

PURCHASE ORDER

INTRODUCTION:

THE PURCHASE ORDER MODULE ALLOWS YOU TO CREATE PURCHASE ORDER RECORDS TYING SPECIFIC SALES TO INVENTORY AND ACCOUNTS PAYABLE FILES. THIS MODULE ALSO ALLOWS YOU TO GENERATE PURCHASE ORDERS INDIVIDUALLY OR IN MASS AND TO GENERATE REPORTS LISTING SUGGESTED PURCHASES AND ACTUAL PURCHASES.

THE FIRST PRIMARY OPTION IN THIS MODULE IS TO QUOTE PRODUCTS TO MULTIPLE VENDORS AT DIFFERENT PRICES, SIMILAR TO HOW PRODUCT IS QUOTED TO CUSTOMERS IN TELSEL. THE OTHER PRIMARY OPTION IS TO BE ABLE TO POST THE PURCHASE ORDER IN DETAIL TO THE INVENTORY SYSTEM AND IN TOTAL TO THE ACCOUNTS PAYABLE SYSTEM.

PURCHASE ORDER PROGRAM MENU

F2 - MAIN MENU

- 1 - BUILD PURCHASE ORDER
- 2 - PRINT PURCHASE ORDER
- 3 - POST PURCHASE ORDER
- 4 + LIST SUGGESTED PURCHASES
- 5 + VENDOR PURCHASE REPORT
- 6 + UN-POSTED PURCHASE ORDER REPORT
- 7 - RE-INDEX PURCHASE ORDERS
- 8 - RESET PURCHASE ORDER FILE

B.1 BUILD PURCHASE ORDER

THE "PURCHASE ORDER DATE" SCREEN ALLOWS ACCEPTANCE OF THE SYSTEM DATE OR ENTRY OF ANOTHER DATE.

SYSTEM DATE : XX/XX/XX

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
SYSTEM DATE       DATE USED BY "PURCHASE ORDER" FOR SELECTING ACCOUNTS AND  
                   FOR DATING INVOICES.
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TO ACCEPT THE SYSTEM DATE, PRESS {ENTER}.

TO ENTER A DIFFERENT DATE, TYPE IN THE DATE DESIRED PRESS {ENTER}.

PRINT ONLY OUT OF STOCK PRODUCTS (Y/N)? N

THIS QUESTIONS DEFAULTS TO NO, BUT WILL ALLOW YOU TO SELECT IF YOU WANT TO SEE ALL THE PRODUCTS QUOTED TO A SPECIFIC VENDOR OR ONLY THE PRODUCTS THAT ACCORDING TO THE METHOD OF ANALYSIS YOU ARE USING WHAT NEEDS TO BE ORDERED TO

BRING YOUR INVENTORY BACK TO THE DESIRED LEVEL.

METHOD OF ANALYSIS:

THE PURCHASE ORDER WILL ANALYZE YOUR INVENTORY ON RE-ORDER SET POINTS LOCATED ON THE ADD/EDIT PRODUCT SCREEN, OR ORDER ON HISTORY BASED ON UP TO 5 WEEKS AVERAGING AND THE WEEKS TO ORDER AND WEEKS TO RECEIVE. (SEE INVENTORY MANUAL FOR COMPLETE DEFINITION)

THE SECTION OF MAIN INTEREST IS THE "PURCHASE ORDER ENTRY" SECTION WHICH CONTAINS THE INFORMATION NEEDED TO INPUT A PURCHASE ORDER.

\*\*SCREEN DISPLAY\*\*

YOU ARE AT THE "VENDOR #" FIELD WHEN YOU ENTER THIS SCREEN. TYPE IN THE NUMBER OF THE VENDOR AND PRESS {ENTER} OR PRESS THE DOWN ARROW FOR ALPHA SEARCH, AND TYPE IN THE PARTIAL NAME OF THE DESIRED VENDOR, OR PRESS THE DOWN ARROW KEY AGAIN TO SCROLL THROUGH THE VENDOR FILE. WHEN THE DESIRED VENDOR IS DISPLAYED PRESS {ENTER} TO PULL THAT VENDORS INFORMATION. UNLESS YOU WISH TO EDIT OR DELETE AN EXISTING PURCHASE ORDER (EDIT AND DELETION PROCEDURE EXPLAINED BELOW). INFORMATION ON THAT VENDOR IS ACCESSED BY THE COMPUTER AND APPEARS ON YOUR SCREEN. TO ENTER A PURCHASE ORDER FOR A VENDOR, TYPE IN THE NUMBER FROM THE PURCHASE ORDER OR ALLOW THE SYSTEM TO ASSIGN THE PURCHASE ORDER NUMBER AND PRESS {ENTER}.

YOU MAY EDIT A PURCHASE ORDER THAT HAS BEEN ENTERED AT THE "PURCHASE ORDER" SCREEN THAT IS NOT POSTED TO EITHER INVENTORY OR ACCOUNTS PAYABLE.

EDIT PROCEDURE

PRESS {ENTER} TO LEAVE THE CUSTOMER # FIELD BLANK. NEXT TYPE IN THE NUMBER OF THE PURCHASE ORDER YOU WISH TO EDIT. IF THE PURCHASE ORDER IS NOT POSTED AND IS ENTERED IT DISPLAYS ON THE SCREEN.

YOU MAY DELETE A PURCHASE ORDER THAT HAS BEEN ENTERED AT THE "PURCHASE ORDER" SCREEN THAT HAS NOT BEEN POSTED TO EITHER INVENTORY OR ACCOUNTS PAYABLE.

DELETE PROCEDURE

TYPE IN THE THREE LETTERS "DEL" AND PRESS {ENTER} AT THE "VENDOR #" FIELD. NEXT TYPE IN THE PURCHASE ORDER NUMBER THAT YOU WISH TO REMOVE AND PRESS {ENTER}. THE SYSTEM DISPLAYS THE PURCHASE ORDER IN A WINDOW AND ASKS:

DO YOU WANT TO DELETE THIS PURCHASE ORDER (Y/N)

IF YOU PRESS {Y} THEN {ENTER}, THE PURCHASE ORDER IS DELETED. IF YOU PRESS {N} THEN {ENTER}, THE PURCHASE ORDER IS NOT DELETED BUT DISPLAYS ON THE SCREEN AS THOUGH YOU HAD SELECTED IT FOR EDIT.

FOLLOWING IS A DETAILED EXPLANATION OF ALL SECTIONS OF THE "PURCHASE ORDER

ENTRY" SCREEN. MORE DETAIL IS PROVIDED ON THIS PROGRAM AS IT CONTAINS, CREATES , OR HAS ACCESS TO INFORMATION THAT IS USED ON PRODUCT OR VENDOR ANALYSIS.

VENDOR INFORMATION SECTION

THE NAME AND ADDRESS IN THIS SECTION CAN BE CHANGED FOR THE PURCHASE ORDER IN PROGRESS ONLY. PERMANENT CHANGES TO NAME AND ADDRESS, OR ANY OTHER INFORMATION DISPLAYED IN THIS SECTION CAN BE CHANGED THROUGH THE "UPDATE MASTER VENDOR" WINDOW (?) WHICH IS A WINDOW TO THE VENDORS MASTER FILE INFORMATION ENTERED IN "ADD/EDIT VENDOR" (2.1). (SEE "UPDATE MASTER VENDOR WINDOW" FOR MORE INFORMATION.)

\*\*SCREEN DISPLAY\*\*

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#####
SCREEN FIELDS      DESCRIPTION
#####
VENDOR NAME        VENDOR'S NAME AND ADDRESS.
AND ADDRESS

PHONE NUMBER       VENDOR'S PHONE NUMBER.

FAX NUMBER         VENDOR'S FAX NUMBER.

CONTACT            PERSON TO CONTACT AT VENDOR'S ACCOUNT.

SHIP TO SECTION    THE BLOCK TO THE RIGHT OF THE VENDOR INFORMATION BLOCK IS
RESERVED FOR THE SHIP TO NAME AND ADDRESS. THIS
INFORMATION IS TAKEN FROM THE ADD/EDIT COMPANY (9.6)

TERMS              THE PAYMENT TERMS AS DEFINED IN THE ADD/EDIT VENDOR FILE
(2.1)

WEIGHT            THE TOTAL WEIGHT OF THE OPEN PURCHASE ORDER IS CALCULATED
AND DISPLAYED JUST ABOVE THE FIRST PRODUCTS EXTENDED
COST.
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\*\*SCREEN DISPLAY\*\*

ORDER ENTRY SECTION

THE FIELDS IN THE BODY OF THE SCREEN ARE FOR ENTERING THE VENDOR'S QUOTED OR ORDERED PRODUCTS. ANY PRODUCT ENTERED THAT HAS A QUOTED QUANTITY EQUAL TO ONE (1) OR GREATER UNDER THE TERMS COLUMN IS CONSIDERED TO BE A QUOTED PRODUCT TO THE VENDOR.

IF YOU DO NOT WISH A PARTICULAR PRODUCT TO BE QUOTED TO THE VENDOR THAT YOU ARE ENTERING, THEN ENTER A ZERO (0) OR LEAVE THE QUANTITY FIELD BLANK.

THE FIELDS ON THIS SCREEN ARE LISTED IN COLUMNS FROM LEFT TO RIGHT FOR ENTRY OF MULTIPLE LINE ITEMS. EACH LINE ITEM ORDER SHOWS THE EXTENDED COST AT THE RIGHT, AND ALL LINE ITEMS ARE TOTALLED AT THE BOTTOM.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
PRODUCT #         PRODUCT NUMBER BY WHICH THE ITEM IS IDENTIFIED. UP TO 200  
                   PRODUCTS CAN BE QUOTED TO A VENDOR.  THE SCREEN SCROLLS  
                   TO THE NEXT PAGE WHEN NINE PRODUCTS HAVE BEEN ENTERED.  
                   THE PAGE NUMBER IN THE TOP RIGHT-HAND CORNER INDICATES  
                   WHICH PAGE YOU ARE PRESENTLY WORKING ON.  TO MOVE FORWARD  
                   A PAGE, PRESS {F1}.  TO MOVE BACKWARDS A PAGE, {F3}.  
  
DESCRIPTION       NAME OF THE PRODUCT.  APPEARS WHEN A PART NUMBER IS  
                   ENTERED.  
  
QUOTED PRODUCT    THE NUMBER (1) OR GREATER KEYED BY OPERATOR, THIS FIELD  
                   IS USED TO DETERMINE THE NUMBER OF TIMES THE QUOTED PRICE  
                   HAS BEEN CHANGED FOR THIS VENDOR.  TO ADD A NEW PRODUCT  
                   TO THE VENDOR'S QUOTED PRICE LIST, REPLACE A ZERO IN THIS  
                   FIELD WITH A GREATER VALUE.  THE "QUOTED PRODUCT WINDOW"  
                   IMMEDIATELY APPEARS FOR QUOTED PRODUCT MAINTENANCE. (A  
                   DETAILED EXPLANATION OF THE "QUOTED PRODUCTS WINDOW"  
                   FOLLOWS.)  
  
                   TO LIST A PRODUCT FOR A SINGLE PURCHASE ONLY, LEAVE A  
                   ZERO (NO NUMBER IS ENTERED) IN THIS FIELD.  
  
ACTUAL QUANTITY   THE ACTUAL QUANTITY OF THE ITEM ORDERED OR RETURNED TO  
                   THE VENDOR.  "PURCHASE ORDER" MULTIPLIES THE QUANTITY  
                   TIMES THE UNIT COST FOR A LINE ITEM TOTAL.  TO BYPASS A  
                   PRODUCT ON A PURCHASE ORDER, LEAVE A ZERO IN THE FIELD.  
                   TO CREDIT AN ITEM RETURNED (CREATE A CREDIT MEMO), ENTER  
                   A NEGATIVE QUANTITY IN THIS FIELD.  
  
UNIT COST         THE COST OF AN ITEM PER CASE OR INDIVIDUAL UNIT. (IF A  
                   PRODUCT IS DEFINED AS A CASE OR UNIT THE PURCHASE ORDER  
                   SYSTEM WILL ALWAYS DEFAULT TO THE CASE CONFIGURATION).  
                   THIS MAY BE A SPECIAL QUOTED COST ESTABLISHED FOR A TIME  
                   INTERVAL.  QUOTED COSTS ARE MAINTAINED IN THE "QUOTED  
                   PRODUCT WINDOW".
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EXTENDED COST            QUANTITY ORDERED TIMES ITEM COST = TOTAL COST. CALCULATED BY "PURCHASE ORDER".

QUANTITY TYPES            QUANTITY TYPES INFORM "PURCHASE ORDER" HOW TO CALCULATE THE TOTAL FOR THE LINE ITEM, BASED ON THE COST MAINTAINED IN THE INVENTORY FILE OR QUOTED IN THE "QUOTED PRODUCT WINDOW".

                          C = CASE COST  
                          U = UNIT COST  
                          N = SOLD ONLY ONE WAY

TOTAL                      PURCHASE ORDER TOTAL. TOTAL COST OF PRODUCT FOR THIS VENDOR ON THIS PURCHASE ORDER.

WHEN FINISHED ENTERING A PURCHASE ORDER PRESS {F2}.  
\*\*SCREEN DISPLAY\*\*

IF YOU WISH TO (S)TORE THE PURCHASE ORDER AS IT APPEARS PRESS {S}. THE PURCHASE ORDER NUMBER ASSIGNED AND STORED APPEARS AND A BLANK "ORDER ENTRY" SCREEN FOLLOWS.

IF YOU WISH TO EXIT WITHOUT STORING USE THE (N)EXT SCREEN, ENTER "N". AT THIS POINT THE COMPUTER ASKS YOU IF YOU WISH TO EXIT THE SCREEN WITHOUT STORING THE PURCHASE ORDER "Y" FOR EXIT AND "N" WILL RETURN YOU TO THE PURCHASE ORDER. AGAIN A BLANK "PURCHASE ORDER ENTRY" SCREEN APPEARS.

IF YOU WISH TO EXIT BACK TO THE PURCHASE ORDER MENU SCREEN, HOLD DOWN THE {CTRL} KEY AND PRESS {E}.

IF YOU WISH TO (R)ETURN TO THE SCREEN TO INPUT FURTHER INFORMATION ON THE PURCHASE ORDER (OR YOU PRESSED {PF2} IN ERROR) PRESS {R}. YOU ARE RETURNED TO THE PLACE ON THE SCREEN THAT YOU PRESSED {PF2}.

#### FUNCTION KEYS

FUNCTION KEYS ARE AVAILABLE TO ASSIST WITH PROCESSING. THEY ARE LISTED AT THE BOTTOM OF THE SCREEN.

\*\*SCREEN DISPLAY\*\*

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FUNCTION KEYS            FUNCTIONS  
#####  
F1-PAGE DOWN            SCROLLS DOWN TO NEXT SCREEN WHEN THERE IS MORE THAN ONE  
                          SCREEN OF PRODUCTS.
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F2-EXIT                    EXITS THE CURRENT PURCHASE ORDER, GIVING THE CHOICE TO:

1) STORE THE PO (S), 2) ABORT THE PO (N), 3) EXIT TO THE MENU (CONTROL-E), OR 4) RETURN TO THE CURRENT PO (R). THE FIRST TWO OPTIONS RE-DISPLAY THE "PURCHASE ORDER ENTRY SCREEN" FOR ENTRY OF ADDITIONAL PURCHASE ORDERS.

PF3-PAGE UP                   SCROLLS UP TO PREVIOUS SCREEN WHEN THERE IS MORE THAN ONE SCREEN OF PRODUCTS.

PF4-COMMENT                   ACCESSES A COMMENTS WINDOW. EACH PURCHASE ORDER HAS ACCESS TO FIVE LINES OF FORTY CHARACTER LONG COMMENTS USED AT THE FOOT OF THE PURCHASE ORDER YOU ARE BUILDING. WHEN CHANGES TO COMMENTS ARE COMPLETED, EXIT BY PRESSING {F2}.

^W-TO PART                   WHILE IN THE BODY OF THE PURCHASE ORDER, SENDS YOUR CURSOR DIRECTLY TO THE LEFT-HAND COLUMN. THE PRODUCT NUMBER COLUMN. THIS IS USED TO ELIMINATE KEY STROKES.

QUOTED PRODUCT WINDOW  
THE QUOTED PRODUCT WINDOW ALLOWS THE USER TO ENTER INFORMATION FOR PRODUCTS THAT ARE STANDARD TO A VENDOR'S PURCHASE ORDER. DATA MAINTAINED INVOLVES COST, QUANTITY AND UNITS. QUOTED PRODUCTS ARE NORMALLY SET UP FOR A VENDOR TO MAINTAIN THE ACTUAL COST, SINCE THE SAME PRODUCT MAY BE PURCHASED FROM SEVERAL DIFFERENT VENDORS. A VENDORS PRODUCT NUMBER CAN ALSO BE LINKED TO THE QUOTED PRODUCT AND PRINTED ON THE PURCHASE ORDER.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS           DESCRIPTION  
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PRODUCT NUMBER         DISPLAYS THE PRODUCT NUMBER FROM THE "PURCHASE ORDER"  
                          MAIN SCREEN. RETAIN THIS PART NUMBER ON THE VENDOR'S LIST  
                          BY PRESSING {ENTER}.
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TO REMOVE THE PRODUCT FROM THE VENDOR'S QUOTED PRICE LIST IF YOU HAVE QUOTED THE PRODUCT NUMBER IN ERROR, CLEAR THE FIELD BY PRESSING THE SPACE BAR, {ENTER}, THEN {F2} TO RETURN TO THE "ORDER ENTRY" SCREEN.

DESCRIPTION                   NAME OF THE PRODUCT

LIST COST                    ACTUAL COST FOR THE PRODUCT (DEFAULTS FROM ADD/EDIT PRODUCT). RESET BY CHANGING THE QUOTED COST.

QUOTED COST                   COST INDIVIDUALLY QUOTED TO THIS VENDOR. TYPE IN "LIST"

TO SELECT THE LIST COST ON FILE FOR THE PRODUCT.

DATE QUOTED           DATE THE SPECIAL COST WAS QUOTED TO THE VENDOR OR LAST TIME THE COST WAS CHANGED. DEFAULT IS THE SYSTEM OR "PURCHASE ORDER" DATE.

DATE VALID           THE DATE THROUGH WHICH THE QUOTED PRICE IS GUARANTEED BY THE VENDOR.

SUGGESTED QUANTITY   THIS IS USED TO SEE THE NUMBER OF TIMES THE PRICE HAS CHANGED ON A SPECIFIC PRODUCT FOR THIS VENDOR, EACH TIME THE QUOTE IS CHANGED THE NUMBER SHOULD BE ADDED BY ONE. DEFAULT IS THE VALUE ENTERED ON THE "PURCHASE ORDER SCREEN". THIS VALUE MUST BE CHANGED OR THE CHANGES ON THE QUOTE WINDOW WILL NOT BE EFFECTED..

UNIT                  THE LOTS IN WHICH THIS ITEM IS PURCHASED. DEFAULT IS THE VALUE SET UP IN THE INVENTORY FILES BASED ON WHETHER THE ITEM IS SOLD BY CASE, UNIT OR ONLY ONE WAY. THIS WILL ALWAYS DEFAULT TO CASE IF THE PRODUCT IS DEFINED FOR UNIT OR CASE.

NOTE: WHEN A PRODUCT IS ALREADY QUOTED AND YOU WISH TO CHANGE THE QUOTED PRICE OR REMOVE THE QUOTED PRODUCT FROM THE CUSTOMERS QUOTED PRODUCT FILE, YOU HAVE TO CHANGE THE SUGGESTED QUANTITY TO MAKE THE CHANGES THROUGH THE QUOTE WINDOW.

AFTER THE PRODUCT IS QUOTED, PRESS {F2} TO SAVE THE DATA AND EXIT THIS WINDOW. YOU ARE RETURNED TO "ORDER ENTRY" SCREEN.

OPTIONS AVAILABLE FROM "PURCHASE ORDER ENTRY" SCREEN

ALL PROGRAMS NEEDED FOR ANSWERING AND DEALING WITH PURCHASE ORDERS BE ACCESSED FROM THE "PURCHASE ORDER" ENTRY SCREEN WITHOUT LOOSING THE CURRENT PURCHASE ORDER.

WHEN FINISHED WITH A PROGRAM ACCESSED BY A CONTROL OPTION FROM "PURCHASE ORDER ENTRY" SCREEN, YOU ARE RETURNED TO THE "PURCHASE ORDER ENTRY" SCREEN.

\*\*SCREEN DISPLAY\*\*

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#####  
CONTROL OPTIONS       FUNCTION  
#####  
CTRL F               LETS YOU SKIP TO A BLANK SCREEN TO BEGIN ENTERING  
                      PRODUCTS. IT KNOWS IF A PRODUCT NUMBER YOU ENTER AT THE  
                      BLANK SCREEN IS QUOTED.
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CTRL I                   ACCESSSES THE INVOICE ORDER REFERENCE WINDOW.  
\*\*\*\*IMPORTANT NOTE\*\*\*\* BEFORE A PURCHASE ORDER CAN BE  
POSTED THE DATE AND REFERENCE NUMBER MUST BE COMPLETED.

ORDER PLACED BY : NAME OF PERSON PLACING ORDER.  
APPROX. SHIP DATE : DATE OF SHIPMENT  
APPROX. ARRIVAL DATE: DATE OF EXPECTED ARRIVAL  
REFERENCE NUMBER : VENDOR INVOICE NUMBER  
FREIGHT ON BOARD : PRINTS ON PO IN FOB AREA.  
SHIP VIA : INDICATES THE CARRIER TO SHIP ORDER.

CTRL L                   DISPLAYS PRODUCT DETAIL FOR THE PRODUCT LINE SELECTED.THE  
INFORMATION IS THE SAME AS FOUND IN "VIEW PART".(5.8)

CTRL P                   ACCESSSES THE "PRODUCT NAME SEARCH WINDOW".(SEE NEXT PAGE)

?                        THE QUESTION MARK KEY (YOU WILL PROBABLY NEED TO PRESS  
THE SHIFT KEY AND THE ?) SENDS YOU TO THE "UPDATE MASTER  
WINDOW" FOR THE VENDOR. THIS IS ONLY VALID AT THE FIRST  
CHARACTER LOCATION IN A FIELD AND IF A VALID VENDOR  
NUMBER IS ENTERED.(SEE NEXT PAGE)

#### UPDATE MASTER WINDOW

THE "UPDATE MASTER WINDOW" PERMITS MAINTENANCE OF VENDOR INFORMATION  
ESSENTIAL TO "PURCHASE ORDER" AND INVOICING OPERATIONS. THE WINDOW ACCESSSES  
THE SAME MASTER FILE INFORMATION AS "ADD/EDIT VENDOR" (2.1).

YOU MAY ACCESS THE "UPDATE MASTER WINDOW" AT ANY TIME FROM THE "PURCHASE  
ORDER ENTRY" SCREEN BY ENTERING A "?".(QUESTION MARK)

#### \*\*SCREEN DISPLAY\*\*

PRESS {F2} TO GO TO THE NEXT SCREEN OF VENDOR INFORMATION. ENTER OR CHANGE  
INFORMATION JUST AS YOU WOULD IN "ADD/EDIT VENDOR" (2.1). WHEN YOU PRESS  
{F2} AT THE LAST SCREEN, YOU ARE RETURNED TO THE "PURCHASE ORDER ENTRY"  
SCREEN.

NOTE: YOU MUST PRESS {ENTER} TO SAVE ANY CORRECTIONS OR ENTRIES.

#### PRODUCT NAME SEARCH WINDOW

THIS WINDOW ALLOWS YOU TO SEARCH FOR THE NUMBER OF A PRODUCT. TO LOOK FOR A  
NUMBER, HOLD DOWN THE {CTRL} KEY AND PRESS {P}. TYPE IN A FULL OR PARTIAL  
NAME FOR THE PRODUCT AND PRESS {ENTER}. THE COMPUTER LOOKS FOR A MATCH FOR  
THE ALPHA INFORMATION. THE CLOSEST MATCH IS DISPLAYED AT THE BOTTOM OF THE  
SCREEN IN INVERSE VIDEO. YOU MAY USE THE UP/DOWN ARROW KEYS TO LOOK AT  
PRODUCTS ON EITHER SIDE OF THE PRODUCT DISPLAYED IN THE WINDOW. WHEN YOU



FIND THE PRODUCT YOU ARE LOOKING FOR PRESS {F2}. THE COMPUTER RETURNS TO THE "PURCHASE ORDER ENTRY" SCREEN AND THAT PRODUCT NUMBER IS ENTERED ON THE SCREEN.

#### INVENTORY UP-DATE

AFTER STORING A PURCHASE ORDER THE QUANTITY OF PRODUCTS ON THE PURCHASE ORDER WILL UP-DATE THE FIELD IN "ADD/EDIT PRODUCT" (5.1) FOR THE QUANTITY ORDERED. THIS FIELD WILL BE USED WHEN EVALUATING THE INVENTORY ANALYSIS. IT IS CLEARED WHEN THE PURCHASE ORDER IS POSTED TO INVENTORY.

#### B.2 PRINT PURCHASE ORDER

ONCE PURCHASE ORDER INFORMATION IS ENTERED AND STORED THROUGH "PURCHASE ORDER", THE "PRINT PURCHASE ORDER" PROGRAM ALLOWS YOU TO PRINT THE PURCHASE ORDER IF IT IS NOT POSTED.

#### \*\*SCREEN DISPLAY\*\*

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#####
REPORT OPTIONS      DESCRIPTION
#####
1  DATE             DEFAULT IS THE SYSTEM DATE.  TO SELECT ANOTHER DATE,
                        PRESS {1} THEN {ENTER}.  TYPE IN THE NEW DATE AND PRESS
                        {ENTER}.

2  OPERATOR         DEFAULT IS "ALL".  TO SELECT A SINGLE OPERATOR, PRESS {2}
                        THEN {ENTER}.  TYPE IN THE OPERATOR'S LOGIN NAME (in
                        lower case) AND PRESS {ENTER}.

3  BLANK            TO BE USED FOR FUTURE ENHANCEMENTS.

4  PRODUCT/BIN     THIS IS A Y/N QUESTION TO PRINT YOUR PRODUCT NUMBER AND
                        BIN LOCATION ON THE PURCHASE ORDER.

5  PURCHASE ORD #  DEFAULT IS "ALL".  TO SELECT A SINGLE PURCHASE ORDER OR
                        A RANGE OF PURCHASE ORDERS, PRESS {5} THEN {ENTER}.  TYPE
                        IN THE BEGINNING PURCHASE ORDER NUMBER AND PRESS
                        {ENTER}.

                        TYPE IN THE ENDING PURCHASE ORDER NUMBER AND PRESS
                        {ENTER}.  TO SELECT A SINGLE PURCHASE ORDER THE BEGINNING
                        AND ENDING PURCHASE ORDER NUMBER MUST BE THE SAME.

6  RE-PRINT        DEFAULT IS "NO".  TO RE-PRINT PURCHASE ORDERS, PRESS {6}
                        THEN {ENTER}.  THE DISPLAY CHANGES
                        TO "YES".

7  BEGIN PRINTING WITH OPTIONS SHOWN
```

PF2 EXIT WITHOUT PRINTING

### B.3 POST PURCHASE ORDER

THE POST PURCHASE ORDER PROGRAM IS USUALLY DONE IN A TWO STEP PROCESS. ONCE WHEN THE PRODUCT IS RECEIVED IN INVENTORY AND AGAIN WHEN THE INVOICE IS RECEIVED AND THE POSTING IS DONE FOR ACCOUNTS PAYABLE. THE PROGRAM ALLOWS YOU TO POST RANGES OR SPECIFIC PURCHASE ORDERS BASED ON HOW YOU ANSWER THE POSTING QUESTIONS.

\*\*SCREEN DISPLAY\*\*

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#####
SCREEN OPTIONS      DESCRIPTION
#####
1  DATE             DEFAULT IS THE SYSTEM DATE.  TO SELECT ANOTHER DATE,
                       PRESS {1} THEN {ENTER}.  TYPE IN THE NEW DATE AND PRESS
                       {ENTER}. (SHOULD BE THE DATE OF THE BATCHES YOU ARE
                       POSTING)

2  OPERATOR         DEFAULT IS THE LOGIN NAME OF THE USER REQUESTING THE
                       POST.  TO SELECT ALL OPERATORS, PRESS {2} THEN {ENTER}
                       TWO TIMES. (SELECT THIS WHEN POSTING PURCHASE ORDERS THAT
                       HAVE BEEN ENTERED BY SEVERAL OPERATORS)  TO SELECT A
                       DIFFERENT OPERATOR, PRESS {2} THEN {ENTER}.  TYPE IN THE
                       LOGIN NAME OF THE OPERATOR (in lower case) AND PRESS
                       {ENTER}.

3  BLANK            RESERVED FOR FUTURE ENHANCEMENTS.

4  BLANK            RESERVED FOR FUTURE ENHANCEMENTS.

5  PURCHASE ORD #  DEFAULT IS "NONE".  TO SELECT A SINGLE PURCHASE ORDER
                       PRESS {5} THEN {ENTER}.  TYPE IN THE PURCHASE ORDER
                       NUMBER AND PRESS {ENTER}.

6  INV/PAYABLES    DEFAULT IS "INVENTORY".  WHEN INVENTORY IS POSTED THE
                       ORDERED QUANTITY IS DECREASED AND THE ON HAND QUANTITY IS
                       INCREASED BY THE AMOUNT OF PRODUCT ON EACH LINE OF THE
                       PURCHASE ORDER.  **NOTE** IF THE QUANTITY RECEIVED IS NOT
                       THE QUANTITY ORDERED, THE PURCHASE ORDER WILL NEED TO BE
                       EDITED AND RE-STORED.

                       TO POST ACCOUNTS PAYABLE INVOICES TO THE VENDOR FILE,
                       PRESS {6} THEN {ENTER}.  THE DISPLAY CHANGES TO
                       "PAYABLES".  THE REFERENCE NUMBER RECORDED ON THE
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PURCHASE ORDER ON THE REFERENCE WINDOW WILL BE USED AS THE INVOICE NUMBER ON THE ACCOUNTS PAYABLE INVOICE REFERENCE.

7 BEGIN POSTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT POSTING

#### B.4 LIST SUGGESTED PURCHASES

THE "LIST SUGGESTED PURCHASES" PROGRAM IS USED TO ADVISE WHICH PRODUCTS SHOULD BE ORDERED. ONLY PRODUCT NUMBERS WITH UNCOMMITTED QUANTITIES LESS THAN THE REORDER POINT ARE PRINTED.

THE PROGRAM DOES NOT PRINT PRODUCT NUMBERS WITH A ZERO "REORDER POINT" UNLESS THESE PRODUCTS HAVE PRODUCTS COMMITTED AND INSUFFICIENT PRODUCTS IN STOCK TO MEET DEMAND. THIS LETS YOU KNOW WHEN TO ORDER PRODUCTS THAT HAVE BEEN SOLD BUT ARE NOT NORMALLY KEPT IN STOCK.

THE METHOD USED TO DETERMINE WHEN A PRODUCT SHOULD BE PLACED ON ORDER IS DETERMINED BY THE "ORDER ON HISTORY" FLAG IN "ADD/EDIT COMPANY"(9.6). IF THE FLAG IS SET TO "N" PRODUCT APPEARS ON THIS LIST BASED ON THE PREDEFINED "REORDER POINT" AND "REORDER QUANTITY" SET UP IN "ADD/EDIT PRODUCT". IF THE FLAG IS SET TO "Y" PRODUCT IS PLACE ON THE LIST AS DETERMINED BY ACTUAL SALES.

THIS REPORT IS BASED ON THE VENDOR ASSIGNED TO THE PRIMARY VENDOR IN INVENTORY "ADD/EDIT PRODUCT" (5.1). IT ALSO USES THE DEFAULT COST ASSIGNED TO THE PRODUCT.

THE SCREEN DISPLAYS:

ENTER VENDOR NUMBER ('ENTER'--ALL):

THIS ALLOWS YOU TO INQUIRE ON THE PRODUCT NEEDS FROM A SPECIFIC VENDOR.

ENTER CATEGORY NUMBER ('ENTER'-- ALL):

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT PRODUCT NUMBERS FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING OF ALL PRODUCT NUMBERS.

BEGINNING PRODUCT NUMBER?

ENDING PRODUCT NUMBER?

YOU MAY SELECT A BEGINNING PRODUCT NUMBER AND A ENDING PRODUCT NUMBER TO NARROW THE SCOPE OF THE REPORT TO A SPECIFIC RANGE OF PRODUCTS, WITHIN A CATEGORY, BY A SPECIFIC VENDOR, OR PRESS ENTER FOR ALL PRODUCTS.

W O R K I N G

IS DISPLAYED WITH THE CURSOR FLASHING TO THE LEFT WHILE THE PROGRAM IS ANALYZING THE INVENTORY.

THE LISTING GOES TO THE VIEW/PRINT SCREEN AS SOON AS PROCESSING IS FINISHED.

\*\*SCREEN DISPLAY\*\*

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#####  
REPORT FIELDS      DESCRIPTION  
#####  
NUMBER            PRODUCT NUMBER SELECTED FOR VIEWING.  
  
DESCRIPTION       DESCRIPTION OF THE PRODUCT SELECTED FOR VIEWING.  
  
QUANTITY IN STOCK THE TOTAL COUNT OF THIS PRODUCT IN STOCK FOR THIS PRODUCT  
NUMBER.  
  
QUANTITY COMMITTED QUANTITY OF PRODUCT THAT IS COMMITTED FOR SALE INVENTORY,  
BUT WHICH HAS NOT YET HAD AN INVOICE PRINTED AND IS NOT  
SHIPPED.  
  
QUANTITY ORDERED  THE QUANTITY OF THE PRODUCT NOW ON ORDER BUT NOT  
RECEIVED.  
  
REORDER POINT     ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT  
COMPANY" (9.6)). THE NUMBER OF UNITS INVENTORY MUST FALL  
BELOW BEFORE THE PRODUCT IS PLACED ON THE RE-ORDER LIST.  
IF YOU SELL THE PRODUCT AND IT IS PLACED ON BACK ORDER,  
THE PRODUCT IS ORDERED BY THE COMPUTER.  
  
LAST PURCHASE DATE THE LAST DATE THE PRODUCT WAS PURCHASED.  
  
CATEGORY NO       THE NUMBER OF THE CATEGORY THE PRODUCT IS IN WHICH IS  
USED TO SEPARATE THE PRODUCTS INTO SEPARATE SALES  
CLASSES.  
  
SUGGESTED QTY.    BASED ON THE INVENTORY ANALYSIS THE REQUIRED QUANTITY TO  
MEET THE PARAMETERS SET FOR REORDER.  
  
COST              THE COST OF PRODUCT BASED ON THE DEFAULT COST SET IN  
INVENTORY.
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#### B.5 VENDOR PURCHASE REPORT

THIS IS AN INFORMATION REPORT THAT SHOWS WHAT PRODUCTS HAVE BEEN QUOTED TO THE VENDORS FILE IN BUILD PURCHASE ORDER. BECAUSE THE SELECTION OPTIONS INCLUDE VENDOR, CATEGORY, BEGINNING AND ENDING PRODUCT RANGE. THE ABILITY TO

REVIEW THE VENDORS THAT SELL THE SAME PRODUCT AND THE COMPARATIVE COST MAKES PURCHASING AND SELECTING VENDORS MUCH EASIER.

THE SCREEN DISPLAYS:

ENTER VENDOR NUMBER ('ENTER'--ALL):

THIS ALLOWS YOU TO INQUIRE ON THE PRODUCT NEEDS FROM A SPECIFIC VENDOR.

ENTER CATEGORY NUMBER ('ENTER'-- ALL):

TYPE IN THE NUMBER OF THE CATEGORY YOU WISH TO PRINT PRODUCT NUMBERS FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT A LISTING OF ALL PRODUCT NUMBERS.

BEGINNING PRODUCT NUMBER?

ENDING PRODUCT NUMBER?

YOU MAY SELECT A BEGINNING PRODUCT NUMBER AND A ENDING PRODUCT NUMBER TO NARROW THE SCOPE OF THE REPORT TO A SPECIFIC RANGE OF PRODUCTS, WITHIN A CATEGORY, BY A SPECIFIC VENDOR, OR PRESS ENTER FOR ALL PRODUCTS.

W O R K I N G

IS DISPLAYED WITH THE CURSOR FLASHING TO THE LEFT WHILE THE PROGRAM IS ANALYZING THE INVENTORY.

THE LISTING GOES TO THE VIEW/PRINT SCREEN AS SOON AS PROCESSING IS FINISHED.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT FIELDS      DESCRIPTION  
#####  
NUMBER            PRODUCT NUMBER SELECTED FOR VIEWING.  
  
DESCRIPTION        DESCRIPTION OF THE PRODUCT SELECTED FOR VIEWING.  
  
ORDERED QUANTITY  THE PRODUCT THAT IS CURRENTLY ON OPEN PURCHASE ORDERS.  
  
REORDER POINT     ONLY USED IF YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT  
COMPANY" (9.6)). THE NUMBER OF UNITS INVENTORY MUST FALL  
BELOW BEFORE THE PRODUCT IS PLACED ON THE RE-ORDER LIST.  
IF YOU SELL THE PRODUCT AND IT IS PLACED ON BACK ORDER,  
THE PRODUCT IS ORDERED BY THE COMPUTER.  
  
REORDER QUANTITY  THE NUMBER OF PRODUCTS THAT SHOULD BE REORDERED WHEN THE  
QUANTITY FALLS BELOW THE "REORDER POINT". ONLY USED IF  
YOU SET "ORDER ON HISTORY" TO "N". ("ADD/EDIT  
COMPANY" (9.6))
```



- 4 BLANK ADDED FOR FUTURE ENHANCEMENTS.
- 5 PURCHASE ORD # DEFAULT IS "ALL". TO SELECT A SINGLE PURCHASE ORDER OR A RANGE OF PURCHASE ORDERS, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING PURCHASE ORDER NUMBER AND PRESS {ENTER}.
- TYPE IN THE ENDING PURCHASE ORDER NUMBER AND PRESS {ENTER}. TO SELECT A SINGLE PURCHASE ORDER THE BEGINNING AND ENDING PURCHASE ORDER NUMBER MUST BE THE SAME.
- 6 TYPE OF P/O'S THIS ALLOWS YOU TO SELECT THE TYPE OF PURCHASE ORDERS YOU WANT TO CHECK ON.
1. ALL UNPOSTED PURCHASE ORDERS FOR BOTH INVENTORY AND PAYABLES.
  2. ALL UNPOSTED PURCHASE ORDERS FOR INVENTORY ONLY.
  3. ALL UNPOSTED PURCHASE ORDERS FOR PAYABLES ONLY.
  4. ALL POSTED PURCHASE ORDERS.
- 7 SHOW OPERATOR THE DEFAULT IS "YES". PRESS {7} THEN {ENTER} TO CHANGE NAME ON REPORT TO "NO".

#### 8 BEGIN PRINTING WITH OPTIONS

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "VIEW/PRINT REPORT SELECTION MENU" APPEARS.

#### B.7 REINDEX PURCHASE ORDERS

THIS PROGRAM CAN BE RUN AT ANY TIME. IT RE-INDEXES THE PURCHASE ORDER DATABASE WHICH CAN DECREASE THE AMOUNT OF MEMORY USED.

THE PROGRAM IS PASSWORD PROTECTED TO PREVENT ACCIDENTAL ENTRY BY UN-AUTHORIZED PERSONNEL. IF YOU DO NOT ENTER THE CORRECT PASSWORD THE SCREEN FLASHES THE MESSAGE "ACCESS DENIED" AND RETURNS TO THE "PURCHASE ORDER MENU".

AFTER YOU ENTER THE CORRECT PASSWORD A NEW SCREEN DISPLAYS.

\*\*SCREEN DISPLAY\*\*

INITIALIZING

THEN IT DISPLAYS AT THE TOP OF THE SCREEN.

PURCHASE ORDER DATABASE RE-INDEX PART 2

WHEN THIS FINISHES IT RETURNS THE USER TO THE PURCHASE ORDER MENU.

## B.8 RESET PURCHASE ORDER FILE

IT IS RECOMMENDED THAT THIS PROGRAM BE RUN ONLY AFTER ALL PURCHASE ORDERS ARE POSTED AND NO FURTHER INFORMATION IS NEEDED ON THE PURCHASE ORDER DATABASE.

THE PROGRAM IS PASSWORD PROTECTED TO PREVENT ACCIDENTAL ENTRY BY UNAUTHORIZED PERSONNEL. IF YOU DO NOT ENTER THE CORRECT PASSWORD, THE SCREEN FLASHES THE MESSAGE "ACCESS DENIED" AND RETURNS TO THE "PURCHASE ORDER MENU".

THE SYSTEM ASKS:

DO YOU WANT TO REMOVE THE PURCHASE ORDER FILES (Y/N)?

IF YOU PRESS {Y} THEN {ENTER} ALL PURCHASE ORDER FILES ARE REMOVED AND YOU ARE RETURNED TO THE "PURCHASE ORDER MENU".

IF YOU PRESS {N} THEN {ENTER}, THE PROGRAM FUNCTIONS THE SAME AS "REINDEX PURCHASE ORDER DATABASE" AND YOU ARE RETURNED TO THE "PURCHASE ORDER MENU".

**\*\*WARNING\*\*** THIS PROGRAM CAN BE RUN AT ANY TIME BUT IF YOU HAVE ANY UNPOSTED PURCHASE ORDERS THAT ARE VALID THEY ARE DELETED.