Format	25 characters
Example	Press <Enter>

FIPS code

This field is reserved for future use.

Enter the FIPS code for this contact.

Format	5 characters
Example	Press <Enter>

Carrier route

This field is reserved for future use.

Enter the carrier route for this contact.

Format	12 characters
Example	Press <Enter>

Print documents

This field is reserved for future use.

You may use this field to determine if P.O. purchase orders are printed. If yes, put a check mark in this check box.

Format	Check box
Example	Select <Enter> to not check the box

Email documents

This field is reserved for future use.

If you want to use a vendor contact when emailing P/O purchase order PDF files, put a check mark in this check box. You may select more than one contact for emailing documents, however the contact marked as the default in the Default contact vendor field will be the default.

You must also have a valid email address in the contact's Email 1 field.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in PBS *System* documentation.

Format	Check box
Example	Select <Enter> to not check the box

Fax documents

This field is reserved for future use.

You may use this field to determine if P.O. purchase orders are faxed. If yes, put a check mark in this check box.

Format	Check box
Example	Select <Enter> to not check the box

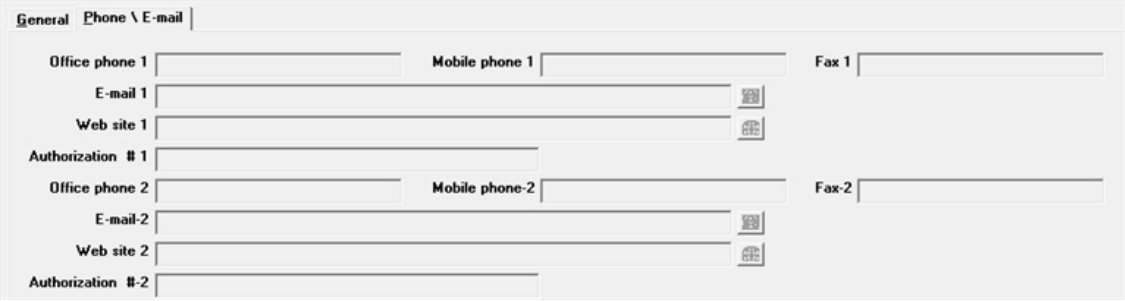
Document encryption key

This field is reserved for future use.

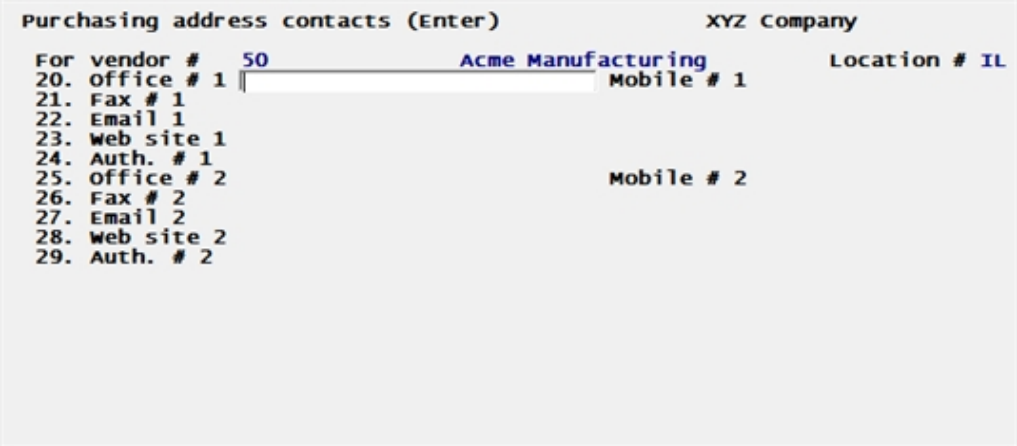
Enter the code used to encrypt document files for this contact.

Format	20 characters
Example	Press <Enter>

Phone \ Email tab



Character Mode



Office phone 1

Enter the first office telephone number for this contact.

Format	25 characters
Example	Type 213-555-9933 for office phone 1

Mobile phone 1

Enter the first mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 1

Enter the first fax telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Email 1

Enter the first email address of this contact.

This email address is used when emailing purchase order documents, if you selected a contact as the default contact in the vendor record Default contact field. Also see the Email documents field below.

There is a setup procedure for emailing forms. Please see the *Administration* documentation appendix *Email Configuration* for more information.

Once emailing is configured in PBS, you have generated PDF files and you want to start emailing these files, see the *PDF Form File Processing* chapter in PBS *System* documentation.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Type trawlings@vermontmetal.com

Web site 1

Enter the first web site address for this contact.

Clicking on the button to the right of the web site field opens your default browser application and opens the web address entered here.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 1

If applicable, enter the code which the vendor has provided you in order to confirm that you have the authority to order goods from this vendor.

Format	40 characters
Example	Press <Enter>

Office phone 2

Enter the second office telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Mobile phone 2

Enter the second mobile telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Fax 2

Enter the second fax telephone number for this contact.

Format	25 characters
Example	Press <Enter>

Email 2

Enter the second email address of this contact.

Clicking on the button to the right of the address field opens your local email application, starts a new email and inserts this email address into the send to field.

Format	60 characters
Example	Press <Enter>

Web site 2

Enter the second web site address for this contact.

Format	60 characters. The www. part of the web site address is assumed and not required.
Example	Press <Enter>

Authorization # 2

If applicable, enter the code which the vendor has provided you in order to confirm that you have the authority to order goods from this vendor.

Format	40 characters
Example	Press <Enter>

To close the contact window and return to the vendor record, press <Esc>.

Contact-1, Phone number, E-mail, Fax number
Contact-2, Phone number, E-mail, Fax number

Enter the names of the primary and secondary contact for this location. For each contact, you may enter his telephone number, his Fax number, and his e-mail address.

- Both contacts are optional. You can have a secondary contact even if you don't have a primary one.

- All fields for each contact are optional. For example, you can know the contact's telephone number without knowing his name.
- No formatting rules are enforced for any of these fields. If you expect to be using any utility module to sort data by area code, you should adopt your own standard for phone number format.

Format	25 characters for each field
Example	Type Tim Rawlings Type 213-555-9933 Press <Enter> six times.

Options

Make any needed changes.

In character mode, if this is an existing entry, you may also use the option:

<F3>	To delete this entry

Upon pressing <Enter> with this field blank, the screen will clear for the next entry.

Printing Purchasing Addresses

See a Purchasing Addresses list example in the *Sample Reports* appendix.

Select

Purchasing addresses from the *Reports* menu.

The following screen appears:

```
Reports (Purchasing addresses)                    XYZ Company



                    1. Starting vendor #
                    2. Ending vendor #
                    3. Print comments ?



<F2> = "First"
```

Enter the following information:

Starting vendor # *and*

Ending vendor

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

Format	6 characters
Example	Press <F2> at both fields.

Print comments

Your answer here determines whether comments will be printed.

Format	Graphical mode: Check box where checked is yes and unchecked is no. Use the mouse or the space bar to select Character mode: One character, either Y or N. The default is N.
Example	Answer Y

OK or Cancel

Select OK to select a printer for printing the report or select Cancel to not print the report and return to the menu.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the *Purchasing Addresses list* will print.

Purchase Order Messages

This chapter contains the following topic:

Entering Purchase Order Messages

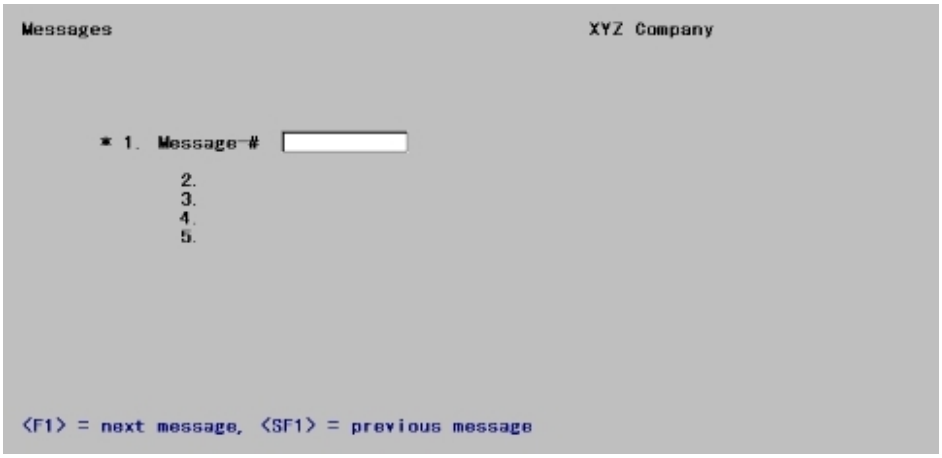
This selection allows entry of standard messages that you can print on your purchase orders. You may use one of these standard messages when entering header information for an individual purchase order or you may choose to select one of these messages for a range of purchase orders when you *Print new P.O.'s*.

This selection allows you to define standard messages that may be selected to print on purchase orders.

Select

P.O. Messages from the *Master Information* menu.

The following screen lets you work with both new and existing purchase order messages:



Enter the following information:

1. Message-#

Enter a message number to identify this message.

Options

You may also use one of the following options:

<F1>	For the next message.
<SF1>	For the previous message.
<F3>	To delete an existing message.

Format	10 characters
Example:	Type: `M-100`

2. Message text

3. Message text

4. Message text

5. Message text

You may enter up to four lines of text for each P.O. message. Press <Enter> after each line to move to the next line.

Format	50 characters for each of four lines

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the screen will be cleared for entry of another message.

Pre-purchase Processing

This chapter contains the following topics:

INTRODUCTION TO PRE-PURCHASE PROCESSING

The Pre-purchase orders processing selection groups together four functions which are preliminary to processing purchase orders.

Issuing purchase order numbers

When numeric purchase order numbers are used, they must be issued before use. This is often done in blocks, each block being assigned to an individual who then becomes responsible for those purchase orders until all numbers have been accounted for.

When alphanumeric purchase order numbers are used, purchase order numbers are not issued and this selection does not apply. See 1. Use alphanumeric P.O. #'s ? in the *Control Information* chapter for a full explanation.

Reports

The Purchasing Advice Report and the Purchasing Worksheet reports are available only when you interface to Inventory Control. They help you decide what and when to re-order.

The Purchasing Advice Report is an expanded version of, and replacement for, the Purchasing Advice Report in I/C. When the Purchasing Advice Report is run, pre-purchase records are created for each item that falls within the re-order parameters entered for the report.

Both reports include information about I/C inventory items, whether or not those items are present in Vendor Items.

Processing Pre-purchase Records

In addition to generating a report, Purchasing advice creates pre-purchase records based on the parameters entered for the report. These pre-purchase records may be edited until they reflect your actual order and then converted to purchase orders automatically.

If interfaced with O/E, costs may be pulled from an O/E line when running the Purchasing Advice Report.

Issuing Purchase Order Numbers

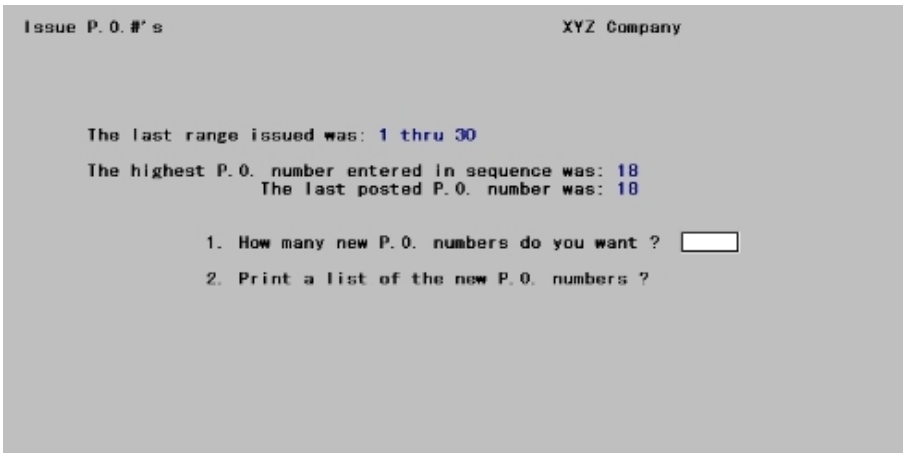
When numeric issuing applies, and only in that case, this function is used to issue a group of consecutive purchase order numbers.

A particular purchase order number cannot be assigned to a purchase order in the Purchase orders (Enter) function unless it has been issued here first.

Select

Issue P.O.#'s from the P/O menu.

The following screen appears:



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

Otherwise, enter the following information:

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

Enter the quantity of new purchase order numbers you want to issue.

Format	999
Example	Type: 10 to issue 10 numbers

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

Answer Y if you want to print an Available P.O. Numbers List. You can use this list as a control document. It provides blank spaces for you to enter the date and vendor number for each purchase order number used.

Format	One character, either Y or N
Example	Type: Y

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the requested numbers will be issued and the Available P.O. Numbers List, if requested, will be printed. See a sample Available P.O. Numbers report in the *Sample Reports* appendix.

PRINTING PURCHASING ADVICE REPORTS

You can print this report only if I/C is interfaced with P/O.

The Purchasing Advice Report is a valuable aid in planning your purchasing. When this report is run, pre-purchase records are created for each item that falls within the re-order parameters entered for the report.

Item Costs

When pre-purchase order records are generated the cost for an item can come from several sources. These include:

- Vendor item record. If there is more than one vendor with the same item, it takes the cost from the vendor with the lowest amount
- Order Entry Line Estimated or Negotiated Cost

Using Order Entry Estimated and Negotiated Costs

If Order Entry is not installed on your system this section does not pertain to you.

From Order Entry *Orders (Enter)*, the Vendor, Neg. cost (negotiated cost) and Est. cost (estimated cost) fields may be used when running this report to establish the cost.

For each O/E line item, the item-number is used to read pre-purchase orders. The O/E entered costs will be used for the pre-purchase order record when:

- A pre-purchase order record is being generated with an item number that matches the O/E entered item
- On the O/E line, the vendor number field is not blank and either the Neg. cost or Est. cost fields are not zero
- The cost entered on the O/E order line is less than the cost on the pre-purchase order record

Then the order to which that line item belongs is a valid order and a pre-purchase order record is updated in the following manner:

- If the negotiated cost is not zero and not greater than the pre-purchase order cost the O/E line Vendor, Neg. cost and Item number are used to write the pre-purchase order record. For this case an "N" is placed in the pre-purchase order cost flag to indicate negotiated
- If the estimated cost is not zero and not greater than pre-purchase order cost, the O/E line Vendor, Neg. cost and Item number are used to write the pre-purchase order record. For this case an "E" is placed in the pre-purchase order cost flag to indicate estimated cost
- If both the negotiated and estimated costs are not zero and at least one of them is not greater than the pre-purchase order price, then the lessor cost will be used to write the pre-purchase order record

See a sample Purchasing Advice Report in the *Sample Reports* appendix.

Select

Purchasing advice from the *Pre-purchase orders* menu.

A screen similar to the following appears:

```
Reports (Purchasing advice)                    XYZ Company


                 1. Warehouse

                 2. In order by

                 3. Starting item #
                 4. Ending item #

                 5. Product category
                 6. Prod sub-category
                 7. Starting vendor #
                 8. Ending vendor #

                 9. Vendor type

                10. Only if below reorder level ?

<F5> = "All"
```

If you do not use the multi-warehouse feature, the Warehouse field does not appear and the remaining fields are renumbered accordingly.

Enter the following information:

1. Warehouse

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

Options

Otherwise, use the option:

<F5>	To show items stocked at All warehouses

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

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

Format	Two characters
Example	Press <F5>

2. In order by

Enter either:

I	To print in item number order.
V	To print in vendor number order. *
C	To print in product category order.
S	To print in product subcategory order.
T	To print in order by vendor type (defined in A/P Vendors) *

* When sorting by vendor number order or vendor type, the program will only print and create records for items that have a vendor entered in the *Vendor number* field using *Items (Enter)*. When sorting by item number, product category and sub-category it ignores the *Vendor number* field and prints all items in range regardless.

Format	One character from the list above
Example	Type: V

3. Starting item # and

4. Ending item

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

Format	15 characters for each field
Example	Press <F2> at both fields.

5. Product category

You can show items for only one product category or for all product categories. Enter the product category, or press <F5> for *All* items regardless of product category.

Format	Five characters
Example	Press <F5>

6. Product sub-category

This field displays as Not applicable and may not be entered if you have not specified a specific product category.

Otherwise, you can show items for only one product subcategory or for all product subcategories within this category. Entering Blank means that you only want those items within this category which have no product subcategory.

Enter the product subcategory or press <F5> for *All* items in this product category, regardless of subcategory.

Format	Five characters
Example	Press <F5>

7. Starting vendor # and

8. Ending vendor

This vendor number refers to only the prime vendor for the item.

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

Format	Six characters at each field
Example	Press <F2> at both fields.

9. Vendor type

Unless you chose to print in Vendor type order (Field #2 above), this field displays as All and may not be changed.

Otherwise, enter the vendor type you wish to print, or press <F5> to show items for *All* vendor types.

Format	Three characters
Example	This field defaults to "All" and is skipped.

10. Only if below reorder level ?

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

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

Answer N to show items regardless of reorder level.

Format	One character, either Y or N. The default is N.
Example	Type: N

If you answer Y, the following field appears:

Compare reorder level to

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

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

1	**Quantity on hand** Each item's reorder level will be compared to the sum
2	**Quantity available minus qty on backorder** This method takes into account quantity committed and quantity backordered.

The reorder level is compared to:

(Quantity on-hand plus quantity on order), minus (Quantity committed plus quantity on backorder)

Format	9
Example	Does not appear in this example because you typed N in the previous field.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the report will be printed and pre-purchase records will be generated for all items that align with the parameters entered for the report.

The vendor item number that prints on the report is taken from the entry in *Items*. The cost is from the vendor item. The quantities is from the warehouse status.

PRINTING PURCHASING WORKSHEETS

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

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

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

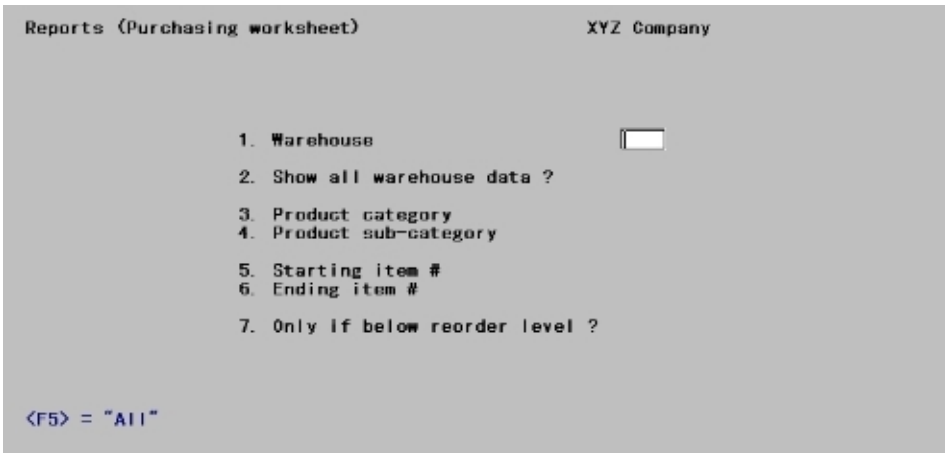
Like the Purchasing Advice Report, this worksheet requires that I/C be interfaced with Purchase Order.

See a sample Purchasing Worksheet 0001 in the *Sample Reports* appendix.

Select

Purchasing worksheet from the *Reports* menu.

A screen resembling the following appears:



If you do not use the multi-warehouse feature, Field #1 does not appear and the remaining fields are renumbered accordingly.

Enter the following information:

1. Warehouse

If you want to show items stocked at one warehouse only, enter the code for that warehouse, Otherwise, press <F5> to show items stocked at *All* warehouses.

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

Format	Two characters
Example	Press <F5>

2. Show all warehouse data ?

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

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

Format	One character, either Y or N. The default is N.
Example	Type: `Y`

3. Product category

You can show items for only one product category or for all product categories. Entering Blank means that you only want those items which have no product category.

Enter the product category, or press <F5> for *All* items regardless of product category.

Format	Five characters
Example	Press <F5>

4. Product sub-category

This field displays as Not applicable and may not be entered if you have not specified a product category.

Otherwise, you can show items for only one product subcategory or for all product subcategories. Entering Blank means that you only want those items within this category which have no product subcategory.

Enter the product subcategory, or press <F5> for *All* items in this product category, regardless of subcategory.

Format	Five characters
Example	Press <F5>

5. Starting item # and

6. Ending item

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

Format	15 characters for each field
Example	Press <F2> at both fields.

7. Only if below reorder level ?

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

Answer N to show items regardless of reorder level.

Format	One character, either Y or N. The default is N.
Example	Type: N

Compare reorder level to

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

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

1	Quantity on hand Each item's reorder level will be compared to the sum of the quantity on hand plus the quantity on order.
2	Quantity available minus qty on backorder This method takes into account quantity committed and quantity backordered.

The reorder level is compared to:

(Quantity on-hand plus quantity on order), minus (Quantity committed plus quantity on backorder)

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the worksheet will be printed.

After the worksheet prints, you are asked whether the *worksheets just printed are OK.*

If you answer Y, the Next P.O. worksheet # field in *Control information* is updated; if N, it is not.

Purchase orders prepared from a worksheet can be cross-referenced to that worksheet by entering the worksheet number in the header of the purchase order.

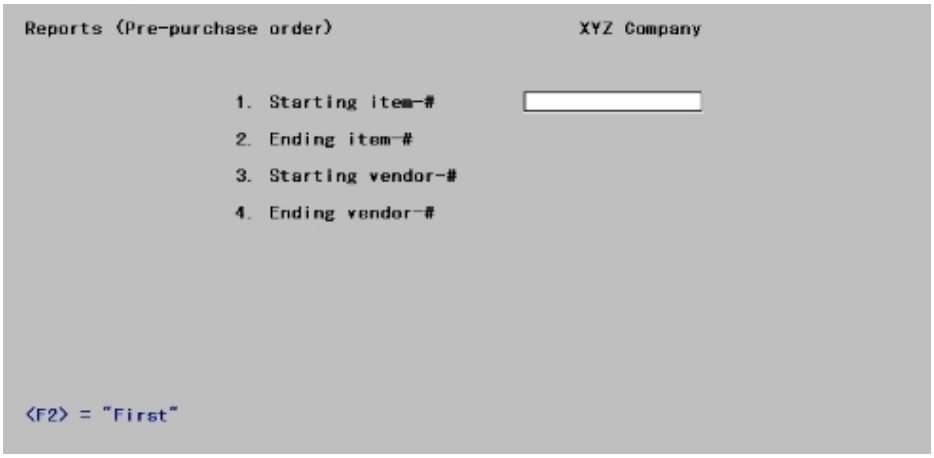
PRE-PURCHASE EDIT LIST

Print the Pre-purchase Edit List before converting your pre-purchase records to purchase orders. You may use the information provided to be sure that only those pre-purchase records that you have reviewed will be converted to actual purchase orders.

Select

Edit list from the *Pre-purchase orders* menu.

The following screen will be displayed.



You may limit the information that appears on the report. The following fields are available.

1. Starting item-# and

2. Ending item-#

Enter a range of items to print on the Edit List or press <F2> for *First* and *Last* for each field.

3. Starting vendor-# and

4. Ending vendor-#

Enter the range of vendors, whose items will be eligible for the Edit List or press <F2> for *First* and *Last* for each field.

Format	Six characters

Field number to change ?

Make any changes you wish to make. Upon pressing <Enter>, you will be prompted to chose a printer for the report.

PROCESSING PRE-PURCHASE RECORDS

Choose this selection to edit or delete records created when the Purchasing Advice Report was run. From within this selection you will also be able to select and unselect items for conversion to purchase orders. The actual conversion is done from this selection and monthly purchasing statistics are made available.

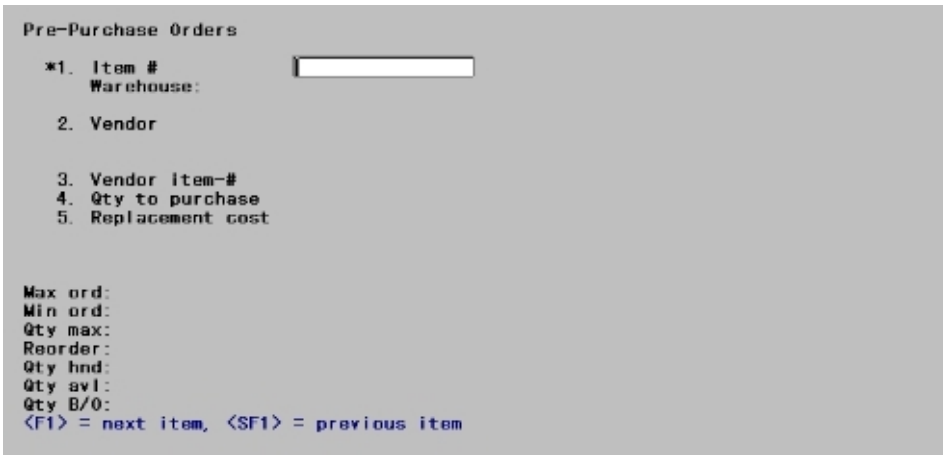
Costs that originated from an O/E line are identified by * ESTIMATED COST * or * NEGOTIATED COST * under the cost field.

An edit list is also available for final reference before you convert your pre-purchase records to actual purchase orders. See Pre-purchase Edit List

Select

Enter from the *Pre-purchase orders* menu.

The following screen displays:



You may use the following options to locate pre-purchase records or type in an item number to access a record for a particular item.

<F1>	For the next pre-purchase record.
<SF1>	For the previous pre-purchase record.

*1. Item

You may enter an item number to retrieve a pre-purchase record.

Options

You may also use one of the options:

<F1>	For the next pre-purchase record.
<SF1>	For the previous pre-purchase record.

Format	15 characters

If a pre-purchase record for the entered item number exists, it displays for editing or deletion if you wish. A screen similar to the following displays:

```
Pre-Purchase Orders

  *1. Item #            7                 Gauge, Hi-pressure
      Warehouse: Central

   2. Vendor            1000    Greener Grass Ofc. Plants  Rank: 2
                        Contact: Bernard Maybeck  Phone: 714-555-2344

   3. Vendor item #     7
   4. Qty to purchase          24
   5. Replacement cost          6.59

                                   Last purchases
                          Vendor | Date     | Quantity        | Cost
Max ord:     8,224        1000   | 1/21/99  |  450     EACH   |  6.59
Min ord:        24        200    | 1/21/99  |  250     EACH   |  6.59
Qty max:     9,200
Reorder:     1,000
Qty hnd:       976                | 1/21/99  |  450     EACH   |  6.59
Qty avl:       976
Qty B/O:         0
<F1>=next, <SF1>=prev, <F3>=del, <F5>=sel/unsel, <F6>=transfer, <F7>=statistics
Field number to change ?
```

On the right of the screen are the last purchases information in two display boxes. They contain the following information:

- The upper box shows the last 3 times, by date, that the item was purchased
- The lower box show the last 2 times the item was purchased from the vendor in field 2

The other fields and functions are explained below:

Options

The following options are available for displayed pre-purchase records:

<F1>	For the next pre-purchase record.
<SF1>	For the previous pre-purchase record.
<F3>	To delete this record.
<F5>	To select and unselect this record for later conversion to a purchase order using <F6>.
<F6>	To convert *selected* pre-purchase order records to one purchase order per vendor. If there are multiple lines selected per vendor, they will be written as separate lines on the purchase order.
<F7>	To view purchasing statistics. A vertical box displays to show the purchases of the selected item during the last twelve months. Select <Enter> to exit the box. To get this data, the program is reading P/O Lines (POLINF) . Receivings entered using I/C *Inventory (Enter)* would not be included in the totals.

2. Vendor

Initial entry of a vendor number is not allowed. This field may only be accessed from *Field number to change ?*.

Format	Six characters

3. Vendor item

Initial entry of a vendor item number is not allowed. This field may only be accessed from *Field number to change ?*.

Format	15 characters

4. Qty to purchase

Initial entry of a Qty to purchase is not allowed. This field may only be accessed from *Field number to change ?*.

Format	999999.99999
Example	Press <F5>

5. Replacement cost

Initial entry of a Replacement cost is not allowed. This field may only be accessed from *Field number to change ?*.

Format	9999999.99999
Example	Press <F5>

If the words * ESTIMATED COST * or * NEGOTIATED COST * display under the Replacement cost field, it means that the cost was established from a line in Order Entry. See the Using Order Entry Estimated and Negotiated Costs section for a full explanation.

Edit the pre-purchase record as required.

Print the Pre-purchase Edit List to verify your edits.

CONVERTING PRE-PURCHASE RECORDS

At any time while working in the *pre-purchase record* entry screen, you may convert pre-purchase records to purchase orders. You may convert one record at a time or you may convert many selected records at a time. It is advisable to develop a consistent process for doing this.

This function will create a new purchase order for all the selected items assigned to a vendor.

This program will not update an existing purchase order for a vendor. If you prefer, you may print the pre-purchase order edit list and based on that, enter new lines for an existing purchase order. You may delete the pre-purchase order lines or the next time you run the reported they will not be created if the purchase order was received. You may also run the Purchasing advice report in I/C. This function will not create records here.

After you have printed the Pre-purchase edit list and you have verified that all records are correct for conversion, you may initiate the conversion.

Select

Enter from the *Pre-purchase orders* menu.

The following screen displays:

```
Pre-Purchase Orders

  *1. Item #              7                  Gauge, Hi-pressure
      Warehouse: Central

   2. Vendor              1000    Greener Grass Ofc. Plants  Rank: 2
                          Contact: Bernard Maybeck  Phone: 714-555-2344

   3. Vendor item-#       7
   4. Qty to purchase           24
   5. Replacement cost           6.59

                                   Last purchases
                          Vendor   Date       Quantity          Cost
Max ord:     8,224        1000   1/21/99      450     EACH      6.59
Min ord:        24        200    1/21/99      250     EACH      6.59
Qty max:     9,200
Reorder:     1,000
Qty hnd:       976        1/21/99      450     EACH      6.59
Qty avl:       976
Qty B/O:         0
<F1>=next, <SF1>=prev, <F3>=del, <F5>=sel/unsel, <F6>=transfer, <F7>=statistics
Field number to change ?
```

Options

You have the following options:

<F1>	For the next pre-purchase order record
<SF1>	For the previous pre-purchase order record
<F3>	To delete the pre-purchase order record
<F5>	To select / unselect the record for transfer to P/O
<F6>	To transfer your pre-purchase records that have been selected (using <F5>) to actual purchase orders. Pressing <F6> displays the message, *Create Purchase order for this vendor ONLY?*.
<F7>	To display Qty by Month statistics

Purchase Orders

This chapter contains the following topics:

INTRODUCTION TO PURCHASE ORDERS

Use this selection to enter purchase orders. Then you can print them on plain paper or on preprinted Purchase Order forms. After printing, you can post the new purchase orders to the permanent Purchase Order data.

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

If you are not interfaced to I/C, and/or you are interfaced to J/C, these cases are described at the end of the chapter.

Unposted purchase orders may be changed by this selection, but once they have been posted a separate function is needed to change them. A subsequent chapter, Changes to Purchase Orders, describes this procedure.

Posted purchase orders remain until closed, as described in the Close and Purge Purchase Orders chapter.

A purchase order consists of two parts:

The header section

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

The lines (line items) section

which contains information for each line item such as the item number, how many ordered, etc.

Entering Purchase Orders

Select

Enter from the *Purchase orders* menu.

After you select Enter, this screen displays:

```
Purchase orders (Enter)                                XYZ Company

* 1. P.O.#
  2. P.O. date
  3. Vendor
     --Purchasing address--          Ref:
     Adrs-#

  4. F.O.B.                                  7. Is this a confirming order ?
  5. Ship-via                                   Is this a multi-drop order ?
  6. Ordered by                                 Is this a blanket order ?

<F1> = next P.O., <SF1> = previous P.O.
```

The default P.O. number format is AAANN

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

From this screen you can work with both new and existing purchase orders.

You can make changes to a purchase order here until it is posted. The only way to change it after that is through the Changes to P.O.'s selection. Refer to the Changes to Purchase Orders chapter.

1. P.O.

This number is used to identify this purchase order throughout this module and Accounts Payable when used.

For a new purchase order

While entering *Control information*, you answered the question *Use alphanumeric purchase order #'s ?*. Your answer to this question affects the entry of purchase order numbers.

Alphanumeric purchase order numbers

Purchase order numbers do not need to be issued, and may be entered in any format or sequence.

We recommend that you always use P.O. numbers that match the format entered for *Default P.O. #* format in *Control information*. This will make it much easier for you to keep track of your P.O. numbers throughout the P.O. entry, printing and posting functions.

Options

Press <F2> for the next available purchase order number as described above.

The next available P.O. number is calculated for you. The numeric portion of the last P.O. number entered is increased by an increment of 1. This is done as long as the last P.O. number matches the Default P.O.# format entered in *Control information*. For instance, if the last P.O. number entered was 1001-AB (matching a format 9999AAA), the next P.O. number would be 10002-AB.

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

Numeric purchase order numbers

If you are using numeric purchase order numbers, purchase order numbers must be issued through the *Issue P.O.#'s* function. If you try to enter a purchase order number greater than the last purchase order number issued, you are informed that you must use *Issue P.O.#'s* to issue additional purchase order numbers.

Leading zeroes are not required for numeric purchase order numbers.

The next available purchase order number is obtained from the Next purchase order# field in Control information, where it may be changed if necessary.

Enter the number of the purchase order.

Options

You may also press <F2> for the next available purchase order number, as described above.

Format	15 characters, numeric or alphabetic as described above
Example	Press <F2>

Whether you use numeric or alphanumeric numbers, you can enter a number other than the next calculated number, so long as it has not already been used for another purchase order and (if numeric) has been issued. When you do, this new number does not become the basis for calculating the default on the next purchase order.

For an existing purchase order

Enter the number of the unposted purchase order you wish to change, examine, or delete.

Options

You may also use one of the options:

<F1>	For the next unposted purchase order, in purchase order number sequence
<SF1>	For the previous unposted purchase order

Upon selection of a valid existing entry, it will appear and be available for changes or deletion; the cursor will be positioned at *Field number to change ?*.

2. P.O. date

Enter the date of this purchase order. The date of the previously-entered purchase order displays as the default, and may be ratified by pressing <Enter> For the very first purchase order of a session, the default is the system date.

Format	MMDDYY
Example	Type: 030119

3. Vendor

Enter the number of the vendor from whom you are ordering.

Options

You may also use one of the options:

F1>	For the next vendor (including miscellaneous vendors), in vendor number sequence
<SF1>	For the previous vendor
<F2>	To void this purchase order number. Refer to Voiding below.
<F6>	For the same vendor number as that of the last purchase order you entered in this session
Blank	To look up the vendor by name (described below)

<Format	Six characters

Upon selection of a valid vendor, its name displays to the right of the number. You will be warned if a vendor is flagged (in A/P Vendors) as no purchases.

Looking up the vendor by name

The cursor will move to the vendor name field, allowing entry of a name (or just its leading characters). Upper/lower case is significant.

Options

Enter a name, or use one of the options:

<F1>	For the next vendor, in vendor name sequence
<SF1>	For the previous vendor name
Blank	To go back to looking up the vendor by number

Format	60 characters
Example	Does not occur in this example because you have selected a vendor from the number field.

Voiding

If you use numeric purchase order numbers, this feature ensures that each purchase order number issued is accounted for.

For instance, a pre-numbered form might accidentally be damaged beyond use. The <F2> option provides a means of identifying these cases. This is called *voiding*.

When you use this option, you will be asked to confirm the void. If you do, the remainder of the screen is not entered and the cursor does not move to *Field number to change ?*. Instead you are positioned at Field #1 for the next purchase order.

Voiding a purchase order number does not prevent you from using that number on a new purchase order later on.

Temporary vendors

You can enter a temporary vendor number by starting the vendor number with an asterisk (*). It is not necessary for the temporary vendor to have been previously entered in A/P Vendors.

Adrs-#

This field is required unless this is a temporary vendor, in which case the cursor does not move to it.

Adrs-# corresponds to Location-# in Purchasing addresses. Refer to the Purchasing Addresses chapter. Vendors with more than one remittance address (e.g., branch locations or satellite warehouses) should have a separate location number for each address. Vendors with only one address do not required any location code.

Options

Enter the Purchasing Address Location-#, or use one of the options:

<F1>	For the next purchasing address for this vendor
<SF1>	For the previous purchasing address for this vendor
<F2>	For the vendor's remittance name and address (from A/P Vendors)

Format	Eight characters
Example	Press <F2>

Temporary vendor address

These fields display automatically but only for a temporary vendor.

Even if you have done so, these fields are optional and may be left blank. For instance, if the purchase order is for services rather than for goods, delivery location may be a meaningless concept.

Enter the temporary name and purchasing address for the shipment is to be delivered.

Format	Name: 50 characters Address 1 through 4 : 60 characters each City: 45 characters State: 23 characters Zip code: 15 characters Country: 3 characters County: 45 characters
Example	Does not occur in this example because this purchase is to a standard address.

4. F.O.B.

5. Ship-via, and

6. Ordered by

All three of these fields are optional and may be left blank.

Enter the F.O.B. (free on board) location.

Enter the name of the carrier who will ship the items from the vendor to you.

Enter the person, group, or office that initiated the purchase order.

In each case you may press <F2> for the default value as entered in P/O *Control information*.

Format	15 characters (in each case)
Example	Press <F2> at each field

For multi-drop orders

Multi-drop purchases by definition are delivered to more than one location. Even if you plan to specify (in Field # 7 below) that this is a multi-drop order, you must still enter an actual location code here. This will be used as the default for each line item. If you press <F1> here for a multi-drop order, when you reach *Field number to change ?* you will have to change either the location or the multi-drop status.

Format	Two characters
Example	Type: 1

7. Is this a confirming order ?

Your response to this question determines whether the purchase order must be printed before it can be posted, and if so what the printed copy will be used for.

Enter one of the following:

Y	Yes, this is a confirming order. A confirming order is a printed purchase order sent to a vendor as a follow-up to a verbal order (made over the phone or in person). It confirms a verbal order. At the top of each page of the purchase order, the following will be printed: This is a confirmation of a verbal order. Do not duplicate this order.
N	No, this is not a confirming purchase order. This is the normal case, used when you place your orders with a vendor by means of the printed purchase order rather than verbally.
I	For Internal use only. At the top of each page of the purchase order, the following will be printed: This order is printed for internal use only. Do not mail to vendor.
D	Don't print. This purchase order will not be printed in the normal course of printing new purchase orders, using the Purchase orders (Print) selection.

Format	One character from the list above. The default is the Dflt confirming order flag from *Control information*.
Example	Press <Enter> for the default.

Is this a multi-drop order?

If you have chosen (in Control information) to use multi-drop orders, you will be asked whether this is a multi-drop order. See 19. Multi-drop P.O.'s ? in *Control information*.

Answer Y if this is a multi-drop order. A multi-drop order is one that has items to be delivered to more than one location.

If you answer Y here but in field #7 you have entered a deliver-to location that exists, you will get a message at *Field number to change ?* telling you to re-specify the deliver-to location.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

This field cannot be changed on an existing purchase order.

Is this a blanket order?

If you have chosen (in *Control information*) to use blanket purchase orders, you will be asked if this is a blanket order. See 20. Use blanket P.O.'s ? in *Control information*.

Answer Y if this is a blanket order. A blanket order is one expected to be delivered in stages over an extended period of time, and must be released each time. Refer to the 4Releases chapter for details.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

This field cannot be changed on an existing purchase order.

```
Purchase orders (Enter)                                XYZ Company

 For P.O.#
  8. Deliver to

  9. Special terms
 10. Special msg

Enter code, or <F2> to type in address
```

8. Deliver to

Enter the location code (I/C warehouse code if used) for the location to which the items are to be delivered.

You may also use one of the options:

<Enter>	For the Central deliver-to location (if one is defined)
<F2>	To deliver to an address not present in the Deliver-to locations selection. See Delivery address.
<F6>	To use a customer's ship-to address from an Order Entry order. This is useful for drop ship orders as you do not have to type the customer's ship-to address manually. • Select the <F6> key and the deliver number field changes in size to six digits to allow you to enter the O/E order number. You may also use the lookup to select the order. • After selecting the order number the ship-to address for that order displays in the deliver-to address fields.

Delivery address

These fields display automatically except when you have pressed <F2> in the preceding field 8 Deliver to.

Even if you have done so, these fields are optional and may be left blank. For instance, if the purchase order is for services rather than for goods, delivery location may be a meaningless concept.

Enter the name and address to which the shipment is to be delivered.

Format	Five lines of 60 characters each
Example	Does not occur in this example because this purchase is to be delivered to a standard address.

9. Special terms

Enter any special credit or payment terms for this purchase order.

This field is optional and may be left blank, in which case:

- If this is a regular vendor, the standard terms from A/P Vendors will be shown on the printed purchase order.
- If this is a temporary vendor, the terms field will be left blank.

Format	30 characters
Example	Type: Net 60 Days

10. Special msg

These fields are optional.

Enter the number of a message that you entered in the P.O. Messages selection or press <Enter> to enter up to four lines of text. For entering special messages see the Purchase Order Messages chapter. Otherwise select the Enter key skip a pre-entered P.O. message and type the message manually.

This message will appear at the bottom of the printed purchase order.

A special message can also be assigned or entered manually when printing new P.O.'s. The program will print the same message for each P.O. selected for the print run that does not have a special message of its own.

Format	Ten characters for the special message number. When entering the message manually four lines of 50 characters each
Example	Type: Deliveries are now being taken on the Type: east end of the building. Thank you. Press <Enter> through the remaining lines.

Field number to change ?

The screen now looks like this:

```
Purchase orders (Enter)                          XYZ Company

* 1. P.O.#        20                 2. Vendor  100     Vermont Metal Products
                                     Ref:12769            --Purchasing address--
  3. P.O. date    2/28/08          Adrs-#          410 Pinecrest Road

                                                   Newton           VT 12345
  4. F.O.B.       Our dock                         USA
  5. Ship-via     ups
  6. Ordered by   XYZ                7. Deliver to  1   Main

  8. Is this a confirming order ?  N
     Is this a multi-drop order ?  N
     Is this a blanket order ?     N

  9. Special terms  Net 60 Days
 10. Special msg    Deliveries are now being taken on the
                    east end of the building. Thank you.


Field number to change ?
```

Make any desired changes.

Options

For an existing purchase order, you may also use one of the options:

<F1>	For the next purchase order.
<SF1>	For the previous purchase order.
<F3>	To delete this purchase order.

Deleting Purchase Orders

Deleting a purchase order does not automatically void that number.

Field number to change ?

When you press <Enter> from *Field number to change ?*:

- If this is a new purchase order, the line-item screen will appear.
- If this is an existing purchase order, you are asked *Do you wish to change the lines ?*. Respond Y to proceed to the line-item screen, or N to enter another purchase order.

Line items

This section assumes that I/C is interfaced. Is not, then see If you are not using Inventory Control.

This is the purchase order line screen.:

```
Purchase orders (Enter)                          XYZ Company
          P.O.#: 20                  Vendor: 100     Vermont Metal Products

 1. Seq #  [    ]          2. Item #

 3. Worksheet #
 4. Vendor product #

 5. Vendor's descr                                     6. Vendor sell unit
                                                       7. Vendor ship unit

 8.                                          9. Qty ordered
                                            10. Unit price

11. This P.O. line is for ?                  Running total =

12. Delivery schedule:   Date        Quantity    Expedite days



<F1> = next line, <SF1> = previous line, <F2> = Seq # 10
```

Enter information about the items you are ordering. There is one line for each item being ordered.

1. Seq

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

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

Enter a sequence number.

Options

You may use one of the options:

<F1>	For the next line item of this purchase order
<SF1>	For the previous line item
<F2>	To assign a new line item in increments of 10 (for example, 10, 20,30).
<Esc>	To indicate that you have finished entering line items for this purchase order.

Format	9999
Example	Press <F2>

2. Item

If not interfaced to I/C, items are identified by the vendor product number; so this field does not appear, and the remaining fields on the screen are renumbered accordingly.

Enter the item number of the item ordered.

Options

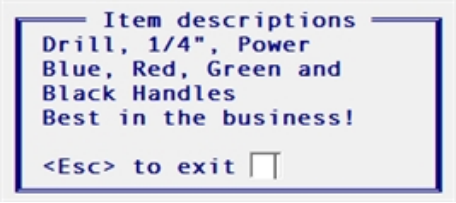
You may use one of the options:

<F1>	For the next vendor item
<SF1>	For the previous vendor item
<F2>	For a non-inventory item (described below)
<F3>	To change entry mode
<F5>	To look up by keyword
<F8>	To lookup the vendor item from a list. See Vendor Item Lookup Options below

Vendor Item Lookup Options

From the vendor item lookup you can access the I/C item lookup. From the item lookup, if you have the rights, you access items to view, add, change or delete items.

When you are using I/C, if P/O *Control information* has field 22. Show all item desc ? set to Y and your item record has more than 3 lines a window like the following displays:



This window displays the vendor item description for the first 2 lines and lines 3 or 4 of the description are from the item record.

Inventory items

If this is an inventory item, it must previously have been entered for this vendor in *Vendor items*. If not, you must interrupt this purchase order to enter it and return to this selection.

Except for multi-drop orders, the software does not verify that this item is actually stocked at the specified deliver-to location until the purchase order is posted.

Once the item ordered has been received and posted (via *Receivings*), a transaction will be automatically post through I/C *Inventory* to update your inventory.

Upon entry or selection of a valid inventory item, its description and stocking unit appear on the screen. Lines 3 and 4 of the item description, normally reserved for internal warehouse control uses, do not appear.

Non-inventory items

Use <F2> to enter a non-inventory item. Only do this for items that will not be part of your I/C inventory (for instance, services, supplies, or capital items). Inventory transactions will not be created for non-inventory items.

When <F2> is pressed, **Misc** displays for this field, *Non-inventory item* is displayed for the description, and entry continues at *Vendor product* # (Field #4).

This use of the term **Misc** should be distinguished from the miscellaneous items which occur in I/C. It is not necessary that the item being ordered correspond to any miscellaneous item that exists within I/C. In fact, you cannot enter an item number beginning with an asterisk, either in this selection or in *Vendor items*.

On reports which summarize information by item number, all non-inventory items are considered to be the same item, since they all have the same item number **Misc**.

It is assumed that temporary vendors sell only non-inventory items. If the vendor number begins with an asterisk, the item is automatically assumed to be a non-inventory item, so the cursor does not even move to Field #2.

Format	15 characters
Example	Type: 1

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

```
Purchase orders (Enter)                                XYZ Company
          P.O.#: 20                  Vendor: 100       Vermont Metal Products

 1. Seq #  10            2. Item #  1                  Drill, 1/4" Power Hand

 3. Worksheet #          [      ]                      Our stocking unit: EA
 4. Vendor product #  1/4" DRILL-PH

 5. Vendor's descr    Drill, 1/4" Power Hand           6. Vendor sell unit  EACH
                                                       7. Vendor ship unit  EACH

 8. (Not applicable)                        9. Qty ordered
    1 EACH =  1                            10. Unit price

11. This P.O. line is for ?                  Running total =

12. Delivery schedule:   Date        Quantity    Expedite days
```

This screen assumes that you are interfaced to I/C and that this is neither a multi-drop shipment nor a blanket order.

3. Worksheet

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

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

Format	9999
Example	Press <Enter> to skip this field.

4. Vendor product

If I/C is interfaced and you have entered an inventory item for Item #, the number from Vendor Items displays automatically and this field is skipped.

If you're ordering a non-inventory item, enter the number the vendor gives to the item you are ordering.

Format	15 characters
Example	In this example the field displays automatically because this is an inventory item.

5. Vendor's descr

This description will appear on the printed purchase order.

If I/C is interfaced and you have entered an inventory item for Item #, the vendor's description from Vendor items displays automatically.

If you are ordering a non-inventory item, you may enter the vendor's description of the item. If you do, this description will appear on the printed purchase order.

Format	Up to two lines of 25 characters each.
Example	In this example the field displays automatically because this is an inventory item.

Do you wish to enter any additional description ?

You are asked whether you wish to enter any additional description.

```
Purchase orders (Enter)                          XYZ Company
          P.O.#: 20                 Vendor: 100     Vermont Metal Products

 1. Seq #  10            2. Item #  1                Drill, 1/4" Power Hand

 3. Worksheet #                                      Our stocking unit: EA
 4. Vendor product #  1/4" DRILL-PH

 5. Vendor's descr    Drill, 1/4" Power Hand         6. Vendor sell unit  EACH
                                                     7. Vendor ship unit  EACH

 8. (Not applicable)                      9. Qty ordered
    1 EACH =  1                          10. Unit price

11. This P.O. line is for ?               Running total =

12. Delivery schedule:   Date        Quantity    Expedite days



Do you wish to enter any additional description ?  N
```

Format	One letter, either Y or N
Example	Type: N to omit additional description.

You can insert a blank line by pressing <Enter> at the beginning of the line.

Enter the desired text, or press <F2> to terminate the text. The contents of the current line are not preserved when you do this, so press <Enter> first.

Format	Up to six lines of 25 characters each
Example	This screen does not appear because not requested in this example.

6. Vendor sell unit and

7. Vendor ship unit

If this is an inventory item, these units of measure display automatically and may not be changed.

Otherwise, the fields are required. Enter the units the vendor uses for selling and for shipping this item, or press <F2> for Each.

Format	Four characters in each case
Example	In this example the fields display automatically because this is an inventory item.

8. Conversion factors

For an inventory item, two conversion factors display automatically and may not be changed:

- The conversion factor between the vendor's selling unit and the vendor's shipping unit.
- The conversion factor between your stocking unit and the vendor's shipping unit.

For a non-inventory item, only the first conversion factor is applicable and that is all that appears. If Fields #6 and 7 contain the same unit, (*Not applicable*) displays here and may not be changed. If they are different, enter the conversion factor between the vendor's selling unit and the vendor's shipping unit.

Press <F2> to interchange the units. For example, this lets you express 1 OZ = 0.06333 LB as 1 LB = 16 OZ.

Format	9999.99999 (not to exceed 2,000)
Example	In this example the field displays automatically because this is an inventory item.

9. Qty ordered

Enter the quantity of this item that you wish to order. You can order as many as 99999999 units or as few as .0001 units.

For an inventory item, the quantity must be expressed in terms of your stocking unit; for a non-inventory item, of the vendor's selling unit. On the printed purchase order, the quantity will automatically be converted into the vendor's selling unit.

If the item is serialized, a fractional quantity will not be accepted.

If the vendor requires a certain minimum order, and your order is less than the minimum, you see Vendor's minimum order is ____ units, where units is the vendor's selling unit. This is only a warning.

On an existing order, if you change the quantity you will be required to change the delivery schedule and the distribution (account or job, as applicable).

Format	99999999.99999 (if this line is for Inventory or Other)
	99999999.9 (if this line is for Jobs)
Example	Type: 12

10. Unit price

Enter the price per the vendor's selling unit. If you are ordering an inventory item, enter the item price. When it is an inventory item there is an option of <F2> to use the vendor item cost.

The extended price will be calculated and displayed.

Format	9999999.99999
Example	Type: 22.50

When you select enter on **Unit price**, the **Extended price** and the **Running total** fields display a value.

Extended price

This is not an editable field. It displays the total dollar amount for this line being entered. It is the quantity ordered times the Unit price.

Running total

This is not an editable field. It displays the total dollar amount of the lines being entered. It is the addition of the extended price amounts for each line.

11. This P.O. line is for ?

A line item can be for one of three uses:

I	Inventory Only available when you are interfaced to I/C and this is an inventory item and the deliver-to location in the header was not manually entered. When an I item is received, your inventory is automatically updated.
J	Jobs Only available if you are using J/C. For J items you will later in this screen be asked to specify which job[s] the item ordered will be used for. This information will be used in J/C for automatic costing of the job. If you are interfaced to I/C as well as to J/C, a J item may or may not be an inventory item. Even if it is, your inventory will not be updated upon receipt.
O	Other If you are interfaced to I/C, O items include expense items such as office supplies, capital items such as computer equipment, and services. You may enter O for an item whether or not it is an inventory item; but even if it is, your inventory will not be updated upon receipt.

If you are interfaced to neither I/C nor J/C, this field displays as (*Not applicable*) and may not be changed.

The entire quantity on a line item must be for the same use. If you want to split a quantity between two or more uses, enter two or more lines for the same item.

Format	One letter from the list above
Example	Type: I

Upon entry of a valid letter, you choice will be spelled out in full.

12. Delivery schedule

Not a blanket P.O.

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

Entering each delivery in the schedule has four parts if it is a multi-drop order, or three parts if is not a multi-drop order.

Not a multi-drop P.O.

Enter the delivery date or use the option:

Delivery date

Delivery dates must be entered from the earliest to the latest, and none of them may be earlier than the date of the purchase order.

Enter the delivery date, or press <F2> for the delivery date based on the *number Lead Days* set in Vendor items.

Format	MMDDYY
Example	Press <F2>

Quantity

Quantity cannot be negative and cannot exceed the quantity remaining. If the item is serialized, the quantity cannot be fractional.

Enter the quantity to be delivered on that date or press <F2> for the full remaining quantity outstanding.

Format	99999999.99999 (if this line is for Inventory or Other)
	99999999.9 (if this line is for Jobs)
Example	Press <F2>

Expedite days

You can specify that any particular delivery is to be expedited. Expedited deliveries appear on the Expedite Shipment Report at the appropriate time.

- For each delivery, you can enter any quantity not exceeding the amount remaining to deliver.
- As soon as the quantity remaining drops to zero, you exit out of the procedure automatically without pressing <Esc>
- If you are on the last available row, whatever quantity remains is automatically assigned to the last delivery.

This field is optional, but using it alerts you when an important delivery is about to come due. You can then contact the vendor to verify it is on the way. Note that the word expedite is used here not in the usual sense of making something happen faster, but rather in the sense of identifying which future events you should be monitoring.

The Expedite Shipment Report, described in the Expedite Shipment section of the *Reports* chapter, can be printed at any time. It lists all deliveries scheduled within the period of time you specify here.

Format	99
Example	Type: 5

Drop shipments

If you are also using the Order Entry or Point of Sale module and you have specified that an item on a customer order is to be drop-shipped, handle this as follows:

1.	For the deliver-to location on the header screen, press <F1>, then type in the

	customer's full name and address.
2.	Answer O (other) to the question *This purchase order line is for ?* on the line item screen.
3.	Distribute the line item to the drop ship clearing account that you specified in O/E *Control information*.

Blanket P.O.

If this is a blanket purchase order, the delivery schedule is entered as the *First required date* (subsequent delivery dates are controlled by the *Releases* selection). The screen appears as follows:

```
Purchase orders (Enter)                                XYZ Company
          P.O.#: 19                  Vendor: 100       Vermont Metal Products

 1. Seq #  10            2. Item #  1                   Drill, 1/4" Power Hand

 3. Worksheet #                                         Our stocking unit: EACH
 4. Vendor product #  1/4" DRILL-PH

 5. Vendor's descr    Drill, 1/4" Power Hand            6. Vendor sell unit  EACH
                                                        7. Vendor ship unit  EACH

 8. (Not applicable)                          9. Qty ordered        12        EACH
                                             10. Unit price          12.00    EACH
                                                 (Ext price = 144.00        )
11. This P.O. line is for ?  Inventory

                         BLANKET ORDER INFORMATION
                         =========================

12. First reqd date                          14. Expedite days
13. First ship qty                           15. Release interval
```

Enter fields #12 through # 15.

12. First reqd date

Enter the date you want the first portion of the blanket order to be shipped. Release #1 of the blanket order will automatically be entered and posted when this purchase order is posted.

The field may be left blank, in which case it will display as NOT SCHEDULED YET. No release will be created, and you will not be able to enter receivings against this purchase order until you have entered and posted Release #1 as described in the 4Releases chapter.

Format	MMDDYY or blank
Example	No example is given because this is not a blanket purchase order

13. First ship qty

Enter the quantity of this item to be delivered in the first shipment. This quantity may not be negative, may not exceed the total quantity, and, when the item is serialized, may not be fractional. It may be less than the vendor's minimum order quantity.

You may enter zero in this field if you haven't yet decided on the first quantity to be delivered. Doing this does not prevent automatic creation of Release #1, but you should change that release (via Releases) when you know the quantity.

Format	99999999.99999 (if this line is for Inventory or Other) 99999999.9 (if this line is for Jobs)
Example	No example is given because this is not a blanket purchase order

14. Expedite days

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

Format	99
Example	No example is given because this is not a blanket purchase order

For the second and subsequent releases, Expedite days can be set in the Releases selection.

15. Release interval

Enter the periodic interval that you want shipments to be made to you. (These periodic shipments are usually called *releases*.) Enter the release interval in two parts: a number followed by the letter D for days, W for weeks, or M for months. For example, if you want to receive shipments every two weeks, Type: 2, then Type: W.

You are given the opportunity to alter this field each time you enter a new release.

You can skip this field if you haven't decided on a release interval yet, or if there is no regular release schedule for this item.

Format	99 (for the interval) D, W, or M (for days, weeks, or months)
Example	No example is given because this is not a blanket purchase order.

Field number to change ?

Make any desired changes.

Options

You may also use one of the following options:

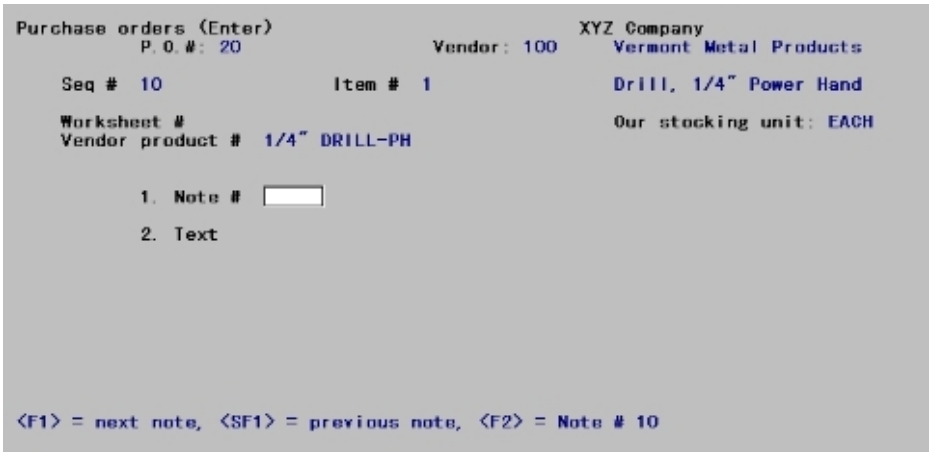
<F3>	To delete this line-item
<F2>	To enter line item notes as described in the next section

Make any desired changes, press F2 to enter line item notes or press <Enter> to enter G/L account distributions.

Example	Press <F2>

Line Item Notes

A line item can have up to 99 notes. Each note can have 10 lines of 40 characters. These notes will be printed on the purchase order below the line item. Line item notes are especially useful for communicating special instructions to the vendor about a particular line item; they can also be used to supplement the Additional description if needed.



1. Note

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

Enter a note number.

You may also use one of the options:

<F1>	For the next note for this purchase order line
<SF1>	For the previous note
<F2>	To insert a new note after all existing notes
<Esc>	To return to the line item screen

Format	999
Example	Press <F2> for 10

2. Text

Enter the notes. To finish entering a line, press <Enter> To finish entering the note, press <Enter> to go to a blank line, then press <F2>

Pressing <Enter> on the tenth line of text will also complete entry of the note.

Format	Up to ten lines of 40 characters each
Example	Type: If unavailable please do not substitute. Press <Enter> for the next line. Press <F2> to terminate the note.

Field number to change ?

Make any desired changes or for an existing note, press <F3> to delete this note.

Upon pressing <Enter> with this field blank, the new or changed note will be filed and you will be able to enter another one. Press <Esc> to return to the line item screen and proceed to distributions.

Distributions to Accounts

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

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

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

Acct-#

Enter the G/L account number for the distribution. The account number must already exist in *Valid G/L accounts*. If this purchase order line is for an non-inventory item (an item that will not be sold, but used internally), enter the G/L account number for the appropriate expense account.

If this line item is for an Inventory item and you are using Inventory Control, enter the G/L account number for your unmatched receivings account.

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

Options

Enter an account number, or use one of the options:

<F1>	For the next existing distribution entry (only if this is an existing line item)
<F2>	For this vendor's expense account.
<Esc>	To exit the distribution process

Quantity/Percent/Amount

You can distribute the line by quantity, by percent, or by dollar amount. Initially you are asked for quantity; pressing <F2> changes quantity to percent, then to dollar amount, then back to quantity. This option is only available on the first distribution for the item, and whatever method is chosen here must be used for all the remaining distributions for this line item.

- If you enter by quantity, the total quantity for all distributions must equal the item quantity
- If you enter by percent, the total of all distributions must equal 100%. The amount corresponding to each percent is internally calculated; any round off amount is assigned to the last distribution entered.
- If you enter by amount, the total amount for all distributions must equal the item extended cost.

Enter a quantity, amount, or percent; or use one of the options:

You can press F1 to default to the quantity, percent or dollar amount remaining to distribute.

Example	Press <F1>

Any change ?

After each distribution is entered, you are asked *Any change ?*. If you answer Y, you can change the quantity/amount/percent. If you enter a value of zero, the distribution is deleted.

You cannot directly change the account number of an existing distribution. However you can delete it by entering zero, then re-enter that distribution as a separate entry under a different account number.

If you are not using Inventory Control

If Inventory Control is not interfaced to P/O, some screen fields are different from those described previously. Before proceeding with this section, become familiar with the previous section then read this section, which explains the differences when Inventory Control is not interfaced.

The differences are exclusively in the line item screen. There is no difference in the header screen.

Line Item Screen

```
Purchase orders (Enter)                          XYZ Company
          P.O.#: 20                   Vendor: 100     Vermont Metal Products

 1. Seq #

 2. Vendor product #

 3. Vendor's descr                                   4. Vendor sell unit
                                                     5. Vendor ship unit

 6.                                          7. Qty ordered
                                             8. Unit price

 9. This P.O. line is for ?

10. Delivery schedule:   Date        Quantity    Expedite days


<F1> = next line, <SF1> = previous line, <F2> = Seq # 20
```

The item number and the worksheet number do not appear on this screen. The remaining fields on the screen have the same appearance, except that they are renumbered. Some fields, described below, are handled differently as follows:

2. Vendor product number

After entering the sequence number for the line, enter the vendor product number for the item that you are ordering.

If this is an item that you regularly order or one that you stock in your inventory, it should have been previously entered in Vendor Items. Then the product's description, vendor sell unit, vendor ship unit, and conversion factor will display automatically, thus making line entry faster and more accurate. Your purchase order reports will also be more useful because the items that you order will be identified in a consistent manner.

Enter the vendor product number, or use press <F1> for the next Vendor items entry for this vendor.

Format	15 characters
Example	No example is given because you are using Inventory Control.

3. Vendor's description

If the vendor product number you just entered is not found in Vendor items, you are asked to enter the vendor's description of the item.

Format	Up to two lines of 25 characters each

After entering this, you are asked if you want to enter any additional description. If you answer Y, the lower part of the screen clears for you to do this.

Format	Up to six lines of 25 characters each

4. Vendor sell unit

Enter the vendor's selling unit of measure for the item you are ordering.

Format	Four characters
Example	No example is given because your are using Inventory Control.

5. Vendor ship unit

Enter the vendor's shipping unit of measure or press <F1> to use the same unit as the selling unit just entered.

Format	Four characters
Example	No example is given because you are using Inventory Control.

6. Conversion factor

Enter the conversion factor between the vendor's selling unit and the vendor's shipping unit. If these two units are the same, you aren't asked to enter anything, and (*Not applicable*) displays.

Format	9999.99999
Example	No example is given because you are using Inventory Control.

The remaining fields are the same whether you use Inventory Control or not (although they are numbered differently).

If you are using Job Cost

If Job Cost is interfaced, some fields are different from those described above.

Before proceeding with this section, become familiar with the details in the Entering purchase orders section.

This section only describes the fields that are different when Job Cost is used.

The header screen is the same whether or not you use J/C, and so is the line item screen with the exception of the distribution process.

Entering Distributions

A job distribution is entered instead of an account distribution, not in addition to it. The method of entry is much the same.

Job distribution makes the account number distribution available to the A/P *Payables* selection.

In addition, once those payables have been posted the costing information is made available to Job Cost.

- Use the J/C *Get cost* selection for this purpose.

- To examine these before they are transferred (from A/P to J/C), use the *J/C Payables by job number selection*. Answer Y to the question, *Show only entries not yet interfaced to jobs ?*.

Unless this is a blanket order, you can enter more than one distribution entries. They need not all be for the same job.

Each distribution occupies a single row; as you enter each one, the rows already entered scroll downwards. There is room for three rows at a time.

As soon as you have entered one distribution, you are positioned to enter the next -even if the quantity remaining is zero. To exit the process, you must press <Esc> at this point.

You may not enter a negative distribution.

Job number

Enter the job number for the distribution. The job must already exist, and it cannot be a closed or copy-only job. It is not necessary that the job have been activated.

Format	Seven characters
Example	No example is given because you are not using Job Cost.

Upon selection of a valid job, its title and status display at the bottom of the screen.

Cost item

The cost item must already have been defined for the job, and must be a direct cost. A labor cost item is allowed (for services-only purchase orders), but you will be asked to confirm this before proceeding.

Enter the number of the cost item in segments.

Options

You may also use one of the options:

<F1>	For the next cost item for this job
<SF1>	For the previous cost item

Format	999 Subjob number. If the job does not use subjobs, this segment is set to zero automatically. 999 Change order number. If this cost item is not part of a change order, leave this field blank. If you have chosen (in J/C Control information) not to use change orders, this segment is not present at all.
Example	No example is given because you are not using Job Cost.

Upon selection of a valid cost item, the description and cost type of its category display at the bottom of the screen, as well as the title of its sub-job if any.

If the cost item is not a direct cost, an error message is issued.

You are warned if you attempt to distribute a line item to a cost type defined as *Labor*.

Acct-#

Enter the G/L account number for this cost item, or press <F1> for the default value from the cost item record.

Format	Your standard account number format, defined in Company information
Example	No example is given because you are not using Job Cost.

Quantity/Percent/Amount

You can distribute the line by quantity, by percent, or by dollar amount. Initially you are asked for quantity.

Press <F2> to change quantity to percent, then to dollar amount, then back to quantity. This option is only available on the first distribution for the item, and whatever method is chosen here must be used for all the remaining distributions for this line item.

- If you enter by quantity, the total quantity for all distributions must equal the item quantity
- If you enter by percent, the total of all distributions must equal 100%. The amount corresponding to each percent is internally calculated; any round off amount is assigned to the last distribution entered.
- If you enter by amount, the total amount for all distributions must equal the item extended cost.

Enter a quantity, amount, or percent; or use one of the options:

Press <F1> to default to the quantity, percent or dollar amount remaining to distribute.

Example	Press <F1>

Any change ?

After each distribution is entered, you are asked *Any change ?*. If you answer Y, you can change the quantity/amount/percent. If you enter a value of zero, the distribution is deleted.

You cannot directly change the job or cost item of an existing distribution; however you can delete it by entering zero, then re-enter that distribution as a separate entry under a different account number.

PRINTING EDIT LISTS

This option gives you a list of purchase orders entered but not yet posted. You should use this list to verify that they are correct before you print and post them to the permanent Purchase Order data.

See a sample Purchase Order Edit List in the *Sample Reports* appendix.

Select

Edit list from the *Purchase orders* menu.

The following screen appears:

```
Purchase orders (Edit list)                    XYZ Company


                    1. Show which P.O.'s ?
                    2. Starting P.O. number
                    3. Ending P.O. number
                    4. Brief format ?
                    5. Show line items ?
                    6. Show distributions ?


P = P.O.'s ready for posting   N = P.O.'s not ready for posting   B = Both
(A P.O. must be printed before it can be posted, unless marked "Don't print")
```

1. Show which P.O.'s ?

This field allows you to limit the report either to only purchase orders that are ready for posting, or to purchase orders that are not yet ready for posting. (Refer to Posting Errors section at the end of this chapter for a description of what makes a purchase order ready for posting.) It can also be used to print a list of all the new (unposted) purchase orders.

Options

Enter P, N, or B.

P	Purchase orders ready for Posting Type P to print only purchase orders ready for posting. Use this option to verify the accuracy of purchase orders before posting. This list will include purchase orders that have been printed and those with a confirming order status of D (Don't print).
N	Purchase orders not ready for posting Include only purchase orders that are not ready for posting. This edit list can be used to see what needs to be done to complete and correct these purchase orders so that they can be posted. Since a purchase order is not ready for posting until it has been printed, the list will include purchase orders that haven't yet been printed (except those having a confirming order status of D for Don't print). It will also include purchase orders that have been printed, changed, and not reprinted.
B	Both types (ready and not ready for posting) This will provide you with a complete list of all of your unposted purchase orders, regardless of their status.

Format	One letter from the list above
Example	Type: B

2. Starting P.O. number and

3. Ending P.O. number

Enter the range of purchase orders to show on the edit list. Follow the screen instructions.

Format	15 characters for each field
Example	Press <F2> at both fields for First through Last

4. Brief format ?

Answer Y to have the edit list show only the first line of the purchase order header information and a single line for each line item. Press Enter to default to N for full format, showing all header and line information.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> for N

5. Show line items ?

Press <Enter> to default to Y to show the line items and their notes for each P.O. on the edit list.

Enter N to show only the header information for each P.O. on the edit list.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y

6. Show distributions ?

If you specified brief format or did not ask to show line items, this field is forced to N and may not be changed.

Answer N to suppress the line item distributions (both account and job distributions), or Y to show them.

Format	One letter, either Y or N. The default is Y.
Format	Press <Enter> for Y

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Purchase Order Edit List will be printed.

PRINTING NEW PURCHASE ORDERS

Every new purchase order must be printed before posting unless it has a confirming order status of *Don't print*. If a purchase order is changed after it is printed, it must be printed again before it can be posted.

Your purchase orders will be printed on either plain paper or preprinted forms, depending on what you specified in *Control information*.

Long Vendor Name and Address Printing

The purchase order forms were originally designed to print using a non-compressed (large font). With the potential of long vendor name and address fields the data will not fit on the form non-compressed when it is more than 30 characters for any name or address field.

To handle this, the entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

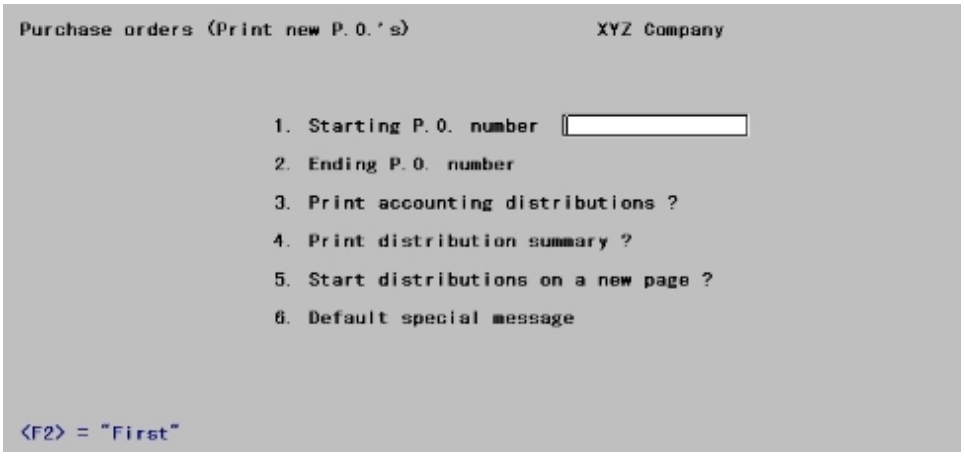
The vendor name and address print a bit further to the left than in previous PBS versions. Do an alignment test printing to determine if the address will fit properly on your current form.

If you are using a *Company information* printer to print P.O.s, a laser printer that supports PCL5 is required for the compression to work properly.

Select

Print new P.O.'s from the *Purchase orders* menu.

The following screen appears:



Enter information as follows:

1. Starting P.O. number and

2. Ending P.O. number

Enter the range of purchase orders to print. Follow the screen instructions.

Format	15 characters for each field
Example	Press <F2> at both fields for First through Last.

3. Print accounting distributions ?

Press <Enter> to print the distributions. Answer N to print the purchase orders without the distributions. (The distributions are useful to your accounting department, but of no interest to your vendors.)

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter>

4. Print distribution summary ?

Press <Enter> to print a summary of the distributions whether or not the distributions for each line item are printed.

Format	One letter, either Y or N. The default is Y.
Format	Press <Enter>

5. Start distributions on new page ?

Press <Enter> to print the distributions for each purchase order on a page separate from the line items. Answer N to start the distributions immediately after the line items.

If you print the distributions on a separate page, you can send the vendor a copy of the purchase order without the distributions shown, and send a copy with distributions to your accounting department.

If you answered N in field 3 and 4 above, you are not asked this question.

Format	One letter, either Y or N. The default is Y.
Format	Press <Enter> for Y

6. Default special message

This message is optional; if entered, it will print at the bottom of every purchase order that does not have a special message of its own. If you have already entered a special message for a purchase order while entering the purchase order header information, that message will print, not this default special message.

Enter a message number of a message entered in P.O. Messages or press <Enter> to enter up to three lines of text.

Format	Up to three lines of 50 characters each
Example	Press <Enter> three times for no default special message.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the printer selection windows will display.

Mounting Forms

Verify that the purchase order forms are mounted on your printer. Mounting forms are not needed if you are merging a graphical file with the data. You may skip the mounting if you are using a *Company information* PDF printer or Windows printer and the form is set up in *Control information*. See the Purchase Order Forms Printing section in the *Control information* chapter.

PDF Purchase Order Generation

When you print purchase orders using a *Company information* -PDF- printer, the program generates a PDF file for each new purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. Because many files can be generated when multiple purchase orders are printed, the PDF files will *not* display during the print selection process.

An example of the P/O PDF file name is xx_PON_100_001113.PDF. The xx indicates the company number. The PON means it is a new purchase order. The '100' is the vendor number and the '001113' is the purchase order number.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Viewing and Emailing New Purchase Orders

You may view and email purchase order PDF files after they have been generated using a Company information -PDF- or -PDFP- printer.

View the generated PDF files from the CTL menu selection *Email/view printed PDF's,*, located under the main menu selection *PDF form file processing*. Either Adobe™ Acrobat™ and Adobe Reader™ or some other PDF viewer must be installed. For PDF files generated from this menu selection display in *Email/view printed PDF's* as *PONew*.

From that same menu selection you may also email PDF files. For more information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the PBS System documentation.

To setup emailing see the appendix *Email Configuration* in the *PBS Administration* documentation.

Alignment

If you elected to not use a pre-printed P.O. as determined in *Control information*, the alignment screen will display next.

Enter the up/down and left/right adjustment as needed. If you selected a Windows printer the Windows printer alignment screen displays. If an alignment change is needed, enter a number greater than the *Default top margin* or the *Default left margin*. When finished select <Enter> to print the purchase orders.

If you are using a PDF printer, the alignment will display. The alignment file is created in the PDFFIL\ALIGNMENTS directory.

Number of copies

The screen to enter the number of copies and an option to enter a label for each purchase now displays. Make changes as needed. When finished select <Enter> to continue and the purchase orders will now print.

Collate forms

Enter Y if you want to collate purchase orders with multiple pages and when printing multiple copies. When you select to print multiple copies to a Windows or *Company information* printer and there are more line items than will fit on one page, the program will collate the printed pages. Collate means: for each copy page two follows page one, page three follows page two and so on. When you enter N in this field the program does not collate; it prints all the page one copies first, then it prints all page twos and so on.

Posting New Purchase Orders

Posting a new purchase order transfers all of the information about it from the (temporary) transaction data to the permanent Purchase Order master data.

After posting, you will still be able to change and reprint a posted purchase order through the *Changes to P.O.'s* selection. But posting a purchase order normally means that you have finished composing the purchase order and it is ready to serve its purpose. Posting a purchase order indicates that you are filing it in the permanent master data for future reference.

- Purchase order headers are posted to the Purchase Order Headers Master.
- Purchase order lines are posted to the Purchase Order Line Items Master.
- Purchase order distributions are posted to the Purchase Order Distributions Master.

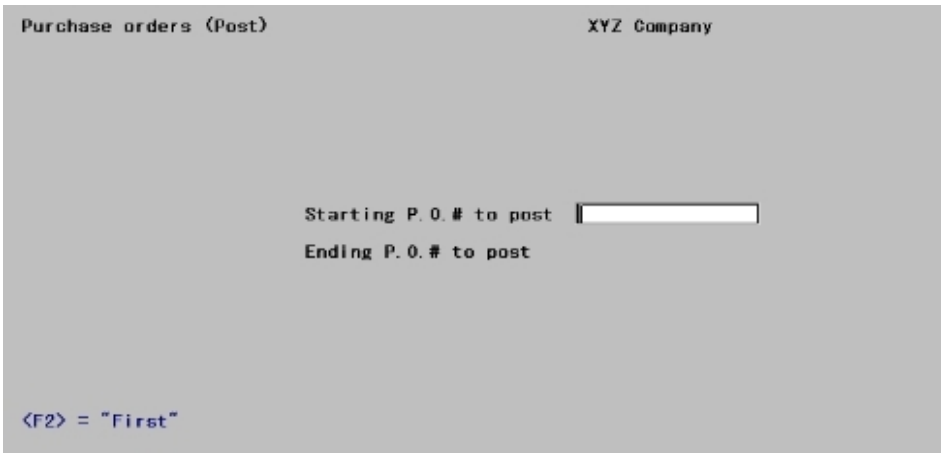
If I/C is interfaced and the purchase order line is for inventory, the quantity on order is updated in I/C Items.

See a sample Purchase Order Register in the *Sample Reports* appendix.

Select

Post from the *Purchase orders* menu.

The following screen appears:



Enter information as follows:

Starting and Ending P.O. # to post

You can post only a portion of the new purchase orders if you wish. Enter the starting and ending number, or press <F2> for the last new purchase order.

Format	15 characters
Example	Press <F2> at each field.

Any change ?

Type Y to change your selection or N to continue. Follow the screen instructions to print the Purchase Order Register.

A running display of the current purchase order being posted appears on the screen.

If there are no errors, the new purchase orders are posted to the permanent files.

Format	One letter, either Y or N.
Example	Type: N

Posting Errors

If the software detects any errors, no posting will occur at this time—not just for the purchase orders in error, but for all of them. The types of errors that the software can detect are:

Error	Description
One or More New Purchase Orders Must Be Printed First.	Unless you have specified a purchase order as Don't print, a new purchase order must be printed before it can be posted. To handle this situation, return to the Print new P.O.'s function and print all unprinted purchase orders, or change the Is this a confirming order ? field to Don't print.
One or More Items Are Not Stored at a Specific Location	This can only occur if I/C is interfaced with P/O. The software verifies that each item for Inventory use is in fact stocked at the deliver-to location specified. This requirement does not apply to items for Job or Other use. Either stock the item at the specified location (via I/C Items), delete the line item from the purchase order, or change its use or its deliver-to location.
One or More Purchase Orders Have No Line Items.	This would be a purchase order for which only a header has been entered. Add line items as appropriate, or delete the purchase order.

Changes to Purchase Orders

This chapter contains the following topics:

INTRODUCTION TO CHANGES TO PURCHASE ORDERS

New purchase orders can be changed through the Purchase orders selection as desired, up to the time they are posted. Once a purchase order is posted, it becomes permanent. The only way to change a posted purchase order is with this selection - *Changes to P.O.'s* - and this you can do at any time until the purchase order is closed.

Use this selection to print an edit list of changes to posted purchase orders and print the change purchase orders themselves. All the options you had for printing new purchase orders are available for printing change purchase orders.

Once you have verified that your changes are correct and you have printed the change purchase orders, you can post these changes to the permanent P/O data.

Change Numbers

Every change to a posted purchase order is assigned a change number. The first change to a purchase order is change number 1, the second is 2, and so on. When a change purchase order is printed, this change number will be attached to the original purchase order number. For example, if you are printing the second change to purchase order 5376, the printed purchase order will show the purchase order number as 5376-02, where the 02 is the current change number.

Only one change for a particular posted purchase order can be worked on at a time. You can modify the change purchase order up until it is posted, just as for a new purchase order. After the change is posted, you can start another change. For example, if the original posted purchase order is 789, you can start or modify change 1. But you can't start change 2 until change 1 has been posted.

This chapter assumes that you are familiar with the preceding Purchase Orders chapter, and does not provide detailed descriptions of individual fields when this would repeat what has been said already.

ENTERING CHANGES TO PURCHASE ORDERS

Use this function to enter changes to posted purchase orders or to make further changes to change purchase orders.

In this chapter, it is important to keep in mind the following distinctions:

- An entry in *Purchase orders* is naturally called a purchase order.
- An entry in *Change purchase orders* must then be a change purchase order.
- It follows that a new entry in *Change purchase orders* is a new change purchase order, and an existing entry in the same selection is an existing change purchase order.
- In this chapter, a purchase order is sometimes called a permanent purchase order (to avoid possible confusion with a change purchase order).

The terms canceling, deleting, closing, purging, and voiding all have precise meanings in Passport usage and are in no sense interchangeable.

Canceling and Deleting Purchase Orders

Canceling in *Change purchase orders* (*Enter*) is equivalent to deleting in *Purchase orders* (*Enter*). In both cases the purchase order is removed from the system altogether. It is not necessary to void a purchase order after it has been cancelled.

You cannot cancel a purchase order if any receivings have been entered for it.

Not only entire purchase orders, but individual line items as well, can be cancelled, provided that no receivings have been entered for that line.

Cancellations (of either purchase orders or line items) can be uncanceled if made in error. The method of doing so depends on whether or not the cancellation has been posted yet.

Both cancellations and un-cancellations, like other changes, increment the current change number by one. Also like other changes, they require the purchase order to be printed before posting is allowed (unless *Don't print* was specified). These are labeled *This entire P.O. has been cancelled* or *This P.O. was previously cancelled but is now reinstated*.

Once a purchase order has been purged, you can neither cancel nor uncancel that purchase order or any of its line items.

Deleting in *Change purchase orders* (*Enter*) only deletes the changes to the permanent purchase order; it does not delete the permanent purchase order.

Select

Enter from the *Changes to P.O.*'s menu.

Header screen

Like a purchase order, a change purchase order consists of two parts, the headers and the line items.

The P.O. data is divided into two header screens as shown below:

```
Changes to P.O.'s (Enter)                          XYZ Company

* 1. P.O.#
  2. P.O. date
  3. Vendor
     --Purchasing address--          Ref:
     Adrs-#

  4. F.O.B.                                  7. Is this a confirming order ?
  5. Ship-via                                   Is this a multi-drop order ?
  6. Ordered by                                 Is this a blanket order ?

  8. Change #                Change date

<F1> = next entry, <SF1> = prev entry, <F2> = next P.O., <SF2> = prev entry
```

```
Changes to P.O.'s (Enter)                          XYZ Company

 For P.O.#        611
  9. Deliver to   Central

 10. Special term
 11. Special msg

Field number to change ?
```

From this screen you can work with both new and existing change purchase orders. If a change purchase order already exists for the purchase order number you specify, that change purchase order will appear and be available for modifications or deletion.

This screen is identical to the corresponding screen in *Purchase orders* (Enter), except for Field #11. For each purchase order you intend to change, you must know both the next change number in sequence, and the date of the last change. If you do not already know this information get it now, selecting *Purchase orders* from View. Then return to this function to enter the change.

* 1. P.O.#

This must be the number of an existing purchase order which has not yet been closed or purged.

For an existing change purchase order

Only one unposted change purchase order at a time can exist for a particular posted purchase order. However, until you post the change purchase order, you can modify the information on it.

Enter the number of a purchase order for which a change exists.

Options

You may also use one of the options:

<F1>	For the next change purchase order
<SF1>	For the previous change purchase order

After entering the number of a change purchase order, the purchase order header information is displayed on the screen, and the cursor is positioned at *Field number to change ?*.

For a new change purchase order

Enter the number of the permanent purchase order you want to change.

Options

You may also use one of the options:

<F2>	For the next permanent purchase order
<SF2>	For the previous permanent purchase order

When you enter a valid purchase order number, one of four things can happen:

- If the purchase order is closed, you are informed, P.O is closed - change not allowed.
- If there are unposted Receivings entries or Releases entries pending for this purchase order, you will be notified and must then exit this selection and either: Postpone the change until the receivings or releases have posted. Delete the unposted receivings or releases, enter and post this change purchase order, and then re-enter the receivings or releases.
- If the purchase order has been cancelled (by a previous posted change purchase order), you are told, *This P.O. has been cancelled. Do you wish to uncancel it ?*.
- If the purchase order is open, the purchase order header information is displayed on the screen and you are positioned at *Is this a confirming order ?*. This is also the case if you answered Y to the question in the preceding paragraph.

Format	15 characters
Example	Type: `15` to enter a new change purchase order for the first purchase order created in the previous chapter.

For a new change purchase order, the cursor moves through the following fields (only) before reaching *Field number to change ?*. Other fields which you may wish to change may then be changed individually from that point.

7. Is this a confirming order ?

Unlike the other fields on this screen, this one refers to this change purchase order only, and upon posting will not be transferred to the permanent purchase order. For example, you can choose not to print this change purchase order, but you cannot change the permanent purchase order from Don't print (if that is what it was) so as to make it printable.

Enter Y, N, I, or D:

Y	Yes, this is a confirming purchase order. At the top of each page of the change purchase order, the following will be printed: This is a confirmation of a verbal order. Do not duplicate this order.
N	No, this is not a confirming purchase order. No message is printed at the top of the change purchase order This entry would be used when you place your changed order with a vendor by means of the printed purchase order rather than verbally.
I	For internal use only. At the top of each page of the change purchase order, the following will be printed: This order is printed for internal use only. Do not mail to vendor.
D	Don't print. This change purchase order will not be printed in the normal course of printing change purchase orders.

Passport recommends that you print every change made to a purchase order so you can keep a complete, hard-copy (paper) record of all changes.

Format	One letter from the list above
Example	Type:`Y`

After this entry, you will be positioned at *Change #*.

8. Change # and change date

Enter the number of the change for this purchase order. If this is the first change, enter 1. If it is the second, enter 2, etc. Because only the next change number in sequence is accepted for this purchase order, you must know what this number should be.

This restriction is included to ensure that you are aware of all previous changes (if any) that have been made to the purchase order. For example, if the last change to this purchase order was # 3, you must enter 4 here.

After you enter the correct change number, you must enter the date of the change you are making now. This date must not be earlier than the date of any previous change made to the purchase order.

If you do not know the number and date of the last change, use View (purchase orders) to find out.

Format	99 (change number)
	MMDDYY (change date)
Example	Type: 1, then press <Enter>

Field number to change ?

Make any desired changes.

Several fields on these header screens cannot be changed:

1	Purchase Order #
2	Vendor
7	Is this a multi-drop order ? Is this a blanket order ?
9	Deliver to

If you must change what you have entered in any of these fields, cancel the purchase order and re-enter it through *Purchase orders*.

Although the vendor cannot be changed, the purchasing address can be changed. To change the Adrs-#, enter 2 at *Field number to change ?*, and you will be positioned at the Adrs-# field. Enter a purchasing location number, or use <F1> to scan through the purchasing addresses for this vendor.

Options

You may also use one of the options:

<F2>	To cancel this purchase order (only available if there have been no receivings for this purchase order)
<F2>	To uncancel this change purchase order (only available it this is an existing change purchase order which has been cancelled but not yet posted)
<F3>	To delete this change purchase order and all changed lines (only available if this is an existing change purchase order)

When you have finished making changes to the header information, you are asked *Any changes to the lines ?*. If you want to change any original line item information, answer Y.

Format	One letter, either Y or N
Example	In this example the header will be left unchanged as only the line item needs to be changed. Answer Y.

Line Item Screen

The following screen appears:

```
Changes to P.O.'s (Enter)                          XYZ Company
          P.O.#: 15                  Vendor: 100     Vermont Metal Products

 1. Line #

<F1> = next entry, <SF1> = previous entry, <F2> = next line
<SF2> = previous line, <F5> = add line to P.O.
```

Field #1, Seq #, has become Line #. The lines have been re-numbered by ones, not by tens. New lines can still be added, but only at the end.

1. Line

Three conditions are possible at this point. You may wish:

- To access an existing line of the permanent purchase order for the purpose of changing, canceling, or un-canceling it. This is equivalent to adding a new change purchase order line.
- To add a new line to the permanent purchase order.
- To access an existing line of this change purchase order, for the purpose of changing or deleting it.

The first two cases can occur for either a new or an existing change purchase order; the third is only possible for an existing change purchase order.

Upon pressing <Esc>, you do not have the option of entering miscellaneous costs for the entire order, as you do in Purchase orders. Miscellaneous costs can still be changed at will, but only for individual line items.

Enter a line number.

Options

You may also use one of the options:

<F1>	For the next entry (that is, the next existing line item of this existing change purchase order)
<SF1>	For the previous entry
<F2>	For the next line item of the permanent purchase order
<SF2>	For the previous line item
<F5>	To add a new line to the purchase order

Format	999
Example	Press <F2>, then press <Enter> at *Right line ?*.

To add a new change purchase order line

One of three things may occur:

1. If the line item is closed, you are informed, *Line is closed - change not allowed.*
2. If the line item has been cancelled (by a previous posted change purchase order), you are told, *This line has been cancelled. Do you wish to uncancel it ?*. Answer Y if you wish to uncancel; the screen displays as described in the next paragraph.
3. If the line item is open, the screen displays the contents of the permanent purchase order line, and the cursor is positioned at *Field number to change ?*. You can change fields, cancel the line, or change existing notes.

The screen is identical to the line item screen in Purchase orders (enter).

For a regular vendor (one in Vendor items), neither the item number nor any of the item information (vendor's product number, vendor's description, vendor's sell unit, or vendor's ship unit) can be changed. Additional text can be added to the vendor's product description.

For a temporary vendor, the vendor's product number, description, and vendor sell units can be changed. *This purchase order line is for ?* will always be *Other* for a temporary vendor and cannot be changed.

If you change the quantity ordered, you must change the delivery schedule accordingly. You cannot change a closed delivery in the delivery schedule. If every delivery is closed, then the line itself is closed and cannot be changed at all.

For a multi-drop purchase order, you cannot change any deliver-to location.

For a blanket order, you cannot change the total blanket quantity here. To do this, you must use the *Releases* selection.

If you have changed the quantity ordered or the unit price, you must change the account or job distributions (whichever is applicable) in order to distribute the new amounts. Otherwise, changing the distributions is optional.

Canceling and closing lines

Canceling a line removes it from the permanent purchase order altogether; closing it states that you wish to receive no more than has been already received. A line can be canceled only if there have been no receivings for it, and it can be closed only if there have been receivings; so <F1> is thriftily used for both purposes.

Closing a line item is permanent in the sense that after posting you cannot use this selection to unclose the line. This is not a problem, since closing does not constitute an absolute prohibition anyway. The only effect of closing is to ensure that you will be warned if you attempt to receive goods for a closed line item. It is recognized that vendors may send you merchandise which you no longer really want but would rather accept than return.

If you press <F1> to close the line, any other changes you make to the line will not take effect.

Example	Change the Qty ordered to 24
	Re-enter the delivery schedule. Since only the quantity has changed, use the option keys for all fields.
	Re-enter the account distribution. Again, you can use option keys for all fields since only the quantity has changed.

To modify an existing change purchase order line

The screen will display the contents of the existing change purchase order line, and the cursor will be positioned at *Field number to change ?*. You can change the fields, close the line, change or add notes, or press <F3> to delete this change line. <F3> deletes only the change line, not the line of the permanent purchase order.

If you change the quantity ordered, you must change the delivery schedule accordingly.

If you change the quantity ordered or the cost(s), you must change the distributions also.

To add a line to the purchase order

The cursor will be positioned at Field #1. Enter all of the information about the new line, as described in the Line items section of the *Purchase Orders* chapter.

Field number to change ?

Options

Make any desired changes, or use one of the following options:

When adding a new change purchase order line (equivalent to modifying a permanent purchase order line)

<F1>	To close the line item (only available if some but not all of the goods expected have been received)
<F2>	To cancel the line item (only available if there have been no receivings for it)
<F6>	To change line item notes (only available if the line already has notes)

When modifying an existing change purchase order line

<F2>	To uncancel this line item (only available if the line item has been cancelled and the cancellation has not yet been posted)
<F3>	To delete this line item
<F6>	To change line item notes (only available if the line already has notes)

When adding a line to the permanent purchase order

<F5>	To enter line item notes

Upon pressing <Enter> with this field blank, you will be allowed or required to change the distributions, and a screen will appear for the purpose. This is required if you are adding a new line to the permanent purchase order or have modified the quantity or cost fields; otherwise it is optional. You can add, change, or delete distributions.

Notes Screen

If you entered notes when the purchase order was first added, you can change those notes by using the <F6> key. If you did not enter notes when the purchase order was first added, you will not be allowed to add notes now.

Press <F6> to change the line's notes.

1. Note #

Options

Enter a note number, or use one of the options:

<F1>	For the next note for this change purchase order line item
<SF1>	For the previous note for this change purchase order line item
<F2>	For the next note for the permanent purchase order line item
<SF2>	For the previous note for the permanent purchase order line item

After a note number is entered, make changes to the note text.

You can neither add nor delete notes to a line item on the permanent purchase order; you can only change them. However, when you are adding a new line item to a permanent purchase order, you can supply as many notes as desired.

Format	999
Example	Does not appear in this example because you did not press <F6>

PRINTING EDIT LISTS

This selection lets you review your change purchase orders before posting them.

See a sample Changed Purchase Orders Edit List in the *Sample Reports* appendix.

Select

Edit list from the *Changes to P.O.'s* menu or *Changed P.O.'s edit list* from the *Reports* menu.

The following screen appears:

```
Changes to P.O.'s (Edit list)                    XYZ Company



                    1. Show which changes ?
                    2. Starting P.O. number
                    3. Ending P.O. number



P = changes ready for posting   N = changes not ready for posting   B = both
(Changed P.O.'s must be printed before posting, unless marked "Don't print")
```

1. Show which changes ?

Before a change can be posted, it must be printed, except for those with a confirming order status of D (Don't print).

Options

Available options are:

P	To print only change purchase orders ready for Posting
N	To print only change purchase order Not ready for posting
B	To print Both types (all change purchase orders)

Format	One letter from the list above
Example	Type: B

2. Starting P.O. number and

3. Ending P.O. number

Enter the range of change purchase orders to show on the edit list. Follow the screen instructions.

Format	15 characters for each field
Example	Press <F2> at both fields.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the edit list will be printed.

PRINTING CHANGE PURCHASE ORDERS

Unless you answered D (*Don't print*) to *Is this a confirming order ?*, a change purchase order must be printed before the change can be posted. If you change the header or any of the line items for the distributions after you print it, you must print it again before it can be posted.

What is printed is the entire purchase order, not just the changes. The changes are clearly identified as such, and the change number is attached to the purchase order number. For example, if the purchase order number is 5369 and this is the first change for this purchase order, the purchase order number will be printed as 5369-01 on the purchase order form.

Changes to field #10, *Special message*, will be ignored when printing changed purchase orders. However, such changes can be posted and will appear on the purchase order when it is subsequently printed using *Print purchase orders*.

Long Vendor Name and Address Printing

The purchase order forms were originally designed to print using a non-compressed (large font). With the potential of long vendor name and address fields the data will not fit on the form non-compressed when it is more than 30 characters for any name or address field.

To handle this the entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

The vendor name and address print a bit further to the left than in previous PBS versions. Do an alignment test printing to determine if the address will fit properly on your current form.

If you are using a *Company information* printer to print P.O.s, a laser printer that supports PCL5 is required for the compression to work properly.

Select

Print changed P.O.'s from the *Changes to P.O.'s* menu.

Some processing occurs while the changes are being checked for validity.

```
Changes to P.O.'s (Print changed P.O.'s)          XYZ Company

                    1. Starting P.O. number
                    2. Ending P.O. number
                    3. Print accounting distributions ?
                    4. Start distributions on a new page ?

<F2> = "First"
```

1. Starting P.O. number and

2. Ending P.O. number

Enter the range of change purchase orders to print. Follow the screen instructions.

Format	15 characters for each field
Example	Press <F2> at both fields.

3. Print accounting distributions ?

Press <Enter> to include the distributions for the purchase order changes. Answer N to print without distributions. If you answer N, Field #4 next is not applicable.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y.

4. Start distributions on a new page ?

Press <Enter> to start the distributions on a new page, or N to print the purchase order changes with the distributions immediately following the line items. If you will be sending a copy of the change purchase order to the vendor, you should answer Y. You can then send the vendor's copy without the distributions printed on it and keep your copy which shows the distributions.

Format	One letter, either Y or N. The default is Y.
Example	Type:N

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the change purchase orders will be printed.

Mounting Forms

Insert your purchase order forms into the printer in preparation for printing the purchase orders. The message *Please mount purchase order form on printer. Type: "Done" when ready*. If you are not using preprinted purchase order forms, you will not get this message. Mounting forms are not needed if you are merging a graphical file with the data. You may skip the mounting if you are using a *Company information* PDF printer or Windows printer and the form is set up in *Control information*. See the Purchase Order Forms Printing section of the *Control information* chapter.

PDF Purchase Order File Generation

When you print the purchase order with a *Company information* -PDF- printer, the program generates a PDF file for each changed purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. An example of the P/O PDF file name is xx_POC_100_001113.PDF. The xx indicates the company number. The POC means it is a change type purchase order. The '100' is the vendor number and the '001113' is the purchase order number.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Viewing and Emailing Changed Purchase Orders

Because many files could be generated, they will *not* display during the print selection process. However, you may view and email the generated PDF files from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. PDF files generated from this menu selection display in *Email/view printed PDF's* as *POChg*. For information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the System documentation.

To setup emailing changed purchase orders to vendors, see the appendix *Email Configuration* in the *PBS Administration* documentation.

Posting Changes to Purchase Orders

Select

Post from the *Changes to P.O.'s* menu.

The Change Purchase Orders Register prints. The register cannot be directed to the screen, but you may select a printer or spool it to disk.

See a sample Changed Purchase Orders Register in the *Sample Reports* appendix.

Print Purchase Orders

This chapter contains the following topic:

PRINTING PURCHASE ORDERS

Use this selection to print purchase orders after you have posted them to your permanent Purchase Order data.

Because newly-entered purchase orders had to be printed before they could be posted, this selection is used to print extra copies of purchase orders.

Long Vendor Name and Address Printing

The purchase order forms were originally designed to print using a non-compressed (large font). With the potential of long vendor name and address fields the data will not fit on the form non-compressed when it is more than 30 characters for any name or address field.

To handle this the entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

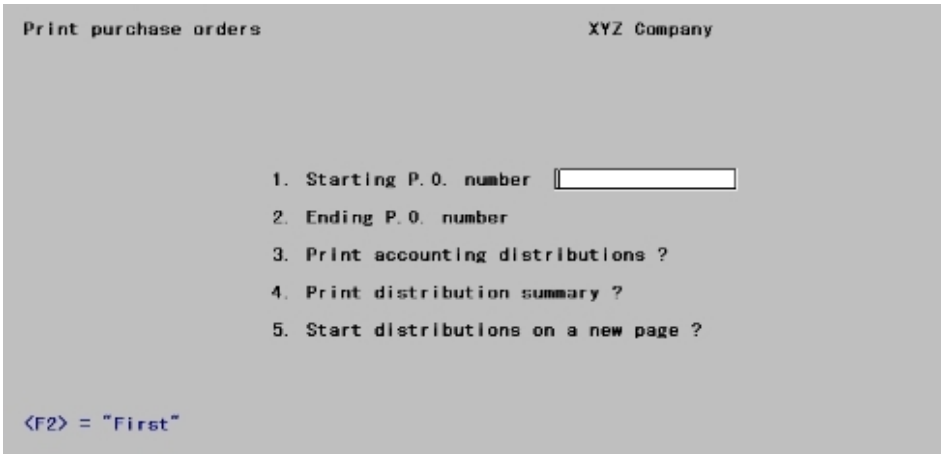
The vendor name and address print a bit further to the left than in previous PBS versions. Do an alignment test printing to determine if the address will fit properly on your current form.

If you are using a *Company information* printer to print P.O.s, a laser printer that supports PCL5 is required for the compression to work properly.

Select

Print purchase orders from the P/O menu.

Some processing occurs before this screen appears.



1. Starting P.O. number and

2. Ending P.O. number

Enter the range of purchase orders to print. Follow the screen instructions.

Format	15 characters at each field
Example	Press <F2> at each field

3. Print accounting distributions ?

Answer Y to include the distributions for the purchase orders. Answer N to print them without the distributions.

Format	One character, either Y or N. The default is Y.
Example	Press <Enter> to accept the default.

4. Print distribution summary ?

Type:Y to print a summary of the distributions after the line items are printed.

Format	One character, either Y or N. The default is Y.
Example	Press <Enter> to accept the default.

5. Start distributions on a new page ?

If you answered N in Fields #3 and 4, this field displays as (*Not applicable*) and may not be changed.

Press <Enter> to print the distributions for each purchase order on a separate page. Answer N to print purchase orders with distributions appearing immediately after the line items.

If you choose to print the distributions on a separate page, you can send a copy of the purchase order without distributions to the vendor, and also send a copy with distributions to your accounting department.

Format	One character, either Y or N. The default is Y.
Example	Type:N

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the purchase orders will be printed.

Purchase orders printed here will not have any Confirming Order or Internal Use Only message printed on them.

Mounting Forms

Insert your purchase order forms into the printer in preparation for printing the purchase orders. The message *Please mount purchase order form on printer* appears.

Type: `Done`when ready. (If you are not using preprinted purchase order forms, this message does not appear.)

You may skip the mounting if you are using a *Company information* PDF printer or Windows printer and the form is set up in *Control information*. See the Purchase Order Forms Printing section of the *Control information* chapter.

PDF Purchase Order Generation

When you print the purchase order with a *Company information* -PDF- printer, the program generates a PDF file for each new purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. An example of the P/O PDF file name is xx_POP_100_001113.PDF. The xx indicates the company number. The POP means it is being printed by the purchase order print program. The '100' is the vendor number and the '001113' is the purchase order number.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Viewing and Emailing Purchase Orders

Because many PDF files could be generated, they will *not* display during the -PDF- and -PDFP- print process.

View and email the generated PDF files from the CTL menu selection *Email/view printed PDF's,*, located under the main menu selection *PDF form file processing*. Either Adobe™ Acrobat™ and Adobe Reader™ or some other PDF viewer must be installed. PDF files generated from this menu selection display in *Email/view printed PDF's* as *POPrt*. For information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the System documentation.

To setup emailing to PBS vendors , see the appendix *Email Configuration* in the *PBS Administration* documentation.

Print Form P.O.'s

This chapter contains the following topic:

PURCHASE ORDERS FORMS

Use this selection to print purchase orders using the user-defined form layouts created with the Forms selection. If you have not defined any purchase order form layouts, this chapter is not applicable.

Using this selection, you can print:

- New purchase orders
- Changed purchase orders
- Posted purchase orders
- Blanket purchase orders

Long Vendor Name and Address Printing

The purchase order forms were originally designed to print using a non-compressed (large font). With the potential of long vendor name and address fields the data will not fit on the form non-compressed when it is more than 30 characters for any name or address field.

To handle this the entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

If you are using a *Company information* printer to print P.O.s, a laser printer that supports PCL5 is required for the compression to work properly.

Your form should be designed on the knowledge that the name and address fields may print compressed. When any part of a line is compressed, the remainder of the name and address lines will also print compressed. A test printing, also called an alignment, will not print the compressed font. Only an actual printing of P.O. data will use compression.

Select

Forms from the P/O menu.

All menu selections function in a similar fashion. The *New P.O.'s forms* selection is used for illustrative purposes.

Select

New P.O.'s forms from the *Forms* menu.

The following screen appears:

```
Purchase orders (Print new P.O.'s)                    XYZ Company

        1. P.O. type                P
        2. Form ID

        3. Starting P.O. #
        4. Ending P.O. #

        5. Starting P.O. date
        6. Ending P.O. date

        7. Starting vendor #
        8. Ending vendor #

P = P.O.
```

Regardless of the Print selection that you make from this menu, the print parameter screens are the same.

1. P.O. type

Enter the P.O. layout type in this field. This will be a purchase order.

P	For a purchase order layout.
Format	One character

2. Form ID

Enter the Form ID of the layout form that you wish to use to print this purchase order or RMA. This Form ID must be valid for the P.O. type entered above.

Options

The following options are available:

<F1>	For the next Form ID for the Type entered for P.O. type.
<SF1>	For the previous Form ID for the Type entered for P.O. type.
Format	Five characters

3. Starting P.O # and

4. Ending P.O.

Enter *Starting* and *Ending* P.O. numbers for the range of purchase orders that you want to print.

<F2> To enter *First* and *Last* in these fields respectively.

Format	15 characters

5. Starting P.O. date and

6. Ending P.O. date

Enter a *Starting* and *Ending* range of dates. Purchase order dates must fall within this range or they will not print. The system date is the default date.

<F2>	To enter Earliest and Latest in these fields respectively.

7. Starting vendor # and

8. Ending vendor

Enter the range of vendors that you want to print purchase orders for.

<F2>	To enter First and Last in these fields respectively.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, you will be prompted to print an alignment form.

Print alignment form ?

Answer Y to print an alignment form to your printer. This alignment form, based on the custom layout Form ID, allows you to be sure that your purchase order information is aligned properly on your form or paper.

You will be asked to select a printer. Select a printer that has the forms in the tray, unless you are merging your printing with a form file.

Answer N to print the purchase orders that fall within the parameters defined on your screen.

You may print using a standard *Company information* printer, a *Company information* PDF printer or Windows printer with a form set up in *Forms*. For the forms setup see the Purchase Order Forms chapter.

PDF Purchase Order Form Generation

When you print the purchase order with a *Company information* -PDF- printer, the program generates a PDF file for each new purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. An example of the P/O PDF file name is xx_POW_100_001113.PDF. The xx indicates the company number. The POW means it is a new purchase order form. The '100' is the vendor number and the '001113' is the purchase order number.

Each menu selection results in a different third letter for the form name and each displays differently using *Email/view printed PDF's* under the CTL *PDF form file processing* menu selection. There are four P/O *Forms* sub menu selections; each with a different file name type and display type:

PDF File Name	Email/view printed PDF's Display Type	P/O Forms Sub menu Selection
POW	POFNw	New P.O.'s forms
POH	POFCh	Change P.O.'s forms
POO	POFPt	Print P.O.'s forms
POL	POFRl	Release P.O.'s forms

For a complete list of purchase order formtypes, see the Viewing and Emailing Purchase Orders in the *Purchase Order Forms* chapter.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Viewing and Emailing Form Purchase Orders

Because many files could be generated, they will *not* display during the print selection process. However, you may view the generated PDF files from the CTL menu selection *Email/view printed PDF's*, located under the main menu selection *PDF form file processing* by using either Adobe™ Acrobat™ and Adobe Reader™. See the table above for how each each displays from *Email/view printed PDF's*. For information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the System documentation.

From that *Email/view printed PDF's,* menu selection you may also email PDF files. To setup emailing to vendors, see the appendix *Email Configuration* in the *PBS Administration* documentation.

Receivings

This chapter contains the following topics:

INTRODUCTION TO RECEIVINGS

Use this selection to enter receivings and post them to the permanent Purchase Order data (and, if you are interfaced to Inventory Control, to I/C Transactions). You can enter receivings for a purchase order, or enter receivings that come in for which there is no purchase order.

Receivings does not directly update the permanent A/P data. What it does do is make account or job distributions available to A/P upon subsequent entry of the vendor's invoice. This happens in the *Payables* (*Enter*) selection when you enter the numbers of the purchase order (if there was one) and of the receiving.

Passport assumes that you manually record your receivings on some form of receiving document, referred to here as a receiver. Each receiver should have a unique number. If you interface to I/C, this number is used by I/C as the transaction number.

A receiving for which there is no purchase order lacks the distributions to G/L accounts (or to jobs). No provision is made for entering this information in *Receivings*, since it is not assumed that the operator who enters the receivings is the same person who writes the purchase orders. The distribution has to be supplied within A/P *Payables*.

Interface with Inventory Control

If you are using Inventory Control, this selection is an important part of the Purchase Order to Inventory Control interface. When *receivings* are posted here for line-items described in the purchase order as *This P.O. line is for Inventory*, the posting process creates receiving-type inventory transactions in I/C, just as if you had entered them directly through I/C and posts them to your permanent Inventory data.

ENTERING RECEIVINGS

Select

Enter from the *Receivings* menu.

The following screen appears:

```
Receivings (Enter)                                XYZ Company


              1. Receiver #
              2. P.O.#

              3. Vendor #


              4. Recv date


<F1> = next receiver, <SF1> = previous receiver, <F2> =next available receiver #
```

New and existing receivings

From this screen you can work with both new and existing receivings. If a receiving has already been entered for the receiver number you specify, it appears and the cursor is positioned at *Field number to change ?* for changes or deletion.

1. Receiver

Enter the number of the receiver (receiving document) for this receiving.

Options

You may also use one of the options:

<F1>	For the next receiving
<SF1>	For the previous receiving
<F2>	For the next available receiver number from Control information

Format	999999
Example	Press <F2>

Receiver numbers

P/O keeps strict control over your receiver numbers, so that there are never any that are unaccounted for.

You may have some legitimate reason for not using a receiver number; for example, a pre-printed form may have been accidentally destroyed. In that case you can void the number. Field #2 below, P.O. #, describes how to void a receiver number.

Unless every receiver number has either been entered or voided, you will not be able to post your receiving transactions if there are any gaps in the sequence of receiver numbers.

If you delete a receiver, you must still account for that receiver number either by reusing it for a different receiving, or by voiding it.

P/O allows up to 999999 receiver numbers. If you use them all up, be aware that the system does not automatically wrap around from 999999 to 1. You have to do this yourself (by setting the last posted receiver number to zero in *Control information*).

2. P.O.

Enter the purchase order number for this receiving, if there is one. The purchase order must previously have been entered and posted (in Purchase orders), and must not yet have been purged. No unposted *Change purchase order* entry may exist for the purchase order.

Normally you enter the number of an open purchase order, but it is recognized that a vendor may erroneously deliver goods, and you may choose to accept them, on a purchase order which you had already closed. When this happens, you are asked if you wish to continue; if you respond Y, the delivery is accepted.

Options

You may also use one of the options:

Blank	To indicate that there was no purchase order for this receiver
<F2>	To void this receiver number. This option is only available if there is no receiving with this number.

Upon selection of a valid purchase order number:

- Purchase order date and deliver-to location display in Field #2.
- Vendor number, name, and address display in Field #3.
- If this is a blanket purchase order, “BLANKET ORDER” appear below the purchase order number.

Upon entry of Blank for purchase order number:

- “NO P.O. FOR THIS RECEIVER” appears in lieu of a purchase order number.
- Fields #2 and #3 remain blank until you fill them in.

Format	15 characters
Example	Type: 15

3. Vendor

If a purchase order number was entered, this field automatically displays and the cursor does not move to it.

Otherwise, enter the number of the vendor from whom the goods were received. The vendor must be in Accounts Payable Vendors, unless this is a temporary vendor.

Format	Six characters
Example	In this example vendor displays automatically.

Upon entry of a valid vendor number, the vendor's name and address display automatically.

Format	Six characters
Example	In this example, vendor number displays automatically.

Temporary vendors

Any vendor number beginning with an asterisk is assumed to be a temporary vendor. The vendor number may be, but need not be, present as an entry in *A/P Vendors*. For a temporary vendor, enter the vendor name. This field is required.

Format	25 characters
Example	In this example, vendor name displays automatically.

4. Recv date

If a purchase order is present, it is not required that the actual receiving date agree with the scheduled date on the purchase order. The system applies the receiving to the next scheduled open delivery for each line item.

Enter the date of the receiving, or press <F1> for the System date.

Format	MMDDYY
Example	Press <Enter>

5. Deliver to

This field only appears when you have entered a purchase order number for a multi-drop purchase order. If several deliveries of the same item are scheduled at different locations on the same date, this field serves to distinguish amongst them.

Recall that each receiving applies to a single deliver-to location; so a separate receiving is required for each location. You cannot use this field to receive goods at one location which were ordered for a different location.

If I/C is interfaced

If you have specified (in I/C Control information) that you use multi-warehousing, the deliver-to location must be a valid warehouse.

Otherwise, you must enter Blank (for *Central*).

Enter the code for the deliver-to location for this receiver, or use one of the options:

Blank	For the Central deliver-to location (if one has been defined)
<F1>	For the deliver-to location entered for the purchase order header (unless that is Central, in which case this option is not available)

Format	Two characters
Example	Does not appear in this example, as this is not a multi-drop purchase order.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank:

- If this is a new receiving, the line item screen appears.
- If this is an existing receiving, you are then asked if you want to change the lines for this receiver. If you answer Y, enter the number of the line you want to change (or delete), and the line item screen appears.

Options

If you answer N, you may use one of the options:

<F1>	To display each line in turn
<F3>	To delete this receiving. If you delete an entire receiver, before you are allowed to post receiving transactions you have to either reuse that receiver number or mark that number as void.

LINE ITEM SCREEN

The receiver line screen is shown below:

```
Receivings (Enter)                                XYZ Company

Recvr # 21        P.O.# 20                Vendor 100    Vermont Metal Products

    1. P.O. line #                        P.O. total                  1,215.00
                                          Recv total unposted             0.00

    2. Our item #

       Qty ordered

    3. Qty rec'd

    4. Unit price



<F1> = next receivings line, <F2> = next P.O. line
```

There is considerable variation in the appearance of this screen, depending on whether:

- A purchase order had previously been entered for this receiving
- This is a regular vendor or a temporary vendor
- This is an inventory item or a non-inventory item
- You are interfaced to I/C (and if so, whether you use multi-warehousing.
- If one or more receivings were previously posted for the purchase order, then additional fields will display and an additional option is provided. These are described below.

Rather than provide separate screen layouts and explanations for all possible combinations, the variations are dealt with as they occur.

1. P.O. line # or Recv line

If a purchase order exists for this receiving, the caption for this field is P.O. line # and your entry in this field refers to the line numbers on the purchase order - not to the sequence numbers which you originally assigned to these lines (usually in increments of ten). These have since been superseded by sequential line numbers, counting from one by ones.

If no purchase order exists, the caption for this field is *Recv line #*, which refers to the sequence of lines on the receiver (also counting by ones).

These two captions will switch back and forth if you alternate using the <F1> and <F2> options (and their <Shift> variants).

Normally you select an *open line item*, but it is recognized that a vendor may erroneously deliver goods after you have closed the line item. When this happens, you are asked if you wish to continue. If you respond Y, the delivery will be accepted.

Enter a valid line number for the document concerned.

Options

You may also use one of these options if the P.O. exists:

<F1>	For the next receiving line item
<F2>	For the next P.O. line item (See screen below)
<SF1>	For the previous line item of the purchase order
<F6>	For viewing the receivings history for the purchase order. This option only displays if you have done a previous receiving for the purchase order.

After selecting an P.O. line a screen similar to this appears:

```
Receivings (Enter)                                XYZ Company

Recvr # 20       P.O.# 20                Vendor 100    Vermont Metal Products

    1. P.O. line #  1                    P.O. total                 1,215.00
                                         Recv total unposted            0.00

    2. Our item #   1                Drill, 1/4" Power Hand
                                     Comes in black, white and
       Qty ordered         100       Unit: EA

    3. Qty rec'd

    4. Unit price




Y/N,<F2>=next P.O. line,<SF2>=prev P.O. line,<F3>=show vendor product info.
Right P.O. line ?  Y
```

At the *Right P.O line ?* prompt, type N to return to P.O. Line # field if it is the incorrect P.O.

If it is the correct P.O. line, type Y to continue.

Options

You may select one of the following options:

<F2>	For the next line item of this receiving.
<SF2>	For the previous P.O. line item.
<Esc>	To terminate entering line items for this receiving.

If no P.O. exists you have these options:

<F1>	For the next receiving line item
<SF1>	For the previous receivings line item
<F2>	For the next P.O. line item
<Esc>	To terminate entering line items for this receiving.

Pressing <Esc> terminates the receiving, but before doing so the software allows you to enter the miscellaneous charges if you have specified that these are applied to the order as a whole.

Format	999
Example	Press <F2>

Upon selection of a line, either by entry of a line number or by use of the option keys, you are asked *Right P.O. line ?* or *Right receivings line ?*, as the case may be. In addition to the usual Y and N response, and the option of continuing the scan, you may use the option:

<F3>	Display vendor product info

This information, consisting of the vendor item number, description, and unit is helpful in locating where this receiving should apply. The option is provided in this field (rather than at Field #2) because the cursor is not normally positioned in Field #2 at all.

P.O. total

This field is a display of the total amount of the Purchase order. This number cannot be changed.

Recv total unposted

This field will update as you enter quantity and unit price of the receiver lines for the purchase order.

Recv total posted

This display-only field will only appear if you previously entered and posted receivers for the Purchase order. This is the amount of the previously posted receivers.

Qty ordered

This display-only field displays the quantity entered on the purchase order.

Qty posted

This display-only field will appear if you previously entered and posted receivers for the selected Purchase order line. This is the item quantity of the previously posted receivers for the selected line.

Is this item for inventory ?

This question appears only if no purchase order exists for the receiving and you are interfaced to I/C.

Answer Y if you wish this receiving to be added to your inventory. You will be required to supply a valid I/C item number in Field #2. Answering Y here is the equivalent of having entered *This P.O. line is for Inventory* on the purchase order if there had been one.

Answer N if you do not wish this receiving to be added to your inventory - whether or not a valid item number exists for this item. You will merely be required to supply a vendor product number, which does not even have to be in Vendor items. Answering N here is the equivalent of having entered *This P.O. line is for Job* or *This P.O. line is for Other* on the purchase order if there had been one.

Whether you enter Y or N here, you can reference this receiving from the A/P *Payables* selection when you subsequently enter the vendor's invoice. You can also enter the account number distribution (and job distribution, if applicable) at that time.

Format	One letter, either Y or N
Example	Does not appear in this example because a purchase order exists for this receiving.

Deliver-to

This field appears only if no purchase order exists for the receiving and you have answered Y to the preceding.

If you have specified in I/C *Control information* that you do not use multi-warehousing, you do not have a choice of locations and must enter either Blank or <F1>.

Enter the location code for the location to which the items are to be delivered. This may be Blank for *Central* if that location has been defined.

For every location except *Central*, the name of the location displays to the right of its number.

For the *Central location* (if one is defined), its name displays instead of a number.

Format	Two characters
Example	Does not appear in this example because a purchase order exists for this receiving.

2. Our item # or Vndr prod

Except when no purchase order exists for this receiving, this field displays automatically.

The item is identified either by your own item number or the vendor's product number. The former is the case if you are interfaced to I/C and this is neither a non-inventory item nor a temporary vendor; the latter is the case otherwise. If both are available you can view both by toggling <F3> from the *Right line ?* question in the previous field.

After entering an item number:

- When the item number displays, the first two lines of the item's description (from I/C Items) also display.

- When the vendor product number displays, the vendor's description (from P/O Vendor items) also displays.
- In either event, the selling and shipping units from Vendor items display at the right of the line.

<F3> does not affect the use of this line item, which was established when the purchase order was entered. Consider for instance a line item whose use was declared to be I (for Inventory). Even if you use <F3> to search for this line item by its vendor product number (because that is what appears on the vendor's document), this fact does not change the item's use to O (for Other).

If no purchase order exists for this receiving, enter the following information:

Format	15 characters
Example	Does not appear in this example because a purchase order exists for this receiving.

Vendor product description

If no purchase order exists for the receiving and you are either not interfaced to I/C or have specified a non-inventory item, enter a description of the item.

Format	Two lines of 25 characters
Example	Does not appear in this example because a purchase order exists for this receiving.

Selling unit

This field appears after you enter the vendor product number if no purchase order exists for the receiving and you are either not interfaced to I/C or have specified a non-inventory item. Enter the vendor's selling unit.

Format	Four characters
Example	Does not appear in this example because a purchase order exists for this receiving.

3. Qty rec'd

Enter the quantity received. The software expects to receive the entire quantity open, and warns you if you enter a lesser or greater amount.

If you enter a lesser amount, the question *Should this delivery be left open ?* appears. Enter **Y** if you want to leave the balance of the delivery open or **N** to close it. When a delivery line is left open, you may receive additional items for the line at a later time on the same receiving (if not posted) or a new receiving.

If you enter an amount greater than the quantity ordered, then *This is in excess of 999999. Is this correct ?* will display. Select **Y** to receive the amount entered or enter **N** to re-enter the quantity.

You may select the unit of measure.

Options

You may also use the option:

<F2>	To toggle among three units of measure your stocking unit, the vendor's selling unit, and the vendor's shipping unit. The initial default is your stocking unit.

If you are not interfaced to I/C, only the vendor's units are available. If any of the units of measure are the same, you have fewer than three choices. If all are the same, you have no choice and the option does not appear.

If the item is serialized, a fractional quantity is not be accepted.

Format	99999999.99999 (if this line is for Inventory or Other)
	99999999.9 (if this line is for Jobs)
Example	Type: 2

Single-drop and multi-drop purchase orders

Each line on a purchase order has its own delivery schedule. All receivings are applied to the deliveries on this schedule.

- If the quantity received exactly matches the first delivery that is open (at this location, if multi-drop), then that quantity will be applied automatically to that delivery (whether or not the receiving date matches the scheduled delivery date). If the first open delivery has already been partially received (by an earlier receiving), the match is to the quantity remaining open, not to the quantity originally specified for that scheduled delivery.
- If the quantity received is less than the open delivery quantity, you are asked whether the delivery should be left open or closed out short. If you choose to close the delivery, no future receivings can be applied to that particular delivery.
- If the quantity received is greater than the current open delivery, and the delivery schedule contains more than one open delivery at this warehouse, the entire delivery schedule appears at the bottom of the screen.

  The cursor moves down the Qty-to-apply column to let you distribute the excess quantity received. You can apply the excess to one or more deliveries, but you must satisfy one entry before moving to the next. If the last entry is not satisfied you can close it or not, as you choose. (An entry is satisfied if the amount you distribute now, plus any amount received on previous receivings, is at least equal to the quantity originally scheduled).

Qty-to-apply

Enter the quantity to apply to this scheduled delivery.

For a serialized item, you may not enter a fractional quantity.

Format	99999999.99999 (if this line is for Inventory or Other)
	99999999.9 (if this line is for Jobs)
Example	Does not occur in this example because the quantity is not excessive.

Cls?

This field is automatically set to Y if the quantity ordered for this delivery has been satisfied and the quantity remaining to distribute has not yet reached zero.

If the quantity ordered for the delivery is not satisfied and the quantity remaining has reached zero, enter Y to indicate the scheduled delivery is closed (future receivings may not apply to it); otherwise enter N.

Format	One letter, either Y or N.
Example	Does not occur in this example because the quantity is not excessive.

<Esc> = re-apply <Enter> = continue

This field is reached automatically as soon as one of two things happens:

- The quantity remaining to apply reaches zero.
- The quantity remaining is greater than required to satisfy the last scheduled delivery. Whatever remains is automatically assigned to that delivery, which is then closed.

Either way, you are asked to confirm your distribution. Press <Esc> to reenter the information, or <Enter> to accept it and return to the full screen.

Blanket orders

On a blanket order, it is expected that the total received for a line item (the current receiving plus all previous receivings, including both posted and unposted ones) will equal the total quantity released to date. You can accept delivery of a greater or lesser quantity, but you will be informed in either case. If you accept a greater quantity than has been released to date, upon posting this receiving the quantity released to date will be forced equal to the *quantity received to date*.

4. Unit price

Options

Enter the unit price for the item or you may also use the option:

<F1>	To change the unit of measure.
<F2>	For the price entered on the purchase order.

Format	9999999.99999
Example	10

Field number to change ?

If this is an existing line item, you may press <F3> to delete this receiving line.

Make any desired changes. When you are done making changes and press <Enter>, the following will occur in the sequence given:

- If this is an inventory item (whether or not there is a purchase order for this receiving), and if the item is serialized and this line item is a new entry, the serialization screen will be displayed automatically and you will not be able to exit the process until all units are serialized. (If you force exit by pressing <Esc>, the quantity received will be set equal to the number of units serialized.)

  If the item is serialized, and this line item is an existing entry, then serialization is required if you have changed the quantity.

  When you delete a line item, all serial numbers assigned to that item are automatically unassigned (you do not have to individually remove each serial number).
- The screen clears to enter the next receiving line.
- As you finish with each line item, a summary of that line item displays in the lower half of the screen. Existing entries scroll down. This portion of the screen displays the four most recent entries you have made for this receiving.

Upon pressing <Enter> with this field blank, there is a period of processing while the total costs are converted to unit costs and are pro-rated to the individual line items of the receiver according to their respective product costs. You are returned to the header screen to enter the next receiving.

FAST ENTER

Use this function to enter an entire receiving at once, instead of line-by-line as in *Enter*.

This function works best when all items ordered are delivered as expected. *As expected* means:

- For a single-drop purchase order, all open line items are received in the quantity expected.
- For a multi-drop purchase order, all open line items for this location are received.
- For a blanket order, all open line items in the current release are received.

Fast entry accepts without question the quantities and costs on the purchase order, including the miscellaneous costs. If there has been no purchase order for this receiving, you cannot use *Fast entry*.

There is no change mode for the *Fast entry* selection. However, a receiving entered via *Fast entry* may be changed or deleted later via *Enter*. Receivings must be posted after entry, whether entered via *Enter* or *Fast enter*.

Restrictions

The following restrictions apply. If an attempted use of *Fast entry* would violate any of these, you will be informed of the fact. When this happens, simply use *Enter* instead of *Fast enter*.

- The purchase order entered here must be an open and uncanceled purchase order.
- It may not have any unposted changes pending.
- Serialized items may not be serialized at time of receipt.
- A single-drop purchase order may not have any receivings (posted or unposted).
- A multi-drop purchase order may not have any receivings (posted or unposted) for the deliver-to location of this receiving.
- A blanket purchase order may not have any unposted releases pending, nor any receivings (posted or unposted).

Select

Fast enter from the *Receivings* menu.

The following screen appears:

```
Receivings (Fast enter)                          XYZ Company

              1. Receiver #
              2. P.O.#

              3. Vendor #


              4. Recv date


<F2> = next available receiver #
```

Enter the following:

1. Receiver

Enter a receiver number, or press <F2> for the next available receiver number from *Control information*.

Format	999
Example	Press <F2>

2. P.O.#

Enter the number of a posted purchase order.

Format	15 characters
Example	Type: 16

3. Vendor

This field displays the vendor number, name, and address for your information. It cannot be changed.

4. Recv date

Enter the date of the receiving.

Format	MMDDYY The default is the System date.
Example	Press <Enter> to accept the default.

5. Deliver to

This field only appears for a multi-drop purchase order.

Enter the deliver-to location for this receiving, which must be a valid entry in Deliver-to locations. This can be Blank (for Central), provided this has been defined. If you are interfaced to I/C and have chosen in I/C Control information not to use multi-warehousing, your only valid entry is Blank.

Format	Two characters
Example	Does not appear in this example because this is not a multi-drop shipment.

Upon entry of a valid location, its name and address display to the right of its number.

Field number to change ?

When you press <Enter> after making all desired changes, the following screen appears:

```
Receivings (Fast enter)                          XYZ Company

        Receiver #: 11      P.O.#: 14               Vendor #: 100

        Receivings will now be generated for all line items of the
        P.O. shown above.  The price for each receivings transaction
        will be taken from the corresponding line item.  Receivings
        will not be generated for cancelled P.O. lines.

OK to continue ?
```

Enter Y to begin verifying the purchase order lines for this receiving.

If this receiving cannot be processed, you will be informed. The possible reasons for this are listed at the beginning of this section.

Otherwise, the following screen appears while the receiving is generated for this purchase order.

```
Receivings (Fast enter)                          XYZ Company

        Receiver #: 11      P.O.#: 14               Vendor #: 100

                        Processing P.O. line #:    1

Processing complete - <Esc> = continue
```

PRINTING EDIT LISTS

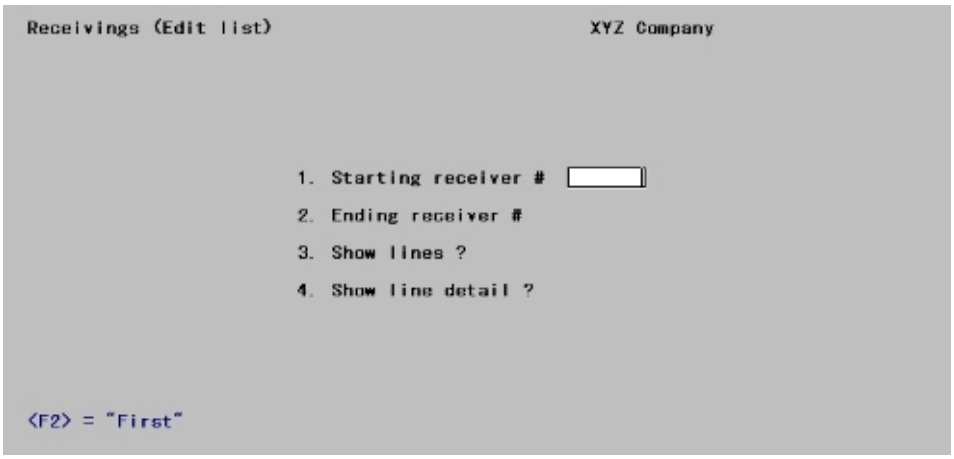
This selection prints a list of all receivings currently entered but not yet posted, for your review. It is good practice to review the receivings before posting.

If there is a gap (unused numbers) in the receiver number sequence, an error message prints on the edit list. Posting cannot take place. You can fix this situation by either entering the missing receivers or voiding the missing receiver numbers through the Enter option of this selection.

See a sample Receivings Edit List in the *Sample Reports* appendix.

Select

Edit list from the *Receivings* menu or *Receivings edit list* from the *Reports* menu.



Enter the following information:

1. Starting receiver # and

2. Ending receiver #

Enter the range of receivers to show on the edit list. Follow the screen instructions.

Format	999999 at each field
Example	Press <F2> at both fields.

3. Show lines ?

Answer Y to show both header and line information, or N to show only the header information.

Format	One letter, either Y or N. The default is N.
Example	Type: Y

4. Show line detail ?

If you answered N to Field #3, this field displays as Not applicable and may not be entered.

Answer Y to show the detail of each receiver line, or N to show just a single print line per receiver line.

Format	One letter, either Y or N. The default is N.
Example	Type: Y

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Receivings Edit List prints after selecting a printer.

If there is a gap (unused numbers) in the receiver number sequence, an error message prints on the edit list. Posting cannot take place. You can fix this situation by either entering the missing receivers or voiding the missing receiver number through the *Enter* option under *Receivings*.

POSTING RECEIVINGS

This selection allows you to post all or only a portion of the receivers. A Receivings Register is printed.

See a sample Receivings Register in the *Sample Reports* appendix.

Select

Post from the *Receivings* menu.

Please enter ending receiver # to post

You are asked to enter the ending receiver number to post. Enter the appropriate number or press <F2> to use *Last*.

Format	999999
Example	Press <F2>

Print item labels ?

If Inventory Control is not being used, this field will display as (Not applicable).

Enter Y to print item labels using the I/C format or N to not print labels.

Any change ?

Answer N if there is no change, or Y to make the appropriate change.

If you select Y, the receivings are posted and the Receivings Register is printed.

Purchase orders are updated at this time with the quantity of goods received. A history record is also created for each receiving line.

If I/C is interfaced, the inventory information for these receivings is updated.

When posting is complete, a message displays to inform you either that the posting was successful or that there were errors which prevented posting. Press <Esc> to return to the menu. If any receiving is prevented from posting, none of the others are posted, but the Receivings Register is printed and contains diagnostics which helps you correct the errors. On of the messages could indicate that there are missing receiver numbers. In this case you must use <F2> from the P.O. # field on the *Receivings Enter* screen to void each receiver number.

4Releases

This chapter contains the following topics:

INTRODUCTION TO RELEASES

If you do not use blanket purchase orders, you may skip this chapter. You must have entered Y in the 20. Use blanket P.O.'s ? field in *Control information* to use blanket orders in order to release them.

Before you can enter a Release you must first enter a blanket order. Blanket orders are indicated in *Purchase orders (Enter)* on the Is this a blanket order? field. A blanket purchase order is used when you want to buy a large total quantity of an item(s) from a vendor, but don't want it delivered all at once. Instead, the total quantity will be delivered in partial shipments over the course of several months or a year. These partial shipments are called releases. A release occurs when you notify the vendor, either verbally or in writing, that you now want delivery of part of the blanket order.

Use this selection to enter releases into the P/O module and to print release purchase orders to send to your vendors.

Releases are automatically numbered from one within each blanket purchase order.

PRINTING BLANKET ORDERS REPORT

Use this function to verify the status of a blanket purchase order: how many releases have been made, the release dates, the release quantities, etc. Summarized and detailed release information can be shown for each blanket purchase order within the selected range.

This report is used to determine which blanket orders are due for a new release.

The report does not include unposted purchase orders or unposted releases. You may choose to include closed blanket orders (provided they have not yet been purged).

See a sample Blanket Orders List in the *Sample Reports* appendix.

Select

Blanket orders from the *Reports* menu.

The following screen appears:

```
Reports (Blanket orders)                    XYZ Company


                    1. Starting P.O. number [              ]
                    2. Ending P.O. number
                    3. Show line items ?
                    4. Show distributions ?
                    5. Show closed orders ?


<F2> = "First"
```

Enter the following information:

1. Starting P.O. number and

2. Ending P.O. number

Enter the range of blanket orders to show. Follow the screen instructions.

Format	15 characters at each field
Example	Press <F2> at each field for First through Last

3. Show line items ?

Answer N to show only the header information. A summary of the release information will be shown for each blanket purchase order in the range: the last release date, the number of releases so far, and the release interval.

Answer Y to also show the line item information. Detailed release information will be shown for each line item: the last release date and quantity, the total quantity released so far, the balance remaining to be released, and the quantity already received.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y

4. Show distributions ?

If you are not showing line items on the report, this field displays as N and may not be changed. Otherwise, answer Y if you wish to show the distributions for the line items shown.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y.

5. Show closed orders ?

A *closed* purchase order is one for which you have received everything that you expect to receive.

Answer N to show only open blanket orders. This shortens the report and allows you to concentrate on the purchase orders for which you expect to receive items.

Answer Y to show both open and closed blanket purchase orders. This is useful if you need to refer to a closed purchase order or compare a vendor's open blanket purchase orders to his closed ones.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> for Y

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Blanket Orders List will print.

ENTERING RELEASES

Use this function to either enter a new release transaction or change the last release transaction.

Only one unposted *Releases* entry at a time may exist for any given blanket order, but that entry may either be a new release or a change to the previous release.

If an entry does exist, it can be changed or deleted. Once it has been posted, the entry cannot be changed; however you can make another change to the same release.

- There is no limit to the number of changes you can make to the current release, provided you post each change before entering the next.
- You can change a release whether or not any receivings have applied to that release.
- You cannot delete a release once posted.
- You cannot change any posted release other than the current one. For instance, if the current release is # 3, you can change Release # 3 or add Release # 4; either of these entries can themselves be modified until you choose to post them. However it is too late to make any changes to Release # 2.
- A new release can be added even though an existing release is still open. This is not recommended procedure; but when it does happen, subsequent receivings are applied to the open releases in order of release number. The *Receivings* selection will expect the quantity of the next receiving to be the sum of all open releases. A lesser or greater quantity will be accepted, but only after a warning.

Blanket purchase orders (usually) include a *release interval* and a *first required date*. Together these determine the date of each future release in advance, but this does not mean that releases are created automatically upon falling due. Instead:

- The first release of a blanket order occurs automatically when the order is posted (unless you have left First reqd date blank in the purchase order).
- Thereafter, releases occur only when you *Enter* and *Post* them through this selection.
- You can create a new release at any time, regardless of the stated starting date and interval. Both of these are optional.
- You can monitor the Blanket Orders List to decide when a release is appropriate.

You may not delete or add line items in this selection. A release contains all the line items on the blanket order, no more and no less. If you wish to add or delete lines, do so using *Change purchase orders* before entering the release. If you want to skip receiving a particular line item on this release, you may enter a zero *Quantity to release* for that line item.

Select

Enter from the *Releases* menu.

The following screen appears:

```
Releases (Enter)                                    XYZ Company

    * P.O.#                    Vendor:

      Last release:
  Release interval:

                  Release type

     1. Delivery date                        3. Print release P.O. ?
     2. Release interval

 * Line #          Item:

     4. Qty ordered                          6. Qty to release
     5. Unit price                           7. Expedite days


<F1> = next release, <SF1> = previous release
```

The same screen serves for both header and line item information. The two unnumbered fields, *P.O.*# and *Line* #, mark the beginning of the header and line item portions respectively.

From this screen, you can work with new and existing entries. Either of these may be an add entry or a change entry.

For a new entry: to add a new release

The cursor moves through Fields # 1 through 3, requiring entry at each field. The cursor is then positioned at *Field number to change ?*.

When you have no further changes to the header information, each line item is displayed in turn. You must enter a quantity to release, and you may change the other line item fields. You do not control the order in which the line items are presented, and may neither add nor delete a line item.

For a new entry: to change the current release

The cursor is positioned at *Field number to change ?* and you are allowed to change Fields # 1 through 3 (the header information). You cannot delete the release. When you have no further changes, you are positioned at *Line #* and can change the line item(s) if desired, selecting them individually in any desired order.

For an existing entry (either type)

The cursor is positioned at *Field number to change ?* and you are allowed to change Fields # 1 through 3 (the header information), or to delete the entry When you have no further changes (and have not deleted the entry), you are positioned at Line # and can change the line item(s) if desired, selecting them individually in any desired order.

Enter header information as follows:

* P.O.

Enter the number of the blanket purchase order for which you want to add (or change) a release.

The purchase order must have been entered and posted in Purchase orders, but not yet closed. Closed purchase orders can be reopened if necessary to accommodate unexpected late receivings, but not new releases.

If an unposted change purchase order exists for a blanket order, you cannot enter a release for that blanket order until the change purchase order has been either posted or deleted. Conversely, you cannot use Change purchase orders for a blanket order when an unposted release is pending for that blanket order.

Options

If selecting an existing release, you may use one of the options:

<F1>	For the next unposted release (for any blanket purchase order)
<SF1>	For the previous release
<F3>	When a release is displaying, select F3 to delete the release
<F6>	There is not enough room to always display the full name and address. When a release is displaying, use F6 to display the full name and address.

Note that what you enter into this field (purchase orders) is not the same thing (releases) that you scan for with the option keys.

Format	15 characters
Example	Type 17

If there is an existing entry for this purchase order (whether to add a new release or change the current release), the information for that entry displays and the cursor moves to *Field number to change ?*.

Last release

This shows the most recent release number and release date for this purchase order.

- If you have not specified a First reqd date for the purchase order, and if there have been no releases yet, this displays as NO RELEASES YET. The release you are about to enter will become release # 1.
- If you entered a First reqd date for this purchase order, release # 1 was automatically entered (but not posted) when you posted the purchase order, and the first required date became the release date for release # 1.
- In either event, each subsequent release increases the release number by one.

This field displays automatically and may not be entered.

Release interval

This shows the release interval for the last release, if there is one. If there isn't it displays as 0.

This field displays automatically and may not be entered.

Release type

Since a release is identified by a combination of purchase order number and release number, you might expect that you would enter the release number at this point. This is not necessary, because only one unposted entry can exist at any one time.

Instead, enter a code for the release type:

1	Add a new release.
2	Change the last release. This option is not available if there has not been any release yet (which can only happen if First reqd date is blank).

When a valid option is selected, the release type and change number are displayed.

Format	Either 1 or 2
Example	Type 1. Notice that ADD NEW RELEASE - # 2 displays. (Release # 1 was automatically created when you ran the Purchase orders / Post selection).

The screen now appears as follows:

```
Releases (Enter)                                    XYZ Company

    * P.O.#  15                    Vendor: 300      Red Line Freight
                                                    22748 E. Commercial
      Last release: 1  for 9/08/04
  Release interval: Every 1  Weeks                  Los Angeles      CA 92251
                                                    USA
                 Release type  1  ADD NEW RELEASE - # 2

     1. Delivery date                    3. Print release P.O. ?
     2. Release interval

 * Line #          Item:

     4. Qty ordered                      6. Qty to release
     5. Unit price                       7. Expedite days

<F2> = 9/15/04
```

Enter the following header information:

1. Delivery date

Enter the date on which you want this release delivered to you, press <F2> to use the delivery date calculated from the blanket order's release interval and the delivery date of the previous release.

Format	MMDDYY
Example	Press <F2>

2. Release interval

The cursor does not normally move to this field, since the release interval is usually defined when the purchase order is entered and does not change thereafter. You can change the existing release interval from *Field number to change ?* (in which case your new entry becomes the default for future releases).

Format	99 (for the interval) D, W, or M (for days, weeks, or months)
Example	In this example the cursor does not move to this field.

3. Print release P.O. ?

You have the choice of printing or not printing a separate release purchase order for this release of the blanket order. If you enter Y, you must print the release purchase order before you can post it.

Enter N if you do not need to print a purchase order for this release transaction. This would be the case when you verbally notify the vendor of the release but do not send him a printed purchase order.

Format	One character, either Y or N. The default is Y.
Example	Press <Enter> for Y

Field number to change ?

Make any needed changes to Fields # 1 through 3 (the header information).

Upon pressing <Enter> with this field blank, you are ready to enter line item information. The screen now appears as follows:

```
Releases (Enter)                                    XYZ Company

    * P.O.#  15                   Vendor: 300       Red Line Freight
                                                    22748 E. Commercial
      Last release: 1  for 9/08/04
  Release interval: Every 1  Weeks                  Los Angeles      CA 92251
                                                    USA
                 Release type  1  ADD NEW RELEASE - # 2

     1. Delivery date     9/15/04            3. Print release P.O. ?  Y
     2. Release interval  1  Weeks

 * Line #  1       Item: 2                Hammer, 16 oz. Claw

     4. Qty ordered         200       EACH   6. Qty to release [              ]
     5. Unit price           9.00     EACH   7. Expedite days

Total already released:        10            Last release qty:          10
Total already received:         0            Total unreleased:         190
Released less received:        10            Total unreceived:         200
```

Note that the header information continues to display in the upper portion of the screen as each successive line item is displayed in the lower portion.

For an existing entry

You are positioned at Line # and can then select the line item to be changed. The information for that line on the existing entry displays on the screen and can be changed from *Field number to change ?*.

For a new entry: to change the current release

You are positioned at Line # and can then select the line item to be changed. The information for that line on the existing release displays on the screen and can be changed from *Field number to change ?*.

For a new entry: to add a new release

For each line item the line number displays automatically. The information for that line on the blanket purchase order displays on the screen. The cursor moves to Field # 6 for entry of the quantity to release. The cursor then moves to *Field number to change ?*, allowing change to any field on the line item (not just # 6).

Enter line item information as follows:

Line

These are sequential line numbers beginning at one and increasing by ones (not the sequence numbers originally entered when you created the purchase order, which usually begin at ten and increase by tens).

If this is a new entry to add a new release, this field displays automatically.

Options

Enter the number of the line you wish to change, or use one of the options:

<F1>	For the next line item of this release
<SF1>	For the previous line item

Format	999
Example	In this example this field displays automatically because this is a new release.

Item

The item number and its description appear automatically and may not be changed:

- If you are interfaced to I/C, this is your item number and description, from Items.
- If you are not interfaced to I/C, this is the vendor's item number and description, from Vendor items.
- Whether interfaced to I/C or not, a miscellaneous item displays with MISC as the item number.

4. Qty ordered

This is the overall blanket order quantity for the line item, established when the purchase order was entered. You can change this, provided you do not reduce it to less than the quantity already released (or already received, whichever is smaller).

Any change to this field applies to subsequent releases as well as to the current one.

Unit costs must be entered in terms of the unit displayed at the right of this field, which is:

- Your stocking unit, if you are linked to I/C and this is not a miscellaneous item. On the printed release, the quantity will be converted into the vendor's selling unit.
- The vendor's selling unit, in all other cases.

Releases (unlike Receivings) does not allow you a choice of units. You cannot for instance enter the Qty ordered in terms of the vendor's shipping unit.

This may be the last release for this order (that is, the quantity released here plus the quantity already received may equal the quantity ordered). If so, upon posting the receiving for this release this line item, and perhaps the entire purchase order, will be closed.

- If you wish to keep the line item open, you should increase the quantity ordered at this point.
- If you do not do this and the order is closed upon receipt of the quantity called for by this release, you will not thereafter be able to use *Releases* (*Enter*) for this order until you have re-opened the order (via *Change purchase orders*).
- Unilaterally extending the blanket order does not of course obligate the vendor to honor the original price, so you should print a vendor copy (answer Y to Print release P.O. ?).

Format	99999999.99999 (if this line is for Inventory or Other) 99999999.9 (if this line is for Jobs)

Example	The cursor does not move to this field and this example does not require you to change it.

5. Unit price

This is the unit price for the item per the blanket P.O. Changing the unit price here will also change the line item's unit price in the Blanket P.O. when the release is posted.

Format	9999999.99999 (if this line is for Inventory or Other) 99999999.9 (if this line is for Jobs)

Example	The cursor does not move to this field and this example does not require you to change it.

6. Qty to release

Enter the quantity of the item you wish to release now. The new quantity to release and the quantity previously released cannot add up to more than the total blanket order quantity.

Format	99999999.99999
Example	Type 10

7. Expedite days

Enter the number of days before the new delivery date that this new release of the line item should be expedited. If you have no need to expedite this item, just press <Enter>

Format	99
Example	The cursor does not move to this field and this example does not require you to change it.

Field number to change ?

Make any needed changes to Fields # 3 through 7. Upon pressing <Enter> with this field blank:

- If this is a new entry to add a new release, the next line of the blanket order (if there is one) displays and the cursor is positioned at Field # 5, Qty to release.
- If there is no next line, the message No more items for this P.O. displays. Press <Enter> to terminate this release.

Otherwise, you are positioned at Line # to select the next line.

Distribution

You need not change the distribution amounts for the line item, even if you have changed the quantity ordered or the costs. This will be done in A/P Payables.

If you want to change distribution account number (or job, if the purchase order is for job use), do so through Changes to Purchase Orders before you enter this release.

PRINTING EDIT LISTS

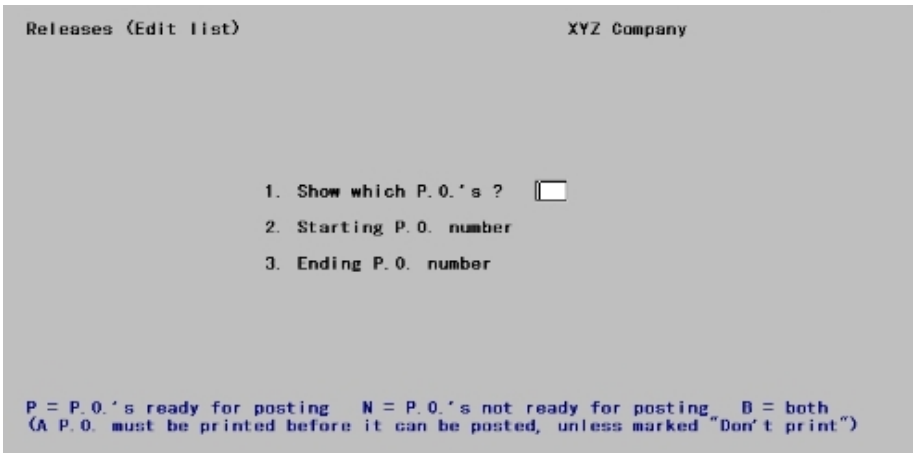
This function lets you review the releases you have entered, in preparation for posting them to the permanent purchase order data.

See a sample Releases Edit List in the *Sample Reports* appendix.

Select

Edit list from the *Releases* menu or *Releases edit list* from the *Reports* menu.

The following menu appears:



1. Show which P.O.'s ?

Enter your choice from the following:

P To show only releases ready to be Posted

N To show only those Not yet ready to be posted

B To show Both (all releases).

A release is ready to be posted if the release purchase order has been printed, or if the release was marked N earlier at *Print release purchase order ?*.

Format	One letter from the list above
Example	Type B

2. Starting P.O. number and

3. Ending P.O. number

Enter the range of purchase orders to show on the list. Follow the screen instructions.

Format	15 characters
Example	Press <F2> at both fields

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Releases Edit List will print.

PRINTING RELEASE PURCHASE ORDERS

This selection allows you to print purchase order releases on either preprinted forms or on plain paper. A release looks exactly like a purchase order except for the heading, THIS IS RELEASE # nnn OF BLANKET ORDER # nnnnnn.

Long Vendor Name and Address Printing

The purchase order forms were originally designed to print using a non-compressed (large font). With the potential of long vendor name and address fields the data will not fit on the form non-compressed when it is more than 30 characters for any name or address field.

To handle this the entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

The vendor name and address print a bit further to the left than in previous PBS versions. Do an alignment test printing to determine if the address will fit properly on your current form.

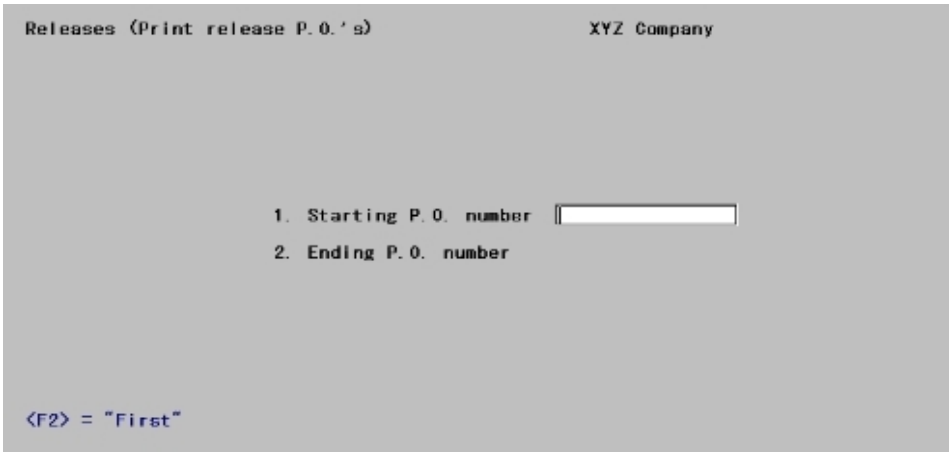
If you are using a *Company information* printer to print P.O.s, a laser printer that supports PCL5 is required for the compression to work properly.

Select

Print release P.O.'s from the *Releases* menu.

You must print a release purchase order before the release can be posted, unless you answered N to *Print release purchase order ?* earlier. If you change a release purchase order after it is printed, you must print it again before it can be posted.

The following screen appears:



Enter the following information:

1. Starting P.O. number and

2. Ending P.O. number

Enter the range of purchase orders to show on the list. Follow the screen instructions.

Example	Press <F2> at each field

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the release purchase orders will print.

If you are using preprinted forms, insert your forms into the printer in preparation for printing the release purchase orders. The prompt, *Please mount purchase order form on printer. Type "done" when ready*. If you are not using preprinted purchase order forms, this message does not appear. You may skip this if you are using a *Company information* PDF printer or Windows printer and the form is set up in *Control information*. See the Purchase Order Forms Printing of the *Control information* chapter.

PDF Purchase Order Generation

When you print the purchase order with a *Company information* -PDF- printer, the program generates a PDF file for each new purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. An example of the P/O PDF file name is xx_POR_100_001113.PDF. The xx indicates the company number. The POR means it is a purchase order release. The '100' is the vendor number and the '001113' is the purchase order number.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Viewing and Emailing Release Purchase Orders

You could have multple releases printing at the same time. Because of this, multiple PDF files could be generated. The PDF files will *not* display during the print selection process. However, you may view the generated PDF files from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing* by using either Adobe™ Acrobat™ and Adobe Reader™. Each PDF release displays as a *PORel* type. For information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the System documentation.

From the *Email/view printed PDF's* menu selection you may also email PDF files. Emailing must be setup in PBS before you can do this. To setup emailing see the appendix *Email Configuration* in the *PBS Administration* documentation.

POSTING RELEASES

When all blanket purchase order releases are ready to be posted, post them here.

See a sample Releases Register in the *Sample Reports* appendix.

Select

Post from the *Releases* menu.

You are asked whether releases are OK to post. Answer Y if they are ready to be posted or N if they are not. If you answer Y, the Releases Register is printed.

After the register is printed, the blanket purchase orders in the permanent purchase order files are updated with the information on the release entries.

If any release could not be posted, you are informed that no posting (of any release) has occurred. Refer to the register (which is printed anyway) for the reasons, then correct the problem and repeat this selection.

Adjust Receivings

This chapter contains the following topics:

Introduction to Adjust Receivings

Use this selection to make two different types of adjustments to posted receivings that are now in the permanent Receivings History: clear uninvoiced receivings, and price adjustments.

Clear uninvoiced receivings takes effect immediately; but *Price adjustments* needs to be posted, allowing you to review, print, modify, or delete your adjustments before committing to them.

Clear Uninvoiced Receivings

To understand the use of this type of adjustment, it is first necessary to understand how a receiving is usually invoiced.

When a receiving is first posted to Receivings History, it is marked as *uninvoiced*. When an invoice arrives for this receiving and is entered into A/P *Payables*, you specify the purchase order number [if any] and the receiver number[s] that correspond to the invoice. When the payable is posted, the receivers associated with it are then marked as invoiced.

Before a purchase order can be purged from the system, all of its receivings must have been marked as invoiced. Most of the time, your invoices will be entered in A/P and their associated receivings will be marked as invoiced as described above.

But there will be cases when a receiving will not be invoiced in A/P. The most common cases are:

- A C.O.D. delivery is paid with cash or a non-A/P check.
- You prepaid the purchase order by sending a check with the order.
- There were so many receivings associated with the invoice that there was not room to enter all of them on the Payables screen.

For instances such as these, you need a way to mark a receiving as invoiced without going through the Accounts Payable module, so that you can purge these purchase orders and so that your receivings reports will be accurate.

That is the purpose of the *Clear uninvoiced receivings* adjustment: to allow you to mark receivings as invoiced when they will not be invoiced through the Accounts Payable module. When you use this function to mark a receiver as invoiced, all of its receivings lines in Receivings History will be marked invoiced.

Price Adjustments

Price adjustments allows you to enter a price for any receiving having an unknown price. A receiving may be entered without a price when the purchase order number is not known or there is no purchase order for the receiving.

You can also use *Price adjustments* to adjust the price of a receiving when the price that the vendor actually charged is different from the price you entered when the goods were received.

CLEAR UNINVOICED RECEIVINGS

Select

Clear uninvoiced receivings from the P/O menu.

The following screen appears:

```
Clear uninvoiced receivings                    XYZ Company


              Receiver #
              P.O. #

              Vendor #


              Recv date


Enter receiver #, <F1> = next receiver, <SF1> = previous receiver
```

Receiver

Enter the number of a posted receiving.

You may also use one of the options:

<F1>	For the next receiver
<SF1>	For the previous receiver

Format	999999
Example	Press <F1>

The receiver header information displays:

- Purchase order number and date. If there was no purchase order, the notation NO P.O. FOR THIS RECEIVER appears instead. Note that receivings require to be invoiced even when they arrive without benefit of purchase order.
- The notation BLANKET ORDER if applicable.
- The deliver-to location and address.
- The date of the receiving.

If the receiving already is invoiced, the notation ALREADY INVOICED appears at the top of the screen.

Receivings can be invoiced even though the associated purchase order is not closed.

After you have selected the right receiver, you are asked, *Is it OK to mark all items on this receiver as invoiced ?*. Answer Y to mark the entire receiver as *invoiced* in Receivings History.

Entering Price Adjustments

Receivings lets you change the costs until you post the receiving, but not afterward. Price adjustments lets you change the costs after posting the receiving but before entering the invoice into A/P Payables.

Select

Enter from the *Price adjustments* menu.

The following screen appears:

```
Price adjustments (Enter)                    XYZ Company

              Receiver #
              P.O.#

              Vendor #

              Recv date

Enter receiver #, <F1> = next receiver, <SF1> = previous receiver
```

From this screen you can work with both new and existing price adjustments.

Enter the following information:

*** Receiver #**

Enter the appropriate receiver number, or use one of the options:

<F1>	For the next receiver
<SF1>	For the previous receiver

Format	999999
Example	Press <F1>

The receiver header information displays:

- Purchase order number and date. If there was no purchase order, the notation NO P.O. FOR THIS RECEIVER appears instead.
- The notation BLANKET ORDER if applicable.
- The deliver-to location and address.

- The date of the receiving.

When you answer Y to the question *Right receiver?*, the first line item displays:

```
Price adjustments (Enter)                          XYZ Company
 * Recvr 1        P.O.# 13                Vendor 1000    Greener Grass Ofc. Plants
     * P.O. Line

       Our item #

       Qty rec'd
       Unit price                                Total price:

    1. New unit price                          New total price:
                                              Adjustment amount:
    2. Is new price temporary ?

<F1> = next adjustment, <SF1> = previous adjustment
<F2> = next line, <SF2> = previous line
```

Enter the following information:

P.O. Line

Enter the number of the line that you want to adjust.

You may also use one of the options:

<F1>	For the next existing unposted price adjustment for this receiver
<SF1>	For the previous adjustment
<F2>	For the next line item, whether or not an adjustment exists for it
<SF2>	For the previous line item

Format	999
Example	Press <F2>

If you have selected an existing price adjustment, you are positioned at *Field number to change ?* and may change any of the numbered fields. Otherwise, you are positioned at the first numbered field to enter your adjustment.

1. New unit price

Enter the new unit price. When you enter the new unit price, the new total price and the adjustment amount are shown automatically.

Format	999999999.99999
Example	The new unit price is 86.22333

2. Is new price temporary ?

You can make a temporary price adjustment if you are not certain of the actual price. The receiving will be marked as having an unknown price, but the price you enter here will be used temporarily on reports.

Answer N if you are entering a price you are certain is final, or Y if you are unsure of the final price.

Format	One letter, either Y or N.
Example	Type: `Y`

Field number to change ?

Make any needed changes. If this is an existing price adjustment, you may also press <F3> to delete this price adjustment .

Price Adjustments Edit Lists

Select

Edit list from the *Price adjustments* menu or *Price adjustments edit list* from the *Reports* menu.

No selection screen appears since the list always shows all adjustments currently entered.

See a sample Price Adjustments Edit List in the *Sample Reports* appendix.

Price Adjustments Posting

Select

Post from the *Price adjustments* menu.

No selection screen appears since all adjustments currently entered are posted. You will however be asked to specify the printer.

Posting then occurs. The screen will display Processing receiver # 999999, continually updating the receiver number. When done, press <Esc> to return to the menu.

See a sample Price Adjustments Register in the *Sample Reports* appendix.

Changes to Inventory

Posting updates the receiver line (for which a price adjustment has been entered) in Receivings History with the new unit costs and total costs from the price adjustment.

If the price adjustment is permanent, the next Purchasing Worksheet report that you print for the item will show the adjusted price as the unit price for the last purchase order (Posting a price adjustment does not affect the item's unit price in Vendor Items.)

If purchase order is interfaced to Inventory Control, Inventory may be updated in two ways:

- If the price adjustment is for an inventory item and it is a permanent price change, the item's replacement cost will be updated in Items.
- The total adjustment amount for all price adjustments in the posting run is posted to I/C Distributions.

Note	The purchase price adjustment account (from P/O Control information) is the debit account (for a positive adjustment), and the balance sheet liability account for uninvoiced receivings (from I/C Control information) is the credit account. The individual item costs, whether average, LIFO, or FIFO, are not changed.

View

This chapter contains the following topics:

INTRODUCTION TO VIEWING PURCHASE ORDERS

Use this selection to view the information stored in the Purchase Order module from many different viewpoints. You can look at purchase orders, inventory items, vendor items, receivings, vendors, and G/L accounts.

The information available to you if you are not using I/C is stated in each selection.

VIEWING PURCHASE ORDERS

This selection lets you view posted purchase orders, both open and closed, up till the time they are purged.

Select

Purchase orders from the *View* menu.

```
View (Purchase orders)                          XYZ Company
                    Please enter starting #:

     P.O.#                  Vendor #                  P.O. date

    P.O.-#          P.O.-dat Vendor Name                     Deliver-to Status



Enter P.O.#, <Enter> = select Vendor #
```

You can view purchase orders in order by purchase order number, by vendor number, or by purchase order date.

Having chosen one of these three methods, you ask the system to display a list of the purchase orders on file, in the order chosen. You can begin at the beginning, or select any starting point. The software displays up to fourteen purchase orders, one per line. You can then select the one you want for detailed viewing. If you do not find it on the list, you can proceed to examine the next fourteen, and so on.

Enter the starting purchase order number for the purchase orders you want to view.

Options

You may also use one of the options:

Blank	To change to viewing purchase orders by vendor

Format	15 characters
Example	Press <Enter>

If you chose to view purchase orders by vendor, enter the starting vendor number for the purchase orders you want to view.

Options

You may also use one of the options:

<F2>	For the Last vendor (with a purchase order) on file
Blank	To change to viewing purchase orders by date

Format	999999
Example	Press <Enter>

If you chose to view purchase orders by purchase order date, enter the starting date for the purchase orders you want to view.

Options

You may also use one of the options:

<F2>	For the Last purchase order on file
Blank	To change back to viewing purchase orders by purchase order number

Format	MMDDYY
Example	Press <F2>.

The following screen shows the purchase orders listed by date:

```
View (Purchase orders)                                XYZ Company
                    Please enter starting #:

     P.O.#                     Vendor #                    P.O. date  "Last"

    P.O.-#          P.O.-dat Vendor Name                        Deliver-to Status
 1) 18              08/31/04 100    Vermont Metal Products      Central    Closed
 2) 17              08/30/04 100    Vermont Metal Products      Central    Closed
 3) 16              08/30/04 100    Vermont Metal Products      Central    Closed
 4) 15              08/05/04 100    Vermont Metal Products      Central
 5) 14              05/05/99 100    Vermont Metal Products      Central
 6) 13              01/21/99 1000   Greener Grass Ofc. Plants   South      Closed
 7) 12              01/21/99 800    Hanson Manufacturing Co.    South      Closed
 8) 11              01/21/99 500    E-Z Repairs                 South
 9) 10              01/21/99 200    Acme Office Supplies        South      Closed
10) 9               01/21/99 100    Vermont Metal Products      South
11) 8               01/21/99 800    Hanson Manufacturing Co.    Main       Closed
12) 7               01/21/99 500    E-Z Repairs                 Main       Closed
13) 6               01/21/99 200    Acme Office Supplies        Main
14) 5               01/21/99 100    Vermont Metal Products      Main       Closed

<F1> = more P.O. lines, <F2> = detailed inquiry,
<Enter> = more info, <Esc> = reselect starting #
```

The purchase orders are listed, one line per purchase order.

Options

You may also use one of the options:

<F1>	To view additional purchase orders (if any)
<Esc>	To start a new selection of purchase orders
<F2>	For a more detailed inquiry into any particular purchase order shown on the screen
<Enter>	For more info

Detailed Inquiry

Each purchase order number shown has a number to its left, called the screen line number. Press <F2> for a detailed inquiry and select the purchase order to view by entering its screen line number.

Format	99
Example	Press <F2>, then select a line number.

The following screen appears:

```
View (Purchase orders)                                XYZ Company
                    Please enter starting #:

     P.O.#                    Vendor #                    P.O. date  "Last"

    P.O.-#          P.O.-dat Vendor Name                        Deliver-to Status
    15              08/05/04 100    Vermont Metal Products      Central
                           Phones: 802-445-9134     Contacts:   John Smith
                                   802-445-9136                 Howard Brice


                          Show header or lines ?


H = header   L = lines
```

Show headers or lines ?

You can look at the detailed information for either the header or the lines.

Note	If you look at the detailed header information first, you can then proceed to look at the lines; but not vice versa.

Format	One letter, either H or L.
Example	Type: H

The full header information for the selected purchase order is displayed, as well as the number of open and closed lines on the purchase order and the last change number and change date, if any:

```
View (Purchase orders)                                  XYZ Company
     Vendor      100      Phones: 802-445-9134 Contacts: John Smith
                                  802-445-9136           Howard Brice
     P.O.# 15                                            ---Purchasing address----
                                                         Vermont Metal Products
     P.O. date  8/05/04                                  410 Pinecrest Road
                                   Open lines:   1
     F.O.B.        DOCK            Closed lines: 0       Newton          VT 12345
     Ship-via      UPS                                   USA
     Ordered by    Beth            Deliver to     Central

     Is this a confirming order ?  N
     Is this a blanket order ?     N


     Special terms  Net 60 Days
     Special msg    Deliveries are now being taken on the east end of
                    the building. Thank you.


     Last change #          Change date

<F2> = view P.O. lines, <F6> = notes, <Esc> = reselect P.O.
```

VIEWING LINES

You can now view the detailed line item information for this purchase order.

Options

You may use one of the options:

<F2>	To view the lines
<F6>	For notes
<Esc>	To select another purchase order

Format	Only function key input is allowed.
Example	Press <F2>.

The line items are listed on this purchase order, listed five per screen. Each line item has a screen line number immediately to the left:

```
View (Purchase orders)                                XYZ Company
     Vendor      100      Phones: 802-445-9134 Contacts: John Smith
                                  802-445-9136           Howard Brice
     P.O.# 15                                            ---Purchasing address----
                                                         Vermont Metal Products
     P.O. date 8/05/04                                   410 Pinecrest Road
                                     Open lines:   1
                                     Closed lines: 0     Newton            VT 12345
   Ln#  Item                                           Qty-ordrd  Unit    Qty-recd
 1)  1  1                Drill, 1/4" Power Hand         12       EACH     24

End of P.O. lines - <Esc> = reselect P.O., <F2> = detailed inquiry
```

Viewing Line Details

Use one of the options:

<F2>	To see the details of a particular line
<Esc>	To select another purchase order
<F1>	To display additional items, if any

Format	Only function key input is allowed.
Example	Press <F2>.

Enter a number for a line for which you want to see more details.

Format	99
Example	Type: 1

The following screen appears:

```
View (Purchase orders)                                XYZ Company
    P.O.#  15                 Vendor  100              Vermont Metal Products
                              Phones: 802-445-9134     Contacts: John Smith
    Line #  1                         802-445-9136               Howard Brice
                              Item #  1                Drill, 1/4" Power Hand
    Worksheet #
    Vendor product #  1/4" DRILL-PH                   Our stocking unit: EACH

    Vendor's descr    Drill, 1/4" Power Hand            Vendor sell unit  EACH
                                                        Vendor ship unit  CASE

    1 CASE =  12              EACH           Qty ordered          12        EACH
                                             Unit price           22.50     EACH
                                             (Ext price = 270.00         )
    This P.O. line is for ?  Inventory

    Delivery schedule:  Date        Quantity    Exp-days  Already-rec'd   Status
                       8/05/04          12          5           24        Excess


<F2> = distributions, <F6> = notes, <Esc> = reselect line
```

The status of each delivery (open, closed, or in excess) is shown, but no cross-reference is given to the receiver numbers. If you want to trace from a purchase order to its receivers, use the View receivings selection and select by purchase order number.

If this line is part of a blanket purchase order, the delivery schedule is somewhat different:

```
View (Purchase orders)                                  XYZ Company
    P.O.#  15                  Vendor  300                Red Line Freight
                               Phones: 213-768-7650       Contacts: Carl Rawlings
    Line #  1                          213-768-7660                 Lucy Mason
                               Item #  2                  Hammer, 16 oz. Claw
    Worksheet #
    Vendor product #  2                                   Our stocking unit: EACH

    Vendor's descr    Hammer, 16 oz. Claw                  Vendor sell unit  EACH
                                                           Vendor ship unit  EACH

                                          Qty ordered          200        EACH
                                          Unit price             9.00     EACH
                                          (Ext price = 1,800.00        )

                        BLANKET ORDER INFORMATION
                        -------------------------
    Reqd date        9/08/04                     Expedite days
    Ship quantity          10                    Release Interval  1  Weeks
    Total released         10                    Total received          0

<F2> = distributions, <F6> = notes, <Esc> = reselect line
```

In either case, you have several options for viewing additional information:

<F1>	To view additional vendor product description if any
<F2>	To view distributions for this line item
<F6>	To view notes for this line item if any
<Esc>	To select another line for viewing

Format	Only function key input is allowed.
Example	Press <F2>.

Distributions

The following screen appears:

```
View (Purchase orders)                                  XYZ Company
    P.O.#  15                  Vendor  100                Vermont Metal Products
                               Phones: 802-445-9134       Contacts: John Smith
    Line #  1                          802-445-9136                 Howard Brice
                               Item #  1                  Drill, 1/4" Power Hand
    Worksheet #
    Vendor product #  1/4" DRILL-PH                      Our stocking unit: EACH

    Vendor's descr    Drill, 1/4" Power Hand               Vendor sell unit  EACH
                                                           Vendor ship unit  CASE

    1 CASE =  12              EACH            Qty ordered          12        EACH
                                              Unit price           22.50     EACH
                                              (Ext price = 270.00        )

            Account-#  Description                          Quantity
             5070-000  Inventory expenses                        12

<Esc> = reselect line, <F6> = notes
```

The format of the screen will vary depending on whether this is account distribution or job distribution; also upon whether distribution is by quantity, percent, or amount.

Up to five distributions will be visible on one screen at one time

Options

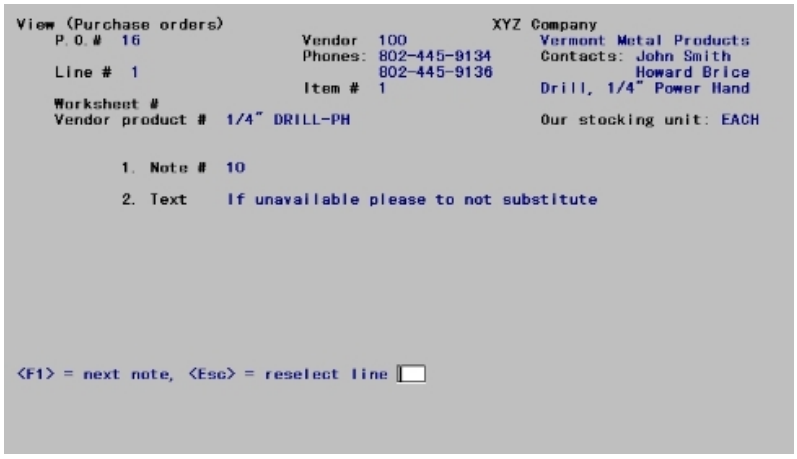
When done viewing the distribution, you may elect to use one of the following:

<F1>	To view the next distribution (if more than five exist)
<F6>	To view notes for this line item
<Esc>	To select another line for viewing

Format	Only function key input is allowed.
Example	Press <F6>

Notes

The first note for this line item displays:



Options

The following options are available:

<F1>	To view the next note if any
<SF1>	To view the previous note
<Esc>	To select another line for viewing

Format	Only function key input is allowed.
Example	Press <Esc> to return to the line item.

Press <Esc> to select another line when you are through with this screen.

When you are finished viewing line details, press <Esc> repeatedly until the *View* menu reappears.

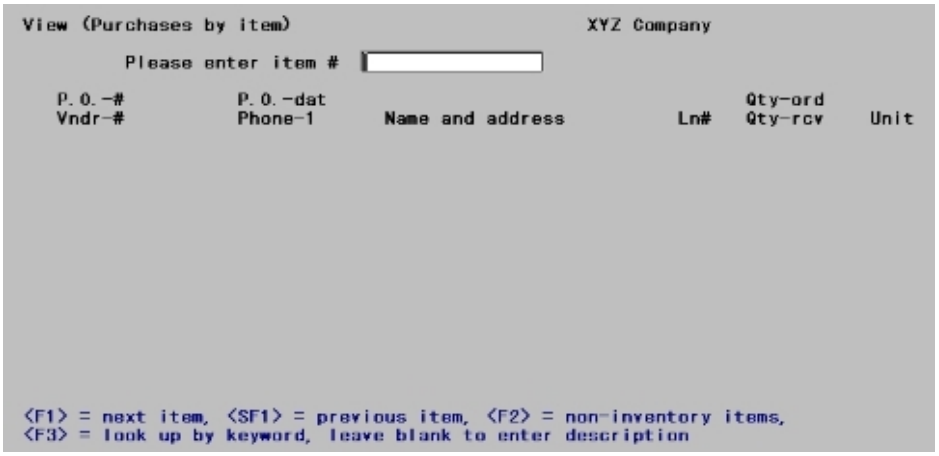
VIEWING PURCHASES BY ITEM

This selection lets you look at posted purchase orders for a specific item.

If you are not using Inventory Control with Purchase Order, this selection is not available.

Select

Purchases by item from the *View* menu.



Options

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

<F1>	For the next item on file, in item number sequence
<SF1>	For the previous item
<F2>	To look at purchase orders on which you have ordered non-inventory items
<F3>	For keyword look-up
Blank	To look up the item by its description

Format	15 characters
Example	Press <F1>

Item lookup by description

If you have pressed <Enter> to select by name, enter the name of the stocking item, or simply the leading characters of the name. The lookup function is case sensitive.

You may also use one of the options:

<F1>	For the next stocking item on file, in item name sequence
<SF1>	For the previous stocking item
Blank	To revert to item lookup by number

Format	30 characters
Example	Does not appear in this example because you have chosen to look up the item by number

Non-inventory items

If you have pressed <F2> for non-inventory items, you will get all purchase orders that have one or more such items. The system does not distinguish between one miscellaneous item and another; they are all considered to be a single item with the item number of MISC.

For all methods of item lookup

The description of the item appears, and the purchase orders that have line items containing the selected item number are displayed in order by purchase order number:

```
View (Purchases by item)                          XYZ Company

        Please enter item #  1                Drill, 1/4" Power Hand

   P.O.-#          P.O.-dat                                        Qty-ord
   Vndr-#          Phone-1       Name and address          Ln#   Qty-rcv     Unit
1) 18               8/31/04      Vermont Metal Products     1     100        EACH
   100       Closed 802-445-9134 410 Pinecrest Road               100        Clsd

2) 17               8/30/04      Vermont Metal Products     1       1        EACH
   100       Closed 802-445-9134 410 Pinecrest Road                 1        Clsd

3) 16               8/30/04      Vermont Metal Products     1     100        EACH
   100       Closed 802-445-9134 410 Pinecrest Road               100        Clsd

4) 15               8/05/04      Vermont Metal Products     1      12        EACH
   100              802-445-9134 410 Pinecrest Road                24

5) 14               5/05/99      Vermont Metal Products     1     100        EACH
   100              802-445-9134 410 Pinecrest Road

<F1> = more P.O. lines, <F2> = detailed inquiry, <Esc> = reselect starting #
```

Each purchase order line item has a screen line number, and up to five can fit on one screen.

Options

Use one of the options:

<F1>	To see more line items (if any)
<Esc>	To select another item to view
<F2>	To look at the detail for any line item shown on the screen

Format	Only function key input is allowed.
Example	Press <F2>

Select a line number for further details, or press <Esc> to clear the screen to enter another item number.

Format	9
Example	Type: 1

The detailed screen for a line appears:

```
View (Purchases by item)                                XYZ Company
    P.O.#  18                  Vendor  100              Vermont Metal Products
                               Phones: 802-445-9134     Contacts  John Smith
    Line #  1                          802-445-9136                Howard Brice
                               Item #  1                Drill, 1/4" Power Hand
    Worksheet #        1
    Vendor product #   1/4" DRILL-PH                    Our stocking unit: EACH

    Vendor's descr     Drill, 1/4" Power Hand            Vendor sell unit  EACH
                                                         Vendor ship unit  EACH

                                          Qty ordered          100        EACH
                                          Unit price            12.00     EACH
                                          (Ext price = 1,200.00        )
    This P.O. line is for ?  Inventory

    Delivery schedule:  Date        Quantity    Exp-days  Already-rec'd  Status
                        8/31/04      100                       100       Closed


<F2> = distributions, <F3> = notes, <Esc> = reselect line
```

Options

Use one of the options:

<F1>	To view any additional vendor product description
<F2>	To view distributions for this line
<F3>	To view any notes for this line
<Esc>	To select another line for viewing

Format	Only function key input is allowed.
Example	Press <F2>. The distribution information displays on your screen.

The rest of this selection is identical to View purchase orders, so cross-references by page are given above in lieu of repeating the same information.

To exit, press <Esc> repeatedly.

VIEWING RECEIVINGS

This selection lets you look at the posted receivings which you have on file for your purchase orders. You can examine them by purchase order number or by receiver number.

Select

Receivings from the *View* menu.

The following screen appears:

```
View (Receivings)                                  XYZ Company
                 Recv-# Recv-dat  P.O.#          Vndr-# Name and address
Please select
                 Stat   Invc-dat Invc-#

<F1> = next receiver, <SF1> = previous receiver, <Enter> = select P.O.#
```

Enter the receiver number or use one of the options:

<F1>	For the next receiver on file
<SF1>	For the previous receiver
Blank	To select by purchase order number

Format	999999
Example	Press <F1>.

When viewing by receiver number

Until you answer Y to the question *Right receiver* ?, the screen displays the current receiver with the number and date of the corresponding purchase order and the name and address of the vendor. Once you answer Y, the detail line items of the receiver are displayed as described in the *Receiver Detail* section.

```
View (Receivings)                                  XYZ Company
                Recv-# Recv-dat  P.O.#            Vndr-# Name
Please select   1      1/21/99   13               1000   Greener Grass Ofc. Plants
                Stat   Invc-dat  Invc-#                  Contact:  Bernard Maybeck
                                                         Phone:    714-555-2344
            Recv-#  Ln#  Item-#            Description              User
                         Qty-received        Unit-price
                1    1   7                  Gauge, Hi-pressure       CMM
                           450       EACH          86.22333 EACH     *TEMPORARY

No more matching receivings - <Esc>
```

When viewing by purchase order number

Enter the purchase order number.

Options

You may also use one of the options:

<F1>	For the next purchase order on file
<SF1>	For the previous purchase order
Blank	To revert to selection by receiver number

Format	15 characters
Example	Does not appear in this example because you have chosen to select a receiver

Receiver detail

Up to five line items can fit on one screen. The Ln # column refers to the line number of the purchase order, not that of the receiver; only those line items serviced by this receiver are displayed. When your lookup has been by receiver number, all the line items are for the same purchase order. However, when your lookup has been by purchase order, more than one receiving number may appear on the screen.

Here is a description of some of the other fields that display:

Stat

When the receiving is handled by running *Clear uninvoiced receivings* this field displays as Clear.

Invc-dat

This is the invoice date entered on the payable. This field only displays a value if you are looking up by receiver number (not PO#) and someone previously posted an A/P payable with the receiver number

entered on the payable.

Invc-#

This is the invoice number entered on the payable. This field only displays a value if you are looking up by receiver number (not PO#) and someone previously posted an A/P payable with the receiver number entered on the payable.

Options

When done viewing the receiver, use one of the options:

<F1>	To view the next line item (if more than five exist)
<Esc>	To select another receiver

Format	Only function key input is allowed.
Example	Press <Esc>

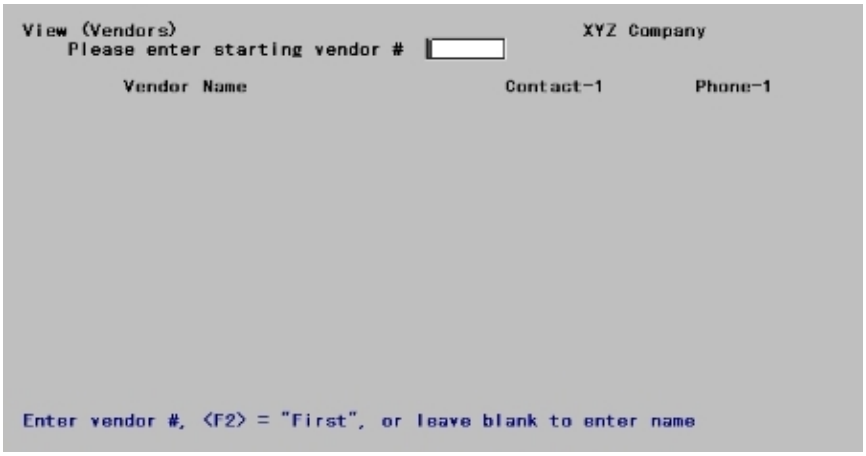
VIEWING VENDORS

Use this function for a quick look at vendors from A/P *Vendors*.

Select

Vendors from the *View* menu.

The following screen appears:



Enter the number of the first vendor you want to view.

Options

You may also use one of the options:

<F2>	To begin viewing at the first vendor on file
Blank	To switch to looking for the vendor by name

Format	6 characters
Example	Press <F2>

The following screen appears:

```
View (Vendors)                                        XYZ Company
    Please enter starting vendor #  "First"

        Vendor  Name                          Contact-1          Phone-1
        100     Vermont Metal Products        John Smith         802-445-9134
        101     Vermont Metal
        200     Acme Office Supplies          B Caldwell         213-999-9765
        300     Red Line Freight              Carl Rawlings      213-768-7650
        400     Jones Property Management     Robert Jones       213-774-6700
        500     E-Z Repairs                   Betty Smith        213-695-2101
        600     Wells Fargo Bank              Jack Dawson        213-695-4670
        700     Pacific Telephone             Thomas Brock       818-221-1213
        800     Hanson Manufacturing Co.      Don Barber         847-669-8560
        900     Reynolds Tool Company         Bill Ryan          970-447-0900
        1000    Greener Grass Ofc. Plants     Bernard Maybeck    714-555-2344

 End of vendors - <Enter> = more info, <Esc> = reselect starting vendor
```

Sixteen vendors at a time can be viewed from this screen, in vendor number sequence.

Options

You can use the following options:

<F1>	To view more vendors
Blank	To toggle between viewing the first or second contact and phone numbers
<Esc>	To select another group of vendors

Format	Only function key input is allowed.
Example	Press <Esc>

VIEWING VENDORS FOR AN ITEM

Use this function to find which vendors sell a selected item. You can use the next function to find which items a selected vendor sells.

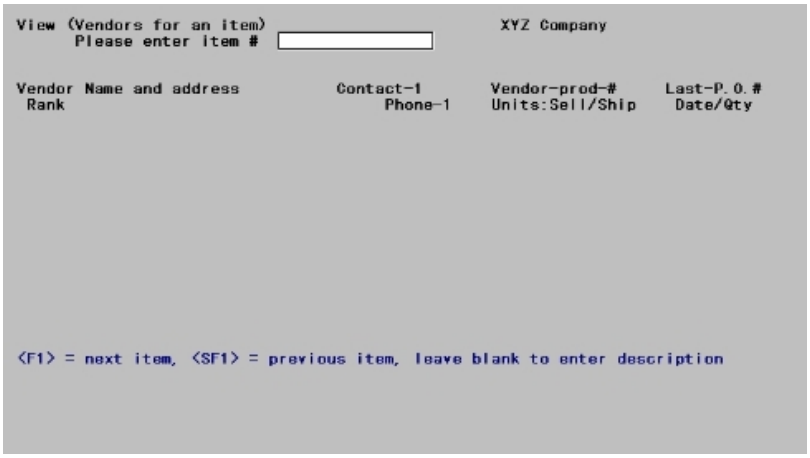
This function can also be used to ensure that you have not accidentally specified two prime vendors for the same item.

If you're not using I/C with P/O, this function is not available.

Select

Vendors for an item from the *View* menu.

The following screen appears:



You cannot view miscellaneous items here.

Enter the number of the item you are interested in.

Options

You may also use one of the options:

<F1>	For the next item on file
<SF1>	For the previous item on file
<Enter>	To switch to looking for an item by its description

Format	15 characters
Example	Type: 5

Item lookup by description

If you have pressed <Enter> to select by name, enter the first line of the item's description, or simply the leading characters of that line. The lookup function is case sensitive.

Options

You may also use one of the options:

<F1>	For the next item on file, in item name sequence
<SF1>	For the previous item
Blank	To revert to item lookup by number

Format	30 characters
Example	Does not appear in this example because you have chosen to look up the item by number

The following screen appears:

```
View (Vendors for an item)                          XYZ Company
      Please enter item #  5                  Chisel, 5 pc Set

Vendor Name and address          Contact-1        Vendor-prod-#     Last-P.O.#
 Rank                                 Phone-1     Units:Sell/Ship    Date/Qty
100    Vermont Metal Products     John Smith       5                 9
   1   410 Pinecrest Road               802-445-9134      EACH/EACH      1/21/99
       Newton            VT 12345                                         100.00

200    Acme Office Supplies       B Caldwell       5
   1   456 N. Broadway                  213-999-9765      EACH/EACH
       Los Angeles       CA 90101

300    Red Line Freight           Carl Rawlings    5
   1   22748 E. Commercial              213-768-7650      EACH/EACH
       Los Angeles       CA 92251

400    Jones Property Management  Robert Jones     5
   1   11056 Wilshire Blvd.             213-774-6700      EACH/EACH
       Suite 4250

<F2> = more vendors, <Enter> = more info, <Esc> = reselect starting item
```

Four vendors at a time can be viewed from this screen, in sequence by vendor number (regardless of rank).

Options

Use on of the options:

<F1>	To view more vendors for this item
Blank	To toggle between viewing the first or second contact and phone numbers
<Esc>	To select another item

Format	Only function key input is allowed.
Example	Press <Esc>.

VIEWING ITEMS FOR A VENDOR

Use this selection to view all items sold by a particular vendor.

Select

Items for a vendor from the *View* menu.

The following screen appears:

```
View (Items for a vendor)                    XYZ Company
Please enter vend #

     Our-item-#       Description              Sell  Ship  Stock   Rank



Enter vendor #, <F1> = next vendor, <SF1> = prev vendor, blank = look up by name
```

You cannot enter a temporary vendor.

Enter the number of the vendor you want to view.

Options

You may use one of the options:

<F1>	For the next vendor on file
<SF1>	For the previous vendor
Blank	To switch to looking for the vendor by name

Format	Six characters
Example	Type: 100

Vendor lookup by description

If you have entered Blank to select by name, enter the name of the vendor, or simply the name's leading characters. Upper/lower case is significant.

Options

You may also use one of the options:

<F1>	For the next vendor on file, in vendor name sequence
<SF1>	For the previous vendor
Blank	To revert to vendor lookup by number

Format	25 characters
Example	Does not appear in this example because you have chosen to look up the vendor by number

The following screen appears:

```
View (Items for a vendor)                          XYZ Company
Please enter vend #  100     Vermont Metal Products    Contacts: John Smith
                             410 Pinecrest Road                  Howard Brice
                                                       Phones:   802-445-9134
                             Newton            VT 12345          802-445-9136

     Our-item-#       Description                Sell  Ship  Stock   Rank
     *TEMP            Temporary Item             EACH  EACH  EACH      1

     1                Drill, 1/4" Power Hand     EACH  CASE  EACH      1

     2                Hammer, 16 oz. Claw        EACH  EACH  EACH      1

     3                Wrench, 3/8" Socket Set    EACH  EACH  EACH      1

     5                Chisel, 5 pc Set           EACH  EACH  EACH      1

<F2> = more items, <Esc> = reselect vendor
```

The Sell column refers to the vendor's selling unit, not to yours.

Four items at a time can be viewed from this screen.

Options

Use on of the following options:

<F2>	To view more items for this vendor
<Esc>	To select another vendor

Format	Only function key input is allowed.
Example	Press <Esc>

Reports

This chapter contains the following topics:

INTRODUCTION TO REPORTS

Use this selection to produce various P/O reports. These reports are structured to quickly give you the valuable and pertinent information available in Purchase Order and other modules interfaced to it.

Twenty two different reports are available from this selection. Each report has numerous options to choose from.

All the reports in this selection use only the permanent Purchase Order files. No purchase order is included in these reports until it has been posted.

Open Purchase Orders

This report is a list which shows each purchase order on file that is currently open (not all goods ordered on it have been received yet). It is useful for:

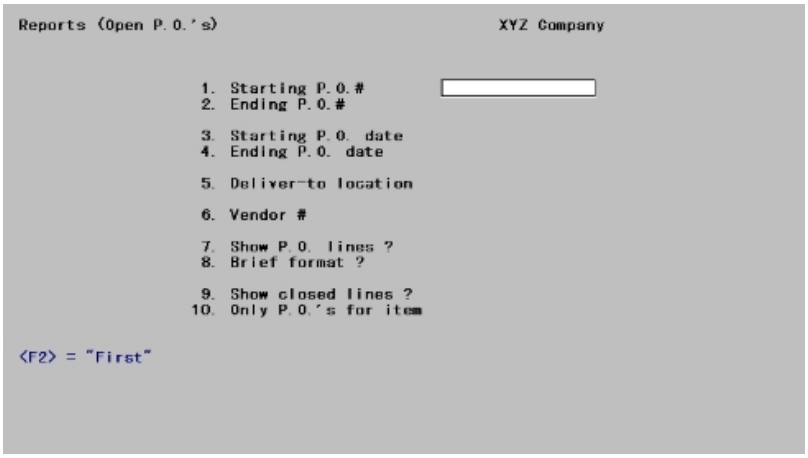
- Predicting future deliveries
- Verifying the status of deliveries for a particular purchase order
- Verifying the status of purchase orders for a selected vendor
- Looking at upcoming deliveries for a certain item only
- Looking at upcoming deliveries for a selected location

See a sample Open Purchase Order report in the *Sample Reports* appendix.

Select

Open P.O.'s from the Reports menu.

The following screen appears:



Field #10 appears only if you are using Inventory Control.

Enter the following information:

1. Starting P.O. # and

2. Ending P.O.#

Enter the range of purchase orders to show on the report. Follow the screen instructions.

Format	15 characters at each field
Example	Press <F2> at both fields

3. Starting P.O. date and

4. Ending P.O. date

Enter the range of purchase order dates to show on the report. Follow the screen instructions.

Format	MMDDYY
Example	Press <F2> at both fields

5. Deliver-to location

Enter the code for a valid deliver-to location if you wish to restrict the report to that location.

Blank for Central is valid if that location has been defined. If you are interfaced to I/C and have specified (in I/C *Control information*) that you do not use multi-warehousing. Blank is the only valid entry.

Options

You may also use the option:

<F5>	For All locations

Upon selection of a valid location, its name (or All, or Central) displays.

Format	Two characters
Example	Press <F5>

6. Vendor

To show purchase orders for only a single vendor, enter the number of the vendor.

Options

You may also use the option:

<F5>	For All vendors

If you select a single vendor, the name and address automatically display.

Format	Six characters
Example	Press <F5>

7. Show P.O. lines ?

Answer Y to show the line item information, or N to show only the header information for each purchase order.

Format	One letter, either Y or N. The default is Y.
Example	Type: N

8. Brief format ?

The brief report has only one line of header information for each purchase order. If you are showing line items, only one line of information is printed for each line item. Answer Y for the brief format or N for the detailed format.

You can get the briefest possible report by answering N to Show purchase order lines ? above, then answering Y here.

Format	One letter, either Y or N. The default is N.
Example	Type: N

9. Show closed lines ?

If field #7 (Show purchase order lines ?) was answered N, this field displays as (*Not applicable*) and may not be entered.

A line item is closed if no shipments are due for that line. Answer N to show only open lines, or Y to show closed lines also.

Format	One letter, either Y or N. The default is N.
Example	This field is skipped because the previous field is N.

10. Only P.O.'s for item

If you are not using Inventory Control this field does not appear on the screen.

If field #7 (Show purchase order lines ?) was answered N, this field displays as (*Not applicable*) and may not be entered.

Enter the item number of a single item, or press <F5> for *All* items ordered.

If you enter a single item, the description is displayed. The item must be in the I/C Item file.

Only purchase orders having a line for that item will be shown, and only the lines for that item are shown.

Format	15 characters
Example	This field is skipped because the Field #7 is N.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Open Purchase Order Report will print.

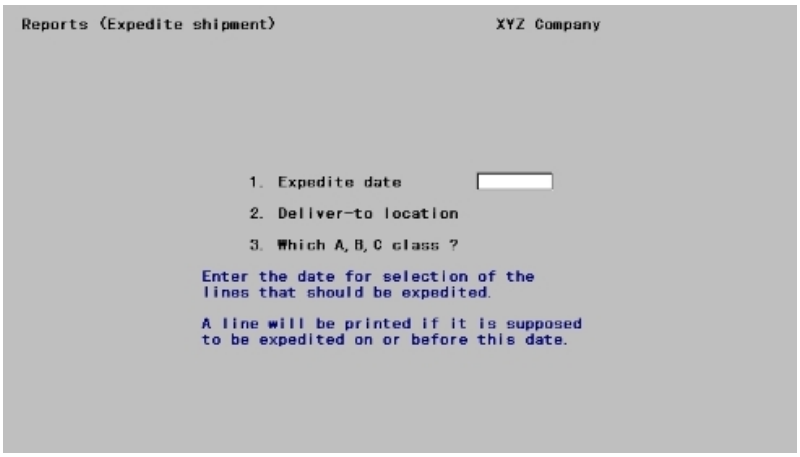
EXPEDITE SHIPMENT

This report lists all items that you indicated should be expedited in the Purchase orders selection. These are usually items due to be received in the near future. It is useful for showing which vendors to contact to ensure that their deliveries arrive on the scheduled date.

Select

Expedite shipment from the *Reports* menu.

The following screen appears:



Enter the following information:

1. Expedite date

Enter the date to define what the near future is for expediting purposes. A line item shows on the report if it should be expedited on or before this date. The deliveries that need to be expedited have Expedited beside them. All deliveries for the line are shown.

For example, if today's date were May 15, you might want to see what deliveries need to be expedited during the coming week. You would enter May 22 as the expedite date.

Format	MMDDYY
Example	Type: 33119

Delivery A was requested for May 24, and you entered 5 for the number of expedite days for this delivery (meaning that it should be expedited 5 days before the expected delivery, or on May 19). Delivery A would appear on the report.

If, on the other hand, delivery B is also expected on May 24, but the number of expedite days for this delivery is 1, then it should be expedited on May 23. Delivery B would not appear on the report.

2. Deliver-to location

Enter the code for a valid deliver-to location.

Blank for *Central* is valid if that location has been defined. If you are interfaced to I/C and have specified (in I/C *Control information*) that you do not use multi-warehousing. Blank is the only valid entry.

Options

You may also use the option:

<F5>	For All locations

Upon selection of a valid location, its name (or All, or Central) displays.

Format	Two characters
Example	Press <F5>

3. Which A, B, C class ?

This field appears only if you are interfaced with I/C.

ABC class is defined in the ABC Analysis chapter of the I/C User documentation. To recap briefly, the ABC class indicates an item's importance to your business, with A items being at the top. This is useful if, for example, your time is limited so you decide to first expedite A items before spending time on B items.

Enter A, B, or C, indicating the class of items you want to expedite.

Options

You may also use the option:

<F5>	For All ABC classes

Format	One letter, either A, B, or C
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Expedite Shipment Report will print.

If you chose to print the report, rather than display it on the screen, you are asked whether the report just printed is OK. If there was no problem during printing, answer Y.

If you answer Y, the number of expedite days for the deliveries printed on the report are set to zero. This insures that these deliveries will not show up on the next Expedite Shipment Report that is printed.

If you want one of these deliveries to show up on a future Expedite Shipment Report, you must re-enter the expedite days for this delivery through *Changes to P.O.*'s.

FOLLOW-UP PAST DUE SHIPMENTS

This report lists shipments that are past their delivery date and still due. It lists past due shipments continually until they are finally received.

This may be regarded as doing the opposite of what the Expedite Shipment Report does.

See a sample Follow-up Past Due Shipments report in the *Sample Reports* appendix.

Select

Follow-up past due shipments from the *Reports* menu.

The following screen appears:

```
Reports (Follow-up past due shipments)          XYZ Company

                    1. Due date cut-off
                    2. Deliver-to location
                    3. Which A,B,C class ?

Enter the due date cut-off.  A line will be printed
if any of its deliveries were overdue on this date.
```

Enter the following information:

1. Due date cut-off

Enter the due date cut-off for the purchase order deliveries to show in the report, or press <Enter> to default to the system date. All deliveries for a line item will be shown if one of them is overdue (due on or before this date). The past due deliveries show Past due.

Format	MMDDYY. The default is the system date.
Example	Type: 63019

2. Deliver-to location

Enter the code for a valid deliver-to location.

Blank for Central is valid if that location has been defined. If you are interfaced to I/C and have specified (in I/C Control information) that you do not use multi-warehousing. Blank is the only valid entry.

Options

You may also use the option:

<F5>	For All locations

Upon selection of a valid location, its name (or All, or Central) displays.

Format	Two characters
Example	Press <F5>

3. Which A, B, C class ?

This field appears only if you are interfaced with I/C.

Enter A, B, or C, indicating the class of items you wish to show or use the option:

<F5>	For All ABC classes

Refer to the description of the Expedite Shipment Report for more information on the ABC classification, as well as the *ABC Analysis* chapter in the Inventory Control User documentation.

Format	One letter, either A, B, or C
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Follow Up Past Due Shipments Report will print.

CASH DISBURSEMENTS PROJECTION

This report gives you an estimate of how much cash you will need to pay out in the near to medium-range future. The projected cash disbursements shown in this report are based on three things:

- Invoices already received and entered into the Accounts Payable module, but not yet paid.
- Shipments already received but not yet invoiced (also known as uninvoiced receivings).
- Open purchase orders for which goods have not yet been received.

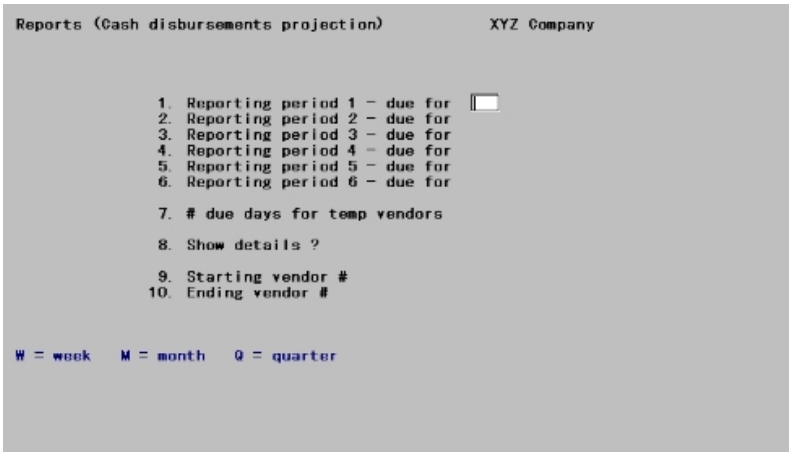
In a sense this report may be regarded as the opposite of the Accounts Receivable Projected Cash Receipts report.

See a sample Cash Disbursements Projection report in the *Sample Reports* appendix.

Select

Cash disbursements projection from the *Reports* menu.

The following screen appears:



Enter the following information:

1. through 6. Reporting period 1-6 - due for

You can look at projected disbursements for up to six future periods. Each period is defined by its ending date, and commences the day after the ending date of the previous period. Each period contains only the disbursements due within that period, except that past-due disbursements are included in the first reporting period.

Format	A single letter indicating the reporting period. (W for weekly, M for monthly, or Q for quarterly)

Leave this field blank if fewer than six reporting periods are desired.

For the ending date, MMDDYY. This is entered only for the first period, since it is calculated automatically for all the remaining ones. The default is the system date.

Example	Type: W, then press <Enter>
	Type: W "Date" appears automatically.
	Type: M "Date" appears automatically.
	Type: M "Date" appears automatically.
	Type: M "Date" appears automatically.
	Type: Q "Date" appears automatically.

7. # Of due days for temp vendors

In order to calculate the due date for individual cash disbursements, the number of due days on the Vendor record (in Accounts Payable) for each vendor is used.

However, temporary vendors do not have this information available. Therefore, an approximate number of due days must be entered here, so that any purchase orders, receivings, or invoices for temporary vendors can also be included on this report.

Enter the approximate average number of due days for all temporary vendors.

If you do not use temporary vendors, simply enter the default.

Format	999 The default is 30 days.
Example	Press <Enter> to accept the default.

8. Show details ?

Answer Y to show every applicable invoice, uninvoiced receiving, and open purchase order. Answer N to show only the summary figures for each reporting period.

Format	One letter, either Y or N. The default is Y.
Example	Type: Y

9. Starting vendor # and

10. Ending vendor

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

Format	Six characters at each field
Example	Press <F2> at both fields for First through Last.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Cash Disbursements Projection will print.

RECEIPTS IN EXCESS OF QUANTITY ORDERED

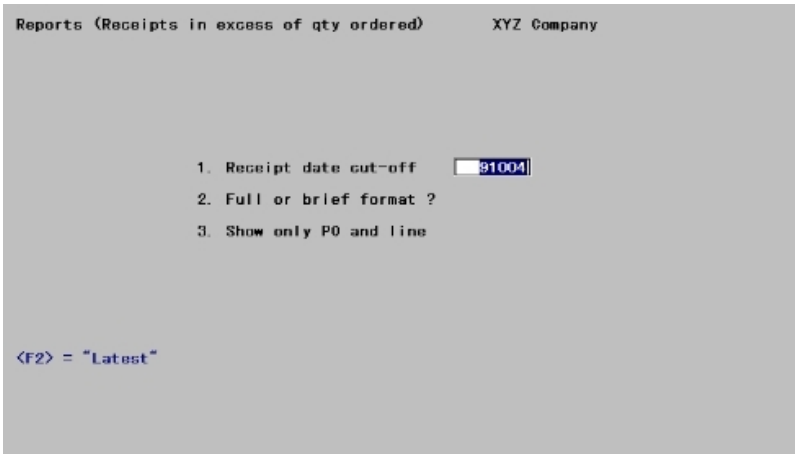
This report shows shipments that were received in quantities in excess of what was ordered. It is useful in determining what disposition to make of the excess quantity received.

All receivings transactions on file must be posted before this report can be run.

Select

Receipts in excess of qty ordered from the *Reports* menu.

The following screen appears:



Enter the following information:

1. Receipt date cut-off

Enter the date of the last receipt to include in this report.

Options

You may also use one of the options:

<F2>	For the Latest receipt date

Format	MMDDYY The default is the current date.
Example	Press <F2>

2. Full or brief format ?

Answer F to print the full format of the report, showing each excess receiving on a separate page, or B to print the brief version of the report.

If you select the brief format, the next field (3) is not applicable.

Format	One letter, either B or F.
Example	Type: F

3. Show only P.O. and line

To print only a particular line on one purchase order, enter the purchase order number and the number of the specific line. A single-page report for this purchase order and line is printed.

Options

You may use the option:

<F5>	For All excess receivings

Format	15 characters (for purchase order number)
	999 (for line)
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Receipts in Excess of Quantity Ordered Report will print.

If you print this report, you are asked whether the report just printed is OK.

If the report is satisfactory, answer Y. The excess receiving status is cleared for all receivings printed and a message appears telling you to press <Esc> This clearing is done to ensure that excess receivings shown on the current report will not be shown again on any future reports.

Closed Purchase Orders

Print this report to examine the closed purchase orders still on file. A closed purchase order no longer has any open lines. Therefore, there are no more deliveries due for it.

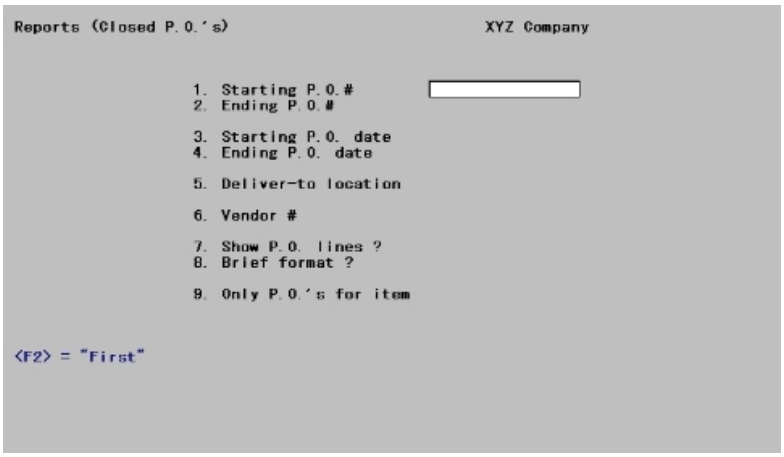
Closed purchase orders remain on file until you purge them through Purge purchase orders. However, you cannot purge a closed purchase order until all invoices connected with it have been entered into the Accounts Payable module.

See a sample Closed Purchase Orders report in the *Sample Reports* appendix.

Select

Closed P.O.'s from the Reports menu.

The following screen appears:



Enter the following information:

1. Starting P.O. # and

2. Ending P.O. #

Enter the range of purchase orders to show on the report. Follow the screen instructions.

Format	15 characters for each field
Example	Press <F2> at both fields for First through Last

3. Starting P.O. date and

4. Ending P.O. date

Enter the range of dates of the purchase orders to show. Follow the screen instructions.

Format	MMDDYY
Example	Press <F2> at both fields for Earliest through Latest

5. Deliver-to location

Enter the code for a valid deliver-to location to restrict the report to that location.

Blank for Central is valid if that location has been defined. If you are interfaced to I/C and have specified (in I/C Control information) that you do not use multi-warehousing, Blank is the only valid entry.

You may also use the option:

<F5>	For All locations

Upon selection of a valid location, its name (or All, or Central) displays.

6. Vendor

If you want to show purchase orders for only a single vendor, enter the number of that vendor here.

Options

Otherwise, use the option:

<F5>	For All vendors

Format	Six characters
Example	Press <F5>

7. Show P.O. lines ?

Answer N to show only the header information for each purchase order without showing any of the line item information. Answer Y to show the purchase order line item information for each P.O.

Format	One letter, either Y or N. The default is Y.
Example	Type: N

8. Brief format ?

Answer Y to show only one line of header information. If you are showing line items, only one line information is printed for each line. Answer N to show full header and line details.

Format	One letter, either Y or N. The default is N.
Example	Type: N

9. Only P.O.'s for item

If you answered N to fields # 7 and 8, this field displays as (*Not applicable*) and may not be entered.

If you are not interfaced with I/C, this field does not appear on your screen.

To show purchase orders for one item only, enter that item number, or press <F5> for All items.

If you select a single item, the description displays. The item must be on the Item file in I/C. Only purchase orders having a line for that item will be printed, and only the lines for that item are shown.

Format	15 characters
Example	Does not appear in this example because you answered N to the two previous fields

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Closed Purchase Orders Report will print.

RECEIVINGS HISTORY

This report shows receivings that are in your permanent Receivings History. All receivings for a purchase order stay on file until that purchase order is closed and purged.

You can print the receivings in four different orders: by purchase order number, receiver number, invoice number or vendor number.

See a sample Receivings History report in the *Sample Reports* appendix.

Select

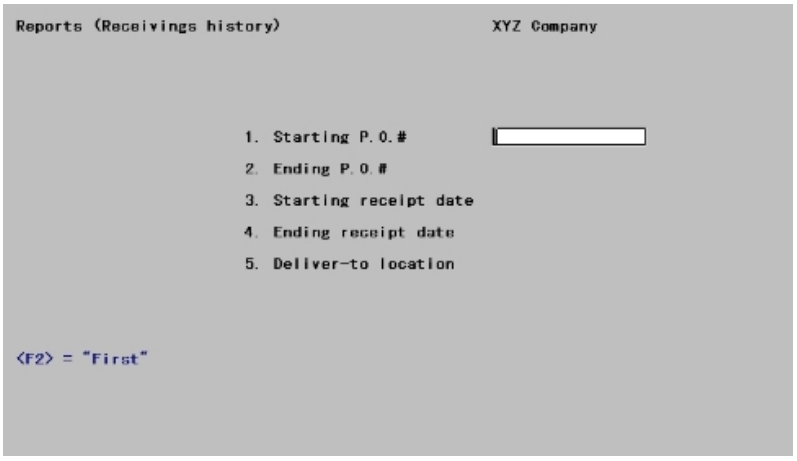
Receivings history from the *Reports* menu.

A screen appears for you to specify what order to print the receivings in. Answer P for purchase number order, R for receiver number order, I for Invoice or V for vendor number order.

The appearance of the next screen depends on the order chosen.

Format	One letter from the list above
Example	Type: P

A screen similar to this appears:



This screen shows P.O. # in fields 1 and 2. If you selected receiver number order, Invoice # order or vendor number order, you will see Receiver #, Invoice # or Vendor # instead.

Enter the following information:

1. Starting (P.O., vendor, invoice or receiver) # *and*

2. Ending (P.O., vendor, invoice or receiver)

Enter the range of purchase orders, vendors, invoices or receivers to show. Follow the screen instructions.

Format	Five characters (purchase order number)
	Six characters (vendor number)
	Fifteen characters (invoice number)
	999999 (receiver number)
Example	Press <F2> at both fields for “First” through “Last”.

3. Starting receipt date *and*

4. Ending receipt date

Enter the range of dates of receivings to show. Follow the screen instructions.

Format	MMDDYY
Example	Press <F2> at both fields for "Earliest" through "Latest".

5. Deliver-to location

Enter the code for a valid deliver-to location to restrict the report to receivings at that location.

Blank for *Central* is valid if that location has been defined. If you are interfaced to I/C and have specified (in I/C *Control information*) that you do not use multi-warehousing. Blank is the only valid entry.

Options

You may also use the option:

<F5>	For All locations

Upon selection of a valid location, its name (or All, or Central) displays.

Format	Two characters
Example	Press <F5>

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Receivings History will print.

PURCHASE ORDER DISTRIBUTION

This report shows what you have purchased (or ordered) based on the purpose for which the items were purchased. Purchases can be made for various purposes:

- For inventory
- For expense items, such as office supplies, insurance, advertising services, etc.
- For capital items, such as cars, trucks, and computers
- For jobs in progress (such as construction materials for a job)

This report lists what has been ordered, grouped by G/L account number (or by job if you are using Job Cost). It also shows the outstanding dollar amount for each G/L account or job. (Outstanding means that the items are unreceived or uninvoiced.)

See a sample Purchase Order Distribution Report in the *Sample Reports* appendix.

Select

P.O. distribution from the *Reports* menu.

If you are using PBS Job Cost

You can use the Purchase Order Distribution Report as a basis for updating the outstanding purchase order amounts for your jobs. To do this, select the jobs and cost items you want to update, and also select to show Earliest and Latest for the starting and ending purchase order dates, and for both open and closed purchase order lines.

The dollar amount of a distribution for a line on a purchase order is considered to be outstanding up to the time that the invoice is entered into Accounts Payable. When the invoice is posted in Accounts Payable through the *Payables* selection, only then is the amount no longer outstanding.

Answer J if you want to show purchase orders for Jobs only, or G if you want to show purchase orders for non-job purchases only.

If you select J, the following screen appears:

```
Reports (P.O. distribution)                    XYZ Company


              1. Starting job #
              2. Ending job #

              3. Starting cost category
              4. Ending cost category

              5. Sub-job #
              6. Change order #

              7. Starting P.O. date
              8. Ending P.O. date

              9. Show what P.O. lines ?

             10. Brief format ?

<F2> = "First"
```

Enter the following information:

1. Starting job # and

2. Ending job

Enter the range of job numbers to show. Follow the screen instructions.

Format	7 characters
Example	This screen does not occur in this example because you are not interfaced to J/C.

3. Starting cost category and

4. Ending cost category

Enter the range of cost categories to show. Follow the screen instructions.

Format	999999
Example	This screen does not occur in this example because you are not interfaced to J/C.

5. Sub-job

If you are printing this report for a single job, you can enter a sub-job number here to show only one sub-job of this job. Enter the sub-job number.

Options

You may use the option:

<F5>	For All sub-jobs of the job

If more than one job is selected, this field is automatically set to All.

Format	999
Example	This screen does not occur in this example because you are not interfaced to J/C.

6. Change order

If you are not using change orders in Job Cost, this field displays as (*Not applicable*) and may not be entered.

If you are printing this report for a single job, you can enter a change order number here to show only a single change order of that job, or press <F1> to show the original job and all change orders .

The original, unchanged job has a change order number of 000.

If you selected more than one job above, this field is automatically set to All.

Format	999
Example	This screen does not occur in this example because you are not interfaced to J/C.

7. Starting P.O. date and

8. Ending P.O. date

Enter the range of dates of purchase orders to show. Follow the screen instructions.

Format	MMDDYY
Example	This screen does not occur in this example because you are not interfaced to J/C.

9. Show what P.O. lines ?

Type: O to show Open lines only, C to show Closed lines only, or B to show Both closed and open lines.

Format	One letter from the list above
Example	This screen does not occur in this example because you are not interfaced to J/C.

10. Brief format ?

Answer Y for brief format or N for full format.

Format	One letter, either Y or N.
Example	This screen does not occur in this example because you are not interfaced to J/C.

If you not are using PBS Job Cost

If you are not interfaced to Job Cost at all, or are interfaced to Job Cost but have chosen to see those distributions not associated with any job, the following screen appears:

```
Reports (P.O. distribution)                    XYZ Company


            1. Starting account #

            2. Ending account #

            3. Starting P.O. date
            4. Ending P.O. date

            5. Show what P.O. lines ?

            6. Brief format ?

<F2> = "First"
```

Enter the following information:

1. Starting account # and

2. Ending account

Enter the range of G/L account numbers for which to show distributions. Follow the screen instructions.

Format	Your standard account number format, as defined in Company information
Example	Press <F2> at both fields for First through Last.

3. Starting P.O. date and

4. Ending P.O. date

Enter the range of purchase order dates for which to show distributions. Follow the screen instructions.

Format	MMDDYY
Example	Press <F2> at both fields for Earliest through Latest

5. Show what P.O. lines ?

Enter O to show only open lines (line items for which there is still an unreceived amount), C to show only closed (fully received) lines, or B to show both closed and open lines.

Format	One letter from the list above. The default is B.
Example	Type: B

Note	There can be an outstanding distribution amount for a closed purchase order line. If a line has been fully received, but the invoice for the received goods has not been entered into A/P Payables, an outstanding distribution amount will show for the line.

6. Brief format ?

Answer Y to print the report in the brief format (one printed line per purchase order line item), or N to show all detail for each line item.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Purchase Order Distribution Report will print.

Make any needed changes. Upon pressing <Enter> with this field blank, proceed with the main screen as described above.

Distribution Report Calculations

Original Distribution Amount

If the amount of this distribution was entered manually, this is what is used. If a percentage was used in the original distribution, it is applied to the total extended price of the line item to get the distribution amount.

Outstanding Distribution Amount

There are two separate parts to this:

A. The amount ordered but not yet received.

B. The amount received but not yet invoiced.

If none of the goods on a purchase order line have been received, the outstanding distribution amount is the entire original distribution amount.

If all of the goods have been received, and all of the goods have also been invoiced, the outstanding distribution amount is zero.

The next least complex case is when there is only one distribution for the line item, and some (but not all) of the goods have been received and invoiced.

- First, the distribution amount for the unreceived portion of the goods is calculated by comparing the unreceived quantity to the quantity ordered. This is a percentage applied to the original distribution amount.
- The distribution amount for the received but uninvoiced portion of the goods is then calculated by comparing the received but uninvoiced quantity to the quantity ordered. This figure is also a percentage applied to the original distribution amount.
- Finally, the amounts just calculated are added together to give the total outstanding distribution amount for that line item.

- Note that this can be greater than the original distribution amount, but only if one or more scheduled deliveries have already been over-received, and these other deliveries are still open (unreceived).

  After you have entered this information, the sequence of prompts and responses is the same as for the G/L accounts version of this report.

The most complicated case is for a line item that has two or more distributions, and some (but not all) of the goods have been received and invoiced.

- The Purchase Order module does not know how the already received goods were split up between the various distributions for the line items, so it assumes that they were split proportionately among the distributions based on the ratio of each distribution to the total of all distributions.
- These ratios are then applied to the outstanding distribution amount in the previous case to get the outstanding amount for each separate distribution of the line.

Outstanding Released Dollar Amount

This applies only to blanket orders.

The outstanding released dollar amount is the dollar value of the total released quantity on a line for a blanket order that has not yet been invoiced. This figure is calculated in the same way as the outstanding distribution amount described above, but instead of using the total line item quantity ordered, the total line item quantity released is used.

UNINVOICED RECEIVINGS

This report shows all receivings not yet invoiced through the Payables selection of the Accounts Payable module. If you are interfaced to I/C, it is not necessary for a receiving to have posted in I/C Inventory in order for it to appear on this report.

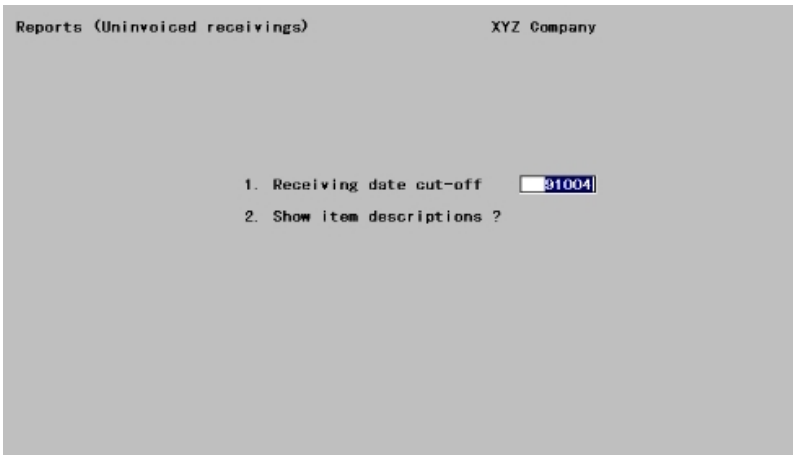
You can print this report at the end of each month to give you a close approximation of the dollar amount of your liability for goods received but not yet invoiced.

See a sample Uninvoiced Receivings report in the *Sample Reports* appendix.

Select

Uninvoiced receivings from the *Reports* menu.

The following screen appears:



Enter the following information:

1. Receiving date cut-off

Enter the latest date for receivings to show.

Format	MMDDYY. The default is the system date.
Example	Type: 041519

2. Show item description ?

Enter Y to show the I/C item description on the report.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the Uninvoiced Receivings Report will print.

The uninvoiced receivings total may not equal the total of the distributions shown on the report. This is because the distributions are based on the original purchase order, but the actual receivings may be different in quantity or price from the original purchase order.

UNKNOWN PRICES

Print this report to show all receivings marked as having an unknown price. There are two ways this can happen:

- There was no purchase order for the receiving and you flagged the price as unknown.
- You entered a temporary price through Price adjustments.

See a sample Unknown Prices report in the *Sample Reports* appendix.

Select

Unknown prices from the *Reports* menu.

There is one question on the selection screen.

Show item descriptions ?

Select Y if you want to show item descriptions if N if not.

Close and Purge Purchase Orders

This chapter contains the following topics:

INTRODUCTION TO PURGE PURCHASE ORDERS

Use this selection to purge (remove) closed purchase orders from the permanent purchase order files. All canceled purchase orders are also purged, as are void purchase order numbers.

Closed Purchase Orders

A closed purchase order is one for which you have received everything that you expect to receive.

A purchase order can be closed in three ways:

- The *Receivings* selection automatically closes a purchase order when you enter the receiving transaction for the last remaining line item.
- Before all line items have been received and entered, you can close the purchase order by closing each line item on the purchase order that is still open, through the *Change P.O.'s selection*.
- You can close a *services only* purchase order through the *Close services* only P/O's selection so that you can then purge it

Services Only Purchase Orders

A *services only* purchase order is one for which no physical goods will ever be received. The purchase order is issued for services such as a subcontract on a construction job, accounting services, advertising, or insurance.

Because you never receive any goods on such a purchase order, it won't ever be marked as closed (or fulfilled) in the normal course of entering receiving transactions. So instead of having to invent a receiving transaction for such a purchase order, you can simply indicate here that it is closed.

Closing Services Only Purchase Orders

Select

Close from the *Utility* menu.

This following screen displays:

```
Utility (Close "services only" P.O.'s)            XYZ Company
                    Open lines:        Closed lines:

     P.O.#                              Vendor

     P.O. date

     F.O.B.
     Ship-via
     Ordered by                         Deliver to

     Is this a confirming order ?
     Is this a blanket order ?


     Special terms
     Special msg


     Last change #          Change date
<F1> = next P.O., <SF1> = previous P.O.
```

Enter the number of the services only purchase order to close.

Options

You may use one of the options:

<F1>	For the next purchase order on file
<SF1>	For the previous purchase order

Format	15 characters

The purchase order header data screen appears and you are asked, *Close this P.O.?*

Format	One letter, either Y or N. The default is N.

You may accidentally enter the number of a purchase order which is not for services only. This would be one which does possess inventory line items, or for which receivings have been entered. If so, you will get an error message and the purchase order will not be closed.

If no such error exists, you are informed that the purchase order is now closed, and the cursor will be positioned for the next entry.

PURGING PURCHASE ORDERS

Only closed purchase orders can be purged. You cannot purge a purchase order if any uninvoiced receiving transactions are on file for it.

If you are interfaced to I/C, it is not required that a receiving has been posted in Inventory / Post in order for its purchase order to be purged.

Purging removes the following from the files:

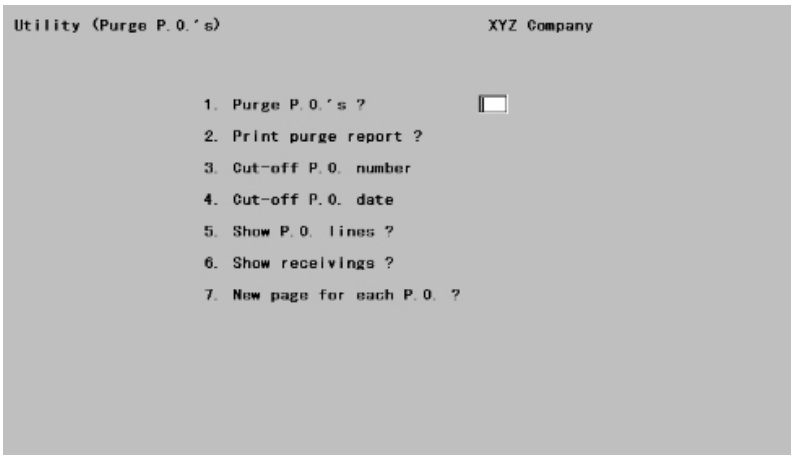
- All closed purchase orders in the range selected, and the purchase order numbers associated with those purchase orders
- All receivings for the purged purchase orders, and the receiver numbers associated with them. Note that one purchase order may be associated with more than one receiver number (but not vice versa)
- All invoiced receivings for goods received without a prior purchase order (and not later than the purge cut-off date)
- All void purchase order and receiver numbers
- All canceled purchase orders

See a sample Purchase Order Purge Report in the *Sample Reports* appendix.

Select

Purge P.O.'s from the Utility menu.

The following screen appears:



1. Purge P.O.'S ?

Answer Y if you want to purge the purchase orders, or N if you just want to print a list of purchase orders ready to be purged.

Format	One letter, either Y or N. There is no default.
Example	Type: N

2. Print purge report ?

Answer Y if you want to print a list of the purchase orders purged (or ready to be purged), or N to purge without printing the report.

You cannot answer N to both this field and the preceding.

Format	One letter, either Y or N There is no default.
Example	Type: Y

3. Cut-off P.O. number

Enter the number of the last purchase order that you want to consider for purging, or press <F2> for the Last purchase order.

Format	15 characters
Example	Press <F2>

4. Cut-off P.O. date

Enter the date of the last purchase order that you want to consider for purging, or press <F2> for the Latest purchase order date on file.

Format	MMDDYY
Example	Press <F2>

5. Show P.O. lines ?

If you answered N to Field # 2, this field displays as Not applicable and may not be entered.

Answer Y to show line items for the purchase orders on the purge report, or N to print the purge report without showing the line items.

Format	One letter, either Y or N There is no default.
Example	Type: Y

6. Show receivings ?

If you answered N to Field # 2, this field displays as Not applicable and may not be entered.

Format	One letter, either Y or N There is no default.
Example	Type: Y

7. New page for each P.O. ?

If you answered N to Field # 2, this field displays as Not applicable and may not be entered.

Answer Y if you want the information for each purchase order to start on a new page.

Answering Y here and to the two previous questions allows you to complete your audit trail for each purchase order that is purged.

Format	One letter, either Y or N. There is no default.
Example	Type: N

The final status of the purchase order and a complete history of the receivings for that purchase order will be printed on a separate page, which you can then file with all the other paperwork for the purchase order. We recommend that you always do this for the sake of a complete audit trail.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, selected purchase orders will be purged and the Purchase Order Purge Report will print if you answered Y to Print purge report.

Purging Errors

There are several reasons why a purchase order in the range selected may not have been purged. The Purchase Order Purge Report will show each purchase order that could not be purged, along with the reason.

The handling is as follows:

One or More Lines Are Open

This means that you have not received all goods that have been ordered on the purchase order. If the purchase order is actually closed - you don't expect to receive any more goods on the purchase order - then go into *Changes to P.O.*'s and close or cancel every line that is still open. (If some goods have been received for a line, you will have to close the line. If no goods have been received for a line, you will have to cancel the line.) If the purchase order is not really closed, ignore this message.

Purchase Order Forms

This chapter contains the following topics:

INTRODUCTION TO PURCHASE ORDER FORMS

PBS Purchase Order provides several different options for printing your purchase orders:

- You may print your purchase orders on standard pre-printed forms, available from most forms suppliers. The Passport Business Solutions Purchase Order supports forms designed for earlier pre-PBS versions 5 and 6.
- You may print your purchase orders on plain 8 ¾ inch by 11 inch paper.
- You may also design your own form layouts, using this purchase order selection to define the position of text and data on preprinted forms of your own design or on plain paper.
- You may merge a graphical form file with purchase order data which may be printed on a printer or saved as a PDF file. This file may be emailed to your vendor.

This selection allows you to create custom purchase order form templates for use in your business.

To create a custom template or form layout, you must know what information you want to appear on the form and where the information will appear on the form. This selection will allow you to design a custom form, positioning text and data fields using column and row coordinates.

The most important part of this process will be the preparation. Take the time to read through this chapter to get an idea of the formatting options available to you before you begin the actual layout planning process.

Layouts for purchase orders are developed in each of three form sections:

- Header area
- Line item area
- Totals area

Within each of these three areas, you will define the information that will be printed and where it will be printed. The information that will be print on your purchase order will come from two places.

- You may print the content of your purchase order data fields by selecting a particular field and locating it on your form layout.
- You may define fields that print user defined text on your purchase orders.

You may also want to merge the selected data with a file that contains a form image.

Long Vendor Name and Address Printing

The purchase order forms were originally designed to print using a non-compressed (large font). With the potential of long vendor name and address fields the data will not fit on the form non-compressed when it is more than 30 characters for any name or address field.

To handle this the entire name and address will print in compressed format (smaller font up to 132 columns) on PO forms if any of the name and address lines are more than 30 characters, thus allowing for the longer name and address fields to better fit in envelope windows. When using a compressed font the program prints in bold. When the name and address fields are each 30 characters or less they will print in non-compressed format (larger font).

If you are using a *Company information* printer to print P.O.s, a laser printer that supports PCL5 is required for the compression to work properly.

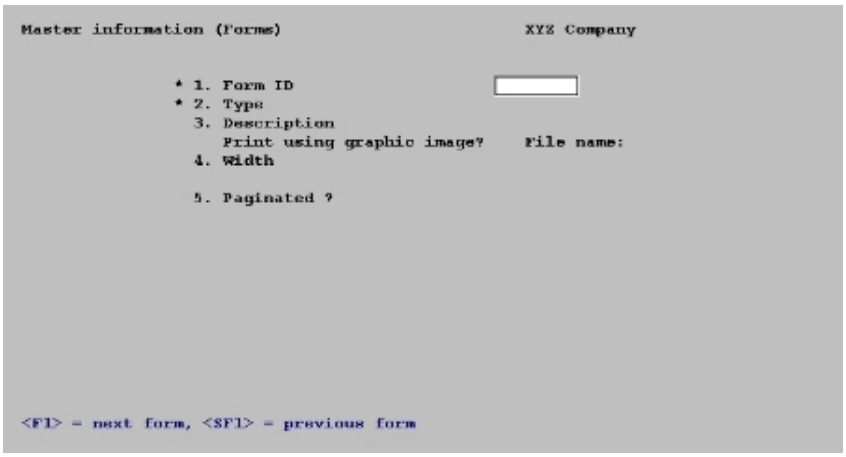
Design your form based on the knowledge that the name and address fields will print compressed. When any part of a line is compressed, the remainder of the name and address lines will also print compressed. A test printing, also called an alignment, will not print the compressed font. Only an actual printing of P.O. data will use compression.

CREATING FORM LAYOUTS

Select

Forms from the *Master information* menu.

The following screen lets you work with new or existing form layouts for purchase orders, each identified by a unique Form ID.



Options

The following options are available to you:

<F1>	For the next form layout that is on file.
<SF1>	For the previous layout on file.

If you wish to work with an existing form, you may use the function keys to scroll through the file or you may enter the Form ID to display an existing form on the screen.

Options

The following additional options are available for an existing form.

<F2>	To display a representation of the file. For more information see the section called *Displaying a form* later in this chapter.
<F3>	To delete a form layout.
<F5>	To test a form layout. This option will print a form layout to the selected printer. Even though you may have designed your form to take advantage of the long vendor name and address fields, the test printing will not print these fields compressed.
<F6>	To copy the current form to a new Form ID.

*1. Form ID

This is the Form ID that uniquely identifies, along with the Type, each form layout. You may enter an ID that is not on file to create a new form or enter the ID of a layout that is already on file to modify or delete the layout.

Format	Five characters
Example	Type: 2

*2. Type

Enter the form type you wish to define. You may define the form as a purchase order.

P	To define a purchase order form layout.

Format	One character
Example	Type: P

If a layout with this Form ID and Type is on file, it will display. You may modify or delete the layout.

3. Description

Enter a description of the form layout.

Format	30 characters
Example	Type: XYZ Company Purchase Order

Print using graphic image?

Answer **Y** to use a form image form file to merge with the data or **N** to print without an image file.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

Format	One letter, either Y or N, default is Y
Example	Type Y

If you answer Y, then you will be prompted to enter the name of the form file.

File name:

Enter the name of the file that will merge with the purchase order data. This JPEG or Bitmap file must be present in the top-level PBS directory - *IMAGES*.

You must enter this field so that it is spelled exactly as the file name with the proper extension.

Format	12 characters, but the extension must be either .jpg or .bmp.
Example	Enter FORMPO.JPG

If you are using a graphical image form file, then you must select Windows printer or a *Company information* PDF printer to print statements. Other non-PDF printers defined in *Company information* will not merge the image form file with the data.

PDF Purchase Order Generation

When you print the purchase order with a *Company information* -PDF- printer, the program generates a PDF file for each purchase order in the PDFFIL\PURCHASEORDERS directory. The name of each file will momentarily display on the screen as it is being created. An example of the P/O PDF file name is xx_PON_100_001113.PDF. The xx indicates the company number. The PON means it is a new purchase order. The '100' is the vendor number and the '001113' is the purchase order number.

You may also print and generate PDF files simultaneously using a -PDFP- Company information printer.

Viewing and Emailing Purchase Orders

PDF purchase order files can be generated during the printing process. Multiple purchase orders can be printed at a time. Because each purchase order becomes a separate PDF file they will *not* display during the PDF generation process. However, you may view the generated PDF files from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing* by using either Adobe™ Acrobat™ and Adobe Reader™. From that same menu selection you may also email PDF files. For user information on using the PDF form file processing features, see the *PDF Form File Processing* chapter in the *System* documentation.

When viewing each Purchase order type, each type displays differently using the *Email/view printed PDFs* menu selection under *PDF form file processing*. The following is a list of types, as they display with the associated P/O menu selections where they originate:

Type	Menu Selection	User Designed Form
PONew	Purchase orders > Print new P.O.'s *	No
POChg	Changes to P.O.'s > Print changed P.O.'s *	No
POPrt	Print purchase orders *	No
PORel	Releases > Print released P.O.'s *	No
POFNw	Forms > Printed new P.O.'s	Yes
POFCh	Forms > Change P.O.'s forms	Yes
POFPt	Forms > Print P.O.'s forms	Yes

Type	Menu Selection	User Designed Form
POFRl	Forms > Release P.O.'s forms	Yes

* You must set up fields in *Control information* to print these purchase orders forms. See the Control Information chapter.

To setup emailing see the appendix *Email Configuration* in the *PBS Administration* documentation.

4. Width

Enter the width of the form in print columns. You may create a form that contains up to 132 columns.

Format	999 up to 132
Example	Type: 80

5. Paginated

Decide whether this form will be paginated. If you answer Y to this option, form feeds will be issued after the number of lines specified. If you answer N, no form feed will be issued by the software.

Format	One character, either Y or N
Example	Type: Y

The following fields, #6 through #10 are displayed only if you answered Y to pagination.

6. Length

You are allowed to specify the number of rows or lines that are counted on each page before a form feed is issued by the software. Enter the number of rows for this form.

Format	999
Example	Type: 66

If you are merging data with a graphic form file, you may want to start with 60 lines and work the number of lines up from there. Most windows printers will not allow printing 66 lines at 6 lines per inch.

7. First line for headers

Enter the row number on which you want the first line of header information to print. The number entered here must be less than or equal to the number for form length.

Format	999
Example	Type: 4

8. Headers 1st page only ?

Answer Y if you want header information printed on the first page only. Answer N to print header information at the top of every page.

Format	Either Y or N
Example	Type: N

9. First line for line items

Enter the row number on which you want the first line item to start printing. The number entered here must be greater than the number entered for the First line for headers.

Format	999
Example	Type: 24

10. Last line for line items

Enter the row number of the last row in the line item area. Line item information will not print below this row. This number must be greater than or equal to the First line of line items.

Format	999
Example	Type: 54

11. First line for totals

Enter the row number of the first row of the totals section. This line must be greater than the Last line for line items.

Format	999
Example	Type: 57

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the screen will be cleared and the cursor positioned for the entry of layout fields within the Header area, the Line item area or the Totals area.

The following screen is displayed:

```
Master information (Forms)                          XYZ Company
Form ID: 2      XYZ Company Purchase Order

                1. Field group
                2. Line number
                3. Column
                4. Field number

                5. Conditional print ?

H = headers, L = line items, T = totals, <F1> = next field,
<SF1> = previous field, <F2> = display form
```

At this time you may enter fields within any one of the three layout areas. You define the area that you want the particular field to be placed by typing an H, an L or a T in the *Field group field*.

DEFINING FIELDS OF FORM LAYOUTS

After you have defined an overall layout for your purchase order, you are ready to define specific fields and locate them on your form layout.

1. Field group

Enter a letter to designate the area of the form where this field will reside.

H	To locate this field in the Header section of the form.
L	To locate this field in the Line item section of the form.
T	To locate this field in the Totals section of the form.

Format	One character, from the option list

2. Line number

Specify the row within the selected form area that this field will print on. The range of valid rows will be dependent on how you defined the area you selected in the Field group field. The range allowed will be relative to the area you are working in rather than to the entire form layout.

Format	999

3. Column

Specify the starting column in which to print this field. The allowed values in this field will be dependent on the form width that you defined.

Format	999

4. Field number

Depending on your entry in this field, you will define and locate user-defined text that will be printed on the purchase order, alphanumeric fields from your Purchase Order data files, numeric fields from your Purchase Order data files or with date fields from your Purchase Order data files.

From field #4, Field number, the following options are available to you.

- Press <Enter> to create a user-defined text field (Literal). The literal that you define here will print on your purchase order in the location that you define on this form layout.
- Select an alphanumeric format field from your Purchase Order data files.
- Select a numeric format field from your Purchase Order data files.
- Select a date format field from your Purchase Order data files.

Field Type Options

Depending on the action you take from the Field number field you will build your form layout according to the parameters allowed for the type of data you are working with.

Entering User Defined Text Literals

If you press <Enter> while the cursor is positioned in field #4, the field will be filled with the word Literal and the following screen displays:

```
Master information (Forms)                          XYZ Company
Form ID: 2      XYZ Company Purchase Order

                1. Field group          Headers
                2. Line number          1
                3. Column               1
                4. Field number         Literal

                5. Conditional print ?  N

                6. Length
                7. Text
```

You may enter the following information according to the format and rules for each field.

5. Conditional print ?

Your response here will define the conditions, under which this field will print on the purchase order. If you answer N, this text literal will print without condition. If you answer Y, you will be prompted to define the condition, under which this field will be printed on the purchase order.

Format	One character, either Y or N

A screen similar to the following displays if you select Y for the Conditional print field:

```
Master information (Forms)                          XYZ Company
Form ID: 2      XYZ Company Purchase Order

                1. Field group          Headers
                2. Line number          1
                3. Column               1
                4. Field number         Literal

                5. Conditional print ?  Y
                   When Field-#         0
                        Headers and Totals Fields
Fld# Description          Fld# Description          Fld# Description
  1. Blank line            10. Comment line-3        19. Delivery to-1
  2. Bill vendor no        11. Comment line-4        20. Delivery to-2
  3. Blanket P.O. flag     12. Comment line-5        21. Delivery to-3
  4. Blanket rel no        13. Company address 1     22. Delivery to-4
  5. Blanket rel no per    14. Company address 2     23. Delivery to-5
  6. Blanket rel period    15. Company address 3     24. Entry user ID
  7. Blanket release date  16. Company name          25. F.O.B.
  8. Comment line-1        17. Confirmation flag     26. Laser form label
  9. Comment line-2        18. Delivery location     27. Last change date

<PgDn> = next page
```

The conditional statement is comprised of the field literal data that you are defining in this function, a conditional operator as listed below and a user-defined value.

The format is:

When Field-# [Selected field]
is [Conditional operator][User-defined value]

To define the conditional statement, first select a field from the list displayed.

Next, select one of the conditional operators.

Note	The operators described here are also available when defining alphanumeric, numeric and date fields as described later in this chapter.

EQ	Text prints when the content of the data field is equal to a value you define.
NE	Text prints when the content of the data field is not equal to a value you define.
GT	Text prints when the content of the data field is greater than a value you define.
LT	Text prints when the content of the data field is less than a value you define.
GE	Text prints when the content of the data field is greater than or equal to a value you define.
LE	Text prints when the content of the data field is less than or equal to a value you define.

After entering a conditional operator, you will be prompted to enter a conditional string. This is the string that your literal will be compared to when making the decision to print the text on the form.

If you answer N to this question or you have finished entering Conditional print information, you will be prompted to enter the length of the field and the alignment of the information within the field.

6. Length

Enter the number of columns that this field will occupy on your form. A maximum number will be displayed.

Format	999 “up to the Max”: displayed on the screen.

7. Justify

Enter a code that determines how the text is aligned within the field you have defined.

R	To right justify the text within the field.
<Enter>	For none.

Format	One character

When you are finished defining this field, you will be given the opportunity to view the form layout as defined.

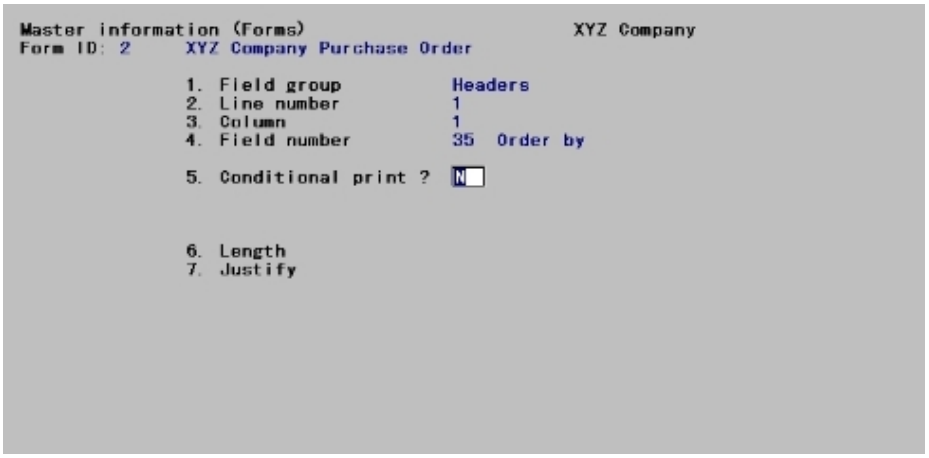
Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the screen will be cleared and the cursor positioned for the entry of another field.

SELECTING ALPHANUMERIC DATA FIELDS

Instead of pressing <Enter> while the cursor is positioned in field #4 select a field from the Purchase Order data files listed. This section describes the process for defining and locating alphanumeric fields on your form layout.

A screen similar to the following will be displayed:



You may enter the following information according to the format and rules for each field.

5. Conditional print ?

Your response here will define the conditions under which this field will print on the purchase order. If you answer N, the content of the data field you selected will print without condition. If you answer Y, you will be prompted to define the condition, under which this data will be printed on the purchase order.

Format	One character, either Y or N.

The conditional statement is comprised of the content of the field that you are defining in this function, a conditional operator as listed below and a user-defined value.

The format is:

When Field-# [Selected field] is [Conditional operator][User-defined value]

To define the conditional statement, select a field from the list displayed.

Next, select one of the conditional operators as described in the previous section on user-defined text fields.

After entering a conditional operator, you will be prompted to enter a conditional value. This is the value that your data field content will be compared to when making the decision to print the contents of the field on the form.

If you answer N to this question or you have finished entering Conditional print information, you will be prompted to enter the length of the field and the alignment of the information within the field.

6. Length

Enter the number of columns that this field will occupy on your form. A maximum number will be displayed based on the definition of the data field you have selected.

Format	999 “up to the Max”: displayed on the screen.

7. Justify

Enter a code that determines how the text is aligned within the field you have defined.

R	To right justify the content within the field.
<Enter>	For none.

Format	One character, R or press <Enter>

When you are finished defining this field, you will be given the opportunity to view the form layout as defined.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the screen will be cleared and the cursor positioned for the entry of another field.

SELECTING NUMERIC DATA FIELDS

If you select a numeric data field from the list of fields displayed, the processing will proceed a little differently than the processing for a text literal or an alphanumeric field. Select one of the fields from the list displayed.

A screen similar to the following displays:

```
Master information (Forms)                          XYZ Company
Form ID: 2     XYZ Company Purchase Order

               1. Field group          Headers
               2. Line number          1
               3. Column               1
               4. Field number         48  Total price

               5. Conditional print ?  N

               6. Integer digits
               7. Decimal digits
               8. Commas ?
               9. Leading zeros ?
              10. Negatives ?
```

You may enter the following information according to the format and rules for each field.

5. Conditional print ?

Your response here will define the conditions under which this field will print on the purchase order. If you answer N, the content of the data field you selected will print without condition. If you answer Y, you will be prompted to define the condition, under which this data will be printed on the purchase order.

Format	One character, either Y or N

The conditional statement is comprised of the content of the field that you are defining in this function, a conditional operator as listed below and a user-defined value.

The format is:

When Field-# [Selected field] is [Conditional operator][User-defined value]

To define the conditional statement, select a field from the list displayed.

Next, select one of the conditional operators as described in the earlier section on user-defined text fields.

After entering a conditional operator, you will be prompted to enter a conditional value. This is the value that your data field content will be compared to when making the decision to print on the form or not.

If you answer N to this question or you have finished entering Conditional print information, you will be prompted to enter the length of the field and the alignment of the information within the field.

6. Integer digits

Enter the number of digits that will be printed to the left of the decimal point on your form. A maximum number will be displayed based on the definition of the data field you have selected.

Format	999 “up to the Max”: displayed on the screen.

7. Decimal digits

Enter the number of digits that will be printed to the right of the decimal point on your form.

Format	9
Example	Enter 9 for Float

Format	999 “up to the Max”: displayed on the screen.

8. Commas ?

Your answer to this question will determine whether commas will be printed when the value in this field exceeds 999.

Format	One character, either Y or N.

9. Leading zeros ?

Your answer to this question will determining whether your data is displayed with leading zeros.

Format	One character, either Y or N.

10. Negatives ?

This field allows you to define the format applied to negative numbers when encountered.

R	A minus sign will be displayed to the right of the negative number.
L	A minus sign will be printed to the left of the negative number.
F	A floating minus sign will be displayed to the left of the negative number.
C	A credit symbol, CR, will be displayed to the left of the negative number.
P	The negative number will be enclosed in parenthesis.

Format	One character, form the list of options

When you are finished defining this field, you will be given the opportunity to view the form layout as defined.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the screen will be cleared and the cursor positioned for the entry of another field.

SELECTING DATE FIELDS

Instead of pressing <Enter> while the cursor is positioned in field #4 select a field from the purchase order data files listed. This section describes the process for defining and locating date fields on your form layout.

A screen similar to the following displays:

```
Master information (Forms)                          XYZ Company
Form ID: 2     XYZ Company Purchase Order

               1. Field group          Headers
               2. Line number          1
               3. Column               1
               4. Field number         27  Last change date

               5. Conditional print ?  N

               6. Format
```

You may enter the following information according to the format and rules for each field.

5. Conditional print ?

Your response here will define the conditions, under which this field will print on the purchase order. If you answer N, this content of the data field you selected will print without condition. If you answer Y, you will be prompted to define the condition, under which this data will be printed on the purchase order.

Format	One character, either Y or N

The conditional statement is comprised of the content of the field that you are defining in this function, a conditional operator as listed below and a user-defined value.

The format is:

When Field-# [Selected field] is [Conditional operator][User-defined value]

To define the conditional statement, select a field from the list displayed.

Next, select one of the conditional operators as described in an earlier section of user-defined text fields.

After entering a conditional operator, you will be prompted to enter a conditional value. This is the value that your data field content will be compared to when making the decision to print on the form or not.

If you answer N to this question or you have finished entering Conditional print information, you will be prompted to select the format of the date when it's printed on your form.

6. Format

Select a format for the date when it's printed on your purchase order.

R	To right justify the content within the field.
<Enter>	For none.

Format	999 "up to the Max": displayed on the screen.

When you are finished defining this field, you will be given the opportunity to view the form layout as defined.

Field number to change ?

Make any needed changes. Upon pressing <Enter> with this field blank, the screen will be cleared and the cursor positioned for the entry of another field.

When you are done with the layout of your form, press <Esc> to exit this function.

DISPLAYING A FORM

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

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

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

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

Displaying a form will not merge the form file.

TESTING FORM LAYOUTS

Once you have created a form, you must test it to make sure that it is viable. You may do this by printing an alignment form that will allow you to verify that the layout is correct without printing actual purchase orders.

Select

Forms from the *Master information* menu.

*1. Form ID

Enter the Form ID of the Layout that you want to test.

When the layout is displayed, use the <F5> option to print your form layout to a selected printer.

Sample Reports

This appendix contains sample reports.

INVENTORY TRANSACTION REGISTER

```
Date 06/04/1999  Time 15:42:04                          XYZ Company                                  Report #0197   Page 0001

                                I N V E N T O R Y   T R A N S A C T I O N   R E G I S T E R

Current period ending date:  1/31/99
Inventory valuation method: LIFO

-----------------------------------------------------------------------------------------------------------------------------
Item-#          Description                 Date   Type     Doc-#          Trans-qty        Price-1       Price-2       Price-3
Level-#                                     Actual-cost     Whs Loc      Comment                           Price-4       Price-5
-----------------------------------------------------------------------------------------------------------------------------

1               Drill, 1/4" Power Hand     6/04/99 Recv 23                24               55.00          53.50          51.00
                                                  22.50     Cen       PO 16                                 0.00           0.00
                                                                                                  Running-qty-oh:         419
                                                            Total actual cost: 540.00
                                                       Layer added:  6/04/99         24       EACH at         22.50    cost

                                              1 Receiving   Total quantity received:         24
                                         ---------------------------------------------------------------------------------
```

```
Date 06/04/1999  Time 15:42:04                          XYZ Company                                  Report #0197   Page 0002

                                I N V E N T O R Y   T R A N S A C T I O N   R E G I S T E R

Total receiving entries:        1  Total qty received:           24        Total actual cost of receivings:                540.00

Total credit memo entries:      0  Total credit memo qty:         0        Total value of credit memos:                      0.00
                                                                           Total actual cost of credit memos:                0.00

                                                                           Credit memo margin:                               0.00

Total transfer entries:         0  Total qty transferred:         0

Total up adj entries:           0  Total qty adjusted:            0        Total actual cost of upward adj:                  0.00

Total down adj entries:         0  Total qty adjusted:            0        Total actual cost of downward adj:                0.00

Total sale entries:             0  Total sale qty:                0        Total value of sales:                             0.00
                                                                           Total actual cost of sales:                       0.00

                                                                           Sales margin:                                     0.00

Total component usage                                                      Total actual cost of
entries for kit assembly:       0  Total comp qty used:           0        inventory used as components:                     0.00

Total kit assembly entries:     0  Total kit qty assmbled:        0        Total actual cost of kit assembly:                0.00


                                                   -- End of report --
```

Deliver-to Locations

Date 06/04/1999 Time 11:35:52 XYZ Company Report #0183 Page 0001

D E L I V E R - T O L O C A T I O N S

Location code	Location name	Address
Central	Central	300 Central Ave Nashua, NH 03345
1	Main	XYZ Company 101 Buckley Market Center Depot Anytown, Texas 12345 Attn: Shipping Clerk
2	South	450 South Avenue Concord, NH 03311

3 locations on file

-- End of report --

VENDOR ITEM LIST

```
Date 06/04/1999  Time 11:38:09                          XYZ Company                                  Report #0184   Page 0001

                                                  V E N D O R   I T E M   L I S T

Starting vendor #: "First"     Ending vendor #: "Last"
"Qdsc?" = subject to quantity discounts ?     "Pdsc?" = subject to price discounts ?     "Spc?" = subject to special terms ?

-----------------------------------------------------------------------------------------------------------------------------------
Our-item-#       Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                 Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
-----------------------------------------------------------------------------------------------------------------------------------

          Vendor: 100     Vermont Metal Products        Contact-1: John Smith       Contact-2: Howard Brice
                          410 Pinecrest Road              Phone-1: 802-445-9134       Phone-2: 802-445-9136

                          Newton           VT 12345

*TEMP            Temporary Item             *TEMP             Temporary Item               EACH            .00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1                Drill, 1/4" Power Hand     1                 Drill, 1/4" Power Hand       EACH          22.50          5
                                             Y      N     Y                                CASE        12         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 CASE =       12       EACH    Comment: Check orders with Tom
                 Last PO: 9               P.O. date:  1/21/99  Qty:         25

2                Hammer, 16 oz. Claw        2                 Hammer, 16 oz. Claw          EACH           9.00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

3                Wrench, 3/8" Socket Set    3                 Wrench, 3/8" Socket Set      EACH           8.50          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

5                Chisel, 5 pc Set           5                 Chisel, 5 pc Set             EACH           5.00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                 Last PO: 9               P.O. date:  1/21/99  Qty:        100

6                Motor, 2hp Submersible     6                 Motor, 2hp Submersible       EACH          55.00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                 Last PO: 4               P.O. date:  1/18/99  Qty:         50

7                Gauge, Hi-pressure         7                 Gauge, Hi-pressure           EACH           6.59          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                 Last PO: 19              P.O. date:  1/20/99  Qty:        450

8                1" Steel Bolts             8                 1" Steel Bolts               EACH            .20          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
                                                            1 EACH =        1       CASE

100              Extended Warranty          100               Extended Warranty            EACH          15.00          0
                 90 Day Warranty            N      N     N   90 Day Warranty              EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
```

V E N D O R I T E M L I S T

```
---------------------------------------------------------------------------------------------------------------------------
Our-item-#       Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                 Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
---------------------------------------------------------------------------------------------------------------------------

          Vendor: 100     Vermont Metal Products                  (Continued)

1000             Starter Tool Set           1000              Starter Tool Set             EACH          34.50          0
                 Kit Item                    N      N     N   Kit Item                     EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

---------------------------------------------------------------------------------------------------------------------------
          Vendor: 200     Acme Office Supplies          Contact-1: Barb Caldwell    Contact-2:
                          456 N. Broadway                 Phone-1: 213-999-9765       Phone-2:

                          Los Angeles      CA 90101

2                Hammer, 16 oz. Claw        2                 Hammer, 16 oz. Claw          EACH           9.00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                 Last PO: 10              P.O. date:  1/21/99  Qty:        125

3                Wrench, 3/8" Socket Set    3                 Wrench, 3/8" Socket Set      EACH           8.50          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

5                Chisel, 5 pc Set           5                 Chisel, 5 pc Set             EACH           5.00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

6                Motor, 2hp Submersible     6                 Motor, 2hp Submersible       EACH          55.00          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

7                Gauge, Hi-pressure         7                 Gauge, Hi-pressure           EACH           6.59          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                 Last PO: 2               P.O. date:  1/21/99  Qty:        250

8                1" Steel Bolts             8                 1" Steel Bolts               EACH            .20          0
                                             N      N     N                                EACH         0         Prime vendor
               Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
                                                            1 EACH =        1       CASE
                 Last PO: 10              P.O. date:  1/21/99  Qty:      2,500

100              Extended Warranty          100               Extended Warranty            EACH          15.00          0
                 90 Day Warranty            N      N     N   90 Day Warranty              EACH         0         Prime vendor
               Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1000             Starter Tool Set           1000              Starter Tool Set             EACH          34.50          0
```


V E N D O R I T E M L I S T

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Our-item-#       Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                 Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
---------------------------------------------------------------------------------------------------------------------------

          Vendor: 300     Red Line Freight              Contact-1: Carl Rawlings    Contact-2: Lucy Mason
                          22748 E. Commercial             Phone-1: 213-768-7650       Phone-2: 213-768-7660

                          Los Angeles      CA 92251
```

```
2               Hammer, 16 oz. Claw        2                Hammer, 16 oz. Claw          EACH           9.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

3               Wrench, 3/8" Socket Set    3                Wrench, 3/8" Socket Set      EACH           8.50          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

5               Chisel, 5 pc Set           5                Chisel, 5 pc Set             EACH           5.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

6               Motor, 2hp Submersible     6                Motor, 2hp Submersible       EACH          55.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

7               Gauge, Hi-pressure         7                Gauge, Hi-pressure           EACH           6.59          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 25              P.O. date:  1/20/99  Qty:        300

8               1" Steel Bolts             8                1" Steel Bolts               EACH            .20          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
                                                           1 EACH =        1       CASE

100             Extended Warranty          100              Extended Warranty            EACH          15.00          0
                90 Day Warranty             N      N     N   90 Day Warranty              EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1000            Starter Tool Set           1000             Starter Tool Set             EACH          34.50          0
                Kit Item                    N      N     N   Kit Item                     EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
```

V E N D O R I T E M L I S T

```
Our-item-#      Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
```

```
        Vendor: 400     Jones Property Management                (Continued)

3               Wrench, 3/8" Socket Set    3                Wrench, 3/8" Socket Set      EACH           8.50          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

5               Chisel, 5 pc Set           5                Chisel, 5 pc Set             EACH           5.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

6               Motor, 2hp Submersible     6                Motor, 2hp Submersible       EACH          55.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 28              P.O. date:  1/20/99  Qty:          3

7               Gauge, Hi-pressure         7                Gauge, Hi-pressure           EACH           6.59          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 11              P.O. date:  1/18/99  Qty:        300

8               1" Steel Bolts             8                1" Steel Bolts               EACH            .20          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
```

```
                                                  1 EACH =        1       CASE
                Last PO: 28             P.O. date:  1/20/99  Qty:          3

100             Extended Warranty          100               Extended Warranty            EACH          15.00          0
                90 Day Warranty             N      N     N   90 Day Warranty              EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1000            Starter Tool Set           1000              Starter Tool Set             EACH          34.50          0
                Kit Item                    N      N     N   Kit Item                     EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

-----------------------------------------------------------------------------------------------------------------------------
          Vendor: 500     E-Z Repairs                  Contact-1: Betty Smith      Contact-2: Sandra Kitts
                          900 S. Vermont Avenue          Phone-1: 213-695-2101       Phone-2: 213-695-2102

                          Los Angeles      CA 90005

2               Hammer, 16 oz. Claw        2                 Hammer, 16 oz. Claw          EACH           9.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

3


Date 06/04/1999  Time 11:38:09                              XYZ Company                                   Report #0184   Page 0005

                                                  V E N D O R   I T E M   L I S T

-----------------------------------------------------------------------------------------------------------------------------
Our-item-#      Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
-----------------------------------------------------------------------------------------------------------------------------

          Vendor: 500     E-Z Repairs                             (Continued)

5               Chisel, 5 pc Set           5                 Chisel, 5 pc Set             EACH           5.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

6               Motor, 2hp Submersible     6                 Motor, 2hp Submersible       EACH          55.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

7               Gauge, Hi-pressure         7                 Gauge, Hi-pressure           EACH           6.59          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 16             P.O. date:  1/18/99  Qty:        300

8               1" Steel Bolts             8                 1" Steel Bolts               EACH            .20          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
                                                  1 EACH =        1       CASE

100             Extended Warranty          100               Extended Warranty            EACH          15.00          0
                90 Day Warranty             N      N     N   90 Day Warranty              EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1000            Starter Tool Set           1000              Starter Tool Set             EACH          34.50          0
                Kit Item                    N      N     N   Kit Item                     EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

-----------------------------------------------------------------------------------------------------------------------------
          Vendor: 600     Wells Fargo Bank             Contact-1: Jack Dawson      Contact-2: Mary Andrews
                          Mason/Beverly Branch           Phone-1: 213-695-4670       Phone-2: 213-695-4680
                          4031 N. Mason
                          Los Angeles      CA 91206

2               Hammer, 16 oz. Claw        2                 Hammer, 16 oz. Claw          EACH           9.00          0
                                            N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

3               Wrench, 3/8" Socket Set    3                 Wrench, 3/8" Socket Set      EACH           8.50          0
```

```
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

5               Chisel, 5 pc Set          5                Chisel, 5 pc Set            EACH           5.00          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
```


V E N D O R I T E M L I S T

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---------------------------------------------------------------------------------------------------------------------------
Our-item-#       Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                 Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
---------------------------------------------------------------------------------------------------------------------------

          Vendor: 600     Wells Fargo Bank                        (Continued)

6               Motor, 2hp Submersible     6                Motor, 2hp Submersible      EACH          55.00          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

7               Gauge, Hi-pressure         7                Gauge, Hi-pressure          EACH           6.59          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

8               1" Steel Bolts             8                1" Steel Bolts              EACH            .20          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
                                                         1 EACH =        1       CASE

100             Extended Warranty          100              Extended Warranty           EACH          15.00          0
                90 Day Warranty            N      N     N   90 Day Warranty             EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1000            Starter Tool Set           1000             Starter Tool Set            EACH          34.50          0
                Kit Item                   N      N     N   Kit Item                    EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

---------------------------------------------------------------------------------------------------------------------------
          Vendor: 700     Pacific Telephone            Contact-1: Thomas Brock     Contact-2:
                          Glendale Office                Phone-1: 818-221-1213       Phone-2:
                          500 N. Central
                          Glendale         CA 91206

2               Hammer, 16 oz. Claw        2                Hammer, 16 oz. Claw         EACH           9.00          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

3               Wrench, 3/8" Socket Set    3                Wrench, 3/8" Socket Set     EACH           8.50          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

5               Chisel, 5 pc Set           5                Chisel, 5 pc Set            EACH           5.00          0
                                        N      N     N                                EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

6               Motor, 2hp Submersible     6                Motor, 2hp Submersible      EACH          55.00          0
                                        N      N     N                                EACH         0         Prime vendor
```


V E N D O R I T E M L I S T

```
---------------------------------------------------------------------------------------------------------------------------
Our-item-#       Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                 Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
---------------------------------------------------------------------------------------------------------------------------

          Vendor: 700     Pacific Telephone                       (Continued)
```

```
8               1" Steel Bolts            8                1" Steel Bolts              EACH            .20          0
                                           N      N     N                               EACH         0         Prime vendor
              Our stocking unit: CASE     Unit conversion: 1 EACH =        1       EACH
                                                            1 EACH =        1       CASE

100             Extended Warranty         100              Extended Warranty           EACH          15.00          0
                90 Day Warranty            N      N     N   90 Day Warranty             EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

1000            Starter Tool Set          1000             Starter Tool Set            EACH          34.50          0
                Kit Item                   N      N     N   Kit Item                    EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

-----------------------------------------------------------------------------------------------------------------------------
          Vendor: 800     Hanson Manufacturing Co.      Contact-1: Don Barber       Contact-2: Hanna Wendall
                          65 Industrial Circle            Phone-1: 847-669-8560       Phone-2: 847-669-8564

                          Chicago          IL 30555

1               Drill, 1/4" Power Hand    PD-14            Power Drill                 EACH          12.00          7
                                           N      N     N                               EACH         1         Second choice
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH

4               Saw, 2hp 7 1/4" Circular  SAW-7-25-C       Saw, 2hp 7 1/4" Circular    EACH          18.00          0
                                           N      N     N                               EACH         0         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 12              P.O. date:  1/21/99  Qty:         25

6               Motor, 2hp Submersible    2HP-MOTOR        Motor, 2hp Submersible      EACH          55.00          0
                                           N      N     N                               EACH         5         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 12              P.O. date:  1/21/99  Qty:         15

-----------------------------------------------------------------------------------------------------------------------------
          Vendor: 900     Reynolds Tool Company         Contact-1: Bill Ryan        Contact-2:
                          Attn: Accts Receivable          Phone-1: 970-447-8900       Phone-2:
                          3922 Frontier Parkway
                          Denver           CO 85366

5               Chisel, 5 pc Set          SET-CHISEL       Chisel, 5 pc Set            EACH           6.50          0
                                           N      N     N                               EACH        25         Prime vendor
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 8               P.O. date:  1/18/99  Qty:        240


Date 06/04/1999  Time 11:38:09                              XYZ Company                                   Report #0184   Page 0008

                                                   V E N D O R   I T E M   L I S T

-----------------------------------------------------------------------------------------------------------------------------
Our-item-#      Our-item-description-1     Vendor's-prod-#   Vendor's-product-desc-1   Vendor-unit   Unit-price    Lead-days
                Our-item-description-2    Qdsc?  Pdsc? Spc?  Vendor's-product-desc-2   -Sell/Ship-   Min-order    Vendor-rank
-----------------------------------------------------------------------------------------------------------------------------

          Vendor: 1000    Greener Grass Ofc. Plants     Contact-1: Bernard Maybeck  Contact-2: Mabel Saunders
                          324 N Winter Dr.                Phone-1: 714-555-2344       Phone-2: 714-555-2351

                          Los Angeles      CA 90210

7               Gauge, Hi-pressure        7                Gauge, Hi-pressure          EACH           6.59          7
                                           N      N     N                               EACH         1         Second choice
              Our stocking unit: EACH     Unit conversion: 1 EACH =        1       EACH
                Last PO: 13              P.O. date:  1/21/99  Qty:        450

-----------------------------------------------------------------------------------------------------------------------------
```

-- End of report --

Brief Vendor Item List

Date 06/04/1999 Time 11:51:40 XYZ Company Report #0185 Page 0001

B R I E F V E N D O R I T E M L I S T

Vendor: 100 Vermont Metal Products Contact-1: John Smith Contact-2: Howard Brice
410 Pinecrest Road Phone-1: 802-445-9134 Phone-2: 802-445-9136

Newton VT 12345

Item-#	Vendor-product-descr-1	Vendor-product-descr-2	Vendor-prod-#	Vendor-rank
*TEMP	Temporary Item		*TEMP	1
1	Drill, 1/4” Power Hand		1	1
2	Hammer, 16 oz. Claw		2	1
3	Wrench, 3/8” Socket Set		3	1
5	Chisel, 5 pc Set		5	1
6	Motor, 2hp Submersible		6	1
7	Gauge, Hi-pressure		7	1
8	1” Steel Bolts		8	1
100	Extended Warranty	90 Day Warranty	100	1
1000	Starter Tool Set	Kit Item	1000	1

-- End of report --

PURCHASING ADDRESSES

```
Date 06/04/1999  Time 13:24:45                          XYZ Company                                  Report #0186   Page 0001

                                              P U R C H A S I N G   A D D R E S S E S

Starting vendor #: "First"
  Ending vendor #: "Last"

-----------------------------------------------------------------------------------------------------------------------------
Vend-#   Name                          Loc-#   Loc-name                       Contact-1                Contact-2
         Address                               Loc-address                    Phone                    Phone
                                                                              Fax                      Fax
                                                                              E-mail                   E-mail
-----------------------------------------------------------------------------------------------------------------------------

300      Red Line Freight               1-002   Red Line Freight               Tim Rawlings
         22748 E. Commercial                    Building 4-D                   213-555-9933
         Los Angeles, CA 92251                  1000 Industrial Park Rd.
Country: USA                                    Los Angeles, CA 92251
                                      Country: USA

                                                All PO's to this address

700      Pacific Telephone              LA      Los Angeles Office             Mike Douglas
         Glendale Office                        322 Independence Way           813-908-4444
         500 N. Central                         Los Angeles, CA 90210
         Glendale, CA 91206           Country: USA
Country: USA

                                                We sometimes pay here if the check gets dropped off by hand.

800      Hanson Manufacturing Co.       NW      Northwest Office               Gregory Hines
         65 Industrial Circle                   2344 W. Hoodview               833-877-8832
         Chicago, IL 30555                      Portland OR 97332
Country: USA                          Country: USA

                                                This is our second choice in terms of quick shipments.

                                       RM      Rocky Mountains Office         William Hurt
                                               4500 Boulder                   609-332-4478
                                               Denver, CO 80504
                                      Country: USA


5  Purchasing addresses on file


                                                -- End of report --
```

Available P.O. Numbers

Date 06/04/1999 Time 13:29:30 XYZ Company Report #0187 Page 0001

A V A I L A B L E P . O . N U M B E R S

P.O.-#	Vendor	Vendor-name	Date	Comments
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____
21	_____	_____	_____	_____
22	_____	_____	_____	_____
23	_____	_____	_____	_____
24	_____	_____	_____	_____

-- End of report --

PURCHASING ADVICE REPORT

```
Date 06/04/1999  Time 13:31:58                          XYZ Company                                  Report #0188   Page 0001

                                        P U R C H A S I N G   A D V I C E   R E P O R T

In order by: Vendor             Starting item: "First"          Product cat / sub-cat: "All" / "All"     Starting vendor: "First"
  Warehouse: "All"                Ending item: "Last"                     Vendor type: "All"               Ending vendor: "Last"

Negative "Qty-commtd" means that there are unposted receiving transactions on file for the item.

-------------------------------------------------------------------------------------------------------------------------------------
Item-# / Vendor-item-#           Qty-on-hnd    Reordr-lvl     Qty-commtd   Prev-prd-sales            Sls-YTD   Rplc-cost      Hit-RO
Description               Unit   Qty-on-ord      Max-qty      Qty-bakord   Prd        Qty        Avg-per-prd    Value-OH     Min-ord
                                OH + On-ord                     Qty-PTD                          #-weeks-OH    Price-1      Max-ord
-------------------------------------------------------------------------------------------------------------------------------------

            Vendor: 100     Vermont Metal Products     802-445-9134  John Smith       802-445-9136  Howard Brice

7              /7                 771          1,000             0                                 154             6.59          Y
Gauge, Hi-pressure        EACH       0          9,200             0                                            5,080.89     229.00
                                  771                          154                                                19.50   8,429.00


                                                        -- End of report --
```

PURCHASING WORKSHEET 0001

```
Date 06/04/1999  Time 13:34:39                          XYZ Company                                  Report #0189   Page 0001

                                    P U R C H A S I N G   W O R K S H E E T   0 0 0 1

Item: 1                Drill, 1/4" Power Hand             On hand:        395          ---Prev-prd-usage--
                                                     (+) On order:         25          Prd        Quantity
                       Stocking unit: EACH           (-) Committed:         2
                                                       ----------------------
         Reorder level:        175             Remainder available:        418
 Maximum inventory qty:      1,650                  On back-order:          0
-------------------------------------------------------------------------------------------------------------------------------

Warehouse    Qty-on-hnd   Qty-on-ord   Qty-commtd   Qty-backord  Prev-1-prd  Prev-2-prd  Prev-3-prd  Prev-4-prd  Avg-prd-use  Wks-OH
Central        245           0           1            0           0           0           0           0
Main           150           0           1            0           0           0           0           0
South            0          25           0            0           0           0           0           0
-------------------------------------------------------------------------------------------------------------------------------

          Number  Name                      Vendor's item-#  Vendor's product descr            Unit   Lead time:   5   Qty disc? Y
  Vendor: 100     Vermont Metal Products    1                Drill, 1/4" Power Hand       Sell: EACH   Vndr rank: 1   Price disc? N
                                                                                          Ship: CASE   Check orders with Tom

              Contact-1/Phone-1: John Smith       802-445-9134    Contact-2/Phone-2: Howard Brice     802-445-9136

                     P.O.#     Date       Quantity        Unit-price
 Last P.O.:9                 1/21/99        25       EACH      12.00    EACH      1 CASE =      12      EACH List prc:       55
Open P.O.s:NONE                                                                                                Min qty:      12
-------------------------------------------------------------------------------------------------------------------------------

          Number  Name                      Vendor's item-#  Vendor's product descr            Unit   Lead time:   5   Qty disc? Y
  Vendor: 200     Acme Office Supplies      1                Drill, 1/4" Power Hand       Sell: EACH   Vndr rank: 2   Price disc? N
                                                                                          Ship: CASE   Check orders with Tom

              Contact-1/Phone-1: Barb Caldwell    213-999-9765

                     P.O.#     Date       Quantity        Unit-price
 Last P.O.:None                                                                  1 CASE =      12      EACH List prc:       55
                                                                                                               Min qty:      12
-------------------------------------------------------------------------------------------------------------------------------

          Number  Name                      Vendor's item-#  Vendor's product descr            Unit   Lead time:   7   Qty disc? N
  Vendor: 800     Hanson Manufacturing Co.  PD-14            Power Drill                  Sell: EACH   Vndr rank: 2   Price disc? N
                                                                                          Ship: EACH

              Contact-1/Phone-1: Don Barber       847-669-8560    Contact-2/Phone-2: Hanna Wendall    847-669-8564

                     P.O.#     Date       Quantity        Unit-price
 Last P.O.:None                                                                                          List prc:       55
                                                                                                           Min qty:        1
-------------------------------------------------------------------------------------------------------------------------------


Date 06/04/1999  Time 13:34:39                          XYZ Company                                  Report #0189   Page 0002

                                    P U R C H A S I N G   W O R K S H E E T   0 0 0 1

This P.O.:  P.O.-# _______________    Vendor ______   __________________________    Deliver-to __________________________
                                                      __________________________                __________________________
          Date ________                               __________________________                __________________________
        F.O.B. _______________                        __________________________                __________________________
      Ship-via _______________
    Ordered by _______________                  Confirming order ?  Yes   No   Internal-use   Don't-print
 Special terms ______________________________
                                            Special msg ____________________________________________________    Multi-drop ?  _
Qty ordered ____________   unit ____                    ____________________________________________________    Blanket ?     _
   Unit price  ____________   per  ____                 ____________________________________________________      Release every  _____
```

	Location	Date	Quantity	Expedite-days		G/L-Acct	Qty/Pct/Amt
Delivery sched	_____	_____	_____	___	Distribution	_____	_____
	_____	_____	_____	___		_____	_____
	_____	_____	_____	___		_____	_____
	_____	_____	_____	___		_____	_____

WORKSHEET INDEX

```
Date 06/04/1999  Time 13:34:40                          XYZ Company                                  Report #0189   Page 0001

                                                W O R K S H E E T   I N D E X

Vendor: 100     Vermont Metal Products      Contact-1: John Smith       Contact-2: Howard Brice
                410 Pinecrest Road            Phone-1: 802-445-9134       Phone-2: 802-445-9136
                Newton           VT 12345

    Our-item-#       Our-item-description       Wksht#  Vendor's item-#  Vendor's product descr
    1                Drill, 1/4" Power Hand      0001   1                Drill, 1/4" Power Hand

    2                Hammer, 16 oz. Claw         0002   2                Hammer, 16 oz. Claw

    3                Wrench, 3/8" Socket Set     0003   3                Wrench, 3/8" Socket Set

    5                Chisel, 5 pc Set            0005   5                Chisel, 5 pc Set

    6                Motor, 2hp Submersible      0006   6                Motor, 2hp Submersible

    7                Gauge, Hi-pressure          0007   7                Gauge, Hi-pressure

    8                1" Steel Bolts              0008   8                1" Steel Bolts

    100              Extended Warranty           0009   100              Extended Warranty
                     90 Day Warranty                                      90 Day Warranty

    1000             Starter Tool Set            0010   1000             Starter Tool Set
                     Kit Item                                             Kit Item

-------------------------------------------------------------------------------------------------------------------------------------

Vendor: 200     Acme Office Supplies        Contact-1: Barb Caldwell    Contact-2:
                456 N. Broadway               Phone-1: 213-999-9765       Phone-2:
                Los Angeles      CA 90101

    Our-item-#       Our-item-description       Wksht#  Vendor's item-#  Vendor's product descr
    1                Drill, 1/4" Power Hand      0001   1                Drill, 1/4" Power Hand

    2                Hammer, 16 oz. Claw         0002   2                Hammer, 16 oz. Claw

    3                Wrench, 3/8" Socket Set     0003   3                Wrench, 3/8" Socket Set

    5                Chisel, 5 pc Set            0005   5                Chisel, 5 pc Set

    6                Motor, 2hp Submersible      0006   6                Motor, 2hp Submersible

    7                Gauge, Hi-pressure          0007   7                Gauge, Hi-pressure

    8                1" Steel Bolts              0008   8                1" Steel Bolts

    100              Extended Warranty           0009   100              Extended Warranty
                     90 Day Warranty                                      90 Day Warranty

    1000             Starter Tool Set            0010   1000             Starter Tool Set
                     Kit Item                                             Kit Item

-------------------------------------------------------------------------------------------------------------------------------------


Date 06/04/1999  Time 13:34:40                          XYZ Company                                  Report #0189   Page 0002

                                                W O R K S H E E T   I N D E X

Vendor: 300     Red Line Freight            Contact-1: Carl Rawlings    Contact-2: Lucy Mason
                22748 E. Commercial           Phone-1: 213-768-7650       Phone-2: 213-768-7660
                Los Angeles      CA 92251

    Our-item-#       Our-item-description       Wksht#  Vendor's item-#  Vendor's product descr
```

2	Hammer, 16 oz. Claw	0002	2	Hammer, 16 oz. Claw
3	Wrench, 3/8” Socket Set	0003	3	Wrench, 3/8” Socket Set
5	Chisel, 5 pc Set	0005	5	Chisel, 5 pc Set
6	Motor, 2hp Submersible	0006	6	Motor, 2hp Submersible
7	Gauge, Hi-pressure	0007	7	Gauge, Hi-pressure
8	1” Steel Bolts	0008	8	1” Steel Bolts
100	Extended Warranty 90 Day Warranty	0009	100	Extended Warranty 90 Day Warranty
1000	Starter Tool Set Kit Item	0010	1000	Starter Tool Set Kit Item

---

Pre-purchase Order

Date 06/04/1999 Time 13:36:45 XYZ Company Report #0190 Page 0001

P R E - P U R C H A S E O R D E R

Starting item-# : "First" Ending item-# : "Last"
Starting vendor-#: "First" Ending vendor-#: "Last"

Vendor	Vendor name	Whs	Item-#	Description-1	Qty	Price	Selected ?	Vendor-item-#
100	Vermont Metal Products	7		Gauge, Hi-pressure	229	6.59	N	7

1 Pre-purchase order on file

-- End of report --

PURCHASE ORDER EDIT LIST

```
Date 06/04/1999  Time 14:40:04                          XYZ Company                                  Report #0191   Page 0001

                                        P U R C H A S E   O R D E R   E D I T   L I S T

P.O. range: "First" to "Last"      (All P.O.'s in the range are shown.)
Adrs-# = Purchasing address location if different from vendor's remittance address
Confrm? = Confirming order status: Y = Confirming order   N = Not a confirming order   I = Internal use only   D = Don't print
Ex-days = Number of days before required date that this delivery should be expedited
Items can be ordered for: INVENTORY or OTHER

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#          PO-date    Vendor Name                    F.O.B.          Ship-via        Ordered by      Deliver-to
                Printed?   Adrs-# Address                      Special terms             Confrm?  Multi-drop?
-------------------------------------------------------------------------------------------------------------------------------

15               6/04/99   100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
                  No                                                                           Y       N

-------------------------------------------------------------------------------------------------------------------------------
Seq#  Our-item-#      Our description           Vendor-prod-#    Vendor's description         Qty-ord      Unit     Unit-price
      Worksheet #     Unit-conversion          Sell-UM  Ship-UM                              Ordrd-for                Ext-price
                                                                                                     Reqd-date    Ship-qty Ex-days
-------------------------------------------------------------------------------------------------------------------------------

  10  7               Gauge, Hi-pressure        7                Gauge, Hi-pressure              229       EACH        6.59    EACH
                                                 EACH    EACH                                INVENTORY                   1,509.11
                                                                                                     6/04/99         229

                           Acct-#    Description                         Quantity
   Accounting distributions: 5070-000  Inventory expenses                  229

            1 lines     Total P.O. amount =          1,509.11

                *** THIS P.O. MUST BE PRINTED BEFORE POSTING IS ALLOWED ***

-------------------------------------------------------------------------------------------------------------------------------



Date 06/04/1999  Time 14:40:04                          XYZ Company                                  Report #0191   Page 0002

                                        P U R C H A S E   O R D E R   E D I T   L I S T

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#          PO-date    Vendor Name                    F.O.B.          Ship-via        Ordered by      Deliver-to
                Printed?   Adrs-# Address                      Special terms             Confrm?  Multi-drop?
-------------------------------------------------------------------------------------------------------------------------------

16               6/04/99   100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
                  No                                             Net 60 Days                  Y       N

                           Special msg: Deliveries are now being taken on the
                                        east end of the building. Thank you.

-------------------------------------------------------------------------------------------------------------------------------
Seq#  Our-item-#      Our description           Vendor-prod-#    Vendor's description         Qty-ord      Unit     Unit-price
      Worksheet #     Unit-conversion          Sell-UM  Ship-UM                              Ordrd-for                Ext-price
                                                                                                     Reqd-date    Ship-qty Ex-days
-------------------------------------------------------------------------------------------------------------------------------

  10  1               Drill, 1/4" Power Hand    1                Drill, 1/4" Power Hand           12       EACH       22.50    EACH
                    1 CASE =       12       EACH EACH    CASE                                INVENTORY                     270.00
                                                                                                     6/09/99          12    5

                                                          Note-#  Text
                                                              10  If unavailable please do not substitute

                           Acct-#    Description                         Quantity
```

Accounting distributions: 5070-000 Inventory expenses 12

1 lines Total P.O. amount = 270.00

*** THIS P.O. MUST BE PRINTED BEFORE POSTING IS ALLOWED ***

---

2 P.O.'s 2 total lines Grand total P.O. amount = 1,779.11

-- End of report --

PURCHASE ORDER REGISTER

```
Date 06/04/1999  Time 14:46:13                          XYZ Company                                  Report #0192   Page 0001

                                        P U R C H A S E   O R D E R   R E G I S T E R

P.O. range: "First" to "Last"
Adrs-# = Purchasing address location if different from vendor's remittance address
Confrm? = Confirming order status: Y = Confirming order   N = Not a confirming order   I = Internal use only   D = Don't print
Ex-days = Number of days before required date that this delivery should be expedited
Items can be ordered for: INVENTORY or OTHER

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#          PO-date    Vendor Name                    F.O.B.          Ship-via        Ordered by      Deliver-to
                Printed?   Adrs-# Address                      Special terms             Confrm?  Multi-drop?
-------------------------------------------------------------------------------------------------------------------------------

15               6/04/99   100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
                  Yes                                                                          Y       N

-------------------------------------------------------------------------------------------------------------------------------
Seq#  Our-item-#      Our description           Vendor-prod-#    Vendor's description         Qty-ord      Unit     Unit-price
      Worksheet #     Unit-conversion          Sell-UM  Ship-UM                              Ordrd-for                Ext-price
                                                                                                     Reqd-date    Ship-qty Ex-days
-------------------------------------------------------------------------------------------------------------------------------

  10  7               Gauge, Hi-pressure        7                Gauge, Hi-pressure              229       EACH        6.59    EACH
                                                 EACH    EACH                                INVENTORY                   1,509.11
                                                                                                     6/04/99         229

                           Acct-#    Description                          Quantity
   Accounting distributions: 5070-000  Inventory expenses                   229

            1 lines     Total P.O. amount =          1,509.11


-------------------------------------------------------------------------------------------------------------------------------


Date 06/04/1999  Time 14:46:13                          XYZ Company                                  Report #0192   Page 0002

                                        P U R C H A S E   O R D E R   R E G I S T E R

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#          PO-date    Vendor Name                    F.O.B.          Ship-via        Ordered by      Deliver-to
                Printed?   Adrs-# Address                      Special terms             Confrm?  Multi-drop?
-------------------------------------------------------------------------------------------------------------------------------

16               6/04/99   100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
                  Yes                                            Net 60 Days                  Y       N

                         Special msg: Deliveries are now being taken on the
                                      east end of the building. Thank you.

-------------------------------------------------------------------------------------------------------------------------------
Seq#  Our-item-#      Our description           Vendor-prod-#    Vendor's description         Qty-ord      Unit     Unit-price
      Worksheet #     Unit-conversion          Sell-UM  Ship-UM                              Ordrd-for                Ext-price
                                                                                                     Reqd-date    Ship-qty Ex-days
-------------------------------------------------------------------------------------------------------------------------------

  10  1               Drill, 1/4" Power Hand    1                Drill, 1/4" Power Hand           12       EACH       22.50    EACH
                    1 CASE =       12       EACH EACH    CASE                                INVENTORY                     270.00
                                                                                                     6/09/99          12    5

                                                          Note-#  Text
                                                              10  If unavailable please do not substitute

                           Acct-#    Description                          Quantity
   Accounting distributions: 5070-000  Inventory expenses                    12
```

1 lines Total P.O. amount = 270.00

---

2 P.O.’s 2 total lines Grand total P.O. amount = 1,779.11

-- End of report --

CHANGED PURCHASE ORDERS EDIT LIST

```
Date 06/04/1999  Time 15:07:51                          XYZ Company                                   Report #0193   Page 0001

                              C H A N G E D   P U R C H A S E   O R D E R S   E D I T   L I S T

-----------------------------------------------------------------------------------------------------------------------------
P.O.-#             PO-date Vendor Name and address         F.O.B.          Ship-via        Ordered by      Deliver-to
Cng-#            Prt? Init Adrs-#                                Special-terms                 Confrm? Multi-drop
                  Cng-date
-----------------------------------------------------------------------------------------------------------------------------

16                 6/04/99 100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
   1              No   RWA                                      Net 60 Days                       Y      N
                   6/04/99
                           Special msg: Deliveries are now being taken on the
                                        east end of the building. Thank you.

-----------------------------------------------------------------------------------------------------------------------------
Lin#  Our-item-#      Our-description           Vendor-prod-#    Vendor's description          Qty-ord      Unit      Unit-price
      Worksheet-#     Unit-conversion          Sell-UM  Ship-UM                                Ordrd-for                 Ext-price
                                                                                                      Reqd-date   Ship-qty   Ex-days
-----------------------------------------------------------------------------------------------------------------------------
  1   1               Drill, 1/4" Power Hand    1                Drill, 1/4" Power Hand              12     EACH         22.50  EACH
                 1 CASE =       12       EACH   EACH    CASE                                 INVENTORY                    270.00
                                                                                                 6/09/99             12    5

                                                          Note-#  Text
                                                              10  If unavailable please do not substitute

                           Acct-#                         Description                       Quantity
   Accounting distribution:  5070-000                     Inventory expenses                      12

   HAS BEEN CHANGED TO:
   ====================
  1   1               Drill, 1/4" Power Hand    1                Drill, 1/4" Power Hand              24     EACH         22.50  EACH
                 1 CASE =       12       EACH   EACH    CASE                                 INVENTORY                    540.00
                                                                                                 6/09/99             24    5

                                                          Note-#  Text
                                                              10  If unavailable please do not substitute

                           Acct-#                         Description                       Quantity
   Accounting distribution:  5070-000                     Inventory expenses                      24


                ** THIS CHANGED P.O. MUST BE PRINTED BEFORE POSTING CAN OCCUR **


                ** POSTING NOT ALLOWED - ONE OR MORE CHANGED P.O.'S MUST BE PRINTED FIRST **

                                                       -- End of report --
```

CHANGED PURCHASE ORDERS REGISTER

```
Date 06/04/1999  Time 15:09:51                          XYZ Company                                   Report #0194   Page 0001

                              C H A N G E D   P U R C H A S E   O R D E R S   R E G I S T E R

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#             PO-date Vendor Name and address         F.O.B.          Ship-via        Ordered by      Deliver-to
Cng-#            Prt? Init Adrs-#                                Special-terms                 Confrm? Multi-drop
                  Cng-date
-------------------------------------------------------------------------------------------------------------------------------

16                 6/04/99 100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
   1              Yes  RWA                                      Net 60 Days                       Y      N
                   6/04/99
                           Special msg: Deliveries are now being taken on the
                                        east end of the building. Thank you.

-------------------------------------------------------------------------------------------------------------------------------
Lin#  Our-item-#      Our-description           Vendor-prod-#    Vendor's description          Qty-ord      Unit      Unit-price
      Worksheet-#     Unit-conversion          Sell-UM  Ship-UM                               Ordrd-for                 Ext-price
                                                                                                     Reqd-date   Ship-qty   Ex-days
-------------------------------------------------------------------------------------------------------------------------------
  1   1               Drill, 1/4" Power Hand    1                Drill, 1/4" Power Hand              12     EACH         22.50  EACH
                 1 CASE =       12       EACH   EACH    CASE                                INVENTORY                    270.00
                                                                                                 6/09/99             12    5

                                                         Note-#  Text
                                                             10  If unavailable please do not substitute

                           Acct-#                        Description                       Quantity
   Accounting distribution:  5070-000                    Inventory expenses                      12

   HAS BEEN CHANGED TO:
   ====================
  1   1               Drill, 1/4" Power Hand    1                Drill, 1/4" Power Hand              24     EACH         22.50  EACH
                 1 CASE =       12       EACH   EACH    CASE                                INVENTORY                    540.00
                                                                                                 6/09/99             24    5

                                                         Note-#  Text
                                                             10  If unavailable please do not substitute

                           Acct-#                        Description                       Quantity
   Accounting distribution:  5070-000                    Inventory expenses                      24


                                                        -- End of report --
```

RECEIVINGS EDIT LIST

```
Date 06/04/1999  Time 15:41:28                          XYZ Company                                  Report #0195   Page 0001

                                          R E C E I V I N G S   E D I T   L I S T

Starting receiver #: "First"     Ending receiver #: "Last"
"Line-for" - A line can be for INVENTORY or OTHER
For inventory items current replacement cost will be used if price is unknown
"BKT" next to P.O.# means this is a blanket P.O.

-------------------------------------------------------------------------------------------------------------------------------
Recv-#     Rec-date P.O.-#               P.O.-date  Vendor  Name                      ----------------Deliver-to--------------  Auth
-------------------------------------------------------------------------------------------------------------------------------

    21       *** THIS RECEIVER MARKED AS VOID ***
    22       *** THIS RECEIVER MARKED AS VOID ***

-------------------------------------------------------------------------------------------------------------------------------
    23      6/04/99     16                 6/04/99  100     Vermont Metal Products        Central     300 Central Ave            RWA

Line-# Item-#          Item description          -----Qty rec'd-----  ------Unit price------      Tot-value Line-for
     1 1               Drill, 1/4" Power Hand          24       EACH        22.50    EACH            540.00 INVENTORY

                  Delivery schedule:       Date       Quantity    Qty-to-apply      Status
                                         06/09/99        24              24          Closed


-------------------------------------------------------------------------------------------------------------------------------


           1 Receivers         2 Void receivers          1 Lines        Grand total value:           540.00


                                                       -- End of report --
```

RECEIVINGS REGISTER

```
Date 06/04/1999  Time 15:42:03                          XYZ Company                                  Report #0196   Page 0001

                                          R E C E I V I N G S   R E G I S T E R

Cut-off receiver #: "Last"
"Line-for" - A line can be for INVENTORY or OTHER
For inventory items current replacement cost will be used if price is unknown
"BKT" next to P.O.# means this is a blanket P.O.

-------------------------------------------------------------------------------------------------------------------------------
Recv-#     Rec-date P.O.-#               P.O.-date  Vendor  Name                      ----------------Deliver-to--------------  Auth
-------------------------------------------------------------------------------------------------------------------------------

    21       *** THIS RECEIVER MARKED AS VOID ***
    22       *** THIS RECEIVER MARKED AS VOID ***

-------------------------------------------------------------------------------------------------------------------------------
    23      6/04/99     16                 6/04/99  100     Vermont Metal Products        Central     300 Central Ave            RWA

Line-# Item-#          Item description          -----Qty rec'd-----  ------Unit price------      Tot-value Line-for
     1 1               Drill, 1/4" Power Hand          24       EACH        22.50    EACH            540.00 INVENTORY

                  Delivery schedule:       Date       Quantity    Qty-to-apply      Status
                                        06/09/99        24              24          Closed


-------------------------------------------------------------------------------------------------------------------------------


           1 Receivers         2 Void receivers          1 Lines        Grand total value:           540.00


                                                   -- End of report --
```

Blanket Orders List

```
Date 06/04/1999  Time 15:48:37                          XYZ Company                                  Report #0199   Page 0001

                                          B L A N K E T   O R D E R S   L I S T

P.O. range: "First"         to "Last"
Ex-days = Number of days before release date that this release should be expedited
Items can be ordered for: INVENTORY or OTHER

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#            P.O.-dat Vendor Name                    F.O.B.          Ship-via        Ordered-by      Deliver-to
                  --Last release-                         Special-terms                   Rels-frequency
-------------------------------------------------------------------------------------------------------------------------------

18                 6/04/99 300    Red Line Freight         Our dock        UPS Ground      Beth            Central
                   6/04/99   No: 01                                                       Every 01 Weeks

-------------------------------------------------------------------------------------------------------------------------------
Lin#  Our-item-#      Our-description           Vendor-prod-#    Vendor's description          Qty-ord   Unit     Unit-price
      Worksheet-#     Unit-conversion          Sell-UM  Ship-UM                                Ordrd-for            Ext-price  Ex-days
-------------------------------------------------------------------------------------------------------------------------------
  1   2               Hammer, 16 oz. Claw       2                Hammer, 16 oz. Claw                280   EACH         9.00    EACH
                                                 EACH    EACH                                 INVENTORY            2,520.00
                                                                                             Last rels: 6/04/99           10
                                                                                             Total qty released:          10
                                                                                             Balance to release:         270
                                                                                               Already received:           0

                           Account-#  Description                          Quantity
  Accounting distribution:  5070-000   Inventory expenses                    280


          Total P.O. amount =          2,520.00


                                                          -- End of report --
```

RELEASES EDIT LIST

```
Date 06/04/1999  Time 16:02:38                          XYZ Company                                  Report #0200   Page 0001

                                              R E L E A S E S   E D I T   L I S T

P.O. range: "First"        to "Last"              (All P.O.'s in the range are shown)

-------------------------------------------------------------------------------------------------------------------------------
P.O.-#            Release-type       Prev-rls-date    Vendor  Name                     Prev-release-interval
Print?                                New-rls-date                                       New-release-interval
-------------------------------------------------------------------------------------------------------------------------------

18                Add release  2           6/04/99    300     Red Line Freight              Every  1 Weeks
YES                                        6/11/99                                         SAME

-------------------------------------------------------------------------------------------------------------------------------
     Line#  Item            Description                Prev-qty-ord  Unit     Prev-unit-price     Prev-rls-qty   Exp-days
                                                        New-qty-ord            New-unit-price      New-rls-qty
-------------------------------------------------------------------------------------------------------------------------------
        1   2               Hammer, 16 oz. Claw               280    EACH         9.00    EACH              10
                                                             SAME                   SAME                SAME


                ** THIS P.O. MUST BE PRINTED BEFORE POSTING CAN OCCUR **


                ** POSTING NOT ALLOWED - ONE OR MORE P.O.'S MUST BE PRINTED FIRST **


                                                        -- End of report --
```

Releases Register

```
Date 06/04/1999  Time 16:07:27                          XYZ Company                                  Report #0201   Page 0001

                                              R E L E A S E S   R E G I S T E R

-----------------------------------------------------------------------------------------------------------------------------
P.O.-#            Release-type       Prev-rls-date    Vendor  Name                     Prev-release-interval
Print?                                New-rls-date                                       New-release-interval
-----------------------------------------------------------------------------------------------------------------------------

18                Add release  2           6/04/99    300     Red Line Freight              Every  1 Weeks
PRINTED                                    6/11/99                                         SAME

-----------------------------------------------------------------------------------------------------------------------------
     Line#  Item            Description                Prev-qty-ord  Unit     Prev-unit-price     Prev-rls-qty   Exp-days
                                                        New-qty-ord            New-unit-price      New-rls-qty
-----------------------------------------------------------------------------------------------------------------------------
        1   2               Hammer, 16 oz. Claw               280    EACH         9.00    EACH              10
                                                             SAME                   SAME                SAME


                                                        -- End of report --
```

PRICE ADJUSTMENTS EDIT LIST

Date 06/04/1999 Time 16:20:51 XYZ Company Report #0202 Page 0001

P R I C E A D J U S T M E N T S E D I T L I S T

Recvr#	Recv-dat	P.O.-#	Ln#	Vendor Name	Item-#	Description	Qty-recd	
23	6/04/99	16	1	100 Vermont Metal Products	1	Drill, 1/4" Power Hand	24	EACH

Prev price: 22.50 per EACH Prev total price: 540.00 Adjustment: 4.08- For inventory
(Temporary) New price: 22.33 per EACH New total price: 535.92

Total adjustment: 4.08-

DR to 1200-100	B/S Liab Account	4.08
CR to 5080-000	Purchase price adjustments	4.08

-- End of report --

PRICE ADJUSTMENTS REGISTER

Date 06/04/1999 Time 16:20:57 XYZ Company Report #0203 Page 0001

P R I C E A D J U S T M E N T S R E G I S T E R

Recvr#	Recv-dat	P.O.-#	Ln#	Vendor Name	Item-#	Description	Qty-recd	
23	6/04/99	16	1	100 Vermont Metal Products	1	Drill, 1/4" Power Hand	24	EACH

Prev price: 22.50 per EACH Prev total price: 540.00 Adjustment: 4.08- For inventory
(Temporary) New price: 22.33 per EACH New total price: 535.92

Total adjustment: 4.08-

DR to 1200-100	B/S Liab Account	4.08
CR to 5080-000	Purchase price adjustments	4.08

-- End of report --

Open Purchase Order

```
Date 06/04/1999  Time 17:09:04                    XYZ Company                          Report #0204   Page 0001

                                        O P E N   P U R C H A S E   O R D E R S

Selections for this print-out:

                  1. Starting P.O.#        "First"
                  2. Ending P.O.#          "Last"

                  3. Starting P.O. date    "Earliest"
                  4. Ending P.O. date      "Latest"

                  5. Deliver-to location   "All"

                  6. Vendor #              "All"

                  7. Show P.O. lines ?     N
                  8. Brief format ?        N

                  9. Show closed lines ?   (Not applicable)
                 10. Only P.O.'s for item  (Not applicable)
```

Follow-up Past Due Shipments

Date 06/04/1999 Time 17:14:47 XYZ Company Report #0205 Page 0001

F O L L O W - U P P A S T D U E S H I P M E N T S

Due date cut-off: 6/30/99 Deliver-to location: "All" A,B,C class: "All"

P.O.-#	Date	Vendor	Name	Phone-1	Phone-2	Contact-1	Contact-2	Deliver-to
15	6/04/99	100	Vermont Metal Products	802-445-9134	802-445-9136	John Smith	Howard Brice	Central

Line#	Your/Our-item	Description	Unit-price	Unit	Qty-ordered	Reqd-date	Qty-to-ship	Qty-received	
1	7	Gauge, Hi-pressure	6.59	EACH	229	6/04/99	229		PAST DUE

P.O.-#	Date	Vendor	Name	Phone-1	Phone-2	Contact-1	Contact-2	Deliver-to
18	6/04/99	300	Red Line Freight	213-768-7650	213-768-7660	Carl Rawlings	Lucy Mason	Central

BLANKET ORDER

Line#	Your/Our-item	Description	Unit-price	Unit	Qty-ordered	Reqd-date	Qty-to-ship	Qty-received	
1	2	Hammer, 16 oz. Claw	9.00	EACH	280	6/11/99	10		PAST DUE

Report totals: 2 lines on 2 P.O.'s are overdue

-- End of report --

CASH DISBURSEMENTS PROJECTION

Date 06/04/1999 Time 17:20:43 XYZ Company Report #0206 Page 0001

C A S H D I S B U R S E M E N T S P R O J E C T I O N

Document types are: VCH = Voucher RCV = Uninvoiced receiving PO = Open purchase order BKT = Blanket purchase order
The as-of date is : Invoice date, for a voucher Receipt date, for a receiving Requested date, for a purchase order
Past due documents are included in the first reporting period.
"*" next to a total amount means that the total includes some uninvoiced receivings with unknown prices.

Starting vendor: "First" Ending vendor: "Last"
Report format: Detail

Cash required for: Doc typ	Doc #	As-of date	Amount	WEEK ending 6/04/99	WEEK ending 6/11/99	MON ending 7/11/99	MON ending 8/11/99	MON ending 9/11/99	QTR ending 12/11/99
Vendor: 100 Vermont Metal Products									
VCH	1061	1/24/99	965.60	966					
VCH	1071	1/24/99	925.00	925					
VCH	1074	1/28/99	3,500.00	3,500					
VCH	1075	1/27/99	2,350.55	2,351					
VCH	1083	3/10/99	125.60	126					
VCH	1085	3/10/99	399.34	399					
RCV	23	6/04/99	UNKNOWN						
PO	15	6/04/99	1,509.11			1,509			
Vendor 100 totals:			9,775.20						
				8,267		1,509 *			
Vendor: 200 Acme Office Supplies									
VCH	1059	1/22/99	1,625.00	1,625					
VCH	1062	1/23/99	2,500.75	2,501					
VCH	1073	1/23/99	2,097.50	2,098					
Vendor 200 totals:			6,223.25						
				6,224					
Vendor: 400 Jones Property Management									
VCH	1064	1/23/99	11,000.00	11,000					
Vendor 400 totals:			11,000.00						
				11,000					

Date 06/04/1999 Time 17:20:43 XYZ Company Report #0206 Page 0002

C A S H D I S B U R S E M E N T S P R O J E C T I O N

Cash required for: Doc typ	Doc #	As-of date	Amount	WEEK ending 6/04/99	WEEK ending 6/11/99	MON ending 7/11/99	MON ending 8/11/99	MON ending 9/11/99	QTR ending 12/11/99
Vendor: 500 E-Z Repairs									
VCH	1065	1/22/99	875.00	875					
Vendor 500 totals:			875.00						
				875					

Vendor: 600 Wells Fargo Bank

VCH 1066	1/22/99	65.00	65
Vendor 600 totals:		65.00	
			65

Vendor: 700 Pacific Telephone

VCH 1067	1/25/99		

Vendor: 800 Hanson Manufacturing Co.

VCH 1057	1/23/99	1,275.00	1,275
VCH 1060	1/24/99	365.00	365
VCH 1068	1/25/99	560.79	561
VCH 1072	1/24/99	2,155.00	2,155
Vendor 800 totals:		4,355.79	
			4,356

Vendor: 1000 Greener Grass Ofc. Plants

VCH 1058	1/25/99	2,965.00	2,965
VCH 1070	1/24/99	8,540.00	8,540
Vendor 1000 totals:		11,505.00	
			11,505
Report totals:		46,732.22	360 1,170

Date 06/04/1999 Time 17:20:43 XYZ Company Report #0206 Page 0003

C A S H D I S B U R S E M E N T S P R O J E C T I O N

Cash required for Doc typ	Doc #	As-of date	Amount	WEEK ending 6/04/99	WEEK ending 6/11/99	MON ending 7/11/99	MON ending 8/11/99	MON ending 9/11/99	QTR ending 12/11/99
				42,885		1,869 *		450	

-- End of report --

Closed Purchase Orders

```
Date 06/04/1999  Time 17:41:25                    XYZ Company                          Report #0207   Page 0001

                                        C L O S E D   P U R C H A S E   O R D E R S

Selections for this print-out:

                  1. Starting P.O.#        "First"
                  2. Ending P.O.#          "Last"

                  3. Starting P.O. date    "Earliest"
                  4. Ending P.O. date      "Latest"

                  5. Deliver-to location   "All"

                  6. Vendor #              "All"

                  7. Show P.O. lines ?     N
                  8. Brief format ?        N

                  9. Only P.O.'s for item  (Not applicable)
```

Date 06/04/1999 Time 17:41:25 XYZ Company Report #0207 Page 0001

C L O S E D P U R C H A S E O R D E R S

```
-----------------------------------------------------------------------------------------------------------------------
P.O.-#           PO-date   Vendor Name and address         F.O.B.          Ship-via         Ordered-by     Deliver-to
                Lst-cng  Cng-date                          Special terms                  Opn lins/Clsd lins
-----------------------------------------------------------------------------------------------------------------------

16               6/04/99   100    Vermont Metal Products   Our dock        UPS Ground      Beth            Central
                    1  6/04/99 410 Pinecrest Road             Net 60 Days                       0      1
                               Newton           VT 12345

                         Special msg: Deliveries are now being taken on the
                                      east end of the building. Thank you.


                                                   -- End of report --
```

RECEIVINGS HISTORY

Date 06/04/1999 Time 17:45:55 XYZ Company Report #0208 Page 0001

R E C E I V I N G S H I S T O R Y

Starting P.O.#: "First" Starting receipt date: "Earliest"
Ending P.O.#: "Last" Ending receipt date: "Latest"

For deliver-to location: "All"

P.O.-#	Vendor Name	Ln#	Item-#	Unit	Qty-ord	Recvr#	Recv-dat	Qty-recd	Tot-value	Stat	Id
16	100 Vermont Metal Products	1	1	EACH	24	23	6/04/99	24	535.92	CLSD	RWA

Report total value: 535.92

-- End of report --

Purchase Order Distribution Report

Date 06/07/1999 Time 10:41:22 XYZ Company Report #0209 Page 0001

P U R C H A S E O R D E R D I S T R I B U T I O N R E P O R T

Outstanding dist $ includes goods ordered but not received plus goods received but not invoiced
"(B)" following the PO number indicates a blanket order
"*" next to the line # means that the line is closed

Account: 5070-000 Inventory expenses Starting P.O. date: "Earliest" Ending P.O. date: "Latest"

P.O.-# / P.O.-date		Vendor / Name	Deliver-to	Line#	Our-item-#	Description	Lin-qty-ord / Lin-qty-rcd	Unit	Orig-dist-$ / Qty-released	Outst-dist-$ / Outst-rlsd-$
15		100	Central	1	7	Gauge, Hi-pressure	229	EACH	1,509.11	1,509.11
6/04/99		Vermont Metal Products					0			
16		100	Central	1*	1	Drill, 1/4" Power Hand	24	EACH	540.00	540.00
6/04/99		Vermont Metal Products					24			
18	(B)	300	Central	1	2	Hammer, 16 oz. Claw	280	EACH	2,520.00	2,520.00
6/04/99		Red Line Freight					0		20	180.00
				5070-000		Account total:			4,569.11	4,569.11

-- End of report --

UNINVOICED RECEIVINGS

Date 06/07/1999 Time 10:51:24 XYZ Company Report #0210 Page 0001

U N I N V O I C E D R E C E I V I N G S

Receiving cut-off date: 6/07/99

"*" next to unit price indicates that the exact price is not yet known

Recv-#	P.O.-#	Ln#	Recv-dat	Vendor Name	Item-#/Descr	Qty-received	Unit	Unit-price		Total-price
23	16	1	6/04/99	100 Vermont Metal Products	1 Drill, 1/4" Power Hand	24	EACH	22.33	*	535.92

Total uninvoiced receivings: 535.92

Uninvoiced receivings distribution:	Account-#	Description	Amount
	5070-000	Inventory expenses	540.00

Total uninvoiced receivings distributions: 540.00

*** Difference between totals due to over/under receivings or price change ***

-- End of report --

Unknown Prices

Date 06/07/1999 Time 10:55:04 XYZ Company Report #0211 Page 0001

U N K N O W N P R I C E S

New price must be for same unit as the quantity received

Recv-#	P.O.-#	Ln#	Recv-dat	Vendor Name	Item-#/Descr	Qty-received	Unit	Unit-price	New-price
23	16	1	6/04/99	100 Vermont Metal Products	1 Drill, 1/4" Power Hand	24	EACH	22.33	_____

-- End of report --

Purchase Order Purge Report

Date 06/07/1999 Time 11:31:31 XYZ Company Report #0212 Page 0001

P U R C H A S E O R D E R P U R G E R E P O R T

Cut-off P.O. number: “Last” Cut-off P.O. date: “Latest”

P.O.-#	PO-date	Vendor Name	F.O.B.	Ship-via	Ordered-by	Deliver-to
15	6/04/99 - Cannot be purged because one or more lines are open					
16	6/04/99 - Cannot be purged due to uninvoiced receivings					
18	6/04/99 - Cannot be purged because one or more lines are open					

-- End of report --

Form Fields

This appendix contains the following topics:

INTRODUCTION TO FORM FIELDS

Purchase Order comes with several predefined invoice forms. If none of the predefined forms meet your needs, you can select an existing form, make a copy, and modify the copy. You may also design your form from scratch, but this is not recommended.

The *Master information* (*Forms*) selection allows you to define an unlimited number of forms and to print almost all of the information fields in the P/O Header and Lines. See the Purchase Order Forms chapter for designing and assigning fields to forms.

This appendix describes each information field that is available for printing on a form. The field descriptions are arranged in two groups: Header and Total fields, and Line Item fields.

Header fields are those that print at the top part of the form, while Total fields print at the bottom. Header and Total fields are fields that relate to the order in general, such as order number, date, customer name, tax, and total order amount.

Line fields print in the middle part of the form, between the Header and Total fields. Most line fields relate to each line on the purchase order, such as item number, description, quantity, and cost.

In the PBSformats.zip you will find formats exported from several files, including the P/O formats in the POFRMF00.EXP file. Restore this file using your pofutl file utilities. If it is a company ID is other than 00, rename the '00' part of the file name to the other company ID and restore to that company.

Starting with v12.05, the vendor name, address, city, state and zip fields have the potential for storing more characters. See Long Vendor Name and Address Printing in the *Purchase Order forms* chapter.

Header and Total Fields

This section contains screen shots the selectable fields. It also has a table that includes the name and description of each field.

Maximum Field Size

The Maximum Field Size column is for all field types. A numeric field type can have decimals and when they do they are written as 9.2. This example indicates there are 9 digits to the left of the decimal and 2 to the right. Keep in mind that numeric fields can also be assigned commas. When this is the case the field size will be longer than the maximum provided here. Some numeric fields may also be assigned a sign symbol which can be - or + making it even one digit longer.

The following table lists Header and Total fields along with a maximum field size and description:

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Blank line	N/A	Insert a blank line. Used for a paginated form to insert a blank line. Do not put another field on the same line as a blank line.
Bill vendor no	6	Billing vendor number.
Blanket P.O. flag	1	Blanket purchase order flag.
Blanket rel no	2	Blanket release number.
Blanket rel no per	2	Blanket release number per.
Blanket rel period	1	Blanket release period.
Blanket release date	Dates	Blanket release date. The printed size of a date depends on the format chosen.
Comment line-1	45	Comment line 1.
Comment line-2	45	Comment line 2.
Comment line-3	45	Comment line 3.
Comment line-4	45	Comment line 4.
Comment line-5	45	Comment line 5.
Company address 1	30	Company information address 1.
Company address 2	30	Company information address 2.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Company address 3	30	Company information address 3.
Company name	30	Company information name.
Confirmation flag	1	Confirmation flag.
Delivery location	2	Delivery location.
Delivery to-1	60	Delivery to address line 1.
Delivery to-2	60	Delivery to address line 2.
Delivery to-3	60	Delivery to address line 3.
Delivery to-4	60	Delivery to address line 4.
Delivery to-5	60	Delivery to address line 5.
Entry user ID	3	User ID of person entering the P.O.
F.O.B.	15	Free on board.
Laser form label	25	Laser form label.
Last change date	Dates	Last change date. The printed size of a date depends on the format chosen.
Last change no	2	Last change number.
Last change user id	3	User ID of person who made the change.
Last sequence no	4	Last sequence number.
Multi drop flag	1	Multiple shipments drop flag.
No closed lines	3	No closed lines flag.
No open lines	3	No open lines flag.
Order by	15	Ordered by.
P.O. cancel flag	1	P.O. cancelled flag.
P.O. print flag	1	P.O. printed flag.
Page number	3	Page number.
Phone number	12	Company information phone number.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Post flag	1	P.O. posted flag.
Ship via	15	Ship via description.
Special terms	30	Special terms.
Special message flag	1	Special message flag.
Special message-1	50	Special message 1.
Special message-2	50	Special message 2.
Special message-3	50	Special message 3.
Special message-4	50	Special message 4.
Total price	8.2	Total P.O. price. This field can contain commas, leading zers and a negative sign.
Transaction date	Dates	Purchase order transaction date. The printed size of a date depends on the format chosen.
Transaction no	15	Transaction number.
Vendor FAX number	25	Vendor contact 1 fax number.
Vendor address-1	60	Vendor address 1. This data will print compressed when the number of characters is more than 30.
Vendor address-2	60	Vendor address 2. This data will print compressed when the number of characters is more than 30.
Vendor address-3	60	Vendor address 3. This data will print compressed when the number of characters is more than 30.
Vendor address-4	60	Vendor address 4. This data will print compressed when the number of characters is more than 30.
Vendor city	45	Vendor city.
Vendor state	23	Vendor state.
Vendor zip code	15	Vendor zip code.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Vendor city, st, zip	90	This field will print compressed when the combined data is more than 30 characters. Even though 90 is the maximum, you should enter a number at 60 or less so that the data does not go beyond the printing of the Deliver to information. Note: If the city, state and zip entered data combined is longer than the size entered field the zip code and possibly the state and part of the city will not print on the form. So, make sure the maximum size you use is longer than any city, state and zip code that you have on file.
Vendor county	45	Vendor country.
Vendor contact	35	Vender contact 1 name. This is the combination of the first and last name for contact 1 from the CONTAC file/table.
Vendor location no	8	Vendor location number.
Vendor name	35	Vendor name. This data will print compressed when the number of characters is more than 30.
Vendor no	6	Vendor number.
Vendor phone number	25	Vendor phone 1. This is the office phone number 1 for contact 1 from the CONTAC file/table.
Vendor reference no	30	Vendor reference number
Vendor country	3	Vendor country
Compressed name/addr	90	Compressed vendor name, address, city, state and zip fields. The other fields on this layout print so that 80 columns can be printed per the width of a line. Compressed print allows up to 132 characters for one line. This provides a way of printing the potential long name and address fields.

Dates

Sizes of date fields vary depending on the format selected. It can as short as 6 characters and as long as 17 characters.

LINE FIELDS

This section contains a list of the available fields in a table with a name and description of each field.

Maximum Field Size

The Maximum Field Size column is for all field types. A numeric field type can have decimals and when they do they are written as 9.2. This example indicates there are 9 digits to the left of the decimal and 2 to the right. Keep in mind that numeric fields can also be assigned commas. When this is the case the field size will be longer than the maximum provided here. Some numeric fields may also be assigned a sign symbol which can be - or + making it even one digit longer.

The following table lists Line item fields along with a description:

Line Item Fields		
Field Name	Maximum Field Size	**Description / Notes**
Blank line	N/A	Insert a blank line. Used for a paginated form to insert a blank line. Do not put another field on the same line as a blank line.
ABC code	1	Item ABC code
Blanket tot rel qty	8.5	Blanket total release quantity. This field can also have commas and a sign.
Delivery clsd flag-1	1	Delivered closed flag 1.
Delivery clsd flag-2	1	Delivered closed flag 2.
Delivery clsd flag-3	1	Delivered closed flag 3.
Delivery clsd flag-4	1	Delivered closed flag 4.
Delivery date-1	Dates	Delivery date 1.
Delivery date-2	Dates	Delivery date 2.
Delivery date-3	Dates	Delivery date 3.
Delivery date-4	Dates	Delivery date 4.
Delivery exp days-1	2	Delivery expedited days 1.
Delivery exp days-2	2	Delivery expedited days 2.
Delivery exp days-3	2	Delivery expedited days 3.
Delivery exp days-4		Delivery expedited days 4.

Line Item Fields		
Field Name	Maximum Field Size	**Description / Notes**
Delivery location-1	2	Delivery location 1.
Delivery location-2	2	Delivery location 2.
Delivery location-3	2	Delivery location 3.
Delivery location-4	2	Delivery location 4.
Delivery quantity-1	8.5	Delivery quantity 1.
Delivery quantity-2	8.5	Delivery quantity 2.
Delivery quantity-3	8.5	Delivery quantity 3.
Delivery quantity-4	8.5	Delivery quantity 4.
Delivery recvd qty-1	8.5	Delivery received quantity 1.
Delivery recvd qty-2	8.5	Delivery received quantity 2.
Delivery recvd qty-3	8.5	Delivery received quantity 3.
Delivery recvd qty-4	8.5	Delivery received quantity 4.
Dist. G/L account no	17	Distribution G/L account number.
Dist. amount	9.2	Distribution amount. This field can have commas and a sign.
Dist. category no	7	Distribution category number.
Dist. change order no	3	Distribution change order number.
Dist. job no	7	Distribution job number.
Dist. percentage	3.1	Distribution percentage.
Dist. post flag	1	Distribution posted flag.
Dist. quantity	8.5	Distribution item quantity.
Dist. sub-job no	3	Distribution sub-job number.
Ext. price	8.2	Extended price for the line.
Extra desc line-1	25	Extra description line 1.
Extra desc line-2	25	Extra description line 2.
Extra desc line-3	25	Extra description line 3.

Line Item Fields		
Field Name	Maximum Field Size	**Description / Notes**
Extra desc line-4	25	Extra description line 4.
Extra desc line-5	25	Extra description line 5.
Extra desc line-6	25	Extra description line 6.
G/L account descr.	30	G/L account description.
Item description-1	25	Item description 1.
Item description-2	25	Item description 2.
Item description-3	25	Item description 3.
Item description-4	25	Item description 4.
Item no	15	Item number.
Item type	1	Item type.
Last notes no	3	Last notes number.
Line closed flag	1	Line closed flag.
Line item note lin-1	40	Line item note line 1.
Line item note lin-2	40	Line item note line 2.
Line item note lin-3	40	Line item note line 3.
Line item note lin-4	40	Line item note line 4.
Line item note lin-5	40	Line item note line 5.
Line item note lin-6	40	Line item note line 6.
Line item note lin-7	40	Line item note line 7.
Line item note lin-8	40	Line item note line 8.
Line item note lin-9	40	Line item note line 9.
Line item note lin 10	40	Line item note line 10.
Line no	3	Line number.
More desc flag	1	More description is available flag.
No lines notes	3	No of note lines.

Line Item Fields		
Field Name	Maximum Field Size	**Description / Notes**
Our conversion	7.5	Our conversion factor.
Our unit	4	Our unit of measure.
P.O. no	15	Purchase order number.
Post flag	1	Posted flag.
Quantity order	8.5	Quantity ordered.
Record type	1	Record type.
Release order qty	8.5	Release order quantity.
Release quantity	8.5	Release quantity.
Release reqd date	Dates	Release required date.
Release unit price	7.5	Release unit price.
Sell ship conv flag	1	Selling conversion flag.
Sequence no	4	Line sequence number.
Unit price	7.5	Unit price.
Vendor conversion	7.5	Vendor conversion factor.
Vendor item desc-1	25	Vendor item description 1.
Vendor item desc-2	25	Vendor item description 2.
Vendor item flag	3	Vendor item flag.
Vendor item no	15	Vendor item number.
Vendor sell unit	4	Vendor selling unit of measure.
Vendor ship unit	4	Vendor shipping unit of measure.
Worksheet no	4	Line worksheet number.

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