

Product Purchasing

Passport Business Solutions™

V 12.06

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

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Understanding Product Purchasing

This chapter contains the following topics:

[Key Words and Concepts](#)

[Product Description](#)

PRODUCT DESCRIPTION

PBS Product Purchasing helps you to easily enter and print purchase orders, and to efficiently process receipts, returns and vendor invoices for those orders. Information about supplier sources for specific purchased items may be maintained to include quoted price, last P.O. Number and price, and system calculated vendor performance statistics by item.

Options are provided to enter Blanket Purchase Order contracts and to enter multiple releases for blanket orders, to specify multiple delivery dates for any P.O. line item, and to process orders for non-inventory items.

Other functions display or print updated information about open or closed purchase orders by Vendor, P.O. Number, Item and Due Date. Report selection criteria allow printing of Vendor expedite and follow up lists for open orders. A complete history of closed purchase order items is retained until you purge it.

Vendor performance summary statistics about delivery and quality, automatically calculated by receipts and rejects processing functions, may be displayed or printed. Other quality reporting and follow up features are compatible with Department of Defense standards which have been adopted by many companies.

Purchase price variances from standard material or outside processing costs for inventory items are also calculated and reported. If you select the "Average Cost" method for material costing in Inventory Management, material price variances are not reported.

Functions

Major functions of PBS Manufacturing Product Purchasing include:

- Purchase order entry, including printing of new purchase orders and purchase change orders on preprinted forms or plain paper. Much of the purchase order data is automatically inserted from other files referenced during the entry process. In addition to required item due dates, vendor delivery promise dates may be easily posted during or after initial P.O. entry.
- Receipts and returns processing, including entry of purchase receipts and returns transactions, maintenance and reporting follow up on rejected material authorizations, and display or printing of transaction history. Receiving documents may be printed or just accessed by display inquiry.
- P.O. invoice processing, including entry and verification of invoice quantities and prices to the related purchase orders and receipts information. This function computes and posts purchase price variances, and posts invoice data to Accounts Payable.
- Blanket Purchase Order contract entry and printing. After a blanket order is entered, you may process multiple releases for the blanket order in the purchase order entry function.
- Item sources maintenance, which allows you to define and retrieve approved vendor or OEM sources and quoted prices for specific purchased items. After you enter item source records, other Product Purchasing programs automatically update those records with latest P.O. prices and vendor performance statistics.

- Summary and detail reporting of open and closed purchase orders data by Vendor, P.O. Number, Item and Due Date.
- Management summary reporting of vendor performance statistics about delivery and quality levels.
- Summary and detail reporting of purchase price variances by Inventory Category, Item Type, and Item Number.

Supporting programs include maintenance of ship-to warehouse addresses, standard P.O. comments, reject reason codes, vendor warehouse codes for outside processing vendors, and planner/buyer codes. Other programs allow you to easily update vendor delivery promise dates, and to maintain purchase price variance history for the purpose of correcting standard cost data.

In addition to maintaining a unique data base of purchase orders and purchase history, Product Purchasing uses and updates data in PBS Manufacturing Inventory Management and optionally, Accounts Payable. P.O. receipts and returns processing programs also update item availability information in Inventory Management. Programs used to process P.O. invoices also may post invoice data to Accounts Payable.

These system integration features maximize productivity by eliminating duplicative data entry and posting functions.

KEY WORDS AND CONCEPTS

To understand how to use the Passport Business Solutions Product Purchasing, you should understand some key concepts and words that are used in this module.

Transactions

As used in accounting, transaction refers to a business event involving money and goods or services. For example, a transaction occurs each time you put gas in your car, since you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events that have already taken place, in the Passport Business Solutions software, transaction means the record of a completed business event 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 your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of quantities of goods received or sold are transactions from the area of accounting called inventory control.

In the Passport Business Solutions software, when a transaction is entered into the system (into a file or table), it is often referred to as an entry.

Accounting

Accounting is the function, which provides quantitative information about economic entities through the collection, categorization, and presentation of financial records.

General Ledger Account Number

General Ledger account numbers are often formatted as cost centers, main accounts, and subaccounts with each part or segment classifying transactions in different ways. The Passport Business Solutions allows General Ledger account numbers to be configured in a variety of formats to suit the varying needs of different enterprises. Most examples used in the documentation are in Dept.-Main-Sub format. Refer to the *Company Information* chapter in the *PBS Administration* documentation for more information on account number setups or a complete explanation of possible account number arrangements

Cost centers are generally used to gather transactions by lines of authority and responsibility (such as division or department). Main accounts are used for primary designations (such as separating wage expense, rent expense and tax expense). Subaccounts are used to keep separate items in the same general ledger main account (such as notes due to different banks).

The minimum format in the Passport Business Solutions is a single segment account number consisting of a four-digit account number. The maximum format is a four segment account number. When four segments are used, they are sequenced as two cost centers (such as division and department), main account and subaccount. The full account number may not exceed 17 characters, including the characters in all the segments and required separators between segments. Except for the main account, the segments may be omitted or designated in length from one to eight

characters. The main account must be from four to eight characters. Use of letters is allowed on a segment-by-segment basis.

The layout of examples in the documentation is normally Dept.-Main-Sub. The setup is xxx-xxxxx-xxx (dept. of three digits, a dash, main of five letters and subaccount of three letters).

Cost Centers

Refer to the *Cost Center/Sub Accounts* chapter in the *System* documentation for information concerning Cost Center numbers.

Accounts Receivable

Accounts Receivable pertains to sales made by your company and the amount of money it is owed.

Accounts Payable

Accounts Payable pertains to purchases and disbursements made by your company and the money your company owes.

Payroll

Payroll defines the wages you pay as an employer to your employees.

Data Organization

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

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

Character

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

Field/Column

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

A column is an SQL term that refers to the data from multiple records for one field.

Record

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

Entry

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

Data File/Table

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data). A table is the same thing as a data file, except the data is stored in SQL.

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

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

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

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.

F.O.B.

This stands for Free-On-Board or Freight-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.

Post

To post means to take transactions from a temporary file and move them to a permanent file or table (where other transactions probably already exist).

Main files are updated. For example when a purchase order is posted, it updates purchase order history. Often, during transaction posting, information in other data files is also updated. For

example, when receivings are posted, the inventory amounts in Inventory Management 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.

Purge

When you purge data, you permanently remove information from that file or table. Once the information is purged, it cannot be recovered unless you go to a backup.

Compress

Compress means to make smaller. The *compress* selection reduces the number of records in a file by adding the dollar amounts of several cleared entries together and creating a single balance forward entry with the same total amount.

Help

Help refers to descriptions of functions which appear on the screen. The help text gives you a quick reference to the highlights of functions while you are running the application.

Select <Ctrl>+<F1> to access help on the graphical mode screens. Select the <F8> key in character mode.

ODBC

(pronounced as separate letters) ODBC is short for **Open DataBase Connectivity**. ODBC is a “pipe” that connects data from Passport Business Solutions files to popular ODBC compliant spreadsheet and reporting applications like MS Excel, Access and Crystal reports. ODBC requires a separate purchase. XDBC™ is the product name that allows PBS to interface with your data via ODBC.

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 graphical screens there is also a button that you can select to access a lookup.

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. 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

In character mode, 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.

Spool

SPOOL is a computer term meaning to 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).

Getting Started

This chapter contains the following topics:

Preparing to Use Product Purchasing
Starting Product Purchasing
Regular Use
Passport Training and Support

PREPARING TO USE PRODUCT PURCHASING

Before getting started, ensure that the Product Purchasing software is installed on your computer. Refer to the Passport Business Solutions *PBS Administration documentation* to install the P/P module before proceeding.

Also, you may want to familiarize yourself with the main features of this module by reading the [Understanding Product Purchasing](#) chapter in this documentation.

Your Accountant

You should consult with your accountant before using Passport Business Solutions software. Your accountant should be familiar with your accounting software and can advise you on converting from your existing Product Purchasing system.

Before you use P/P, enter Control information about your current purchasing transactions.

Product Purchasing Control Information

Product Purchasing Control information contains controls which you must enter. This information defines certain default, next purchase order number and many other important setup fields.

STARTING PRODUCT PURCHASING

The chapters describe, in detail, the functions of the Product Purchasing system. For each program, you are shown how to select the program from a menu, what the program does, and how to enter required data.

The first Product Purchasing functions described are presented in the order in which you should use them when first installing the system - these are the procedures required to set up some of the data used by other programs in this application.

Step	Description
1	Study the PBS general features in the <i>System User</i> documentation.
2	Start P/P using the instructions in the Using Product Purchasing chapter in this documentation.
3	Company information is set up for you as part of the installation procedure. Use the <i>Company information</i> menu selection to modify the control information for your company. Refer to the <i>Company Information</i> chapter in the <i>PBS Administration</i> documentation.
4	Enter your valid G/L accounts, using <i>Valid G/L accounts</i> . If you are also using the Passport Business Solutions General Ledger, you can enter your Chart of Accounts first, then use Setup valid G/L accounts within G/L to transfer accounts to Valid G/L Accounts.
5	Install and setup Inventory Management. Load Item Masters and related "codes" in PBS Manufacturing Inventory Management. Minimal requirements are to load the Item Masters for inventory materials and parts that you will be buying, and set up On Hand quantities for those items. You don't have to set up Item Masters for "non-inventory" items, such as equipment or office supplies. You will be able to enter purchase orders for such items, without an Item Master. See Other Pre Setup information .
6	Enter the module controls into Control information. Refer to the Control Information chapter in this documentation.
7	Enter the master information for Product Purchasing. Refer to the Master Information chapter. See Set Up Product Purchasing .
8	Read the Guide to Daily Operations chapter in this documentation, which explains how to use Product Purchasing to perform various daily, weekly, and periodic tasks.

Other Pre Setup information

You must install the PBS Accounts Payable module and load Vendors and related "code" in PBS Accounts Payable.

Manufacturing Purchasing Addresses must be maintained with the Manufacturing P/P module. PBS Manufacturing programs will not access PBS A/P Purchasing Addresses.

If you plan to use a feature of Product Purchasing that allows you to receive a completed item from an "outside processing" vendor and automatically issue your components at the vendor location (vendor warehouse), install the PBS Manufacturing Product Definition & Costing module.

You must also install the Product Purchasing software. Your software supplier may assist you with the package installation procedures.

Before you begin to enter data to Product Purchasing files/tables, read the related chapters of this documentation.

Set Up Product Purchasing

You should set up your data in the following order before you proceed with the other functions of this package.

- Build P/P Control information
- Optionally, you may build standard P.O. Comments that may be easily put in a P.O. record by entering a related code. Such P.O. Comments are printed at the bottom of orders.
- Build Reject Reason Codes. This task may optionally be deferred until you need to process Rejected Material Authorizations with the Process Receipts & Returns function.
- If System Information indicates Other accounting system is used, build PBS Manufacturing Vendors.
- If System Information indicates Purchasing Addresses are used, build Purchasing Addresses.
- If you send component parts or materials to outside processing vendors, build Vendor Warehouses.
- Build the Planner/Buyer Codes.
- If you use Blanket Purchase Orders and issue multiple releases against the same Blanket P.O. Number, build Blanket Purchase Orders.
- If you maintain vendor quotations of approved vendors for various items, you will also want to build Item Sources. However, this can be done gradually after you have started to use the other Product Purchasing programs.

REGULAR USE

The remaining chapters in this documentation show you how to use product purchasing.

PASSPORT TRAINING AND SUPPORT

If you have problems with the Passport Business Solutions software, contact your dealer or authorized consultant.

For the name and location of a Passport Software, Inc. dealer or an authorized consultant near you, contact Passport at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900.

You can contact your own dealer for training; however, if your dealer does not offer training contact Passport at 1-800-969-7900.

Passport's web site is www.pass-port.com.

Also, if you have any suggestions for improving PBS, you may email us at suggestions@pass-port.com.

Using Product Purchasing

This chapter contains the following topics:

[Organization of this Documentation](#)

[Starting Passport Product Purchasing](#)

ORGANIZATION OF THIS DOCUMENTATION

This documentation provides the information you need to use Passport Business Solutions Product Purchasing.

Organization

The following chapter is a guide to daily operations. It explains how to use the Passport Business Solutions Product Purchasing to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters provide instructions on entering basic information to set up the module according to your needs and to prepare you for daily operation.

The remainder of the guide contains chapters that you use most frequently. They describe how to use the Passport Business Solutions Product Purchasing on a daily basis.

The last few chapters describe selections that you might use periodically, including such selections as compressing cleared entries.

You can obtain additional information from the *System User* documentation, which contains chapters that describe features common to all Passport Business Solutions modules.

- Topics covered in the *System User* documentation include:
- General rules
- Help and Lookups
- Switching companies
- Defining menu selections
- Advanced features
- Using printers for reports and forms
- Glossary of terms

Help

Graphical Mode

Help is accessed via the <Ctrl>+<F1> key.

Character Mode

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 window is displayed instead of Help, you must press <F8> a second time to retrieve Help.

Menus

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

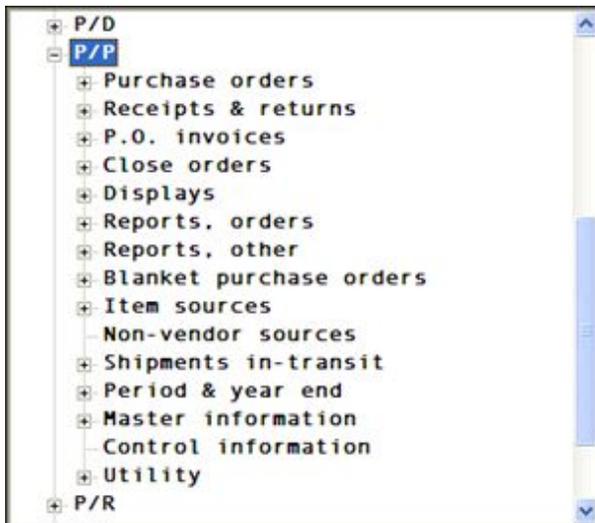
Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows version of Passport Business Solutions can have three different menu types. They are the Tree-view, Windows and Menu-bar types.

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

Tree-view

The following screen 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. 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

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.

STARTING PASSPORT PRODUCT PURCHASING

To start your Passport Business Solutions software, 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/Linux

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 Passport top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

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

Entering Your Initials

You are prompted to enter your initials.

Entering Passwords

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

For the initial setup of users and passwords, refer to *PBS Users* chapter in the *PBS Administration* documentation.

Exiting Product Purchasing

To exit a PBS module, press <Esc> from the main menu. To exit a sub-menu, press <Esc> to return to a main menu. You can also exit out of the Windows menu by clicking on the Exit button.

If you exit PBS improperly, it may cause a data loss.

If you plan on not using PBS for long periods of time, log out and log back in the next time you plan on using PBS again. This will help prevent data corruption.

Guide to Daily Operations

This chapter contains the following topics:

[Product Purchasing Checklists](#)

[Daily Operations Checklist](#)

[Periodic/Monthly Operations Checklist](#)

PRODUCT PURCHASING CHECKLISTS

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

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

Daily Operations Checklist

Use the following guidelines for performing daily and periodic Product Purchasing tasks:

Each Day	Each Day as Needed
Enter and print new Purchase Orders using Purchase Orders, Enter and Print Purchase Orders.	
Receive purchased goods using Receipts & Returns, Enter Receipts & Returns.	
	Enter Reject Authorizations for goods that are going to be returned to vendors. You may also enter a Reject Authorization for goods that are subpar but you wish to keep. This will appear as a rejection against your Vendor's performance statistics. Perform both tasks using Receipts & Returns, Enter Receipts & Returns.
	Remove rejected goods from inventory using Receipts & Returns, Enter Receipts & Returns. A Reject Authorization must be entered first.
Voucher, review and post Purchase Order Invoices to Accounts Payable using P.O. Invoices, Enter, P.O. Invoice Edit List and Post P.O. Invoices.	
	Close completed Purchase Orders using Close Orders, Close Invoiced P.O.'s.
	Reopen Closed Purchase Orders as needed using the Purchase Orders, Reopen Closed Orders program.
	View open purchase orders using Displays, Open P.O. List, Open Orders by Vendor, or Purchase Order Items.

Each Day	Each Day as Needed
	View outstanding purchasing commitments using Displays or Reports Orders, Purchase Commitments.
	View Vendor Performance statistics using Displays or Reports, Other, Vendor Performance.
Enter and print Blanket Purchase Orders.	
Enter and maintain Item Sources using Item Sources, Enter.	
	View sources for a purchased item using Displays or Reports Other, Item Sources.
For goods being purchased overseas, enter and maintain Shipments In-Transit records to allow you to see an ETA on goods being shipped.	

Periodic/Monthly Operations Checklist

Use the following guidelines for performing weekly and periodic Product Purchasing tasks:

Each Period	Each Period as Needed
Perform the period or year-end closing at the end of each period or year.	
	You may opt to run the Close Orders, Close Invoiced P.O.'s on a monthly or quarterly basis.
	If you are tracking vendor performance statistics, you may choose to clear your statistics periodically or you may opt to retain a running total. If you wish to periodically clear these to start collecting statistics over, use the Item Sources, Clear Performance Statistics. The frequency is your preference though typically companies either clear these quarterly, annually or not at all.

Control Information

This chapter contains the following topics:

[Control Information](#)

CONTROL INFORMATION

Control Information for Product Purchasing specifies what data maintenance options are used by other functions in the Product Purchasing package. You enter these options after you install this package and may modify them later.

Select

Select *Control information* from the P/P menu.

The following screen displays:

```
Control information
1. Next purchase order #      139
2. Next receiving document #  109
3. Default F.O.B. location    SHIPPING POINT
4. Default ship via description UPS
5. Use preprinted P.O. forms ? Y
6. Print company name on P.O. ? N

7. Allowed early delivery days 2
8. Allowed percent overshipment 2
9. Allowed late delivery days  2
   for performance measurement
10. Measure vendor performance  Due date
    to due date or promise date
11. Display/change unit costs  Y
    when receiving orders ?
12. Current period end date    12/31/09

Field number to change ? 
```

Enter the following fields:

1. Next purchase order

This number will be assigned to the next purchase order entered. Each time a new order is entered, this number is automatically increased by 1.

2. Next receiving document

This number will be assigned to the next purchase order receipt or return entered. Each time a P.O. receipts or returns is entered, this number is automatically increased by 1 when you change transaction P.O. Number.

3. Default F.O.B. point

You may enter up to 15 alphanumeric characters, or spaces. When you enter a purchase order, you may optionally specify F.O.B. point for freight charges. Any F.O.B. description entered here will appear as the default F.O.B. point entry for all new purchase orders.

4. Default ship via description

You may enter up to 15 alphanumeric characters, or spaces. When you enter a purchase order, you may optionally specify a ship via carrier or carrier type. The ship via description entered here will appear as the default ship via description entry for all new purchase orders.

5. Use preprinted P.O. forms ?

Answer Y if you will use forms with preprinted headings, etc. for your purchase orders. Answer N if you wish to print purchase orders on plain paper (single or multiple part), whereby the headings and data labels will be computer printed.

6. Print company name on P.O. ?

This entry automatically defaults to Y, with no change allowed, if you answer N to the previous question.

This option only pertains to printing P.O.'s on preprinted forms. If you use PBS Manufacturing P/P for several companies with the same billing address, you may design your form with that address preprinted, preceded by a blank line for company name in the top left section of the form. If you answer Y to this question, the company name from Company information will print in that space (top left, one line down from top of form).

7. Allowed early delivery days

You may enter up to 2 numeric digits or zero. If a purchase order item is received more than this number of days before its due date, an early shipment warning message will be displayed when you are entering P.O. receipts & returns.

8. Allowed percent overshipment

You may enter up to 2 numeric digits or zero. If the total quantity received for a purchased item exceeds the total quantity ordered by a percent greater than this percent, an over-shipment warning message will be displayed when you are entering Receipts & returns.

9. Allowed late delivery days for performance measurement

You may enter 1 numeric digit or zero. This is an optional allowance used to calculate vendor delivery performance. This number of days will be added to the line item due date, or promise date, before comparing the result to the receipt date to determine if the delivery is late. A one day allowance would compensate for daily carry overs of receiving department work backlog.

10. Measure vendor performance to due date or promise date

This entry determines whether vendor on-time delivery performance measurement is based on your required due dates for purchased items, or on the vendor's delivery promise dates. If you select the promise date method, all line items for which a vendor promise date is not entered will be considered to be delivered on time.

11. Display/change unit costs when receiving orders ?

Answer Y if you need to display or change P.O. item costs (prices) when you receive orders. If you use the "Average Cost" method for costing inventory of purchased materials, you will need this capability if actual costs of some items are subject to change between the time of P.O. entry and receipt. Inventory cost averaging is done at the time of receipts & returns entry.

If you answer N, P.O. line item costs will not display and cannot be changed in the receiving function. This option pertains to receipts and returns processing, but not to the P.O. invoice processing function.

12. Current period end date

This date is the ending date of your current accounting period, usually a month ending date.

13. P.O. line comments used ?

Answer Y if you want to optionally enter extra comments for P.O. line records. Up to 99 comment lines of 45 characters each may be entered if you select this feature. If you answer N to this question, the Enter Purchase Orders program will bypass the comments entry option.

14. Use P.O. change log ?

Answer Y if you want the Enter Purchase Orders program to create history of P.O. line item changes to quantity ordered, due date, and price which you may later print. Answer N if you do not wish to use the P.O. change log.

15. Use purchasing addresses ?

Answer Y if you want the Enter Purchase Orders program to prompt you to enter a Purchasing Address Number for the Vendor. You may leave that P.O. entry field blank to default to the Vendor's Remit To Address, or you may get another address for the Vendor and P.O. by entering a number matching a record in Purchasing Addresses.

If you answer N, the P.O. entry program will not request a Purchasing Address Number and will always use the Remit To Address from A/P Vendors as the default address.

16. Post invoice costs to P.O. ?

A Y answer causes invoice actual unit costs (prices), entered with the "P.O. invoices" function, to automatically post to the P.O. line item records, overriding the initial values entered to the order. This provides accurate actual cost history for closed P.O. items.

The following entries only appear if System Information indicates **Other** as to accounting package used. These values are used for the P.O. Invoices programs.

17. Invoice graphic image?

If you answer Y to this field then you must enter the File name: field next.

File name:

Enter the name of the graphical image file that is used when printing purchase orders. This file must exist in the IMAGES folder found under the top-level PBS. You must enter the complete name including the file extension. Only a jpeg (.jpg) or bitmap (.bmp) file type may be used. If this is a UNIX/Linux server you MUST use the same upper and lower case as well.

18. Plan/Buyer override password

Enter the password for a plan/buyer override.

The password is case sensitive and must be 6 to 10 characters.

17. Last voucher #

This number plus 1 will be the next voucher number automatically assigned when you enter P.O. invoices.

For the following default accounts, enter a Main Account Number and an optional Sub-account Numbers, up to the number of digits specified in System Information for your Main Account Size and Sub-account Size.

18. Default A/P account #

This is the default account that displays when you enter the A/P account for a Vendor in the PBS Manufacturing Vendors program. That account is used in distributing P.O. invoice transactions for the Vendor.

19. Default cash account #

If you enter some P.O. invoices as "Non A/P check" vouchers, you specify the cash account to be posted. The account entered here appears as the default cash account in that program.

20. Default discount account #

This is the default account that displays when you enter the account for payment discounts in the PBS Manufacturing Vendors program. The Vendor's discount account may be used when distributing "Non A/P check" vouchers in P.O. invoice processing.

Master Information

This chapter contains the following topics:

P.O. Comment Codes
Reject Reason Codes
Vendor Warehouses
Planner/Buyer Codes
Assign Planner/Buyer To Items
Purchasing Addresses

P.O. COMMENT CODES

Standard comments text records may be used when you enter purchase orders. You will have the option to enter up to 4 summary comment lines which will print at the end of the order. One way to easily enter such a comment line is to type in a code that will automatically get a related line of text from P.O. Comment Codes and put it into the purchase order.

An example standard comment could be "Confirming previous telephone order", with a related code of CT.

Select

P.O. comment codes from the *Master information* menu. The following screen appears:

```
Master information (P.O. comment codes)

* 1. Comment code 
  2. Comment text

<F1> = Next record, <F2> = Previous record, <F5> = Print
```

Enter the following fields:

1. Comment code

Entry Format: Up to 2 alphanumeric characters.

2. Comment text

Entry Format: Up to 40 alphanumeric characters.

P.O. Comment Codes List

Press <F5> to print a report of all P.O. Comment Codes.

REJECT REASON CODES

Reject reason codes are used when you enter Rejected Material Authorizations (R.M.A.s) in the Enter Receipts & Returns function. When you enter an R.M.A. you will be required to type in a Reject Reason Code for that document. Before a reject code can be used in that function, it must first be put in Reject Reason Codes, with a brief description.

An example reject reason could be "Dimensions out of spec", with a related code of DO. When you enter R.M.A.s you will be allowed to type in more comments about the defect, in addition to the brief reason code description.

The data you enter are:

1. Reject reason code

Entry Format: Up to 2 alphanumeric characters.

2. Reject reason text

Entry Format: Up to 25 alphanumeric characters.

Reject Reason Codes List

Press <F5> to print a report of all Reject Reason Codes.

VENDOR WAREHOUSES

Vendor warehouse codes are used for your "outside processing" vendors. You need to set up these records only if you send your materials or parts to outside processors, and receive back completed items as different Item Numbers.

You may assign one of your Warehouse Codes, maintained in Inventory Management, to each of your outside processing vendors. You may then use Inventory Management to transfer component items to that Vendor Warehouse as they are sent out. When you receive items completed by the outside processor, you will use the Enter Receipts & Returns program to receive the completed Item Numbers.

If you use PBS Manufacturing Product Definition & Costing to define a bill of material for the processed item and define a Vendor Warehouse for the outside processor, the receiving program will allow you to automatically explode issues of the components used to make the received item. Those issue transactions will reduce your component inventories at the Vendor Warehouse location.

Select

Vendor warehouses from the *Master information* menu. The following screen appears:

```
Master information (Vendor warehouses)

* 1. Vendor # 
  2. Warehouse

<F1> = Next record, <F2> = Previous record, <F5> = Print
```

Enter the following fields:

1. Vendor

Entry Format: Up to 6 alphanumeric characters.

Validation: Must match a record in Vendors, in which case the vendor name will be displayed.

2. Warehouse code

Entry Format: Up to 2 alphanumeric characters. Space for "Main" is not allowed for a Vendor Warehouse Code.

Validation: Must match a record in Warehouses maintained in Inventory Management, in which case the warehouse name will be displayed.

Vendor Warehouse List

Press <F5> to print a report of all Vendor Warehouses.

PLANNER/BUYER CODES

Planner/Buyer codes are used when you enter purchase orders, to put the buyer name in the order by typing a brief code such as the buyer's initials. Whenever you enter a purchase order, you must enter a buyer code that is entered here.

These codes are also used by the Master Scheduling & MRP package to sort output information about item requirements by Planner or Planner/Buyer. Another program on this menu provides an easy method of assigning Planner/Buyer Codes to ranges of Item Types or Item Numbers.

The data you enter are:

1. Planner/buyer code

Entry Format: Up to 3 alphanumeric characters.

2. Planner/buyer name

Entry Format: Up to 20 alphanumeric characters.

3. Purchase order limit

Entry Format: Up to 9 numeric digits.

Planner/Buyer Codes List

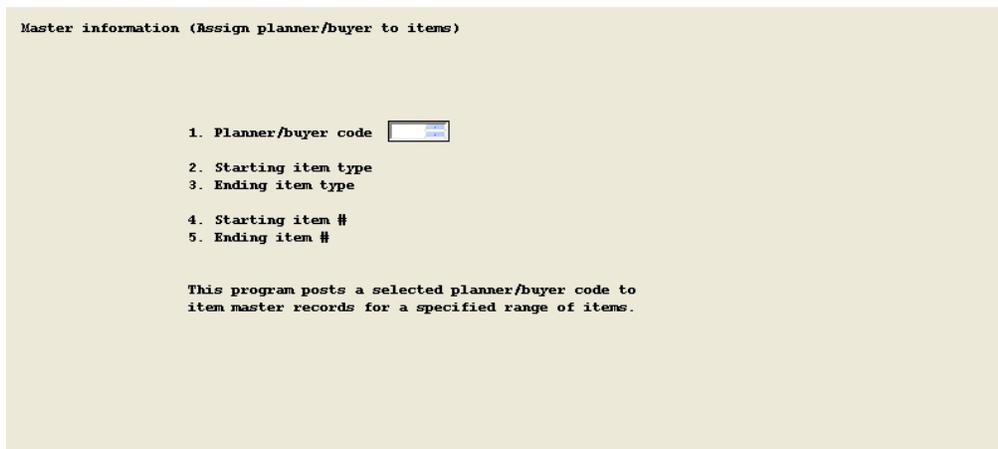
Press <F5> to print a report of all Planner/Buyer Codes.

ASSIGN PLANNER/BUYER TO ITEMS

This program posts selected Planner/Buyer Codes to Item Master records for a specified range of Item Types or Item Numbers. The assignment of Planner/Buyer Codes to items is not required for Product Purchasing programs. Such assignment to items becomes useful if you use the Master Scheduling & MRP package, where output information about item requirements can be sorted by Planner/Buyer Code.

Select

Assign planner/buyer to items from the *Master information* menu. The following screen appears:



```
Master information (Assign planner/buyer to items)

1. Planner/buyer code 
2. Starting item type
3. Ending item type
4. Starting item #
5. Ending item #

This program posts a selected planner/buyer code to
item master records for a specified range of items.
```

Enter the following fields:

1. Planner/buyer code

Entry Format: Up to 3 alphanumeric characters.

Validation: Must match a existing Planner/Buyer Code.

2. Starting item type

Entry Format: Up to 4 alphanumeric characters, or spaces.

3. Ending item type

Entry Format: Up to 4 alphanumeric characters, or Blank = Starting value.

4. Starting item

Entry Format: Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending item

Entry Format: Up to 15 alphanumeric characters, or space to default to Starting Item #.

PURCHASING ADDRESSES

Use these addresses for vendor addresses that are different from the vendor's remittance address.

They may than be used when entering purchase orders.

Sometimes a vendor may supply you with goods from one or more locations, which are different from that vendor's remittance address or pay-to address. This would be the case when you purchase from a vendor's branch locations but make payments to his home office or corporate headquarters.

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.

If you are interfaced to the Product Purchasing module, be aware that the *A/P Purchasing addresses* selection is identical to the selection of the same name in *P/P*. There are not two files / tables, but only one, accessible from either module.

Multiple contacts may be entered for each purchasing address

Select

Purchasing addresses from the *Master information* menu. The following screen appears:

Graphical Mode

General | Purchasing address contacts

Vendor # 

Location #

Location name

Address 1

Address 2

Address 3

Address 4

City State Zip

County Country

PostNet FIPS code Carrier route

Tax code  Tax exempt # Ship-to zone

Ship-to sale rep 

Comments

<Enter> = look up by name, <F1> = next vendor, <SF1> = previous vendor

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.
Edit	Alt+e	To edit an existing purchasing address.
Save	Alt+s	To save the new purchasing address or changes to an existing purchasing address.
Save/New	Alt+w	To save changes to an existing purchasing address and then start a new purchasing address.
Delete	Alt+d	To delete an existing purchasing address.
Cancel	Alt+c	To cancel adding a new purchasing address or editing an existing purchasing address.
Exit	Alt+x	To exit the screen back to the menu.

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 selections that are unique to this screen is explained here:

There are two selections on the *Contacts* menu: These include:

- Purchasing address contacts

Multiple purchasing address contacts may be entered for each purchasing address. For entry of contacts see [Purchasing Address Contacts](#).

- All contacts

Selecting the *Print* menu accesses the Purchasing address list. See [Printing a List of Purchasing Addresses](#).

Character Mode

```
Purchasing addresses (Enter)                                XYZ Company
*1. Vendor # [input]
*2. Location-# [input]
3. Location name
4. Address-1
5. Address-2
6. Address-3
7. Address-4
8. City
9. State
10. County
11. FIPS code
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)

                                Zip code
                                Postnet          Country

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

Enter the following fields:

General Tab

Enter the following information:

Vendor number

Enter the vendor number. To locate a vendor, you may click on the lookup button or select <F8> for a list of vendors. When using the lookup you also have these options:

<F8>	For selecting a vendor from a list a vendors. From the vendor list window you may select the <i>Vendors</i> button to view, edit, add and delete vendors. You may also access vendor history from the <i>Options</i> menu
------	--

Options

In character mode you may also use one of the following options to locate a purchasing address or vendor:

<F1>	For the next purchasing address on file (regardless of vendor)
<SF1>	For the previous purchasing address
<F2>	For the next vendor on file, whether or not there is any purchase address on file for this vendor.
<SF2>	For the previous vendor

Format	6 characters
Example	Type 300

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

In character mode, if <F1> or <SF1> is used to locate an existing entry, that entry's information displays on the screen and the cursor moves to *Field number to change?*. Otherwise, the cursor moves to the *Location number* field.

Location

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

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.

In graphical mode, if the number of an existing location is entered this message displays:

Purchasing address already on file. Would you like to change it?

Select Yes to edit the record or No to return to the field to enter a different location number.

In character mode, if the number of an existing location is entered, that entry's information displays on the screen, and the cursor moves to *Field number to change?*. Otherwise, the cursor moves to the *Location name* field.

Format	8 characters
Example	Type 1-002

Location name

Options

Location name is optional and may be left blank. Enter the name of the company at this purchasing address, or use the option:

<F2>	To use the vendor name as the location
------	--

Format	50 characters
Example	Press <F1>

Address 1 to 4

Each address line is optional.

Format	60 characters for each line
Example	Type Building 4-D Type 1000 Industrial Park Road 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 a country code, or leave blank for U.S.A.

Format	3 characters
Example	Press <Enter>

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.

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.

General Purchasing address contacts

Select by ascending contact #

Contact #	Last name	First name	Middle initial	Suffix

Office phone 1 Mobile phone 1

Fax 1

E-mail 1

Web site 1

Default contact

No.

<F1> = next purchasing address, <SF1> = previous purchasing address, <F3> = delete purchasing address, <F7> = Contacts

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.

Purchasing Address Contacts

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

- 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.

This is the Purchasing Address Contacts General tab:

List Box and General Tab

Character Mode

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 address 3 Press <Enter> for address 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/P 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.

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 the P/P 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

General Purchasing address contacts

Select by ascending contact #

Contact #	Last name	First name	Middle initial	Suffix

Office phone 1 Mobile phone 1

Fax 1

E-mail 1

Web site 1

Default contact

No.

Capture screenshot

<F1> = next purchasing address, <SF1> = previous purchasing address, <F3> = delete purchasing address, <F7> = Contacts

Character Mode

```

Purchasing address contacts (Enter)                XYZ Company
For vendor # 2                                     chicago office supplies   Location # 1
20. Office # 1 |  | Mobile # 1
21. Fax # 1
22. Email 1
23. Web site 1
24. Auth. # 1
25. Office # 2                                     Mobile # 2
26. Fax # 2
27. Email 2
28. Web site 2
29. Auth. # 2
    
```

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.

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

This field is reserved for future use. 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

This field is reserved for future use. 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 purchasing address 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 four 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.

Blanket Purchase Orders

This chapter contains the following topics:

Introduction to Blanket Purchase Orders
Entering Blanket Purchase Orders
Blanket P.O. Edit List
Print Blanket Purchase Orders

INTRODUCTION TO BLANKET PURCHASE ORDERS

Blanket Purchase Orders are generally intended to be item price contracts for a specified time period. You may optionally specify item quantities related to the contract prices.

A Blanket P.O. is not a shipping authorization to the vendor. You may use the Purchase Orders, Enter program to enter Blanket Order Releases which authorize shipments. A release has the same P.O. Number as the Blanket P.O. with a Release Number suffix. When you later enter a Blanket P.O. Release, item prices for the release will default to the prices on the Blanket P.O.

ENTERING BLANKET PURCHASE ORDERS

Select

Enter from the *Blanket purchase orders* menu.

```

Blanket purchase orders (Enter)
  * P.O. #      
  1. P.O. date
  2. Vendor #
  3.
  4.
  5.
  6.
  7.
  8. Change date
  9. Special msg
 10. Ship to whse
 11.
 12.
 13.
 14.
 15. Buyer code
 16. Expiration date
 17. F.O.B. point           19. PPD/Collect
 18. Ship via                20. Terms

Blank = add order, <F1> = next record, <F2> = Previous record
    
```

Enter the following fields:

* P.O.

Entry Format: Up to 6 numeric digits, or space to add a new Blanket P.O. #.

If you enter space, the program will assign the next P.O. Number from Control Information.

If you enter the number of a Blanket P.O. the order will be displayed. You may press <F1> to display consecutive Blanket P.O. Numbers until the order you want appears.

Validation: Must not match the number of a regular P.O. already in Purchase Orders.

Comments: When a previously entered Blanket P.O. displays, the Last Release Number, Last Release Date, and number of Line Items on the Blanket P.O. are shown in the upper right section of the screen.

1. P.O. date

Entry Format: 6 numeric digits in MMDDYY format.

Default: The System Date displays as the default entry, which you may override.

2. Vendor

Entry Format: Up to 6 alphanumeric characters, or enter spaces to lookup the vendor by name.

Validation: Must match a record in Vendors, in which case the vendor name and address displays.

Comments: If you enter space to lookup the vendor by name, the cursor moves to the Vendor Name position. Enter a name or any portion thereof, up to 25 alphanumeric characters. The program will then display the first Vendor name that matches your entries, if any, and ask "Right vendor?".

Answer Y or N, or press <F1> to find the next Vendor record that matches your name entry. If you enter space in the Vendor Name field, the cursor returns to Vendor Number.

If the answer to "Use purchasing addresses ?" is Y in P/P Control Information, you are prompted to enter:

Locn #

Entry Format: Up to 5 alphanumeric characters, or press <F1> to display the next Purchasing Address for the Vendor, or Blank to default to the Vendor Remit-To address in the Vendors.

Validation: Any entry that is not blank, must match a record in Purchasing Addresses.

3.-7. Vendor name & address

Entry Format: 5 lines of up to 30 alphanumeric characters each.

Default: The name and address in the Vendor record or Vendor Purchasing Address record are automatically entered, but may later be modified by using "Field number to change ?".

Comment: These fields are each 5 characters longer than the corresponding fields in Vendors, so that P.O. addresses may be expanded.

8. Change date

Entry Format: 6 numeric digits in MMDDYY format, or space for "None". The last date the P.O. was changed.

Default: Automatically entered as "None", but may be modified.

When first changed, the System Date displays as the default entry which you may override.

9. Special msg

Entry Format: Up to 40 alphanumeric characters, or space.

Default: If you enter a Change Date, defaults to: "*** CHANGE ORDER replaces previous order **", which you may override.

Comment: When the P.O. is printed, this message prints near the top of the page, above the Vendor Name.

10. Ship to whse

Entry Format: Up to 2 alphanumeric characters, or Blank = "Main".

Validation: Must match a record in Warehouse Addresses, in which case the Ship-to Name and Address will display.

11.-14. Ship to warehouse name & address

Entry Format: 4 lines of up to 30 alphanumeric characters each, or spaces in any line.

Default: The name and address in the Warehouse Address record are automatically entered, but may be modified.

15. Buyer code

Entry Format: Up to 3 alphanumeric characters. Space not allowed.

Validation: Must match a record in Planner/Buyer Codes, in which case the Buyer Name will display.

16. Expiration date

Entry Format: 6 numeric digits in MMDDYY format, or spaces.

Comments: You would normally enter the expiration date of the purchase price contract.

17. F.O.B. point

Entry Format: Up to 15 alphanumeric characters, or spaces.

Default: The default F.O.B. point displayed, if any, is from Control Information.

Comment: This description of the "Free On Board point" prints on the purchase order, to indicate the location from which any freight charges to your company will be determined. "Shipping point" is a commonly used F.O.B. description.

18. Ship via

Entry Format: Up to 15 alphanumeric characters, or spaces.

Default: The default Ship Via description, if any, from P/P Control Information will display as the default entry, which you may override.

Comment: This optional description of the carrier name or type of freight carrier you want the vendor to use prints on the purchase order.

19. PPD/Collect (Prepaid or Collect)

Entry Format: **P** = Prepaid, **C** = Collect, or space.

Comment: Optional designation of how any freight charges will be billed to you by the vendor, which prints on the purchase order.

20. Terms

Entry Format: Up to 15 alphanumeric characters, or spaces.

Default: The vendor's billing Terms description, if any, from Vendors will display as the default entry, which you may override.

When you are deleting a Blanket P.O., if there is an open release for the Blanket P.O. Number in Purchase Orders, the program warns you that there are releases and asks **OK to delete blanket order anyway ?**.

If you are adding a Blanket P.O., the program will proceed to the Blanket P.O. item entry screen. Use the following procedures to enter Blanket P.O. line items.

The fields you enter are:

1. Line #

Entry Format: Enter spaces to add a line item, enter up to 3 numeric digits to display a previously entered line, or press <F5> to get a display of all lines already entered on the Blanket P.O.

2. Our item #

Entry Format: Up to 15 alphanumeric characters.

If you want to enter a non-inventory item for which there is not an Item Master record, type "/" as the first character in the Item Number.

Validation: If the first character of Item Number is not "/", the number must match an Item Master record in which case the item description fields are automatically displayed.

Comments: If the combination of Item Number and Vendor Number matches a record in Item Sources, quotation and last P.O. information displays in the upper right section of the screen.

3. Vendor item #

Entry Format: Up to 20 alphanumeric characters, or spaces.

Comments: If the combination of Item Number and Vendor Number matches a record in Item Sources and there is a Vendor Item Number in the Item Source record, that number is automatically entered.

4-5. Description

Entry Format: Up to 2 lines of 30 alphanumeric characters each.

Comments: If the Item Number matches an Item Master, the Item Master description is automatically entered.

For a non-inventory item, with "/" as the first character of Item Number, you must enter at least part of the first description line.

6. Purchase UM (Purchase Unit of Measure)

Entry Format: Up to 4 alphanumeric characters. Spaces not allowed.

Default: If the Item Number matches an Item Master, the Item Master's Purchase Unit of Measure displays. If a matching Item Source record was found, its Purchase Unit of Measure displays as the default.

7. Stock/purchase ratio

Entry Format: Up to 4 numeric digits plus 3 decimals. Zero not allowed.

Default: Automatically defaults to 1.000 and is not changeable if the item is a non-inventory item (first character of Item Number is "/"), or if Purchase Unit of Measure is the same as the Stock Unit of Measure in the Item Master record.

8. Contract qty

Entry Format: Up to 8 numeric digits, or up to 6 numeric digits plus 3 decimals, or space for Undefined.

Comment: Use this field to specify any minimum purchase quantity that may be related to the price.

Stk qty ordered

Comment: This value is calculated and displayed only if the Purchase Unit of Measure does not match the Item Master Stock Unit of Measure. It is the Contract quantity multiplied by the Stock/Purchase Ratio.

Qty received

Comment: This displayed value is updated by the Enter Receipts & Returns and cannot be modified with this program. It is the total quantity received to date on releases for the Blanket P.O.

Open release qty

Comment: This displayed quantity is calculated from open P.O. releases for this P.O. Number and Item, if any. The sum of this quantity plus the quantity received is the total quantity released to date.

9. Outside process ?

Entry Format: Y or N.

Default: N, or the answer in a matching Item Source record, displays as the initial default entry.

Comments: Indicates whether order is for an outside processing operation on your material.

10. Unit cost (price)

Entry Format: Up to 6 numeric digits plus 4 decimals. Zero not allowed.

Default: For inventory items, press <F2> to default to the unit cost in the Item Master.

Comments: When you use the "Purchase orders" function to enter Blanket P.O. Releases, release line item prices will default to the Blanket P.O. values.

Extended price

Comment: If the Contract Quantity is defined, this total value of the line item quantity is automatically calculated and displayed.

11. Open/closed

Entry Format: **O** = Open, or **C** = Closed.

Default: Automatically entered as Open when you first add a line item.

Comment: If you later change the entry to Closed, the System Date displays as the Closed Date. This status code is not updated by other programs.

12. Change order msg

Entry Format: **A** = Add, **C** = Change, **D** = Delete/Cancel, or space.

Default: When you add a line item to a new order, defaults to space and is bypassed.

When you add a new line item to a previously entered order, Add is displayed as the default.

Comment: The word displayed will print in the Change Type column of the Blanket P.O. when it is next printed. The program that prints the orders will clear this field for all lines, after the order is printed.

If you want a canceled item to print on a change order, you may close the line but don't delete it until after you print the change order with the line item Cancel message.

The cursor returns to the Line Number entry position, where you may continue adding, changing, or deleting line items, or may press ESC to proceed to the Blanket P.O. summary screen.

1.-99. Blanket P.O. line comments

Entry Format: Up to 99 lines of 45 alphanumeric characters each, in groups of 10 lines per screen.

Comments: If the answer is "N" to "P.O. line comments used ?" in P/P Control Information, you will not be see the prompt to press F6 for comments.

If you do you use comments, when you are adding or changing comments, press <F1> to put spaces in a comment field and in subsequent fields in the same group of 10. To delete all comments for a group of 10, press <F1> when the cursor is at the top comment field.

Summary information displayed on the final entry screen includes counts of total line items, lines with undefined quantity, lines closed, and lines with a change order message. The total P.O. value, for line items with a specified quantity is also shown.

The data you enter are:

1.- 4. Comments, with optional P.O. Comment Code entry

Entry Format: When at the Code position, you may type up to 2 alphanumeric characters matching a record in P.O. Comment Codes to automatically enter a pre-defined comment.

If you enter spaces in Code, the cursor moves to the the Comment description where you may enter any comment, up to 40 alphanumeric characters, or space.

If you are adding a new order, you may skip entry of all remaining Comments by pressing <F1> when at at the Code position.

5. Print P.O. ?

Entry Format: Y or N.

Comments: If you answer Y, the order will be printed the next time that you use Print Blanket Purchase Orders to print orders for the Ship-to Warehouse. If you answer N, the order will not be printed.

If there are line items with change messages, a Y answer will cause the program to ask: "**Print only lines with change messages ?**", to which you must answer Y or N. That is, Change Order printing can

include all line items with some items marked as Add or Change or Cancel, or can just include those change message items.

Blanket P.O. line items do not affect the Quantity On Order for inventory items, since contract quantities on such orders are not required, or may not be a firm quantity commitment. Therefore, inventory On Order balances are only changed by Blanket P.O. Releases maintained with the "Purchase orders" function.

BLANKET P.O. EDIT LIST

Use this program to print an edit list of Blanket P.O.'s for a specified range of orders.

Select

Blanket P.O. edit list from the *Blanket purchase orders* menu.

```
Blanket purchase orders (Blanket P.O. edit list)

Please enter:

1. List sequence      
2. Ship to warehouse
3. Buyer code

4. Starting P.O. date
5. Ending P.O. date

6. Starting vendor #
7. Ending vendor #

8. Starting P.O. #
9. Ending P.O. #

10. Print P.O. line comments ?

P = P.O. #   V = Vendor #
```

Enter the following fields:

1. List sequence

P = P.O. #, or V = Vendor #.

2. Ship to warehouse

Up to 2 alphanumeric characters,

Blank = "Main", or <F1> = "All".

3. Buyer code

Up to 3 alphanumeric characters, or <F1> = "All".

4. Starting P.O. date

6 numeric digits in MMDDYY format, or <F1> = "All".

5. Ending P.O. date

Blank = Starting value.

6. Starting vendor

Up to 6 alphanumeric characters, or <F1> = "All".

7. Ending vendor

Blank = Starting value.

8. Starting P.O. #

Up to 6 numeric digits, or <F1> = "All".

9. Ending P.O. #

Blank = Starting value.

10. Print P.O. line comments ?

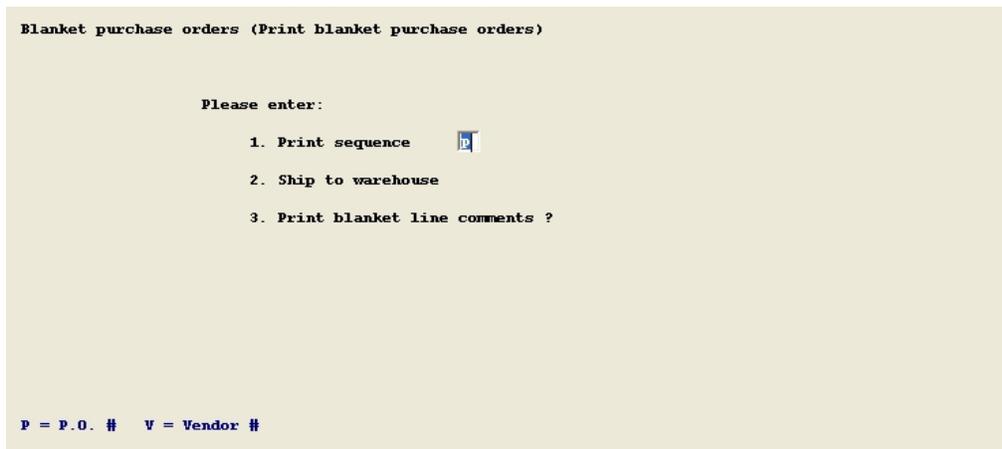
Y or N. (Asked only if P/P Control Information indicates P.O. line comments are used.)

PRINT BLANKET PURCHASE ORDERS

As explained in the Blanket P.O. entry procedures, selection of a P.O. for printing is done on the Blanket P.O. summary screen. When you use this program, it prints all Blanket P.O.'s which are selected for printing and are for the specified Ship-to Warehouse.

Select

Blanket P.O. edit list from the *Blanket purchase orders* menu.



Enter the following fields:

1. Print sequence

P = P.O. #, or **V** = Vendor #.

2. Ship to warehouse

Up to 2 alphanumeric characters, Blank = "Main", or <F1> = "All".

3. Print P.O. line comments ?

Y or N. (Asked only if P/P Control Information indicates P.O. line comments are used.)

If there are blanket orders to print for the selected warehouse, the program prompts "**Mount forms on printer & type DONE when ready**". Type DONE to proceed, or ESC to exit the program.

The program asks "**Print alignment ?**". Answer Y to print alignment characters on one form, or answer N to print the P.O.'s. After P.O.'s are printed, the program asks "**Blanket orders printed OK ?**". If you answer Y, the program changes the "Print P.O. ?" answer to N in all related order records and clears any change order messages in the order line item records. If you respond N to the printed OK question, you are given the option to reprint the orders immediately or to exit to the menu and the order records are not changed.

Purchase Orders

This chapter contains the following topics:

- [Introduction to Purchase Orders](#)
- [Entering Purchase Orders](#)
- [P.O. Edit List](#)
- [Print Purchase Orders](#)
- [Post Promise Dates](#)
- [Reopen Closed Orders](#)
- [Print P.O. Change Log](#)

INTRODUCTION TO PURCHASE ORDERS

Use this function to maintain and print Purchase Orders. Blanket purchase order releases, and regular purchase orders, may be entered and printed with this function. You are only allowed to enter a new Blanket P.O. release if there is a matching P.O. Number in Blanket P.O.s.

Purchase orders are considered to be "open" as long as a P.O. header record is on file. P.O.'s are normally closed after all line items have been received complete and invoiced. Line items are "closed" when received complete, but remain on file. After P.O. invoice processing is completed, the P.O. may be closed with the Close Purchase Orders function. However, Line Items for closed P.O.'s remain on file until you use another program to purge closed P.O. item history.

ENTERING PURCHASE ORDERS

Select

Enter from the *Purchase orders* menu.

The following screen displays:

The screenshot shows a software window titled "Purchase orders (Enter) Company 00 XYZ Company". At the top, there is a menu bar with "File", "View", "Options", "Tools", and "Help". Below the menu bar is a toolbar with buttons for "New", "Edit", "Save", "Save / New", "Delete", "Cancel", "Edit lines", and "Exit".

The main area is titled "Select purchase order by ascending P.O. #". It contains a table with the following columns: P.O. #, Rls #, Vendor #, Vendor name, Locn, P.O. date, and Change date. The table lists six purchase orders:

P.O. #	Rls #	Vendor #	Vendor name	Locn	P.O. date	Change date
100		100	Vermont Metal Products		09/23/2009	
101		100	Vermont Metal Products		11/04/2009	
102		100	Vermont Metal Products		11/04/2009	
103		100	Vermont Metal Products		11/10/2009	
104		100	Vermont Metal Products		11/12/2009	
107		800	Hanson Manufacturing Co.		11/20/2009	

Below the table is a "General" tab with various input fields:

- P.O. #: 100, Release #: []
- P.O. date: 09/23/2009
- Vendor #: 100, Location: []
- Vendor name: Vermont Metal Products, 410 Pinecrest Road, Newton VT 12345
- Buyer code: 1, JOE SMITH
- Default account: 5010-100, Purchases - misc. items
- F.O.B. point: SHIPPING POINT
- Ship via: UPS
- PPD/Collect: None
- Terms: tenth
- Change date: []
- Special msg: []
- Ship to whse: Main, Main, ABC COMPANY, 100 BOWLES ROAD, AGAWAM, MA 01001

At the bottom of the window, there is a legend: <F1> = next P.O. #, <F2> = previous P.O. #, <F3> = delete P.O. #

Purchase Order List Box

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

To locate a purchase order start typing the purchase order number or vendor number, depending on which sort field is selected or use the up/down arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the purchase order. The <F1> and <SF1> work the same as the down/up arrow keys.

Purchase Orders Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	To enter a new purchase order.
Edit	Alt+e	To edit an existing purchase order.
Save	Alt+s	To save the new purchase order or changes to an existing purchase order.
Save/New	Alt+w	To save changes to an existing purchase order and then start a new purchase order.
Delete	Alt+d	To delete an existing purchase order.
Cancel	Alt+c	To cancel adding a new purchase order or editing an existing purchase order.
Edit lines	Alt+l	To edit or add new lines to the purchase order. See Line Item Screen .
Exit	Alt+x	To exit the screen back to the menu.

Enter the following header fields:

P.O. #

Entry Format: Up to 6 numeric digits, or space to add a new P.O. Number.

If you enter space, the program will assign the next P.O. Number from *Control information*.

If you enter the number of an existing P.O., the order is displayed. You may press <F1> to display consecutive P.O. Numbers until the order you want appears.

If the number entered matches a Blanket P.O. or a Blanket Release, you are prompted to enter a Release Number.

Release #

(Blanket Release Number)

Entry Format: Up to 2 numeric digits, or space to add a new Blanket Release.

If the number entered and the P.O. Number match an existing Blanket Release, the order is displayed. You may press <F1> to display consecutive Releases until the order you want appears.

P.O. date

Entry Format: 6 numeric digits in MMDDYY format.

Default: The System date displays as the default entry, which you may override.

Vendor #

Entry Format: Up to 6 alphanumeric characters, or enter spaces to lookup the vendor by name.

Validation: Must match a record in Vendors, in which case the vendor name and address displays.

Comments: If you enter space to lookup the vendor by name, the cursor moves to the Vendor Name position. Enter a name, or any portion thereof, up to 25 alphanumeric characters.

The program will then display the first Vendor name that matches your entries, if any, and ask "Right vendor?". Answer Y or N, or press <F1> to find the next Vendor record that matches your name entry. If you enter space in the Vendor Name field, the cursor returns to Vendor Number.

If answer to "Use purchasing addresses?" is Y in P/P Control information, you are prompted to enter:

Location

Entry Format: Up to 5 alphanumeric characters, or press <F1> to display the next Purchasing Address for the Vendor, or Blank to default to the Vendor Remit-To address in Vendors.

Validation: Any entry that is not blank, must match a record in Purchasing Addresses.

Vendor name and address

Entry Format: 5 lines of up to 30 alphanumeric characters each.

Default: The name and address in the Vendor record are automatically entered, but may later be modified by using "Field number to change?".

Comment: These fields are each 5 characters longer than the corresponding fields in Vendors, so that P.O. addresses may be expanded.

Change date

Entry Format: 6 numeric digits in MMDDYY format, or space for "None". The last date the P.O. was changed.

Default: Automatically entered as "None", but may later be modified using "Field number to change?".

When first changed, the System Date displays as the default entry which you may override.

Special msg

(Special message)

Entry Format: Up to 40 alphanumeric characters, or space.

Default: If you enter a Change Date, defaults to: "*** CHANGE ORDER replaces previous order **", which you may override.

Comment: When the P.O. is printed, this message prints near the top of the page, above the Vendor Name.

Ship to whse

Entry Format: Up to 2 alphanumeric characters, or space for "Main".

Validation: Must match a record in Warehouses, in which case the Ship-to Name and Address will display.

(Ship to warehouse name and address)

Entry Format: 4 lines of up to 30 alphanumeric characters each, or spaces in any line.

Default: The name and address in the Warehouse record are automatically entered, but may later be modified by using "Field number to change ?".

Buyer code

Entry Format: Up to 3 alphanumeric characters. Space not allowed.

Validation: Must match a record in the Planner/Buyer Codes, in which case the Buyer Name will display.

Default account

Entry Format: Up to the number of digits specified in Company information for Main Account Number optionally followed by a Sub-account Number, or spaces if you do not wish to specify an account number for P.O. invoice distribution.

Default: The default distribution account in the Vendor record, if any, displays as the default for this entry.

Comments: An Account Number entered here will display as a default distribution account for the P.O. when you use the "Purchase order invoices" function. It can be changed when processing P.O. invoices.

Sometimes P.O. items may need to be distributed to multiple accounts. In that situation, you may use P.O. line comments fields, also displayed when P.O. invoices are processed, to pre-designate account distribution instructions.

F.O.B. point

Entry Format: Up to 15 alphanumeric characters, or spaces.

Default: The default F.O.B. point displayed, if any, is from Control Information.

Comment: This description of the "Free On Board point" prints on the purchase order, to indicate the location from which any freight charges to your company will be determined. "Shipping point" is a commonly used F.O.B. description.

Ship via

Entry Format: Up to 15 alphanumeric characters, or spaces.

Default: The default Ship Via description, if any, from P/P Control Information will display as the default entry, which you may override.

Comment: This optional description of the carrier name or type of freight carrier you want the vendor to use prints on the purchase order.

PPD/Collect

(Prepaid or Collect)

Entry Format: Drop down list box with the choices of Prepaid, Collect, or None.

Comment: Optional designation of how any freight charges will be billed to you by the vendor, which prints on the purchase order.

Terms

Entry Format: Up to 15 alphanumeric characters, or spaces.

Default: The vendor's billing Terms description, if any, from Vendors will display as the default entry, which you may override.

When you are deleting a P.O. and there are non-zero receipt quantities posted to the line items, you are told you cannot delete the P.O. You must either use the "Close orders" function to close the P.O., or negate the receipts quantities with the "Receipts & returns" function before deleting the order. If the answer to "Use P.O. change log ?" is Y in P/P Control Information , you are also prompted to enter a Change Log Comment for line items to be deleted.

Line Item Screen

The line item screen displays when you are finished with the above entries.

The fields you enter are:

Line #

Entry Format: Enter spaces to add a line item, enter up to 3 numeric digits to display a previously entered line, or press <F5> to get a review display of all lines already entered on for the order.

Our item #

Entry Format: Up to 15 alphanumeric characters.

If you want to enter a non-inventory item for which there is not an Item Master record, type "/" as the first character in the Item Number.

Validation: If the first character of Item Number is not "/", the number must match an existing Item Master in which case the item description fields are automatically displayed.

If the Item Number matches an Item Master that is coded as a Manufactured item, the program warns you about this and asks if you want to continue.

If you are entering a Blanket Release and the Item Number does not match an Item number on the Blanket P.O., the program warns you about this and asks if you want to continue.

Comments: If the combination of Item Number and Vendor Number matches a record in Item Sources, quotation and last P.O. information displays in the upper right section of the screen.

Change to Item Number is not allowed for a previously entered line item. This can only be accomplished by closing or deleting the line and adding another line for the desired Item Number.

Vendor item #

Entry Format: Up to 20 alphanumeric characters, or spaces.

Comments: If the combination of Item Number and Vendor Number matches a record in Item Sources and there is a Vendor Item Number in the Item Source record, that number is automatically entered in this field.

Description

Entry Format: Up to 2 lines of 30 alphanumeric characters each.

Comments: If the Item Number matches an Item Master, the Item Master description is automatically entered.

For a non-inventory item, with "/" as the first character of Item Number, you must enter at least part of the first description line.

For warehouse

Entry Format: Up to 2 alphanumeric characters that match a record in I/M Warehouses, or space for "Main".

Default: When you first add a P.O. line, the P.O. Ship-to Warehouse code is automatically entered to this field, but you may modify it from "Field number to change?".

Comments: Change is not allowed for a previously entered line item. This can only be accomplished by closing or deleting the line and adding another line for the desired warehouse.

You may enter line items for different warehouses on the same P.O., but the P.O. will only designate one Ship-to address. For inventory items, the Quantity On Order is updated for the warehouse specified by this entry.

Purchase UM

(Purchase Unit of Measure)

Entry Format: Up to 4 alphanumeric characters. Spaces not allowed.

Default: May display from a matching Item Source record, or from a matching Item Master record.

Stock/purch ratio

Entry Format: Up to 4 numeric digits plus 3 decimals. Zero not allowed.

Default: Automatically defaults to 1.000 and is not changeable if the item is a non-inventory item (first character of Item Number is "/"), or if Purchase Unit of Measure is the same as the Stock Unit of Measure in the Item Master record.

Quantity ordered

Entry Format: Up to 8 numeric digits, or up to 6 numeric digits plus 3 decimals, or space for 1.

Stk qty ordered

Comment: This value is calculated and displayed only if the Purchase Unit of Measure does not match the Item Master Stock Unit of Measure. It is the Quantity Ordered multiplied by the Stock/Purchase Ratio.

Qty received

Comment: This displayed value is updated by the Process Receipts & Returns function, and cannot be modified with this program. It is the total quantity received to date for the line item.

Due date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> for "Hold".

Default: The Due Date of the just previously added line for this Purchase Order is the default.

Promise date

Entry Format: 6 numeric digits in MMDDYY format, or <F1> to default to the Due Date, or spaces.

Comments: If you indicated in P/P Control Information that you measure on time delivery performance to Promise Dates, you should enter a date, or later use the "Post promise dates" program to enter Promise Dates before the order is received.

Outside process

Entry Format: Y or N.

Default: N, or the answer in a matching Item Source record, displays as the initial default entry

Comments: Indicates whether order is for an outside processing operation on your material.

Unit cost (price)

Entry Format: Up to 6 numeric digits plus 4 decimals, or Blank to bypass this entry and enter Extended Price, or press <F1> for a No Charge item, or for an inventory item you may press <F2> to default to the Item Master unit cost.

Default: When you enter Blanket Releases, Blanket P.O. unit price will display as the default.

Extended price

Entry Format: Enter up to 7 numeric digits plus 2 decimals.

If you pressed <F1> or entered zero at Unit Price, zero displays in this field.

If you entered a non-zero value in Unit Price, this value is automatically calculated from Quantity Ordered and Unit Price.

For shop order #

Entry Format: Up to 6 alphanumeric characters, or space to bypass entry.

Validation: If a Shop Order Number is entered, it must match a Shop Order record.

Comment: Optional entry, allowing identification of a specific shop order for which material or processing is ordered.

You are prompted to enter the following additional shop order identifiers only if you entered a Shop Order Number:

Rls #

Entry Format: Up to 2 numeric digits, or default of space.

Validation: Shop Order Number and Rls Number must match a Shop Order record.

Comments: Use of Rls Numbers is optional, allowing Shop Order Numbers with multiple releases for different due dates.

Item #

(Shop order item to be made)

Entry Format: Up to 15 alphanumeric characters.

Validation: The combination of Shop Order Number, Rls Number, and the shop order's Item Number must match a Shop Order.

Use the <F1> key to search if you wish the program to consecutively display Item Numbers from Shop Order records matching the Shop Order Number and Rls Number entries.

Recv open/closed

(Receiving open or closed)

Entry Format: Drop down list box with the choices of Open or Closed.

Default: Automatically entered as Open when you first add a line item.

Comment: If you later change the entry to Closed, the System Date displays as the Closed Date.

This field is also updated by the Process Receipts & Returns function.

Change order msg

Entry Format: Drop down list box with the choices of Add, Change, Delete/Cancel, or None.

Default: When you add a line item to a new order, defaults to space and is bypassed.

When you add a new line item to a previously entered order, Add is the displayed default.

When you change Quantity Ordered, Due Date, Unit Cost, or Open/Closed status for a previously entered order line, Change is the default.

Comment: The word displayed will print in the Change Type column of the P.O. when it is next printed. The program that prints the orders clears this field for all lines, after the order is next printed.

If P/P Control Information indicates that you use the P.O. Change Log and you change Quantity Ordered, Due Date, Unit Cost, or Open/Closed status for a previously entered order line, you are also prompted to enter:

Change log comment

Entry Format: Up to 20 alphanumeric characters. All spaces not allowed.

Comment: The comment (or your own reason code) entered here is recorded in the P.O. Change Log for reference when the Change Log is printed.

If the Item Number is in Item Masters, its Quantity Ordered balance is updated for the primary or branch warehouse.

If you have just added a line item, the program then asks "Add another schedule for same line?". If you want to enter another split delivery quantity and due date for the same Line Number, answer Y and the cursor will return to the Quantity Ordered position where you may complete entries for another Due Date.

You may also add more scheduled deliveries for a previously entered Line Number, by pressing <F5> at "Field number to change?" when an existing schedule for that line is displayed.

If you want a canceled item to print on a change order, you may close the line but don't delete it until after you print the change order with the line item Cancel message.

The cursor returns to the Line Number entry position, where you may continue adding, changing, or deleting line items, or may press ESC to proceed to the P.O. summary screen.

P.O. line comments

Entry Format: Up to 99 lines of 45 alphanumeric characters each, in groups of 10 lines per screen.

Comments: If the answer is "N" to "P.O. line comments used?" in P/P Control Information, you will not see the prompt to press F6 for comments.

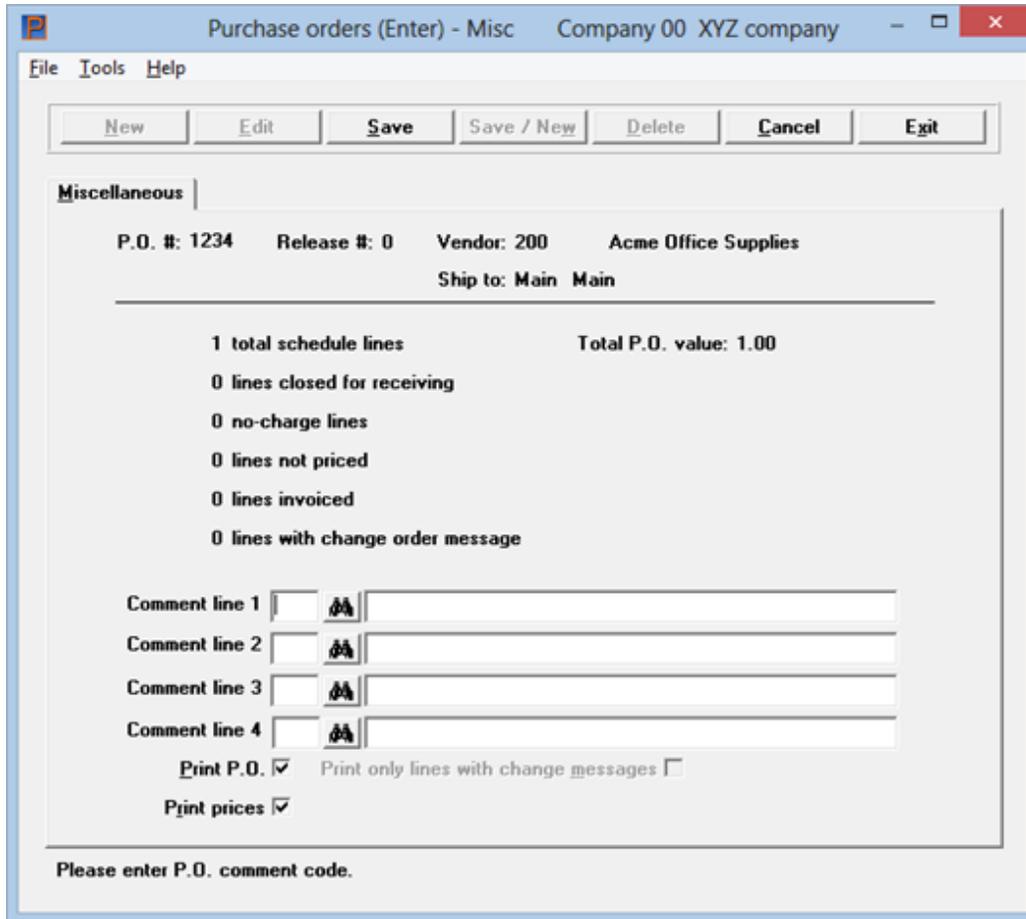
If you do use comments, when you are adding or changing comments, press <F1> to put spaces in a comment field and in subsequent fields in the same group of 10. To delete all comments for a group of 10, press <F1> when the cursor is at the top comment field.

You may also press <F2> at the first comment field to copy the Item Master comments, if any.

Summary and Miscellaneous

Summary information displayed on the final entry screen includes counts of total schedule lines, schedule lines closed for receiving, no charge lines, lines invoiced complete, lines with a change order message, and lines not priced, if any. The total P.O. value, for priced line items is also shown. These

counts may exceed the number of Line Numbers, if there are split delivery schedules for some lines. Use this screen:



The fields you enter are:

Comment line 1-4

Comments with optional P.O. Comment Code entry

Entry Format: When at the Code position, you may type up to 2 alphanumeric characters matching a record in P.O. Comments to automatically enter a pre-defined comment.

If you enter spaces in Code, the cursor moves to the Comment description where you may enter any comment, up to 40 alphanumeric characters, or space.

If you are adding a new order, you may skip entry of all remaining Comments by pressing <F1> when at the Code position.

Print P.O.

Entry Format: Check box, checked is yes and unchecked is no.

Comments: If you check the box, the order will be printed the next time that you use "Print purchase orders" to print orders for the Ship-to Warehouse. If you uncheck it, the order will not be printed. If the order has been printed previously, you may check this box to have it printed again.

Print only lines with change messages

If there are line items with change messages, a checked box will cause the program to ask "Print only lines with change messages", to which you must Check the box for yes and unchecked it for no. That is, Change Order printing can include all line items with some items marked as Add or Change or Cancel, or can just include those change message items.

Print prices

Entry Format: Check box, checked is yes and unchecked is no.

Comments: If you check the box, prices will be printed on the P.O. the next time it is printed. Otherwise, prices will be suppressed the next time that you use Print Purchase Orders to print the order.

Default: A checked box displays as the default answer when you add a new P.O. or new release.

Select Save or Alt+s to save the purchase order.

P.O. EDIT LIST

Use this program to print an edit list of P.O.'s for a specified range of orders.

See a [Purchase Order Edit List](#) example in the Samples Reports appendix.

Select

P.O. edit list from the *Purchase orders* menu.

The following screen displays:



The fields you enter are:

1. List sequence

P = P.O. #, or V = Vendor #.

2. Ship to warehouse

Up to 2 alphanumeric characters, Blank = "Main", or <F1> = "All".

3. Buyer code

Up to 3 alphanumeric characters, or

<F1> = "All".

4. Starting P.O. date

6 numeric digits in MMDDYY format, or <F1> = "All".

5. Ending P.O. date

Blank = Starting value.

6. Starting vendor

Up to 6 alphanumeric characters, or <F1> = "All".

7. Ending vendor #

Blank = Starting value.

8. Starting P.O. #

Up to 6 numeric digits, or <F1> = "All".

9. Ending P.O. #

Blank = Starting value.

10. Print P.O. line comments ?

Y or N (Asked only if P/P Control Information indicates P.O. line comments are used.)

PRINT PURCHASE ORDERS

As explained in the P.O. entry procedures, selection of a P.O. for printing is done on the P.O. summary screen. When you use this program, it prints all P.O.'s which are selected for printing and are for the specified Ship-to Warehouse.

Select

Print purchase orders from the *Purchase orders* menu.

The following screen displays:

Purchase orders (Print purchase orders) Company 00 XYZ ...

File Tools Help

Report criteria

Print sequence Purchase order number

Ship to warehouse "All"

Starting purchase order # "All" Release #

Ending purchase order # Release #

Print line comments

OK Cancel

Character Mode

Purchase orders (Print purchase orders)

Please enter:

1. Print sequence
2. Ship to warehouse
3. Starting P.O. #
4. Ending P.O. #
5. Print P.O. line comments ?

P = P.O. # V = Vendor #

The fields you enter are:

Print sequence

Using graphical select either Purchase order number or Vendor number.

Using character enter either **P** = P.O. # or **V** = Vendor #.

Ship to warehouse

Up to 2 alphanumeric characters, Blank = "Main", or <F1> = "All".

Starting purchase order #, Release #

Enter the starting purchase order number and release number.

Ending purchase order #, Release #

Enter the ending purchase order number and release number.

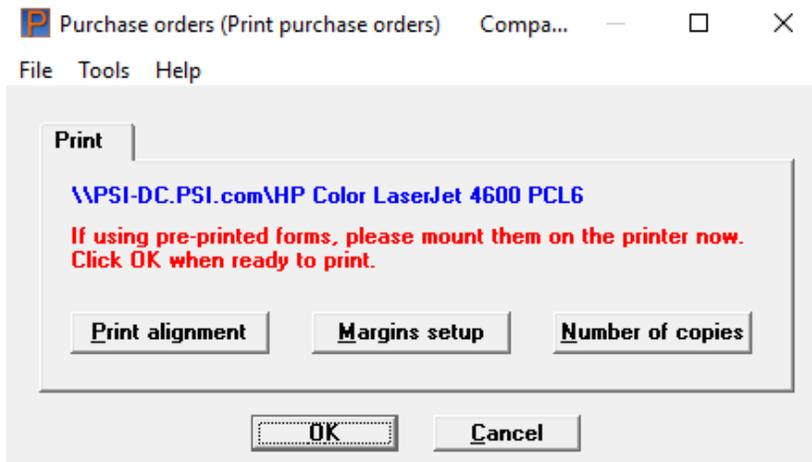
Print line comments

Checked or unchecked (Y or N). This is asked only if P/P Control Information indicates P.O. line comments are used.

OK or Cancel

Select OK to proceed with printing purchase orders or select Cancel to return to the menu without printing.

Select a printer and this window displays:



On this window you may print and alignment, change the margins and number of copies. Select OK when finished.

Character Mode

If there are orders to print for the selected warehouse, the program prompts "**Mount forms on printer & type DONE when ready**". Type DONE to proceed, or press ESC to exit the program.

The program asks "**Print alignment ?**". Answer Y to print alignment characters on one form, or answer N to print the P.O.'s. After P.O.'s are printed, the program asks "**Purchase orders printed OK ?**". If you answer Y, the program changes the "Print P.O. ?" answer to N in all related order records and clears any change order messages in the order line item records. If you respond N to the printed OK question, you are given the option to reprint the orders immediately or to exit to the menu and the order records are not changed.

POST PROMISE DATES

This program provides an efficient method of posting P.O. line item Promise Dates obtained from vendors after P.O.'s have been entered.

Select

Post promise dates from the *Purchase orders* menu.

The following screen displays:

Purchase orders (Post promise dates)

P.O. #

Blank = look up by vendor

The fields you enter are:

P.O.

Up to 6 numeric digits, or space to find P.O.'s by Vendor. If you enter a P.O. number with a Blanket Release on file, you are prompted to enter:

Rls

Up to 2 numeric digits.

If the P.O. Number or Release is not on file, or all of its line items are closed, you are prompted to enter another number.

If you enter space in P.O. Number, the program requests:

Vendor

Up to 6 numeric digits, or space to find the Vendor by name. The name lookup option works like the procedure described for the Vendor entry in the "Purchase orders" entry program.

If there are P.O.'s for the Vendor, the first P.O. Number displays with the Ship-to Warehouse and P.O. Date, and the program asks "**Right order ?**". Answer Y to proceed, or press <F1> for the next P.O., or answer N to return to P.O. Number.

The program then asks for:

Line

Up to 3 numeric digits, press <F1> to display the next line record for the P.O., or press <F2> to display all open lines.

Depending on the Line Number entry option selected, one or more open line records display and the cursor moves to the first **Promised Date**. Enter a date in MMDDYY format, press <F1> to default to the Due Date, press <F2> to erase an existing Promise Date, or press ENTER to leave the date unchanged.

If more than one open line record was displayed by using <F2>, the cursor moves to the Promise Date for the next line.

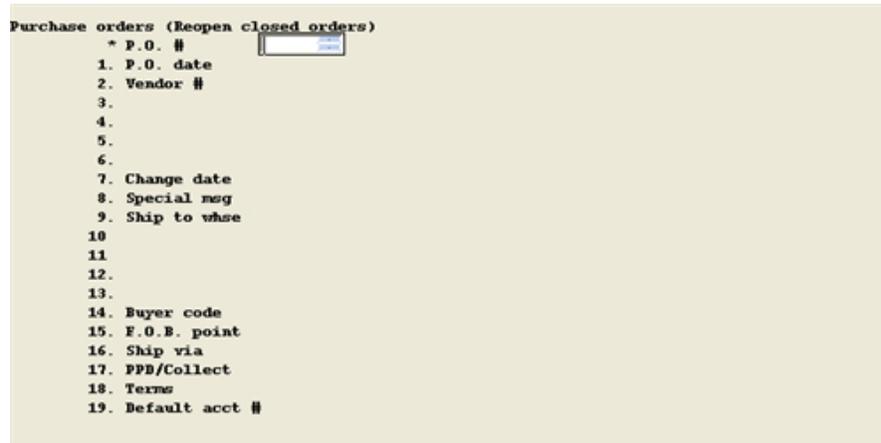
When you complete **Promised Date** entries, the program asks "**Any change ?**". Answer Y to make changes or N to proceed. If there are more open lines than could be displayed on one screen with the <F2> key, the program asks if you wish to "**Review more P.O. lines ?**" for the same P.O.

When you answer N, the cursor returns to the P.O. Number position, where you may request more P.O.'s, or press ESC to exit.

REOPEN CLOSED ORDERS

This program allows you to re-enter a header record for closed P.O. line items, thereby reopening the order. You may then open, add, or change P.O. line items for the order.

When you use "Close orders", the P.O. header records for completed orders are deleted, but closed line items remain until you delete them with the "Purge closed P.O. items" program. Before the closed line items for a P.O. are purged, you are allowed to reopen the order.



Enter the P.O. Number of the P.O. or Blanket Release that you wish to reopen. To reopen a Blanket Order Release, the blanket order must be in Blanket P.O.s.

Other data entry procedures are the same as described for a new Purchase Order, except that the Vendor Number on the first closed P.O. Item record will be automatically entered on the first screen and any closed line items do not need to be re-entered. You may change the Receiving Open/Closed status of some line items to Open, and add or change line items.

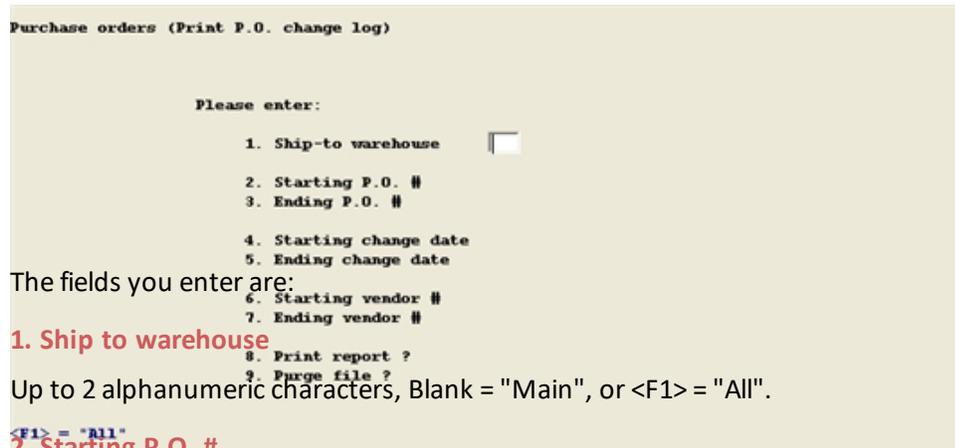
PRINT P.O. CHANGE LOG

This function appears on the menu only if the answer is Y to "Use P.O. change log ?" in P/P Control Information. You may use it to print a history of changes to P.O. line item quantities, due dates, and prices for a range of P.O. Numbers, Change Dates, and Vendor Numbers that you specify. You may also elect to purge the change log records in the designated range, with or without printing the change history.

Select

Print P.O. change log from the Purchase orders menu.

The following screen displays:



The fields you enter are:

1. Ship to warehouse

Up to 2 alphanumeric characters, Blank = "Main", or <F1> = "All".

2. Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

RIs

Up to 2 numeric digits or blank.

3. Ending P.O.

Blank = Starting value.

RIs

Up to 2 numeric digits or blank.

4. Starting change date

6 numeric digits in MMDDYY format, or <F1> = "All".

5. Ending change date

Blank = Starting value.

6. Starting vendor #

Up to 6 alphanumeric characters, or <F1> = "All".

7. Ending vendor #

Blank = Starting value.

8. Print report ?

Y or N.

9. Purge file ?

Y or N.

Receipts and Returns

This chapter contains the following topics:

[Entering Receipts and Returns](#)

[Enter Reject Authorizations](#)

ENTERING RECEIPTS AND RETURNS

Use this function to enter purchase order receipts or vendor returns transactions that automatically update information in product purchasing, item inventory, and vendor performance files or tables.

Posting of transactions occurs "on line" during the entry process. However, history records are automatically created for each transaction and adjusting transaction procedures are available to correct previous entry errors.

There are some general rules about entering P.O. receipt and return transactions:

- You are allowed to enter Receipt or Return to Vendor transactions for a P.O. line item only if the P.O. is Open and the line item receiving status is still Open.
- If a P.O. line item was previously Closed for receiving, you may use the "Purchase orders" entry program to change line item status to Open. If the entire P.O. was previously closed, you may use "Reopen closed orders" program on the menu for "Purchase orders", to reopen the P.O. and selective line items.
- Before you are allowed to enter a Return To Vendor Transaction, an approved Rejected Material Authorization (RMA) must also be on file for the P.O. line item. When you enter the Return To Vendor transaction, you will be prompted to enter the related RMA Number.

Select

Enter receipts & returns from the *Receipts & returns* menu.

Receipts & returns (Enter receipts & returns)

Please select

1. Your initials

2. Transaction date

Enter the following fields:

1. Your initials

Entry Format: Up to 3 alphanumeric characters.

2. Transaction date

Entry Format: 6 numeric digits in MMDDYY format.

Default: The System Date is displayed as the default entry.

These fields will be posted to all subsequently entered transactions, until you exit the program.

If I/M Control Information indicates that you use Multiple Stock Locations, you also enter:

3. Default receiving location code

Entry Format: Up to 5 alphanumeric characters, or Blank = "Undefined".

Comment: This will be the default Location code entry when you enter the detail quantity distributions for Receipt or Return to Vendor transactions.

The receipt & return transaction screen now displays.

The data you enter are:

1. Trans type (Transaction type)

Entry Format: R = Receipt, or RV = Return To Vendor.

Comment: The Transaction Type stays constant for subsequent transactions, until you press ESC at Document Number to return to this field.

2. Document

Entry Format: Up to 6 numeric digits, or press <F1> to automatically assign the next Document Number from Control Information.

Default: After entry for the first transaction, the value for the previous transaction displays as the default entry, which you may change after you complete all transactions for one shipment.

Comments: You may use your own externally assigned Receiving Document Numbers, or use Document Numbers automatically assigned by the program.

3. P.O.

Entry Format: Up to 6 numeric digits.

Validation: Must match an open P.O.

If the number matches a Blanket P.O. Release, you are prompted to enter Release Number.

Rls # (Blanket Release Number)

Entry Format: Up to 2 numeric digits.

The number entered and the P.O. Number must match an open Blanket Release.

If the P.O. Number matches an open order, the Ship To Warehouse, Vendor Number, and Vendor Name are displayed. You may then find the P.O. line item to be received by entering Line Number, or Item Number and Warehouse, as follows:

4. Line

Entry Format: Up to 3 numeric digits, or <F1> to display the next line item record for the P.O., or Blank to lookup by Item Number.

When using the Line Number entry method, you may press <F1> to get and display consecutive line items until the item you want appears. You may need to use <F1> to get split schedule records that are beyond the first delivery date for a split schedule Line Number.

Validation: Must match a line record for the P.O. Number. Line item data displayed includes Due Date, Item Number, Description, Open or Closed status, For Warehouse code, and Vendor Item Number if any.

Comments: If you selected the Item Number entry method, the cursor moves to:

Item

Entry Format: Up to 15 alphanumeric characters, or Blank to return to Line Number.

For whse

Entry Format: Up to 2 alphanumeric characters, or Blank for "Main".

Validation: Item Number and Warehouse must match an open line record for the P.O. Number. Line item data displayed includes Due Date, Line Number, Description, Open or Closed status, For Warehouse code, and Vendor Item Number, if any.

If you entered a valid Line Number, the program asks

"Right line record ?".

Answer Y to proceed, or press <F1> to display the next line record for the P.O., or answer N. If you answer N, the cursor returns to the Line Number position.

If you entered a valid Item Number and Warehouse, the program displays the first matching Open line record (the earliest open Due Date) and asks

"Right due date ?".

Answer Y to proceed, or press <F1> to display the next open record, if any, matching your entries, or answer N. If you answer N, the cursor returns to Item Number.

When you use the Line Number entry method, the program displays both Open and Closed line records, but will only allow you to proceed if you select an Open record. When you use the Item Number entry method, the program only retrieves Open records matching your entries.

After the first completed transaction, the program will default to the line item entry method (Line Number or Item Number) that you used for the previous transaction.

If one receipt quantity for an item covers more than one Due Date (more than one P.O line schedule record for that item), you should split the received quantity into more than one transaction. Splitting the receipt will properly apply quantities to the proper P.O. line schedule records for delivery performance measurement.

If the P.O. line record you select already has a completed transaction in history for the same Document Number and same Date, the program warns you about this condition. You are then given the option to proceed adding another transaction, possibly a correcting transaction, or to cancel the transaction.

When you find the right line record, you enter:

5. Rcv at whse

(Received at warehouse, for Receipts)

Rtn from whse

(Returned from warehouse, for Returns)

Entry Format: Up to 2 alphanumeric characters, or space for "Main".

Default: The "For Warehouse" code for the P.O. item, if not "Main", is displayed as the default entry.

Validation: If not "Main", must match a record in I/M Warehouses.

Comments: For inventory items, this is the Warehouse at which the Quantity On Hand will be updated by the transaction. If this is not the "For Warehouse", you will later have to use Inventory Management to transfer received quantities to the "For Warehouse" location.

This warehouse could be Receiving Inspection.

The Quantity On Order will always be updated for the "For Warehouse".

For a Return transaction, you must next enter:

RMA #

(Rejected Material Authorization Number)

Entry Format: Up to 15 alphanumeric characters.

Validation: Must match an approved RMA record for this P.O. line item, and the answer to "OK to return ?" must be Y in that RMA record. The program informs you of any exceptions.

6. Quantity received or returned

Entry Format: Up to 8 numeric digits plus 3 decimals, with an optional minus sign.

Validation: If the total quantity Received to date, including this transaction, exceeds the quantity ordered, the program warns you of this condition and displays the quantities.

If a Return quantity exceeds the quantity Received to date, such that the new Received quantity would be negative, these invalid results are displayed with an Invalid Quantity message, and you are prompted to enter another quantity.

Comments: The optional minus sign should only be used to correct previous transaction errors. You do not need to enter a minus sign for a Return quantity, since Return quantities of inventory items are subtracted from On Hand.

If the answer is N to "Display/change unit costs when receiving orders ?" in P/P Control Information , the following entry is bypassed and the Unit Cost in the P.O. line record is used for the transaction. Otherwise, you may change:

7. Est unit cost

Entry Format: Enter spaces to accept the default entry displayed from the P.O. line record, or

Press <F1> to enter another value, up to 6 numeric digits plus 4 decimals.

Comments: The program displays a Y or N answer to Outside cost ? to indicate if the P.O. line item is for Outside Processing of your material.

The program displays Before and After values of warehouse On Hand for inventory items, the P.O. line Quantity Ordered, and the Before and After values of Quantity Received.

If the total Quantity Received exceeds the allowed over-shipment percent specified in Control Information, the program informs you about this exception and gives you the option to cancel or post the transaction.

If the Transaction Date is earlier than the line item Due Date by more than the number of allowed early shipment days specified in Control Information, the program informs you about this exception and gives you the option to cancel or post the transaction.

If the total Quantity Received equals or exceeds the line item Quantity Ordered, the program automatically closes the P.O. line item for receiving. If total Quantity Received is less than total Quantity Ordered, the program asks "**OK to close ?**". Answer N to keep the line record open for more receipts, or Y to close it.

If you use Multiple Stock Locations, or Lot or Serial Number Control is specified for the item, you must next complete detail quantity distribution entries as explained in the next section of this chapter.

If the Vendor Number for the P.O. receipt matches a record in Vendor Warehouses and a Bill Of Material is on file for the received item, the program asks "**OK to explode vendor material issues ?**". If you answer Y, the program explodes the transaction quantity into component item issues at the Vendor Warehouse. This is a single level explosion. If P.O. line "Outside cost ?" is "Y", indicating outside vendor processing, total value of the component materials used is also transferred from the Vendor Warehouse to the Receiving Warehouse as a pseudo Item Number "OUTSRC*MATL*COST" in Inventory Transaction History.

If you use Multiple Stock Locations, or Lot or Serial Number Control is specified for the item issued at the vendor Warehouse, you must then complete detail quantity distribution entries as explained in the next section of this chapter.

For Receipt transactions, the program will ask "**Immediate issue of this receipt ?**". If you answer Y, you must enter:

6. Order type

Entry Format: **C** = Customer, **S** = Shop, or **M** = Misc. issue.

Comment: If you use PBS Manufacturing Customer Order Processing, you are not allowed to issue to a Customer Order with this program.

If Order Type = **M**, you also enter:

Acct #

Entry Format: Up to the number of digits for Main Account Number, and Sub-account Number, that is specified for Account Number sizes in your Company information.

Validation: Must match a record in Valid G/L Accounts, in which case its description is displayed and you are asked to confirm the entry.

Comments: This is the account to which the Miscellaneous Issue (or Return to Stock) will be charged in the I/M Distribution to General Ledger. It may be a non-inventory expense account.

7. Order #

Entry Format: Up to 6 alphanumeric characters.

For Order Type = "Misc", this field is automatically entered as "Misc".

For Order Type = Shop, you may optionally enter spaces for "Misc".

Validation: For Order Type = Shop, if your entry is not spaces, it must match a record in Shop Order Material Requirements created in Inventory Management. You are then prompted to enter:

Rls # Up to 2 numeric digits, or space.

Validation: The combination of Order Number, Release Number, Parent Item Number, and the Component Item Number to be issued must match a record in Shop Order Material Requirements.

8. Qty issued

Entry Format: Enter spaces to accept the default value of the Receipt quantity displayed, or, press <F1> to enter up to 8 numeric digits plus 3 decimals.

If you use Multiple Stock Locations, or Lot or Serial Number Control is specified for the item, you must next complete detail quantity distribution entries as explained in the next section of this chapter.

If you wish to escape from the Immediate Issue entry routine without completing the transaction, you may press ESC at the Order Type position.

For Receipt transactions, if you maintain the Vendor Shipments In-Transit and the P.O. line item matches a Shipment In-Transit record, the program displays the first matching record and asks "**Post receipt to this in-transit record ?**". Answer Y to post, or answer N to display any more matching In-Transit records. When no more matching records are found the program asks "**No more matching in-transit records - redisplay matching records ?**". Answer Y or N.

After a Receipt or Return transaction is completed, the program asks "**Another receipt (or return) for this P.O. ?**". If you answer Y, the cursor returns to the Line Number entry position. Otherwise, you

are returned to Document Number where you may continue entering transactions for the same Document Number, enter another Document Number, or press ESC.

When you press ESC at Document Number, the cursor moves to Transaction Type where you may change the Transaction Type, or press ESC to exit the program.

Receipt and Return transactions for inventory items automatically update Quantity On Hand and Quantity On Order balances and create Inventory Transaction History records. P.O. Receipt & Return history records are created for all P.O. items. Receipt transactions for all P.O. items also update delivery performance statistics in Vendor Performance Summary and in any matching Item Sources.

You cannot retrieve a previously entered Receipt or Return transaction to change it or delete it, since these transactions are posted when you press ENTER at "Field number to change?". However, you can correct errors in a previously entered transaction by typing in another transaction for the same Transaction Date, Transaction Type, Document Number, P.O. Number, and Line Number. Then enter a plus or minus quantity in the correcting transaction to adjust or negate the original transaction.

Multiple Stock Location or Lot/Serial Number Quantity Distribution

If you use Multiple Stock Locations, or if Lot or Serial Number control applies to the item inventory transaction, you are prompted to enter detail transaction quantity distributions on a subsequent screen. The detail distribution entry screen displays the Item Number and Description, Transaction Type, total Transaction Quantity, and the Quantity (remaining) To Distribute. Existing on hand detail is also displayed on the bottom section of this entry screen. You must enter detail quantity distributions (to locations and/or Lot or Serial Numbers) until Quantity To Distribute is zero. Then press ESC to exit this screen.

The detail quantity distribution data you enter are:

1. Detail qty

Entry Format: Up to 8 numeric digits plus 3 decimals, with an optional minus sign.

Default: For a Serial # control item, 1 is the default. Otherwise, remaining Quantity To Distribute is displayed as the default quantity. Press <F1> if you wish to change the default quantity.

Comments: Normally, you should enter distribution quantity with the same sign as the total Transaction Quantity that is displayed. Issue, Stock Scrap, or Sale quantity distributions will automatically subtract from on hand detail balances when entered as positive distributions. You may use an opposite sign, however, to reverse a previously entered quantity distribution.

Detail seq

Entry Format: Up to 2 numeric digits, matching the Sequence Number of an On Hand Detail line displayed below, or enter spaces to bypass. If there are more On Hand Detail records than can fit on the screen, press <F1> to display more detail.

Comment: Typing a number here automatically assigns the Location and/or Lot or Serial # of an existing On Hand Detail record to the quantity distribution you are entering.

If Lot or Serial Number control applies to the item transaction, you enter:

2. Lot # (or Serial #)

Entry Format: Up to 15 alphanumeric characters, or Blank for "Undefined".

For receipts or returns of a Lot # Control item, the first part of the Lot Number automatically becomes the Order Number, followed by a Release Number if there is an Order Release Number, and a "*" character. You may append the automatically assigned portion of the Lot Number.

If Multiple Stock Locations are specified in I/M Control Information, you enter:

3. Location

Entry Format: Up to 5 alphanumeric characters, or Blank for "Undefined".

The following field is optional, but may be entered by using "Field number to change ?":

4. Reference

Entry Format: Up to 25 alphanumeric characters.

Comment: You may wish to enter a Vendor Name or Customer Name, depending on the transaction type.

The program deducts the Detail Quantity from the Quantity to Distribute and updates the On Hand Detail records. The new balances are then redisplayed, and the cursor returns to the Detail Quantity position. When Quantity To Distribute has been reduced to zero, you may press ESC at the top entry position to exit the screen; otherwise, continue entering additional quantity distributions until Quantity To Distribute is zero.

ENTER REJECT AUTHORIZATIONS

Use this program to enter information about purchased material quality discrepancies discovered at receiving inspection or thereafter, to approve the Rejected Material Authorization, and to track vendor corrective action status.

The open or closed P.O. line item related to the received material to be rejected must be on file when you initially type in the Rejected Material Authorization (RMA). This should be done when discrepancy reports or forms are submitted by quality control or manufacturing personnel responsible for inspection.

RMA approval entry can optionally be deferred until further review of the reported discrepancy. When approval fields are entered, the program asks if it is OK to return the material to the vendor. Upon approval entry, statistics about rejects are updated in the Vendor Performance Summary and in any matching Item Source File record.

Before you are allowed to enter a Return To Vendor Transaction with the "Receipts & returns" entry program, an approved Rejected Material Authorization must be on file for the P.O. line item, and that RMA record must indicate it is OK to return the material.

Select

Enter reject authorizations from the Receipts & returns menu.

```
Receipts & returns (Enter reject authorizations)

* 1. RMA #      
* 2. P.O. #
   Vendor #
* 3. Line #
   Item #
   For whse
* 4. RMA date
   5. Matl at whse
   Qty received
   6. Qty rejected
   7. Reason code
   8. Comments
   9.
  10. Approved by
  11. OK to return ?

<F1> = next record, <F2> previous record
```

Enter the following fields:

1. RMA

Entry Format: Up to 15 alphanumeric characters.

Comments: This is your internal Rejected Material Authorization (or Discrepancy Report) Number, not a vendor's Return Material Authorization Number which can later be entered to the Comments fields in this record.

2. P.O.

Entry Format: Up to 6 numeric digits, or <F1> to display the next RMA record for the RMA Number.

RIs

(Blanket Release Number, if any)

Entry Format: Up to 2 numeric digits, or Blank.

Validation: The combination of P.O. Number and Release Number, if any, must match an open or closed P.O. line item.

3. Line

Entry Format: Up to 3 numeric digits, or press <F1> to display the next line item record for the P.O.

You may press <F1> to get and display consecutive line items until the item you want appears. You may need to use <F1> to get split schedule records that are beyond the first delivery date for a split schedule Line Number.

Validation: Must match a line record for the P.O. Number, and the line item for a new RMA record must contain a non-zero Quantity Received. Line data displayed includes Due Date, Item Number, Description, For Warehouse code, Quantity Received, Purchase Unit of Measure, and Vendor Item Number if any.

4. RMA date

Entry Format: 6 numeric digits in MMDDYY format, the System Date is the default displayed.

5. Matl at whse

(Material at warehouse code)

Entry Format: Up to 2 alphanumeric characters, or space for "Main".

Default: The "For Warehouse" code for the P.O. item, if not "Main", is displayed as the default entry.

Validation: If not "Main", must match a record in I/M Warehouses.

Comments: This is the Warehouse at which the material is currently located.

6. Quantity rejected

Entry Format: Up to 8 numeric digits plus 3 decimals.

Validation: This quantity cannot exceed the P.O. line item Quantity Received to date.

7. Reason code

Entry Format: Up to 2 alphanumeric characters.

Validation: Must match a code in Reject Reason Codes, in which case the description displays.

8.-9. Comments

Entry Format: Up to 2 lines of 30 alphanumeric characters each, or spaces.

These fields may be use to further describe the reason, to record the vendor's RMA Number, etc.

10. Approved by

Entry Format: Up to 3 alphanumeric characters, for person's initials, or spaces for "Not approved".

If Approved By is not spaces, you are prompted to type:

Approved date

Entry Format: 6 numeric digits in MMDDYY format, or enter spaces to accept the default date displayed.

11. OK to return ?

Entry Format: Y or N.

Comment: To allow a Return To Vendor transaction in the Enter Receipts & Returns program, this answer must be Y. However, some approved rejects may not be returned to the vendor.

Returned date

Displays after a Return To Vendor transaction with this RMA Number reference is processed with Enter Receipts & Returns.

12. Corrective action request date

Entry Format: 6 numeric digits in MMDDYY format, or spaces for None.

Designates date you requested corrective action report from vendor.

13. Vendor action plan reply date

Entry Format: 6 numeric digits in MMDDYY format, or spaces for None.

Designates date you received corrective action report from vendor.

P.O. Invoices

This chapter contains the following topics:

Introduction to P.O. Invoices
Entering P.O. Invoices
P.O. Invoice Edit List
Post P.O. Invoices

INTRODUCTION TO P.O. INVOICES

Purchase order invoices should be entered and posted with this function, rather than your accounting Accounts Payable. In addition to posting information to A/P, these programs also update invoicing control data in Purchase Order records and create price variance information.

Use A/P to enter other invoices such as utility bills that do not require Purchase Orders, or to enter Adjustment Vouchers and Cancellation Vouchers. If you should enter a P.O. invoice transaction with A/P, you may then use a "Purchasing only" voucher type in PBS Manufacturing "Purchase order invoices" entry to update purchase orders and price variances without affecting A/P data.

ENTERING P.O. INVOICES

There are some general rules you should know about entering P.O. invoices. Three voucher types are allowed:

- A Regular Voucher will post to A/P and P/P, and create an A/P Open Item record.
- A Non-A/P Check Voucher is for an invoice prepaid with a manually prepared check, will post to A/P and P/P, will not create an A/P Open Item, and will be distributed to Cash instead of Accounts Payable.
- A Purchasing Only Voucher will only post to P/P, not to A/P.

You can use a Purchasing Only Voucher if you need to update Purchasing data for purchase order invoice transactions that were, for some reason, entered in your A/P. An example is entry of a Cancellation Voucher in A/P for an invoice that was initially posted from the P/P package. After posting the Cancellation Voucher, you would need to use a Purchasing Only Voucher in the P/P package, with negative quantities and amounts, to update the P.O. records that were not updated by the A/P Cancellation Voucher.

You are only allowed to process one P.O. # per voucher. Any invoice that refers to more than one P.O. # must be split into separate vouchers for each order.

Select

Enter from the *P.O. invoices* menu.

```

P.O. invoices (Enter) 08/22/01

* Voucher: 

1. Type Gets 1099:

2. P.O.#
3. Recvr #'s
4. Dist date
5. Invoice #
6. Inv date
7. Inv amt
8. Non-disc
9. Reference
10. Due days
11. Due date

12. Disc days
13. Disc date
14. Disc pct
15. Disc amt
16. Disc acct
17. Rpt on 1099?

Blank = add voucher, <F1> = Next record, <F2> = Previous record
    
```

Enter the following fields:

* Voucher

Entry Format: Enter up to 6 numeric digits or press <F1> to display the next voucher.

Enter spaces to add a new voucher. The system will assign the Voucher Number after you have completed entries on the first screen.

1. Type

(Voucher Type)

Entry Format: R = Regular, or N = Non-A/P check, or P = Purchasing only-not A/P.

Comments: See preceding paragraphs in this section for explanation of voucher types.

2. P.O. #

Entry Format: Up to 6 numeric digits.

Validation: Must match an open P.O. header record, in which case the Vendor Number, name, and terms display.

3. Recvr #'s

(Receiver numbers)

Entry Format: Up to 4 fields of up to 6 numeric digits each, or spaces.

Validation: Must match an open Receipt or Return transaction for the P.O. #.

Comment: These entries are optional and only allow the Receiver Numbers to print on the P.O. Invoice Register.

4. Dist date

(Distribution date)

Entry Format: 6 numeric digits in MMDDYY format, or accept the System Date displayed.

5. Invoice #

Entry Format: Up to 15 alphanumeric characters. Space not allowed.

6. Inv date

(Invoice date)

Entry Format: 6 numeric digits in MMDDYY format.

7. Inv amt

(Invoice amount)

Entry Format: Up to 9 numeric digits plus 2 decimals and an optional minus sign. If Type is a Non-A/P check, zero is not allowed; otherwise zero is allowed.

Comments: Zero may be entered here for a Regular Voucher if the amount must be credited to an account other than Accounts Payable (e.g. Letter of Credit account), in which case you enter offsetting plus and minus distributions on the next screen. Only the offsetting distributions will post to A/P.

Zero may also be entered here for a Purchasing Only Voucher, if the distributions will only correct P.O. Item Quantities Invoiced or if amount corrections will otherwise net to zero.

8. Non-disc

(Non-discount amount)

Entry Format: Up to 9 numeric digits plus 2 decimals and an optional minus sign, or zero.

Comments: This is the part of the invoice amount that is not eligible for early payment discount.

9. Reference

Entry Format: Up to 25 alphanumeric characters.

10. Due days

Entry Format: Up to 3 numeric digits or zero, or press <F1> to automatically calculate and enter fields 10 - 16 from information in Vendors.

Comments: If you enter a non-zero value, the Due Date is automatically calculated and entered.

11. Due date

Entry Format: If entered, up to 6 numeric digits in MMDDYY format.

12. Disc days

(Discount days)

Entry Format: Up to 3 numeric digits, or zero.

Comments: This is the number of days within which payment must be made to take advantage of the vendor's early payment discount, if any.

If you enter a non-zero value, the Discount Date is automatically calculated and entered.

13. Disc date

(Discount date)

Entry Format: If entered, up to 6 numeric digits in MMDDYY format, or accept the Invoice Date displayed.

14. Disc pct

(Discount percent)

Entry Format: Up to 2 numeric digits plus 2 decimals, or zero.

Comments: If you enter a non-zero value, Discount Amount is automatically calculated and entered.

15. Disc amt

(Discount amount)

Entry Format: If entered, up to 8 numeric digits plus 2 decimals and an optional minus sign.

16. Disc acct

(Discount account number)

Entry Format: Up to the number of Account Number digits specified in the Company information, or press <F1> to enter the default discount account from Control Information.

Comments: Only entered if the Discount Amount is not zero.

17. Rpt on 1099?

(Field # 20, if a Non-A/P check voucher)

Entry Format: Y or N.

Comments: This entry is bypassed if the answer to "1099 type" is Not used in the Vendor record.

The following fields are entered only for a Non-A/P Check voucher:

17. Check #

Entry Format: Up to 6 numeric digits.

18. Check date

Entry Format: 6 numeric digits in MMDDYY format, or accept the distribution date default.

19. Cash account

Entry Format: Up to the number of Account Number digits specified in the Company information, or press <F1> to enter the default cash account from Control Information.

If you are changing a voucher, the program asks "**Change distributions ?**" before proceeding.

On the next screen, processing invoice detail distributions allows you to check quantities and amounts billed to P.O. quantities ordered and received and to P.O. prices. For a Regular or Non-A/P Voucher, you also distribute each P.O. line invoiced amount to one or more Account Numbers. You can also distribute freight or miscellaneous charge amounts that are not assignable to P.O. lines.

The fields you enter are:

*** Add/Change**

Entry Format: **A** = Add detail distribution, or **C** = Change distribution transaction.

*** Line #**

Entry Format: Up to 3 numeric digits, or press <F1> to display the next line item record for the P.O. (if Adding a distribution) or the next distribution (if Changing distributions).

Press <F2> to distribute a freight or miscellaneous charge amount, or to process an offsetting negative distribution amount for a Regular Voucher not to be credited to Accounts Payable.

Press <F1> to get and display consecutive records until the one you want appears. Use <F1> to get split schedule records that are beyond the first delivery date for a split schedule Line Number, or split distributions for the same line.

Validation: If you enter the Line Number, it must match a line record for the P.O. #.

Line item data displayed includes Due Date, Item Number, Description, Receiving Open or Closed status, For Warehouse code, quantities Ordered, Received, and Invoiced, P.O. line comments, and Vendor Item Number, if any.

The program then asks "**Right line record ?**". Answer Y to proceed, or press <F1> to display the next line record for the P.O., or answer N. If you answer N, the transaction is cancelled and the cursor returns to the Add/Change entry position.

When you find the right line record, you enter:

1. Job S.O.#

(only entered if PBS Manufacturing Job Costing is used)

Entry Format: Up to 6 alphanumeric characters for Shop Order Number, followed by up to 2 numeric digits or space for Shop Order Release Number, followed by up to 15 alphanumeric characters for Shop Order Item Number, or

Enter spaces if not chargeable to a job.

Default: Shop Order identifiers entered to the P.O. line item record are displayed as default entries if those fields match an PBS Manufacturing Job Cost Master.

Validation: If not spaces, the Shop Order Number must match a record in PBS Manufacturing Job Cost Masters, and all 3 Shop Order identifiers must match an open Shop Order record.

If you entered a valid Job S.O. # and the P.O. Line is not for outside processing of the Shop Order Item Number and the P.O. Item Number does not match a Shop Order Material Requirement record, you are prompted to enter:

2. Misc cost code

Entry Format: Up to 5 alphanumeric characters.

Validation: Must match a Misc Costs Estimate record for the Shop Order.

The following fields are bypassed if you pressed <F2> at Line Number for Freight or Miscellaneous Charges.

3. Invoice qty

(Invoice quantity)

Entry Format: Accept the Quantity To Invoice balance displayed as a default, or press <F1> to enter another quantity, up to 8 numeric digits plus 3 decimals, with an optional minus sign.

Validation: If this quantity exceeds the Quantity To Invoice balance for the P.O. line item, the program warns you about this condition and asks if you wish to proceed.

4. Unit price

Entry Format: Accept the default entry displayed from the P.O. line record, or press <F1> to enter another value up to 6 numeric digits plus 4 decimals, or space.

If you enter space in Unit Price, you will be prompted to enter the Extended Amount for the P.O. line item.

5. Price unit

Entry Format: Accept the default Purchase Unit of Measure from the P.O. line record or enter another Price Unit of Measure, up to 4 alphanumeric characters.

Comments: An example is a Purchase Unit of Measure of FEET and a Price Unit of Measure of MFT (thousand feet). The Invoice Quantity is in Feet, but the Unit Price is per MFT. If the Price Unit differs from the Purchase Unit, you also enter:

Purch/price ratio

(Purchase/price ratio)

Entry Format: Up to 4 numeric digits plus 3 decimals. For example, 1000 FEET/MFT.

6. Ext amt

(Extended amount)

Entry Format: Up to 7 numeric digits plus 2 decimals and an optional minus sign, or zero.

Comment: This field is automatically calculated and displayed if you entered Unit Price.

You may enter a zero amount here for a distribution transaction that is only intended to correct the Quantity Invoiced for the P.O. line.

7. Acct

(Account Number)

Entry Format: Up to the number of digits specified in the Company information for Account Number.

Default: If a Default Distribution Account Number is in the P.O. record, or not in the P.O. but in the Vendor record, a message at the bottom of the screen will display it and prompt you to press <F1> if you wish to automatically enter that account.

Comments: This field is bypassed for a Purchasing Only voucher which will not be posted to A/P.

The balance of the invoice total Amount Remaining to be distributed is displayed at the bottom of the screen. You must continue Adding or Changing distributions until this amount is zero. You may then ESC at Add/Change to return to the first entry screen.

When adding a new voucher, if you attempt to exit the detail distribution entry screen before the Amount Remaining is zero, the program will ask:

Amount remains to distribute - abort this voucher ?

Answer Y to abort the voucher, or N to process more distributions.

You may distribute an invoice line quantity and/or amount for one P.O. line to several Job Numbers or Account Numbers. To do that, enter multiple distribution transactions by splitting the invoice line values between the different jobs or accounts.

P.O. INVOICE EDIT LIST

This program prints an edit list of P.O. Invoice transactions that have been entered but are not yet posted. It automatically lists all unposted vouchers, including detail distributions.

Select

P.O. invoices edit list from the *P.O. invoices* menu.

POST P.O. INVOICES

This program posts P.O. Invoice transactions to Product Purchasing and Accounts Payable, and prints the P.O. Invoice Register.

Purchase price variance detail records are created for posted inventory items that have a standard cost in Item Masters. Material price variances are calculated and posted if you use the Standard Cost method of material inventory valuation, but not if you use the Average Cost method. Outside processing cost variances are calculated for inventory items if there is a Standard Outside Cost - This Level on the Item Master.

When System information indicates PBS is the accounting system used, A/P files posted from Regular and Non-A/P Check vouchers are the same files that are updated by the PBS Payables function.

Select

Post P.O. invoices from the *P.O. invoices* menu.



When you select this program, you are prompted to answer "**Are vouchers OK to post ?**".

Answer Y to print the register and post the vouchers.

Close Orders

This chapter contains the following topics:

[Close Invoiced P.O.s](#)

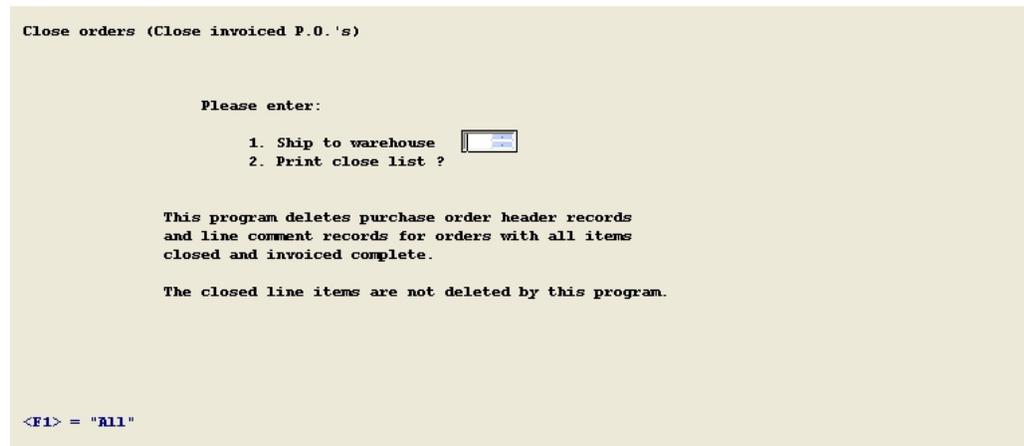
[Force P.O. Completed Status](#)

CLOSE INVOICED P.O.S

Use this function to automatically close Purchase Orders that have all line items marked "Closed for receiving", and all received line quantities marked as "Invoiced complete" if not No-charge items. Closing a P.O. deletes its header record and line item comments, but keeps closed line items until you purge them.

Select

Close invoiced P.O.'s from the *Close orders* menu.



When you select this program the following message is displayed:

**This program deletes purchase order header records
and item comment records for orders with all items
closed and invoiced complete.**

The closed line items are not deleted by this program.

The fields you enter are:

1. Ship to warehouse

Entry Format: Up to 2 alphanumeric characters, or Blank = Main, or <F1> for "All".

2. Print closed list ?

Entry Format: Y or N. If you answer Y, a brief list of all P.O. header records deleted and their line item control counts will print.

A message will inform you how many purchase orders were closed.

If you later need to reopen a closed order, use the Reopen Closed Orders program on the Purchase Orders menu if the closed P.O. line items have not yet been purged.

FORCE P.O. COMPLETED STATUS

This program, which should be used with discretion, allows you to force a Purchase Order to completed status to allow closing of that order. The program forces receiving status to "Closed" and invoicing status to "Invoiced complete" for all line items on a selected order. If you need to use this program, it means that you did not use the normal P.O. entry, receiving, or invoice processing functions in this package to close lines or to post P.O. invoices.

Select

Force P.O. completed status from the *Close orders* menu.

Close orders (Force P.O. completed status)

P.O. #

<F1> = next record

The fields you enter are:

1. P.O.

Entry Format: Up to 6 numeric digits.

Rls

Up to 2 numeric digits. (This is only needed if there is a Blanket Release with this P.O. Number.)

If your entry matches an open order, the P.O. Date, Ship-to Warehouse, Vendor Number and name, and Schedule Line Counts are displayed. If all line items are already marked as closed and completed, a message tells you that. Otherwise, you are asked:

OK to close all schedule lines and mark

all priced lines as invoiced complete ?

If you answer Y, the program asks "**Are you sure ?**" Answer Y to force the order's items to completed status, or N to cancel the procedure.

Displays

This chapter contains the following topics:

Open P.O. List
Purchase Order Items
Receipts & Returns
Rejected Material
P.O. Item Invoice Status
Open Orders By Vendor
Purchase Commitments
Blanket P.O. List
Blanket P.O. Items
Vendor Performance
Item Sources
Price Variance Detail

OPEN P.O. LIST

Select

Open *P.O. list* from the *Displays* menu.

Displays (Open P.O. List)

List sequence ?

P = P.O. # V = Vendor

Enter the following fields:

List sequence

P = P.O. #, or **V** = Vendor #.

If you choose **P** for the sequence, you next enter:

Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

If you choose **V** for the sequence, you enter:

Starting vendor

Up to 6 alphanumeric characters,

<F1> = "All", or enter spaces to select by name.

If you lookup the vendor by name, the cursor moves to the Vendor Name position. Enter a name or any portion thereof, up to 25 alphanumeric characters. The program then displays the name of the first Vendor that matches your entries, if any, and ask "Right vendor?". Answer Y or N, or press <F1> to find the next Vendor record that matches your name entry. If you enter space in the Vendor Name field, the cursor returns to Starting Vendor Number.

Ship to whse

Up to 2 alphanumeric characters, space for "Main", or <F1> for "All".

The program then displays the following information about P.O.'s that match your entries:

P.O. #

Purchase Order Number.

Rls

Blanket Release Number, if any.

P.O. date

Purchase Order Date.

Vend #

Vendor Number.

Vendor name

Ship to whse

Ship-to warehouse.

Schedule line counts:

Total

Total line schedule records on the order.

Closed

Total schedule lines closed for receiving.

NChg

Total "No charge" schedule lines.

Invcd

Total schedule lines invoiced complete.

These counts may exceed the number of Line Numbers, if there are split delivery schedules for some Lines.

PURCHASE ORDER ITEMS

This program displays a list of P.O. line items, by P.O. Number or by Item Number, or by Shop Order Number.

Select

Purchase order items from the *Displays* menu.

```
Displays (Purchase order items)
List sequence ? 

I = Item # P = Purchase order # S = Shop order # for
```

Enter the following fields:

List sequence

I = Item #, or **P** = Purchase Order #, or **S** = Shop Order #.

Include closed P.O. items ?

Y or N.

P.O. # and Rls

If P sequence was requested.

Up to 6 numeric digits, or <F1> = "All".

If you enter a specific P.O. Number, you are prompted for Rls, up to 2 numeric digits.

Item

If I sequence was requested.

Up to 15 alphanumeric characters, or <F1> = "All".

Enter spaces to select by description if you wish to search for an Item Number by entering any portion of the first 30 characters of its Description.

S.O. #, RIs #,

If S sequence was requested.

and Item #

You must enter a specific S.O. Number, and space or a numeric value for RIs Number, and the shop order Item Number. You may press <F1> to search for the shop order Item Number.

The program then displays the list of P.O. Items or informs you that "No P.O. items on file match entry".

Information displayed from each record is:

P.O. #

Purchase Order Number.

RIs

Release Number, if any.

Whse

"For Warehouse" code.

Line

P.O. Line Number.

Item #

Item Number.

Description

Item Description.

Vend #

Vendor Number.

Unit cost

Vendor price per unit.

Qty ord

Quantity Ordered, in Purchase Unit of Measure.

Qty recvd

Quantity Received, in Purchase Unit of Measure.

Purchase Unit Of Measure also displays.

OP

OP in this column means Outside Processing.

O/C

Receiving O(pen) or C(losed) status code.

Due date

Requested delivery date.

Promised

Promise date, if not spaces.

For S.O. #

S.O. Number, RIs Number, and S.O. Item Number are displayed only if Shop Order is specified in the P.O. Item record.

Vendor name

Vendor item #

Displayed below Vendor Name if not spaces.

RECEIPTS & RETURNS

Use this program to display history of P.O. Receipt & Return transactions by Item Number, or by P.O. Number, or by Ship To Warehouse and Date.

Select

Receipts & returns from the *Displays* menu.

Displays (Receipts & returns)

List sequence ?

I = Item # P = P.O. # S = Ship-to warehouse & date

The fields you enter are:

List sequence

I = Item #, or **P** = P.O. #, or **S** = Ship-to Warehouse & Date

For Item # sequence:

Item

Up to 15 alphanumeric characters, or spaces to search for the item by entering its description or any portion thereof.

Vendor

Up to 6 alphanumeric characters, or <F1> = "All".

Starting date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

For P.O. # sequence:

P.O.

Up to 6 numeric digits, or <F1> = "All".

Rls

Blanket Release Number up to 2 numeric digits, or space if not a Blanket Release.

For Ship-to Warehouse & Date sequence:

Ship to whse

Up to 2 alphanumeric characters, or <F1> = "All", or Blank = Main.

Starting date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

The following information is displayed for transactions that match your entries:

P.O. #

Purchase Order Number.

Rls

Blanket Release Number, if any.

For

"For Warehouse" code.

Line

P.O. Line Number.

Due date

Requested delivery date.

Promise

Promise date, if not spaces.

Tr date

Transaction date.

Doc-#

Document Number.

Type

Transaction Type (Receipt or Return).

Quantity

Quantity Received or Returned, in Purchase Unit of Measure. Purchase Unit Of Measure also displays.

Item #

Item Number.

Description

Item Description.

At whse

"At Warehouse" code.

Unit cost

Vendor price per unit.

Clsd

Status displays only when transaction is closed.

Vendor name

Vendor's Name.

Vendor item #

Vendor's Item Number, if any.

If you select Item Number sequence, the Total Quantity Received, since the Starting Date and for the selected Vendor Number, will display at the end of the list. Return To Vendor transaction quantities are subtracted in calculating Total Quantity Received.

REJECTED MATERIAL

Use this program to display a summary list of Rejected Material Authorizations by Item, by P.O. Number, or by Vendor.

Select

Rejected material from the *Displays* menu.

```
Displays (Rejected material)
List sequence ? |

```

I = Item # P = P.O. # V = Vendor #

The fields you enter are:

List sequence

I = Item #, **P** = P.O. #, or **V** = Vendor #.

Include approved ?

Y to include approved and unapproved RMA's, or N to include only unapproved RMA's.

Depending on selected sequence, you next enter one of these fields:

Item

If **I** sequence was requested.

Up to 15 alphanumeric characters, or <F1> = "All".

Enter spaces to select by description if you wish to search for an Item Number by entering any portion of the first 30 characters of its Description.

P.O. # & RIs

If **P** sequence was requested.

Up to 6 numeric digits or <F1> = "All". If you enter a specific P.O. Number, you next enter Blanket Release Number (if any), up to 2 numeric digits.

Vendor #

If **V** sequence was requested.

Up to 6 alphanumeric characters, or <F1> = "All".

Enter spaces to select by name if you wish to search for a Vendor Number by entering any portion of the 25 character Vendor Name.

Information displayed from each record is:

RMA-#

Rejected Material Authorization Number.

RMA-date

Reject Material Authorization Date.

At

"At Warehouse" code.

For

"For Warehouse" code.

PO-#

Purchase Order Number.

Rls

P.O. Release Number, if any.

Line

P.O. Line Number.

Due date

Requested delivery date.

Item #

Item Number.

Item description

Qty rejected

Quantity Rejected.

Reason

The program then displays additional information for this RMA record (Vendor, vendor unit of measure, approved by, approval date, comments, action request, etc.).

P.O. ITEM INVOICE STATUS

This program displays invoicing status of P.O. line items, for a requested P.O. Number. You may inquire about an open or closed order.

Select

P.O. item invoice status from the *Displays* menu.



The fields you enter are:

P.O.

Up to 6 numeric digits.

Rls

Up to 2 numeric digits if a Blanket P.O. release.

The program then displays the Vendor Number and Name with the list of P.O. Items. Information displayed from each line item record is:

Line

P.O. Line Number.

For

"For Warehouse" code.

Item

Item Number

Description

Item Description

Due date

Requested delivery date.

Purch UM

Purchase Unit of Measure.

Qty ordered

Quantity ordered.

Qty recvd

Total quantity received to date.

Qty invoiced

Total quantity invoiced to date.

Qty to invoice

Total quantity balance to be invoiced,
Quantity Received less Quantity Invoiced.

Invcd amt

Total invoiced amount to date.

OPEN ORDERS BY VENDOR

This program displays P.O. line item status information from open orders for a selected vendor.

Select

Open orders by vendor from the *Displays* menu.

Displays (Open orders by vendor)

Vendor # Rls

P.O. #

Open lines only ?

<F1> = next vendor, Blank = look up by name

The fields you enter are:

Vendor

Up to 6 alphanumeric characters, or <F1> for the next Vendor Number, or enter spaces to lookup the vendor by name.

If you use the name lookup option, the cursor moves to the Vendor Name position. Enter a name or any portion thereof. The program will then display the first Vendor name that matches your entry, if any, and ask "Right vendor ?". Answer Y or N, or press <F1> to find the next Vendor record that matches your entry. If you enter space in the Vendor Name field, the cursor returns to Vendor Number.

Open lines only ?

Y or N. Y suppresses display of line items closed for receiving.

P.O.

Up to 6 alphanumeric characters, or <F1> to display the next P.O. for the selected Vendor.

Rls

Up to 2 numeric digits, or space.

If your entries match an open P.O., the P.O. Date, Ship to Warehouse, and following line item data display:

Line

P.O. Line Number.

For

For Warehouse Code.

Item #

Item Number.

Description

Item Description.

Unit price

Vendor's Unit Price, or your Unit Cost.

OP

If order line is for Outside Processing, OP displays in this column.

Qty ordered

Quantity ordered, followed by Purchase Unit.

Qty received

Quantity received to date.

Qty due

Quantity balance due (Ordered less Received), or "Closed" if schedule line is closed for receiving.

Last recvd

Last Received Date, if any.

Due date

Your requested delivery Due Date.

Promise

Vendor's delivery Promise Date, if any.

Vendor item #

If any, the Vendor's Item Number also displays.

PURCHASE COMMITMENTS

This program displays the total dollar commitment amount of open Purchase Order Items, for a specific warehouse or "All" warehouses and for a range of due dates that you specify.

Select

Purchase commitments from the *Displays* menu.

Displays (Purchase commitments)

Please enter:

1. Warehouse
2. Starting due date
3. Ending due date

<F1> = "R11"

The fields you enter are:

1. Warehouse

Spaces for "Main", <F1> for "All", or enter another specific Warehouse Code.

2. Starting due date

<F1> for "Earliest", or enter another date in MMDDYY format.

3. Ending due date

<F1> for "Latest", or enter another date in MMDDYY format.

After entries are made a "Processing occurring - please wait" message is displayed. After this processing is completed the following information is displayed for the range of Purchase Order Items that you requested:

Total commitment amount in dollars

Number of total P.O. items in range

Number of P.O. items with no unit cost

A non-zero value for P.O. Items with no Unit Cost indicates that the Total Commitment Amount displayed is probably understated. You may use the "Print Purchase commitments" program to identify the specific P.O. Items with no unit cost.

BLANKET P.O. LIST

Use this program to display a summary list of Blanket P.O.'s.

Select

Blanket P.O. list from the *Displays* menu.

Displays (Blanket P.O. list) List sequence ?

P = P.O. # V = Vendor #

The fields you enter are:

List sequence

P = P.O. #, or **V** = Vendor #

If you choose **P** for the sequence, you next enter:

Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

If you choose **V** for the sequence, you enter:

Starting vendor

Up to 6 alphanumeric characters, <F1> = "All", or spaces to select by name.

If you lookup the vendor by name, the cursor moves to the Vendor Name position. Enter a name or any portion thereof, up to 25 alphanumeric characters. The program then displays the name of the first Vendor name that matches your entries, if any, and ask "Right vendor?". Answer Y or N, or press <F1> to find the next Vendor record that matches your name entry. If you enter space in the Vendor Name field, the cursor returns to Starting Vendor Number.

The program then displays the following information about Blanket P.O.'s that match your entries:

P.O.

Blanket Purchase Order Number.

P.O. date

Blanket Purchase Order Date.

Vend #

Vendor Number.

Vendor name

Expires

Contract expiration date.

Line counts:

Total

Total line items on the order.

Closed

Total closed line items.

BLANKET P.O. ITEMS

This program displays a list of Blanket P.O. line items, by P.O. Number or by Item Number.

Select

Blanket P.O. items from the *Displays* menu.



The fields you enter are:

List sequence

I = Item #, or P = P.O. #.

If you choose I for the sequence, you enter:

Item

Up to 15 alphanumeric characters, or <F1> = "All", enter spaces to look up an item by description.

If you choose P for the sequence, you next enter:

P.O.

Up to 6 numeric digits, or <F1> = "All".

The program then displays the following information about Blanket P.O.'s that match your entries:

P.O.

Blanket Purchase Order Number.

Line

Blanket P.O. Line Number.

Item

Item Number.

Description

Item Description.

Vendor #

Vendor Number.

OP

If for Outside Processing, OP displays in column.

Contract qty

Contract quantity, if any.

Qty received

Quantity received to date on Blanket P.O. releases.

O/C

Open or Closed code.

Unit cost

Your Unit Cost, and the vendor's Unit Price.

Open-rls-qty

Open release quantity due.

Expires

Contract expiration date.

Vendor item #

Vendor's Item Number, displayed if not spaces.

VENDOR PERFORMANCE

This program displays summary statistics about vendor delivery and quality performance for the current period, year to date, and last year.

Select

Vendor performance from the *Displays* menu.

```

Displays (Vendor performance)

          Vendor # 

P.O. lines:      Period-to-date   Year-to-date   Last-year
Received
Pct late
Avg days late
Pct rejected

Quantity:        Period-to-date   Year-to-date   Last-year
Received
Pct late
Avg days late
Pct rejected

Invoiced dollars

<F1> = next vendor, Blank = look up by name
    
```

The fields you enter are:

Vendor

Up to 6 alphanumeric characters, or <F1> for the next Vendor Number, or spaces to lookup the vendor by name.

If you use the name lookup option, the cursor moves to the Vendor Name position. Enter a name or any portion thereof. The program will then display the first Vendor name that matches your entry, if any, and ask "Right vendor?". Answer Y or N, or press <F1> to find the next Vendor record that matches your entry. If you enter space in the Vendor Name field, the cursor returns to Vendor Number.

Period to date, year to date, and last year vendor performance statistics displayed are:

P.O. lines:

Received

Total number of P.O. schedule lines received.

Pct late

Percent of P.O. schedule lines received late relative to total lines received.

Avg days late

Average number of days late for schedule lines received late.

Pct rejected

Percent of P.O. schedule lines rejected relative to total lines received.

Quantity:

Received

Total quantity received.

Pct late

Percent of quantity received late relative to total quantity received..

Avg days late

Average number of days late for quantity received late.

Pct rejected

Percent of quantity rejected relative to total quantity received.

Invoiced

Total invoiced amount of purchases from the vendor (Year to date and **dollars** Last year only).

ITEM SOURCES

Use this program to display a list of item source records, either by Item Number or by Vendor/Source Number.

Select

Item sources from the *Displays* menu.

Displays (Item sources) List sequence ?

I = Item # V = Vendor # or Source # VI = Vendor item #

The fields you enter are:

List Sequence

I = Item #, **V** = Vendor or Source #, or **VI** = Vendor item #

If you choose **P** for the sequence, you next enter:

Our Item

Up to 15 alphanumeric characters, or <F1> to get the next Item #, or enter spaces to lookup the item by description.

If you choose **V** for the sequence, you next enter:

Source Type

V = Vendor, **N** = Non-vendor

Vendor/Source

Up to 6 alphanumeric characters, or enter spaces to lookup by name.

Starting Item

Up to 15 alphanumeric characters, or enter <F1> for "All".

If you choose **VI** for the sequence, you next enter:

Vendor Item #

Up to 20 alphanumeric characters.

Information about the last P.O. and item/vendor performance, if any, is included.

The program then displays the following information from the Item Source records that match your entry:

Vend- #

Vendor Number.

Name

Vendor Name.

Typ

Type (V = Vendor, N = Non-vendor).

Rank

Vendor's rank for Item , if displayed by Item Number or by Venor Item Number.

Vendor item #

Vendor's Item Number, displayed if not spaces.

Appr

Approved By.

Lst-PO-date

Last Purchase Order Date.

Last-PO-#

Last Purchase Order Number.

PO-Price

Last Purchase Order Price.

UM

Last Purchase Order Unit of Measure

Qte-date

Quote date.

LT

Lead Time Days.

Qty-to

Quantity-to level.

Qte-price

Quote Price.

UM

Vendor Unit of Measure

The program will also display the record comment and performance statistics, if any.

PRICE VARIANCE DETAIL

Use this program to view item detail price variance history that is created when P.O. Invoice transactions are posted.

Select

Price variance detail from the *Displays* menu.



```
Displays (Price variance detail)
Warehouse  Item #
Outside process ?
Starting date
```

The fields you enter are:

Warehouse

Up to 2 alphanumeric characters, or space for Main. Refers to the "For warehouse" in the P.O. line record.

Item

Up to 15 alphanumeric characters, or enter spaces to search for the item by entering its description or any portion thereof.

Outside process ?

Y for Outside Processing price variances, or N for Material price variances.

Starting date

6 numeric digits in MMDDYY format.

Information displayed from each price variance history record is:

Dist date

Distribution date of invoice transaction.

Voucher

Voucher Number.

P.O. #

P.O. Number.

Rls

Release Number, if any.

Vend #

Vendor Number.

Quantity

Quantity invoiced, in item Stock Units.

UM

Stock Unit of Measure.

Std unit cost

Standard Unit Cost of Material or Outside Processing.

Total std cost

Total Standard Cost = Stock Quantity Invoiced x Standard Unit Cost.

Act invc amt

Actual invoice amount distributed to the Item.

Variance amt

Variance amount = Total Standard Cost - Actual Invoice Amount

(Std-actual)

Reports, Orders

This chapter contains the following topics:

Purchase Order Items
Receipts & Returns
Rejected Material
Open Orders By Vendor
Purchase Commitments
Shipments In-Transit
Uninvoiced Receipts

PURCHASE ORDER ITEMS

Use this program to print a list of Purchase Order Items in Item Number, or P.O. Number, or Shop Order Number sequence, for a specified range of Item Numbers or P.O. Numbers. You may optionally include closed P.O. Items on the list.

Select

Purchase order items from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Purchase order items)

Please enter:

1. Report sequence  
2. Starting
3. Ending
4. Starting warehouse
5. Ending warehouse
6. Include closed P.O. items ?

I = Item #   P = Purchase order #   S = Shop order # for
```

Enter the following fields:

1. Report sequence

I = Item #, or P = P.O. #, or S = Shop Order # for.

For Item # sequence:

2. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

3. Ending item

Blank = Starting value.

For P.O. # sequence:

2. Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

RIs

Up to 2 numeric digits or space.

3. Ending P.O. #

Blank = Starting value.

Rls #

For Shop Order # sequence:

2. Starting S.O. #

Up to 6 alphanumeric characters, or

Rls

<F1> = "All". Up to 2 numeric digits or space for Release #.

3. Ending S.O. #

Blank = Starting value.

Rls

4. Starting warehouse

Up to 2 alphanumeric characters, or Blank = "Main", or <F1> = "All".

5. Ending warehouse

Blank = Starting value.

6. Include closed P.O. items ?

Y or N.

RECEIPTS & RETURNS

Select this program to print history of P.O. Receipt & Return transactions by Item Number, or by P.O. Number, or by Ship-to Warehouse and Date.

Select

Receipts & returns from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Receipts & returns)

Please enter:

1. List sequence
2. Starting
3. Ending
4. Starting trans date
5. Ending trans date

I = Item #  P = P.O. #  S = Ship-to warehouse
```

Enter the following fields:

1. List sequence

I = Item #, or P = P.O., or S = Ship-to Warehouse

For Item # sequence:

2. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

3. Ending item

Blank = Starting value.

For P.O. # sequence:

2. Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

RIs

Up to two numeric digits, or Blank.

3. Ending P.O.

Blank = Starting values.

Rls

For Ship-to warehouse sequence:

2. Starting ship-to whse

Up to 2 alphanumeric characters, or Blank = "Main", or
<F1> = "All".

3. Ending ship-to whse

Blank = Starting value.

4. Starting trans date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

5. Ending trans date

6 numeric digits in MMDDYY format, or <F1> = "Latest".

If list sequence is Item #:

6. Vendor

Up to 6 alphanumeric characters, or
<F1> = "All".

If list sequence is P.O. # or Ship-to Warehouse:

6. Page break on document # ?

Y or N.

If you select Item Number sequence, the Total Quantity Received, since the Starting Date and for the selected Vendor Number, will print at the end of the list. Return To Vendor transaction quantities are subtracted in calculating Total Quantity Received.

REJECTED MATERIAL

Select this program to print Rejected Material Authorizations by Item Number, or by P.O. Number, or by Vendor Number, for a date range you specify. You may also request to include or exclude approved RMA's, or to only include approved RMA's for which there has been no corrective action reply date posted.

Select

Rejected material from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Rejected material)

Please enter:

1. List sequence      
2. Starting
3. Ending

4. Starting RMA date
5. Ending RMA date

6. Rt warehouse

7. Include approved ?

I = Item #   P = P.O. #   V = Vendor #
```

Enter the following fields:

1. List sequence

I = Item #, or P = P.O. #, or V = Vendor #

For Item # sequence:

2. Starting item

Up to 15 alphanumeric characters, or

<F1> = "All".

3. Ending item

Blank = Starting value.

For P.O. # sequence:

2. Starting P.O.

Up to 6 numeric digits, or <F1> = "All".

RIs

Up to two numeric digits, or Blank.

3. Ending P.O. #

Blank = Starting value.

RIs

For Vendor # sequence:

2. Starting vendor #

Up to 6 alphanumeric characters, or <F1> = "All".

3. Ending vendor #

Blank = Starting value.

4. Starting RMA date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

5. Ending RMA date

6 numeric digits in MMDDYY format, or

<F1> = "Latest".

6. At warehouse

Up to 2 alphanumeric characters, or Blank = "Main", or <F1> = "All".

7. Include approved ?

Y or N. If you answer Y to this question, the program asks:

Only approved with no corrective action reply ?

Y or N.

OPEN ORDERS BY VENDOR

This report lists selected P.O. line items from open Purchase Orders, by Vendor Number. There is a report page break for each vendor, so that you may easily review or send the output information by vendor.

Report selection criteria allow you to create a vendor expedite list by only printing those open P.O. lines scheduled for delivery through a specified date. You may also print other P.O. lines on the report, but highlight all open items due through a specified date with an "Expedite" message.

Select

Open orders by vendor from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Open orders by vendor)

Please enter:

1. Starting vendor # 
2. Ending vendor #
3. Starting planner/buyer code
4. Ending planner/buyer code
5. Ship-to warehouse
6. Items with due dates thru
7. Expedite notice due date
8. Print open lines only ?

<F1> = "All", Blank = look up by name
```

Enter the following fields:

1. Starting vendor

Up to 6 alphanumeric characters, or <F1> = "All".

2. Ending vendor

Blank = Starting value.

3. Starting planner/buyer code

Up to 3 alphanumeric characters, or <F1> = "All".

4. Ending planner/buyer code

Blank = Starting value.

5. Ship to warehouse

Up to 2 alphanumeric characters, or Blank = "Main", or <F1> = "All".

6. Items with due dates thru

6 numeric digits in MMDDYY format, or <F1> = "All".

7. Expedite notice due date

6 numeric digits in MMDDYY format, The default is the System Date. Open line items scheduled through this date will have an "Expedite" notice printed on the report.

8. Print open lines only ?

Y or N. Default displayed is Y. If you answer N, the report will also include closed P.O. line items for open P.O.'s.

PURCHASE COMMITMENTS

This report lists and summarizes the total purchase commitment dollar value of open P.O. Items for a Warehouse, and Date range. You may also specify Vendor Type or Item Type range, depending on the selected report sequence.

You are given the option of listing the P.O. Items in Due Date or in Item Type Code sequence. If you select the Item Type Sequence, commitment totals by Item Type are also printed.

The report also highlights any uncosted P.O. Items included on the list.

Select

Purchase commitments from the *Reports, orders* menu.

The following screen displays:

Reports, orders (Purchase commitments)

Please enter:

1. Report sequence
2. Warehouse
3. Starting due date
4. Ending due date
5. Starting
6. Ending

D = Date T = Item type V = Vendor #

Enter the following fields:

1. Report sequence

D = Due Date, or **T** = Item Type, or **V** = Vendor #

2. Warehouse

Up to 2 alphanumeric characters, or Blank = "Main", or <F1> = "All".

3. Starting due date

<F1> = "Earliest", or enter another date in MMDDYY format.

4. Ending due date

<F1> = "Latest", enter another date in MMDDYY format, or Blank = Starting Due Date.

For **D**ate sequence:

5. Starting vendor type

Up to 3 alphanumeric characters or spaces, or <F1> = "All".

6. Ending vendor type

Blank = Starting value.

For Item **T**ype sequence:

5. Starting item type

Up to 4 alphanumeric characters or Blank = Undefined, or <F1> = "All".

6. Ending item type

Blank = Starting value.

For **V**endor # sequence:

5. Starting vendor #

Up to 6 alphanumeric characters or <F1> = "All".

6. Ending vendor #

Blank = Starting value.

SHIPMENTS IN-TRANSIT

Use this program to print a list of Vendor Shipments In-Transit in a sequence that you select.

Select

Shipments in-transit from the *Reports, orders* menu.

The following screen displays:

```
Reports, other (Shipments in-transit)

Please enter:

1. Report sequence 
2. Starting
3. Ending
4. For warehouse
5. Print comments ?

C = Carrier & item #   E = ETA date & item #   I = Item # & ETA date
V = Vendor # & item #
```

Enter the following fields:

1. Report sequence

C = Carrier & item #, **E** = ETA date & item #, **I** = Item # & ETA date, **V** = Vendor # & item #

For **Carrier & Item #** sequence:

2. Starting carrier

Up to 25 alphanumeric characters, or <F1> = "First".

3. Ending carrier

Up to 25 alphanumeric characters, or <F1> = "Last", or Blank = Starting value.

For **ETA Date & Item #** sequence:

2. Starting ETA

Date 6 numeric digits in MMDDYY format, or <F1> = "First".

3. Ending ETA

Date 6 numeric digits in MMDDYY format, or <F1> = "Last", or Blank = Starting value.

For **Item # & ETA Date** sequence:

2. Starting item

Up to 15 alphanumeric characters, or <F1> = "First".

3. Ending item #

Up to 15 alphanumeric characters, or <F1> = "Last", or Blank = Starting value.

For Vendor # & Item # sequence:

2. Starting vendor #

Up to 6 alphanumeric characters, or <F1> = "First".

3. Ending vendor #

Up to 6 alphanumeric characters, or <F1> = "Last", or Blank = Starting value.

4. For warehouse

Up to 2 alphanumeric characters, or Blank = "Main"

5. Print comments ?

Y or N.

UNINVOICED RECEIPTS

Use this program to list open P.O line item quantities that have been received, but do not have corresponding invoice quantities posted to those lines. The program also prints the estimated cost value of the uninvoiced receipt quantities, and summarizes the dollar values by the default distribution accounts in the related open P.O. records. If you run this report just after posting all vendor invoices for the preceding financial reporting period, before posting any invoices for the new period, reported dollar values may be used for G/L entries to be reversed after completing the preceding period's financial reports.

Select

Uninvoiced receipts from the *Reports, orders* menu.

The following screen displays:

```
Reports, orders (Uninvoiced receipts)

Please enter:

1. For warehouse 
2. Vendor #
3. Line type
4. Receiving cutoff date

<F1> = "All"
```

Enter the following fields:

If you have previously run this report, the program tells you that report records exist and asks you to choose:

D = Delete selected records, **P** = Print report

R = Replace with new report, **ESC** = exit

If you select the report record deletion option, you then select report records you want to remove by entering the P.O. Number, Line Number, and Due Date, or by using <F1> to display the next report record. The program then asks if it is OK to delete the record.

If you are running the report for the first time, or you select the option to replace a previous report with a new report, the data you enter are:

1. For warehouse

Up to 2 alphanumeric characters, or Blank = "Main", or <F1> = "All".

2. Vendor #

Up to 6 alphanumeric characters, or <F1> = "All".

3. Line type

I = Inventory items, or **N** = Non-inventory items

P.O. line "Inventory items" have Item Numbers that do not begin with "/": "Non-inventory items" have Item Numbers that begin with "/".

4. Receiving cutoff date

6 numeric digits in MMDDYY format. Any receipts after this date will be excluded from the calculation of uninvoiced receipt quantities.

Reports, Other

This chapter contains the following topics:

Vendor Performance
Item Source
Price Variance Detail
Price Variance Summary
Non-vendor Sources
A/P Distributions to G/L

VENDOR PERFORMANCE

This report lists summary statistics about vendor delivery and quality performance, for the current period, year to date, and last year. These measurements include percent of P.O. lines received late, average number of days late for late items, and percent of P.O. lines rejected for quality deviations. Total invoice amounts paid to the vendor, year to date and last year, also print.

Select

Distributions to G/L from the *Reports* menu.

The following screen displays:

```
Reports, other (Vendor performance)

Please enter:

1. Starting vendor # 
2. Ending vendor #
3. Starting vendor type
4. Ending vendor type
5. Minimum # lines received YTD
6. Minimum lines late pct YTD
7. Minimum lines rejected pct YTD

<F1> = "All"
```

Enter the following fields:

1. Starting vendor

Up to 6 alphanumeric characters, or <F1> = "All".

2. Ending vendor

Blank = Starting value.

3. Starting vendor type

Up to 3 alphanumeric characters, or Blank = Undefined, or <F1> = "All".

4. Ending vendor type

Blank = Starting value.

5. Minimum # lines received YTD

Up to 3 numeric digits, or Blank = "None".

6. Minimum lines late pct YTD

Up to 2 numeric digits, or Blank = "None".

7. Minimum lines rejected pct YTD

Up to 2 numeric digits, or Blank = "None".

ITEM SOURCE

Use this program to print a list of the Item Source records, either by Item Number or by Vendor/Source Number. The report includes any last P.O. data or item/vendor performance statistics.

Select

Item source from the *Reports* menu.

The following screen displays:

```
Reports, other (Item sources)

Please enter:

1. List sequence      
   Item sequence
   Sort by item type ?

2. Starting item type
3. Ending item type

V = Vendor # or Source #   I = Item type & Item #
```

Enter the following fields:

1. List sequence

V = Vendor or Source #, or

I = Item type & Item #.

Item sequence

O = Our Item #, or **V** = Vendor Item #.

If you chose **I** for the sequence this defaults to **O**ur Item #.

Sort by item type ?

N displays as the initial default entry, but if you chose **V** for the sequence this is displayed as N and not changeable.

2. Starting item type

If you answered N to Sort by Item Type? this defaults to "All" and is not changeable. If you answered Y you may enter up to 4 alphanumeric characters, or <F1> = "All".

3. Ending item type

Up to 4 alphanumeric characters, or Blank = Starting value.

4. Source type

V = Vendor, **N** = Non-vendor, or <F1> = "All".

For **Vendor** or **Source #** sequence:

5. Starting vendor # or source #

Up to 6 alphanumeric characters, or <F1> = "All", or if Source Type is "All" this defaults to "All".

6. Ending vendor # or source #

Up to 6 alphanumeric characters, or Blank = Starting value.

For **Item Type** & **Item #** sequence:

5. Starting item #

Up to 15 alphanumeric characters, or <F1> for "All".

6. Ending item #

Up to 15 alphanumeric characters, or Blank = Starting value.

PRICE VARIANCE DETAIL

This program prints item detail price variance history that is created when P.O. Invoice transactions are posted.

Select

Price variance detail from the *Reports* menu.

The following screen displays:

```
Reports, other (Price variance detail)

Please enter:

1. For warehouse
2. Variance type
3. Starting item #
4. Ending item #
5. Starting dist date
6. Ending dist date
7. Include posted records ?

<F1> = "All"
```

Enter the following fields:

1. For warehouse

Up to 2 alphanumeric characters, or Blank = "Main".

2. Variance type

M = Material, **O** = Outside Processing, or <F1> = "All".

3. Starting item

Up to 15 alphanumeric characters, or <F1> = "All".

4. Ending item

Blank = Starting value.

5. Starting dist date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

6. Ending dist date

6 numeric digits in MMDDYY format, or <F1> = "Latest".

7. Include posted records ?

Y or N. Posted records are for prior periods and are included in the YTD or prior year values on the Price Variance Summary report.

PRICE VARIANCE SUMMARY

This program prints the Price Variance Summary. Each time you run the report, the latest current period Price Variance Detail is re-summarized as PTD totals. PTD totals are also added to the prior period YTD totals from Variance Summary records to obtain report YTD values.

Select

Price variance summary from the *Reports* menu.

The following screen displays:

```
Reports, other (Price variance summary)

Please enter:

1. Report sequence 
2. Starting warehouse
3. Ending warehouse
4. Starting
5. Ending

C = Cost category & item type  I = Item #
```

Enter the following fields:

1. Report sequence

C = Cost category & item type, or I = Item #.

2. Starting warehouse

Up to 2 alphanumeric characters, or Blank = "Main", or <F1> for "All".

3. Ending warehouse

Blank = Starting value.

For Cost Category & Item Type sequence:

4. Starting category

1 alphanumeric character, or Blank = Undefined, or <F1> = "All" Inventory Cost Categories.

5. Ending category

Blank = Starting value.

6. Starting item type

Up to 4 alphanumeric characters, or Blank = Undefined, or <F1> = "All".

7. Ending item type

Blank = Starting value.

8. Print item type subtotals ?

Y or N.

For Item # sequence:

4. Starting item #

Up to 15 alphanumeric characters, or <F1> = "All".

5. Ending item #

Blank = Starting value.

NON-VENDOR SOURCES

Use this program to print a list of the Non-vendor Source records.

Select

Non-vendor sources from the *Reports* menu.

The following screen displays:

```
Reports, other (Non-vendor sources)

Please enter:

1. List sequence  
2. Starting source
3. Ending source

S = Source #   N = Name
```

Enter the following fields:

1. List sequence

S = Source #, or **N** = Source name

For Source # sequence:

2. Starting source

Up to 6 alphanumeric characters, or <F1> = "All".

3. Ending source

Blank = Starting value.

For Source Name sequence:

2. Starting source name

Up to 25 alphanumeric characters, or <F1> = "All".

3. Ending source name

Blank = Starting value.

A/P DISTRIBUTIONS TO G/L

If System Information indicates PBS is the accounting system you use, use A/P Reports (Distributions to G/L) to print your A/P Distributions to G/L. This program is available for Other accounting systems.

Select

A/P distributions to G/L from the *Reports* menu.

Enter the following fields:

1. Starting account

Up to the number of numeric digits specified in System Information for Main Account Size and Sub-account Size, or <F1> = "First".

2. Ending account

Up to the number of numeric digits specified in System Information for Main Account Size and Sub-account Size, or <F1> = "Last", or Blank = Starting value.

3. Starting date

6 numeric digits in MMDDYY format, or <F1> = "Earliest".

4. Ending date

6 numeric digits in MMDDYY format, or <F1> = "Latest", or Blank = Starting value.

5. Show manual dists

D = Detail, **S** = Summary

in detail or summary ?

Manual distributions are those directly entered to distribute expenses during P.O. invoice entry.

6. Show automatic dists

D = Detail, **S** = Summary

in detail or summary ?

Automatic distributions are those generated automatically by the system. They include distributions to the accounts payable, cash, and discount accounts.

7. Purge file ?

Y or N, answer Y to purge the data after printing is completed. A Y answer is only allowed if the accounts range is "First" to "Last".

Item Sources

This chapter contains the following topics:

Entering Item Sources
Delete Multiple Item Sources
Clear Performance Statistics
Update Item Primary Vendor

ENTERING ITEM SOURCES

This function may be used to maintain quotations and authorized suppliers for the items you purchase. After you set it up, other programs on this menu allow you to look up sources (vendors or manufacturers) and prices for an item, or to find what items are sold by a specific supplier.

After an item number is entered in item sources with a vendor, subsequent delivery and quality performance statistics for that item and vendor are automatically calculated and posted to the item source record.

Two types of supplier sources may be identified in item sources. The first type is vendors who sell materials or services directly to you. The second type is *Non-vendor sources* who may be original manufacturers or master distributors of items you buy from other secondary distributors.

If an item number and vendor number in item sources match a P.O. line item being entered, the vendor quotation and / or last P.O. price, automatically display on the P.O. entry screen.

Select

Enter from the *Item sources* menu.

The following screen displays:

The screenshot shows the 'Item sources' window for 'Company 00 XYZ Company'. It features a menu bar (File, View, Print, Options, Tools, Help) and a toolbar with buttons for New, Edit, Save, Save / New, Delete, Cancel, and Exit. The main area is titled 'Select item source by item number ascending' and contains a table with columns: Item number, Description, Source, Vendor, Vendor name, and Vendor item.

Item number	Description	Source	Vendor	Vendor name	Vendor item
7001	MILD SHEET STEEL 14GA	Vendor	50	Acme Manufacturing	
7001	MILD SHEET STEEL 14GA	Vendor	100	Vermont Metal Products	3223AAA
7002	MILD SHEET STEEL 14GA	Vendor	800	Hanson Manufacturing Co.	909U12LK1HJ
992115	12 GAUGE GALV SHEET STEE	Vendor	100	Vermont Metal Products	543223S
RD-TEST-RM	12 GAUGE GALV SHEET STEE	Vendor	1111	Black Hawks Prod	998115
		Vendor	50	Acme Manufacturing	1223QWWE-1

Below the table is a 'General' section with two main areas: 'Item source data' and 'Pricing data'.

Item source data:

- Item number: 7001 (MILD SHEET STEEL 14GA)
- Source type: Vendor
- Vendor number: 50 (Acme Manufacturing)
- Vendor item: (empty)
- Vendor UM: SQFT (Stock/purchase ratio: 1.00)
- Vendor rank: B
- Date added: 02/01/2010 (Approved by: IAN)
- Quote date: 02/01/2010 (Lead time days: 3)

Pricing data:

	Quantity	Price
1.	999,999	1.50
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

At the bottom, there is a 'Performance data since 02/01/2010' section showing 'Last order number n/a' and 'Purchase price' with a 'Date' field. It also includes 'Performance by line' and 'Performance by quantity', both showing 'No statistics posted'. A footer contains navigation keys: <F1> = next record, <SF1> = previous record, <F3> = delete.

Item Sources List Box

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

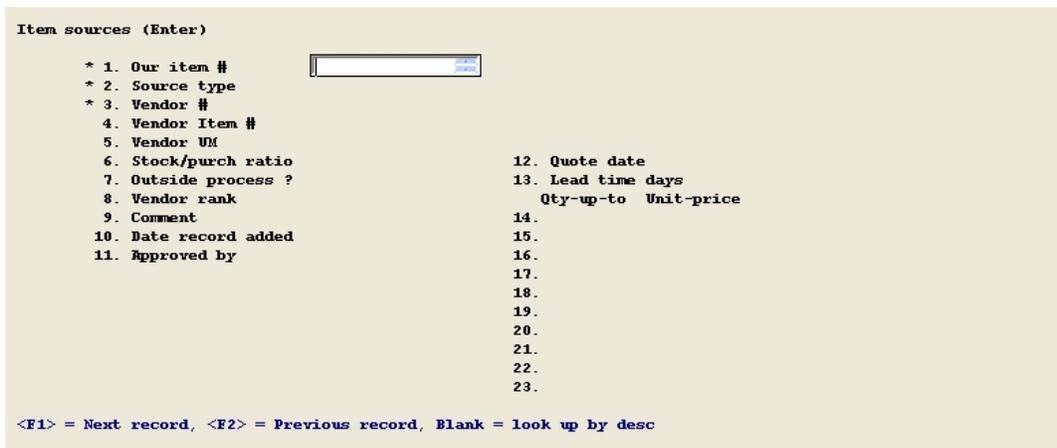
To locate an item source, start typing the item number or vendor item number, depending on which sort field is selected or use the up/down arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the item source. The <F1> and <SF1> work the same as the down/up arrow keys.

Item Sources Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	To enter a new item source.
Edit	Alt+e	To edit an existing item source.
Save	Alt+s	To save the new item source or changes to an existing item source.
Save/New	Alt+w	To save changes to an existing item source and then start a new item source.
Delete	Alt+d	To delete an existing item source.
Cancel	Alt+c	To cancel adding a new item source or editing an existing item source.
Exit	Alt+x	To exit the screen back to the menu.

Character Mode



Item source data

Enter the information as follows:

Item number

Entry format: Enter up to 15 alphanumeric characters. Type the item number. You may also press <F1> to find the next record that matches your entry or <SF1> for a previous record. Another option is to press <F8>, or click on the lookup button and search for the item in a lookup.

Alternatively, select the <Enter> key to move the focus to the description field where you may lookup the item by description. To use the description lookup for an item in *Item masters*, enter the first part of the item description at the description entry position and the program will display the first matching Item. You may accept that record or press <F1> to find the next record that matches your entry or <SF1> for a previous record.

You may enter "/" as the first character of the item number to identify a miscellaneous non-inventory item that is not in *Item masters*. You may use the Vendor Item # or Comment field to briefly describe such miscellaneous items.

Validation: If the first character of item number is not "/", the field must match an item master from which the item description is displayed.

Default: If you just added a record, the default is the last item number entered. You may type over or accept the default.

Source type

Using the drop down select either *Vendor* or *Non-vendor*.

Using character mode enter either V for Vendor or N for Non-vendor.

Vendor number or Source number

Entry format: Up to 6 alphanumeric characters or enter spaces to lookup the vendor / source by name.

To use the name lookup, enter the first part of the vendor or source name at the name entry position, and the program will display the first matching name. You may accept that record or press <F1> to find next record that match your entry or <SF1> for a previous record.

Validation: Must match a record in *Vendors* if entering vendor number or a record in *Non-vendor sources* if entering source number.

Vendor Item

Entry Format: Up to 20 alphanumeric characters or space.

Comments: The vendor's identifying number or catalog number may differ from your item number.

You may alternatively use this field for a brief description of miscellaneous non-inventory items (item number begins with "/").

Outside process

This is a check box where checked is yes and unchecked is no.

Character mode entry format: Y or N.

Unchecked or N displays as the initial default entry.

Comments: A checked box or Y means the supplier does outside processing of your material.

Vendor UM

Entry format: Up to 4 alphanumeric characters. Spaces are not allowed.

Default: If the item number is in *Item masters*, its purchase unit of measure displays.

Stock/purch ratio

Entry format: Up to 4 numeric digits plus 3 decimals. Zero is not allowed.

Validation: This is not changeable if the item is a non-inventory item (first character of item number is "/") or automatically defaults to 1.000 and is also not changeable if the vendor unit of measure is the same as the stock unit of measure in the item master.

Vendor rank

Entry format: 1 alphanumeric character or space.

Comment

Entry format: Up to 20 alphanumeric characters.

Date added

Entry format: 6 numeric digits in MMDDYY format. The system date is automatically entered when you add a record.

Approved by

Entry format: Up to 3 alphanumeric characters. Spaces are not allowed.

Comment: Initials of person who authorized the supplier as an existing or potential source for the item.

Quote date

Entry format: 6 numeric digits in MMDDYY format. You may press <F1> to skip or clear the remaining fields.

The system date is the default.

Lead time days

Entry format: Up to 3 numeric digits or a space.

Pricing data

Quantity

Entry format: Up to 6 numeric. Select <F1> to skip the remaining fields or <F2> for 999,999.

Comments: Quantity level related to the price, if any.

Price

Entry format: Up to 6 numeric digits and 4 decimals or zero.

Performance data

When you retrieve a record already in Item Sources, data posted by other programs about the last P.O. or any accumulated item / vendor performance statistics will also display. Using character mode, press <F5> to view more performance statistics, if any.

DELETE MULTIPLE ITEM SOURCES

This program prints a purge list and/or deletes Item Source records for the specified purge range.

Select

Delete multiple item sources from the *Item sources* menu.

The following screen displays:

```
Item sources (Delete multiple item sources)

Please enter:

1. Purge method 
2. Print purge list ?
3. Purge file ?

All item source records in the specified range will be
deleted if you tell the program to purge the file.

The Unmatched method deletes all Item Source records with
inventory Item Numbers that do not match the Item Master
File and all with Vendor or Source Numbers that do not
match the Vendor File or Non-vendor Source File.

I = Item #, V = Vendor or source #, U = Unmatched to master file
```

The fields you enter are:

1. Purge method

Enter **I** for Item #, **V** for Vendor or Source # or **U** for Unmatched to master.

Comment: The Unmatched method purges all Item Source records with inventory Item Numbers that do not match in Item Masters, and all with Vendor or Source Numbers that do not match Vendor or Non-vendor Sources.

The Unmatched Item Number test excludes non- inventory Item Numbers starting with "/".

2. Print purge list ?

Y or N. Y displays as the initial default entry.

3. Purge file ?

Y or N. N displays as the initial default entry.

The following entries are only requested for Purge Method I or V:

4. Source type

V = Vendor, **N** = Non-vendor

"All" displays as the default and is not changeable if Purge Method = I.

The next two entries depend on the Purge Method and Source Type selected:

5. Starting item #

Up to 15 alphanumeric characters. Space not allowed.

6. Ending item #

Blank = Starting value.

or

5. Starting vendor #

Up to 6 alphanumeric characters. Space not allowed.

6. Ending vendor #

Blank = Starting value.

or

5. Starting source #

Up to 6 alphanumeric characters. Space not allowed.

6. Ending source #

Blank = Starting value.

If you answered Y to "Purge file?", the program will ask "Are you sure?". Answer Y to start the purge processing, or N to cancel the procedure.

If your answer to "Purge File?" was Y, the program will display the number of records deleted. After purge list printing and/or file purging is completed, the program returns to the Purge Method entry position.

CLEAR PERFORMANCE STATISTICS

This program clears performance statistics on late deliveries and rejects in the item vendor records for a specified range of Vendors and Items, excluding any records added after a specified date.

Select

Clear performance statistics from the *Item sources* menu.

The following screen displays:

```
Item sources (Clear performance statistics)

Please enter:

1. Starting vendor # 
2. Ending vendor #
3. Starting item #
4. Ending item #
5. Exclude records added after

This program clears performance statistics on
late deliveries and rejects in the item source
records within the specified range.

Summary statistics by vendor in the Vendor
Performance History file are not affected.

<F1> = "All"
```

The fields you enter are:

1. Starting vendor

Up to 6 alphanumeric characters, or <F1> for "All".

2. Ending vendor

Blank = Starting value.

3. Starting item

Up to 15 alphanumeric characters or <F1> for "All".

4. Ending item

Blank = Starting value.

5. Exclude records added after

6 numeric digits in MMDDYY format, or space to exclude this criteria.

The program will tell you the number of records cleared and return to the Starting Vendor Number position.

UPDATE ITEM PRIMARY VENDOR

This program posts Vendor Numbers from the Item Source records with the Vendor Rank you specify to the Primary Vendor in matching Item Master records.

Select

Update item primary vendor from the *Item sources* menu.

The following screen displays:

```
Item sources (Update item primary vendor)

Please enter:

1. Starting item # 
2. Ending item #
3. Vendor rank

This program posts Vendor Numbers from Item Source
records with the specified Vendor Rank to the
Primary Vendor field in matching Item Masters.

<F1> = "All"
```

The fields you enter are:

1. Starting item

Up to 15 alphanumeric characters or <F1> for "All".

2. Ending item

Blank = Starting value.

3. Vendor rank

Up to 1 alphanumeric character.

Non-vendor Sources

This chapter contains the following topics:

[Entering Non-vendor Sources](#)

ENTERING NON-VENDOR SOURCES

If you want to refer to "Non-vendor sources" in programs that maintain Item Sources, use this function to maintain valid Non-vendor sources.

Two types of supplier sources may be identified in Item Sources. The first type is Vendors who sell materials or services directly to you. The second type is "Non-vendor sources" who may be original manufacturers or master distributors of items you buy from other secondary distributors.

Any Non-vendor Source Number referred to in the "Item sources" entry program must match a Non-vendor Source records.

Select

Non-vendor sources from the *P/P* menu.

The following screen displays:

```
Non-vendor sources

* 1. Source # 
   2. Name
   3. Address
   4.
   5.
   6. Comment

<F1> = Next record, <F2> = Previous record
```

Enter the information as follows:

1. Source

Entry Format: Up to 6 alphanumeric characters.

2. Name

Entry Format: Up to 25 alphanumeric characters.

3-5. Address

Entry Format: Up to 25 alphanumeric characters per line.

6. Comment

Entry Format: Up to 25 alphanumeric characters.

Shipments In-Transit

This chapter contains the following topics:

[Introduction to Shipments In-Transit](#)

[Entering Shipments In-Transit](#)

[Clear Status & Purge Received](#)

INTRODUCTION TO SHIPMENTS IN-TRANSIT

Use this function if you need to track and report status of vendor shipments in-transit. These procedures may be applicable to important incoming shipments from a distant location, such as a foreign country, that may be in-transit for more than a few days.

You enter a Vendor Shipment In-Transit record when the vendor notifies you of the shipping date. New records will be marked with an "Add" status code for reporting purposes. You may later change information in a record regarding Estimated Time of Arrival, etc., in which case it is marked with a "Change" status code. When the shipment is received, the quantity received, receipt date, and "Received" status may be posted to Shipments In-transit with Enter Receipts & Returns or with this function.

The Vendor Shipments In-transit report may be printed daily, after which you should run Clear Status Codes & Purge Received Items to reset the data for subsequent updates and the next report.

ENTERING SHIPMENTS IN-TRANSIT

Select

Enter from the *Shipment in-transit* menu.

The following screen displays:

```

Shipments in-transit (Enter)

* 1. Item #
* 2. For warehouse
* 3. P.O.           Rls      Line
   Vendor #
4. Qty shipped
5. Qty received

6. Carrier name
7. Ship date
8. ETA date

9. Status code
10. Comments
11.
12.
13.
14.

<F1> = Next record, <F2> = Previous record, Blank = look up by desc
    
```

Enter the information as follows:

1. Item

Entry Format: Up to 15 alphanumeric characters, or enter spaces to lookup the item by description.

To use the description lookup for an item in your Item Masters, enter the first part of the Item Description at the description entry position, and the program will display the first matching Item. You may accept that record or press <F1> to find other records that match your entry.

2. For warehouse

Entry Format: Up to 2 alphanumeric characters, or space for Main.

3. P.O.

Entry Format: Up to 6 numeric digits.

When you are searching for records that match the Item Number and Warehouse entries, you may press <F1> to display consecutive P.O. numbers until the number you want appears.

Rls

Entry Format: Up to 2 numeric digits, or space.

4. Qty Shipped

Entry Format: Up to 8 numeric digits and 3 decimals.

5. Qty Received

Entry Format: Up to 8 numeric digits and 3 decimals.

Comments: This field may also be updated with the Process Receipts & Returns function, when you receive a P.O. item that matches this record.

Received date

Requested when you post a Received Quantity.

6 numeric digits in MMDDYY format.

6. Carrier Name

Entry Format: Up to 25 alphanumeric characters.

7. Ship date

Entry Format: 6 numeric digits in MMDDYY format.

8. ETA date

(Estimated Time of Arrival date)

Entry Format: 6 numeric digits in MMDDYY format.

9. Status code

Entry Format: **A** = Add, **C** = Change, **R** = Received, Blank = No change

(This entry is bypassed and "Add" is displayed when adding a new record.)

Comments: This code may also be changed to **R** with the Enter Receipts & Returns program, when you receive a P.O. item that matches this record.

10.-14. Comments

Entry Format: Up to 5 lines of 45 alphanumeric characters each.

CLEAR STATUS & PURGE RECEIVED

Use this program after you print a current report of vendor shipments in-transit that includes status codes. This program deletes all in-transit records that have a status code of "Received". It also clears the status code in all other in-transit records.

Select

Clear status & purge received from the *Shipment in-transit* menu.

The following screen displays:



Enter the information as follows:

The program will ask if you are sure you want to proceed and if you answer Y, there will be a period of processing. The program will then display the number of records deleted.

Period and Year End

This chapter contains the following topics:

[Close Period](#)

[Modify Price Variance Detail](#)

[Modify Price Variance Summary](#)

CLOSE PERIOD

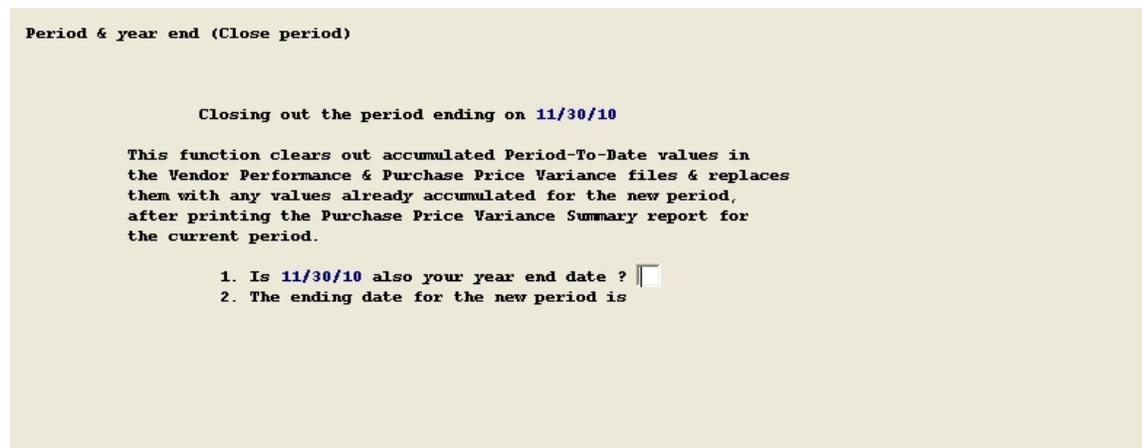
The Close Period program does the following processing:

- Prints the Purchase Price Variance Summary report for the period.
- Resets Period-To-Date statistics in the Vendor Performance Purchase Price Variances. You will probably do this at the end of each month, although you may use other time periods (e.g. quarter).
- If the period being closed is also your year end, resets the Year-To-Date statistics. Vendor Performance statistics are first moved into Last Year values.
- Resets Current Period End Date in P/P Control Information.

Select

Close period from the *Period & year end* menu.

The following screen displays:



When you select this program the following message is displayed:

Closing out the period ending on MM/DD/YY

This function clears out accumulated Period-To-Date values in the Vendor Performance & Purchase Price Variance files & replaces them with any values already accumulated for the new period, after printing, the Purchase Price Variance Summary report for the current period.

The fields you enter are:

1. Is MM/DD/YY also your year end date ?

Entry Format: Y or N

2. The ending date for the new period is

Entry Format: 6 numeric digits, in MMDDYY format.

Comments: This entry sets the new Current Period End Date in P/P Control Information.

3. Clear Vendor Performance PTD statistics ?

Entry Format: Y or N

Comments: This entry only appears if you answered N to "Is MM/DD/YY also your year end date ?".

This option allows you to use longer periods for Vendor Performance reporting than you use for Price Variance reporting.

The program asks "Are you sure ?". Answer N if you wish to cancel this procedure and exit to the preceding menu; otherwise answer Y to start the period close processing. A message will inform you when processing is completed.

MODIFY PRICE VARIANCE DETAIL

Use this program if you need to modify Price Variance Detail history, to correct data errors that existed at the time those records were created. You are not allowed to modify detail variance records that have already been permanently posted to Year-To-Date totals in Price Variance Summary. You may add, change or delete other current period detail records. Current period detail variances are summarized into both Period-To-Date and Year-To-Date totals on the Purchase Price Variance Summary report.

Select

Modify price variance detail from the *Period & year end* menu.

The following screen displays:

```

Period & year end (Modify price variance detail)

* 1. Warehouse
* 2. Outside cost ?
* 3. Item #
* 4. Dist date
* 5. Voucher #

6. P.O. #
7. Vendor #
8. Stock qty
9. Stock UM
10. Std unit cost
11. Actual invoice amt

<F1> = Next record, <F2> = Previous record
    
```

1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or

Blank = "Main".

2. Outside cost ?

Entry Format: Y for Outside Processing price variance, or N for Material price variance.

3. Item

Entry Format: Up to 15 alphanumeric characters.

4. Dist date

Entry Format: 6 numeric digits in MMDDYY format.

5. Voucher

Entry Format: Up to 6 numeric digits.

If the above 5 fields match a Price Variance Detail record, the remainder of the record will display and the cursor will move to "Field number to change?". Otherwise, the program will tell you the entries do not match a record and will ask if you want to add a variance detail record. If you answer Y, you enter these remaining fields:

6. P.O. #

Entry format: Up to 6 numeric digits.

Rls #

Entry format: Up to 2 numeric digits, or space.

7. Vendor #

Entry Format: Up to 6 alphanumeric characters.

8. Stock qty

Entry Format: Up to 8 numeric digits and 3 decimals, with an optional minus sign.

Zero is not allowed.

9. Stock UM

Entry Format: Up to 4 alphanumeric characters.

10. Std unit cost

Entry Format: Up to 6 numeric digits and 4 decimals. Zero is not allowed.

11. Actual invoice amount

Entry Format: Up to 7 numeric digits and 2 decimals, with an optional minus sign, or zero.

Because you are changing or adding "history", none of the entries except Warehouse Code is validated to master information.

MODIFY PRICE VARIANCE SUMMARY

Use this program if you need to modify Year-To-Date values in Price Variance Summary records, to correct errors that existed when detail variance were posted by the Close Period program.

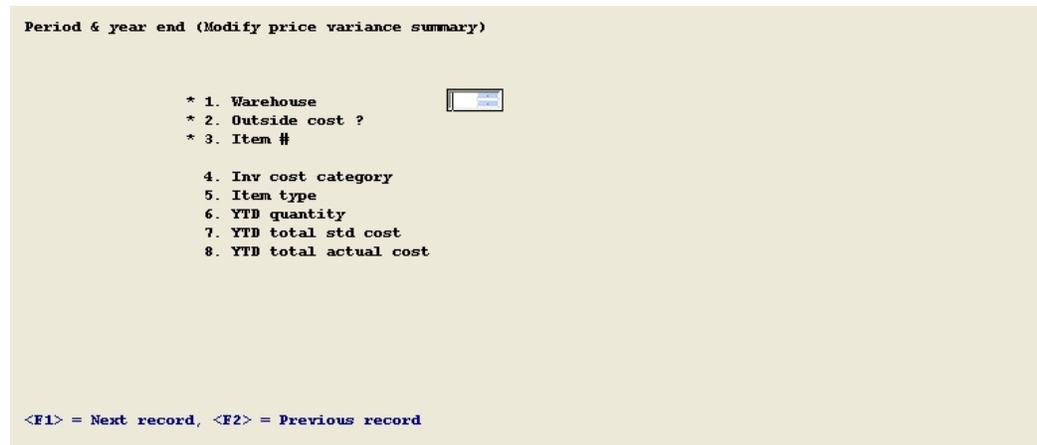
You may add, change or delete Variance Summary records.

Important note: The YTD values stored in Price Variance Summary records are YTD values as of the end of the last period closed. If you have just printed a Purchase Price Variance Summary report, Variance Summary record values will be the reported total Year-To-Date values less the respective Period-To-Date values on that report. For the report, current period values from unposted Variance Detail records are added to Variance Summary record YTD values for prior periods. Current period detail is not actually posted to Variance Summary YTD fields until the period is closed.

Select

Modify price variance summary from the *Period & year end* menu.

The following screen displays:



1. Warehouse

Entry Format: Up to 2 alphanumeric characters, or

Blank = "Main".

2. Outside cost ?

Entry Format: Y for Outside Processing price variance, or N for Material price variance.

3. Item

Entry Format: Up to 15 alphanumeric characters.

If the above 3 fields match a Price Variance Summary record, the remainder of the record will display and the cursor will move to "Field number to change?". Otherwise, the program will tell you the

entries do not match a record and asks if you want to add a record. If you answer Y, you complete these entries:

4. Inv cost category

Entry Format: 1 alphanumeric character, or space.

5. Item type

Entry Format: Up to 4 alphanumeric characters, or space.

6. YTD quantity

Entry Format: Up to 8 numeric digits and 3 decimals, with an optional minus sign. Zero is not allowed.

7. YTD total std cost

Entry Format: Up to 7 numeric digits and 2 decimals, with an optional minus sign. Zero is not allowed.

8. YTD total actual cost

Entry Format: Up to 7 numeric digits and 2 decimals, with an optional minus sign, or zero.

Because you are changing or adding "history", none of the entries except Warehouse Code is validated to master information.

Utility

This chapter contains the following topics:

<u>Purge Closed P.O. Items</u>
<u>Purge Receipts & Returns</u>
<u>Purge Rejected Material</u>
<u>Purge Price Variance Detail</u>
<u>Convert RW Purchase Addresses</u>

PURGE CLOSED P.O. ITEMS

This program allows you to delete P.O. line item history for closed Purchase Orders for a specified cutoff date and warehouse.

Select

Purge closed P.O. items from the *Utility* menu.

The following screen displays:

```
Utility (Purge closed P.O. items)

Please enter:

1. Delete closed P.O. items
   with closed date thru 

2. Items for warehouse

3. Print purge list ?

4. Purge list sequence
```

Enter the information as follows:

1. Delete closed P.O. items with closed date thru

6 numeric digits in MMDDYY format.

2. Items for warehouse

Up to 2 alphanumeric characters, or Blank = Main, or <F1> = "All".

3. Print purge list ?

Answer Y to print a list of all records deleted, or N to purge without printing.

4. Purge list sequence

P = P.O. Number, or I = Item Number.

Not applicable if previous answer is N.

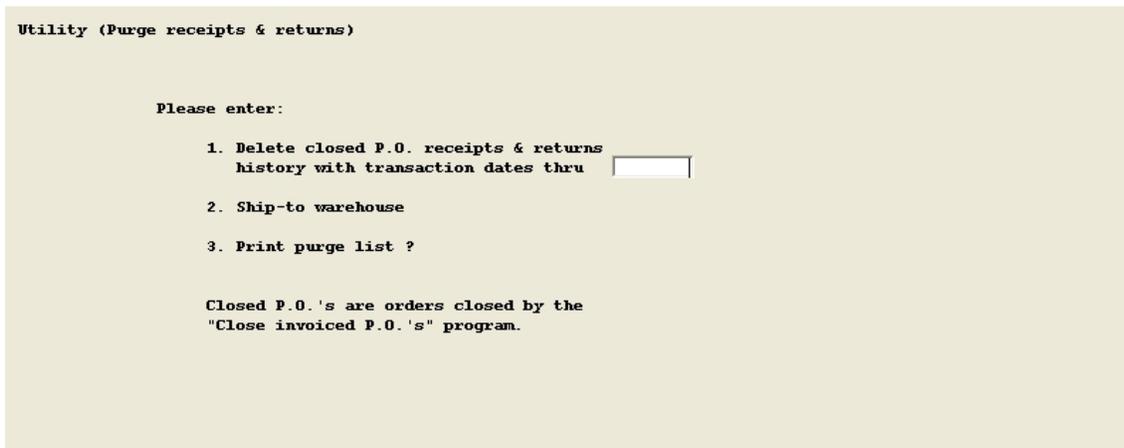
PURGE RECEIPTS & RETURNS

This program allows you to delete Receipts and Returns history for closed Purchase Orders, for a specified cutoff date and warehouse. Purging this data does not affect Inventory Transaction history also created by the Process Receipts & Returns function.

Select

Purge receipts & returns from the *Utility* menu.

The following screen displays:



```
Utility (Purge receipts & returns)

Please enter:

1. Delete closed P.O. receipts & returns
   history with transaction dates thru 
2. Ship-to warehouse
3. Print purge list ?

Closed P.O. 's are orders closed by the
"Close invoiced P.O. 's" program.
```

Enter the information as follows:

1. Delete closed P.O. receipts & returns history with transaction dates thru

6 numeric digits in MMDDYY format.

2. Ship-to warehouse

Up to 2 alphanumeric characters, or Blank = Main, or <F1> = "All".

3. Print purge list ?

Answer Y to print a list of all records deleted, or N to purge without printing.

PURGE REJECTED MATERIAL

This program allows you to delete Rejected Material history for approved RMA's for a specified cutoff date and warehouse.

Select

Purge rejected material from the *Utility* menu.

The following screen displays:

```
Utility (Purge rejected material)

Please enter:

1. Delete approved RMA's
   with approved date thru 

2. Items for warehouse

3. Print purge list ?

4. Purge list sequence
```

Enter the information as follows:

1. Delete approved RMA's with approved date thru

6 numeric digits in MMDDYY format.

2. Items for warehouse

Up to 2 alphanumeric characters, or Blank = Main, or <F1> = "All".

3. Print purge list ?

Answer Y to print a list of all records deleted, or N to purge without printing.

4. Purge list sequence

I = Item Number, or **P** = P.O. Number, or **V** = Vendor Number.

Not applicable if previous answer is N.

PURGE PRICE VARIANCE DETAIL

This program allows you to delete Price Variance Detail history that has been posted to Price Variances Summary at the close of prior periods. Record deletions are for a specified cutoff date and warehouse.

Select

Purge price variance detail from the *Utility* menu.

The following screen displays:

```
Utility (Purge price variance detail)

Please enter:

1. Purge posted purchase price variance detail
   history with distribution date thru 

2. Items for warehouse

3. Print purge list ?
```

Enter the information as follows:

1. Purge posted purchase price variance detail history with distribution date thru

6 numeric digits in MMDDYY format.

2. Items for warehouse

Up to 2 alphanumeric characters, or Blank = Main, or <F1> = "All".

3. Print purge list ?

Answer Y to print a list of all records deleted, or N to purge without printing.

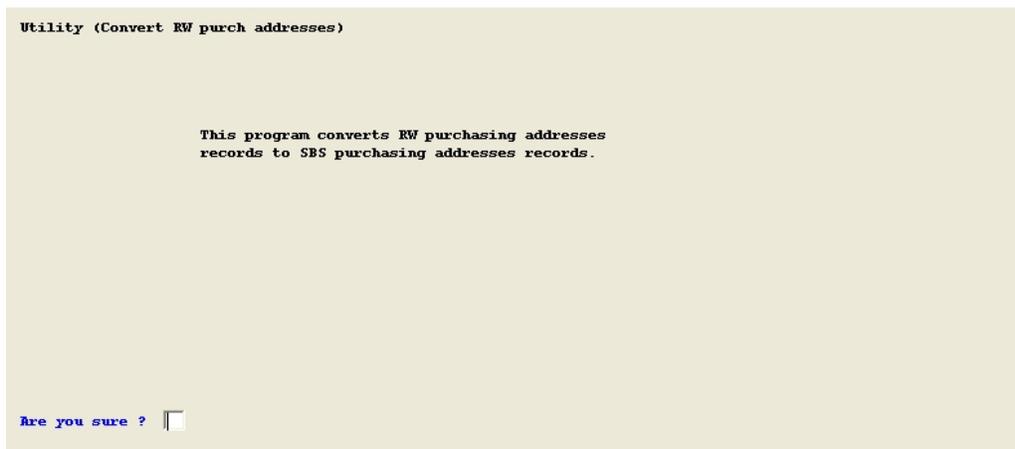
CONVERT RW PURCHASE ADDRESSES

This program allows you to automatically copy any existing PBS A/P Purchase Addresses records to the PBS Manufacturing Purchase Addresses used in Product Purchasing.

Select

Convert RW purchase addresses from the *Utility* menu.

The following screen displays:



Enter the prompts on the screen.

Sample Reports

This appendix contains sample Product Purchasing reports.

PURCHASE ORDER EDIT LIST

Date 06/07/2010 Time 11:46:05

XYZ Company

Report #3693 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. # 100 P.O. date: 9/23/09 Default acct #: 5010-100
 Spc msg: Change date: None
 Buyer's name: JOE SMITH
 Vendor: 100 Vermont Metal Products Ship to: Main ABC COMPANY F.O.B. point: SHIPPING POINT
 410 Pinecrest Road 100 BOWLES ROAD Ship via: UPS
 Newton VT 12345 AGAWAM, MA 01001 PPD/COLL:
 Terms: tenth

Line #	Our-item-#	Vendor-item-#	Order-qty	Unit	Unit-price	Due-date	Ext-price	Change type	For whse	Promise date	Qty-recvd	Recv O/C	Last-rcv date	Invcd compl?
--------	------------	---------------	-----------	------	------------	----------	-----------	-------------	----------	--------------	-----------	----------	---------------	--------------

1	7001	3223AAA	10	LBS	1.75	9/30/09	17.50		Main		10	Clsd	11/20/09	N
		SHEET STEEL 12GA												
2	7002	543223S	2	SQFT	.50	2/25/10	1.00	Add	Main	2/25/10	0	Open		N
		12 GUAGE GALV SHEET STEEL												
3	7001	3223AAA	3	LBS	1.00	4/23/10	3.00	Add	Main		0	Open		N
		MILD SHEET STEEL 14GA												

Comments: RUSH ORDER! PLEASE SHIP ASAP!
 CONFIRMING PHONE ORDER

Total amt: 21.50 3 total schedule lines, 2 lines with change message
 Print P.O.? Y 1 schedule lines closed for receiving
 Changes only? N 0 no charge lines
 Print prices Y 0 schedule lines invoiced complete

Sequence: P.O. # Ship to whse: "All" P.O. dates: "All" Vendor #: "All"
 Buyer code: "All" P.O. #: 100 Rls to 100 Rls

Grand totals: 1 purchase orders Total amt: 21.50 3 total schedule lines 2 lines with change message
 1 schedule lines closed for receiving
 0 no charge lines
 0 schedule lines invoiced complete

-- End of report --

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