FACTS
DISTRIBUTION SOLUTIONS

Aperum™
Leaders in Distribution Solutions

FACTS

Purchase Orders

Release 7.4

Aperum™
Leaders in Distribution Solutions

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Preface

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.

Sample Reports

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.

CHAPTER 1

System Overview

The FACTS Purchase Order module delivers accurate vendor performance data, enabling managers to make timely and informed decisions. The system tracks and controls purchase order transactions through receipts and invoices.

To keep purchases in balance, the system applies calculations from the Inventory Management system, reviewing scheduled buying frequency, replenishment frequency, inventory investments and service levels.

You can set the system to automatically post Purchase Order transactions to the General Ledger module. Transactions can be posted to the current or next GL period.

The system also supports multiple warehouses and branches and allows you to set *buying targets* so that you can take advantage of discounts.

Purchase Orders is comprised of the following menus:

- Entry
- Receiving
- Invoice Receiving
- Inquiries
- Reports & Prints
- End of Period
- File Maintenances

PO File Maintenace programs

The file maintenance programs enable you to enter, change and delete data in the Purchase Orders system. Use these programs to enter the initial data required to set up the system, such as vendor records in Vendor F/M and vendor/item records in Vendor/Item F/M. You may find that you add, change and delete data regularly in some file maintenance programs.

Other file maintenance programs, such as PO Static Control F/M, will only be used during initial installation and setup. We refer to these programs as Infrequent File Maintenances and place them on their own Infrequent File Maintenances menu.

Setting up Purchase Orders

Before you start live processing in FACTS, certain records need to be in place so you can get the maximum benefits from the module. For instance, vendor/item records, though not required, allow you to track vendor information so that you can make more accurate buying decisions.

Vendor/Item Records

FACTS allows you to store individual vendor and individual item information in Vendor F/M and Item F/M, respectively. However, the system only stores history on the combination of the two when you create vendor-item records. They are not a requirement for Purchase Order processing, but they do help you track lead time, past costs and other information that may affect your buying decisions.

If you want to keep and maintain these records, set them up prior to live Purchase Order processing using Vendor/Item F/M (*Purchase Orders→File Maintenances→Vendor/Item F/M*).

If you have a large number of vendor-item records to create, use Create Vendor-Item Records (*Purchase Orders→File Maintenances→Create Vendor-Item Records*) to create them automatically. This program reads through the item file in Inventory Control and sets up a record for each item and the primary vendor assigned to the item in the Inventory Control's Item F/M. If you use this setup method, you can return to Vendor/Item F/M to manually create records for alternative vendors.

Print vendor/item records as needed using the Vendor/Item Listing and Vendor/Item History Report. Both programs are located on the *Purchase Orders→Reports* menu.

Ship from addresses

An unlimited number of alternate ship -from addresses can be created for each vendor. Normally, the PO Entry programs use the address found in the vendor's master record in Vendor F/M. However, vendors may ship items from different locations, just as distributors may ship items from different warehouses.

The Ship-From F/M (*Purchase Orders→File Maintenances→Ship-from F/M*) lets you create additional ship-from addresses, which buyers can later import into their PO documents. The system does not require you to use alternate ship-from addresses, but they may be useful in the long term.

Normal workflow in Purchase Orders

The Purchase Orders menu is set up in the order that you would normally use the programs during regular daily processing. The following program descriptions are overviews intended to help you understand how each of the purchase order programs fit into the normal workflow process. Refer to the subsequent chapters in this manual for more details on specific programs.

Entry Menu

Suggested purchase orders. Think of Suggested POs as shopping lists that you maintain for each vendor. The Suggested PO Entry program enables all authorized PO users to enter suggested items and quantities that need to be purchased to either restock inventory or fulfill special orders.

For more information on Suggested PO Entry, PO Entry and other Entry Menu programs, see Chapter 2, “Entry.”

Users can enter suggested POs manually, using Suggested PO Entry, or the system can automatically create them when:

- Users designate items as drop ships in Sales Order Management Suite programs (Order Entry, Confirmation, etc.).
- Users run the IC Replenishment Report. This report calculates how much inventory needs to be ordered.

Use the **Suggested Order Report** to lists suggested orders by type (restocking or special order), warehouse and vendor.

You can export restocking and special-order items on suggested POs to live Purchase Orders in PO Entry.

PO Entry not only allows you to import items from suggested POs, but also lets you manually enter items to create purchase orders by vendor. Imported items can be edited or deleted once they are on a live PO.

You can print individual purchase orders as you create them in PO Entry, or you can use PO Print to print them. PO Print lets you output single purchase orders or a batch of them.

Regardless of which method you use, you must print POs before you can confirm that you received the items in PO Receipt Entry.

Receiving Menu

When merchandise arrives from the vendor, use the **Receiving Document Print** to output the POs so you can verify what you merchandise you received and what is still outstanding.

For more information about programs on the Receiving menu, see Chapter 3, “Receiving.”

Use the **Receipt Entry** program to enter received items into FACTS. The Receipt Entry program is the PO equivalent to the SO Order Confirmation program. It allows you to confirm that what you ordered from the vendor arrived at your shipping dock and determine if any merchandise has not yet arrived.

Use the **Non-PO Receipt Entry** program in situations where you receive shipments for which a purchase order does not exist — for instance, orders that were phoned in. This program effectively allows you to create the PO and receive it at the same time.

After you finish receiving items in either receipt program, run the **PO Fill Report**. This provides a list of all restocking and special order items and indicates which items should be held to fill open sales orders.

At the end of the receiving process, run the **Receipt Register** to update the on-hand inventory quantities with the items you received in shipment. Quantities are not updated until the Receipt Register is printed and updated. The Receipt Register provides a complete audit trail of all receipts and posts to General Ledger if the PO module is configured to do so in PO to GL Posting F/M (see Page 12). If any items have not be received, they remain on the original purchase order until they are received and updated via the Receipt Register. A purchase order is not considered closed until you receive all items and quantities that appear on it.

Invoice Receiving

Invoices received to bill for the purchase orders received are entered through the Invoice Receipt Entry program. This program is used instead of the Accounts Payable Document Entry program. It is used specifically for invoices associated with received purchase orders. The user enters the AP information (invoice number, terms, invoice amount, etc.) Users may enter all the purchase order, receipt, line-item information manually or may simply enter the PO number and the system automatically displays all the line-item information. If there are no changes to be made (any discrepancies) the user ends the program. The amount of the invoice must equal the total costs of the line-items plus tax and freight. Any discrepancies must be adjusted. The Invoice Receipt Register is then updated to provide an audit trail of all invoices to be posted to the AP system. The Uninvoiced Receipts Report lists all purchase orders received for which a bill (invoice) has not been received. Discrepancies between the purchase order received and the invoice for the purchase order are written to a discrepancies file. The Period Receipts Discrepancy Report is used to print a list of all the discrepancies in the file for the period.

Past purchase orders may be stored for a user-determined period of time. They may be displayed in detail through an Inquiry program. Past purchase orders are removed by date through the Past Purchase Order Removal program.

Cost Contracts

Many vendors offer special prices (the distributor's cost) for items or groups of items. You can use Cost Contracts to more accurately track special prices to reduce errors and ensure that all available price breaks are taken.

Access Cost Contract Entry (POE510) to enter contracts. When you add lines to purchase orders, the default cost is calculated. If you override that cost during the entry process, the cost override flag is set and the origin of any cost entered is captured and stored in the purchase order line item file. That cost and origin is also transferred to the past purchase order line file. You can view the cost origin in the line detail of the PO Document Inquiry or during line detail in the PO entry programs. Use the Contract Listing program to print the detail of contracts that are on file. As contracts expire, they can be purged using the Cost Contract Removal (POU510) program. Inquiries are available for viewing contracts on file for a vendor.

Inquiries

A wide variety of information is available through the Purchase Order Inquiry programs. Following are the inquiries available to make purchase order management an organized and efficient process.

The Vendor Inquiry program allows the user to view purchase order information by the vendor chosen. Information includes open purchase orders, past purchase orders, suggested purchase orders, receipts, vendor notes, items, vendor-item numbers and ship-froms.

The Document Inquiry program allows the user to view purchase order documents in detail by the type and status selected. The type options are: open purchase orders, backorders and noninvoice receipts. The various status codes include: purchase orders entered, but not printed, purchase orders printed, received purchase orders, deleted purchase orders and voided printed purchase orders. Inquiry information includes an overview of the document's current status, the actual document as it appeared at time of entry (with updated amounts and units) and as purchase orders are line-item receivable, each receipt per line may also be displayed.

The Items-in-Process Inquiry program allows the user to inquire about the status of a purchase order item. This inquiry displays in item order all the purchase orders that contain the selected item.

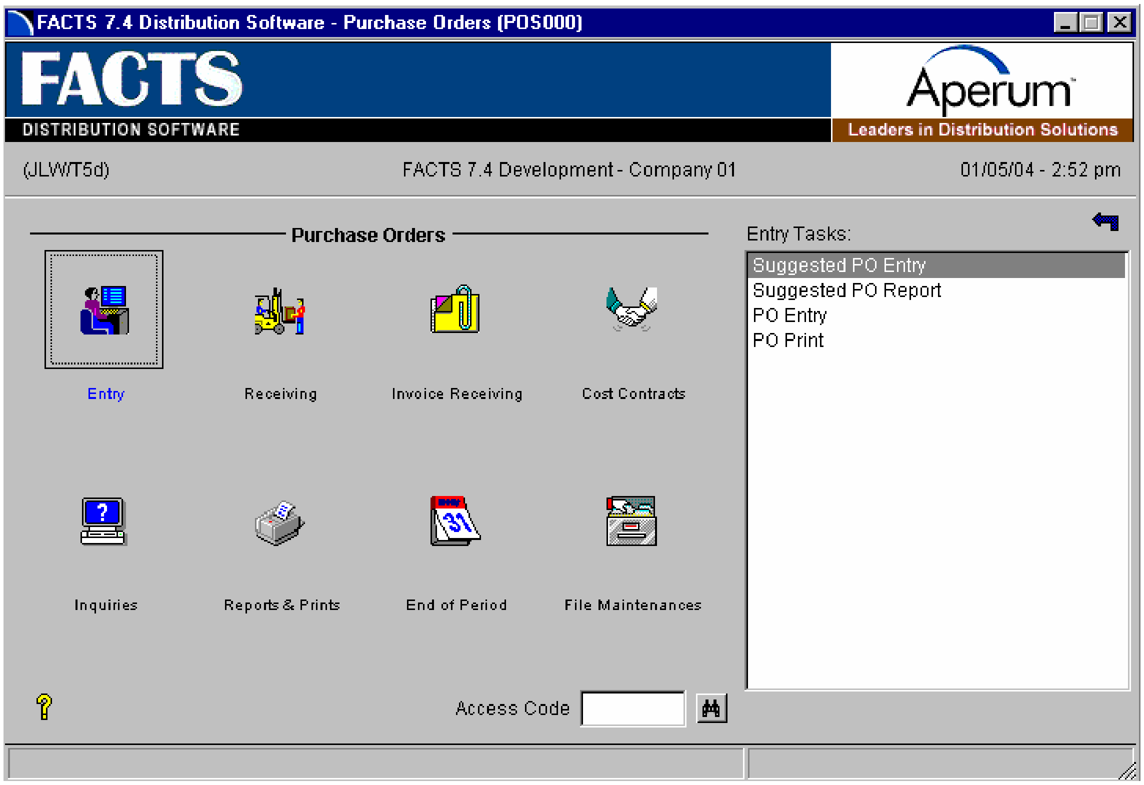
The Item Inquiry program allows the user to display specific information for items in the inventory control item file. Items may be displayed individually or sequentially. The user has the option to display general information, packaging information, warehouse information, open purchase order information, costing information, pricing information, sales history information and item activity information. This inquiry is also found on the inventory control inquiries menu.

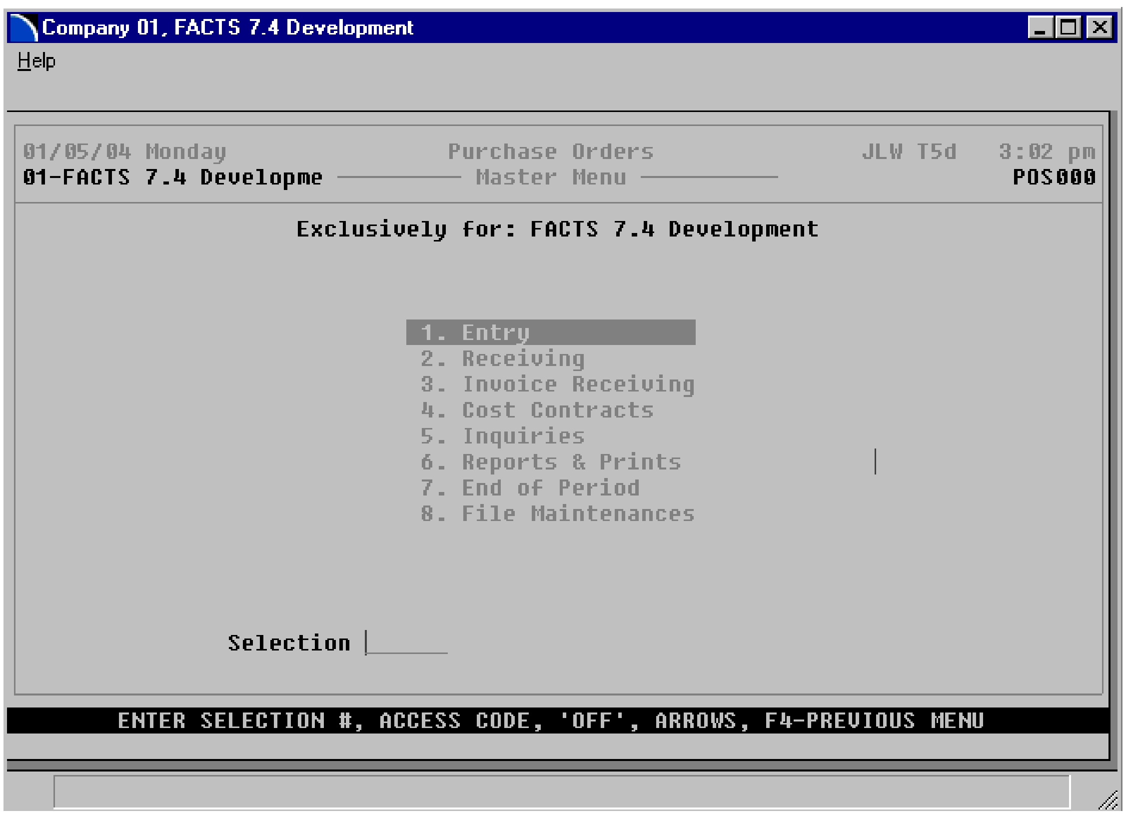
Reports & Prints

The **PO Status Report** prints open purchase orders, backorders, received purchase orders or all purchase orders in document, vendor or item number order. The **Receiving Schedule** lists open purchase orders by promised delivery date. The **Cash Requirements Report** lists future payments due to vendors based on open purchase orders.

End of Period

At the end of each period, there are reports to be printed which provide the user with a list of all receipts for the period, a list of all invoice receipts for the period and a list of all discrepancies between receipts and invoice receipts. Finally the End-of-Period Update is run to close the period.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:52 pm
Purchase Orders
Entry Tasks:
Suggested PO Entry
Suggested PO Report
PO Entry
PO Print
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code

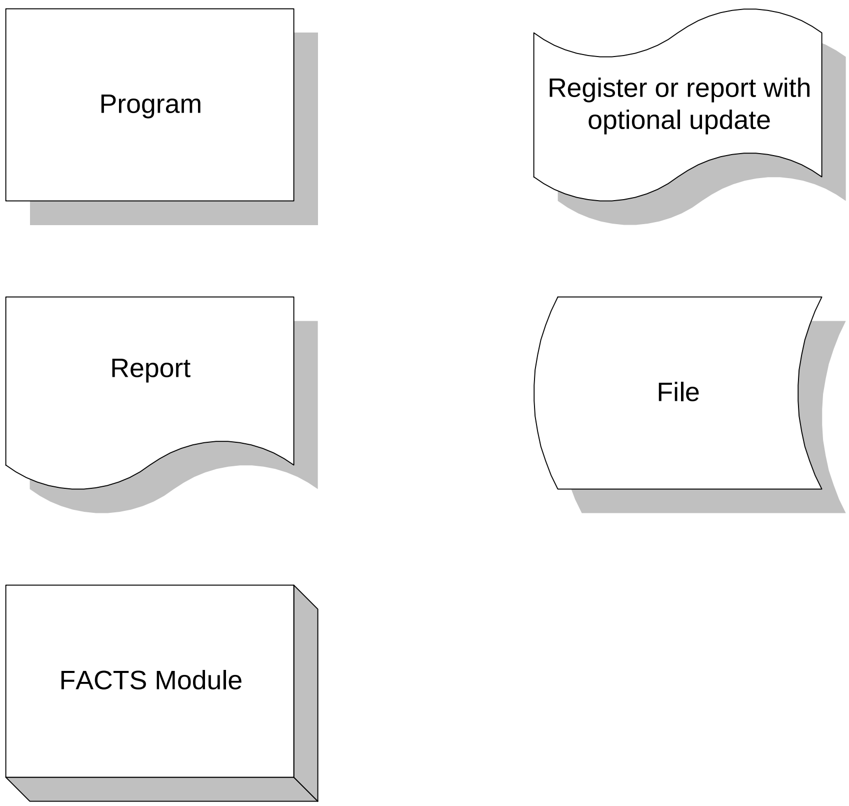

Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d
3:02 pm
01-FACTS 7.4 Developme
Master Menu
POS000
Exclusively for: FACTS 7.4 Development
1. Entry
2. Receiving
3. Invoice Receiving
4. Cost Contracts
5. Inquiries
6. Reports & Prints
7. End of Period
8. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Purchase Orders Flow Charts

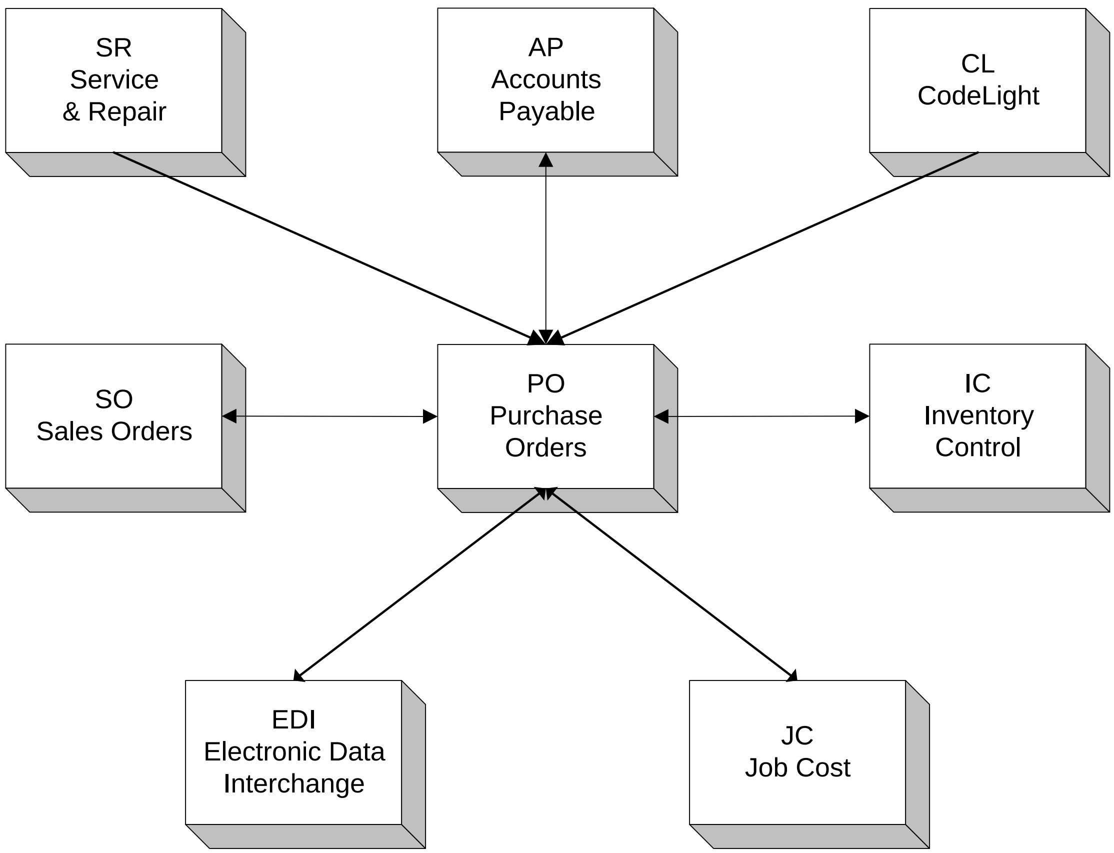
The following pages present flow charts that illustrate the flow of information from Purchase Orders to the other modules in the FACTS System. They also illustrate the flow of information within Purchase Orders.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

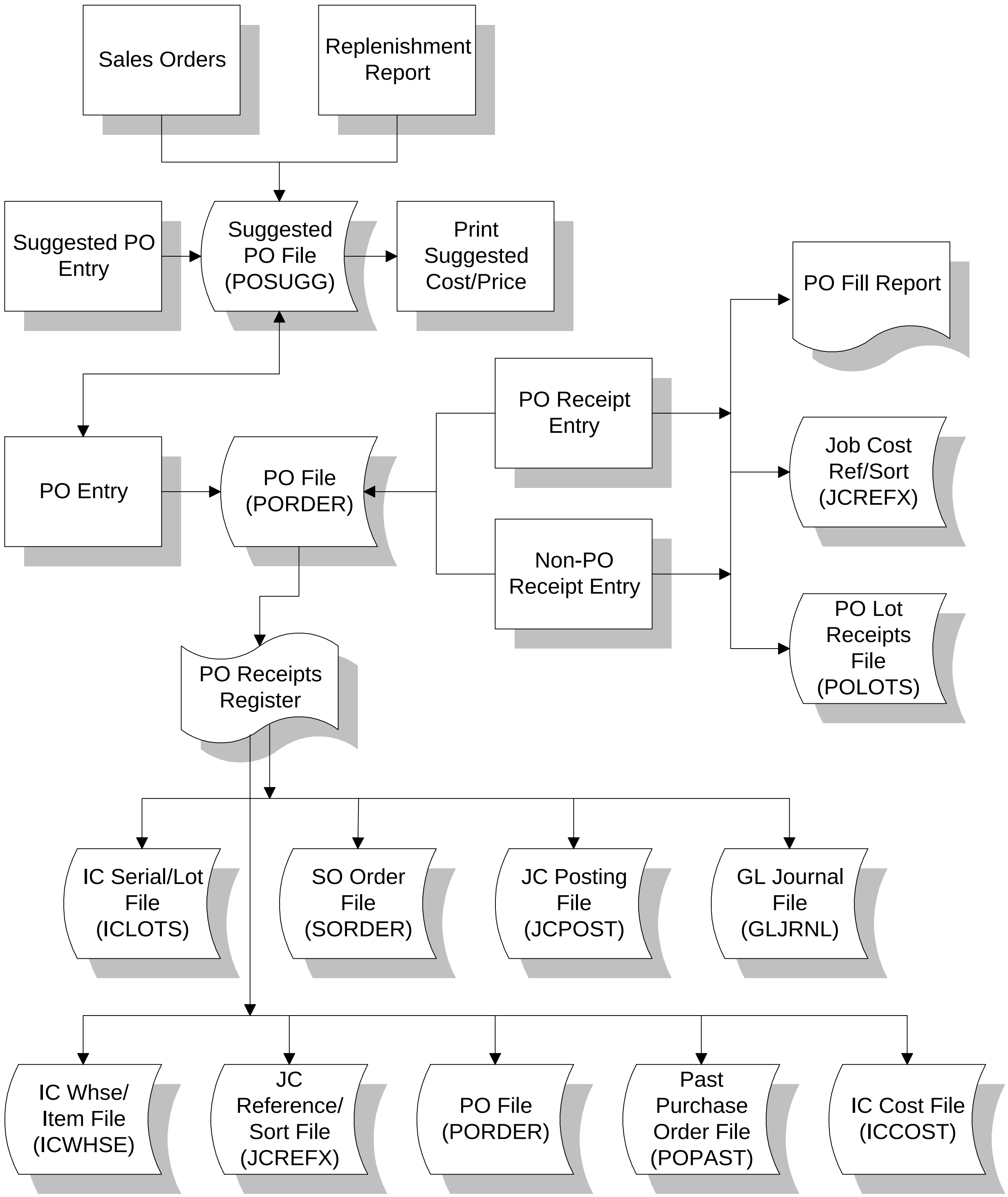
The following symbols represent the types of information shown on the flow charts.



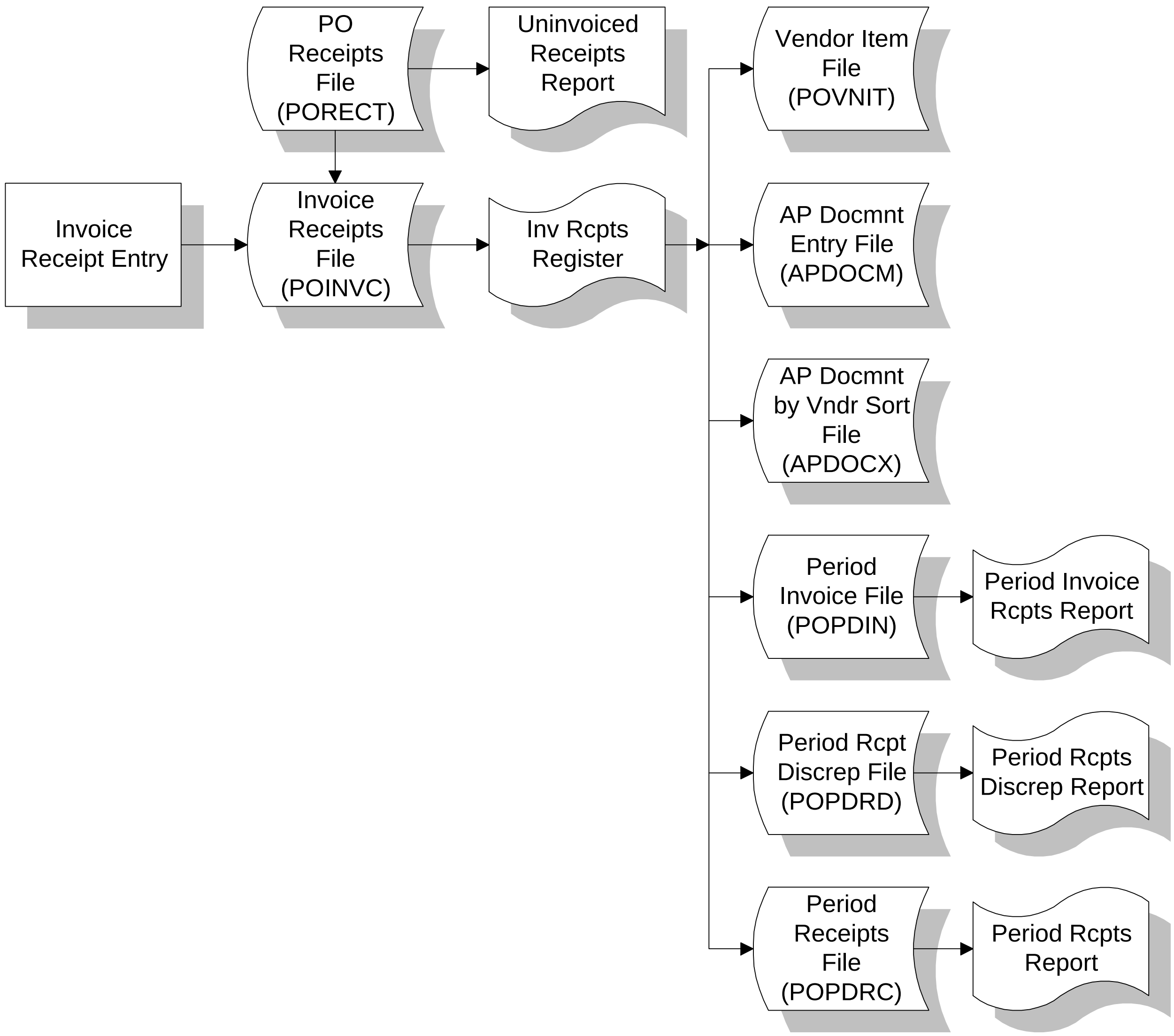
Purchase Orders Interaction with Other FACTS Modules



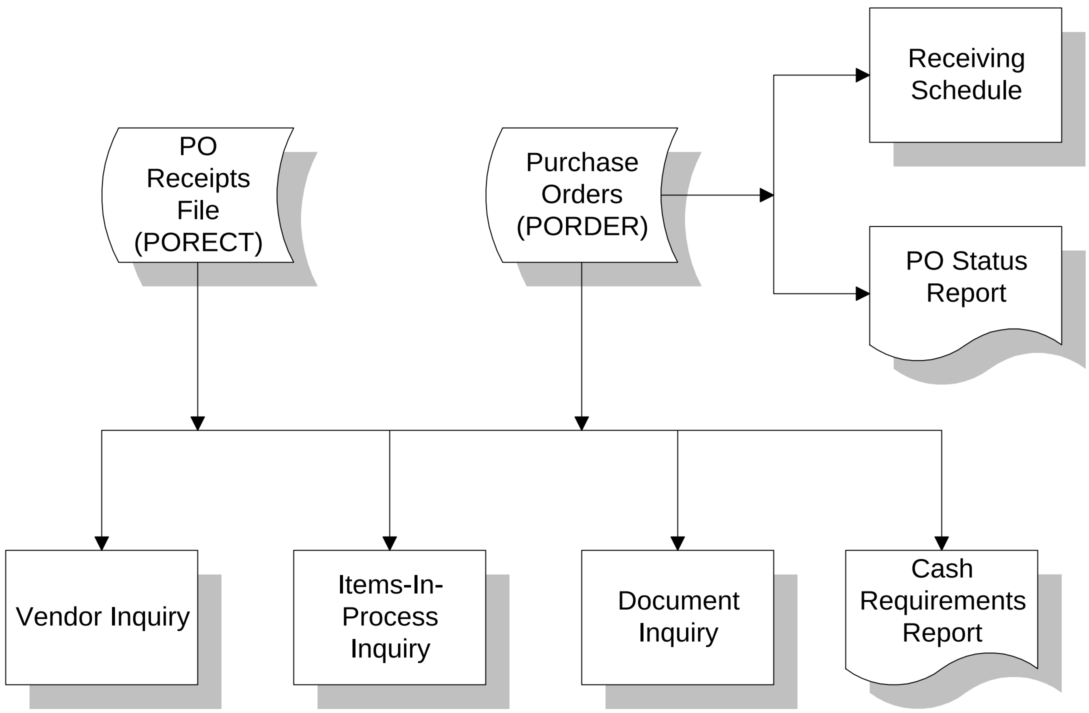
PO Entry and Receiving



PO Invoice Receipts



PO Inquiry


PO Receipts File (PORECT)
Purchase Orders (PORDER)
Receiving Schedule
PO Status Report
Vendor Inquiry
Items-In-Process Inquiry
Document Inquiry
Cash Requirements Report

Posting to General Ledger

Transactions from Purchase Orders may automatically post to General Ledger. The PO to GL Posting Control F/M program contains flags which determine how to post to GL for PO receipt transactions.

Through the **GL Distribution** flag the user determines the detail of the journal entries posted. The flag may be set to one of the following: **0**-indicating no GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Through the **Posting Journal,** the user determines which GL journal (where in the general ledger journal file) to post transactions.

There are standard entries made to general ledger when posting receipts. For example, when an item is received, one debits the inventory account and credits the receipts account. When the invoice is received for the purchase order, one debits the receipts account (i.e., a wash account), the tax and freight accounts and credits the accounts payable account. The user must set up where these standard GL account numbers will come from, what they are and how they are to be used.

The standard procedure for reconciling Purchase Orders with GL (and the accounts affected) is as follows:

Activity	Debit	Credit
1. Purchase Order issued	None	None
2. PO Receipt Entry (Items received)	Inventory (asset)	Receipts (liability)
3. PO Invoice Receipt Entry (Vendor's Invoice received) PO Invoice Receipt Register Update	None	None
4. AP Document Entry & Adjustment Register Update	Receipts (liability)	Accts Payable (liability)
5. SO Invoice Entry (Items sold & shipped) SO Daily Sales Register Update	Cost of Goods (expense)	Inventory (asset)

NOTE: When the Receipt Register is updated in the Purchase Order module, it may post a journal entry to general ledger to debit the inventory account and credit the Receipts account. *The invoice receipt GL posting does not take place until the AP Document Entry Register is updated* (which is where invoice receipts GL information is carried over to). At the time the AP Document Entry Register is updated, the receipts account is debited (i.e., it is a wash account) along with the tax and freight accounts (if applicable) and the accounts payable account is credited.

There are department and branch flags which must be set that have to do with imbedding the department and branch flags within the GL account number (if applicable). When entering the department and branch may be entered. If the user imbeds the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each. For example, if the G/L number to post is 415-00-00 (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to 415-01-02. The system inserts the department and/or branch in the proper place within the GL account number.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

For each account type, the user has a choice of basis, i.e., to use the default and/or use the account number from the item GL posting table.

Following are item GL posting tables. These may be used to set up the basis for some of the account types.

For our example, there are two types of items on the system: dock equipment and warehouse equipment. If dock equipment items and warehouse equipment items are to be posted separately to general ledger, we will set up two GL posting tables; one to assign to dock equipment items and one to assign to warehouse equipment items.

*.	GL TABLE	**DOC**
2.	DESCRIPTION	**DOCK EQUIPMENT**
		G/L # DESCRIPTION
3.	INVENTORY	**170-00-00 INVENTORY - DOCK**
4.	SALES	**410-00-00 SALES - DOCK**
5.	COST OF GOODS	**520-00-00 COST OF GOODS - DOCK**
6.	RECEIPTS	**390-00-00 RECEIPTS - DOCK**
7.	ADJUSTMENTS	**530-00-00 ADJUSTMENTS - DOCK**
8.	IN TRANSIT	**180-00-00 IN TRANSIT - DOCK**
9.	PHYSICAL DISCREP	**530-00-00 ADJUSTMENTS - DOCK**
10.	MC FINISHED GOODS	**200-00-00 FINISHED - DOCK**
11.	COMPONENTS	**210-00-00 COMPONENTS - DOCK**
12.	MISC. SALES	**420-00-00 MISC SALES - DOCK**
13.	NONSTOCK INVENTORY	**190-00-00 NON-INV - DOCK**

*. GL TABLE	**WHS**
2. DESCRIPTION	**WAREHOUSE EQUIPMENT**
	G/L # DESCRIPTION
3.INVENTORY	**175-00-00 INVENTORY - WHS**
4. SALES	**415-00-00 SALES - WHS**
5. COST OF GOODS	**525-00-00 COST OF GOODS - WHS**
6. RECEIPTS	**395-00-00 RECEIPTS - WHS**
7. ADJUSTMENTS	**535-00-00 ADJUSTMENTS - WHS**
8. IN TRANSIT	**185-00-00 IN TRANSIT - WHS**
9. PHYSICAL DISCREP.	**535-00-00 ADJUSTMENTS - WHS**
10. MC FINISHED GOODS	**205-00-00 FINISHED - WHS**
11. COMPONENTS	**215-00-00 COMPONENTS - WHS**
12. MISC. SALES	**425-00-00 MISC SALES - WHS**
13. NON STOCK INVENTORY	**195-00-00 NON INV - WHS**

Following is information about setting up each basis entry: (Please refer to the GL posting tables above.)

Inventory

Basis - determines where the inventory G/L number comes from. The user has a choice of always posting to the default inventory G/L number (from this record) or posting to the inventory G/L number assigned in the item's GL posting table. The system may always post to one inventory G/L number or break out inventory to multiple inventory account numbers (example: Inventory - Dock Equipment, Inventory - Warehouse Equipment).

Receipts

Basis - determines where the receipts G/L number comes from. The user has a choice of always posting to the default receipts G/L number (from this record) or posting to the receipts G/L number assigned in the item's GL posting table. The system may always post to one receipts G/L number or break out receipts to multiple receipts account numbers (example: Receipts - Dock Equipment, Receipts - Warehouse Equipment).

Tax, Freight

Basis-determines where each account number comes from. The numbers used always come from the default G/L number (from this record).

Temporary Inventory

This number is used as the inventory G/L number to post instead of the standard inventory account when receiving a temporary item (an item that does not exist in the item file). Temporary items are only allowed in purchase orders if coming from a special order in the Sales Orders module. This entry is set up like the inventory entry.

If Posting To Job Cost From Purchase Orders

During the Purchase Order Entry program the user may post the adjustment to a job number to post to Job Cost. If job cost information is entered the debit (expense) account number comes from one of two places. If the **Post Work-In-Process** flag is set to Y in the JC to GL Posting F/M program, the debit account number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in process account number is assigned to the cost type for the GL posting table assigned to the job. If the post **Work-In Process** flag is set to N in the JC to GL Posting F/M program, the expense account number posted is the nonstock inventory G/L number.

The nonstock inventory account is posted from the PO to GL Posting Control F/M record unless basis is set to **I** and the nonstock inventory account is posted from the temporary inventory in the item's GL posting table. The credit posted is not the PO receipts account but the JC receipts account. The JC receipts account is posted from the JC to GL Posting Control F/M record unless **Basis** is set to **J** indicating the JC receipts is posted from the JC GL posting table assigned to the job.

The Receipt Register GL distribution posts to GL as follows:

Debit	Credit
Work in Process	JC Receipts
Or	
Nonstock Inventory	

The JC Receipts account is debited in Accounts Payable (i.e., is washed in AP).

The work-in-process or nonstock inventory GL number also posts into the Job Cost Job Posting Entry file. The Job Posting Register is then run which updates the WIP or nonstock inventory GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

Debit	Credit
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	WIP or Nonstock Inventory

The WIP or nonstock inventory GL number was originally debited in Purchase Orders and in Job Cost is credited. This means the WIP or nonstock inventory number is a wash account with the amount posting to the Cost of Sales GL account number.

Standard Procedures

This section covers standard procedures to be followed for purchase orders. These procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

2) End-Of-Period Checklist

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the purchase orders module correctly.

It is suggested that copies of the checklist be made and used for each period closeout to be filed for future reference.

3) End-Of-Period Checklist Explanation

A detailed account is provided of the purpose of each program on the checklist.

Recommended Operating Procedures

Daily Procedures (or as needed)

1. Enter suggested PO's
2. Enter purchase orders
3. Enter PO and Non-PO receipts; print / update Receipt Register
4. Enter invoice receipts; print / update Invoice Receipt Register

Weekly Procedures (or as needed)

1. Run Uninvoiced Receipts Report
2. Print any purchase order management reports

Period Procedures (or as needed)

1. Enter final purchase orders
2. Enter final PO and Non-PO receipts; print / update last PO Receipt Register
3. Enter final invoice receipts; print / update last Invoice Receipt Register
4. Print / update Period Receipts Report
5. Print / update Period Invoice Receipts Report
6. Print / update Period Receipts Discrepancy Report

*7. Run End-of-Period Update

Yearly Procedures

*1. Run End-of-Period Update (already covered in period procedures — do NOT run twice)

* indicates the procedure is required and must be performed in the time period designated

End-Of-Period Checklist: Purchase Orders

Period ___ Year ___

User	Date	Menu	Description
________	________	Receiving	1. Complete all PO entry/receipts and print/update last Receipt Register
________	________	Invoices	2. Complete all invoice receipts and print/update Receiving last Invoice Receipt Register
________	________	EOP	3. Print/update Period Receipts Report
________	________	EOP	4. Print/update Invoice Receipts Report
________	________	EOP	5. Print/update Receipts Discrepancy Report
________	________	EOP	6. Run End-of-Period Update

End-Of-Period Checklist Explanation

1. **Complete all purchase order entry and receipts and print/update last Receipt Register.**
2. **Complete all invoice receipts and run print/update last Invoice Receipt Register.**

   If the above procedures are not complete, then the purchase figures will not be an accurate accounting of the period.
3. **Print/update Period Receipts Report.** This report allows the user to obtain a list of all purchase order receipts for the period. After the report prints, the user should remove the records just printed in order to clear the file. (You must print for all options; e.g., all warehouses, all branches, all vendors, etc., in order to access the optional update.) All Period Receipts Reports should be kept as an audit trail.
4. **Print/update Period Invoice Receipts Report.** This report allows the user to obtain a list of all invoice receipts for the period. After the report prints, the user should remove the records just printed in order to clear the file. (You must print for all options; e.g., all warehouses, all branches, all vendors, etc., in order to access the optional update.) All Period Invoice Receipts Reports should be kept as an audit trail.
5. **Print/update Period Receipts Discrepancy Report.** This report prints a list of all discrepancies between the purchase orders received and the invoices received for those purchase orders. After the report prints, the user should remove the records just printed in order to clear the file. (You must print for all options; e.g., all warehouses, all branches, all vendors, etc., in order to access the optional update.) All Period Receipts Discrepancy Reports should be kept as an audit trail.
6. **Run End-of-Period Update.** This program must be run in order to close purchase orders for the period. This program will reset the month-to-date, year-to-date and prior year sales figures as necessary in the vendor/item file. The current period will also be incremented.

   This is the last step to closing the purchase orders current period and should only be run after all of the above procedures have been completed. The program clears month-to-date vendor/item information and closes the current period. If it is the last period of the year, year-to-date figures are rolled to prior year. When this program is complete, the user may begin daily procedures in purchase orders in the new (current) period.

Viewing/Entering Notes from Purchase Order Entry Programs

You can view and/or enter item or vendor notes from Purchase Order entry programs:

PO Entry (POE120)

PO Receipt Entry (POE210)

Non-PO Receipt Entry (POE220)

Invoice Receipt Entry (POE310)

From the View menu of the Purchase Order entry programs, you can select View→Vendor Notes, or View→Item Notes. When you select to view notes, the system displays the Notes Display or Note Entry (SME710) screen depending on your user permissions about notes.

For vendors or items with multiple notes, highlight the note line in the browser and press Enter to display the View Note or Note Entry screen (depending on your user permissions about notes). Refer to the Notes Security for Customer/Item/Vendor Notes for user permission details about notes.

When creating or editing documents and lines, the system automatically displays urgent notes for vendors and items in the Important Notes on File (SMI710) screen based on your settings in PO Entry Options F/M (POF915).

This screen displays a listing of all urgent notes, by note type and category, for the specified vendor or item. Double click a note in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited. Depending on your security settings for notes, the system displays the Note Entry (SME710) screen which allows you to enter or modify information for notes. For detailed information on notes processing, refer to the Note Entry (SME710) topic.

You can also access notes directly from the main screen of Purchase Order Entry programs that use the 3-Level Entry Driver. The programs include: PO Entry (POE120), PO Receipt Entry (POE210), and Non-PO Receipt Entry (POE220). On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

CHAPTER 2

Entry

The programs on the Purchase Order Entry menu allow you to enter purchase orders into the system, as well as maintain them.

You can open existing purchase orders, make corrections, and print as often as necessary until the order is completely received.

Purchase orders may be printed as they are entered or printed in batches. When entering purchase orders, suggested PO's may be imported and converted to an actual PO.

NOTE: It is recommended that the user run the Replenishment Report before entering a PO for a vendor. With the report in hand, the user can order any items that demand action (below order point) and if the vendor has buying targets, any items that are below line point.

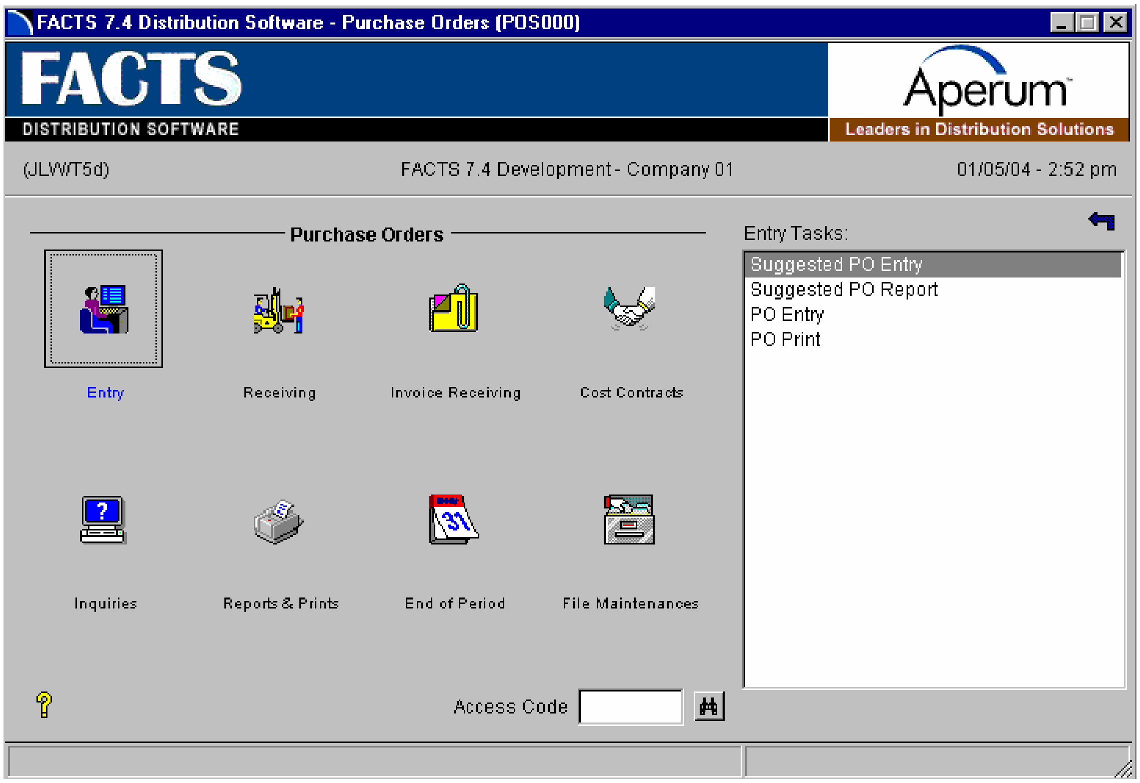
Purchase order numbers may be entered manually or generated automatically. General information is entered such as vendor, terms, dates, ship-from, etc. Purchase orders may be direct shipments and the user may enter the new direct ship address. Multiple ship-from addresses are allowed for each vendor.

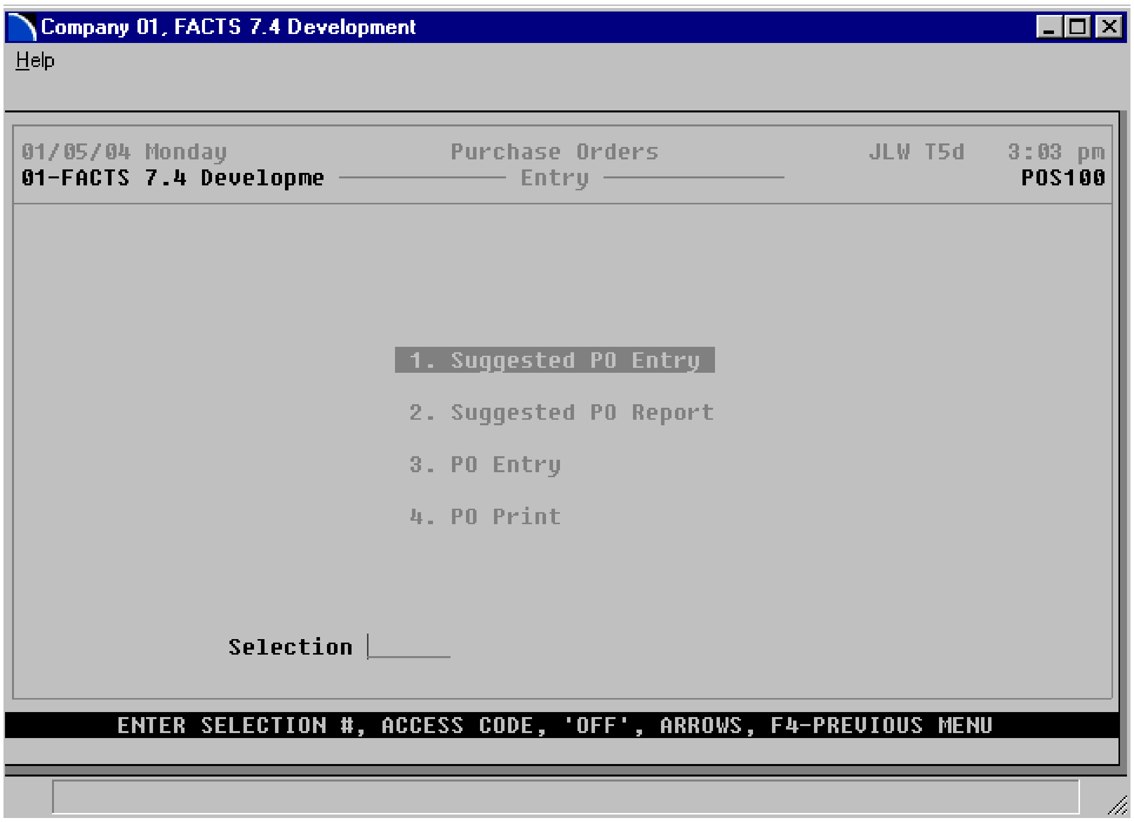
Line-items may be input either by item or vendor-item number. Once line-items are entered, on order quantities are updated.

Entry of a nonstocked item on a PO is not allowed. If the user elects to purchase a nonstocked item, it must first be on a work order. The user can then import the sales order line by utilizing the special order option. The logic behind this is simple: if it is not an item the user wants to stock (set up in the item file) and it is not sold, then why purchase it?

The user is able to correct and inquire about any existing purchase order. The order may be changed as often as needed until it has been completely received. The user has the option of entering a purchase order number to view a particular order, or bypass this input and enter a vendor number if the PO number is not known. When a vendor number is entered, a listing of purchase orders for that vendor is displayed. Any displayed purchase order may be selected for correction and inquiry.

Purchase orders may be printed and reprinted as often as needed up until the time that the purchase order is completely received. Orders may be printed as they are entered or corrected if they have never been printed; or they may be added to a reprint file and reprinted by batch. After a purchase order is printed, it must be reprinted from that point on. During correction and inquiry the user may indicate that the PO is to reprinted by putting the purchase order in the reprint file. The next batch of purchase orders reprinted includes that purchase order. When reprinting purchase orders the user may then choose to print all purchase orders that were placed in the reprint file during correction.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLWT5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:52 pm
Purchase Orders
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Entry Tasks:
Suggested PO Entry
Suggested PO Report
PO Entry
PO Print
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d 3:03 pm
01-FACTS 7.4 Developme
Entry
POS100
1. Suggested PO Entry
2. Suggested PO Report
3. PO Entry
4. PO Print
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Suggested PO Entry (POE110)

Function

This program allows the user to add, change or delete records in the suggested purchase order file.

Suggested orders are created in this entry program, by line-item (where the order amount is greater than the on hand amount) in any of the Sales Orders entry programs, and in the Inventory Control Replenishment Report.

You can edit all suggested PO entry records through this program, regardless of how you created them.

Special Order Suggested Pos: When a special order suggested PO is created, the system checks to make sure that a suggested transfer does not already exist for that sales order and line and that the order and line do not already exist on another suggested PO. The vendor from the suggested PO is updated back to the sales order line. When a special order suggested PO is deleted, the sales order receipt line (SORSOL) vendor field is reset to the item's primary vendor. In the S column in the browser in the lower portion of the screen you can also review the status of the sales order that created the special order suggested PO; the S column displays the sales order status: **H**-hold, **L**-locked or **D**-deleted.

Operating Tips and Suggestions

Using the Suggested PO Report as a worksheet, the user may make any necessary changes to the items and quantities calculated by the suggested order program, before entering them as actual PO's. If users need to, they can import suggested PO's during PO Entry for the vendor and warehouse selected in the header portion. Each item on a suggested purchase order optionally becomes a line-item on the actual purchase order.

In Suggested PO Entry, while viewing the suggested POs, if the SO is on hold, an asterisk will appear beside the SO Doc number. This asterisk also appears on the Suggested PO Report, and the system prints a caption at the end of the report as follows: *=SALES ORDER CURRENTLY ON HOLD.

Several features of the program help the user during Suggested PO Entry:

- A vendor search is provided to locate vendor numbers when only the vendor name is known.
- An item search is provided to locate item numbers when only the item description is known.
- An item's interchange can be entered and displays the ordering item number.
- A vendor/item number can be entered and displays the ordering item number.
- An item inquiry displays inventory information including the following: movement class, seasonal status, restocking type, order point, line point, min stock, max stock, order quantity method, order quantity, lead time (stored in the IC warehouse/item file), safety allowance %, frozen ordering controls, inventory quantities, usage by period and average per period, previous purchases from the displayed vendor, along with the last cost, last purchase date and lead time.

- Records may be added, changed or deleted as necessary.

User Inputs

The following inputs are involved in using the Suggested PO Entry program:

1. Warehouse

Enter the 2-character code to indicate the warehouse for which items are to be purchased. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. 8).

2. Vendor

Enter the number of the vendor from whom the item is to be purchased. The entry must be a valid vendor number. If there are any suggested orders on file for the selected warehouse, **Enter** CR defaults to the first vendor in the suggested order file. Press F2 or select the icon to search. Press F3 or the icon to display the next vendor on file.

3. Type

Enter whether the Suggested PO type is **R**-restocking or **S**-special order. CR defaults to R.

Character Users:

The **prompt-selection input** gives the user the following inputs:

 # - Enters the line number to change. Enter **C**-to change or **D**-to delete this line. CR defaults to C. During the change routine, F1 allows the currently displayed value to remain the same.

A - Adds line-items. If the type (input #3) is R-restocking, enter the item number to add to the suggested PO. The entry must be a valid item. F2 allows a search (ref. 8). F3 ends entries. Enter the quantity to order. Press F2 to view restocking information, inventory quantities, and past purchase information. If the type (input #3) is S-special order, enter the sales order number from which to add the line-item. F2 allows a special item search, i.e., searching sales orders with special order items (ref. 8). If the search is not used, next enter the line number on which the line-item appeared on the sales order.

If a sales order is on hold, you cannot import special order lines from the sales order.

D - Deletes line-items. Enter the beginning and ending item(s) to delete. CR defaults to FIRST and LAST. Upon display of the prompt **OK to delete?**, enter **N** or **YES**. CR defaults to N.

L - Lists line-items. Enter the beginning item to list or press CR to continue.

T - Displays totals. Enter **T** to display the total of both restocking and special order suggested PO's for the selected vendor and warehouse. Any requirements, buying targets (dollars and pounds), costs, and weights are also displayed.

Graphical Users:

The system displays the line item browser, the total of both restocking and special order suggested PO's for the selected vendor and warehouse, and any requirements, buying targets (dollars and pounds), costs, and weights in the lower portion of the screen. For new suggested POs, press Enter (CR) or select the icon to add line items.

In the browser highlight an existing line number and you can select:

Adds line-items. If you entered R-restocking for the Type, the system displays the Restocking Line Entry screen:

Enter the item number to add to the suggested PO. The entry must be a valid item. Press F2 or select the icon to search for items. Enter the quantity to order in the Units input. Press the Inquiry button to view restocking information, inventory quantities, and past purchase information for the item. Press OK to end entries.

If you entered S-special order for the Type, the system displays the Special Order Line Entry screen.

In the Order input, enter the sales order number that you want to use to add the line item. You can press F2 or select the icon to search sales orders with special order items. After you select the sale order to use, enter the line number where the line item appeared on the sales order in the Line input. In the Units input, the system displays backorder quantity from the sales order line. You can modify this value but the units quantity cannot exceed the backordered quantity on the sales order line. Press the Inquiry button to view restocking information, inventory quantities, and past purchase information for the item. Press OK to end entries.

If a sales order is on hold, you cannot import special order lines from the sales order.

Deletes the highlighted line-item

Adds a line item above the highlighted item in the browser.

Modifies the highlighted line item.

Press the icon to save your changes.

You can press **Del Range** button to display the Delete Range of Items screen.
To delete line-items: Enter the beginning and ending item(s) to delete; press to search. Press Enter or to default to FIRST and to default to LAST. When the system displays the message: OK to delete?, enter N or YES. Press Enter to default to N.

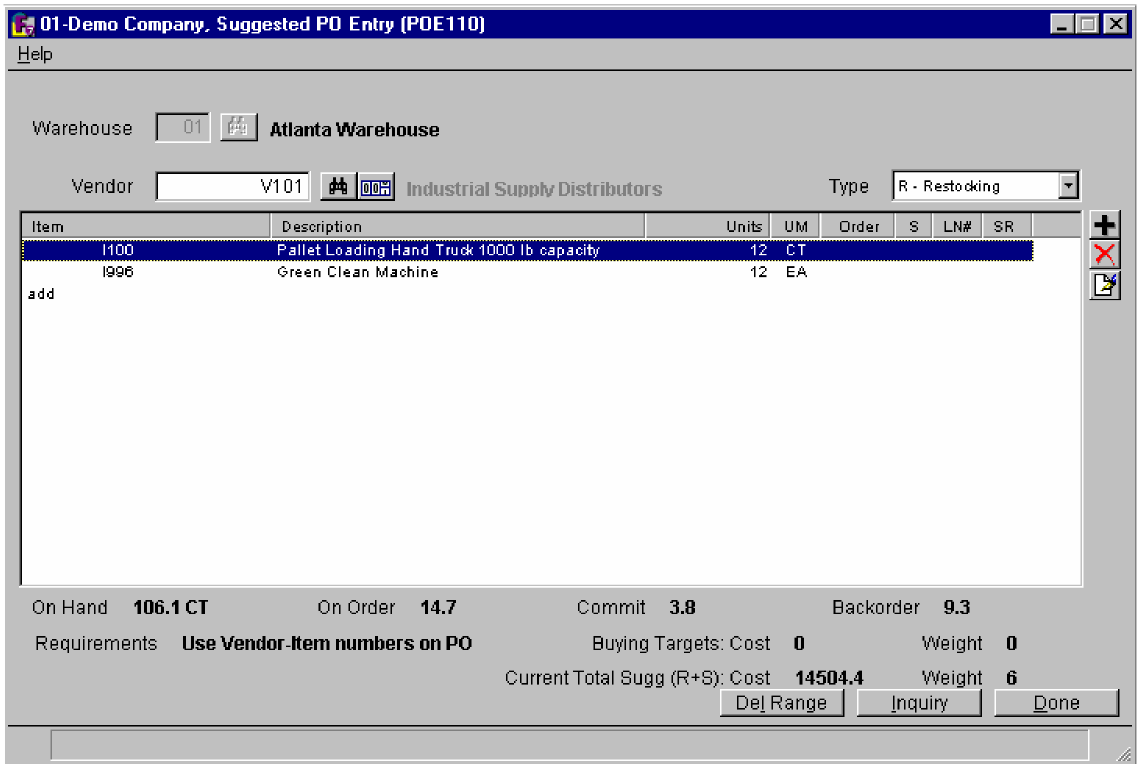
You can press **Inquiry** to view restocking information, inventory quantities, and past purchase information for the item highlighted in the line item browser.

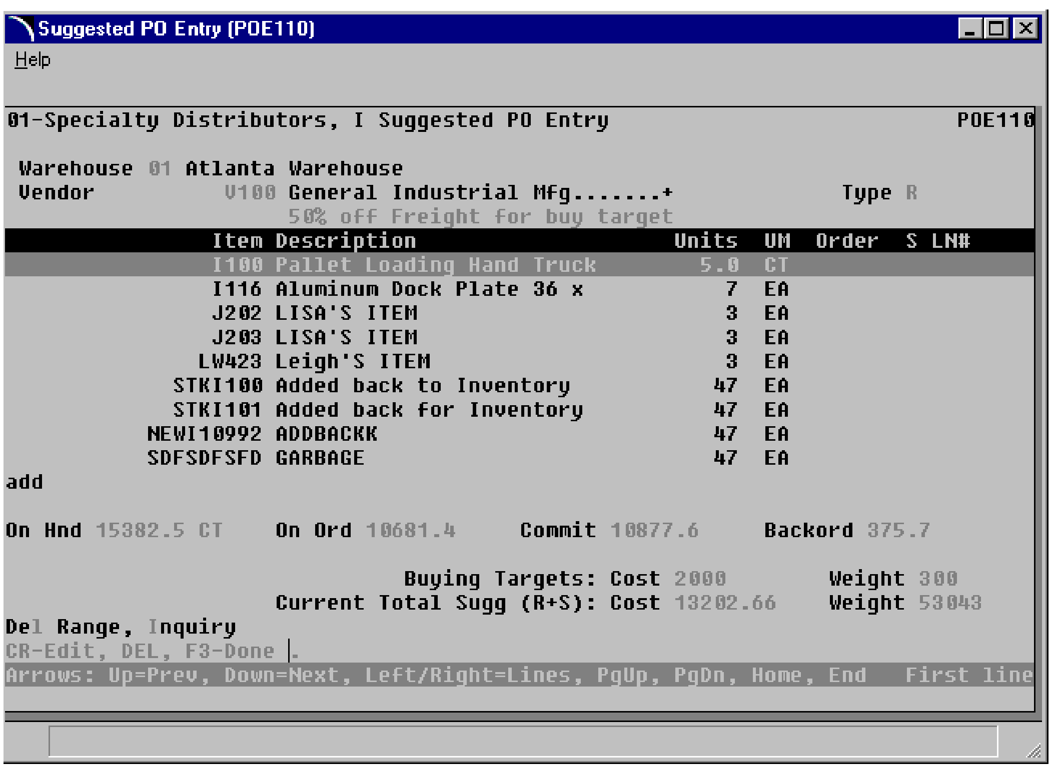
You can press **Done** to complete this suggested PO and enter another one. Press **Done** again to exit the program.

Technical Notes

FILES USED - SMCNTL, APVEND, APVALX, ICMAST, ICWHSE, ICALPX, POVNIT, SORDER, ICCLSX, ICWHVD, ICINTR, POVNIX, ARCUST

FILES UPDATED - POSUGG


01-Demo Company, Suggested PO Entry (POE110)
Help
Warehouse 01 Atlanta Warehouse
Vendor V101 Industrial Supply Distributors
Type R - Restocking
Item Description Units UM Order S LN# SR
I100 Pallet Loading Hand Truck 1000 lb capacity 12 CT
I996 Green Clean Machine 12 EA
add
On Hand 106.1 CT On Order 14.7 Commit 3.8 Backorder 9.3
Requirements Use Vendor-Item numbers on PO Buying Targets: Cost 0 Weight 0
Current Total Sugg (R+S): Cost 14504.4 Weight 6
Del Range Inquiry Done


Suggested PO Entry (POE110)
Help
01-Specialty Distributors, I Suggested PO Entry POE110
Warehouse 01 Atlanta Warehouse
Vendor V100 General Industrial Mfg.......+ Type R
50% off Freight for buy target
Item Description Units UM Order S LN#
I100 Pallet Loading Hand Truck 5.0 CT
I116 Aluminum Dock Plate 36 x 7 EA
J202 LISA'S ITEM 3 EA
J203 LISA'S ITEM 3 EA
LW423 Leigh'S ITEM 3 EA
STKI100 Added back to Inventory 47 EA
STKI101 Added back for Inventory 47 EA
NEWI10992 ADDBACKK 47 EA
SDFSDFSFD GARBAGE 47 EA
add
On Hnd 15382.5 CT On Ord 10681.4 Commit 10877.6 Backord 375.7
Buying Targets: Cost 2000 Weight 300
Current Total Sugg (R+S): Cost 13202.66 Weight 53043
Del Range, Inquiry
CR-Edit, DEL, F3-Done
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

Suggested PO Report (POR110)

Function

This program allows the user to print a report of suggested purchase orders by vendor. It may be used as a worksheet to edit suggested quantities.

In Suggested PO Entry, while viewing the suggested POs, if the SO is on hold, an asterisk will appear beside the SO Doc number. This asterisk also appears on the Suggested PO Report, and the system prints a caption at the end of the report as follows: *=SALES ORDER CURRENTLY ON HOLD.

The user has the option to:

- Select the beginning and ending vendor to print.
- Select the warehouse(s) to print.
- Select suggested orders for restocking orders and / or special orders.

Report information includes the following: vendor number, name, review cycle, date of last PO, buying targets (dollars and pounds), item number and description, suggested order quantity, cost, cost extension, and weight.

User Inputs

The following inputs are involved in printing the Suggested PO Report:

1. Beginning Vendor

Enter the beginning vendor number to print. CR defaults to FIRST.

2. Ending Vendor

Enter the ending vendor number to print. CR defaults to LAST.

3. Warehouse

Enter a valid warehouse code to print. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

4. Type

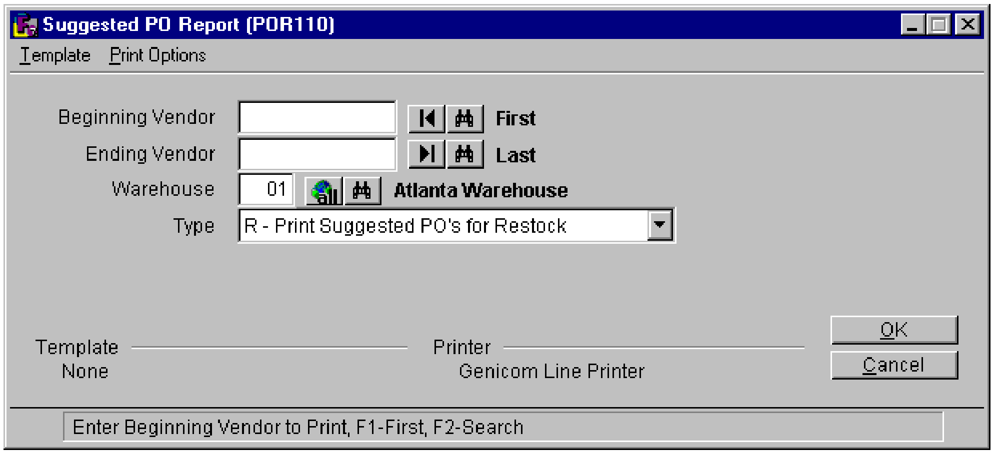
Enter whether to print **R**-restocking order and / or **S**-special order type. CR defaults to R.

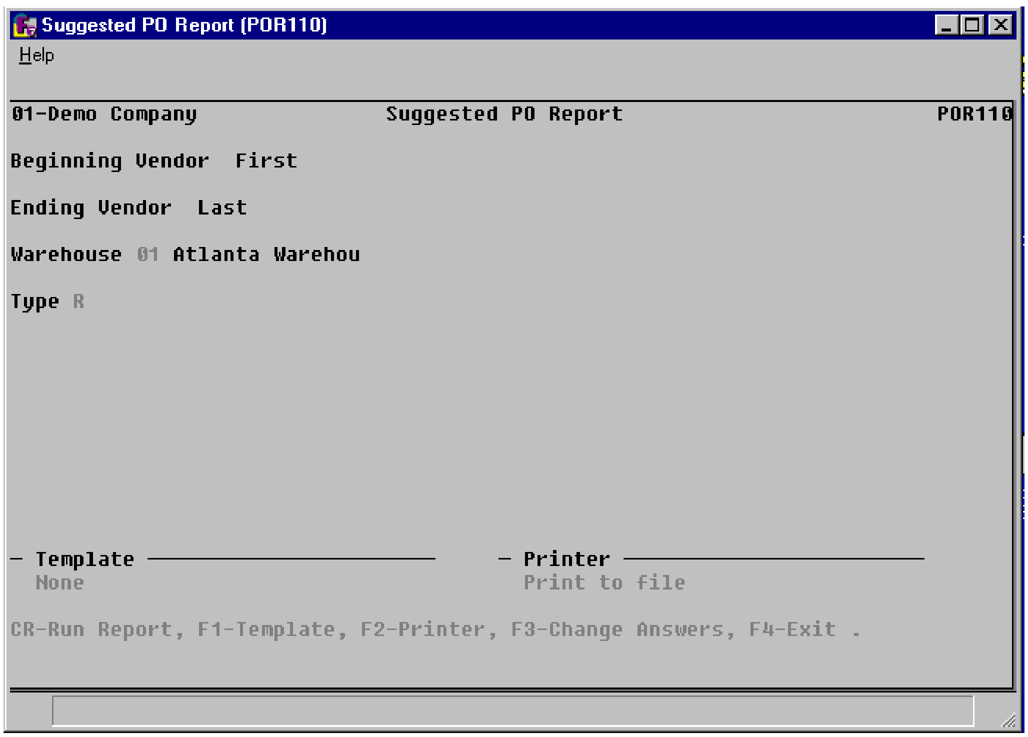
Technical Notes

The program proceeds to print by reading through the suggested order file (POSUGG) and printing records that meet the entered criteria. The vendor (APVEND) and item (ICMAST) files are referenced to obtain names, descriptions and units of measure. The IC warehouse / item file (ICWHSE) and the PO vendor / item file (POVNIT) are referenced for cost information.

FILES USED - SMCNTL, POSUGG, APVEND, ICMAST, ICWHSE, POVNIT, ICWHVD, SORDER, ARCUST

FILES UPDATED - NONE


Suggested PO Report (POR110)
Template Print Options
Beginning Vendor First
Ending Vendor Last
Warehouse 01 Atlanta Warehouse
Type R - Print Suggested PO's for Restock
Template None
Printer Genicom Line Printer
OK
Cancel
Enter Beginning Vendor to Print, F1-First, F2-Search

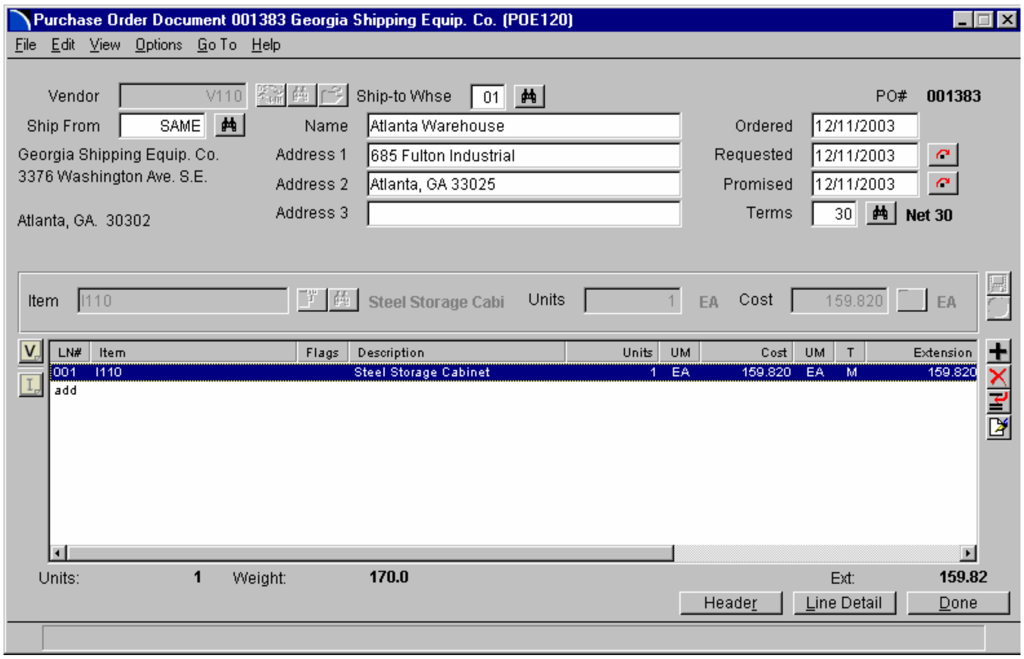

Suggested PO Report (POR110)
Help
01-Demo Company Suggested PO Report POR110
Beginning Vendor First
Ending Vendor Last
Warehouse 01 Atlanta Warehou
Type R
Template None
Printer Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

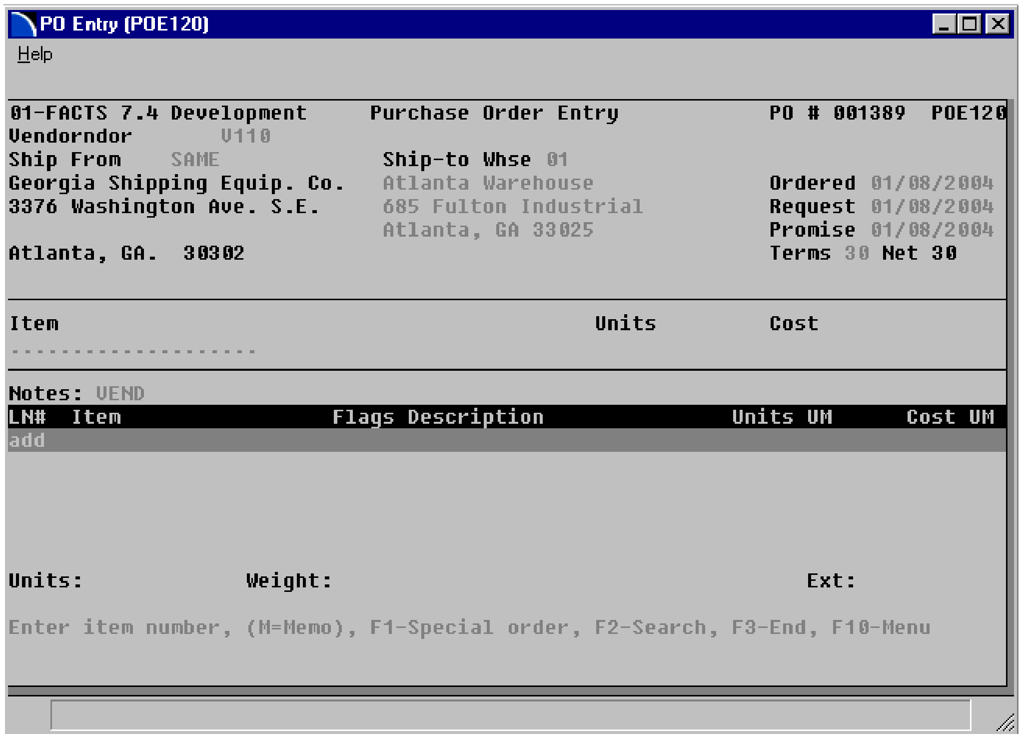
PO Entry (POE120)

Use this program to enter vendor purchase orders into the Purchase Order system and to update on-order quantities in inventory.

Tip! Make sure you run the Replenishment Report before you enter a PO for a vendor. With the report in hand, it is easier to see which items demand action (for instance, if any fall below order point) and if the vendor has buying targets.

To access this program, choose *Purchases Orders→Entry→PO Entry* from the FACTS Master Menu.





PO Entry Processing Notes

When you enter lines on a purchase order, the system checks the normal restocking path set in Warehouse/Item F/M and displays a message asking you to verify.

Say that you normally restock item I100 from Warehouse 02. If you create a PO for vendor V100 and enter I100, FACTS displays a message asking you to confirm that even though your normal restocking path is Warehouse 02, you want to order the item from V100.

When an item is entered to be ordered, the availability of the item is displayed. When the entry of the line-item is complete, the on order quantity is updated immediately.

Special order items (items from a sales order may be a temporary item) and memo lines may be entered on purchase orders. POs may be flagged to ask for confirmations or acknowledgments. When all line-items have been entered on a PO, the system checks the vendor’s buying target (if applicable, due to discounts, etc.). If the buying target has not been met on the current PO, the user may allow the program to automatically increase the purchase order up to the vendor’s buying target by dollars ($).

You can edit or delete purchase orders at any time up until the entire PO has been received using the PO Receipt program. Purchase orders may be printed immediately upon entry or may be held for batch printing through the PO Print program. Open corrected POs may be reprinted at any time.

As line-items on the purchase order come into inventory through receiving (the PO must have been printed), the user can receive them independently. In other words the entire PO does not have to be complete before line-items can be put into the inventory control or sales order systems. As the user receives the goods on the line-items, they are entered into the system through Receipt Entry. When the Receipt Register is updated, each line-items' status is updated, to partially received or complete. When all the line-items have been completed the register moves the entire PO to the past purchase order file.

Deleted purchase orders are not simply removed from the file. Deleted purchase order line-item records are removed and if all the line-items for a purchase order are deleted then the header record status is changed to deleted. The purchase order then appears on the next purchase orders Receipt Register as deleted and is removed in the subsequent update. This procedure provides a complete audit trail of all purchase order numbers used.

At any point during the PO entry-receipt process, the PO in its current state or its overview (history since it was entered) status, can be viewed in detail in either the purchase orders Vendor Inquiry or Document Inquiry.

The Purchase Order Entry screen consists of three sections: the header, the line-item entry section and the footer.

During processing, the system automatically displays urgent notes for vendors and items based on your settings on the Notes tab of PO Entry Options F/M. Refer to the Viewing/Entering Notes from Purchase Order Programs topic in the PO Overview section for details.

PO Entry Header Processing

The upper portion of the screen is called the header portion where you enter the purchase order number, vendor, order date and other general information. Refer to the following procedures for more information about Purchase Order Entry header processing:

Enter a new document

Delete a document

Open an existing document

Create a document number

After the system creates the header record, all header inputs except the purchase order number, vendors, and Ship-From are accessible through the change header routine. The PO number, vendor, type, and ship-from values can only be changed by deleting and re-entering the PO. Refer to the PO Entry Header Information topic for field/input descriptions.

PO Entry Line Item Processing

The lower portion is called the line item portion where you enter the item number, quantity and cost. You have the option of changing, adding, removing line items or deleting the purchase order at any time during the entry process. Purchase orders can be open (entered), partially received, received, and deleted by line item. They can also be voided.

Refer to the PO Entry Items Information topic for field/input descriptions.

Refer to the following procedures for more information about Order Entry item processing:

Add a line

Edit a line item

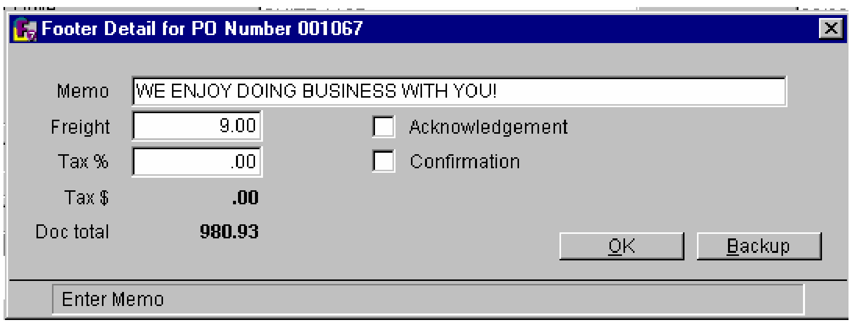
Delete a line item

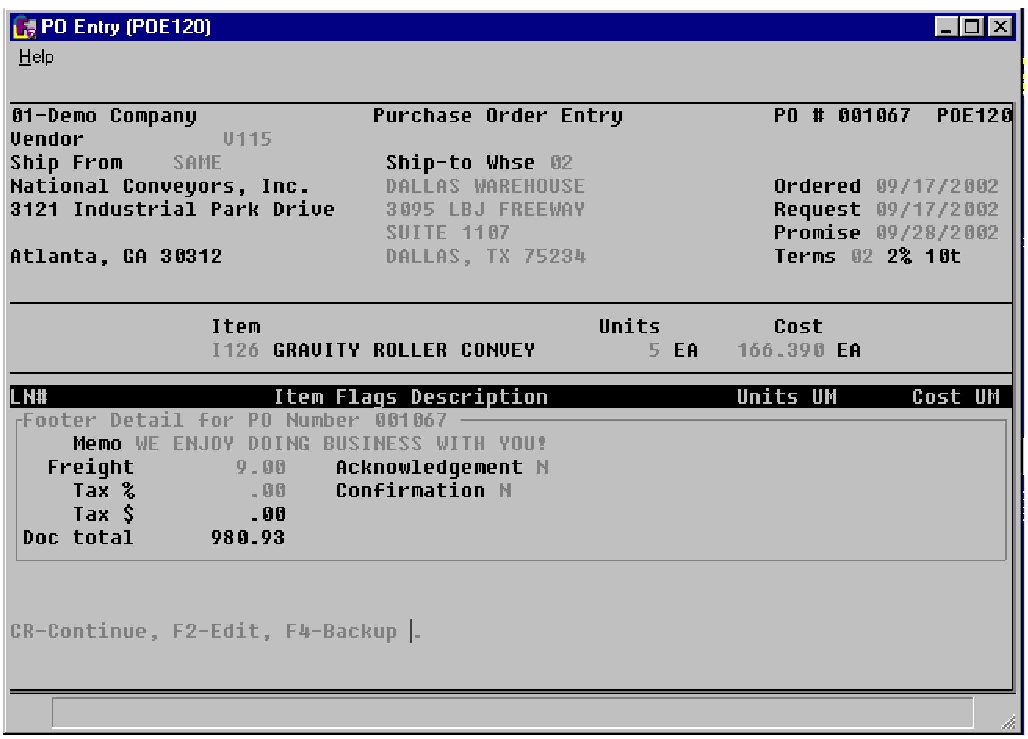
Insert a line item or memo

Find a line item

PO Entry Footer Processing

The ending routine consists of final inputs prior to completion of the purchase order. The ending routine is not accessible if you have not entered line items for the PO. At the end of the ending routine, the new total represents the total amount of the purchase order. Refer to the PO Entry Footer Information topic for field / input descriptions.





Additional Features

- You can enter direct shipments. Purchase orders can be direct shipped to any customer in the Accounts Receivable system. You can also enter any new addresses for direct shipments. You can perform a credit limit check for direct ship customers.

- You can enter vendor/item numbers or item interchanges in lieu of inventory control item numbers. The corresponding inventory item number is retrieved and displayed along with on hand, on order and committed quantities.

- You can import suggested POs.

- During processing, the system automatically displays urgent notes for vendors and items based on your settings on the Notes tab of PO Entry Options F/M. Refer to the Viewing/Entering Notes from Purchase Order Programs topic in *Chapter 1, System Overview* for details.

PO Management Reports

The *PO Status Report* prints open purchase orders, backorders, received purchase orders or all purchase orders in document, vendor or item number order.

The *Receiving Schedule* lists open purchase orders by promised delivery date.

The *Cash Requirements Report* lists future payments due to vendors based on open purchase orders.

Technical Notes

At the conclusion of the header portion, the last purchase order number used field is updated in the nonstatic control record. The header record is created in the purchase orders file (PORDER).

At the conclusion of the line-item portion, a line-item record is created in the purchase orders file (PORDER) and the appropriate sort files are maintained. The on order quantity for each item is updated in the inventory control warehouse/item file (ICWHSE) at the conclusion of each line.

Also, the purchase order header record (PORDER) is updated along with the purchase order ready-to-print file (POPRTX), and other sort files.

All Job Cost information is stored in the purchase orders file (PORDER).

This program updates the ready-for-register file (POREGX) only if a document is deleted through this program. If the Receipt Register is in process, the temporary ready-for-register file (POTMPX) is updated instead of POREGX.

FILES USED - SMCNTL, APVEND, ICMAST, POVNIT, POVITX, ICALPX, APVALX, ARCUST, SOITMX, SORDER, POPAST, POSHIP, JCJOBS, JCCODE, JCJOCX, ICWHVD, ICINTR, ICCLSX, POVNIX, ICWHSX, ARSHIP, PODSSP

FILES UPDATED - PORDER, POITMX, POVITX, POVNDX, POPRTX, POREGX, ICWHSE, JCREFX, POSUGG, SORDER, POTMPX, PODSSP

See Also

PO Entry Header Information

PO Entry Items Information

PO Entry Footer Information

How to direct ship POs

How to enter or change purchase orders information

Line Detail for Purchase Order Screen

How to enter PO header information

How to enter line items on a PO

How to enter PO footer information

PO Entry Header Information

Use the PO Header section to enter the purchase order number, vendor, order date and other general information. This window contains all the possible inputs for the PO Entry Header.

Tip: When you press Enter or Tab, the additional inputs that appear, such as reference number, freight Code, a buyer code, etc., depend on the settings selected in PO Entry Options F/M. This topic details all possible entries. Most of these entries already display default information; you can modify these values.

User Inputs

Use the following input descriptions to enter information for a purchase order header:

1. Doc/Vendor

You can enter purchase order numbers or have them automatically assigned by the system. For manual purchase order numbers, enter any number up to 99999. The system displays information for purchase order numbers already on file and goes to the prompt-selection input. To use automatic purchase order numbers, press **Enter**, and the system assigns the next available number. The word NEXT is displayed until the header portion is completed.

Graphical Users: To use the next system purchase order number, simply enter vendor number, and the next purchase order number will be assigned when you complete the header information. To assign the number of your choice, press F10 to display the menu options, then select File-->New Document Number. You can enter the PO number to assign, or use the Assign Next button if you decide to have the system assign the next available number. When you complete your header information, the system displays the assigned PO number at the top of the screen. You can also press Enter to automatically assign the PO number when you complete your header information.

Character Users: To use automatic purchase order press **F10** to display the menu options, then select File-->New Document Number to access the Assign PO Number dialog box and click the **Assign Next Doc** icon. You can enter the PO number to assign, or the system assigns the next available number. When you complete your header information, the system displays the assign PO number at the top of the screen. You can also press Enter to automatically assign the PO number when you complete your header information.

To Search:

Character Users: Press F2 to perform a vendor search. You can also search by contact name and alphabetic sort. Press F3 to search for documents by purchase order number. To search for PO number for a specific vendor, enter the vendor number in the vendor input (#3) on the screen. Enter a valid vendor code to display all the purchase orders for that vendor. You can then select a PO for editing, or press F4--backup to return to the purchase order number input (#1).

You can:

Press **Enter** to continue listing, select a line number of a document on the screen, or

press **F3** to change warehouses for the search, or
press **F4** to back up to input #1.

Graphical Users: Press **F2** or select the icon to perform a vendor search. You can also search by purchase order number and warehouse. To search for purchase order documents, select the icon.

For Vendors:

Enter the number of the vendor for the purchase order. If you enter a valid vendor number, the system displays the vendor name and address, and any applicable defaults: F.O.B., terms code, and department. At the bottom of the screen, the vendor's message, balance, the user's customer number from the vendor, contacts 1 and 2, and the phone number are displayed. Press F2 to search.

2. PO Type (this field is not displayed)

Character Users: The system initially skips the Type input and defaults to W. Press F4 to back up to this input. Enter whether the type of shipment is W-warehouse or D-direct. Entering a D forces you to enter the open work order number from the sales orders file. Once the header portion is complete, the system imports the line-items from the work order and displays them. Press Enter to default to W.

To direct ship POs: *Graphical Users:* (**Optional**) To access the Warehouse / Direct Ship Selection dialog box to create a direct shipment, select the icon or press **F1**. If the PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. For new purchase orders, enter the number of the vendor from whom you are requesting the items.

3. Ship-From

Enter the vendor ship-from number. Press **Enter** to default to SAME. Press **F2** to search.

4. Ship-To Warehouse

Enter the warehouse code where the goods should be shipped. The entry must be a valid warehouse. If you enter a valid warehouse code, the system displays the warehouse, name and address from the warehouse control record. Once the address displays, you can back up and change any line of the name or address.

If the PO is a direct ship, then enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order. You can press **F4**-backup and override the address, or continue to back up to the warehouse prompt.

Character Users: At any point during inputs #5-14, you can press **F3** (for default values). Select **F3** to display the defaults on file from that input forward and skip to input #15. If you are entering a new PO and you have not entered default values for inputs #5-14, then the default values are the same as if you pressed **Enter** through the same inputs. If you enter values on a new PO and back up to enter new values or decide to change or correct the header portion of an existing PO, then the values are the same as if you pressed **F1**(to skip). If the program does not skip to input #15, but instead stops at an earlier input, it means the system could not find a valid default value for that input and you must enter a valid value before continuing.

5. Ordered Date

Enter the entry date of the PO. Press **Enter** to default to the system date.

6. Request Date

Enter the requested date of delivery. Press **Enter** to default to the system date.

7. Promise Date

Enter the date the vendor promises delivery. Press **Enter** to default to the requested date.

8. Buyer

Enter a valid buyer code to identify the buyer for the purchase order. When you enter a valid buyer code, the system displays a partial description. Press **Enter** to initially default to the buyer code in the ship-from file for the selected vendor (if the ship-from is SAME then the default comes from the IC warehouse/vendor review record). Press **F2** to search.

9. Terms

Enter a valid payment terms code for this purchase order. Press **Enter** to initially default to the code for the selected vendor from the vendor file. When you enter a valid code, the system displays a partial description. Press **F2** to search.

10. Freight

Enter whether freight is **B**-bill later, **P**-prepaid, **C**-collect or **A** - prepay/add. Press **Enter** to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from warehouse is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

11. Ship Via

Enter up to 15 characters for the carrier. Press **Enter** to initially default to the ship via in the ship- from file for the selected vendor.

12. Lead Time

Enter **Y** or **N** to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update. Press **Enter** to initially default to **Y**.

13. F.O.B.

Enter up to 15 characters for freight on board. Press **Enter** to initially default to the F.O.B. in the ship-from file for the selected vendor.

14. Department

Enter the valid general ledger department number. The entry must be a valid department. Press **Enter** to initially default to the department assigned to the terminal. Press **F2** to search.

15. Reference Number

Enter the optional reference number (up to 15 characters). For direct ship orders, press **Enter** to accept the SO number.

This completes the header portion of the Purchase Order Entry program. At this time, the system automatically assigns and displays purchase order number.

Note: After the system creates the header record, all header inputs except #1-4 are accessible through the change header routine. Inputs #1-4 can only be changed by deleting and re-entering the PO.

16. Suggested orders on file. Do you want to import? (Y or N)

After the PO number is assigned, the system checks the suggested orders file for suggested orders for the selected vendor and warehouse to automatically add to the purchase order. If no suggested orders exist, this input is skipped.

If you enter **N**, the cursor goes to the line-item portion of the screen. If you enter **Y**, the system displays the first line-item to import.

Character Users: Press **Enter** to import the displayed line, **F1** to skip the line-item and display the next, **F2** import all line-items, or press **F3** to end imports.

Graphical Users: Press **I** to import the displayed line, **S** to skip the line-item and display the next, **A** import all line-items, **K** skip all remaining line-items, or press **F3** to end imports.

The system adds one line-item for each item in the suggested purchase orders file and adds to the weight and total dollar amount in the header of the purchase order.

See Also

PO Entry (POE120)

PO Entry Items Information

PO Entry Footer Information

PO Entry Menu Options

How to enter or change purchase orders information

Line Detail for Purchase Order Screen

PO Entry Items Information

The line-item portion of the program allows entry of up to 999 line-item and message lines to complete the purchase order. Line numbers are assigned automatically beginning with 001 and incremented by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single purchase order, the program advances to the prompt-selection input and refuses further entries.

Tip: When you press **Enter** or **Tab**, the additional inputs that appear, such as reference number, freight Code, a buyer code, etc., depend on the settings selected in PO Entry Options F/M. This topic details all possible entries. Most of these entries already display default information; you can modify these values.

Input Descriptions

This window contains all the possible inputs for PO Entry items processing. Use the following input descriptions to enter information for a purchase order line item.

1. Item Number

You have several options for this entry:

- Enters an item number

M - Enters a memo

S or - Enters a special order line number

F2 or - Allows a search

Character Users: **F3 or** *Graphical Users:* or **F4**- Ends line-item entries

Each of these options is described below:

Item number

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

Entering non-stock or inactive items for returns:

You can enter non-stock or inactive items for returns in PO Entry. To enter a non-stock or inactive item, you must enter a negative quantity for the item. If you attempt to enter a non-stock or inactive item with a non-negative quantity, the system displays a message stating that the non-stock or inactive item must be tied to an SO.

Character Users: Enter any item number. If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults.

Entering a valid item number displays the vendor relation, last lead-time, vendor-item number, item class, standard package size, buying weight, and inventory quantities. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted. The program skips to input #19.

The item is verified as being stocked or uninventoried, unless it is tied to a sales order. Only stocked and uninventoried items may be added to a purchase order unless the items are tied to a sales order.

Memo

Press **M** to enter a memo line. The system allows you to enter a memo and display purchase order when printed.

Special Orders

In the Item Number input, enter **S** to enter a special order line-item. Enter the sales order number from which to import the line-item. Press **F2** to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line-item appeared on the sales order.

Graphical Users: You can select the icon to enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field. You can select the icon to search for items.

If a sales order is on hold, you cannot import special order lines from the sales order.

When a special order line is added to a PO, the sales order receipt line (SORSOL) vendor is updated with the vendor from the PO. When a special order line is deleted from a PO, the SORSOL vendor field is reset to the item's primary vendor.

Search

Press **F2** to allow a search.

Graphical Users: You can select the icon to search for items.

End entry

Press **F3** to end entry of line-items. The program then proceeds to the prompt-selection input.

Graphical Users: Select the icon to stop entering line items.

2. Descriptions

Graphical Users: For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press Enter to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the OK button.

Character Users: The system initially skips this input except for memo lines. Enter the item descriptions or memo. If you enter memo lines, the system skips the remaining inputs. Otherwise, after entering description 1, enter description 2. Press **Enter** to default to the existing values in the Item F/M.

3. Units

Enter the quantity to be ordered

Character Users: You can also select a display code.
Graphical Users: You can access display information via the View menu option.

Display information is described below:
Enter whether to display **O**-ordered, **C**-committed or **R**-restocking controls, **U**-usage, **V**-vendor or **W**-warehouse of past purchases.

O--Ordered. Displays existing purchase orders for the selected item and warehouse at a time. The display for each purchase order includes: the purchase order number, type, status, ordered quantity, received quantity, backordered quantity, unit of measure for the quantities, cost and its corresponding unit of measure, the promised date and vendor number.

C--Committed. Selecting committed displays four more display codes on the screen: **S**-sales orders, **T**-warehouse transfers, **M**-manufacturing, and **E**-equipment rental. Press **Enter** to default to **S**.

Selecting **S** displays sales orders for the selected item and warehouse at a time. Each order shows: the document number, type, status, ordered, shipped, and backordered quantities and corresponding unit of measure, price and corresponding unit of measure, date and customer number.

Selecting **T** displays warehouse transfer tickets for the selected item at a time. Each ticket shows: ticket number, status, requested date, shipped and received quantities and their corresponding unit of measure, cost and its corresponding unit of measure, date of transfer, and the warehouse the item was transferred to.

Selecting **M** displays manufacturing tickets for the selected item and warehouse at a time. Each ticket shows: the ticket number, type and status, quantity to be manufactured and its corresponding unit of measure, scheduled date and if it is a component item, what the item is a component of.

Selecting **E** displays equipment rental contracts containing the selected item. Each contract shows: the contract number, type (C-rental contract, D-invoice/credit memo), status (E-entered, P-printed, R-returned, I-invoiced, D-deleted, V-voided), line number on the contract on which the item appears, date of rental, units rented, stocking unit of measure, rental price, and rental customer name.

R --Displays the restocking controls for the selected item. Displayed are: order point, line point, min stock, max stock, order quantity method, order quantity, lead time (stored in the inventory control warehouse/item file), safety allowance %, usage rate and frozen ordering controls.

NOTE: You should select **W** to get the available quantity for the item and warehouse before selecting usage. The numbers displayed are the numbers calculated in the End-of-Period Update for IC. If the order point is higher than the available quantity, the recommended order amount is the order quantity displayed. If the available is lower than the line point, then you can order this item to help the PO meet a buying target.

U--Displays the item's activity for the last six periods (for nonseasonal items), or previous six periods (for seasonal items), the number of days stocked out for the last six periods and the average for both. Also displayed is the seasonal type.

V--Displays by vendor, the last purchase from each vendor that sells the item, lines at a time. The vendor number is displayed as well as, the vendor-item number and manual cost, also from the last purchase from that vendor: the last PO number, and the units purchased and cost with their corresponding units of measure.

W--Displays the inventory quantities for this item that are currently in each warehouse. The warehouse number is displayed, as well as the on hand, committed, available, backorder and on order (not including the line displayed) quantities and their corresponding units of measure.

4. Cost

Enter the cost per displayed costing unit of measure.

Press F2 to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.

The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, the manual and last costs or the contract cost (if available) from the vendor/item file. For contracts that are the same hierarchy, but have different warehouse scopes, the system uses the lowest cost as the contract cost value. Depending on the Default PO Cost flag set in the PO static control record, pressing Enter to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This input is only used when the Cost flag in the PO Entry Options record is set to Y or B.

When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag and displays U for the cost type.

PO Entry uses the default PO cost (set in PO Static Control F/M or dictated by a Vendor Cost Contract) for all tied PO lines (including direct shipments) excepting the following cases, in which the SO line item cost will be used:

- The line is a temporary item.
- There is no default PO cost (cost of $0.00).
- The item is a warehouse item and the cost has been overridden in SO Entry.
- The item is a catalog item and the cost has been overridden in SO Entry (if not, it will use the cost from ICICAT table).

The system also displays Contract to indicate whether the displayed cost is from a contract.

You can access cost details from the View →Cost Origin menu option.

5. Requested

This input is used only when the **Requested Date** flag in the PO Entry Options record is set to **Y** or **B**. Enter the date you want to request receipt for this item. The requested date in the header section is the displayed default value.

6. Promised Date

This input is only used when the **Promised Date** flag in the PO Entry Options record is set to **Y** or **B**. Enter the date this item is promised for delivery. The requested date is the displayed default value.

7. Lead Time

This input is used only when the **Lead Time** flag in the PO Entry Options record is set to **Y** or **B**. Enter **Y** or **N** to use this document to update the item's lead-time in the Receipt Register. Press **Enter** to default to the lead-time input in the header portion of the screen. If the quantity is a negative amount, this input is set to **N** and skipped.

8. Taxable

This input is used only when the **Taxable** flag in the PO Entry Options record is set to **Y** or **B**. Enter **Y** or **N** to charge tax on this line-item. Press **Enter** to default to **Y**.

9. GL (Posting Table)

This input is used only when the **GL Table** flag in the PO Entry Options control record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press **Enter** to default to the GL posting table for the selected item in the item file. Press **F2** to search.

10. ***Character Users:*** The system displays: **CR-Accept Line, J-Job #, F4-Backup**

If the **Use Job Cost flag** is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. Press **Enter** to accept the line and bypass the job costing information. Enter **J** to enter job costing information or **F4** to back up to the previous input. If you enter **J**, inputs #11-17 must be entered.

Graphical Users: The system displays: **Enter Job Number Y or N**.

If you select **Y**, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against. Press **Enter** to default to the last job number entered (if any). Press **F2** to search. For valid job numbers, the system requests customer code, you can enter the customer code or search for customer codes. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. Note: If the **Use Job Cost** flag is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. If you enter **Y**, inputs #11-17 must be entered

11. Job Number

Enter the valid job number to post this entry against. For valid job numbers, the system displays the job name, customer number and name, and billing type. Press **Enter** to default to the last job number entered (if any). Press **F2** to search.

12. Price Message

If the job is a fixed contract or time and materials contract, this input is skipped. If the job is a cost plus (+) contract or a no charge contract, a message is displayed indicating the price, which must be billed for the job. Press **Enter** to continue.

13. Cost Code

Enter a valid cost code (up to four characters). If you enter a valid cost code, the system displays the cost code description and the cost type. The cost code sets the defaults for markup method (for all jobs that are not cost plus) and billing rate (for jobs that are fixed contracts or time and material). The cost code also determines whether the user is able to override the defaults. Press **F2** to search.

The item entry determines the units, unit of measure and cost rate/extension.

14. Markup

The system initially skips this input and sets it to the markup assigned to the cost code. You can enter this value only for jobs that are time and materials or fixed contracts and where the Allow Override Of Billing flag is set to **Y** in the cost code record. You can also change this for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. You have the following options:

#---Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% ---Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M---Enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input (#30).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Enter---initially defaults to the markup method (amount/percentage) from the cost code record.

15. Bill Rate

This input is unavailable if the Allow Billing Override flag in the cost code record is set to **N**. The system initially skips this input unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press **Enter** to initially default to 0.

16. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). Press Enter to initially default to blanks.

17. Print Memo On Job Cost Invoice?

The system initially skips this input and sets it to **N**. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous input) on the job cost invoice. You can set the input to Y only if the Billing Detail for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** to initially default to **N.**

18. Press **Enter** to continue, accept the line and return to item input or press **F4** to backup.

19. Extension

The line-item extension is calculated and displayed.

This completes the line-item portion of the PO Entry program. The system updates and displays the running totals for weight and dollar amount. The line number is incremented by one, displayed, and the program returns to the next line-item entry if in add mode or the prompt-selection input in change mode. The on order quantity for the item is updated in the appropriate warehouse.

20. ***Character Users:* Following the entry of the last line-item, the prompt-selection input allows you to perform a number of functions:**

#	-	Changes a line-item
L	-	Lists line-items
A	-	Adds a line-item
D	-	Deletes the purchase order
F2	-	Changes the header
F3	-	Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

Graphical Users: Select the icon to stop entering line items. You can:

Highlight a line item and select the **Line Detail button** to access the Line Detail for Purchase Order screen, which is used to view and/or modify item descriptions, promise and request dates, item details, item/vendor info, and item cost info. The system displays Job Posting Entry dialog box for change or review.

Select the icon to make changes for the highlighted line item.

Select the icon to add a PO line.

Select the icon to delete the highlighted PO line.

Select the button to add a line item above the highlighted item in the browser.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

Press the icon to save your changes.

See Also

PO Entry (POE120)

PO Entry Header Information

PO Entry Footer Information

PO Entry Menu Options

How to enter or change purchase orders information

Line Detail for Purchase Order Screen

PO Entry Footer Information

This window contains all the possible inputs for PO Entry footer processing.

The ending routine consists of final inputs prior to completion of the purchase order. The ending routine is not accessible if you have not entered line-items for the PO. If the vendor and warehouse have a buying target set up in the vendor/warehouse review record, then the system displays the buying target only if the PO is over 80% of the buying target but has not reached it. You then have the option to increase the line-items up to the buying target dollar amount. If you enter **N**, the program accesses to the ending routine. If you enter **Y**, the system automatically orders proportionately more of each item to hit the dollar-buying target (if the buying target is weight, the system does not calculate new order amounts automatically). The ending routine information is displayed on the bottom portion of the screen and a new total is displayed in the lower right (running total of all line-item extensions plus tax, plus freight, etc.). The new total is initially equal to the purchase order total amount, but is redisplayed whenever an adjustment (tax, freight, etc.) is made in the ending routine. At the end of the ending routine, the new total represents the total amount of the purchase order.

You must first print the PO before you can receive it. You can independently receive line items on purchase orders into inventory. In other words the entire PO does not have to be complete before line items can be put into the inventory control or sales order systems. As you receive the goods on the PO lines, enter them into the system through Receipt Entry. When you run the Receipt Register, the system updates each PO line items' status to partially received or complete. When all the line items have been completed the register moves the entire PO to the past purchase order file.

Tip: When you press **Enter** or **Tab**, the additional inputs that appear, such as reference number, freight Code, a buyer code, etc., depend on the settings selected in PO Entry Options F/M. This topic details all possible entries. Most of these entries already display default information; you can modify these values.

Input Descriptions

Use the following input descriptions to enter information for purchase order footers.

1. Memo

In the purchase orders static control record you establish the summary memo. The memo may include special instructions, good will messages, etc., and prints on the purchase order. Press **Enter** to initially default to the standard memo. If no memo is desired, press the **space bar** before pressing **Enter**. Press **F4** to back up to the prompt-selection input.

2. Freight

Through the **Include Freight** flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to **N**, no freight is included and this input is skipped. If freight is included, enter the freight amount (.00-9999.99). Press **Enter** to default to **0**.

3. Tax % (Percent)

Through the Include Tax flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to **N**, no tax is included and this input is skipped. If tax is included, enter the tax percent. The amount is calculated and displayed. If the **Change By Line Taxable** flag in the purchase orders static control is set to **N** then only items with the taxable flag in the inventory item file set to **Y** are subject to tax, otherwise only those lines that a **Y** was entered for Lead Time are subject to tax.

4. Print Purchase Order Now/Add To Reprint File

Enter **Y** to print the purchase order now or **N** to save for batch / printing. If the PO has already been printed then the prompt asks you if the PO should be added to the PO reprint file. Press **Enter** to default to **N**.

This completes the ending routine of the Purchase Order Entry program. The purchase order is printed if that option is selected. Upon completion of the update, the screen is cleared of all input information and the program returns to the purchase order number input #1 to await further entries.

See Also

PO Entry (POE120)

PO Entry Header Information

PO Entry Items Information

PO Entry Menu Options

How to enter or change purchase orders information

Line Detail for Purchase Order Screen

Header Detail for Purchase Order Screen

PO Entry Features and Procedures

PO Entry Header Processing

Creating document numbers

The system automatically creates a document number once you complete the header. At that point, the document number appears in the title bar along with the vendor's name. You can also assign a document number manually if you prefer.

To assign document numbers manually:

1. Open Purchase Order Entry.
2. Graphical users: Choose File→New Document Number from the menu. Character users: Press **F10** and select File→New Document Number from the menu.
3. Enter up to six characters to create a document number. Choose **OK** or press **Enter** (**CR**).
4. Begin entering the order, starting with the Vendor Number. Refer to the How to enter or change purchase orders information procedure for additional information.

Creating Direct Ship POs

To access the Warehouse / Direct Ship Selection dialog box to create a direct shipment, select  icon or press **F1**. If the PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order. You can press **F4**-backup and override the address, or continue to back up to the warehouse prompt.

Importing Suggested Purchase Order

After the PO number is assigned, the system checks the suggested orders file for suggested orders for the selected vendor and warehouse to automatically add to the purchase order. If the system finds suggested purchase orders it displays the message: *Suggested orders on file. Do you want to import? (Y or N)* If no suggested orders exist, this input is skipped. If you enter **N**, the cursor goes to the line-item portion of the screen. If you enter **Y**, the system displays the first line item to import. Press **Enter** to import the displayed line, **F1** to skip the line item and display the next, **F2** import all line items, or press **F3** to end imports. The system adds one line item for each item in the suggested purchase orders file and adds to the weight and total dollar amount in the header of the purchase order.

Opening existing documents

Access an existing document before you begin entering a new one. Once you begin entering header information, the system does not allow to you open a document in the same window. You can also start another session of FACTS if you need to open a document while you are in the middle of entering one.

To open an existing purchase order:

Enter the purchase order number in the **Doc/Vendor** input and press **Enter** (**CR**). If the document number is on file, the vendor number appears in the input and the purchase order number appears in the title bar.

OR

1. Graphical users: Choose File→Open Existing Document.

Search Tips:

Press **F2** or select the icon to perform a document search by vendor. You can also search by purchase order number and warehouse. To search for purchase order documents, select the icon.

Character users: Press F**10** and choose File→Open Existing Document.

2. Use the Document Search window to find the document you want to edit or review.
3. Choose **OK** in the search window to select the document and return to the main entry window.

Deleting purchase orders

Deleted purchase orders are not simply removed from the file. The system deletes purchase order line item records and if all the line items for a purchase order are deleted, then it changes the header record status to deleted. The purchase order then appears on the next purchase orders Receipt Register as deleted and is removed in the subsequent update. This procedure provides a complete audit trail of all purchase order numbers used.

At any point during the PO entry-receipt process, you can view in detail the PO in its current state or its overview (history since it was entered) status via the PO Vendor Inquiry or Document Inquiry programs.

To delete an order before the header is complete:

Press F4 to back up to the **Doc/Vendor** input.

To delete an order after the header is complete:

With the purchase order open on screen,

Graphical users: Choose File→Delete Document from the menu.

Character users: Press **F10** and choose File→Delete Document from the menu.

PO Entry Items Processing

Editing Line Items

You can edit line items on a purchase order until it is received.

To edit an existing line item:

Use your mouse or arrow keys to highlight the line in the item browser and press select the icon to make changes for the highlighted line item. **Enter** (**CR**).

OR

Highlight the line and press Line Detail to access inputs that do not appear in the line-item entry section.

Deleting Line Items

Use the mouse or arrow keys to highlight the line in the item browser.

Graphical users: Select the icon to delete the highlighted PO line, or choose Edit→Delete Item from the menu.

Character users: Press **F2**-Delete line and then choose **OK** to delete the item.

Inserting Line Items or Memos

Use the mouse or arrow keys to highlight a line. The program inserts the new line item above the selected one.

Graphical users: Select the button to add a line item above the highlighted item in the browser, or choose Edit→Insert Line from the menu. Select the icon to stop entering line items.

Character users: Press **F1**-Insert line or press the **Insert** key. The program stays in Insert mode until you press **F4** from the Item Number input or choose the Cancel button at the right of the screen.

FINDING ITEMS IN THE ITEM BROWSER

This feature may be helpful when you need to find an item you entered on a long order. It eliminates the need to scroll up and down in the list browser.

Graphical users: Choose Edit→Find Line Item from the menu.

Character users: Press **F10** and choose Edit→Find Line Item.

Enter the item number you want to locate. Press **Enter** (**CR**) to go to the first occurrence of that item in the item browser on the main screen. Press **F2** to find a different item or **F4** to exit the Find Item window.

Adding Line Items

1. Select the icon to add a PO line. The system displays the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info.

The program automatically switches to add mode once you complete the header. This means the cursor appears in the Item Number input after you exit the last header input. The program stays in add mode until you press **F4** to back out of the line-item entry section or press the button at the right of the screen.

Quick entry tip: Enter the item number, the ordered quantity and then press the Down Arrow key.

2. The program uses the default information in the rest of the line-item entry inputs and returns to the Item Number input.

How to enter or change purchase orders information

1. Access this program by choosing Purchase Orders →Purchase Order Entry → PO Entry.

   Complete steps 2-6 to enter purchase order header information

2. In the Doc/Vendor field, enter the vendor for the purchase order. If you need to change or delete an existing purchase order, enter the existing purchase order number in this field to open it.

   You can enter purchase order numbers or have them automatically assigned by the system. For manual purchase order numbers, enter any number up to 99999. The system displays information for purchase order numbers already on file and goes to the prompt-selection input. To use automatic purchase order numbers, press Enter, and the system assigns the next available number. The word NEXT is displayed until the header portion is completed.

   Graphical Users: To assign a specific purchase order number, select File-->New Document Number to access the Assign PO Number dialog box. You can enter the PO number to assign, or the system assigns the next available number if you click the **Assign Next Doc** icon. When you complete your header information, if you have chosen the PO number yourself, the system displays the assigned PO number at the top of the screen.

   Character Users: To use the next system purchase order number, simply enter vendor number, and the next purchase order number will be assigned when you complete the header information. To assign the number of your choice, press **F10** to display the menu options, then select File-->New Document Number. You can enter the PO number to assign, or use the Assign Next button if you decide to have the system assign the next available number. When you complete your header information, the system displays the assigned PO number at the top of the screen. You can also press Enter to automatically assign the PO number when you complete your header information.

   To Search:

   Character Users: Press **F2** to perform a vendor search. You can also search by contact name and alphabetic sort. Press **F3** to search for documents by purchase order number. To search for PO number for a specific vendor, enter the vendor number in the vendor input (#3) on the screen. Enter a valid vendor code to display all the purchase orders for that vendor. You can then select a PO for editing, or press **F4**--backup to return to the purchase order number input (#1).

   You can:

   Press **Enter** to continue listing, select a line number of a document on the screen, or

   press **F3** to change warehouses for the search, or

   press **F4** to back up to input #1.

   Search Tips:
   Press F2 or select the  icon to perform a document search by vendor. You can also search by purchase order number and warehouse. To search for purchase order documents, select the  icon.

   Enter a valid vendor code to display all the purchase orders for that vendor. You can then select a PO for correction or inquiry, or press F4--backup to return to the purchase order number input (#1).

   You can:
   Press **Enter** or double click to select a line number of a document on the screen, or
   Press **F4** to back up to input #1.

3. (Optional) To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, select the  icon or press F1. If the PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory

quantities and restocking controls are not affected. For new purchase orders, enter the code of the vendor from whom you are requesting the items.

4. If you enter a valid vendor code, the system displays the vendor name and address, ship-to and ship-from warehouses, and terms code. The system displays the Vendor Info dialog box, which contains the vendor's message, balance, the user's customer number from the vendor, contacts 1 and 2, and the phone number.

You can modify these fields.

Ship-From--Enter the vendor ship-from number. Press Enter to default to SAME. Press **F2** to search.

Ship-To Warehouse--Enter the warehouse code where the goods should be shipped. The entry must be a valid warehouse. If you enter a valid warehouse code, the system displays the warehouse, name and address from the warehouse control record. Once the address displays, you can back up and change any line of the name or address. If the PO is a direct ship, then enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order. You can press F4-backup and override the address, or continue to back up to the warehouse prompt.

5. In the **Ordered Date** (entry date of the PO), **Request Date** (requested date of delivery), and **Promise Date** (date the vendor promises delivery) fields, the system displays the current date as the default. You can modify this date, or **press** Enter to accept the current date.

Terms--Enter a valid payment terms code for this purchase order. Press **Enter** to initially default to the code for the selected vendor from the vendor file. When you enter a valid code, the system displays a partial description. Press **F2** to search.

6. The system displays an optional information dialog box, which is used to enter information in the following fields:

Freight—Indicate whether freight is B-bill later, P-prepaid , C-collect or A prepay/add. Press Enter to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

Buyer--Enter a valid buyer code to identify the buyer for the purchase order. When you enter a valid buyer code, the system displays a partial description. Press **Enter** to initially default to the buyer code in the ship-from file for the selected vendor (if the ship-from is SAME then the default comes from the IC warehouse/vendor review record). Press **F2** to search.

Ship Via--Enter up to 15 characters for the carrier. Press **Enter** to initially default to the ship via in the ship- from file for the selected vendor.

Lead Time--Select the Lead Time checkbox to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update.

F.O.B.--Enter up to 15 characters for freight on board. Press **Enter** to initially default to the F.O.B. in the ship-from file for the selected vendor.

Reference Number-Enter the optional reference number (up to 15 characters). For direct ship orders, press Enter to initially default to the related SO number.

When you are have completed these fields, press the OK button.

7. After the PO number is assigned, the system checks the suggested orders file for suggested orders for the selected vendor and warehouse to automatically add to the purchase order. If the system finds suggested purchase orders it displays the message: *Suggested orders on file. Do you want to import?* If no suggested orders exist, this input is skipped.

Character Users: If you enter N, the cursor goes to the line-item portion of the screen. If you enter Y, the system displays the first line item to import. Press Enter to import the displayed line, F1 to skip the line item and display the next, F2 import all line items, or press F3 to end imports. The system adds one line item for each item in the suggested purchase orders file and adds to the weight and total dollar amount in the header of the purchase order.

Graphical Users: Press I and Enter to import the displayed line, S and Enter to skip the line item and display the next, A and Enter import all line items, or press K and Enter to end imports. The system adds one line item for each item in the suggested purchase orders file and adds to the weight and total dollar amount in the header of the purchase order.

Complete steps 9-15 to enter line items on a purchase order:

8. In the Item field, enter the item you want to purchase.

Field Information for Items:

You can select the icon to enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field. You can select the icon to search for items.

If a sales order is on hold, you cannot import special order lines from the sales order.

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press Enter to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the OK button.

9. The system displays the Item Information dialog box, which contains the vendor relation, last lead-time, vendor-item number, item class, standard package size, buying weight, and inventory quantities. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted. The program skips to input #19. The item is verified as being stocked or un-inventoried, unless it is tied to a sales order. Only stocked and un-inventoried items may be added to a purchase order unless the items are tied to a sales order.

10. In the Units field, enter the quantity to be ordered in the displays default unit of measure. The system displays the label for the default unit of measure for the item, such as EA or BX.

Multiple UMs

For items with multiple UMs, the system displays a dialog box where you can select to display warehouse quantities, perform an item catalog, service item, or standard parts search. Select W to display inventory quantities for this item that are currently in each warehouse. The warehouse number is displayed, as well as the on hand, committed, available, backorder and on order (not including the line displayed) quantities and their corresponding units of measure.

11. The system displays the Cost info dialog box for the item. This dialog box contains the manual item cost, the manual vendor cost, and the last vendor cost.

12. In the Cost field, enter the cost per displayed costing unit of measure. The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last costs from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, you can press Enter to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This input is only used when the Cost flag in the Purchase Orders Entry Options record is set to Y or B.

13. The system displays a dialog box for items. Enter information in the following fields:

Requested--This field is used only when the Requested/Promised Dates flag in the PO Entry Options record is set to Y or B. Enter the date you want to request receipt for this item. The requested date in the header section is the displayed default value.

Promised Date--This field is only used when the Requested / Promised Dates flag in the PO Entry Options record is set to Y or B. Enter the date this item is promised for delivery. The requested date is the displayed default value.

Lead Time--This checkbox is used only when the Lead Time flag in the PO Entry Options record is set to Y or B. Select the checkbox to use this document to update the item’s lead-time in the Receipt Register. Press Enter to default to the lead-time input in the header portion of the screen. If the quantity is a negative amount, this checkbox is not checked and skipped.

Tax--This field is used only when the Taxable flag in the PO Entry Options record is set to Y or B. Select the checkbox to charge tax on this line-item. Press Enter to default to selected.

GL--This field is used only when the GL Table flag in the PO Entry Options record is set to Y or B. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press Enter to default to the GL posting table for the selected item in the item file. Press F2 to search.

14. Enter Job Number Y or N. If you select yes, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against.. Press Enter to default to the last job number entered (if any). Press F2 to search. For valid job numbers, the system requests cost code, can enter or search. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. Note: If the Use Job Cost flag is set to N in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input.

When you are have completed these fields, press the OK button.

15. The system returns you to the Item field to enter another line item for the PO. You can:

Repeat steps 8-15 to enter another line item.

GUI Users:

Select the  icon to stop entering line items.

Highlight a line item and select the Line Detail button to access the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info. The system displays Job Posting Entry dialog box for change or review.

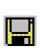
Select the Header Detail button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select the  icon to make changes for the highlighted line item.

Select the  icon to add a PO line.

Select the  icon to delete the highlighted PO line.

Select the  button to add a line item above the highlighted item in the browser.

Press the  icon to save your changes.
On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

When you are finished with line items, select the Done button.

CUI Users:

#	-	Changes a line-item
L	-	Lists line-items
A	-	Adds a line-item
D	-	Deletes the purchase order
F2	-	Changes the header
F3	-	Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

16. Complete steps 18-19 to enter purchase order footer information:

17. The system displays the Footer Detail for PO Number dialog box. You can enter information in the following fields:

Memo--Enter the memo to print on this PO. Press Enter to accept the default memo.

Freight-- If freight is included, enter the freight amount (.00-9999.99). Press Enter to default to 0. Through the Include Freight flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to N, no freight is included and this input is skipped.

Tax %-- If tax is included, enter the tax percent. The amount is calculated and displayed. Through the Include Tax flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to N, no tax is included and this input is skipped. If the Taxable flag in the PO Entry Options record is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for input #24 are subject to tax.

Acknowledgement and Confirmation—Indicates you want the words Acknowledgment only or Confirmation requested to print on the purchase order, select the appropriate checkbox.

When you are have completed these fields, press the OK button.

18. The system displays the PO Date Change dialog box; select the Update Lead Time checkbox to update the lead-time for all line items on the PO. The Update request date and Update promised date checkboxes are displayed only when the Change By Line Requested / Promised Dates flag in the PO Entry Options record is set to Y or B. This dialog box also displays when you change dates in the header section of the screen.

When you are have completed these fields, press the OK button.

19. The system displays the message: Print purchase order now? Select Yes to print the PO or No to save for batch printing. If the PO has already been printed then the prompt asks you if the PO should be added to the PO reprint file. Press Enter to default to No.

20. The system prints the PO if you selected to do so in step 18 and then returns you to the PO Entry header portion of the screen.

See Also

PO Entry (POE120)

PO Entry Header Information

PO Entry Items Information

PO Entry Footer Information

PO Entry Menu Options

Line Detail for Purchase Order Screen

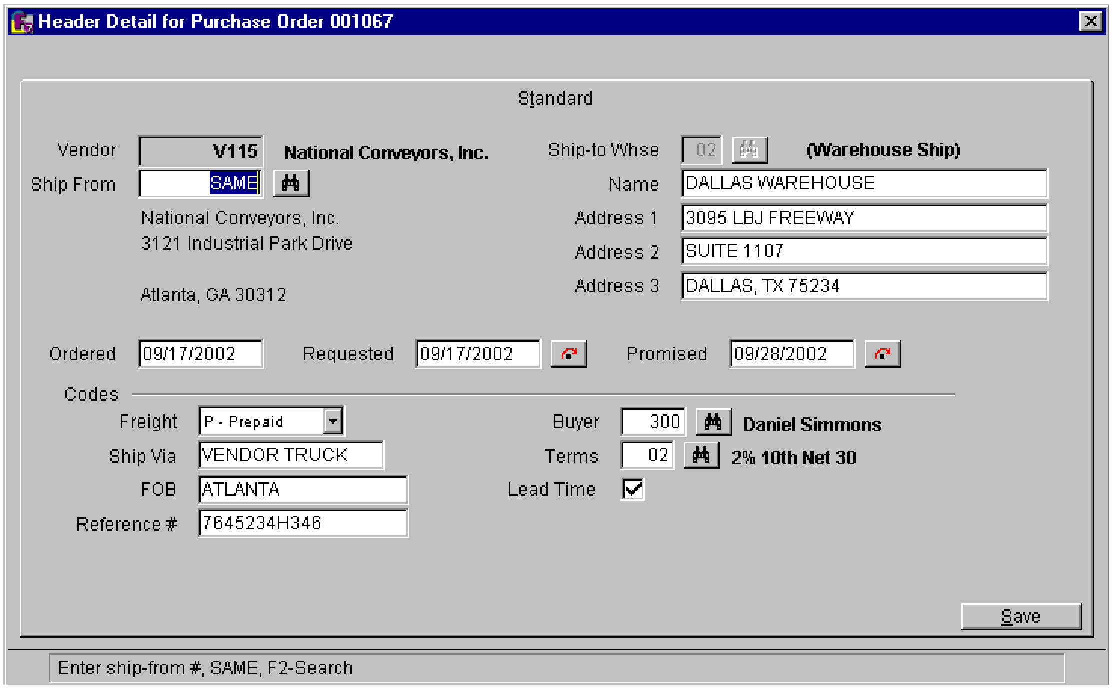
Header Detail for Purchase Order screen

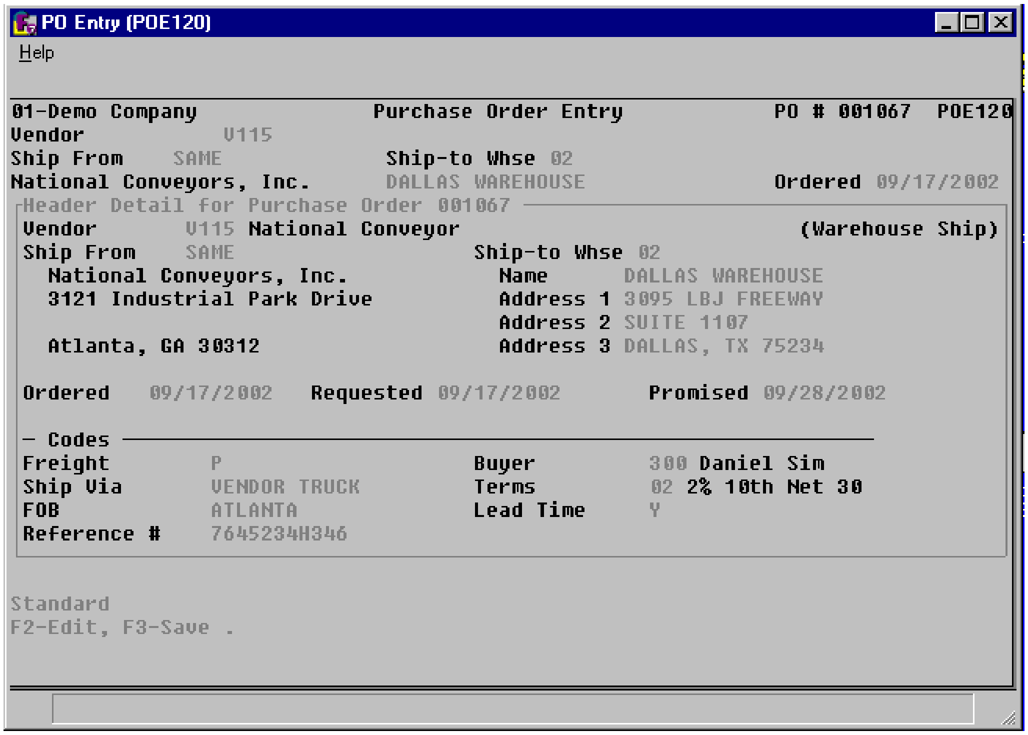
The Header Detail for Purchase Order screen provides information about the purchase order in use by the PO Entry program. You can access it after you enter complete the header information on the PO document. The system uses this screen to display header information for all PO Entry programs, including PO Entry, Receipt Entry, and Non-PO Receipt Entry.

Graphical users: Use the mouse or arrow keys to select an item in the browser. Choose the **Header Detail** button or select Options→Line Detail from the menu.

Character users: Use the arrow keys to select an item in the browser. Enter **H** at the selection prompt or press **F10** and select Options→Header Detail from the menu.

The Header Detail window contains all possible inputs available for the PO header. This screen is used to view and modify header information.




PO Entry (POE120)
Help
01-Demo Company
Purchase Order Entry
PO # 001067 POE120
Vendor V115
Ship From SAME
Ship-to Whse 02
National Conveyors, Inc.
DALLAS WAREHOUSE
Ordered 09/17/2002
Header Detail for Purchase Order 001067
Vendor V115 National Conveyor
(Warehouse Ship)
Ship From SAME
Ship-to Whse 02
National Conveyors, Inc.
3121 Industrial Park Drive
Atlanta, GA 30312
Name DALLAS WAREHOUSE
Address 1 3095 LBJ FREEWAY
Address 2 SUITE 1107
Address 3 DALLAS, TX 75234
Ordered 09/17/2002
Requested 09/17/2002
Promised 09/28/2002
Codes
Freight P
Ship Via VENDOR TRUCK
FOB ATLANTA
Reference # 7645234H346
Buyer 300 Daniel Sim
Terms 02 2% 10th Net 30
Lead Time Y
Standard
F2-Edit, F3-Save .

You can modify the following inputs for a purchase order header. Use the following input descriptions to modify information for a PO document header.

1. **PO Type** (This field is display only.)

The system initially skips the Type input and defaults to W. This value indicates whether the type of shipment is W-warehouse or D-direct. A Direct PO forces you to enter the open work order number from the sales orders file. Once the header portion is complete, the system imports the line-items from the work order and displays them. The default value is W.

2. **Vendor** (This field is display only.)

The number of the vendor for the purchase order. The system displays the vendor name and address, and any applicable defaults: F.O.B., terms code, and department.

3. **From**

Enter the vendor ship-from number. Press **Enter** to default to SAME. Press **F2** or select the  to search.

4. **Warehouse**

The warehouse code where the goods should be shipped. If the PO is a direct ship, then this is the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order.

5. **Ship-To**

The warehouse code where the goods should be shipped if it is different from the warehouse.

6. **Address 1-3**

If you enter a valid warehouse code, the system displays the warehouse, name and address from the warehouse control record. Once the address displays, you can back up and change any line of the name or address.

In the Document Detail section of the screen, the system displays the following fields:

7. **Receipt #**

Receipt numbers may be entered manually or assigned automatically by the system. Enter the receipt number or press **Enter** (**CR**) for automatic assignment. The system assigns receipt numbers for each purchase order beginning with 00001 and incrementing by one for each receipt up to 00099.

8. **Received**

Enter the date that the purchase order was received. Press **Enter** (**CR**) to default to the system date.

9. **Buyer**

Enter a valid buyer code to identify the buyer for the purchase order. Entering a valid code displays a partial description. Press **Enter** (**CR**) to default to the buyer code in the ship-from file for the selected vendor. Press **F2** to search.

10. **Terms**

Enter a valid payment terms code for this purchase order. Press **Enter** (**CR**) to initially default to the code for the selected vendor from the vendor file. Entering a valid code displays a partial description. Press **F2** to search.

11. **Department**

The general ledger department number. The entry must be a valid department. Press **Enter** to initially default to the department assigned to the terminal. Press **F2** to search.

Note: For received POs this field is display only.

12. **Freight**

Enter whether freight is **B**-bill later, **P**-prepaid, or **C**-collect. Press **Enter** to default to the freight in the ship-from file for the selected vendor.

13. **Ship Via**

Enter up to 15 characters for the carrier. Press **Enter** to initially default to the ship via in the ship- from file for the selected vendor.

14. **Lead Time**

Graphical Users: Select the Lead Time checkbox to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update.

Character Users: Enter **Y** or **N** to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update. Press **Enter** to initially default to **Y**.

15. **F.O.B.**

Enter up to 15 characters for freight on board. Press **Enter** to initially default to the F.O.B. in the ship-from file for the selected vendor.

16. **Reference Number**

Enter the optional reference number (up to 15 characters).

This completes the header portion of the Purchase Order Entry program. At this time, the system automatically assigns and displays purchase order number.

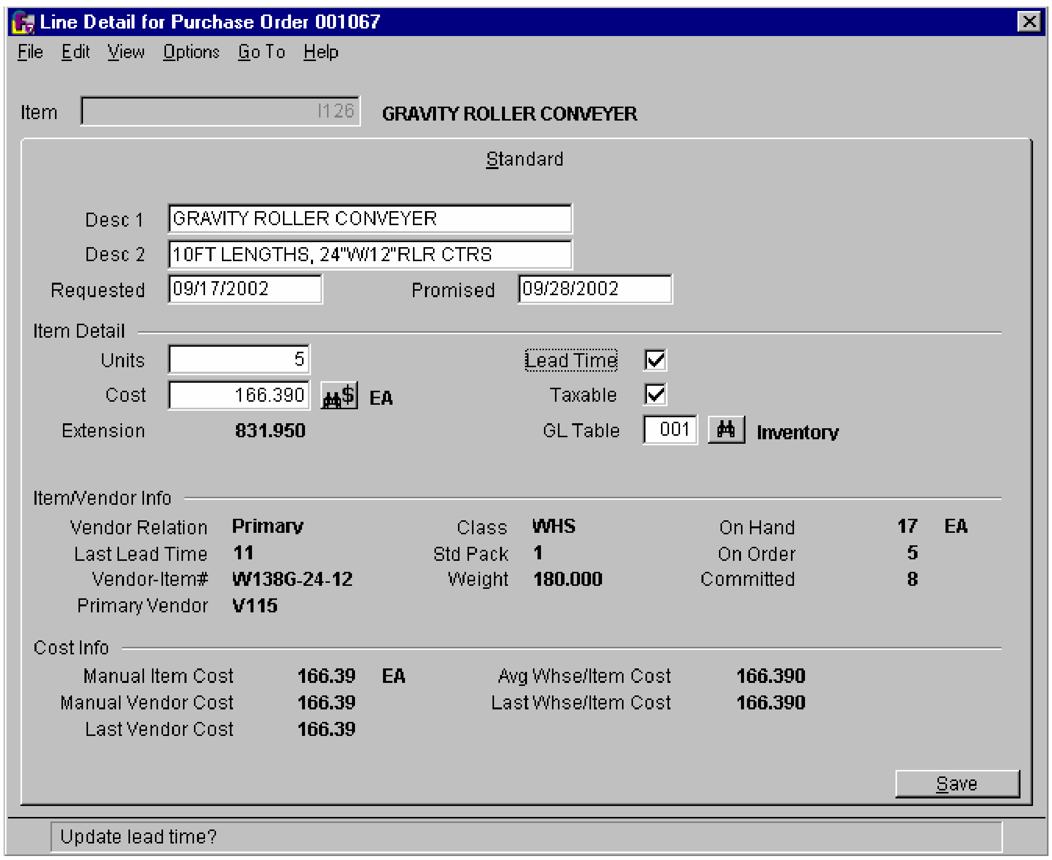
Line Detail for Purchase Order screen

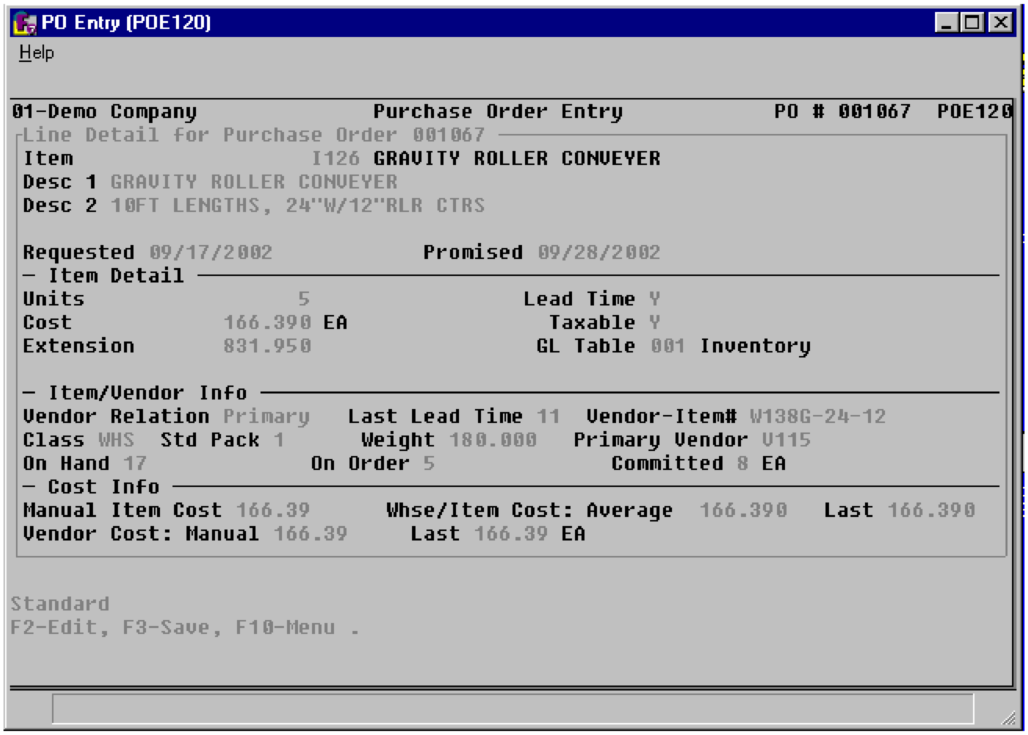
The Line Detail for Purchase Order screen provides information about the highlighted item selected in the browser in the lower portion of the entry screen. You can access it after you enter items on the PO document.

Graphical users: Use the mouse or arrow keys to select an item in the browser. Choose the Line Detail button or select Options→Line Detail from the menu.

Character users: Use the arrow keys to select an item in the browser. Enter **L** at the selection prompt or press **F10** and select Options→Line Detail from the menu.

The Line Detail window contains all possible inputs available for the PO line item. This screen is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info. When you access this screen, the system also displays Job Posting Entry dialog box for change or review.





Use PO Static Control F/M (POF980) to determine which inputs should appear during PO line item processing.

The system uses this screen to display line item information for all PO Entry programs, including PO Entry, Receipt Entry, Non-PO Receipt Entry, and Invoice Receipt Entry.

You can modify the following inputs for a purchase order line. Use the following input descriptions to modify information for a PO document line.

1. **Descriptions**

Graphical Users: For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M.

Character Users: The system initially skips this input except for memo lines. Enter the item descriptions or memo. If you enter memo lines, the system skips the remaining inputs. Otherwise, after entering description 1, enter description 2. Press **Enter** to default to the existing values in the Item F/M.

2. **Units**

The quantity ordered in the item's default UM.

3. **Requested**

This input is used only when the **Requested/Promised Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. The date you want to request receipt for this item. The requested date in the header section is the displayed default value.

4. **Promised Date**

This input is only used when the **Requested/Promised Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. The date this item is promised for delivery. The requested date is the displayed default value.

5. **Units**

The quantity of the item on the PO line.

6. **Cost**

The cost per displayed costing unit of measure. The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last costs from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, pressing Enter to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file.

The system also displays Contract to indicate whether the displayed cost is from a contract.

You can access cost details from the View →Cost Origin menu option.

7. **Lead Time**

Character Users Enter **Y** or **N** to use this document to update the item's lead-time in the Receipt Register. Press **Enter** to default to the lead-time input in the header portion of the screen. If the quantity is a negative amount, this input is set to **N** and skipped.

Graphical Users: Select the checkbox to use this document to update the item's lead-time in the Receipt Register.

8. **Tax**

Indicates whether to charge tax for the line item.
Character Users: Press **Enter** to default to **Y**.
Graphical Users: Select the checkbox to charge tax for the line item.

9. **GL (Posting Table)**

This input is used only when the **GL Table** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press **Enter** to default to the GL posting table for the selected item in the item file. Press **F2** to search.

11. **Job Number**

The valid job number to post this entry against. For valid job numbers, the system displays the job name, customer number and name, and billing type. Press **Enter** to default to the last job number entered (if any). Press **F2** to search.

PO Print (POP110)

Function

This program allows the user to (re)print purchase orders in the purchase order file.

The printed orders include all pertinent header and line-item information, addresses and totals.

The user has the option to:

Print an alignment check.
Print all purchase orders not yet printed.
Can also print selected purchase orders not yet printed.
Reprint selected purchase orders.
Reprint all purchase orders in the reprint file.
Select warehouse(s) to print.

The printing format of the purchase order is determined through the purchase orders static control file maintenance. The depth of the purchase order is determined as well as whether the form is preprinted. If the vendor has a vendor ship-from address on file, this address is printed on the purchase order rather than the accounts payable vendor address.

A word about vendor-item numbers: You can select to print only the vendor-item number (and not the FACTS item number) on the PO. If you elect to do this and the item on the PO does not have a vendor-item number setup in the FACTS system, then the system prints blanks on the PO in that column,

➲To print an alignment or test page, select *Print Options, ->Print Alignment*. In character mode, enter A at the selection prompt.

User Inputs

The following inputs are involved in printing purchase orders:

1. Print Or Reprint

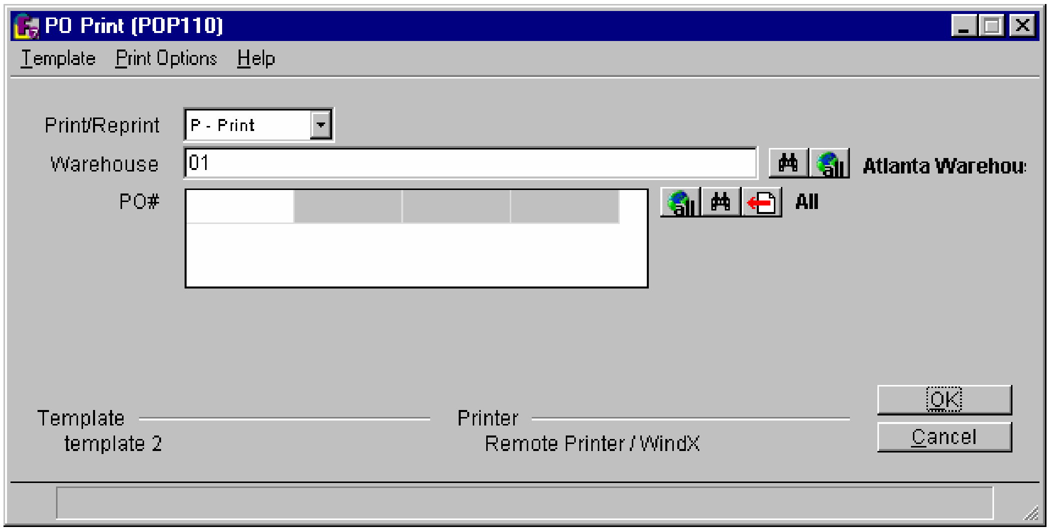
Enter whether purchase orders are to be **P**-printed or **R**-reprinted. CR defaults to P.

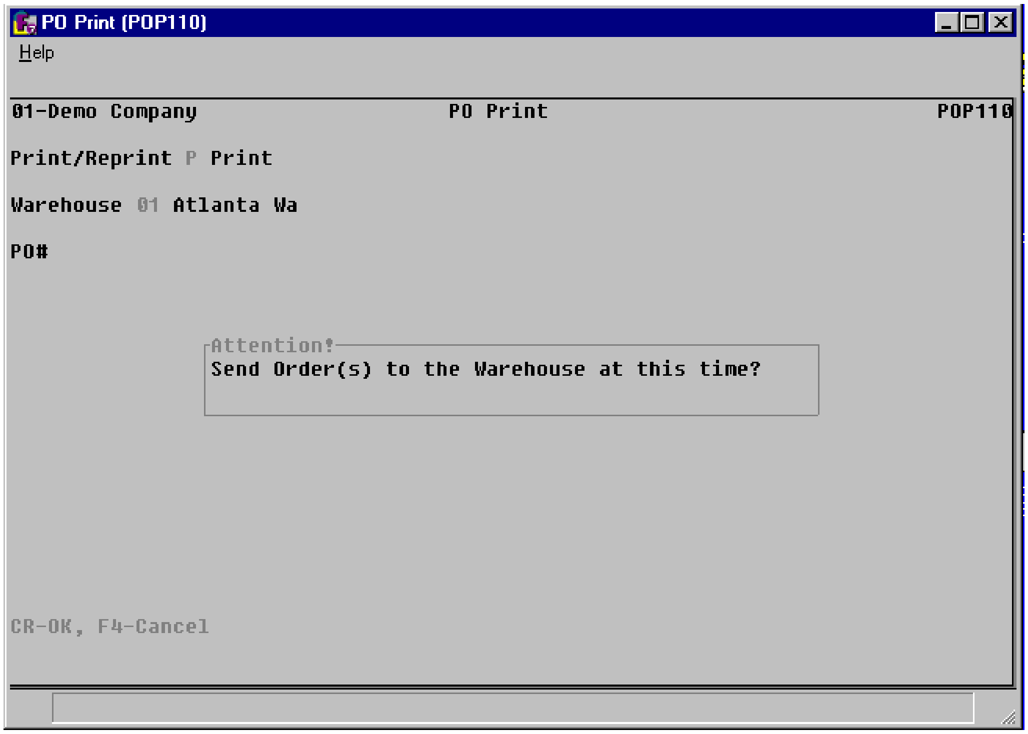
2. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. The program defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

3. Document Number

Enter the purchase order number(s) to be (re)printed, one at a time. Each entry must be a valid purchase order number. Received, deleted or voided purchase orders may not be printed. Press CR to print all unprinted purchase orders or all documents in the reprint file.





Technical Notes

Printing or reprinting purchase orders proceeds by reading through the purchase orders print file (POPRTX). This record is removed and the appropriate records in the purchase orders file (PORDER) with improper types or status codes, i.e., not selected for (re)printing, are skipped. The word REPRINT is prominently displayed on all reprinted purchase orders.

FILES USED - SMCNTL, APVEND, POSHIP

FILES UPDATED - PORDER, POPRTX

CHAPTER 3

Receiving (POS200)

The Purchase Orders Receiving menu allows the user to record the receipt of goods from purchase orders and nonpurchase orders. Receipts may then be corrected any time before the Receipt Register is updated. A PO Fill Report is available to check customer orders to see if received purchase order items are to be warehoused or used to fill open customer orders, and the Receipt Register may be run providing an audit trail along with updating all receipts and inventory quantities.

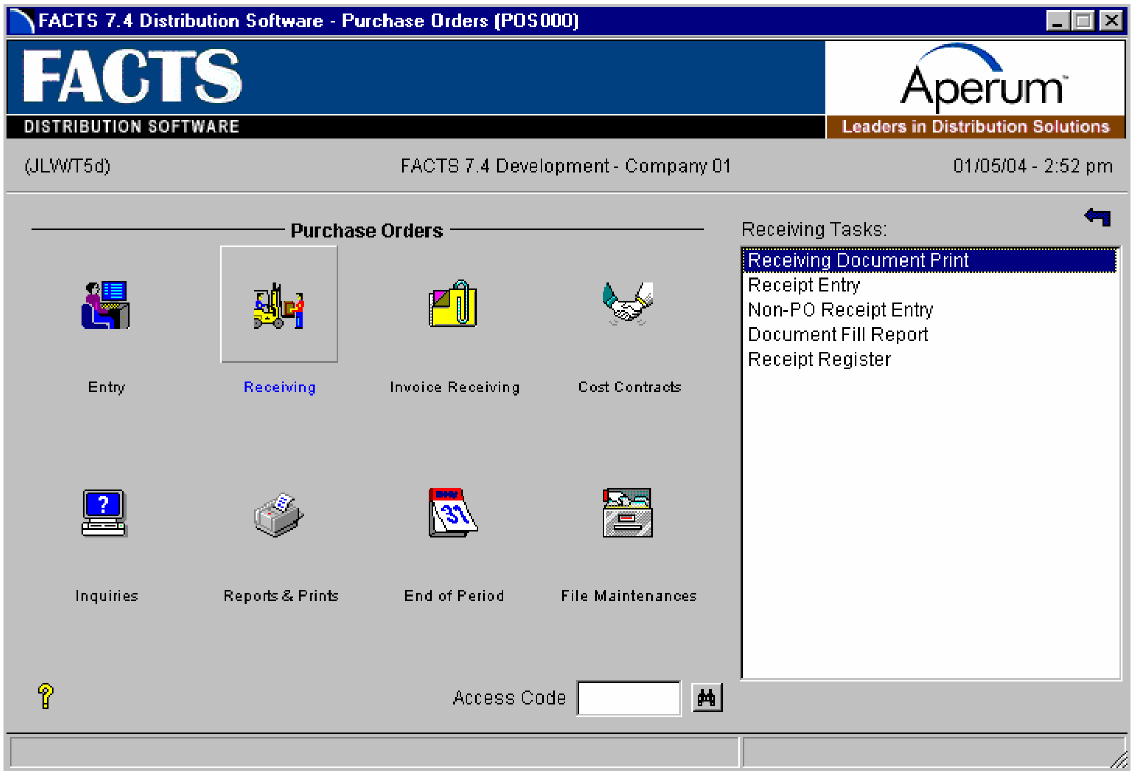
The Receiving Document Print program provides the user with a copy of the list of goods on the original PO. This enables the user to reconcile the goods purchased and received at the time of delivery. The entry program allows receipt of purchase orders. Receipt numbers may be entered manually by the user or assigned automatically by the system. The received quantity may automatically be set equal to the order quantity or it may be entered manually. If the purchase order number is unknown, a search by vendor may be performed. Backordered items are allowed to remain in the purchase orders file after receipt. Nonstocked items may also be entered. Once a purchase order is received in full, it is no longer available through the PO Entry program.

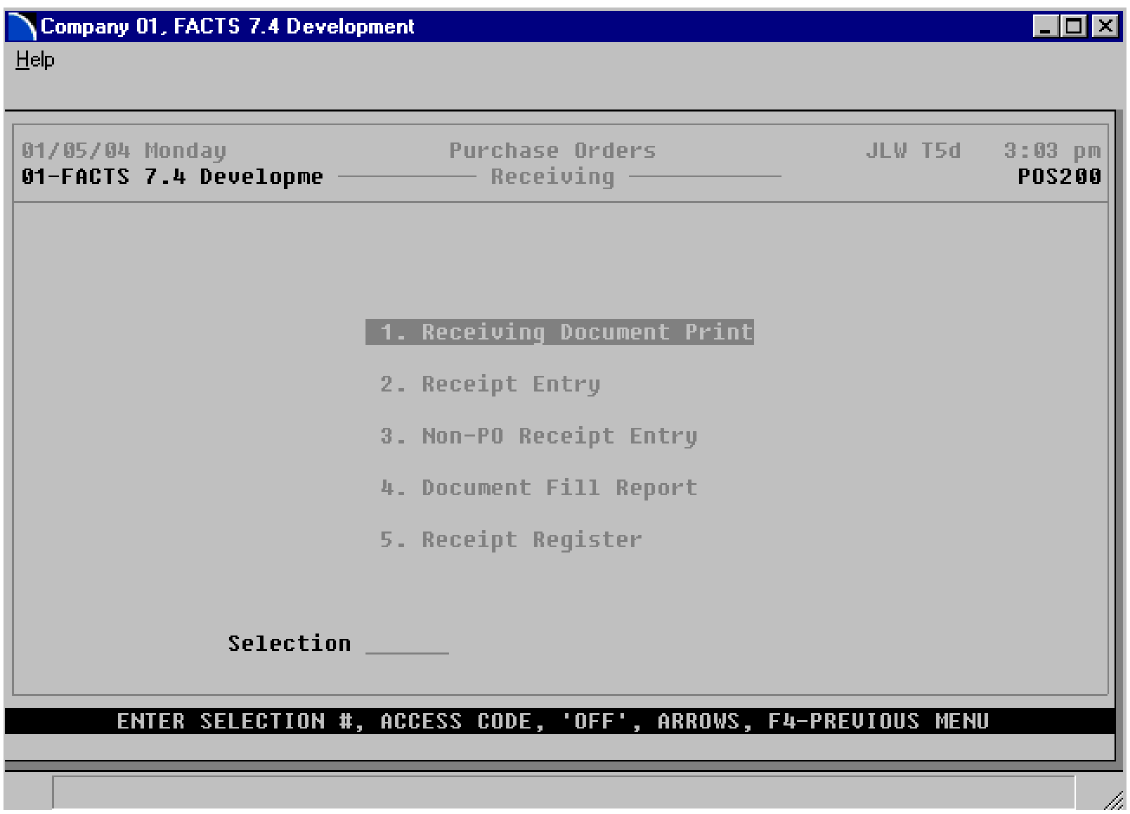
Once a receipt is made, the user may inquire about it or make corrections to it in purchase orders Receipt Entry. Purchase order receipts, which have been updated by the purchase orders Receipt Register, may not be corrected.

Goods, for which no purchase order exists, may also be received. The Non-PO Receipt entry is useful for phone orders. It allows the user to enter and receive a purchase order at the same time. Such receipts are assigned nonpurchase order numbers manually by the user or automatically by the system. The user may enter either the item number or vendor-item number. Nonstocked items may also be entered. On hand inventory items are not affected by this program. Inventory quantities are not updated until the Receipt Register is updated.

Once receipts are entered the Document Fill Report (ICR350) allows the user to check customer orders to see if received purchase order items are to be warehoused for inventory or used to fill open customer orders. For additional information about Document Fill Report (ICR350), refer to the FACTS *Inventory Control Users Guide.*

Once regular and nonpurchase order receipts are entered and the optional Fill Report is run, the Receipt Register is run to provide a complete audit trail of all receipts. A general ledger distribution may be built and printed, if needed. The update portion of the register updates on hand quantities along with costs, activities, history files and period receiving files and may also optionally update general ledger.





Receiving Document Print (POR210)

Function

This program allows the user to print a listing of the goods yet to be received from an existing PO.

The Receiving Document Print should be run just prior to the receipt of goods. This report enables the user to reconcile the goods arriving with those on order.

Report information includes the following: PO number, warehouse, promised date, and vendor. For each line-item information includes; item number, item description, quantity, unit of measure, bin location, sales order number, and line number for special orders or the job number to post to, if one exists.

Multiple Bin Locations on Receiving Documents

If the PO Static Control F/M setting, Alternate Locations on Receiving Document, is set to yes and the item has alternate bin locations, the Receiving Document Print program prints a second line listing all of the alternate locations and then prints a blank line after. If the PO Static Control F/M setting, Alternate Locations on Receiving Document, is set to no or the item does not have alternate locations, no additional lines print on the receiving document.

User Inputs

The following inputs are involved in printing a receiving document:

1. Purchase Order Number

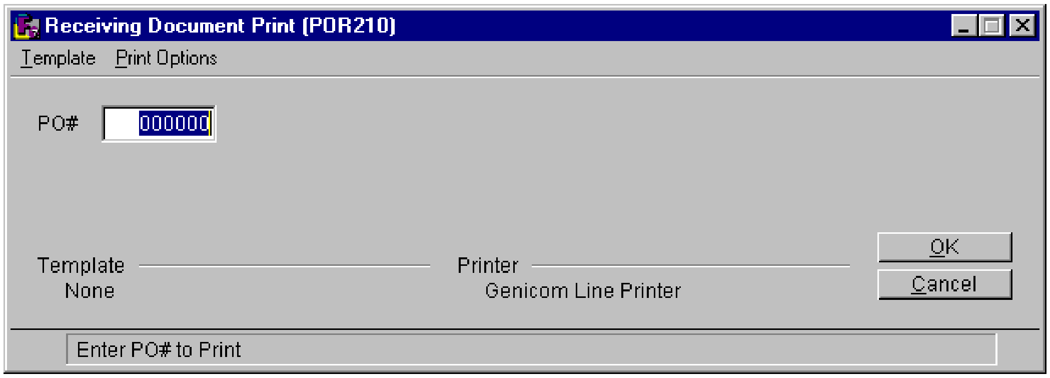
Enter up to 100 purchase order number(s) to be printed, one at a time. Each entry must be a valid purchase order number. Received, deleted or voided purchase orders may not be printed.

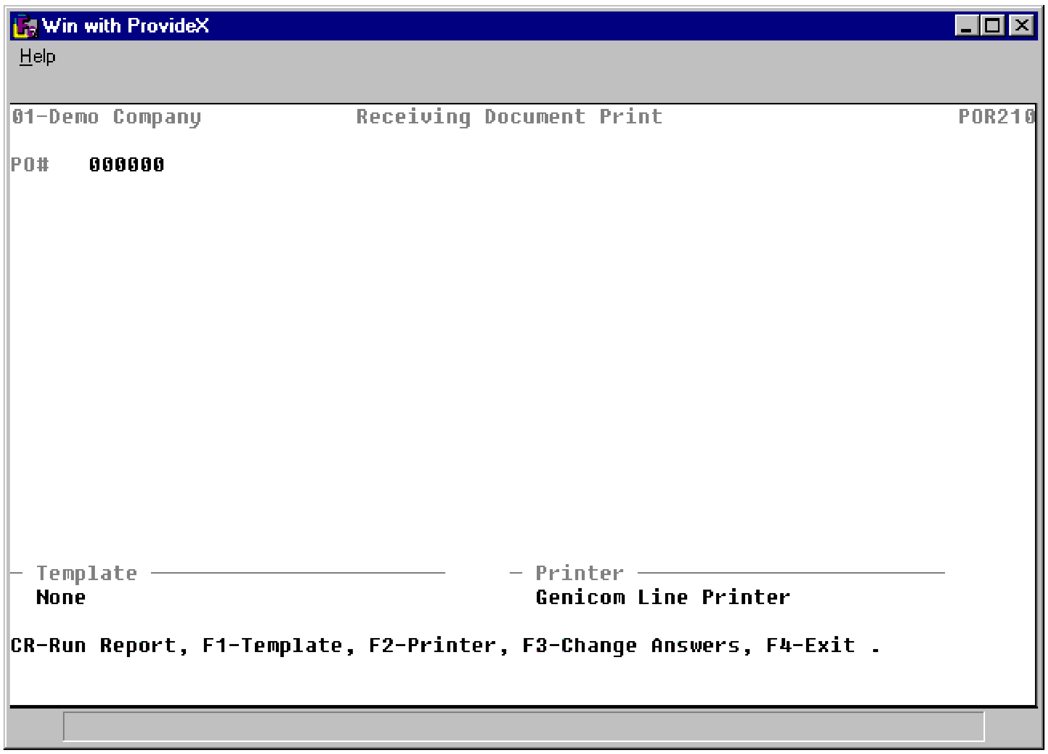
Technical Notes

Printing purchase orders proceeds by reading through the purchase orders file (PORDER). All chosen records are printed. The Vendor File (APVEND), Customer File (ARCUST) and Sales Order File (SORDER) are accessed for descriptive information for each PO.

FILES USED - SMCNTL, APVEND, PORDER, SORDER, ARCUST

FILES UPDATED - NONE


Receiving Document Print (POR210)
Template
Print Options
PO#
000000
OK
Cancel
Template
None
Printer
Genicom Line Printer
Enter PO# to Print


Win with ProvideX
Help
01-Demo Company
Receiving Document Print
POR210
PO# 000000
Template
None
Printer
Genicom Line Printer
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

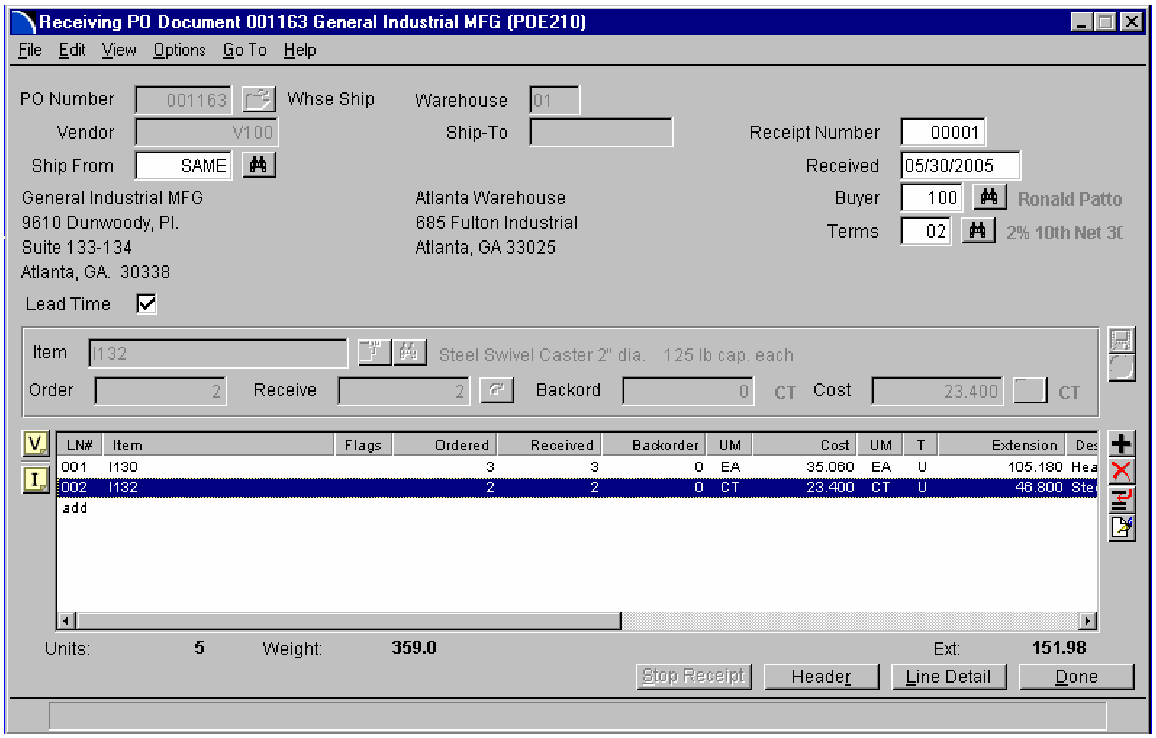
Receipt Entry (POE210)

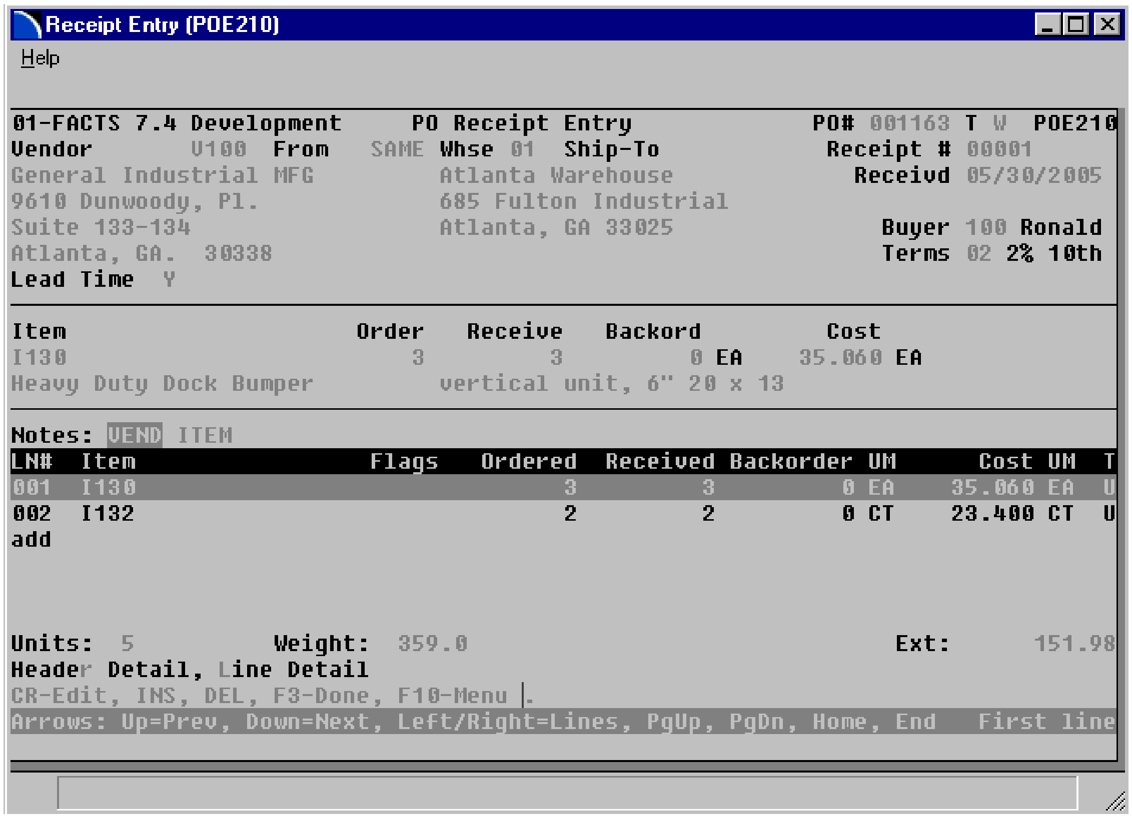
Function

This program allows you to receive purchase orders created through the PO Entry program. The PO Receipt Entry screen is very similar to the PO Entry screen. In addition to the common header information, PO receipts include a receipt number and receipt date.

Once you receive a purchase order, it is no longer available through the PO Entry program. However, changes to received purchase orders may be made prior to the Receipt Register through this Receipt Entry program.

The PO Receipt Entry and Non-PO Receipt Entry programs allow more than one receipt on a PO without running the PO receipt register in between, based on settings in PO Static Control F/M (POF980). Using the Update feature, when the user (with proper security) accesses the footer, the program provides the option to update the receipt, which adjusts item and warehouse quantities during PO receipt processing. This allows the received items to be sold or shipped immediately. Refer to the PO Receiving Feature: Multiple Receipts on a PO topic for details.





PO Receipt Entry Processing Notes

According to a flag in the PO Static Control F/M, backorders may be utilized by the purchase orders system. Purchase orders with backordered items remain in the purchase orders file after receipt. During the Receipt Register, the type in the header record is changed to B for backordered and received line-items are removed as backordered line-items remain.

The on hand quantities of inventory items are not affected by this Receipt Entry program. Inventory quantities are updated through the Receipt Register. On order quantities may be changed by adding or deleting line-items or by changing the order quantity of a line-item.

Serial Numbers that have been received through Receipt Entry and that have been tied to a Sales Order, will be posted to that Sales Order when the Receipt Register is processed.

Once a purchase order has been received, it is no longer available through the PO Entry program. However, changes to received purchase orders may be made prior to the Receipt Register through this Receipt Entry program.

If the PO number is unknown, a search is provided by vendor. A receipt number may be assigned automatically by the system or entered manually. The received amount of each line-item may also be set by the system automatically or set by the user. The freight and tax may also be entered. The freight may be factored into the cost of the line-items.

PO Receipt Entry processing takes place in three main sections: header, items, and footer processing.

During processing, the system automatically displays urgent notes for vendors and items based on your settings on the Notes tab of PO Entry Options F/M.

Refer to the Viewing/Entering Notes from Purchase Order Programs topic in the PO Overview section for details.

PO Receipt Entry Header Processing

The upper portion of the screen is called the header portion where you create receipt numbers. When you enter a valid purchase order number, the system displays information in the header portion of the purchase order and accesses the **Receipt numbers** input. Refer to the following procedures for more information about PO Receipt Entry header processing:

Creating receipt numbers
Receiving Direct Ship POs
Opening existing documents
Deleting purchase orders receipts

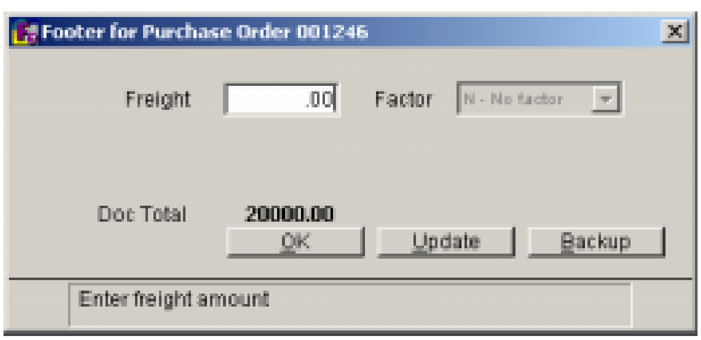
PO Receipt Entry Item Processing

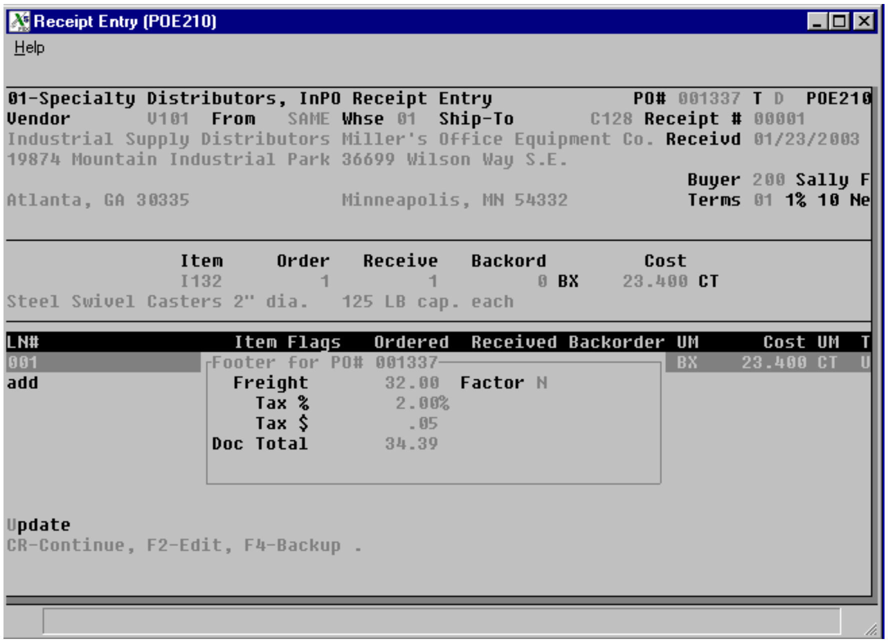
In the item section of this program, you enter received quantities for each line item. A time-saving feature allows the entire order to be received in one step. (This is not available for serial/lot inventory.) Refer to the following procedures for more information about Order Entry item processing:

Add a line
Edit a line item
Delete a line item
Insert a line item or memo
Find a line item

PO Receipt Entry Footer Processing

The footer or ending routine requires some final information (freight and tax) to complete the purchase order receipt. You cannot access the ending routine if you do not enter line items on the PO receipt.





Processing Features

All of the features available in the PO Entry program are also available in the PO Receipt Entry program.

1. You can enter direct shipments. Purchase orders can be direct shipped to any customer in the Accounts Receivable system. You can also enter any new addresses for direct shipments. You can perform a credit limit check for direct ship customers.

2. You can enter vendor/item numbers or item interchanges in lieu of inventory control item numbers. The corresponding inventory item number is retrieved and displayed along with on hand, on order and committed quantities.

3. You can receive serial/lot items on purchase orders

4.

Technical Notes

Upon conclusion of the header inputs, a record is written to the purchase orders file (PORDER). After the entry of each line-item, a line-item record is written to the purchase orders file, its sort file (POITMX) and on order quantities in the inventory control warehouse/item file (ICWHSE) are updated. If serial/lot items are entered, they are written to the purchase orders serial/lots file (POLOTS) and the pending serial number file (ICLOTX).

Upon conclusion of the ending routine, the purchase orders (PORDER) and ready-for-register (POREGX) files are updated. If the Receipt Register is in process, the record is written to the temporary ready-for-register file (POTMPX) instead of POREGX.

FILES USED - SMCNTL, ICALPX, APVEND, ICMAST, ARCUST, POVITX, POVNDX, POVNIT, POSHIP, APVALX, POPAST, SOITMX, JCJOBS, JCCODE, JCJOCX, ICINTR, ARSHIP, POPAST, ICCLSX, POVNIX, ICWHSX, PORECT, PODSSP

FILES UPDATED - PORDER, POITMX, POREGX, ICWHSE, POLOTS, ICLOTS, SORDER, ICLOTX, JCREFX, POTMPX, PODSSP

See Also

PO Receipt Entry Header Information
PO Receipt Entry Item Information
PO Receipt Entry Footer Information
How to enter or change PO receipt information
How to enter PO receipt header information
How to enter line items on a purchase order receipt
How to enter PO receipt footer information

PO Receipt Entry Header Information

You can manually enter receipt numbers, or set the system to automatically assign them. This program for receipt processing accepts only purchase orders that have been entered and printed. Received, deleted, voided or not yet printed purchase orders are not accepted. When you enter a valid purchase order number, the system displays information in the header portion of the purchase order and accesses the **Receipt numbers** input.

Tip: When you press **Enter** or **Tab**, the additional inputs that appear, such as reference number, freight Code, a buyer code, etc., depend on the settings selected in PO Entry Options F/M. This topic details all possible entries. Most of these entries already display default information; you can modify these values.

Access this program by choosing Purchase Orders→Receiving→Receipt Entry.

Input Descriptions

Use the following inputs and features to set up the receipt header:

1. Purchase Order Number

Enter the purchase order number to be received. Only purchase orders that have been entered and printed are accepted. Received, deleted, voided or not yet printed purchase orders are not accepted. Entry of a valid purchase order number displays the header portion of the purchase order and proceeds to the Receipt numbers input.

If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order. From this window, you can either select an existing receipt or create a new receipt. Refer to the PO Receipts Search window for detailed information about this feature.

<u>To Search:</u>

Character Users: Press **F2** to perform a vendor search. Press **F3** to search for documents by purchase order number.

You can:

press **Enter** to continue listing, select a line number of a document on the screen,

press **F2-Order** to change the search method. You can select D-Document or Vendor. Enter **V** to search for non-PO receipt number for a specific vendor. Then enter the vendor code to display all the non-purchase orders for that vendor. You can then select a non-PO for correction or inquiry, or press F4 --backup to return to the non-purchase order receipt number input (#1).

press **F3-Updated PO** to display Updated Purchase Order search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs, if the “Update in Receipt Entry” option is set to yes in PO Static Control F/M (POF980). If you select a purchase order from this search, the system displays the PO Receipts Search Window where you can select a receipt. After you select a receipt, press **Enter** to view the receipt.

press **F4** to back up to input #1.

Graphical Users: Press **F2** or select the icon to perform a vendor search. You can also search by purchase order number and warehouse. To search for purchase order documents, select the icon. If the "Update in Receipt Entry" option is set to yes in PO Static Control F/M (POF980), the PO Search window contains an **Updated PO** button that displays the Updated Purchase Order Search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs. If you select a purchase order from this search, the system displays the PO Receipts Search Window where you can select to view a receipt.

2. Vendor

The system skips this input unless you are searching for a PO by vendor (by press **F2** at the Purchase Order number input). Enter the vendor number to search for. Entering a valid vendor displays all the purchase orders for the vendor. Press **F2** to search.

3. Ship-From

Enter the vendor ship-from number. Press **Enter** (**CR**) to default to the displayed value. Press **F2** to search.

4. Ship-To Warehouse

This input is display-only. The warehouse displayed is where the goods are being received.

If this PO is a direct ship, then the warehouse displayed is the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated, inventory quantities and restocking controls are not affected. The customer number and address on file in the sales order selected at input #2 is displayed.

If entering a new PO and values for inputs #8-14 have not been entered then the default values will be the same as if the user pressed **Enter** (CR) through the same inputs. If you have entered values on the new PO and has backed up to enter new values or elected to change or correct the header portion of an existing PO then the values are the same as if the user selected F1-skip. If the program does not skip to input #15, and instead stops at an earlier input, the system could not find a valid default value for that input and the user has to enter a valid value before continuing.

For new PO receipts, you must enter the Receipt Number, Received Date, and select the Assume Receipt option immediately after you enter the PO number.

Graphical Users: The Receipt #, Received (Date), and Assume Receipt inputs display in a dialog box.

5. Receipt Number

Receipt numbers may be entered manually or assigned automatically by the system. Enter the receipt number or press CR for automatic assignment. The system assigns receipt numbers for each purchase order beginning with 00001 and incrementing by one for each receipt up to 00099.

6. Received Date

Enter the date that the purchase order was received. Press **Enter** (**CR**) to default to the system date.

At this point, you have the option to receive the entire purchase order in one step.

Character Users: The system displays the message: *Assume receipt?*. Enter **Y** to set all received quantities equal to the ordered quantities. Enter N to receive the purchase order manually. NOTE: For serial/lot items to be received, the system does not assume receipt. Serial/lot numbers must be entered and the user is prompted to do so.

Graphical Users: Select the **Assume receipt?** checkbox to set all received quantities equal to the ordered quantities. The system displays this checkbox selected as the default. If you want to receive the purchase order manually, un-select this checkbox. **NOTE:** For serial/lot items to be received, the system does not assume receipt. Serial/lot numbers must be entered and the system prompts you to do so

For either manual or automatic receipts, the vendor, ship-to address, buyer, terms code, freight code, ship via, F.O.B. and reference number are displayed in the header portion of the screen. All of these fields except vendor number, purchase order number, and ship-to number may be accessed through the change header routine. Each line-item is displayed including item number, description, ordered quantity, received quantity, backordered quantity, buying unit of measure, cost and extension. You now have the option to change, list, add, stop receipt or delete line-items. The line-item portion of the program is identical to the Purchase Order Entry program, with the exception of the received and backordered quantity inputs. Extensions are calculated as received quantity multiplied by the cost and then multiplied by the unit of measure conversion.

NOTE: When using the change line routine, press **F1** to skip a field and leave the displayed value. At any point during inputs #8-14, you can select **F3**-Defaults. Selecting F3 causes the program to display the defaults on file from that input forward and skip to input #15.

7. Buyer

Enter a valid buyer code to identify the buyer for the purchase order. Entering a valid code displays a partial description. Press **Enter** (**CR**) to default to the buyer code in the ship-from file for the selected vendor. Press **F2** to search.

8. Terms

Enter a valid payment terms code for this purchase order. Press **Enter** (**CR**) to initially default to the code for the selected vendor from the vendor file. Entering a valid code displays a partial description. Press **F2** to search.

9. Freight

Enter whether freight is B-bill later, P-prepaid, C-collect or A prepay/add. Press Enter to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from warehouse is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

10. Ship Via

Enter the code that corresponds to the carrier used (up to 15 characters). The program initially defaults to the ship via in the ship-from file for the selected vendor. Press **F2** to search.

11. Lead Time

Character Users: Enter **Y** or **N** to indicate whether the lead time from this document (number of days from ordered date to date of first receipt) should update the average lead time for the item in the warehouse/item file. This updating takes place during the Receipt Register update. Press **Enter** (**CR**) to default to Y.

For either manual or automatic receipts, the system displays the vendor, ship-to address, buyer, terms code, freight code, ship via, F.O.B. and reference number are displayed in the header portion of the screen. You can access of these fields except vendor number, purchase order number, and ship-to number by selecting the **Header** button in the lower portion of the screen. In the browser, each line item is displayed including item number, description, ordered quantity, received quantity, backordered quantity, buying unit of measure, cost and extension.

12. F.O.B

Enter the description for freight on board (up to 15 characters). Press **Enter** (**CR**) initially defaults to the F.O.B in the ship-from file for the selected vendor.

13. Department

Enter a valid general ledger department number. The entry must be a valid department. Press **Enter** (**CR**) initially defaults to the department assigned to the terminal. Press **F2** to search.

14. Reference #

Enter the optional reference number (up to 15 characters).

See Also

Receipt Entry (POE210)
PO Receipt Entry Item Information
PO Receipt Entry Footer Information
How to enter or change PO receipt information
How to enter PO receipt header information
How to enter line items on a purchase order receipt
How to enter PO receipt footer information

PO Receipt Entry Item Information

In the item section of this program, you must also enter received quantities for each line item. A time-saving feature allows the entire order to be received in one step. (This is not available for serial/lot inventory.) In doing this, the system sets the received quantity equal to the ordered quantity. You can manually change the received quantity, backordered quantity, or cost for any automatic receipt. If items received are serial/lot items, you must enter the serial or lot numbers of the items you are receiving.

Tip: When you press **Enter** or **Tab**, the additional inputs that appear, such as reference number, freight Code, a buyer code, etc., depend on the settings selected in PO Entry Options F/M. This topic details all possible entries. Most of these entries already display default information; you can modify these values.

All of the features available in the PO Entry program are also available in the PO Receipt Entry program.

According to a setting in the PO Static Control F/M program, you can use backorders in the Purchase Orders system. Purchase orders with backordered items remain in the purchase orders file after receipt. During the Receipt Register, the type in the header record is changed to **B** for backordered and received line items are removed and backordered line items remain.

The on-hand quantities of inventory items are not updated by this program; the system updates inventory quantities through the Receipt Register. On-order quantities can be changed by adding or deleting line items or by changing the order quantity of a line item.

Serial Numbers that have been received through Receipt Entry and that have been tied to a sales order, post to that sales order when the Receipt Register is processed.

Once you receive a purchase order, it is no longer available through the PO Entry program. However, changes to received purchase orders may be made prior to the Receipt Register through this Receipt Entry program.

Editing Lines in PO Receipt Entry programs: When you edited a line in the PO receipt entry programs (PO Receipt Entry and Non-PO Receipt Entry), the received amount remains the default value it was when you chose to edit the line; it does not automatically default to the ordered amount when you edit the line.

Input Descriptions

Use the following to enter line items in the receipt entry program:

The line-item portion of the program allows entry of up to 999 line-item and message lines to complete the purchase order.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single purchase order, the program proceeds to the prompt-selection input.

1. Item Number

You have several options for this entry:

- Enters an item number

M - Enters a memo

S or - Enters a special order line number

F2 or - Allows a search

F3 or - Ends line-item entries

Item number

Enter any valid item number. If the item is not a valid item, the system will check to see if it is an interchange, or if it is a vendor-item number; if either of the latter are true the system automatically prints the valid item number and sets its defaults.

Entering a valid item number displays the vendor relation, last lead time, vendor-item number, item class, standard package size, buying weight, and inventory quantities. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted. The program skips to input #18.

Only stocked and un-inventoried items may appear on a PO without being tied to a sales order document.

Memo

Press **M** to enter a memo line. Any entry is accepted as a memo and will appear when the purchase order is printed.

Special order

Press S to enter a special order line-item. Enter the sales order number from which to import the line-item. F2 allows a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line-item appeared on the sales order.

In the Item Number input, enter **S** to enter a special order line-item. Enter the sales order number from which to import the line-item. Press **F2** to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line-item appeared on the sales order.

Graphical Users: You can select the icon to enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field. You can select the icon to search for items.

If a sales order is on hold, you cannot import special order lines from the sales order.

Search

Press **F2** to allow a search.

Graphical Users: You can select the icon to search for items.

End entry

Press **F3** to end entry of line-items. The program then proceeds to the prompt-selection input.

Graphical Users: Select the icon to stop entering line items.

2. Descriptions

This input is initially skipped except for memo lines. Enter the item descriptions or memo. If you enter memo lines, the system skips the remaining inputs. Otherwise, after entering description 1, enter description 2. Press **Enter (CR)** to default to the existing values.

3 Ordered **(Quantity)**

Enter the ordered quantity (1-999999999) for this item or select a display code.

Character Users: Enter whether to display O-ordered, C-committed or R-restocking controls, U-usage, V-vendor or W-warehouse.

Graphical Users: You can access display information via the View menu option

Display information is described below:

O Ordered. Displays existing purchase orders for the selected item and warehouse at a time. The display for each purchase order includes: the purchase order number, type, status, ordered quantity, received quantity, backordered quantity, unit of measure for the quantities, cost and its corresponding unit of measure, the promised date and vendor number.

C Committed. Selecting committed displays more display codes on the screen: S-sales orders, T-warehouse transfers, M-manufacturing and E-equipment rental. Press **Enter** (**CR**) to default to **S**.

Selecting **S** displays sales orders for the selected item and warehouse at a time. Each order shows: the document number, type, status, ordered, shipped, and backordered quantities and corresponding unit of measure, price and corresponding unit of measure, date and customer number.

Selecting **T** displays warehouse transfer tickets for the selected item at a time. Each ticket shows: ticket number, status, requested date, shipped and received quantities and their corresponding unit of measure, cost and its corresponding unit of measure, date of transfer, and the warehouse the item was transferred to.

Selecting **M** displays manufacturing tickets for the selected item and warehouse at a time. Each ticket shows: the ticket number, type and status, quantity to be manufactured and its corresponding unit of measure, scheduled date and if it is a component item, what the item is a component of.

Selecting **E** displays equipment rental contracts containing the selected item. Each contract shows: the contract number, type (C-rental contract, D-invoice/credit memo), status (E-entered, P-printed, R-returned, I-invoiced, D-deleted, V-voided), line number on the contract on which the item appears, date of rental, units rented, stocking unit of measure, rental price, and rental customer name.

R Displays the restocking controls for the selected item. Displayed are: restocking type, order point, line point, min stock, max stock, order quantity method, order quantity, lead time (stored in the IC warehouse/item file), safety allowance %, and frozen ordering controls.

U Displays the items activity for the last six periods (for nonseasonal items) or the previous six periods (for seasonal items), the number of days stocked out for the last six periods and the average for both. Also displayed is the seasonal type.

V Displays the last purchase from each vendor that sells the item, by vendor lines at a time. The vendor number is displayed as well as the vendor-item number and manual cost, also from the last purchase from that vendor: the last PO number, and the units purchased and cost with their corresponding units of measure.

W Displays the inventory quantities that are currently in each warehouse for this item. The warehouse number is displayed, as well as the on hand, committed, available, backordered and on order (not including the line displayed) quantities and their corresponding units of measure.

4. Received **(Quantity)**

Enter the quantity of the item received. Press **Enter** (**CR**) to set the received quantity equal to the ordered quantity. Press F1 to skip the input.

5 Serial/Lot Number (Optional)

If the item being received is not a serial/lot number, this input is skipped. If the item is a serial/lot item, the serial/lot numbers must be entered that are being received. Press **Enter** (**CR**) to continue. Press **F2** to enter the serial/lot number. *For serialized items, enter one serial number for each unit being received. If entering multiple serial numbers, enter the first serial number and press **F1**-Auto Assign to have the system generate the remaining numbers. The automatic serial number assignment will increment the last series of numeric digits found within the entered. *For lotted items, the lot number is entered along with the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.

6. Backordered **(Quantity)**

The Allow Backorders flag in the PO Static Control F/M establishes whether backorders are permitted. If backorders are not permitted, this input is skipped. If backorders are allowed, enter the quantity backordered. Press **Enter** (**CR**) to allow the backorder quantity to be set equal to the ordered quantity minus the received quantity. This input is only used when the **Backordered** flag in the Purchase Orders Entry Options record is set to Y or B.

7. Cost

Enter the cost per displayed costing unit of measure.

Press F2 to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.

The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, the manual and last costs or the contract cost (if available) from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, pressing Enter to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This input is only used when the Cost flag in the PO Entry Options record is set to Y or B.

When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag. The system also displays Contract to indicate whether the displayed cost is from a contract.

You can access cost details from the View →Cost Origin menu option.

8. Requested

The system displays the date requested from the PO receipt header information.

9. Promised

The system displays the date promised from the PO receipt header information.

10. Lead Time

This input is used only when the Lead Time flag in the Purchase Orders Entry Options F/M is set to Y or B.

Character Users: Enter **Y** or **N** to use this document to update the item's lead time in the Receipt Register. Press **Enter** (**CR**) to default to the lead time input in the header portion of the screen. If the quantity is a negative amount, this input is set to **N** and skipped.

Graphical Users: Select the checkbox to indicate you want to update the item's lead time in the Receipt Register. Press **Enter** (**CR**) to default to the lead time input in the header portion of the screen. If the quantity is a negative amount, this input is skipped.

11. Tax

Character Users: This input is used only when the **Taxable** flag in the Purchase Orders Entry Options record is set to Y or B. Enter **Y** or **N** to charge tax on this line-item. Press **Enter** (**CR**) to default to **Y**.

Graphical Users: Select the checkbox to indicate you want to charge tax on this line-item.

12. GL

This input is used only when the **GL Table** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press **Enter** (**CR**) to default to the GL posting table for the selected item in the item file. Press **F2** or to search.

13. Extension

The line-item extension is calculated and displayed.

This concludes an entry in the line-item portion of the Receipt Entry program. The running totals for weight and dollar amount are updated and displayed. The line number is incremented by one, displayed, and the program returns to the next line-item entry if in add mode or the **prompt-selection inpu**t in change mode.

Following the entry of the last line-item, the **prompt-selection input** allows the user to perform a number of functions:

- Changes a line-item

L - Lists line-items

A - Adds a line-item

S - Stops receipt of purchase order

D - Deletes the purchase order

F2 - Changes the header

F3 - Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

Graphical Users: Select the icon to stop entering line items.

Highlight a line item and select the **Line Detail button** to access the Line Detail for Purchase Order screen, which is used to view and / or modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info. The system displays Job Posting Entry dialog box for change or review.

Select the Header Detail button to access the Header Detail for Purchase Order screen, which is used to view and modify header information.

Select the icon to make changes for the highlighted line item.

Select the icon to add a PO line.

Select the icon to delete the highlighted PO line.

Select the button to add a line item above the highlighted item in the browser.

Press the icon to save your changes.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

When changing a line-item - after changing the line-item information displayed on the screen, the job cost information appears if the **Use Job Cost** flag is set to **Y** in the static control record and if job cost information was entered for the line-item in the PO Entry program. In the job cost prompt, you can press **Enter** (**CR**)to continue, **F2** to change job cost information or **D**-to delete job cost information. If press **Enter** (**CR**) to continue, you can then press **Enter** (**CR**) to accept the line or enter **J** to return to the job cost prompt. If you presses **F2** to change the entry, you can enter **N** or **Y** to indicate whether to print the memo on the job cost invoice, or you can press **F4** to back up to the job cost information entered to make corrections or changes. If D to delete the job cost information is used, enter the **N** or **YES** to indicate whether to delete.

If entering or changing job cost information, the following inputs are used:

14. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press **Enter** (**CR**) to default to the last job number entered (if any). Press F2 to search.

15. Price Message

If the job is a fixed contract or time and materials contract, this input is skipped. If the job is a cost plus (+) contract or a no charge contract, a message is displayed indicating the price which **must** be billed for the job. Press **Enter** (**CR**) to default to continue.

16. Cost Code

Enter a valid cost code (up to four characters). Entering a valid cost code displays the cost code description and the cost type. The cost code sets the defaults for markup method (for all jobs that are not cost plus) and billing rate (for jobs that are fixed contracts or time and material). The cost code also determines whether the user is able to override the defaults. Press F2 to search.

The item entry determines the units, unit of measure and cost rate/extension.

17. Markup

This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs that are time and materials or fixed contracts and the **Allow Override Of Billing** flag is set to Y in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. You have the following options:

Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M Enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds to the **Bill Rate** input.

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Enter (CR) initially defaults to the markup method (amount/percentage) from the cost code record.

18. Bill Rate

This input is unavailable if the **Allow Billing Override** flag in the cost code record is set to N. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press **Enter** (**CR**) to initially default to 0.

19. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). Press **Enter** (**CR**) to initially default to blanks.

20. Print Memo On Job Cost Invoice?

This input is initially skipped and set to N. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous input) on the job cost invoice. The input may only be set to Y if the **billing detail** for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** (**CR**) to initially default to N.

21. CR-Continue, F2-Change Entry, D-Delete Entry

Press **Enter** (**CR**) to continue, accept the line and return to the prompt-selection input.

See Also

Receipt Entry (POE210)
PO Receipt Entry Header Information
PO Receipt Entry Footer Information
How to enter or change PO receipt information
How to enter PO receipt header information
How to enter line items on a purchase order receipt
How to enter PO receipt footer information

Receipt Entry Footer Information

The footer or ending routine requires some final information (freight and tax) to complete the purchase order receipt. You cannot access the ending routine if you do not enter line items on the PO receipt. In the Footer for Purchase Order dialog box, the system displays a new total (running total of all line-item extensions plus tax, plus freight, etc.). The new total is initially equal to the purchase order total amount, but is redisplayed whenever an adjustment (tax, freight, etc.) is made in the ending routine. At the end of the ending routine, the new total represents the total amount of the purchase order same as above.

Input Descriptions

The ending routine consists of final inputs prior to completion of the purchase order receipt. The ending routine is not accessible if no line-items have been entered. Ending routine information is displayed on the bottom portion of the screen and a new total is displayed in the lower right (running total of all line-item extensions plus tax, plus freight, etc.). The new total is initially equal to the purchase order total amount, but is redisplayed whenever an adjustment (tax, freight, etc.) is made in the ending routine. At the end of the ending routine, the new total represents the total amount of the purchase order same as above.

1. Freight

Through the **Include Freight** flag in the purchase orders static control record, the user establishes whether freight is to be entered. If the flag is set to N, no freight is included and this input is skipped. If freight is included, enter the freight amount (.00-9999.99). Press **Enter** (**CR**) to default to 0. Press **F4** to back up to the **prompt-selection input.**

2. Factor

Enter the means to factor the freight; i.e., divide the freight equally over the line-item costs. The freight factor is stored and not displayed in the screen. The freight factor is applied to the cost of line-items during the Receipt Register. Enter **U**-to divide the freight by the total units, **W**-to divide the freight by the total pounds, **$-**to divide the freight by the dollar amount, or **N**-to not factor the freight at all. Press **Enter** to initially defaults to the **Default Freight Factor** flag stored in the purchase orders static control record.

3. Tax %

Through the **Include Tax** flag in the purchase orders static control record, the user establishes whether tax is to be entered. If the flag is set to N, no tax is included and this input is skipped. If tax is included, enter the tax percent. The amount is calculated and displayed. If the **Change By Line Taxable** flag is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for input #26.

Upon completion of the update, the user can select F4 to back up to input #30 or CR to continue. If continued, the program clears the screen and returns to the purchase order number input (#1) to await further entries.

4. Update

Accesses the optional Update feature to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window section of the PO Receipt Entry Features and Procedures topic for detailed information about this feature.

See Also

Receipt Entry (POE210)
PO Receipt Entry Header Information
PO Receipt Entry Item Information
How to enter or change PO receipt information
How to enter PO receipt header information
How to enter line items on a purchase order receipt
How to enter PO receipt footer information

PO Receipt Entry Features and Procedures

PO Receipt Header Processing

Creating receipt numbers

The system automatically creates a receipt number once you complete the header. At that point, the document number appears in the title bar along with the vendor's name. You can also assign a document number manually if you prefer.

To assign document numbers manually:

1. Open Receipt Entry.
2. Enter the PO number you are receiving, and the system displays the default header information for the PO
3. In the Receipt Number field, enter up to six characters to create a document number. You can manually enter receipt numbers, or set the system to automatically assign them. .
4. To continue receiving the PO, refer to the How to enter or change PO receipt information procedure for additional information.

Receiving Direct Ship POs

If this PO is a direct ship, then the warehouse displayed is the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated, inventory quantities and restocking controls are not affected. The customer number and address on file in the sales order selected at Vendor input is displayed.

Opening existing documents

You can access existing purchase order documents that have not been received. Once you begin receiving a purchase order, the system does not allow to you receive a document in the same window. You can also start another session of FACTS if you need to receive another PO while you are in the middle of receiving one.

To receive an existing purchase order:
Enter the purchase order number in the **PO Number** input and press **Enter** (**CR**). If the document number is on file, the vendor number appears in the input and the purchase order number information displays in the header.
OR

1. Graphical users: Choose File→Open Existing Document.
   Search Tips:
   Press **F2** or select the icon to perform a document search by vendor. You can also search by purchase order number and warehouse. To search for purchase order documents, select the icon.

   Character users: Press F**10** and choose File→Open Existing Document.
2. Use the Document Search window to find the document you want to edit or review.
3. Choose **OK** in the search window to select the document and return to the main entry window.

Deleting purchase orders receipts

Deleted purchase order receipts are not simply removed from the file. The system voids purchase order line item records and if all the line items for a purchase order are deleted, then it changes the header record status to deleted. The purchase order then appears on the next purchase orders Receipt

Register as deleted and is removed in the subsequent update. This procedure provides a complete audit trail of all purchase order numbers used.

At any point during the PO entry-receipt process, you can view in detail the PO in its current state or its overview (history since it was entered) status via the PO Vendor Inquiry or Document Inquiry programs.

To delete an order before the receipt header is complete:

Press F4 to back up to the **Doc/Vendor** input.

To delete an order after the header receipt is complete:

With the purchase order open on screen,

Graphical users: Choose File→Delete Document from the menu.

Character users: Press **F10** and choose File→Delete Document from the menu.

PO Receipts Entry Items Processing

Editing Line Items Receipts

You can edit line items on a purchase order receipt.

To edit an existing line item receipt:

Use your mouse or arrow keys to highlight the line in the item browser and press select the icon to make changes for the highlighted line item. Press **Enter** (**CR**).

OR

Highlight the line and press Line Detail to access inputs that do not appear in the line-item entry section.

Deleting Line Items Receipts

Use the mouse or arrow keys to highlight the line in the item browser.

Graphical users: Select the icon to delete the highlighted PO line receipt, or choose Edit→Delete Item from the menu.

Character users: Press **F2**-Delete line and then choose **OK** to delete the item.

Inserting PO Receipts Line Items or Memos

Use the mouse or arrow keys to highlight a line. The program inserts the new line item above the selected one.

Graphical users: Select the button to add a line item above the highlighted item in the browser, or choose Edit→Insert Line from the menu. Select the icon to stop entering line items.

Character users: Press **F1**-Insert line or press the **Insert** key. The program stays in Insert mode until you press **F4** from the Item Number input or choose the Cancel button at the right of the screen.

Finding Items in the PO Receipt Item Browser

This feature may be helpful when you need to find an item you entered on a long order. It eliminates the need to scroll up and down in the list browser.

Graphical users: Choose Edit→Find Line Item from the menu.

Character users: Press **F10** and choose Edit→Find Line Item.

Enter the item number you want to locate. Press **Enter** (**CR**) to go to the first occurrence of that item in the item browser on the main screen. Press **F2** to find a different item or **F4** to exit the Find Item window.

Adding PO Receipt Line Items

1. Select the icon to add a PO receipt line. The system displays the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info.

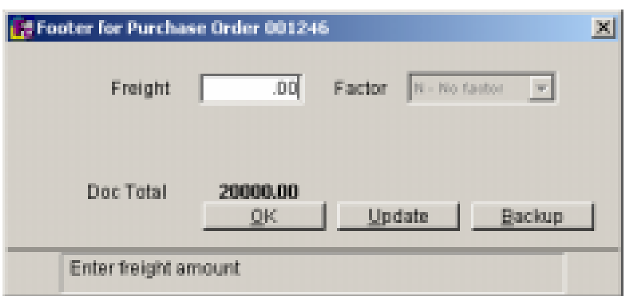
   The program automatically switches to add mode once you complete the header. This means the cursor appears in the Item Number input after you exit the last header input. The program stays in add mode until you press **F4** to back out of the line-item entry section or press the button at the right of the screen.

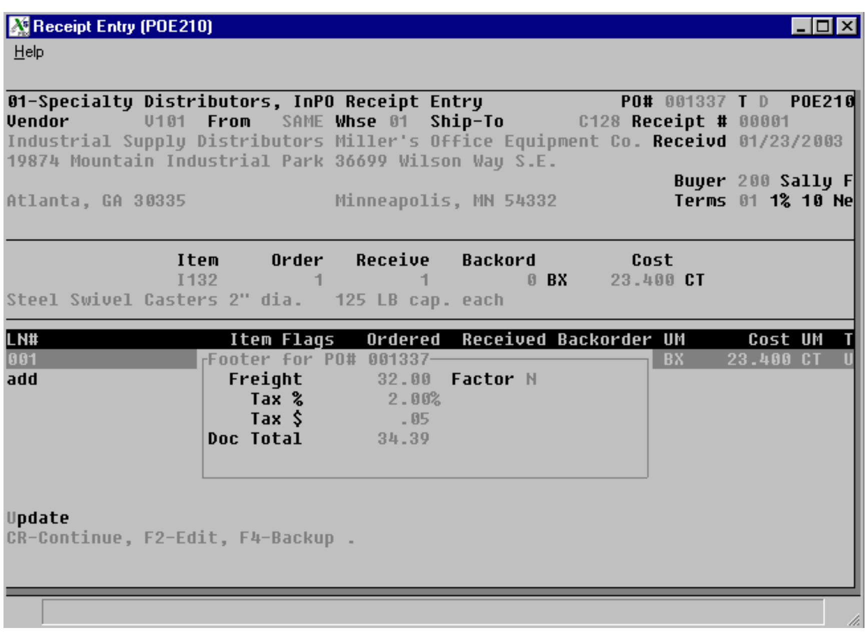
   Quick entry tip: Enter the item number, the ordered quantity and then press the Down Arrow key.
2. The program uses the default information in the rest of the line-item entry inputs and returns to the Item Number input.

PO Receiving Feature: Multiple Receipts on a PO

Overview

The Update option in PO Receipt Entry and Non-PO Receipt Entry allows more than one receipt on a PO without running the PO receipt register in between. The Update also allows on-hand inventory to be updated during PO receipt processing. This allows the received items to be sold or shipped immediately. Once you select the Update button and complete the security required based on your PO Static Control F/M settings, the system updates the on-hand and committed amounts in various files and returns you to the PO# prompt in PO Receipt Entry or Non-PO Receipt Entry for more processing.





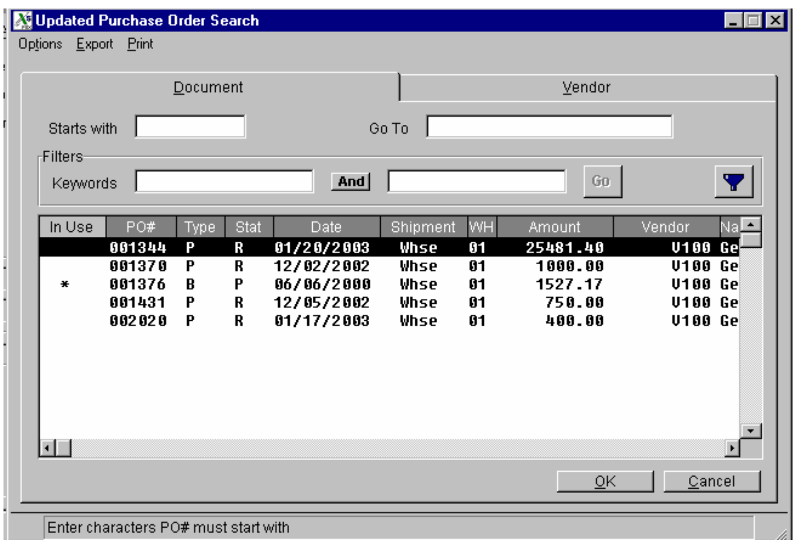
Purchase Orders with receipts that were updated in PO Receipt Entry or Non-PO Receipt Entry still need to go through the Receipt Register to update GL and invoice files. For purchase orders updated in PO Receipt Entry and Non-PO Receipt Entry, the Receipt Register skips updating inventory but updates all other files in the register. If a receipt was not updated in PO Receipt Entry or Non-PO Receipt Entry, the Receipt Register updates on-hand inventory files as well as GL and invoice files.

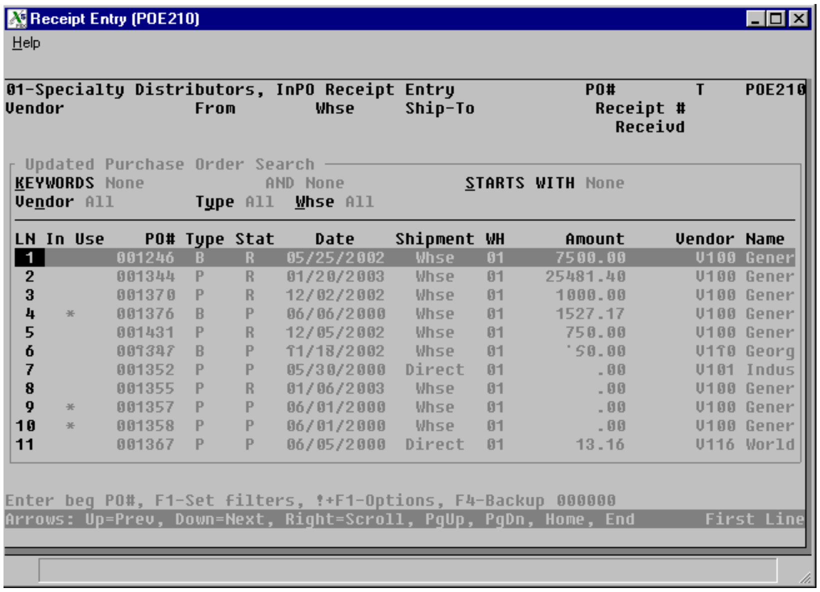
The Update feature is controlled through a series of prompts in PO Static Control F/M (POF980). The prompts ask if you want to implement the receipt entry update feature. If you answer is "Y" the next prompt ask for the security code you must have to be allowed to access and use the Update. You can also enter a password in PO Static Control F/M that will allow the Update processing if the current user in PO Receipt Entry or Non-PO Receipt Entry doesn't have proper security.

Displaying Purchase Orders

If you completely receive a purchase order in Receipt Entry (POE210) and Non-PO Receipt Entry (POE220) and update it from the entry program, that PO will not appear in the PO Doc search feature or in the Document Inquiry (POI620) program. After you run the Receipt Register (POR230), the PO will appear in the Past Doc search window and PO Doc Inquiry for Past Documents if the proper controls are set in PO Static Control F/M (POF980).

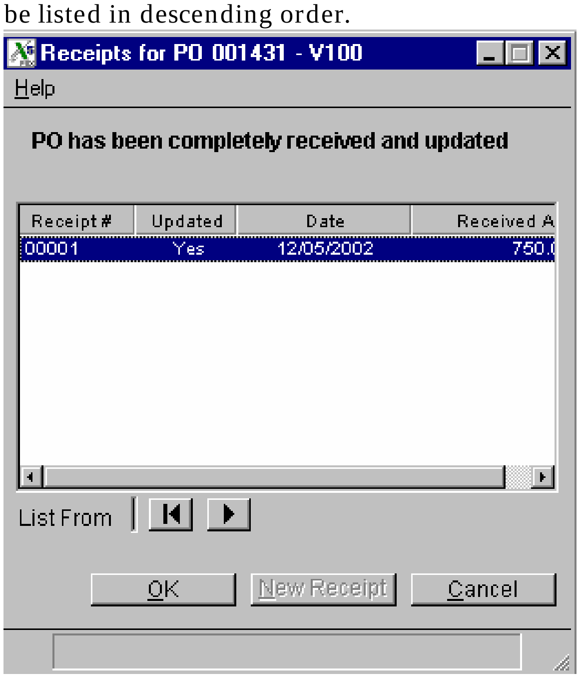
If the "Update in Receipt Entry" option is set to yes in PO Static Control F/M (POF980), the PO Search window contains an Updated PO button that displays the PO Receipts Search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs. If you select a purchase order from this search, the system PO Receipts Search Window where you can select to view receipts.

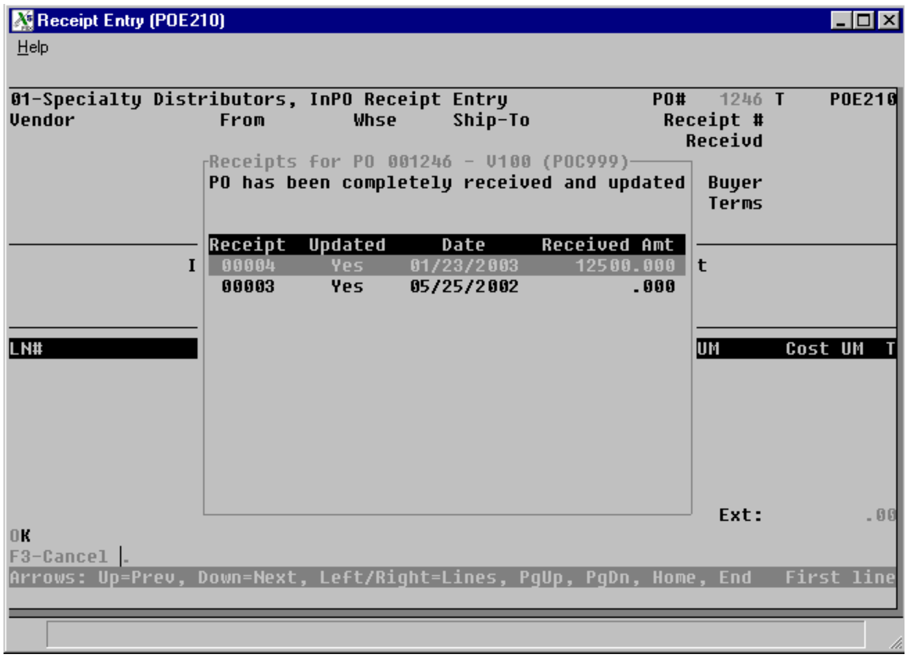




PO Receipts Search Window

If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order, an indicator that tells you whether the receipt has been updated, the date (if any) of the update, and the received amount. When you access this window, the receipt that has not been updated (if any) will be highlighted and listed first. After that, receipts will be listed in descending order.



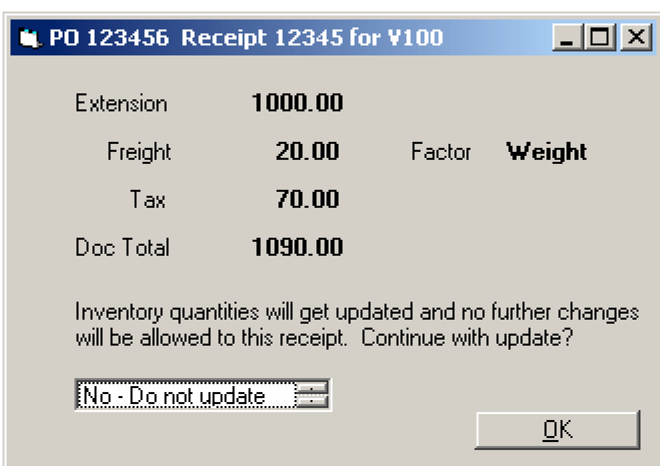


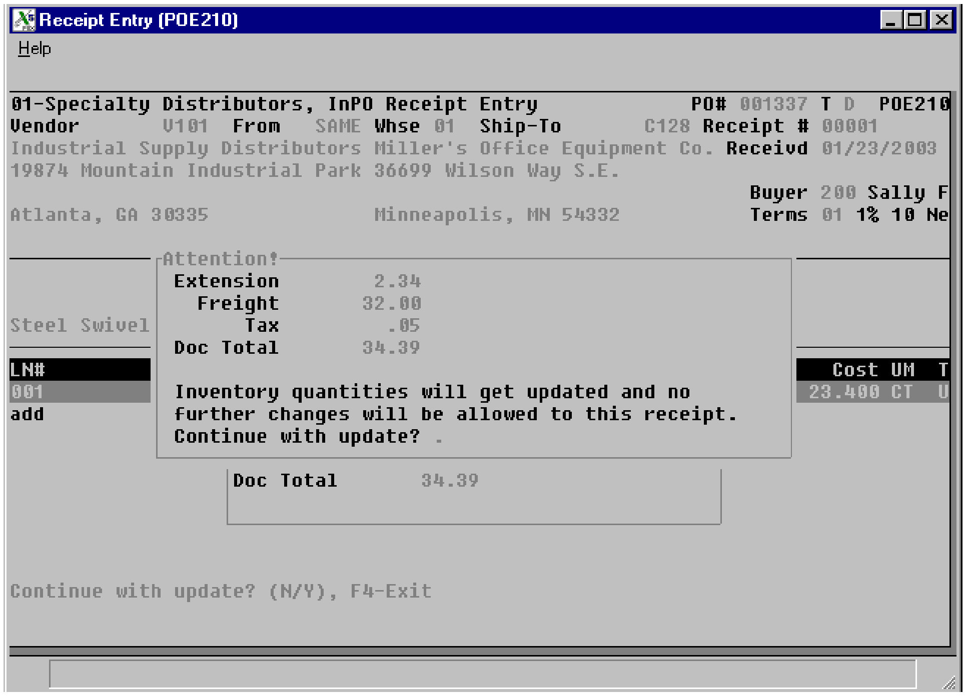
From this window, you can either select an existing receipt or create a new receipt.
To select a receipt, highlight and press the OK button. If you select a receipt that has been updated, you can only view the receipt in PO Receipt Entry or Non-PO Receipt Entry. Receipts are not editable once they have been updated in PO Receipt Entry or Non-PO Receipt Entry.
If all existing receipts have been updated, you can select the New Receipt button to create a new receipt for the PO. All existing receipts must be updated before you can create a new receipt.

If a PO has never been updated, PO Receipt Entry or Non-PO Receipt Entry programs do not display the PO Receipts Search window.
After you create a receipt and access the footer section of PO Receipt Entry or Non-PO Receipt Entry, the system displays the Update option via the Update button, depending on how the update processing inputs of PO Static Control F/M are set. Based on those settings, the system may ask for the password you must have to be allowed to access and use the Update.

Update Window

The Update window displays the extension, freight, tax, document total and factor type entered in the footer section for the receipt.





In the lower portion of the window the system displays the message: Inventory quantities will get updated and no further changes will be allowed to this receipt. Continue with update?
Answer No--Do not update or Yes—Update. If you select No, the system returns you to the footer window. If you select Yes, the update runs (with an hourglass indicator), the footer window closes, and the system returns you to the PO prompt in the header portion of the screen to await further entries.

Update Processing Logic in PO Static Control F/M (POF980)

Processing logic for the update processing inputs of PO Static Control F/M can be set as follows:
If Allow update in receipts is "No" – the update option does not appear at all.
If Allow update in receipts is "Yes", security code exists and no password was entered – the update option only appears if current user has correct security code.
If Allow update in receipts is "Yes", password exists, but no security code is set – the update option always appears but prompts the user for the password if the Update button is selected.

If Allow update in receipts is "Yes", security code exists and password exists – update option will always appear. If current user does not have security, user will be prompted for a password when the update option is selected.
Limitations/Exclusions
With this feature, once a receipt has been updated from within Receipt Entry or Non-PO Receipt Entry, the PO receipt cannot be changed in any way until you run the Receipt Register. If a PO is partially received and run through the register, it can be deleted in PO Entry, Receipt Entry, or Non-PO Receipt Entry, and you cannot create new receipts on deleted PO's.

If the "Store Past PO's", "Use Period Receiving Report", and "Use Invoice Receipts" inputs are set to No in PO Static Control F/M, receipt numbers can be reused on backorder PO's after the Receipt Register is run but, not after the new update feature is run from Receipt Entry or Non-PO Receipt Entry.
The update feature updates ICWHSE, ICLEDG, ICMAST, SORSOH, SORSOL, PORPOH, PORPOL, POVNIT, ICLOTS, POLOTS, SOLOTS, POPLTS, ICCOST, ICFUCT, ICTRAN and SOBOMS records while the rest of the files are updated by the Receipt Register. Therefore some inquiries and views will reflect updated information after the receipt register is run. The following files are updated by the

Receipt Register and not the new update: PORECT, POPDRC, POPASH, JCREFX, POPASL, SMCNTL ("PON").

Currently the PO header file (PORPOH) has a 2-digit field (C5$(3,2)) that contains the number of receipts for a PO. Note that a 5-digit receipt number is allowed in the Receipt Entry or Non-PO Receipt Entry programs, but a PO can only have a max of 99 receipts.)

How to enter or change PO receipt information

1 Access this program by choosing Purchase Orders → Receiving → PO Receipt Entry.

Complete steps 2-5 to enter PO receipt header information:

2. In the **PO Number** field, enter the order number to be received. If you need to change or delete an existing PO receipt, enter the existing PO receipt number in this field to open it. To search for purchase order documents, select the  icon.

   If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order. From this window, you can either select an existing receipt or create a new receipt. Refer to the PO Receipts Search window for detailed information about this feature.

3. The vendor for the PO displays in the **Vendor** field. For valid PO numbers, the system displays the Ship-from, Warehouse, and Ship-to Codes for the purchase order. The ship-from and Ship warehouse displayed is where the goods received. If this PO is to be a direct ship, then the warehouse displayed is the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. The customer number and address on file in the purchase order is displayed.

   NOTE: If you do not enter a purchase order number, you can enter a valid vendor code in the **Vendor** field to display all the purchase orders for that vendor. You can then select a PO receipt for correction or inquiry, or press **F4**--backup to return to the purchase order number field (#1). Press Enter to default to **D**. If you select **D**-document, the program asks for the beginning document number to start listing from.

   You can:

   Press **Enter** to continue listing, select a line number of a document on the screen, or

   Press **F3** to change warehouses for the search, or

   Press **F4** to back up to input #1. The documents initially listed on the screen are for the warehouse assigned to the terminal. If you want to see documents for a different warehouse or for all warehouses, press **F3**. Once you press **F3**, you have the following options: press **Enter** to default to the warehouse assigned to the terminal; press **F2** to search; press **F3** to select all warehouses and displays all documents on file for the user's company, or **F4** to back up.

4. For new purchase orders receipts, the system displays the Purchase Order dialog box.

In the **Receipt #** field, manually enter the receipt number or press **Enter** to allow the system to automatically assign it. The system assigns receipt numbers for each purchase order beginning with 00001 and incrementing by one for each receipt up to 00099.

In the **Received Date** field, the system displays the current date as the default for the date the purchase order was received. Press **Enter** to accept the system date or enter the date you received this purchase order.

At this point, you can receive the entire purchase order in one step. Select the **Assume receipt?** checkbox to set all received quantities equal to the ordered quantities. The system displays this checkbox selected as the default. If you want to receive the purchase order manually, un-select this checkbox. **NOTE:** For serial/lot items to be received, the system does not assume receipt. Serial/lot numbers must be entered and the system prompts you to do so.

When you are have completed these fields, press the **OK** button.

5. For either manual or automatic receipts, the system displays the vendor, ship-to address, buyer, terms code, freight code, ship via, F.O.B. and reference number are displayed in the header portion of the screen. You can access the Header Detail for Purchase Order screen to modify header fields except vendor number, purchase order number, and ship-to number by selecting the **Header** button in the lower portion of the screen. In the browser, each line item is displayed including item number, description, ordered quantity, received quantity, backordered quantity, buying unit of measure, cost and extension.

Complete steps 6-16 to enter line items on a purchase order receipt:

6. Select the icon to add a line to the PO receipt.

Field Information for adding/editing items:

You can select the icon to add a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field. You can select the Binocular icon to search for items.

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item **Description 1** and **Description 2** fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

7. In the **Ordered** field, enter the ordered quantity for the item.

8. In the **Received** field, enter the quantity of the item received. Press **Enter** (**CR**) to set the received quantity equal to the ordered quantity

9. **Receiving serial/Lot items:**

   (**Optional**) For Serial/Lot items, the system displays the Serial/Lot Entry # dialog box. You must enter the serial/lot numbers you are receiving and their quantities. ***For** serialized items, enter one serial number for each unit being received. If entering multiple serial numbers, enter the first serial number and press **F1**-Auto Assign to have the system generate the remaining numbers. The automatic serial number assignment will increment the last series of numeric digits found within the entered serial number. ***For** lotted items, enter the lot number and the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.

   You can select:

   The **List** button to display the available serial/lot numbers and quantities to be received.
   The **Add** button to add another serial/lot number for the item.
   The **End** button to stop your additions.
   The **OK** button to accept the serial/lot numbers and quantities you have entered. The system checks to see if you have entirely distributed the items received.

10. In the **Backordered** field, enter the quantity of the item that was not received. Press **Enter** (**CR**) to set the backorder quantity equal to the ordered quantity minus the received quantity. The **Allow Backorders** flag in the PO Static Control F/M establishes whether backorders are permitted. If backorders are not permitted, this input is skipped. This input is only used when the **Backordered** flag in the Purchase Orders Entry Options record is set to Y or B.

11. In the **Cost** field, the system displays the cost per displayed costing unit of measure. Displayed if on file is: the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last costs from the vendor/item file. Depending on the Default PO Cost flag set in the PO Static Control F/M, press **Enter** (**CR**) defaults to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This input is only used when the **Cost** flag in the Purchase Orders Entry Options record is set to Y or B.

    Press F2 to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.
    When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag. The system also displays Contract to indicate whether the displayed cost is from a contract.

    You can access cost details from the View →Cost Origin menu option.

12. The system displays a dialog box for items. Enter information in the following fields:

    Requested--This field is used only when the **Requested Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the date you want to request receipt for this item. The requested date in the header section is the displayed default value.

    Promised Date--This field is only used when the **Promised Dates** flag in the Purchase Orders Entry Options record is set to Y or B. Enter the date this item is promised for delivery. The requested date is the displayed default value.

    Lead Time--This checkbox is used only when the **Lead Time** flag in the Purchase Orders Entry Options record is set to Y or B. Select the checkbox to use this document to update the item's lead-time in the Receipt Register. Press **Enter** to default to the lead-time input in the header portion of the screen. If the quantity is a negative amount, this checkbox is not checked and skipped.

    Tax--This field is used only when the **Taxable** flag in the Purchase Orders Entry Options is set to Y or B. Select the checkbox to charge tax on this line-item. Press **Enter** to default to selected.

    GL--This field is used only when the **GL Table** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press **Enter** to default to the GL posting table for the selected item in the item file. Press **F2** to search.

13. The system displays the Job Number dialog box. At the question: *Enter the job number?* Answer **Yes** to enter valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Select **No** to not enter a job number and exit the dialog box.

14. When you have completed these fields, press the **OK** button.

15. You can

    GUI Users:

    Select the  icon to make changes for the highlighted line item.

    Select the  icon to delete the highlighted PO receipt line.

    Select the  button to add a line item above the highlighted item in the browser.

    Select the  icon to stop entering line items.

    Select the **Header Detail** button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

    Select the **Line Detail** button to access the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

Press the icon to save your changes.

CUI Users: You can enter:

- Changes a line-item

L - Lists line-items

A - Adds a line-item

S - Stops receipt of purchase order

D - Deletes the purchase order

F2 - Changes the header

F3 - Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

16. Select the **Stop Receipt** button to the receipt process for this PO.

    Complete steps 17-18 to enter PO receipt footer information:

17. Select the **Done** button to display the Footer for Purchase Order dialog box. Enter information in the following fields:

    Freight-- If freight is included, enter the freight amount (.00-9999.99). Press **Enter** to default to 0. Through the **Include Freight** flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to N, no freight is included and this input is skipped.

    Tax %-- If tax is included, enter the tax percent. The amount is calculated and displayed. Through the **Include Tax** flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to N, no tax is included and this input is skipped. If the **Taxable** flag in the Purchase Orders Entry Options record is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for input #24 are subject to tax.

    Factor--Enter the means to factor the freight; i.e., divide the freight equally over the line-item costs. The freight factor is stored and not displayed in the screen. The freight factor is applied to the cost of line items during the

Receipt Register. Enter **U**-to divide the freight by the total units, W-to divide the freight by the total pounds, $-to divide the freight by the dollar amount, or N-to not factor the freight at all. Press **Enter** to initially default to the Default Freight Factor flag value stored in the purchase orders static control record.

When you have completed these fields, you can :

Press the **OK** button to return to the PO Receipt Entry header portion of the screen.

Press the **Backup** button to step back through the footer fields.

Press the **Update** button to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window topic for detailed information about this optional feature.

18. The system then returns you to the PO Receipt Entry header portion of the screen.

See Also

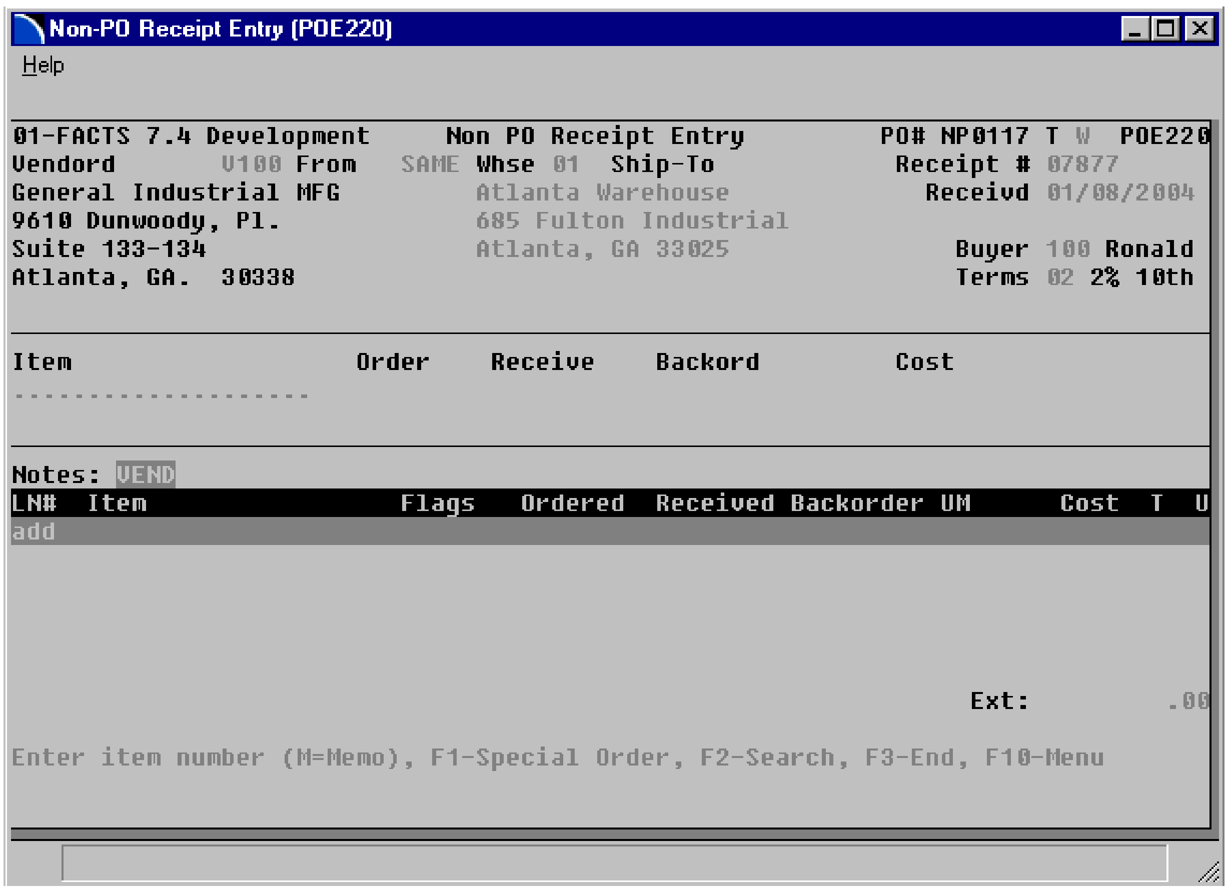
Receipt Entry (POE210)
PO Receipt Entry Header Information
PO Receipt Entry Item Information
PO Receipt Entry Footer Information

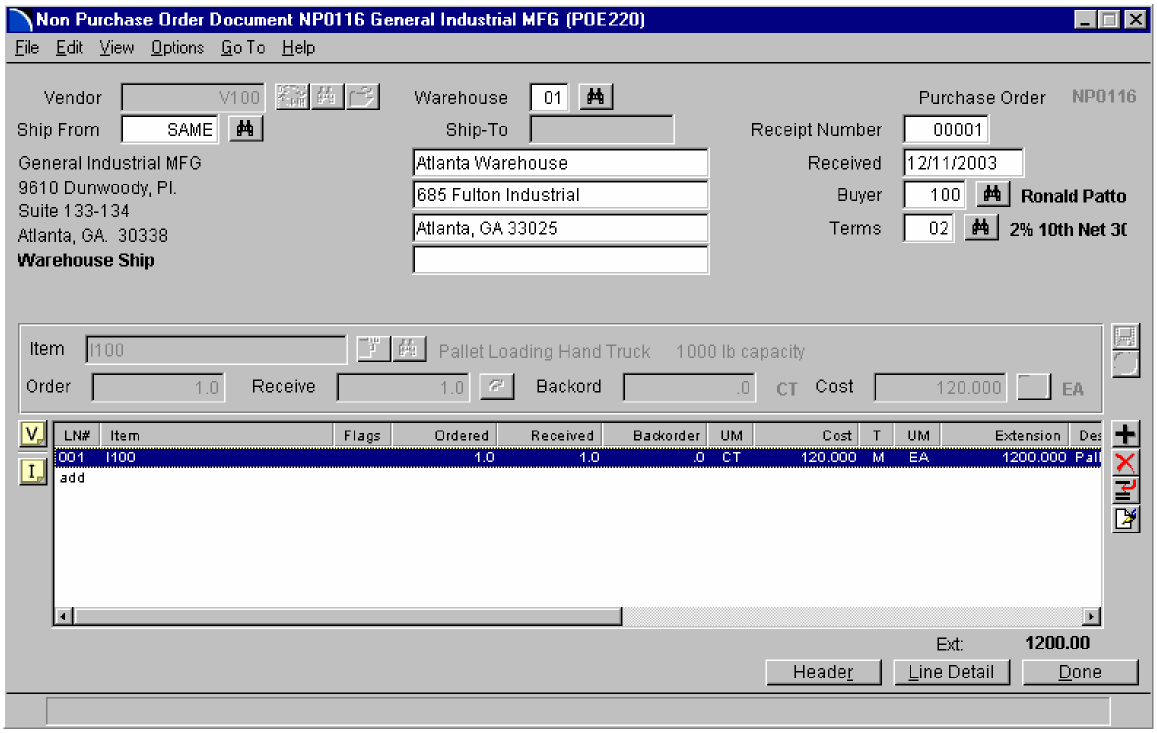
Non-PO Receipt Entry (POE220)

Function

Use the non-PO Receipt Entry program to receive purchase order merchandise from purchase orders not generated through the Purchase Orders system. For example, if an order is placed over the phone but never entered into the system, when the merchandise arrives it must be received. Such receipts are assigned non-purchase order numbers. The non-purchase order number may be manually assigned or automatically assigned by the system.

The PO Receipt Entry and Non-PO Receipt Entry programs allow more than one receipt on a PO without running the PO receipt register in between, based on settings in PO Static Control F/M (POF980). Using the Update feature, when the user (with proper security) accesses the footer, the program provides the option to update the receipt, which adjusts item and warehouse quantities during PO receipt processing. This allows the received items to be sold or shipped immediately. Refer to the PO Receiving Feature: Multiple Receipts on a PO topic for details.





Non-PO Receipt Entry Processing Notes

Entering a non-purchase order receipt is similar to entering purchase orders and purchase order receipts. You must enter all header and line-item information before you can exit the document. If you receive serial/lot items, you must also enter the serial or lot numbers.
The Purchase Order Entry processing takes place in three sections: Header, items, and footer processing.

During processing, the system automatically displays urgent notes for vendors and items based on your settings on the Notes tab of PO Entry Options F/M. Refer to the Viewing/Entering Notes from Purchase Order Programs topic in the PO Overview section for details.

Header Processing

The upper portion of the screen is called the header portion where you enter the non-PO receipt number, vendor, order date and other general information. Refer to the following procedures for more information about Non-PO Receipt Entry header processing:
Enter a new document
Delete a document
Open an existing document
Create a document number

After the system creates the header record, all header inputs except the purchase order number, vendors, and Ship-From are accessible through the change header routine. The PO number, vendor, type, and ship-from values can only be changed by deleting and re-entering the PO. Refer to the Non-PO Receipt Header Information topic for field/input descriptions.

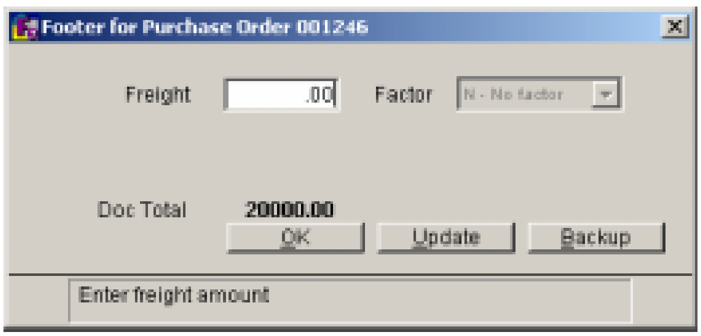
Line Item Processing

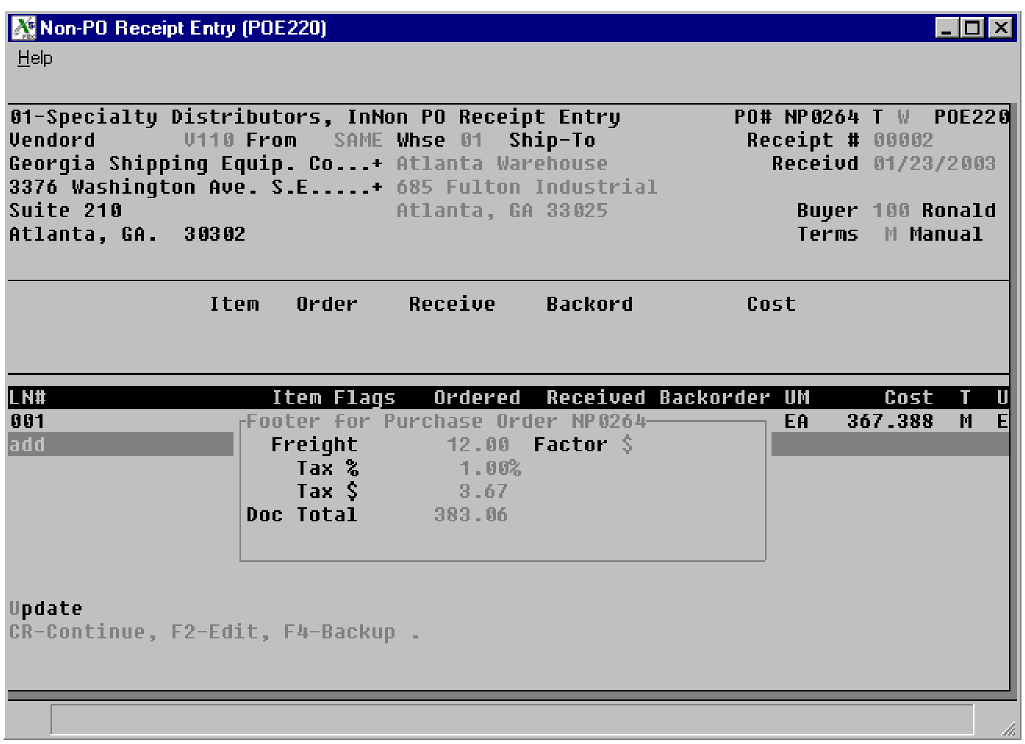
The lower portion is called the line item portion where you enter the item number, quantity and cost. You have the option of changing, adding, removing line items or deleting the non-PO receipt at any time during the entry process.
Refer to the Non-PO Receipt Items Information topic for field / input descriptions.
Refer to the following procedures for more information about Non-PO Receipt item processing:

Add a line
Edit a line item
Delete a line item
Insert a line item or memo
Find a line item

Non-PO Receipt Footer Processing

The ending routine consists of final inputs prior to completion of the non-PO receipt. The ending routine is not accessible if you have not entered line items for the non-PO receipt. At the end of the ending routine, the new total represents the total amount of the purchase order. Refer to the Non-PO Receipt Footer Information topic for field / input descriptions.





Additional Features

- You can enter direct shipments. Non-PO Receipts can be direct shipped to any customer in the Accounts Receivable system. You can also enter any new addresses for direct shipments. You can perform a credit limit check for direct ship customers.
- You can enter vendor/item numbers or item interchanges in lieu of inventory control item numbers. The corresponding inventory item number is retrieved and displayed along with on hand, on order and committed quantities.
- You can automatically assign serial numbers.

Technical Notes

Upon conclusion of the header inputs, a record is written to the purchase orders file (PORDER).

With the entry of each line-item, a record is written to the purchase orders file (PORDER), the sort file (POITMX) and the on order quantity is updated in the inventory control warehouse/item file (ICWHSE). If serial/lot items are entered, they are written to the purchase orders serial/lots file (POLOTS) and the pending serial number file (ICLOTX).

Upon completion of the receipt, the purchase orders file (PORDER)and ready-for-register file (POREGX) are updated. If the Receipt Register is in process, the record is written to the temporary ready-for-register file (POTMPX) instead of POREGX.

FILES USED - SMCNTL, ICAPLX, APVEND, ARCUST, ICMAST, POVNIT, POVITX, POVNDX, POSHIP, APVALX, POPAST, SOITMX, JCJOBS, JCCODE, JCJOCX, ICINTR, ARSHIP, POPAST, ICCLSX, POVNIX, ICWHSX

FILES UPDATED - PORDER, POITMX, ICWHSE, POREGX, POLOTS, ICLOTS, SORDER, ICLOTX, POTMPX

See Also

Non-PO Receipt Entry Header Information
Non-PO Receipt Entry Items Information
Non-PO Receipt Entry Footer Information
How to enter or change non-PO receipt information
How to enter non-PO receipt header information
How to enter line items on a non-PO receipt
How to enter non-PO receipt footer information

Non-PO Receipt Entry Header Information

Use the Non-PO Receipt Entry Header section to enter the purchase order number, vendor, order date and other general information. This window contains all the possible inputs for the PO Entry Header. You can manually enter receipt numbers, or set the system to automatically assign them. You can enter direct shipments for non-PO receipt. You can enter memo lines for the non-PO receipt. You can use the vendor search (press F2 in the vendor field / input point to search) to locate vendor numbers when only the vendor name is known.

Input Descriptions

Use the following inputs to enter a non-PO receipt header:

1. PO/Vend (Non-Purchase Order Number)

Enter the non-purchase order number to be received.

If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order. From this window, you can either select an existing receipt or create a new receipt. Refer to the PO Receipts Search window for detailed information about this feature.

<u>To Search:</u>

Character Users: Press **F2** to perform a vendor search. Press **F3** to search for documents by purchase order number.

You can:

press **Enter** to continue listing, select a line number of a document on the screen,

press **F2-Order** to change the search method. You can select D-Document or Vendor. Enter **V** to search for non-PO receipt number for a specific vendor. Then enter the vendor code to display all the non-purchase orders for that vendor. You can then select a non-PO for correction or inquiry, or press F4 --backup to return to the non-purchase order receipt number input (#1).

press **F3-Updated PO** to display Updated Purchase Order search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs, if the “Update in Receipt Entry” option is set to yes in PO Static Control F/M (POF980). If you select a purchase order from this search, the system displays the PO Receipts Search Window where you can select a receipt. After you select a receipt, press **Enter** to view the receipt.

press **F4** to back up to input #1.

Graphical Users: Press **F2** or select the  icon to perform a vendor search. You can also search by purchase order number and warehouse. To search for purchase order documents, select the  icon. If the “Update in Receipt Entry” option is set to yes in PO Static Control F/M (POF980), the PO Search window contains an **Updated PO** button that displays the Updated Purchase Order Search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs. If you select a purchase order from this search, the system displays the PO Receipts Search Window where you can select to view a receipt.

Vendor

Enter the number of the vendor for the purchase order receipt. If you enter a valid vendor number, the system displays the vendor name and address, and any applicable defaults: F.O.B., terms code, and department. At the bottom of the screen, the vendor's message, balance, the user's customer number from the vendor, contacts 1 and 2, and the phone number are displayed. Press F2 to search.

2. Type (this field is not displayed in GUI mode)

Character Users: The system initially skips the Type input and defaults to W. Press **F4** to back up to this input. Enter whether the type of shipment is **W**-warehouse or **D**-direct. Entering a **D** forces you to enter the open work order number from the sales orders file. Once the header portion is complete, the system imports the line-items from the work order and displays them. Press **Enter** to default to **W**.

To direct ship POs: *Graphical Users:* (**Optional**) To access the Warehouse / Direct Ship Selection dialog box to create a direct shipment, select the  icon or press **F1**. If the PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. For new purchase orders, enter the number of the vendor from whom you are requesting the items.

3. Ship-From

Enter the vendor ship-from number. Press **Enter** (**CR**) to default to the displayed value. Press **F2** to search.

4. Ship-To Warehouse

Enter the number of the warehouse at which goods are received. Only a valid warehouse code is accepted. Entry of a valid warehouse code displays the warehouse, name and address from the warehouse control record. Once the address has been displayed, you can back up and change any line of the name or address.

If this PO is to be a direct ship, then enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated, inventory quantities and restocking controls are not affected. The address for the initiating warehouse appears briefly as the customer number and address on file in the work order selected at input #2 overprints. This becomes the ship-to address on the purchase order. You can press **F4**-backup and override the address, or continue to backup to the warehouse prompt where pressing **Enter** (**CR**) resets the customer and address once again to be the address on file in the work order selected at input #2.

5. Receipt Number

Receipt numbers may be entered manually or assigned automatically by the system. Enter the receipt number or CR for automatic assignment. The system assigns receipt numbers for each non-purchase order beginning with 00001 and incrementing by one for each receipt up to 00099. The word NEXT appears as the receipt number until all header information is entered.

6. Received Date

Enter the date that the purchase order was received. Press **Enter** (**CR**) to default to the system date.

NOTE: At any point during inputs #8-14, you can select **F3**-Defaults. Pressing **F3** causes the program to display the defaults on file from that input forward and skip to input #15. If entering a new PO and values for inputs #8-14 have not been entered then the default values will be the same as if the user hit CR through the same inputs. If the user has entered values on the new PO and has backed up to enter new values or elected to change or correct the header portion of an existing PO then the values remain the same as if you selected **F1**-skip. If the program does not skip to input #15, and instead stops at an earlier input, the system could not find a valid default value for that input and the user has to enter a valid value before continuing.

7. Buyer

Enter a valid buyer code to identify the buyer for the purchase order. Entering a valid code displays a partial description. Press **Enter** (**CR**) to initially default to the buyer code in the ship-from file for the selected vendor, (if the ship-from is SAME, the default comes from the IC warehouse/vendor review record). Press F2 to search.

8. Terms Code

Enter a valid payment terms code for this purchase order. Press **Enter** (**CR**) to initially default to the code for the selected vendor from the vendor file. Entering a valid code displays a partial description. Press F2 to search.

9. Freight

Enter whether freight is B-bill later, P-prepaid C-collect or A prepay/add. Press Enter to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from warehouse is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

10. Ship Via

Enter the ship via (carrier) (up to 15 characters). Press **Enter** (**CR**) to initially default to the ship via in the ship-from file for the selected vendor.

11. Lead Time

Enter **N** or **Y** to indicate whether the lead time from this document should update the average lead time for the item in the warehouse/item file. This updating takes place during the Receipt Register update. Press **Enter** (**CR**) to initially default to **N**.

NOTE: If **Y** is entered, there is a risk of corrupting the vendor review cycles and order quantities. This corruption is due to the order date and receipt date being the same. If a true order date is entered (for example the date the order was placed over the phone) then the lead time may safely be updated.

12. F.O.B.

Enter the description for freight on board (up to 15 characters). Press **Enter** (**CR**) to initially default to the F.O.B. in the ship-from file for the selected vendor.

13. Department

Enter a general ledger department number. The entry must be a valid department. Press **Enter** (**CR**) to initially default to the department assigned to the terminal. Press **F2** to search.

14. Reference Number

Enter the optional reference number (up to 15 characters).

See Also

Non-PO Receipt Entry (POE220)
Non-PO Receipt Entry Items Information
Non-PO Receipt Entry Footer Information
How to enter or change non-PO receipt information
How to enter non-PO receipt header information
How to enter line items on a non-PO receipt
How to enter non-PO receipt footer information

Non-PO Receipt Entry Items Information

The lower portion is called the line item portion where you enter the item number, quantity information and cost. You have the option of changing, adding, removing line items or deleting the non-PO receipt at any time during the entry process.

You can use the item search (press **F2** in the item field/input point to search) to locate item numbers when only the item description is known. You can enter an item's interchange, and the system displays the ordering item number. You can enter a vendor/item number, and the system displays the ordering item number. You can receive non-stocked items.

You can access the Item Inquiry, which displays inventory information including the following: movement class, seasonal status, restocking type, order point, line point, min stock, max stock, order quantity method, order quantity, lead time (stored in the IC warehouse/item file), safety allowance %, frozen ordering controls, inventory quantities, usage by period and average per period, previous purchases from the displayed vendor, along with the last cost, last purchase date and lead time.

The on-hand quantities of inventory items are not affected by this Non-PO Receipt Entry program. Inventory quantities are updated during the Receipt Register. On-order quantities may be changed by adding or deleting line items or by changing the order quantity of a line item.

Editing Lines in PO Receipt Entry programs: When you edited a line in the PO receipt entry programs (PO Receipt Entry and Non-PO Receipt Entry), the received amount remains the default value it was when you chose to edit the line; it does not automatically default to the ordered amount when you edit the line.

Access this program by choosing *Purchase Orders →Receiving →Non-PO Receipt Entry*.

Input Descriptions

Use the following to input Non-PO receipt line items:

The line-item portion of the program allows entry of up to 999 line-item and message lines to complete the purchase order.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single purchase order, the program proceeds to the **prompt-selection input**.

1. Item Number

You have several options for this entry:

- Enters an item number

M - Enters a memo

S or  - Enters a special order line number

F2 or  - Allows a search

F3 or  - Ends line-item entries

Each of these options is described below:

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

Character Users: Enter any item number. If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults.

Entering a valid item number displays the vendor relation, last lead-time, vendor-item number, item class, standard package size, buying weight, and inventory quantities. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted. The program skips to input #19.

The item is verified as being stocked or un-inventoried, unless it is tied to a sales order. Only stocked and un-inventoried items may be added to a purchase order unless the items are tied to a sales order.

Memo

Press **M** to enter a memo line. The system allows you to enter a memo and display purchase order when printed.

Special Orders

In the Item Number input, enter **S** to enter a special order line-item. Enter the sales order number from which to import the line-item. Press allows a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line-item appeared on the sales order.

Graphical Users: You can select the icon to enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field. You can select the icon to search for items.

Search

Press **F2** to allow a search.

Graphical Users: You can select the icon to search for items.

End entry

Press **F3** to end entry of line-items. The program then proceeds to the **prompt-selection input**.

Graphical Users: Select the icon to stop entering line items.

2. Descriptions

Graphical Users: For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

Character Users: The system initially skips this input except for memo lines. Enter the item descriptions or memo. If you enter memo lines, the system skips the remaining inputs. Otherwise, after entering description 1, enter description 2. Press **Enter** to default to the existing values in the Item F/M.

3. Ordered Quantity

Enter the ordered quantity (1-999999999) for this item or select a display code.

Character Users: Enter whether to display O-ordered, C-committed or R-restocking controls, U-usage, V-vendor or W-warehouse.

Graphical Users: You can access display information via the View menu option

Display information is described below:

O Ordered. Displays existing purchase orders for the selected item and warehouse at a time. The display for each purchase order includes: the purchase order number, type, status, ordered quantity, received quantity, backordered quantity, unit of measure for the quantities, cost and its corresponding unit of measure, the promised date and vendor number.

C Committed. Selecting committed displays more display codes on the screen: S-sales orders, T-warehouse transfers, M-manufacturing and E-equipment rental. Press **Enter** (**CR**) to default to **S**.

Selecting **S** displays sales orders for the selected item and warehouse at a time. Each order shows: the document number, type, status, ordered, shipped, and backordered quantities and corresponding unit of measure, price and corresponding unit of measure, date and customer number.

Selecting **T** displays warehouse transfer tickets for the selected item at a time. Each ticket shows: ticket number, status, requested date, shipped and received quantities and their corresponding unit of measure, cost and its corresponding unit of measure, date of transfer, and the warehouse the item was transferred to.

Selecting **M** displays manufacturing tickets for the selected item and warehouse at a time. Each ticket shows: the ticket number, type and status, quantity to be manufactured and its corresponding unit of measure, scheduled date and if it is a component item, what the item is a component of.

Selecting **E** displays equipment rental contracts containing the selected item. Each contract shows: the contract number, type (C-rental contract, D-invoice/credit memo), status (E-entered, P-printed, R-returned, I-invoiced, D-deleted, V-voided), line number on the contract on which the item appears, date of rental, units rented, stocking unit of measure, rental price, and rental customer name.

R Displays the restocking controls for the selected item. Displayed are: restocking type, order point, line point, min stock, max stock, order quantity method, order quantity, lead time (stored in the IC warehouse/item file), safety allowance %, and frozen ordering controls.

U Displays the items activity for the last six periods (for nonseasonal items) or the previous six periods (for seasonal items), the number of days stocked out for the last six periods and the average for both. Also displayed is the seasonal type.

V Displays the last purchase from each vendor that sells the item, by vendor lines at a time. The vendor number is displayed as well as the vendor-item number and manual cost, also from the last purchase from that vendor: the last PO number, and the units purchased and cost with their corresponding units of measure.

W Displays the inventory quantities that are currently in each warehouse for this item. The warehouse number is displayed, as well as the on hand, committed, available, backordered and on order (not including the line displayed) quantities and their corresponding units of measure.

4. Received (Quantity)

Enter the quantity of the item received. Press Enter (CR) to accept the current value. Press F1 to change the received amount to the ordered quantity.

5 Serial/Lot Number (Optional)

If the item being received is not a serial/lot number, this input is skipped. If the item is a serial/lot item, the serial/lot numbers must be entered that are being received. Press **Enter** (**CR**) to continue. Press **F2** to enter the serial/lot number. *For serialized items, enter one serial number for each unit being received. If entering multiple serial numbers, enter the first serial number and press **F1**-Auto Assign to have the system generate the remaining numbers. The automatic serial number assignment will increment the last series of numeric digits found within the entered serial numbered. *For lotted items, the lot number is entered along with the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.

6. Backordered

The Allow Backorders flag in the PO Static Control F/M establishes whether backorders are permitted. If backorders are not permitted, this input is skipped. If backorders are allowed, enter the quantity backordered. Press **Enter** (**CR**) to allow the backorder quantity to be set equal to the ordered quantity minus the received quantity. This input is only used when the **Backordered** flag in the Purchase Orders Entry Options record is set to Y or B.

7. Cost

Enter the cost per displayed costing unit of measure.

Press F2 to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.

The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, the manual and last costs or the contract cost (if available) from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, pressing Enter to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This input is only used when the Cost flag in the PO Entry Options record is set to Y or B.

When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag. The system also displays Contract to indicate whether the displayed cost is from a contract.

You can access cost details from the View →Cost Origin menu option.

8. Requested

This input is used only when the **Requested Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the date you want to request receipt for this item. The requested date in the header section is the displayed default value.

9. Promised Date

This input is only used when the **Promised Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the date this item is promised for delivery. The requested date is the displayed default value.

10. Lead Time

This input is used only when the **Lead Time** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter **Y** or **N** to use this document to update the item's lead-time in the Receipt Register. Press **Enter** to default to the lead-time input in the header portion of the screen. If the quantity is a negative amount, this input is set to **N** and skipped.

11. Taxable

This input is used only when the **Taxable** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter **Y** or **N** to charge tax on this line-item. Press **Enter** to default to **Y**.

12. GL (Posting Table)

This input is used only when the **GL Table** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. Enter the GL posting table to use in the Receipt Register to post this line-item to GL. Press **Enter** to default to the GL posting table for the selected item in the item file. Press **F2** to search.

13. ***Character Users:*** The system displays: **CR-Accept Line, J-Job #, F4-Backup**

If the **Use Job Cost flag** is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. Press **Enter** to accept the line and bypass the job costing information. Enter **J** to enter job costing information or **F4** to back up to the previous input. If you enter **J**, inputs #11-17 must be entered.

Graphical Users: The system displays: **Enter Job Number Y or N**.

If you select **Y**, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against. Press **Enter** to default to the last job number entered (if any). Press **F2** to search. For valid job numbers, the system requests customer code; you can enter a value or search. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. **Note**: If the **Use Job Cost** flag is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. If you enter **Y**, inputs #11-17 must be entered.

14. Job Number

Enter the valid job number to post this entry against. For valid job numbers, the system displays the job name, customer number and name, and billing type. Press **Enter** to default to the last job number entered (if any). Press F2 to search.

15. Price Message

If the job is a fixed contract or time and materials contract, this input is skipped. If the job is a cost plus (+) contract or a no charge contract, a message is displayed indicating the price, which must be billed for the job. Press **Enter** to continue.

16. Cost Code

Enter a valid cost code (up to four characters). If you enter a valid cost code, the system displays the cost code description and the cost type. The cost code sets the defaults for markup method (for all jobs that are not cost plus) and billing rate (for jobs that are fixed contracts or time and material). The cost code also determines whether the user is able to override the defaults. Press **F2** to search.

The item entry determines the units, unit of measure and cost rate/extension.

17. Markup

The system initially skips this input and sets it to the markup assigned to the cost code. You can enter this value only for jobs that are time and materials or fixed contracts and where the Allow Override Of Billing flag is set to **Y** in the cost code record. You can also change this for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. You have the following options:

#---Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% ---Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M---Enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input (#30).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Enter---initially defaults to the markup method (amount/percentage) from the cost code record.

18. Bill Rate

This input is unavailable if the Allow Billing Override flag in the cost code record is set to **N**. The system initially skips this input unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press **Enter** to initially default to 0.

19. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). Press Enter to initially default to blanks.

20. Print Memo On Job Cost Invoice?

The system initially skips this input and sets it to **N**. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous input) on the job cost invoice. You can set the input to Y only if the Billing Detail for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** to initially default to **N.**

18. Press **Enter** to continue, accept the line and return to item input or press **F4** to backup.

21. Extension

The line-item extension is calculated and displayed.

This completes the line-item portion of the Non-PO Receipt Entry program. The system updates and displays the running totals for weight and dollar amount. The line number is incremented by one, displayed, and the program returns to the next line-item entry if in add mode or the prompt-selection input in change mode. The on order quantity for the item is updated in the appropriate warehouse.

20. *Character Users:* Following the entry of the last line-item, the prompt-selection input allows you to perform a number of functions:

#	-	Changes a line-item
L	-	Lists line-items
A	-	Adds a line-item
D	-	Deletes the purchase order
F2	-	Changes the header
F3	-	Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

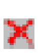
Graphical Users: Select the  icon to stop entering line items.

Highlight a line item and select the **Line Detail button** to access the Line Detail for Purchase Order screen, which is used to view and / or modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info. The system displays Job Posting Entry dialog box for change or review.

Select the Header Detail button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select the  icon to make changes for the highlighted line item.

Select the  icon to add a PO line.

Select the  icon to delete the highlighted PO line.

Select the button to add a line item above the highlighted item in the browser.

Press the icon to save your changes.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

See Also

Non-PO Receipt Entry (POE220)
Non-PO Receipt Entry Header Information
Non-PO Receipt Entry Footer Information
How to enter or change non-PO receipt information
How to enter non-PO receipt header information
How to enter line items on a non-PO receipt
How to enter non-PO receipt footer information

Non-PO Receipt Entry Footer Information

The Footer routine requires some final information (freight and tax) to complete the purchase order receipt. You cannot access the ending routine if you do not enter line items on the PO receipt. In the Footer for Purchase Order dialog box, the system displays a new total (running total of all line-item extensions plus tax, plus freight, etc.). The new total is initially equal to the purchase order total amount, but is redisplayed whenever an adjustment (tax, freight, etc.) is made in the ending routine. At the end of the ending routine, the new total represents the total amount of the purchase order same as above.
The ending routine is not accessible if you have not entered line items for the non-PO receipt. At the end of the footer routine, the new total represents the total amount of the purchase order.

Input Descriptions

Use the following input descriptions to enter PO receipt footer information:

1. Freight

Through the **Include Freight** flag in the purchase orders static control record, the user establishes whether freight is to be entered. If the flag is set to N, no freight is included and this input is skipped. If freight is included, enter the freight amount (.00-9999.99). Press **Enter** (**CR**) to default to 0. F4 backs up to the **prompt-selection input.**

2. Factor

Enter the means to factor the freight; i.e., divide the freight equally over the line-item costs. The freight factor is stored and not displayed in the screen. The freight factor is applied to the cost of line-items during the PO Receipt Register. Enter **U**-to divide the freight by the total units, **W**-to divide the freight by the total pounds, **D**-to divide the freight by the dollar amount, or **N**-to not factor the freight at all.

3. Tax % **(Percent)**

Through the **Include Tax** flag in the purchase orders static control record, the user establishes whether tax is to be entered. If the flag is set to N, no tax is included and this input is skipped. If tax is included, enter the tax percent. The amount is calculated and displayed. If the **Taxable** flag is set to N, then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for the **Taxable** input are eligible for tax.

When you finish the ending routine, you can select **F4** to back up or **Enter** (**CR**) to continue. If continued, the program clears the screen and returns to the non-purchase order number input (#1) to await further entries.

4. Update

Accesses the optional Update feature to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window topic for detailed information about this feature.

When you finish the ending routine, you can select F4 to back up or Enter (CR) to continue. If continued, the program clears the screen and returns to the non-purchase order number input (#1) to await further entries.

See Also

Non-PO Receipt Entry (POE220)
Non-PO Receipt Entry Header Information
Non-PO Receipt Entry Items Information
How to enter or change non-PO receipt information
How to enter non-PO receipt header information
How to enter line items on a non-PO receipt
How to enter non-PO receipt footer information

Non-PO Receipt Features and Procedures

Non-PO Receipt Entry Header Processing

Creating Non-PO Receipt document numbers

The system automatically creates a document number once you complete the header. At that point, the document number appears in the title bar along with the vendor's name. You can also assign a document number manually if you prefer.

To assign document numbers manually:

1. Open Non-PO Receipt Entry.
2. Graphical users: Choose File→New Document Number from the menu. Character users: Press **F10** and select File→New Document Number from the menu.
3. Enter up to six characters to create a document number. Choose **OK** or press **Enter** (**CR**).
4. Begin entering the order, starting with the Vendor Number. Refer to the How to enter or change purchase orders information procedure for additional information.

Creating Direct Ship POs

To access the Warehouse / Direct Ship Selection dialog box to create a direct shipment, select  icon or press **F1**. If the Non-PO receipt is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. This becomes the ship-to address on the purchase order. You can press **F4**-backup and override the address, or continue to back up to the warehouse prompt.

How to enter or change non-PO receipt information

1. Access this program by choosing Purchase Orders → Receiving →Non-PO Receipt Entry.

Complete steps 2-6 to enter non-PO receipt header information

2. In the **Doc/Vendor** input, enter the non-purchase order number to be received or the vendor for the purchase order receipt. If you need to change or delete an existing non-PO receipt, enter the existing non-PO receipt number in this field to open it.

   If you try to pull up a purchase order with updated receipts in PO Receipt Entry or Non-PO Receipt Entry before the receipt register is run, the system displays the PO Receipts Search window with a list of outstanding receipts for that purchase order. From this window, you can either select an existing receipt or create a new receipt. Refer to the PO Receipts Search window for detailed information about this feature

   Search Tips:

   Character Users: Press **F2** to perform a document search by vendor. Press **F3** to search for documents by non-PO receipt number. To search for non-PO receipt number for a specific vendor, enter the vendor number in the vendor input (#3) on the screen. Enter a valid vendor code to display all the non-purchase orders for that vendor. You can then select a non-PO for correction or inquiry, or press **F4**--backup to return to the non-purchase order receipt number input (#1).

   Graphical Users: Press **F2** or select the icon to perform a document search by vendor. You can also search by non-purchase order receipt number and warehouse. To search for non-purchase order receipt documents, select the icon.

   Press **F2** or select the icon to perform a document search by vendor. You can also search by purchase order number and warehouse. To search for purchase order documents, select the icon.

3. Enter a valid vendor code to display all the non-purchase orders for that vendor. You can then select a non-PO for correction or inquiry, or press **F4**--backup to return to the non-purchase order number input (#1).

   Field Information for Documents:

   You can enter non-purchase order numbers or have them automatically assigned by the system. For manual non-purchase order receipt numbers, enter any number up to 999999. The system displays information for non-purchase order numbers already on file. To use automatic non-purchase order numbers, select File-->New Document Number to access the Assign non-PO Number dialog box and click the icon. You can manually select anon-PO receipt number to assign, or the system assigns the next available number. The system displays the word NEXT at the top of the screen until the header portion is completed.

4. (**Optional**) To access the Warehouse/Direct Ship Selection dialog box to create a direct shipment, select the  icon or press **F1**. If the non-PO is a direct ship, enter the warehouse that is to be the initiating warehouse. The warehouse entered for a direct ship is stored only to determine where the PO originated; inventory quantities and restocking controls are not affected. For new non-PO receipts, enter the number of the vendor from whom you are requesting the items.

5. If you enter a valid vendor number, the system displays the vendor name and address, ship-to and ship-from warehouses, and terms code. You can modify these fields.

   Freight--Enter whether freight is **B**-bill later, **P**-prepaid, **C**-collect or **A** prepay/add. Press **Enter** to default to the freight code in the ship-from file (if specified) or the freight code entered in Vendor F/M for the selected vendor. Also, if the ship-from warehouse is changed from any value to SAME, the freight code reverts back to the vendor default freight code.

   Lead Time--Select the **Lead Time** checkbox to indicate whether the lead-time from this document (number of days from the ordered date to the date of the first receipt) should update the average lead-time for the item in the warehouse/item file. The system performs this update during the Receipt Register update.

   F.O.B.--Enter up to 15 characters for freight on board. Press **Enter** to initially default to the F.O.B. in the ship-from file for the selected vendor.

   Reference Number-Enter the optional reference number (up to 15 characters).

   When you are have completed these fields, press the **OK** button.

6. The system displays the Vendor Info dialog box, which contains the vendor's message, balance, the user's customer number from the vendor, contacts 1 and 2, and the phone number.

Complete steps 7-15 to enter line items on a non-PO receipt:

7. (**Optional**) For Serial/Lot items, the system displays the Serial/Lot Entry # dialog box. You must enter the serial/lot numbers you are receiving and their quantities. ***For** serialized items, enter one serial number for each unit being received. If entering multiple serial numbers, enter the first serial number and press F1-Auto Assign to have the system generate the remaining numbers. The automatic serial number assignment will increment the last series of numeric digits found within the entered serial number. ***For** lotted items, enter the lot number and the quantity. In either case, the serial/lot quantities entered must equal the amount in the received column.
   You can select:
   The **List** button to display the available serial/lot numbers and quantities to be received.

The **Add** button to add another serial/lot number for the item.
The **End** button to stop your additions.
The **OK** button to accept the serial/lot numbers and quantities you have entered. The system checks to see if you have entirely distributed the items received.

8. You can:

Select the icon to add a line to the PO receipt.

Field Information for Items:

You can select the icon to enter a special order line number. The system displays the Special Order Entry dialog box where you can enter the sales order number (the Order field) from which to import a line item. Press to perform a special item search, i.e., searching sales orders with special order items. If the search is not used, next enter the line number on which the line item appeared on the sales order in the Line field. You can select the Binocular icon to search for items.

If the item is not a valid item, the system checks to see if it is an interchange, or if it is a vendor-item number; if the number is an interchange or vendor-item number, the system automatically prints the valid item number and sets its defaults. For valid item numbers, the system displays item Description 1 and Description 2 fields so you can modify the item description lines as necessary. Press **Enter** to default to the existing values in the Item F/M. When you are satisfied with the descriptions, select the **OK** button.

The system displays the Cost info dialog box for the item. This dialog box contains the manual item cost, the manual vendor cost, and the last vendor cost

9. In the **Cost** input, enter the cost per displayed costing unit of measure.

Press F2 to search for cost contracts for the vendor/item combination. If the current cost is not a contract or the standard PO cost, the cost search program will highlight the default cost, otherwise the cost currently on the line will be highlighted.

The system displays (if on file): the manual cost from the item file, the average and last costs from the warehouse/item file, the manual and last costs or the contract cost (if available) from the vendor/item file. Depending on the Default PO Cost flag set in the PO static control record, pressing Enter to default to the manual cost of the item from item file or the last cost of the item from the vendor/item file. This input is only used when the Cost flag in the PO Entry Options record is set to Y or B.

When a new line is being created, the system automatically calculates the default cost. After the cost is entered, the system captures the origin of the cost. If you select a cost other than the default cost, the system sets the cost override flag. The system also displays Contract to indicate whether the displayed cost is from a contract.

You can access cost details from the View →Cost Origin menu option.

10. *GUI Users:* You can:

Select the icon to stop entering line items.

Select the **Line Detail button** to access the Line Detail for Purchase Order screen, which is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, lead-time update flag, and item cost info.

Select the Header Detail button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select the **Stop Receipt** button to stop the receipt process for the document lines.

Select the icon to make changes for the highlighted line item.

Select the icon to delete the highlighted PO receipt line.

Select the button to add a line item above the highlighted item in the browser.

Press the icon to save your changes.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

CUI Users: You can:

# -		Changes a line-item
L	-	Lists line-items
A	-	Adds a line-item
S	-	Stops receipt of purchase order
D	-	Deletes the purchase order
F2	-	Changes the header
F3	-	Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

11. When you are finished with line items, select the **Done** button or **F3**.

Complete steps 12-19 to enter non-PO receipt footer information:

12. The system displays the Footer Detail for PO Number dialog box. You can enter information in the following fields:

    The system displays a dialog box for footer information. Enter information in the following fields:

    Freight-- If freight is included, enter the freight amount (.00-9999.99). Press **Enter** to default to 0. Through the **Include Freight** flag in the purchase orders static control record, you establish whether freight is to be entered. If the flag is set to N, no freight is included and this input is skipped.

    Tax %-- If tax is included, enter the tax percent. The amount is calculated and displayed. Through the **Include Tax** flag in the purchase orders static control record, you indicate whether tax should be entered. If the flag is set to N, no tax is included and this input is skipped. If the **Taxable** flag in the Purchase Orders Entry Options record is set to N then only items with the taxable flag in the inventory item file set to Y are subject to tax, otherwise only those lines that a Y was entered for input #24 are subject to tax.

    Factor--Enter the means to factor the freight; i.e., divide the freight equally over the line-item costs. The freight factor is stored and not displayed in the screen. The freight factor is applied to the cost of line items during the Receipt Register. Enter **U**-to divide the freight by the total units, W-to divide the freight by the total pounds, $-to divide the freight by the dollar amount, or N-to not factor the freight at all. Press **Enter** to initially default to the Default Freight Factor flag value stored in the purchase orders static control record.

    When you have completed these fields, press the **OK** button.

13. The system displays the PO Date Change dialog box; select the Update Lead Time checkbox to update the lead-time for all line items on the PO. The Update request date and Update promised date checkboxes are displayed only when the **Requested/Promised Dates** flag in the Purchase Orders Entry Options record is set to **Y** or **B**. If you change dates in the header section of the screen, the system also displays this dialog box.

14. When you have completed these fields, you can.

    Press the **OK** button or F3 to return to the PO Receipt Entry header portion of the screen.

    Press the **Backup** button or F4 to step back through the footer fields.

    Select the **Update** option to update the receipt, which will adjust item and warehouse quantities. Refer to the Update Window topic for detailed information about this optional feature.

See Also

Non-PO Receipt Entry (POE220)
Non-PO Receipt Entry Header Information
Non-PO Receipt Entry Items Information
Non-PO Receipt Entry Footer Information

Receipt Register (POR230)

Function

This program allows the user to:

- Print a register of purchase order and a nonpurchase order receipts.
- Optionally build and print a general ledger distribution.
- Post to general ledger, if needed.
- Update inventory quantities, costs and activities, purchase order history files, the purchase order period receiving file, the purchase order receipts file and the job cost files.

  If the cost is a contract cost, the system does not update the last cost with the contract cost value and sets the contract cost flag for the line.

Purchase Orders with receipts that were updated in PO Receipt Entry or Non-PO Receipt Entry still need to go through the Receipt Register to update GL and invoice files. For purchases orders updated in PO Receipt Entry and Non-PO Receipt Entry, the Receipt Register skips updating inventory but updates all other files in the register. If a receipt was not updated in PO Receipt Entry or Non-PO Receipt Entry, the Receipt Register updates on-hand inventory files as well as GL and invoice files.

Receipt Register information includes the following: purchase order number, receipt number, vendor, ship-to and buyer. For each line item on the order, the item number, description, requested date, promised date, received date, ordered, received and backordered quantities, cost and extension and total (including tax and freight) are displayed. The report also includes totals of line-item extensions and purchase order receipt totals.

Lead Time: The PO Receipt Register flags abnormal (A) lead time for stocked items where the Replenish flag (on the Main screen of Warehouse/Item F/M (ICF920)) is “Y” before checking all other conditions that would flag the item with an abnormal lead time.

Templates that store “current period” (or similar values like “system date”) resolve to the “current period at the time the report is run” rather than what the “current period” was at the time the template was created. For example: If you save a template for the PO Period Receipts Report and select “Current Period” for the Period input, when that template is selected to run again (either manually or via Job Stream) the current period is determined using the setting of Current period in the PO Non-Static F/M.

NOTE: Any purchase orders tied to special orders in SO, i.e., the line item on the PO is directly tied to the line item on the SO, when updated, will update the sales order. The special order line item on the sales order (optionally including serial number) becomes committed by the quantity received on the line item of the PO.

User Inputs

The following inputs are involved in printing and updating the Receipt Register:

1. Warehouse

Enter the 2-character code to indicate the warehouse for which the Receipt Register should print. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to all warehouses. Press F2 to search.

2. Date

Enter the purchase orders Receipt Register date. This date is used to determine the correct period in which to post in the inventory control, purchase orders and general ledger systems. The date must be within the current or next GL period. CR defaults to the system date (ref. 2).

3. PO #

Enter the purchase order number to process or press CR for ALL.

The GL distribution is built during the printing of the Receipt Register according to parameters established by the user through the PO to GL Posting F/M program and IC GL posting tables.

For users printing the GL distribution, the following input is displayed:

4a. Check Register. OK to Print GL Distribution?

After printing the Receipt Register, **Verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to input #5.

For users not printing the GL distribution, the following input is displayed:

4b. Check Register. OK to Update?

After printing the Receipt Register, **verify the printout.** If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following input (#5) is skipped and the program proceeds with the update.

5. Check GL Distribution. OK to Update?

After printing the distribution, **verify the printout**. If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the entire register process begins again. The register is run first. The GL distribution is printed, followed by the optional update.

Technical Notes

To allow processing of POs while the register is running, the register first sets the **Terminal Running Receipt Register** flag in the PO to GL Posting F/M to the user's terminal code. All other users are then locked out of the ready-for-register sort file (POREGX) while the register is running. However, the programs that update POREGX can still continue processing while the register is running by writing to the temporary ready-for-register file (POTMPX).

Printing of receipts proceeds by reading through POREGX and referencing the appropriate purchase orders file record. All deleted and voided purchase orders appear on the register to provide a complete audit trail of all purchase order numbers used.

The GL distribution is built during the printing of the Receipt Register according to parameters set by the user in the PO to GL Posting F/M. If the GL distribution flag is set to zero, building the distribution is eliminated. If the flag is set to one, two or three, the distribution is built in one of two formats: either by PO posting record or by GL numbers of inventory GL posting table. The user also determines if the system will make a journal posting (summary or detail) following the header update.

The header update writes records to two files. If the use invoice receipts flag in the purchase orders static control record is set to Y, the header portion updates the purchase order receipts file (PORECT). This file is later used for comparison to the invoice. If the use period receiving report flag in the purchase order static control record is set to Y, the period receipts file (POPDRC) is updated.

The line-item update begins by updating the inventory item file as to date of last purchase, last cost and average cost. If the purchase order is a direct shipment the inventory control warehouse update is skipped. Otherwise, the update inventory flag stored with the item is checked. If the flag is set to Y, on hand, committed, and on order quantities are updated in the inventory control warehouse/item file (ICWHSE). If a purchase order line item is tied to a sales order line item, the item becomes committed in the warehouse/item file by the quantity received and the item also becomes committed in the sales order document file (SORDER) by the quantity received. The period to date receipts and adjusted quantities are also updated. If FIFO or LIFO costing is used, the cost file (ICCOST) is updated.

The line-item update continues by updating various purchase order system files. If vendor-item numbers are used, the vendor/item file (POVNIT) is updated. If the use past purchase history flag in the purchase orders static control record is set to Y, the past purchases file (POPAST) and if this is a lot item, the past purchase order lots file (POPLTS) are updated. Next, line-item records are written to the purchase orders receipts (PORECT) and period receipts (POPDRC) files if the control flags are set to Y. Job cost information is written to the job cost activity by module file (JCREFX). Finally, if the line-item contains no backordered quantity, it is removed from the purchase orders (PORDER) and purchase order by item sort (POITMX when all line-items are complete) files. Otherwise, the record is updated, with the backordered quantity becoming the new order quantity.

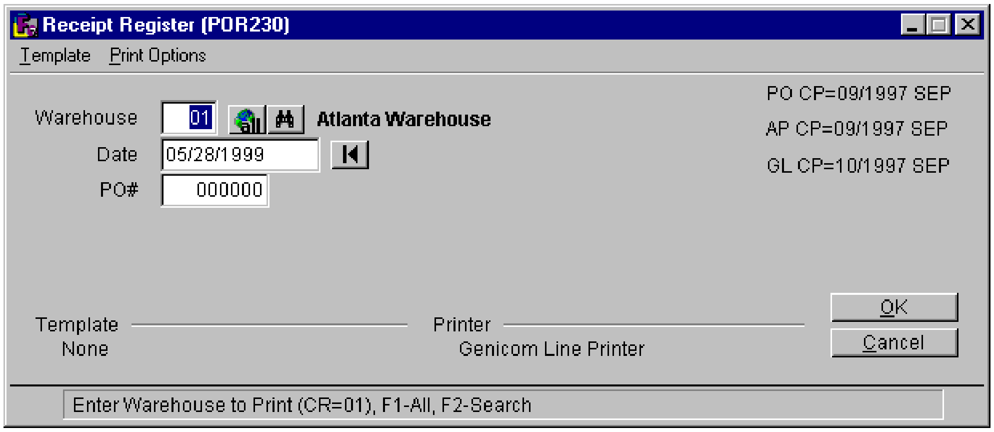
At the end of the line-item update, tax and freight amounts are updated in the purchase order receipts file (PORECT). Next, the purchase orders header (PORDER), ready-for-register (POREGX) and purchase order by vendor sort file (POVNDX) records are removed. The last receipt number used is updated in the PO nonstatic control record.

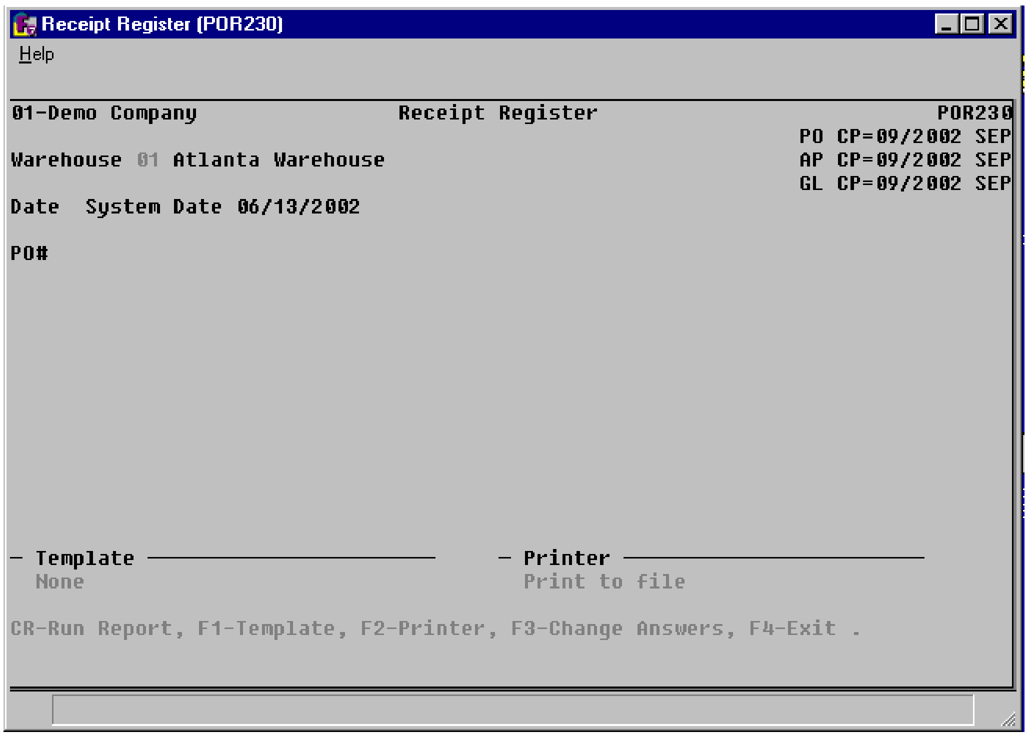
If the GL distribution posts automatically, the journal update follows. Otherwise, the program returns to the purchase order selector. The GL journal update posts a journal entry to the journal file (GLJRNL) according to the information appearing on the GL distribution report. The GL sort file (GLJRNX) is also updated.

When the register has completed processing, it moves any records in POTMPX to POREGX in preparation for the next register to be run. The **Terminal Running Receipt Register** flag is then set back to blanks.

FILES USED - APVEND, GLMSTR, ICWHSX, JCCODE, PODSSP

FILES UPDATED - SMCNTL, SMGLD?, GLJRNL, GLJRNX, ICMAST, ICWHSE, ICCOST, ICFUCT, ICLOTS, ICLEDG, ICLOTX, JCREFX, JCJOBS, PORDER, POITMX, POVNIT, POPAST, PORECT, POPDRC, POREGX, POVNDX, POLOTS, POPASX, POPALX, SORDER, POTMPX


Receipt Register (POR230)
Template Print Options
Warehouse 01 Atlanta Warehouse
Date 05/28/1999
PO# 000000
PO CP=09/1997 SEP
AP CP=09/1997 SEP
GL CP=10/1997 SEP
Template
None
Printer
Genicom Line Printer
OK
Cancel
Enter Warehouse to Print (CR=01), F1-All, F2-Search


Receipt Register (POR230)
Help
01-Demo Company Receipt Register POR230
PO CP=09/2002 SEP
Warehouse 01 Atlanta Warehouse
AP CP=09/2002 SEP
GL CP=09/2002 SEP
Date System Date 06/13/2002
PO#
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

How to run the Receipt Register

1. Access this program by choosing Purchase Orders →Receiving →Receipt Register.
2. In the **Warehouse** field, enter the 2-character code to indicate the warehouse to use for the Receipt Register print. Press Enter to default to the warehouse assigned to the terminal. Select the icon to default to all warehouses for the Receipt Register. Select the to search for warehouses.
3. In the **Date** field, enter the purchase orders Receipt Register date. This date is used to determine the correct period in which to post in the inventory control, purchase orders and general ledger systems. The date must be within the current or next GL period. Select the icon to default to the system date. Note: The system displays the current PO, AP, and GL periods in the upper left portion of the screen as a reference.
4. In the **PO** field, enter the purchase order number(s) to process. Select the icon to process all received POs in the selected warehouse(s) for the Receipt Register. Select the to search for purchase orders. Select the icon to remove the last PO number entered.
5. Select the **OK** button to print the report.
6. If you are printing the GL distribution, the system displays the following message: Receipt Register. OK to Print GL Distribution?

   After printing the Receipt Register, **verify the printout**. If you need to correct the register data, select **Cancel** or enter **N** to exit the program. After you make the correction, you can rerun the Receipt Register. If everything is correct, select **OK** or enter **YES** to continue. The program then prints the GL distribution.

   Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

   After printing the distribution, **verify the printout**. If everything is correct, select **OK** or enter **YES** to continue. The program proceeds with the update. If you need to make a correction, select **Cancel** or enter **N** to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, then print the GL distribution, followed by the optional update.

CHAPTER 4

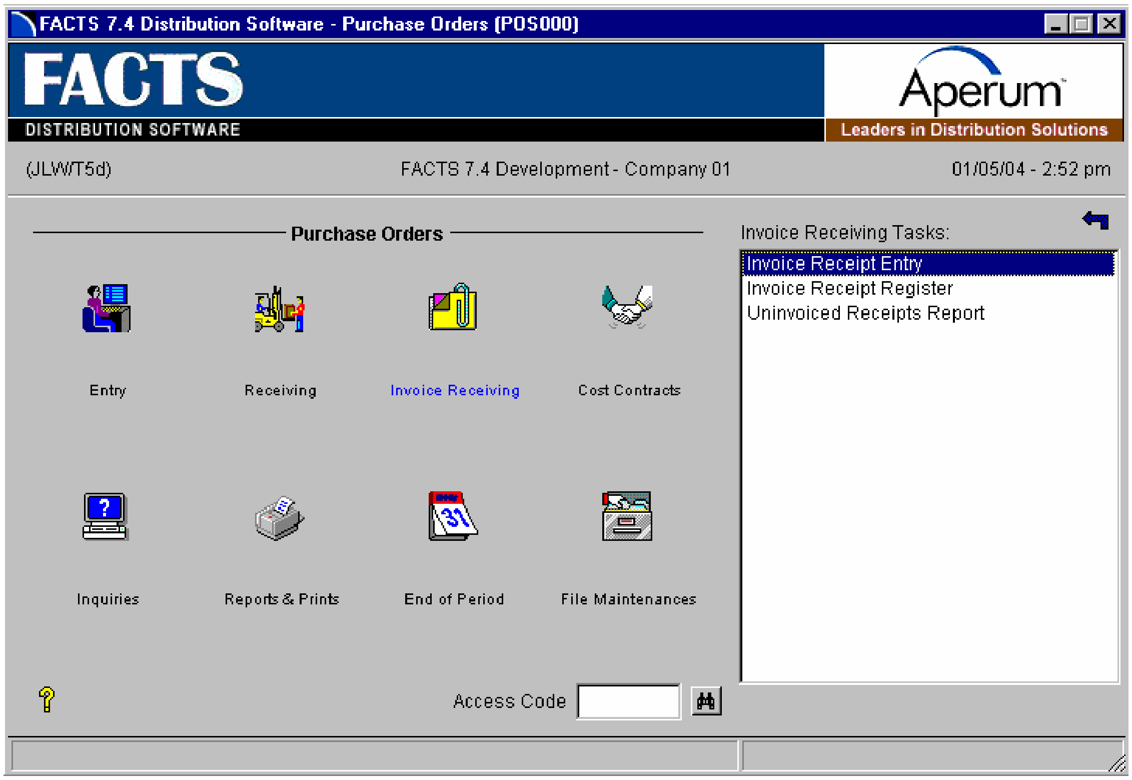
Invoice Receiving (POS300)

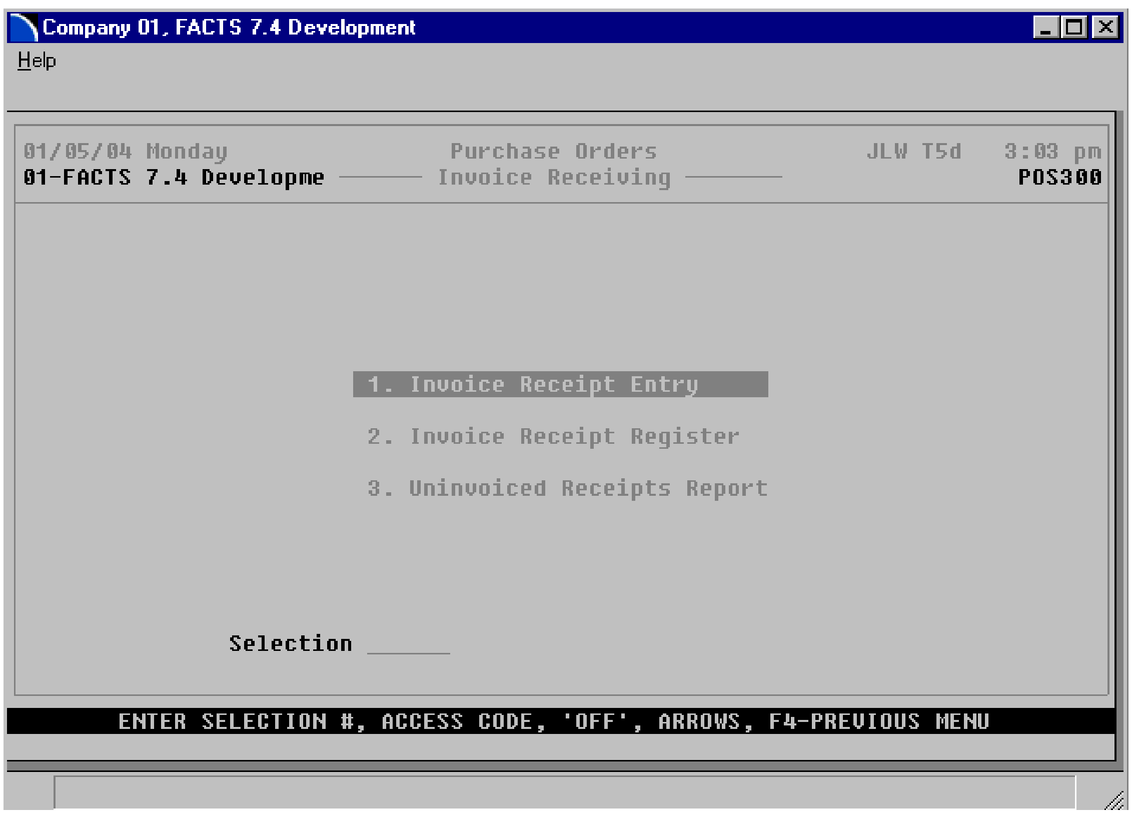
The Purchase Orders Invoice Receiving menu allows the user to enter vendor invoices for merchandise received on a purchase order. A register may be run to list and update all invoice receipts. A report may also be run to list all purchase order receipts for which no invoice has been received.

Invoices for the receipt of merchandise from purchase orders may be entered through the purchase orders Invoice Receipt Entry. Invoice receipts may be changed, added to, or deleted up until they are run through the Invoice Receipt Register. Invoice Receipt Entry replace the Document Entry program in accounts payable and is used to enter only invoices for merchandise received on a purchase order. As with the accounts payable Document Entry program, the invoice is entered and must be expensed to one or more general ledger account numbers.

The Invoice Receipt Register provides a complete audit trail of invoices to be posted to accounts payable. Invoices are not posted until the Invoice Receipt Register is updated. If, when running the register, it is incorrect; the user may choose not to update it, go back into the entry program correct the receipts and run the register again.

The Uninvoiced Receipts Report prints a report that lists all purchase orders which have been received, but for which no invoice has been entered. After the Invoice Receipt Register has been run only uninvoiced receipts remain on file.

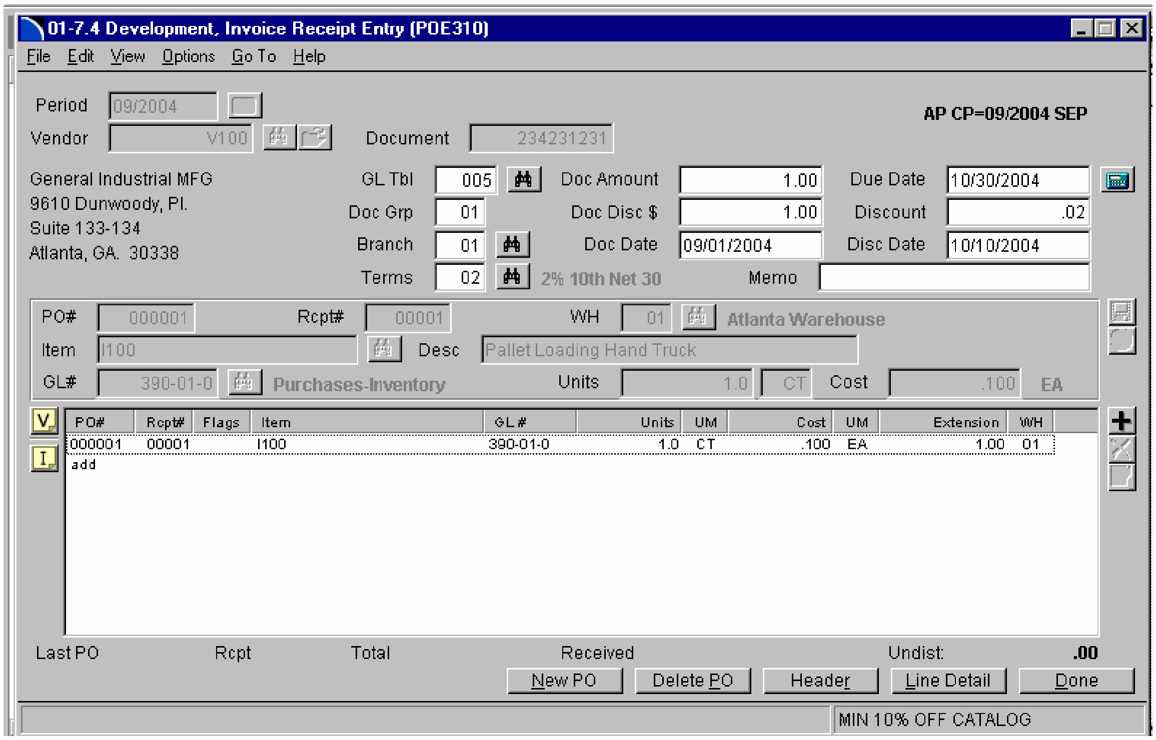

FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLWT5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:52 pm
Purchase Orders
Invoice Receiving Tasks:
Invoice Receipt Entry
Invoice Receipt Register
Uninvoiced Receipts Report
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code

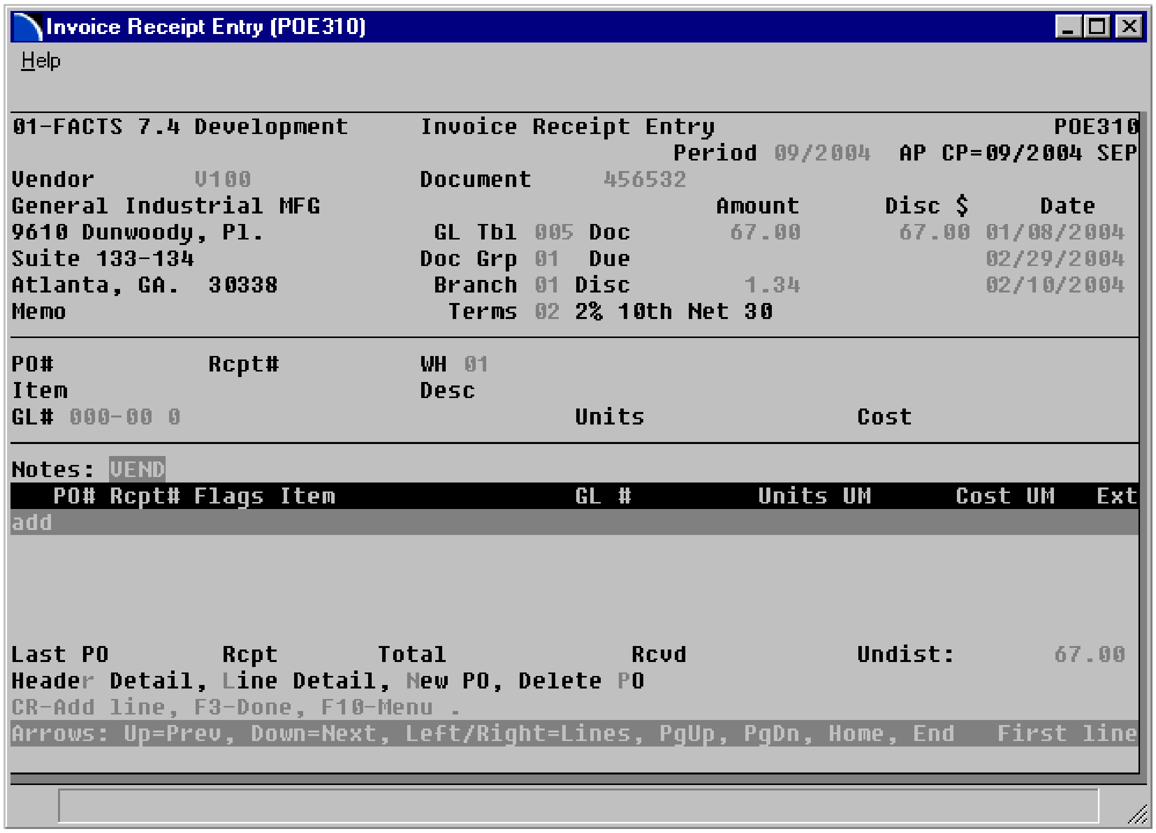

Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d 3:03 pm
01-FACTS 7.4 Developme
Invoice Receiving
POS300
1. Invoice Receipt Entry
2. Invoice Receipt Register
3. Uninvoiced Receipts Report
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Invoice Receipt Entry (POE310)

Function

Use the Invoice Receipt Entry program to enter invoices for merchandise received from purchase orders. It is available only if the **Use Invoice Receipts** flag in the PO Static Control F/M is activated.





Invoice Receipt Entry Processing Notes

The information you enter via this program appears on the Invoice Receipt Register. The number of units received, the number of units invoiced, the cost of the item when it was received and the cost of the item on the invoice are all stored in the invoice receipts file. Information on the cost and number of units received is retrieved from the purchase order receipts file and stored in the invoice receipts file. During Invoice Receipt Entry these amounts are compared to locate discrepancies between received and invoiced amounts. Any discrepancies may be reported through the Period Discrepancy Report. This feature provides a method to ensure that invoice amounts match the amounts actually received.

The Invoice Receipt Entry screen consists of two sections. The upper portion of the screen is called the header portion where the document number, date, amount, vendor and other general information are entered. The lower portion of the screen is called the line item section where line-item corresponds to a particular received purchase order line-item and contains information (purchase order number, receipt number, item number, cost, etc.) specific to that item.

During processing, the system automatically displays urgent notes for vendors and items based on your settings on the Notes tab of PO Entry Options F/M. Refer to the Viewing/Entering Notes from Purchase Order Programs topic in the PO Overview section for details.

Invoice Receipt Entry Header Processing

The upper portion of the screen is called the header portion where you create invoice receipt numbers. From the header section of the screen, you can automatically calculate invoice discounts based on the terms code. You can also enter an invoice memo via this program to appear on the accounts payable check.

Refer to the following procedures for more information about PO Receipt Entry header processing:

Add an invoice receipt document

Opening existing documents

Deleting purchase order invoice receipts

Enter invoice receipt header information

Selecting Individual Lines from a PO Receipt for Importing

In the Invoice Receipt Entry program, you can select individual lines from a PO Receipt to import into the invoice instead of having to import the entire receipt. When you select the New PO option, an additional prompt allows you to import of all remaining receipt lines or select individual receipt lines. If you select to import all lines, the open lines will immediately import onto the invoice with no further user interaction. If you choose to select lines, the Receipt Item Selection screen appears and by using the Toggle, None and All buttons can select which lines will return onto the invoice. You can modify the line quantity and cost by double-clicking the line or highlighting it and selecting . When you close this selection window, all lines that were selected add onto the invoice.

Invoice Receipt Entry Item Processing

In the item section of this program, you must also enter received quantities for each line item. A time-saving feature allows the entire order to be received in one step. (This is not available for serial/lot inventory.) In doing this, the system sets the received quantity equal to the ordered quantity. You can manually change the received quantity, backordered quantity, or cost for any automatic receipt. If items received are serial/lot items, you must enter the serial or lot numbers of the items you are receiving. You can automatically display received purchase order line items.

Refer to the following procedures for more information about Order Entry item processing:

Add a line item

Edit a line item

Delete a line item

Insert a line item or memo

Find a line item

Additional Features

- You can receive serial/lot items on PO invoice receipts.

Technical Notes

Upon conclusion of the header portion and each line-item, a record is written to the invoice receipt file (POINVC).

FILES USED - SMCNTL, POVNIT, POVITX, APVEND, APVALX, GLMSTR, ICMAST, APOPEN, APPAST, GLALPX, ICALPX, POPAST, PORDER, POITMX, SORDER, SOITMX, APDOCM, ICINTR, ICWHSE, ICCLSX

FILES UPDATED - PORECT, POINVC

See Also

Invoice Receipt Entry Header Information

Invoice Receipt Items Information

How to enter or change invoice receipt information

Line Detail for Invoice Receipt Entry Screen

Header Detail for Invoice Receipt Entry Screen

How to enter invoice receipt header information

How to enter invoice receipt header line-item information

Invoice Receipt Entry Header Information

The upper portion of the screen is called the header portion where you create invoice receipt numbers. . From the header section of the screen, you can automatically calculate invoice discounts based on the terms code. You can also enter an invoice memo via this program to appear on the accounts payable check.

Access this program by choosing Purchase Orders →Invoice Receiving →Invoice Receipt Entry.

Input Descriptions

Use the following inputs to setup an invoice receipt header:

1. **Period**

Enter the period to which this information should be posted (PPYY). The current accounts payable period is displayed in the upper right corner of the screen and is the default value. The period may not be before the current accounts payable period and must be either the current or next general ledger period.

2. **Vendor**

Enter the number of the vendor from whom the invoice was received. Entry of a valid vendor number displays the vendor name, address, message, GL table, document group, branch (if used) and terms code from the vendor's record in the accounts payable vendor file. Press **F2** to search. Press **F3** to perform a document search.

If you search for an existing document, then you can enter the beginning vendor for the search. If you press **Enter**, the program lists in document order any existing invoice receipt documents that exist and displays the date entered, due date, amount, and vendor number and name.

3. **Document**

Enter the number that appears on the invoice as the invoice or document number (up to 10 characters). Document numbers already on file for this vendor in either the open payables or past documents files are not accepted. This prevents the accidental double entry of an invoice. If the document number/vendor number combination entered is already in the invoice receipts file, all screen information is displayed. This allows you to make changes to entered invoices prior to running the Invoice Receipt Register.

4. **GL Posting Table**

Enter the number of the accounts payable General Ledger posting table to be used for this invoice. The general ledger posting table number stored with the vendor is the displayed default value. The entry must be a valid GL posting table. This table is used in the line-item portion of the entry to provide default values for the General Ledger account number input. Press **F2** to search.

5. **Document Group**

Enter the document group number that applies to this invoice. The program defaults to the group code created in the vendor's record in AP Vendor F/M.

This group number is stored with the Accounts Payable document record when it is created by the Invoice Receipt Register update. Document group numbers are used by several Accounts Payable reports to categorize documents.

6. **Branch**

Enter the valid branch number that applies to this invoice. Press **Enter** to default to the branch assigned to the terminal. Press **F2** to search.

7. **Terms Code**

Enter the valid payment terms code that applies to this invoice. The terms code stored with the vendor is the displayed default value. The terms code is used to determine the due date and discount amount. Press **F2** to search.

8. **Document Amount**

Enter the document (invoice) total amount (+/-9,999,999.99).

9. **Discountable Amount**

At the bottom of the screen, enter the amount on which to compute a discount. Press **Enter** to default to the document amount. (Freight may not be discountable.)

10. **Document Date**

Enter the document (or invoice) date. The system date is the displayed default value.

11. **Due Date**

Enter the due date for this document (invoice). Press **Enter** (**CR**) to allow automatic calculation of the due date based on the terms code and to proceed to input #14.

12. **Discount**

If the automatic date and amount calculation were selected in input #11, this entry is skipped. Otherwise, enter the invoice discount. The discount may be entered as a dollar amount or a percent of the invoice amount. Entry of a discount percent must include the percent symbol (%) after the number. The discount amount is calculated and displayed. The default value is the amount calculated by the system based on the entered terms code. Any amount less than or equal to the invoice amount is accepted. It is not necessary to enter the negative symbol (-) for normal discount amounts.

13. **Discount Due Date**

If automatic date and amount calculation are to be selected in input #11, this entry is skipped. Enter the date by which payment must be made to be eligible for the discount. Press **Enter** (**CR**) to initially default to the date calculated by the system based on the given terms code.

14. **Memo**

Enter the document memo (up to 25 characters). Press **Enter** (**CR**) to skip this entry. The memo entered appears on the stub portion of the accounts payable check, generated through the entry of this invoice, the Invoice Receipt Register and the normal accounts payable check selection process.

This concludes entry of the header portion of the invoice receipt. After the record is created, all inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and re-entering the invoice.

PO Invoice Receiving Menu Options

Character Users: Press **F10** to display the menu options for the current screen.

File Edit View Options Help

See Also

Invoice Receipt Entry (POE310)

Invoice Receipt Items Information

How to enter or change invoice receipt information

Line Detail for Invoice Receipt Entry Screen

Header Detail for Invoice Receipt Entry Screen

How to enter invoice receipt header information

How to enter invoice receipt header line-item information

Invoice Receipt Entry Item Information

In the item section of this program, you must also enter received quantities for each line item. A time-saving feature allows the entire order to be received in one step. (This is not available for serial/lot inventory.) In doing this, the system sets the received quantity equal to the ordered quantity. You can manually change the received quantity, backordered quantity, or cost for any automatic receipt. If items received are serial/lot items, you must enter the serial or lot numbers of the items you are receiving.

Input Descriptions

Use the following inputs to enter line-items:

The line-item entry portion of the program allows the input of up to 999 line-items to complete the invoice receipt.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single invoice, the program advances to the **prompt-selection input** and refuses further entries.

Character Users: The program proceeds to the **prompt-selection input**.

At this point, the **prompt-selection input** allows the user to:

- Changes a line-item

L - Lists line-items

A - Adds line-items

D - Deletes a purchase order or the entire invoice document

N - Enters a new purchase order number

F2 - Changes the header

F3 - Ends the program

Enter N to add line-items (purchase orders).

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

Graphical Users:

Select the icon to make changes for the highlighted line item.

Select the icon to add an invoice line.

Select the icon to delete the highlighted PO line.

Select the button to add a line item above the highlighted item in the browser.

Press the icon to save your changes.

Select the icon to stop entering line items.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

Highlight a line item and select the **Line Detail button** to access the Line Detail for Purchase Order screen, which is used to view and/or modify item descriptions, promise and request dates, item details, item/vendor info, and item cost info. The system displays Job Posting Entry dialog box for change or review.

Select the Header Detail button to access the Header Detail for Purchase Order Screen, which is used to view and modify header information.

Select the **Done** button to end the program. The undistributed amount of the invoice must equal zero to end the program. If no line-items were entered, the program may not be ended.

Process Descriptions

 # - Changes or deletes a line. The purchase order number, receipt number and item number may not be changed. Individual line-items created from the purchase order receipts file may not be deleted.

L - Lists line-items. Line numbers can be entered from which to start listing (only if more than six line-items).

A or - **Adds**
Line-items may be added as necessary. Any purchase order number and receipt number are accepted. An item search is available. Non-stocked items, vendor/item numbers and interchanges may be entered. NOTE: Entering a non-stocked item number called FRT results in a default description of FREIGHT and entering a non-stocked item number called Factored FRT results in a default description on FACTORED FREIGHT. Similarly, entering a non-stocked item number called TAX defaults to a description of TAX. The GL account number, quantity invoiced and cost are also input. When using A to add line-items, no line-item numbers get tied to a PO receipt regardless if a PO number was added.

D or - Deletes a PO or document. Entire purchase orders or documents can be deleted. A verification of the deletion is displayed before anything is deleted. The user may delete a purchase order (including all its line-items) or delete the entire invoice receipt document. To delete a purchase order, the purchase order number and receipt number must be entered. All line-items for that purchase order are deleted and the undistributed amount is updated.

N or New PO button**- Adds line-items (purchase orders).** Line items from purchase orders may be added as necessary. You can input an entire existing PO by using this prompt. After selecting N, enter the PO number that is to be received. Press **F2** to search. Enter a receipt number for the selected PO. Press **Enter** to default to the first receipt number available for the selected PO. Once the receipt number is entered, the system displays in the center portion of the screen: PO number, receipt number, total for the PO and its received date.

When using N and a purchase order number to add line-item numbers, line-item numbers get tied to the line number on the PO receipt.

When you select **New PO** button or N, the system displays the following inputs:

When you select the ✚ or A, the system displays the following fields as well:

1. PO #

For new POs, enter the purchase order number that corresponds to this invoice. Press **Enter** to default to the displayed value. Press **F2** to search for POs for the selected vendor. **F3** or **F4** ends entries and proceeds to the **prompt-selection input.**

For received POs, enter the received purchase order number.

Receipt #

For new POs, enter the receipt number (up to five characters) that corresponds to this invoice.

For received POs, enter the receipt number that was entered during Receipt Entry for this purchase order. The number displayed is default value. Press **Enter** to default to the receipt number entered on the previous line (if applicable).

Import: Indicate whether to import all lines or only the line you specify on the Receipt Item Selection Screen. You can select:

A-Import All Lines

S-Select Lines to Import

If you select S-Select Lines to Import, the system displays the Receipt Item Selection Screen, which is detailed in the PO Invoice Receipt Entry Features and Procedures section of this chapter.

2. WH (Warehouse)

If the PO and receipt number entered are the same as the previous line, this input is skipped and the warehouse is set to the same warehouse as the previous line. Enter the warehouse the item on this PO was received at. Press **Enter** to default to the warehouse assigned to the purchase order.

3. Item

Enter the item number. If the item is not a valid item, the system checks to see if it is an interchange or a vendor-item number; if either of the latter are true the system automatically prints the valid item number and sets its defaults. Entering a valid item number displays the vendor relation, last lead time, vendor-item number, item class, standard package size, and buying weight. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted.

Entering an invalid item number allows the user to enter non-stocks. If the item is a non-stocked item, the program requires the unit of measure and a description for the non-stocked item.

4. Description

This input is initially skipped except for non-stocked items. Enter the item description. Press **Enter** to default to the displayed value.

5. G/L #

Enter a GL account number. The entry must be a valid GL account number. This is the GL account number that the Invoice Receipt Register expenses the cost of the item against. Press **F2** to search.

6. Units

Enter the quantity of items to be received. The entered amount should be equal to the invoice quantity. Press **Enter** to default to displayed value.

7. Cost

Enter the cost per displayed costing unit of measure. Displayed if on file is: the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last cost from the vendor/item file. Depending on the **Default PO Cost** flag set in the PO static control record, Press Enter to default to the manual cost of the item from the item file or the last cost of the item from the vendor/item file. This input is only used when the **Cost** flag in the Purchase Orders Entry Options record is set to Y or B.

If you change the cost on a line, the system does not update the contract cost flag.

8. *Character Users:* The system displays: **CR-Accept Line, J-Job #, F4-Backup**

If the **Use Job Cost flag** is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. Press **Enter** to accept the line and bypass the job costing information. Enter **J** to enter job costing information or **F4** to back up to the previous input. If you enter **J**, inputs #11-17 must be entered.

Graphical Users: The system displays: **Enter Job Number Y or N**.

If you select **Y**, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against. Press **Enter** to default to the last job number entered (if any). Press **F2** to search. For valid job numbers, the system requests customer code, can enter or search. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. Note: If the **Use Job Cost** flag is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. If you enter **Y**, inputs #11-17 must be entered.

9. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press **Enter** to default to the last job number entered (if any). Press **F2** to search.

10. Price Message

If the billing type for the job entered is fixed, contract or time and material, this input is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the allow billing override flag for the cost code is set to Y and neither the bill rate nor extension will be affected. Press **Enter** (**CR**) to continue.

11. Cost Code

Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message displaying this information. The cost sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing type is not cost plus, the cost code also determines whether the user is able to override the markup method and or bill rate. Press **F2** to search.

The item entry determines the units, unit of measure and cost rate/extension.

12. Markup

This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow Override Of Billing** flag is set to Y in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. You can enter one of the following:

Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input.

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Enter initially defaults to the markup method (amount/percentage) from the cost code record.

13. Bill Rate

This input is unavailable if the **Allow Billing Override** flag in the cost code record is set to N. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press **Enter** (**CR**) to initially default to 0.

14. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). Press **Enter** (**CR**) to initially default to blanks.

15 Print memo on job cost invoice?

This input is initially skipped and set to N. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous input) on the job cost invoice. The input may only be set to Y if the **billing detail** for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** (**CR**) to initially default to N.

Enter -continue, **F4**-backup

Press **Enter** to continue, accept the line and return to the **prompt-selection input** or press F4 backup.

See Also

Invoice Receipt Entry (POE310)

Invoice Receipt Entry Header Information

How to enter or change invoice receipt information

Line Detail for Invoice Receipt Entry Screen

Header Detail for Invoice Receipt Entry Screen

How to enter invoice receipt header information

How to enter invoice receipt header line-item information

PO Invoice Receipt Entry Features and Procedures

PO Receipt Header Processing

Opening existing documents

You can access existing purchase order documents that have not been received. Once you begin receiving a purchase order, the system does not allow to you receive a document in the same window. You can also start another session of FACTS if you need to receive another PO while you are in the middle of receiving one.

To open an existing purchase order:

1. Graphical users: Choose File→Open Existing Document.

   Character users: Press F**10** and choose File→Open Existing Document.

   Search Tips:

   The system displays the PO Document Search screen. In the Go To field, you can enter beginning vendor for the search. To narrow your search, you can enter keywords for the filter values and the characters for the vendor code to start the listing.

2. Use the Document Search window to find the document you want to edit or review.

3. Choose **OK** in the search window to select the document and return to the main entry window.

Deleting purchase order invoice receipts

Deleted purchase order invoice receipts are not simply removed from the file. The system voids purchase order invoice receipt line item records and if all the line items for a purchase order invoice receipt are deleted, then it changes the header record status to deleted. The purchase order invoice receipt then appears on the next purchase orders Invoice Receipt Register as deleted and is removed in the subsequent update. This procedure provides a complete audit trail of all purchase order numbers used.

At any point during the PO entry-receipt process, you can view in detail the PO in its current state or its overview (history since it was entered) status via the PO Vendor Inquiry or Document Inquiry programs.

To delete an order before the receipt header is complete:

Press F4 to back up to the **Document** input.

To delete an order after the header receipt is complete:

With the purchase order open on screen,

Graphical users: Choose File→Delete Document from the menu.

Character users: Press **F10** and choose File→Delete Document from the menu.

PO Invoice Receipt Items Processing

Editing Invoice Receipt Line Items

You can edit line items on a purchase order invoice receipt.

To edit an existing line item receipt:

Use your mouse or arrow keys to highlight the line in the item browser and press select the icon to make changes for the highlighted line item. Press **Enter** (**CR**).

OR

Highlight the line and press Line Detail to access inputs that do not appear in the line-item entry section.

Deleting Invoice Receipt Line Items

Use the mouse or arrow keys to highlight the line in the item browser.

Graphical users: Select the icon to delete the highlighted PO line invoice receipt, or choose Edit→Delete Item from the menu.

Character users: Press **F2**-Delete line and then choose **OK** to delete the item.

Inserting PO Invoice Receipt Line Items or Memos

Use the mouse or arrow keys to highlight a line. The program inserts the new line item above the selected one.

Graphical users: Select the button to add a line item above the highlighted item in the browser, or choose Edit→Insert Line from the menu. Select the icon to stop entering line items.

Character users: Press **F1**-Insert line or press the **Insert** key. The program stays in Insert mode until you press **F4** from the Item Number input or choose the **Cancel** button at the right of the screen.

Finding Items in the PO Invoice Receipt Item Browser

This feature may be helpful when you need to find an item you entered on a long order. It eliminates the need to scroll up and down in the list browser.

Graphical users: Choose Edit→Find Line Item from the menu.

Character users: Press **F10** and choose Edit→Find Line Item.

Enter the item number you want to locate. Press **Enter** (**CR**) to go to the first occurrence of that item in the item browser on the main screen. Press **F2** to find a different item or **F4** to exit the Find Item window.

Adding PO Invoice Receipt Line Items

1. Select the icon to add a PO receipt line. The system displays the Line Detail screen, which is used to view and modify item descriptions, promise and request dates, item details, item / vendor info, and item cost info.

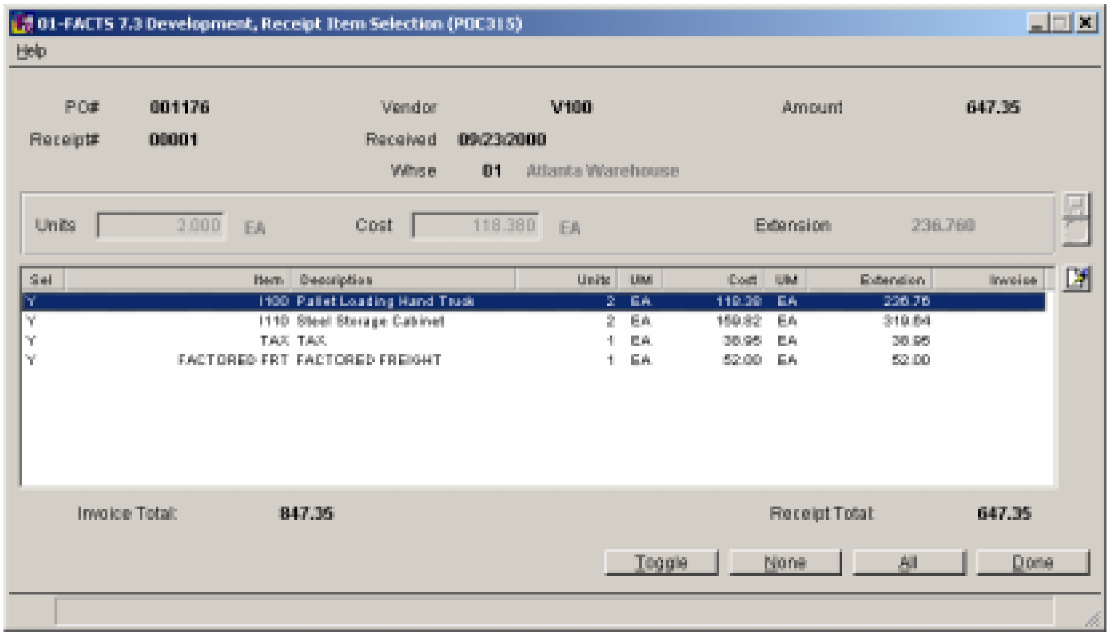
   The program automatically switches to add mode once you complete the header. This means the cursor appears in the Item Number input after you exit the last header input. The program stays in add mode until you press **F4** to back out of the line-item entry section or press the button at the right of the screen.

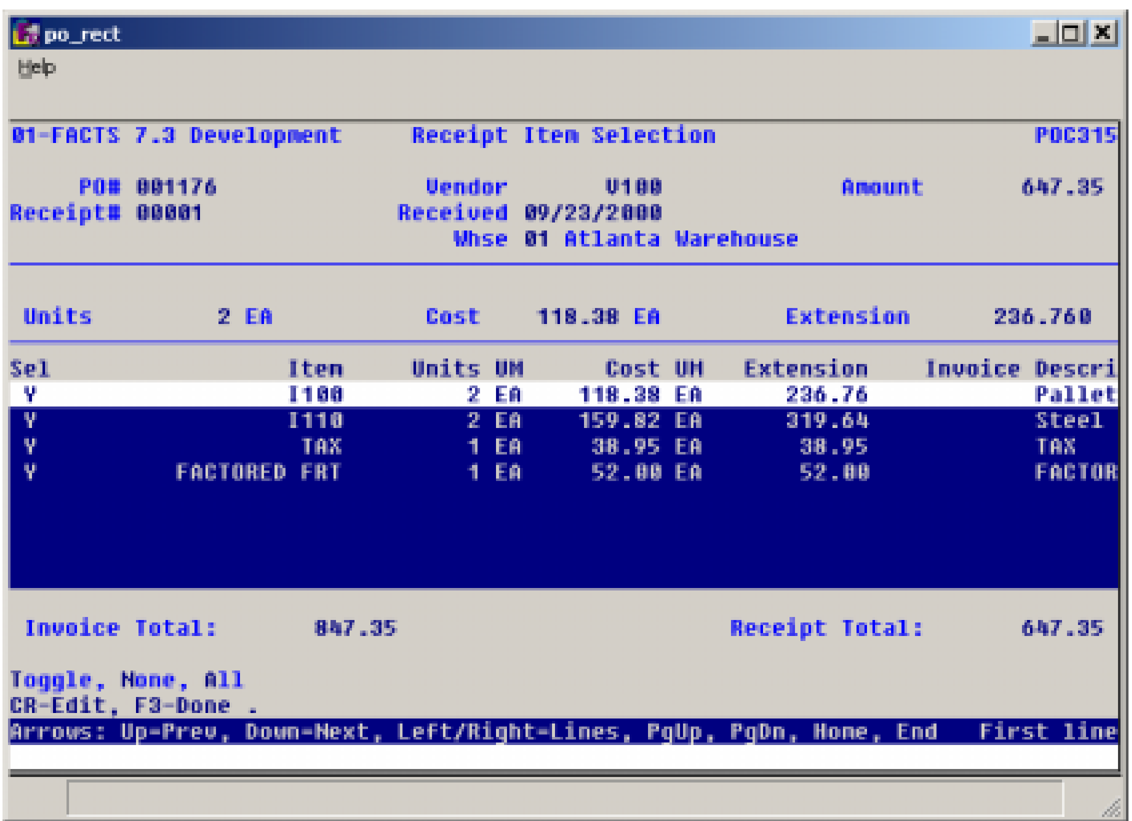
   Quick entry tip: Enter the item number, the ordered quantity and then press the Down Arrow key.

2. The program uses the default information in the rest of the line-item entry inputs and returns to the Item Number input.

Receipt Item Selection Screen (POC315)

The system displays the Receipt Item Selection Screen when you indicate you want to select the PO lines to import to an invoice receipt. This screen displays from the PO Invoice Receipt Entry program.





In the upper portion of the screen, the system displays the purchase order number, receipt number, vendor number, amount, received date, and warehouse.

In the browser in the lower portion of the screen, the system displays the PO lines that are available from the PO and receipt you specified. All lines populate the browser with the Sel (selection) column marked as Y. Use the **Toggle** button at the bottom of the screen to change the Sel value from Y (yes) to N (no) and vice versa. To select all of the PO lines, select the **All** button. To not select any of these lines, select the **None** button.

You can edit the units and cost for an item on a PO line by double clicking the line or highlighting it and selecting the  icon. The system makes the units and Cost inputs in the center of the screen available for editing. Select the  icon to stop modifying the PO line item. Press the  icon to save your changes to the PO line item.

Press the **Done** button to complete the receipt item selection and return to the PO Invoice Receipt Entry program.

How to enter or change invoice receipt information

1. Access this program by choosing Purchase Orders →Invoice Receiving → Invoice Receipt Entry.

   Complete steps 2-6 to enter invoice receipt header information

2. In the **Period** field, the system displays the current system period. This is the period to which this invoice receipt information posts (PPYY). The current accounts payable period is displayed in the upper right corner of the screen and is the default value. The period cannot be before the current accounts payable period and must be either the current or next general ledger period. Select the to set this value to the current period.

3. In the **Vendor** field, enter the number of the vendor for the invoice.

   The system displays the vendor name, address, message, GL table, document group, branch (if used) and terms code from the vendor's record in the accounts payable vendor file.

   Search Tips:
   Press **F2** or select the icon to perform a document search by vendor. You can also search by invoice receipt numbers.

   To search for invoice receipt documents, select the icon. You can enter the beginning vendor to search for. If you press **Enter**, the program lists in document order any existing invoice receipt documents that exist. Also displayed are the date entered, due date, amount, and vendor number and name.

4. In the **Document** field, enter the document number for the invoice receipt.

5. You can enter or modify information in the following fields:

   GL Tbl--Enter the number of the accounts payable General Ledger posting table to be used for this invoice. The general ledger posting table number stored with the vendor is the displayed default value. The entry must be a valid GL posting table. This table is used in the line-item portion of the entry to provide default values for the General Ledger account number input. Press **F2** to search.

   Doc Grp --Enter the document group number that applies to this invoice. The program defaults to the group code created in the vendor's record in AP Vendor F/M. This group number is stored with the Accounts Payable document record when it is created by the Invoice Receipt Register update. Document group numbers are used by several Accounts Payable reports to categorize documents.

   Branch--Enter the valid branch number that applies to this invoice. Press **Enter** to default to the branch assigned to the terminal. Press **F2** to search.

Terms Code--Enter the valid payment terms code that applies to this invoice. The terms code stored with the vendor is the displayed default value. The terms code is used to determine the due date and discount amount. Press **F2** to search.

Doc Amount--Enter the document (invoice) total amount (+/- 9,999,999.99).

When you add invoice receipt lines in the lower portion of the screen, you can modify the Doc Amount value via the **Header** button to distribute the costs for the additional lines.

Doc Dis--At the bottom of the screen, enter the amount on which to compute a discount. Press **Enter** to default to the document amount. (Freight may not be discountable.)

Document Date--Enter the document (or invoice) date. The system date is the displayed default value.

Due Date--Enter the due date for this document (invoice). Press **Enter** (**CR**) to allow automatic calculation of the due date based on the terms code and to proceed to input #14.

Discount--If the automatic date and amount calculation were selected in input #11, this entry is skipped. Otherwise, enter the invoice discount. The discount may be entered as a dollar amount or a percent of the invoice amount. Entry of a discount percent must include the percent symbol (%) after the number. The discount amount is calculated and displayed. The default value is the amount calculated by the system based on the entered terms code. Any amount less than or equal to the invoice amount is accepted. It is not necessary to enter the negative symbol (-) for normal discount amounts.

Discount Due Date--If automatic date and amount calculation are to be selected in input #11, this entry is skipped. Enter the date by which payment must be made to be eligible for the discount. Press **Enter** (**CR**) to initially default to the date calculated by the system based on the given terms code.

Memo--Enter the document memo (up to 25 characters). Press CR to skip this entry. The memo entered appears on the stub portion of the accounts payable check, generated through the entry of this invoice, the Invoice Receipt Register and the normal accounts payable check selection process.

This concludes entry of the header portion of the invoice receipt. After the record is created, all inputs except #1-3 are accessible through the change header routine. Inputs #1-3 can only be changed by deleting and re-entering the invoice.

In the lower portion of the screen the system displays any existing PO receipt lines for the invoice receipt

Complete steps 6-15 to enter invoice receipt lines. You can:

6. Select the **Delete PO** button to delete purchase orders or documents. The system verifies you want to delete the selected PO receipt line item before completing the process. Highlight the line you want to delete then select the Delete PO button.

7. Select the **Header** button to modify header information invoice receipt. Refer to Header Detail for PO Invoice Receipt Entry topic for field descriptions.

8. Highlight an existing PO receipt line item and select the **Line Detail** button to access the Line Detail for PO Invoice Receipt Entry screen. You can modify information in the following fields:

9. Select the icon to make changes for the highlighted line item.

10. Select the New PO button to access the New PO dialog box, which is used to enter new PO Receipt line items for invoice receipt. From the New PO dialog box, you can select to import all line items from a specified PO receipt or only selected PO lines. If you select to import selected lines, the system displays the Receipt Item Selection Screen so you can select PO receipt lines to import for invoice receipt.

    Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single invoice, the program advances to the **prompt-selection input** and refuses further entries. The inputs for entering new POs are the same as for adding received purchase orders. Refer to step 11 for input descriptions.

11. Select the icon (CUI users: enter A-Add Line) to add an invoice line to the PO invoice receipt. Select the button to add a line item above the highlighted item in the browser. Enter information in the following fields:

    PO #
    For received POs, enter the received purchase order number.

    Receipt #
    For received POs, enter the receipt number that was entered during Receipt Entry for this purchase order. The number displayed is default value. Press **Enter** to default to the receipt number entered on the previous line (if applicable).

    WH (Warehouse)
    If the PO and receipt number entered are the same as the previous line, this input is skipped and the warehouse is set to the same warehouse as the previous line. Enter the warehouse the item on this PO was received at. Press **Enter** to default to the warehouse assigned to the purchase order.

    Item

Enter the item number. If the item is not a valid item, the system checks to see if it is an interchange or a vendor-item number; if either of the latter are true the system automatically prints the valid item number and sets its defaults. Entering a valid item number displays the vendor relation, last lead time, vendor-item number, item class, standard package size, and buying weight. The relation is considered primary if this vendor number is stored with the item in the inventory control item file. If not a primary relationship, the relation is considered secondary when there is record of purchase of the item from this vendor. Otherwise, the relation is considered unlisted.

Description
This input is initially skipped except for non-stocked items. Enter the item description. Press **Enter** to default to the displayed value.

G/L #
Enter a GL account number. The entry must be a valid GL account number. This is the GL account number that the Invoice Receipt Register expenses the cost of the item against. Press **F2** to search.

Units
Enter the quantity of items to be received. The entered amount should be equal to the invoice quantity. Press **Enter** to default to displayed value.

Cost
Enter the cost per displayed costing unit of measure. Displayed if on file is: the manual cost from the item file, the average and last costs from the warehouse/item file, and the manual and last cost from the vendor/item file. Depending on the **Default PO Cost** flag set in the PO static control record, Press **Enter** to default to the manual cost of the item from the item file or the last cost of the item from the vendor/item file. This input is only used when the **Cost** flag in the Purchase Orders Entry Options record is set to Y or B.

If you change the cost on a line, the system does not update the contract cost flag.

The system displays: **Enter Job Number Y or N**.
If you select **Y**, the system displays the Job Posting Entry screen. Enter the valid job number to post this entry against. Press **Enter** to default to the last job number entered (if any). Press **F2** to search. For valid job numbers, the system requests customer code, you can enter a value or search. The system then requests a memo for the posting entry. You can indicate whether you want this memo to print on the PO invoice. Note: If the **Use Job Cost** flag is set to **N** in the purchase orders static control record or if the item is a special order or the purchase order is a direct ship, the system skips this input. If you enter **Y**, inputs #11-17 must be entered.

Job Number
Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and

billing type. Press **Enter** to default to the last job number entered (if any). Press **F2** to search.

Price Message
If the billing type for the job entered is fixed, contract or time and material, this input is skipped. If the billing type is cost + (plus) or no charge, the program displays the price (bill rate) that will be used to calculate the extension. If the job is no charge, then the markup method can be changed if the allow billing override flag for the cost code is set to Y and neither the bill rate nor extension will be affected. Press **Enter** (**CR**) to continue.

Cost Code
Enter a valid cost code (up to 4 characters). Entering a valid cost code displays the cost code description and the cost type. If the cost code is not set up to use units (unit of measure field is blank in Cost Code F/M), the program displays a message displaying this information. The cost sets the defaults for markup method (for all jobs that are not billed as cost plus) and the billing rate for jobs that are billed as a fixed contract or as time and material. If the billing type is not cost plus, the cost code also determines whether the user is able to override the markup method and or bill rate. Press **F2** to search.
The item entry determines the units, unit of measure and cost rate/extension.

Markup
This input is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow Override Of Billing** flag is set to Y in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.
Enter the markup method to use for this posting entry. You can enter one of the following:

Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.

#+% Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M Enter the bill rate manually. Entering M displays the word MANUAL and the program proceeds to the bill rate input.

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Enter initially defaults to the markup method (amount/percentage) from the cost code record.

Bill Rate
This input is unavailable if the **Allow Billing Override** flag in the cost code record is set to N. This input is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press **Enter** (**CR**) to initially default to 0.

Memo
Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next input). Press **Enter** (**CR**) to initially default to blanks.

Print memo on job cost invoice?

This input is initially skipped and set to N. Enter **N** or **Y** to indicate whether to print the memo (entered in the previous input) on the job cost invoice. The input may only be set to Y if the **billing detail** for the cost type (that the cost code is assigned to) is set to A for all transactions in the Job Entry program. Press **Enter** (**CR**) to initially default to N.
Enter -continue, **F4**-backup
Press **Enter** to continue, accept the line and return to the **prompt-selection input** or press F4 backup.

12. GUI Users: Press the icon to save your changes.

Select the icon to stop entering line items.

Select the icon to delete the highlighted PO receipt line.

On the left side of the line item browser, you can select:

to access Note Entry (SME710) for the item highlighted in line item browser.

to access Note Entry (SME710) for the vendor specified in the program.

CUI Users: You can enter:

- Changes a line-item

L - Lists line-items

A - Adds a line-item

S - Stops receipt of purchase order

D - Deletes the purchase order

F2 - Changes the header

F3 - Accesses the ending routine

In the Notes: area of the screen, just above the line item section, the system displays VEND or ITEM to indicate that notes are present. From the View menu of the Warehouse transfer entry programs, you can select F10-Menu, View, Item Notes or Vendor Notes.

13. Select the **Done** button or F3, and the system checks to ensure the undistributed amount of the invoice equals zero then processes the invoice receipt. The undistributed amount of the invoice must equal zero to end the program. If no line items were entered, the program may not be ended.

See Also

Invoice Receipt Entry (POE310)

Invoice Receipt Entry Header Information

Invoice Receipt Items Information

Line Detail for Invoice Receipt Entry Screen

Header Detail for Invoice Receipt Entry Screen

Invoice Receipt Register (POR310)

Function

This program allows the user to print a register of all invoice receipts that have been entered since the last Invoice Receipt Register. It may be used as a tool to locate discrepancies in invoice amounts and actual received amounts.

The optional update creates documents in the AP document entry file, updates various purchase orders files, and removes invoice receipt and purchase orders receipt records. This program is available only if the **Use Invoice Receipts** flag in the purchase orders static control record is set to Y.

Note: If the cost is a contract cost, the system does not update the last cost with the contract cost value and sets the contract cost flag for the line.

Report information includes the following: vendor number, document (invoice) number, branch, total amount, period, due date and payment terms. Each line of the invoice includes purchase order number, receipt number, item number, description, received quantity, invoiced quantity, cost at time of receipt, cost on invoice, the extension (invoice quantity multiplied by the invoice cost) and the GL account number. An asterisk (*) is printed on any line where the invoiced amount is unequal to the received amount. Vendor and register totals are also included.

NOTE: This register does not print a GL distribution or post to general ledger. During the update, the program writes documents to the AP document entry file. Users should run the AP Document Entry and Adjustment Register immediately following this update. The AP register prints the documents to post into the open payables file and prints the GL distribution (if used). The update posts documents to the open payables file and optionally posts to general ledger.

User Inputs

The following inputs are involved in printing and updating the Invoice Receipt Register:

1. Beginning Vendor

Enter the beginning vendor to print. CR defaults to FIRST. Press F2 to search.

2. Ending Vendor

Enter the ending vendor to print. CR defaults to LAST. Press F2 to search.

3. Branch

Enter a branch number for which to run the register. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL. Press F2 to search.

The program now proceeds to print the register for the selected vendors. Upon completion of printing the following prompt appears.

4. Check Register. Ok to Update?

After printing the Invoice Receipt Register, **Verify the printout.** If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, run the register again.

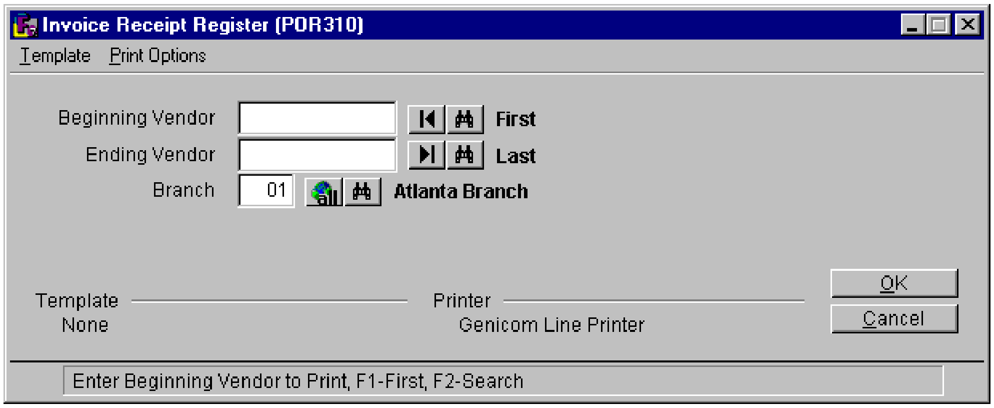
Technical Notes

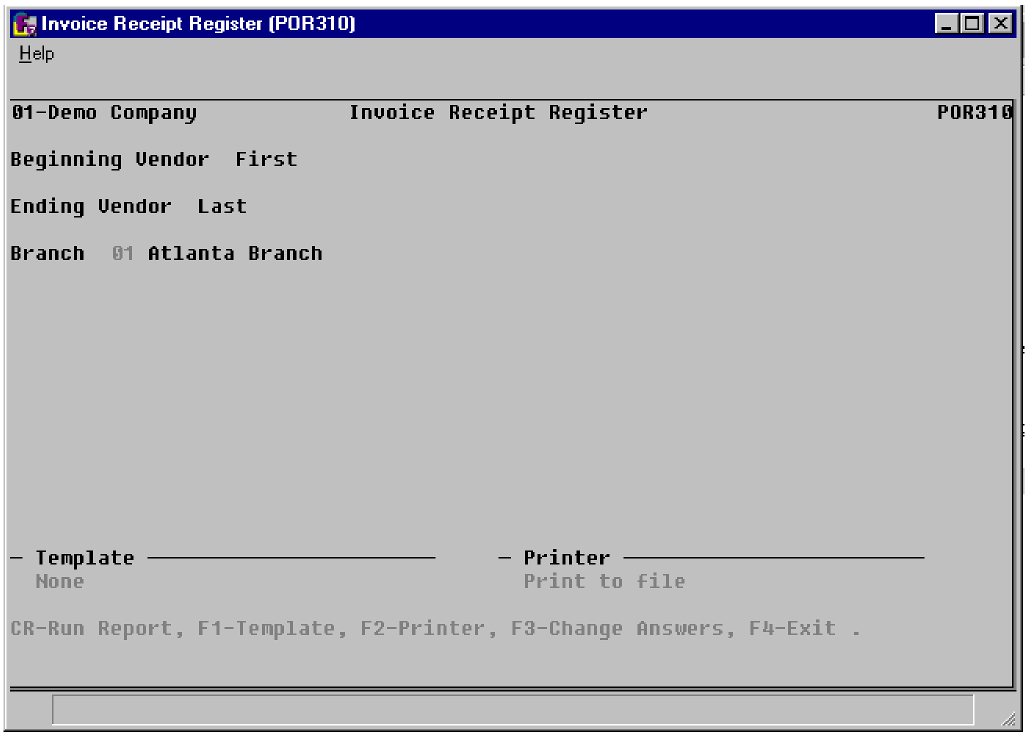
Printing of the register proceeds by reading through the invoice receipts file (POINVC) for records of the selected vendors. The accounts payable vendor file (APVEND) is then referenced to obtain vendor names.

The header update begins by creating the accounts payable open documents (APDOCM) header record. If an open document record for this vendor and invoice already exist in the accounts payable file, a duplicate record is not created. The update is halted to allow for clarification. If the period invoice receipts report flag is set to Y, the header record of the period invoice receipts file (POPDIN) is created. The line-item update creates line-item records in the accounts payable open documents file and the period invoice receipts file. If the period receipts discrepancy report flag is set to Y, any discrepant line-items are created in the period receipts discrepancy file (POPDRD). Next, all corresponding line-items in the invoice receipts file (POINVC) are removed. The header record of the purchase order receipts file is removed once all line-items for that purchase order are removed. The last Invoice Receipt Register number used is updated in the purchase orders nonstatic control record.

FILES USED - APVEND

FILES UPDATED - APDOCM, APDOCX, POPDIN, POPDRD, POVNIT, PORECT, POINVC, SMCNTL


Invoice Receipt Register (POR310)
Template Print Options
Beginning Vendor
First
Ending Vendor
Last
Branch 01
Atlanta Branch
Template
None
Printer
Genicom Line Printer
OK
Cancel
Enter Beginning Vendor to Print, F1-First, F2-Search


Invoice Receipt Register (POR310)
Help
01-Demo Company Invoice Receipt Register POR310
Beginning Vendor First
Ending Vendor Last
Branch 01 Atlanta Branch
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

How to run the Invoice Receipt Register

1. Access this program by choosing Purchase Orders → Invoice Receiving →Invoice Receipt Register.
2. In the **Beginning Vendor** field, enter the starting vendor code for the register. Select the icon to start with the first vendor code on file. Select the to search for vendors.
3. In the **Ending Vendor** field, enter the ending vendor code for the register. Select the icon to end with the last vendor code on file. Select the to search for vendors.
4. In the **Branch** field, enter the branch number for which to run the register. The program defaults to the branch assigned to the terminal. Select the icon to process all branches for the Invoice Receipt Register. Select the to search for branch.
5. Select the **OK** button to print the register. The system prints the register for the selected vendors.
6. The system displays the message: Invoice Receipt Register: OK to Update?

   After printing the Receipt Register, **verify the printout**. If you need to correct the register data, select **Cancel** or enter **N** to exit the program. After you make the correction, you can rerun the Invoice Receipt Register. If everything is correct, select **OK** or enter **YES** to continue. The program then prints the GL distribution.

   NOTE: This register does not print a GL distribution or post to General Ledger. During the update, the program writes documents to the AP document entry file. You should run the AP Document Entry and Adjustment Register immediately following this update. The AP register prints the documents to post into the open payables file and prints the GL distribution (if used). The update posts documents to the open payables file and optionally posts to General Ledger.

Uninvoiced Receipts Report (POR320)

Function

This program allows the user to print a report of any purchase orders that have been received but for which no invoice has been entered.

This program is only available if the **Use Invoice Receipts** flag in the purchase orders static control record is set to Y.

The Invoice Receipt Register update removes, from the purchase orders receipts file, all purchase orders for which invoices have been entered. Therefore, only uninvoiced purchase orders remain in the file after the Invoice Receipt Register Update has been run. Those records are available for printing through the Uninvoiced Receipts Report.

The user has the option to:

- Select the beginning and ending vendor to print.
- Select the beginning and ending received dates to include.
- Select warehouse(s) to print.
- Print vendor totals.
- Print summary or detail information.

Report information includes the following:

- Summary: vendor number, name, purchase order number, receipt number, received date, warehouse and total amount of the purchase order.
- Detail: summary information plus item number and description, units and cost for each purchase order.
- Vendor Totals: totals for purchases (including factored freight), freight and tax.

User Inputs

The following inputs are involved in printing the Uninvoiced Receipts Report:

1. Beginning Vendor

Enter the beginning vendor to print. CR defaults to FIRST. Press F2 to search.

2. Ending Vendor

Enter the ending vendor to print. CR defaults to LAST. Press F2 to search.

3. Beginning Date

Enter the earliest received date on a purchase order to be included on the report (ref. 2). CR defaults to FIRST. Press F2 to search.

4. Ending Date

Enter the latest received date on a purchase order to be included (ref. 2). CR defaults to LAST.

5. Warehouse

Enter a 2-character warehouse code to print. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. Press F2 to search.

6. Vendor Totals

Enter **Y** or **N** to indicate whether to include detailed vendor totals. CR defaults to Y.

7. Scope

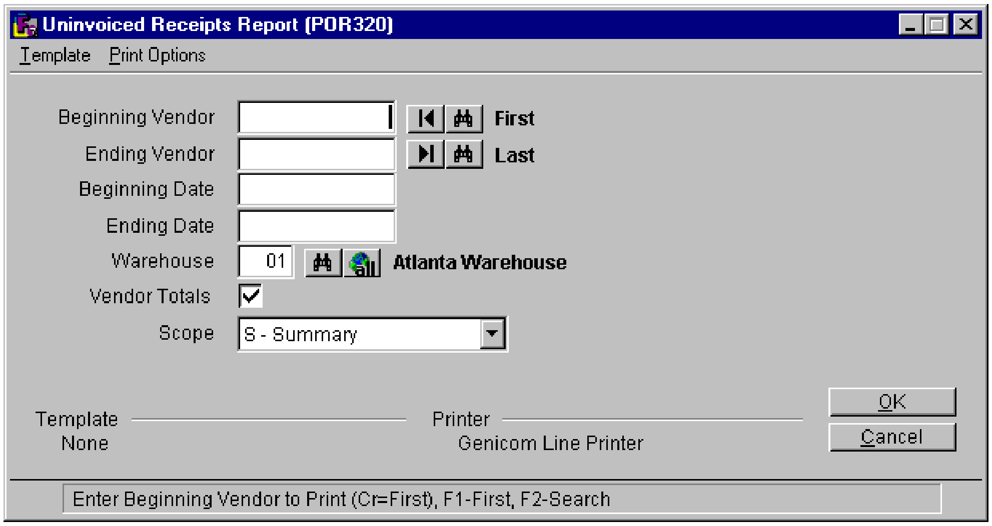
Enter whether to print **S**-summary or **D**-detail information. CR defaults to S.

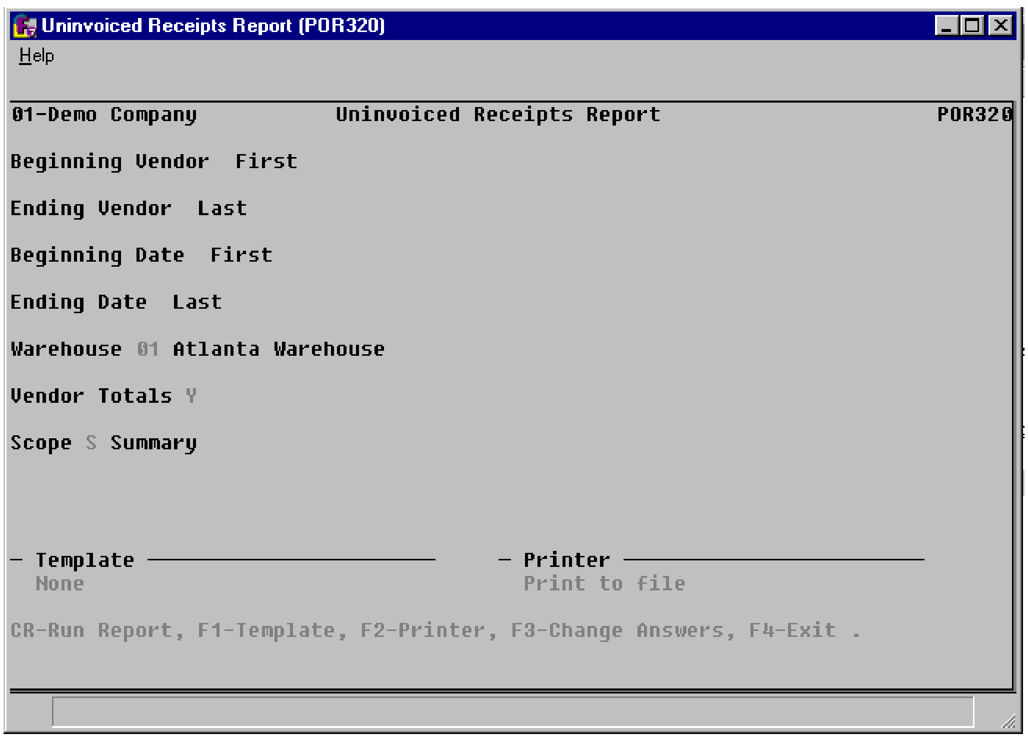
Technical Notes

Printing proceeds by reading through the purchase order receipts file (PORECT) for all purchase orders meeting the entered criteria. The accounts payable vendor file is referenced to obtain vendor names. Upon completion of printing, the program returns to the purchase orders invoice receipts menu.

FILES USED - SMCNTL, PORECT, APVEND

FILES UPDATED - NONE


Uninvoiced Receipts Report (POR320)
Template
Print Options
Beginning Vendor
First
Ending Vendor
Last
Beginning Date
Ending Date
Warehouse
01
Atlanta Warehouse
Vendor Totals
Scope
S - Summary
Template
None
Printer
Genicom Line Printer
OK
Cancel
Enter Beginning Vendor to Print (Cr=First), F1-First, F2-Search


Uninvoiced Receipts Report (POR320)
Help
01-Demo Company
Uninvoiced Receipts Report
POR320
Beginning Vendor First
Ending Vendor Last
Beginning Date First
Ending Date Last
Warehouse 01 Atlanta Warehouse
Vendor Totals Y
Scope S Summary
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

CHAPTER 5

Cost Contracts (POS500)

Many vendors offer special prices (the distributor's cost) for items or groups of items. You can use Cost Contracts to more accurately track special prices to reduce errors and ensure that all available price breaks are taken.

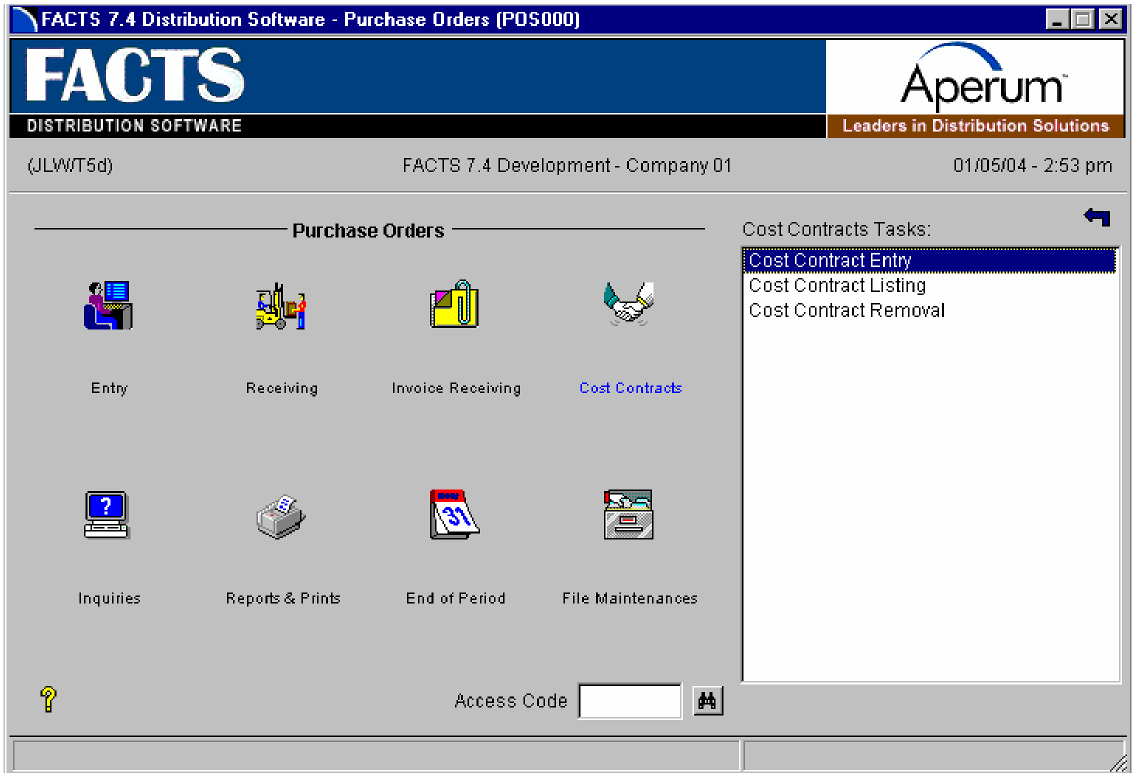
Access Cost Contract Entry (POE510) to enter contracts. When you add lines to purchase orders, the default cost is calculated. If you override that cost during the entry process, the cost override flag is set and the origin of any cost entered is captured and stored in the purchase order line item file. That cost and origin is also transferred to the past purchase order line file. You can view the cost origin in the line detail of the PO Document Inquiry or during line detail in the PO entry programs. Use the Contract Listing program to print the detail of contracts that are on file. As contracts expire, they can be purged using the Cost Contract Removal (POU510) program. Inquiries are available for viewing contracts on file for a vendor.

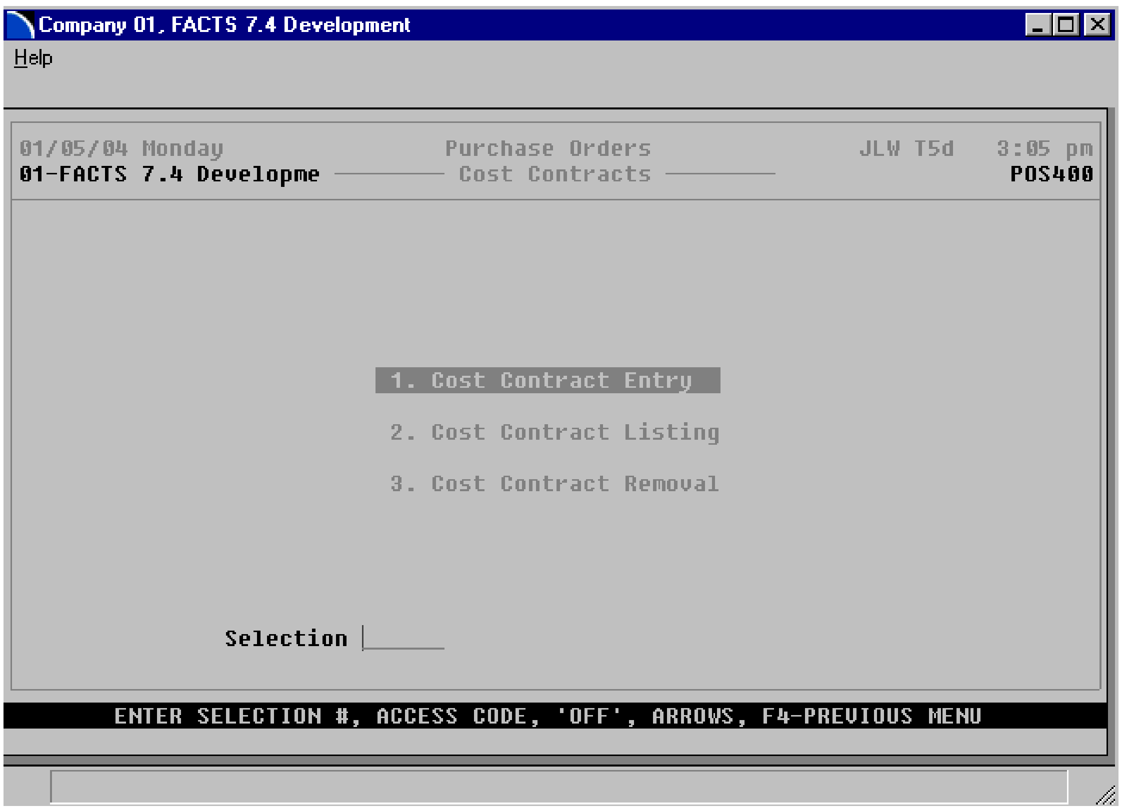
You can access the following programs from the PO Cost Contracts menu:

Cost Contract Entry (POE510), which is used to enter contracts for specified vendors.

Cost Contract Listing (POR510), which is used to print the detail of contracts that are on file.

Cost Contract Removal (POU510), which is used to purge contracts as they expire.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:53 pm
Purchase Orders
Cost Contracts Tasks:
Cost Contract Entry
Cost Contract Listing
Cost Contract Removal
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d 3:05 pm
01-FACTS 7.4 Developme
Cost Contracts
POS400
1. Cost Contract Entry
2. Cost Contract Listing
3. Cost Contract Removal
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Cost Contract Entry (POE510)

This program allows you to enter cost contracts for vendors. You can store cost contract information by vendor, including costs that get calculated from other values, like list price. Cost contracts establish the default cost that gets entered on purchase orders.

Cost contracts can be based on specific items, items of a specific cost class, or all items, and the default cost must be selectable by vendor. Contracts can be specific to a warehouse or valid for all warehouses, and they can only be valid when selling to a specific customer (via a special order).

When you enter contract lines, the Scope determines the entry fields that display (e.g. Item or Cost Class). After you enter the warehouse, effective date, scope and customer information, the system displays the Contract detail screen so you can enter quantity break / costing information for the contract line.

Cost Hierarchy Information

For each vendor, you can specify which contract scopes take precedence on the Costing view of Vendor F/M (APF910). The Contract Scope options are “specific item contracts, “cost class contracts, “all item contracts, and “standard cost (per PO Static Control).

You can set the order in which the costs are considered, so that if the first one isn’t found the next one is taken and indicate whether the lowest cost is always taken, regardless of the hierarchy.

Cost contracts for the specific warehouse placing the order are always considered before contracts for all warehouses (unless the select lowest flag is set and an “all warehouses contract is lower than the specific warehouse contract).

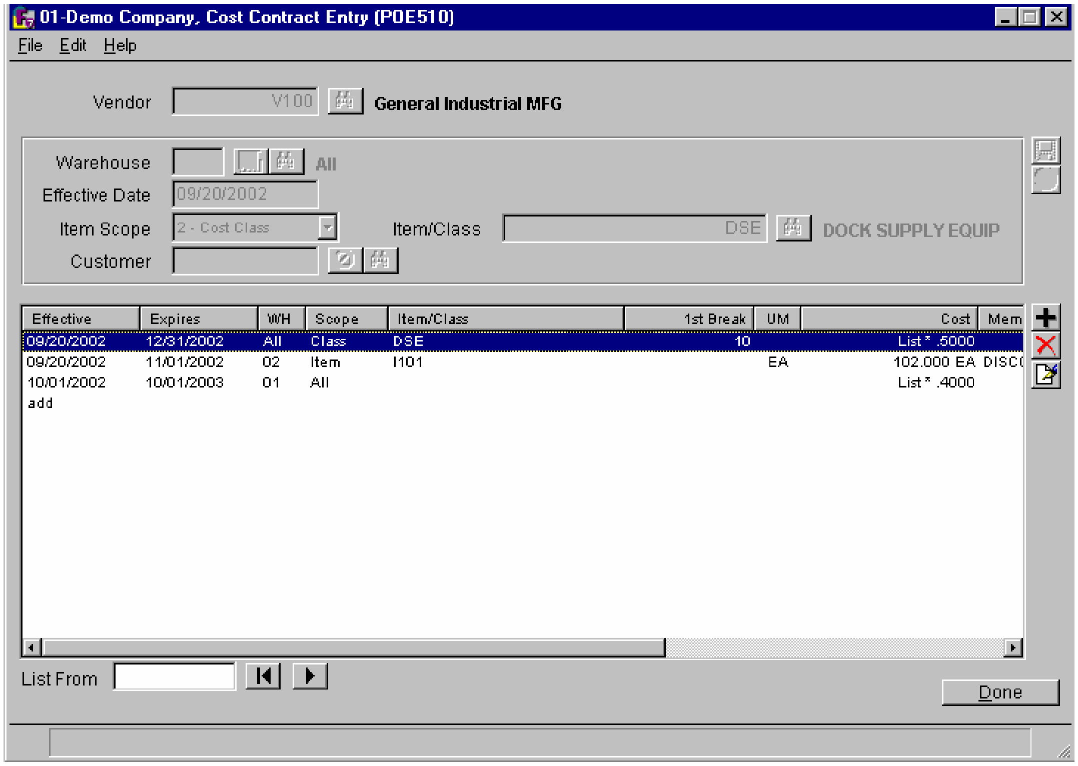
Cost contracts for the specific customer being sold to on a special order PO are always considered before contracts that aren’t for a specific customer.

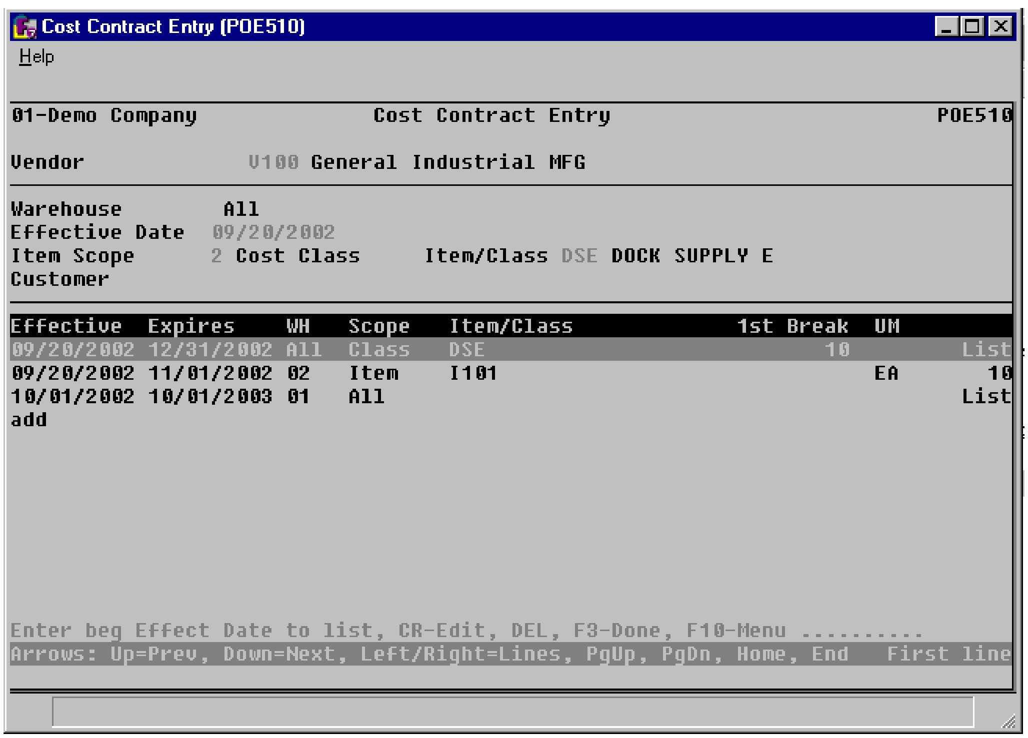
<u>Cost contracts are selected in the following order:</u>

Specific Customer Contracts per the hierarchy – check required flag

Specific Warehouse Contracts per the hierarchy

All Warehouse Contracts per the hierarchy


01-Demo Company, Cost Contract Entry (POE510)
File Edit Help
Vendor V100 General Industrial MFG
Warehouse All
Effective Date 09/20/2002
Item Scope 2 - Cost Class
Item/Class DSE DOCK SUPPLY EQUIP
Customer
Effective Expires WH Scope Item/Class 1st Break UM Cost Mem
09/20/2002 12/31/2002 All Class DSE 10 List * .5000
09/20/2002 11/01/2002 02 Item I101 EA 102.000 EA DISC
10/01/2002 10/01/2003 01 All List * .4000
add
List From
Done


Cost Contract Entry (POE510)
Help
01-Demo Company Cost Contract Entry POE510
Vendor V100 General Industrial MFG
Warehouse All
Effective Date 09/20/2002
Item Scope 2 Cost Class Item/Class DSE DOCK SUPPLY E
Customer
Effective Expires WH Scope Item/Class 1st Break UM
09/20/2002 12/31/2002 All Class DSE 10 List
09/20/2002 11/01/2002 02 Item I101 EA 10
10/01/2002 10/01/2003 01 All List
add
Enter beg Effect Date to list, CR-Edit, DEL, F3-Done, F10-Menu ....
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

Header Input Descriptions

Use the following inputs to enter contract header information:

1. Vendor

Enter the vendor for this contract. Press F2 or the icon to search for vendors. If contracts already exist for this vendor, the system displays them by the effective date order in the list view in the lower portion of the screen. At the bottom of the screen, you can enter a date in the List from field to limit the display by effective date.

2. Warehouse

Enter the warehouse for this contract. Press F1 for All, F4 to backup, F2 or the icon to search for warehouses.

3. Effective Date

Enter the effective contract date

4. Scope

Enter the item scope of the contract. You can select from I-Specific Item, C-Cost Class, or A-All Items. Press Enter (CR) to accept A, the default.

If you select I, the next prompt is **Item**. If you select C, the next prompt is **Cost Class**. If you select A, the system disables the next prompt.

5. Item/Cost Class

Enter the item for this contract. Press F2 or the icon to search or F4 to back up.

-or-

Enter the cost class for this contract. Press F2 or the icon to search or F4 to back up.

6. Customer

Enter the customer for this contract. Press F1 to enter N/A, F2 to search for customers, or F4 to backup. Enter customer number for contracts used for special orders (i.e. a purchase order tied to sales order). If you enter a customer number for the cost contract, then it is available only for special orders for the customer indicated.

Once all header fields have been entered, the program determines if the contract is already on file or if it overlaps another contract with the same scope. For new contacts, the system displays the Contract Detail screen for line entry on the contract.

In the list view in the lower portion of the screen, the system displays any existing contracts

Contract Detail Screen—Line Entry

Use the Contract detail screen to enter quantity break/costing information for the contract line.

If the contract is not for a specific item, you can enter the basis and multipliers.

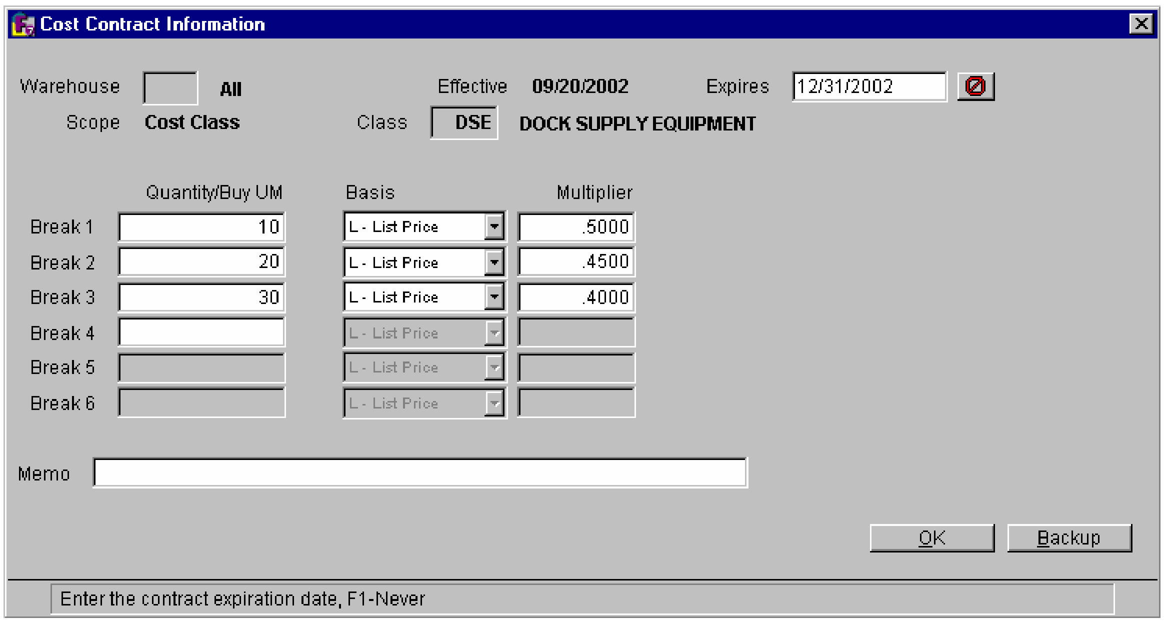
You can enter a single level contract (i.e. a contract that applies to any quantity purchased) by leaving the first quantity break set to blank, and doing so, all other breaks are disabled. If you enter a quantity, all breaks are enabled.

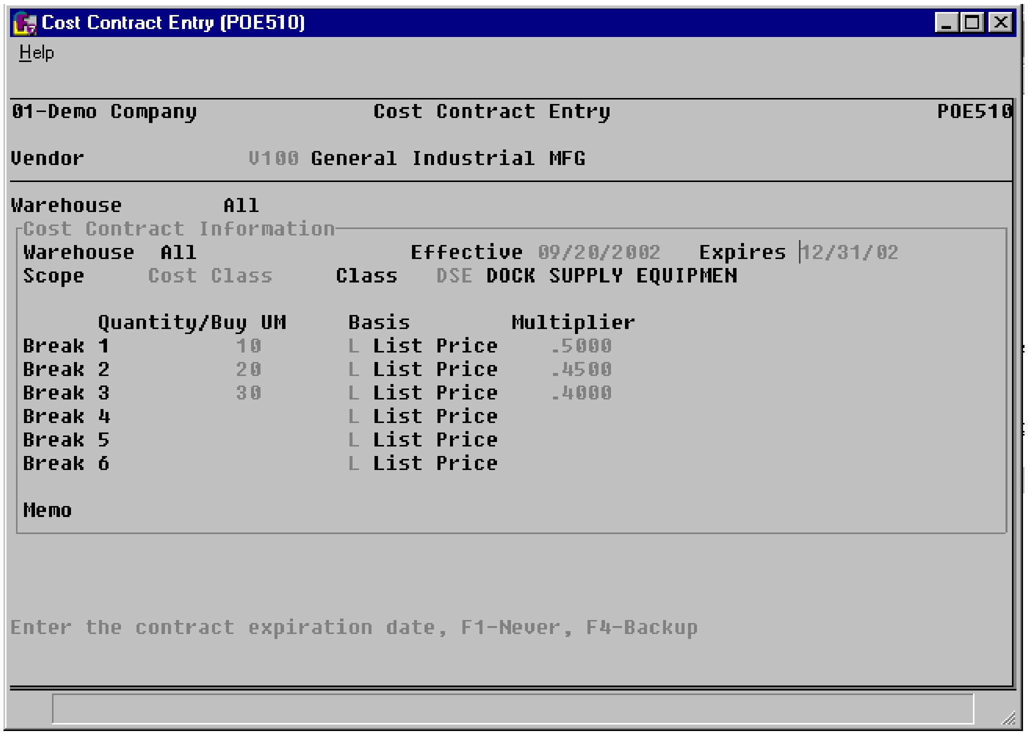
If the contract is for a specific item, you can enter a fixed cost or a basis / multiplier, but all breaks must have the same kind of costs (i.e. all fixed or all basis / multiplier).

Each quantity must be progressively larger. If you leave a quantity blank, all subsequent breaks are disabled.

Once you have designated an item cost as fixed cost or basis / multiplier, you cannot change the type. You can edit the fixed cost, basis and multiplier values, but you must delete and reenter the contract to change it from a fixed cost to a basis / multiplier cost or to add / remove quantity breaks.

Effective and expiration dates cannot overlap for contracts with the same scope (including warehouse, scope and entity, and customer).





Cost Contract Line Input Descriptions

Use the following inputs to enter contract line detail information:

Quantity Breaks: The first break can be either a fixed cost or a basis and multiplier. The second break can be the same as the first or it can be a basis and multiplier even if the first is fixed. The only restriction for the second one is that it can't be fixed if the first is a basis and multiplier. Breaks three through six must be the same type (fixed or basis and multiplier) as the second.

1. Expiration Date Prompt

Enter the contract expiration date, F1-None, F4-Backup If the date causes the contract to overlap another contract with the same scope, a message will be given, and a new date must be entered.

2. Required

Indicate whether this is the required cost when selling to this customer. If you select this checkbox the system uses this contract cost even if the Use Lowest Cost checkbox is s elected on the Costing view of Vendor F/M (APF910).

3. Quantity Breaks

Indicate whether to include quantity breaks for cost information.

If you select the Quantity Breaks checkbox, for level 1:

Enter the quantity for break 1. Press F1 to enter None or F2 to change the UM, or F4 to backup. You can leave the quantity blank, and if it is, all remaining breaks are disabled and blanked. If this is the first break and the value is left blank, you can still enter a cost. But if you enter a blank in the quantity of subsequent breaks, you cannot enter a cost.

The quantity must be greater that the previous break's quantity.

You can press F2-Change UM only for the first break and only when the scope is for a specific item. Press F1 to set the field to blank and move on to next field. Press F2 to select any valid buying UM for the item. If quantities are already entered, the system converts the quantities to the new UM.

4. Fixed Cost

Enter the contract cost. For Break 1, you can press F1 to enter Basis / Multiplier instead. Press F4 to backup. This field is only available if the scope is for a specific item.

The cost entered should be lower than the previous break's cost, and if it isn't, the system displays a message indicating this.

5. Basis

Enter the basis for the contract cost. You can press F1 to enter a Fixed Cost or F4 to backup. For the Basis you can select from: M--Manual Cost, L--List Price, 1--Quantity Break 1, 2--Quantity Break 2, 3--Quantity Break 3,4--Quantity Break 4, or 5--Quantity Break 5 (if quantity breaks exist).

If you enter M, L, or P, the system goes to the Multiplier prompt. The default value is L for the first break, but subsequent breaks default to the previous break's basis. Options 1-5 are only valid for breaks 2 through 6, and the only ones available are the breaks prior to the current break, so for break 4, you have the option of breaks 1 through 3 as the basis.

6. Multiplier

Enter the multiplier. Press F4 to backup.

7. Memo

Enter the contract memo. Press F4 to backup.

How to enter vendor cost contracts

1. Access this program by choosing Purchase Orders →Cost Contracts→ Contract Entry.

2. In the **Vendor** field, enter the vendor for the cost contract. Press **F2** or select the icon to perform a vendor search. The system displays any existing contacts for the vendor, in the browser in the lower portion of the screen.

3. To add a contract for this vendor, select the icon. To edit a contract, highlight it in the browser and select the icon to displays the Cost Contract Information where you edit the contract expiration date, costing information, or memo. To delete a contract, highlight it in the browser and select the icon.

4. For new contracts complete the following:

   Enter the warehouse for this contract. Press F1 or the icon for All, F4 to backup, F2 or the icon to search for warehouses.

   Enter the effective contract date

   Enter the item scope of the contract. You can select from I Specific Item, C Cost Class, or A All Items. Press Enter (CR) to accept A, the default. If you select I, the next prompt is Item. If you select C, the next prompt is Cost Class. If you select A, the system disables the next prompt.

   Enter the item for this contract. Press F2 or the icon to search or F4 to back up.
   -OR-
   Enter the cost class for this contract. Press F2 or the icon to search or F4 to back up.

   Enter customer number for contracts used for special orders (i.e. a purchase order tied to sales order). If you enter a customer number for the cost contract, then it is available only for special orders for the customer indicated. Press F1 or the icon to enter N / A, F2 to search for customers, or F4 to backup.

5. Press **Enter** (**CR**) to display the Cost Contract Information screen to enter contract detail information.

6. Enter the contract expiration date. Press F1 or the icon to enter None or F4 to backup. If the date causes the contract to overlap another contract with the same scope, a message will be given, and a new date must be entered.

7. Select the **Required** checkbox to indicate that this is the required cost when selling to this customer.

8. Select the **Quantity Breaks** checkbox to include quantity breaks.

   If you select the Quantity Breaks checkbox, for level 1:

Enter the quantity for break 1. Press F1 to enter None or F2 to change the UM, or F4 to backup. You can leave the quantity blank, and if it is, all remaining breaks are disabled and blanked. If this is the first break and the value is left blank, you can still enter a cost. But if you enter a blank in the quantity of subsequent breaks, you cannot enter a cost. The quantity must be greater that the previous break's quantity. The cost entered should be lower than the previous break's cost, and if it isn't, the system displays a message indicating this.

You can press F2-Change UM only for the first break and only when the scope is for a specific item. Press F1 to set the field to blank and move on to next field.

Press F2 to select any valid buying UM for the item. If quantities are already entered, the system converts the quantities to the new UM.

For Break 1, you can press F1 to enter Basis/Multiplier instead. Press F4 to backup.

OR

Enter the basis for the contract cost. You can press F1 to enter a Fixed Cost or F4 to backup. For the Basis you can select from: M--Manual Cost, L--List Price, 1--Quantity Break 1, 2--Quantity Break 2, 3--Quantity Break 3,4--Quantity Break 4, or 5--Quantity Break 5 (if available).

If you enter M, L, or P, the system goes to the Multiplier prompt. The default value is L for the first break, but subsequent breaks default to the previous break's basis. Options 1-5 are only valid for breaks 2 through 6, and the only ones available are the breaks prior to the current break, so for break 4, you have the option of breaks 1 through 3 as the basis.

OR

Enter a Fixed Cost for the contract cost. The Fixed Cost field is only available if the scope is for a specific item.

9. Enter the contract memo. Press F4 to backup.

10. Press the OK button when you have entered the contract costs details. The system returns you to the Contract Entry screen, where you can add, edit or delete contracts for the specified vendor.

11. When you have finished with contracts for this Vendor, select the **Done** button. You can enter another vendor or press **F4** or the **Done** button (again) to exit the program.

Cost Contract Listing (POR510)

Use the Cost Contract Listing program to print the detail of contracts that are on file.

You can select to print Current, Future, and / or Expired contracts and optionally include actual costs for contracts for specific items that are basis / multipliers.

Input Descriptions

Use the following inputs to print contract information:

1. Vendor

Enter the vendor for whom you want to print contracts. Press F1 for Any or F4 to backup

2. Warehouse Scope

Enter the warehouse scope for printing contracts. You can select from: A All Contract Warehouse Scopes, L Contracts for All Warehouses, W Contracts for a Specific Warehouse. Press F4 to backup.

3. Warehouse

Enter the warehouse to print contracts for. Press F2 to search or F4 to backup.

4. Include All Whse Contracts

Indicates you want to include warehouse contacts that are setup for All warehouses

5. Item Scope

Enter the item scope for printing contracts. You can select: A All Contract Item Scopes, I Contracts for Specific Item, C-Contracts for a Cost Class. Press F4 to backup. Press Enter (CR) to select A, the default.

6. Item

Enter the item to print contacts for. Press F2 to search or F4 to backup.

7. Cost Class

Enter the cost class to print contracts for. Press F2 to search or F4 to backup.

8. Customer Scope

Enter the customer scope for printing contracts. You can select from: A--All Contract Customer Scopes or S--Contracts for a Specific Customer.

9. Customer

Enter the customer to print contracts for. Press F2 to search or F4 to backup.

You can select to print expired, current or future contracts. You can further narrow your print range by effective and expiration dates. You can also print by effective and expiration dates and not select to print the print expired, current or future contracts by category.

10. Print Expired Contacts

Indicate whether to print expired contracts.

11. Print Current Contacts

Indicate whether to print current contracts.

12. Print Future Contacts

Indicate whether to print future contracts.

13. Beginning Effective Date Prompt

Enter beginning effective date to print. Press F1 for First or F4 to backup.

14. Ending Effective Date Prompt

Enter ending effective date to print. Press F1 for Last or F4 to backup.

15. Beginning Expiration Date Prompt

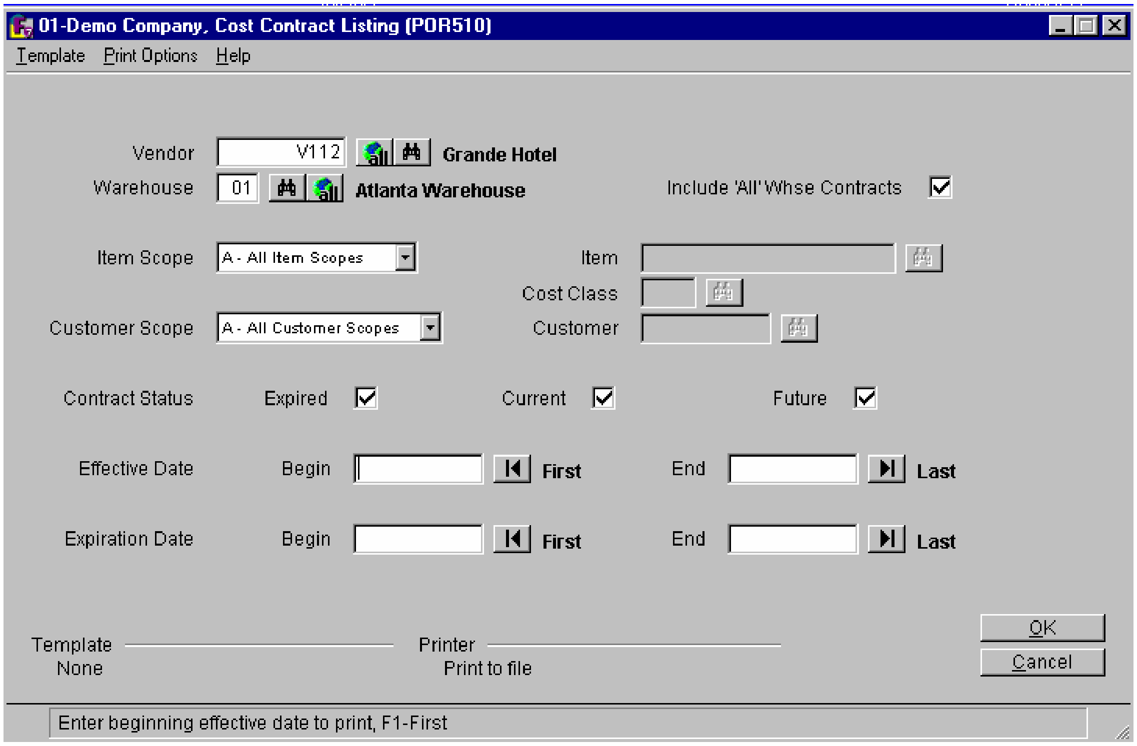
Enter beginning expiration date to print. Press F1 for First or F4 to backup.

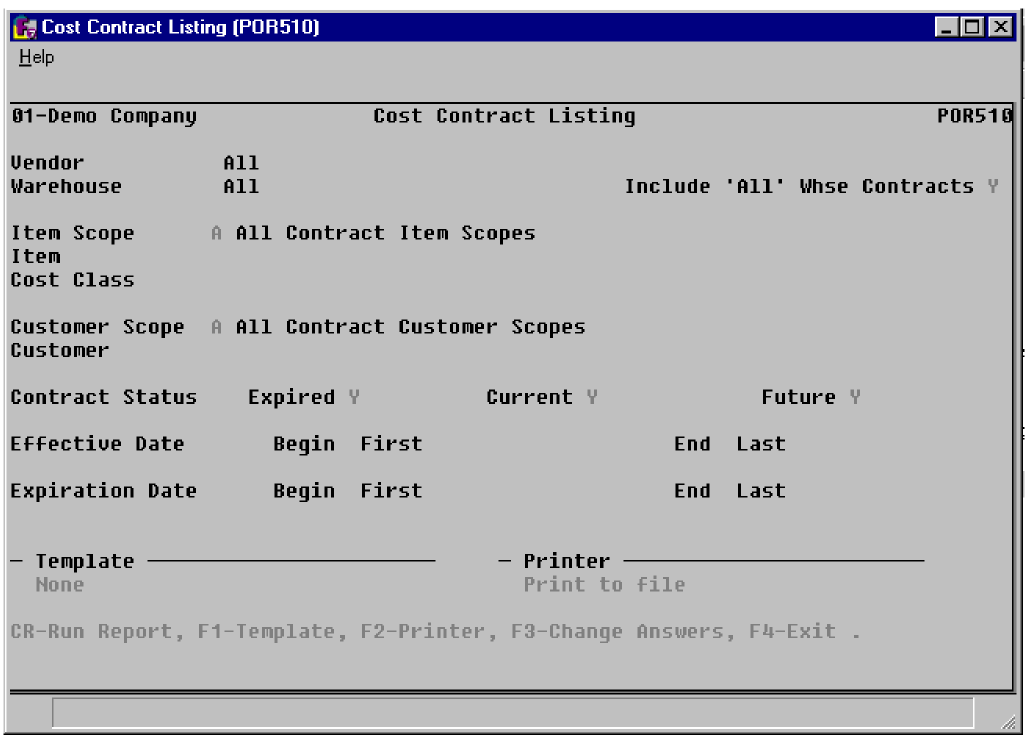
16. Ending Expiration Date Prompt

Enter ending expiration date to print. Press F1 for Last or F4 to backup.

17. Print Actual Costs

Indicate whether to print actual calculated cost for contracts on specific items.


01-Demo Company, Cost Contract Listing (POR510)
Template Print Options Help
Vendor V112 Grande Hotel
Warehouse 01 Atlanta Warehouse
Include 'All' Whse Contracts
Item Scope A - All Item Scopes
Item
Cost Class
Customer Scope A - All Customer Scopes
Customer
Contract Status Expired Current Future
Effective Date Begin First End Last
Expiration Date Begin First End Last
Template None
Printer Print to file
OK
Cancel
Enter beginning effective date to print, F1-First


Cost Contract Listing (POR510)
Help
01-Demo Company Cost Contract Listing POR510
Vendor All
Warehouse All Include 'All' Whse Contracts Y
Item Scope A All Contract Item Scopes
Item
Cost Class
Customer Scope A All Contract Customer Scopes
Customer
Contract Status Expired Y Current Y Future Y
Effective Date Begin First End Last
Expiration Date Begin First End Last
Template None
Printer Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Cost Contract Removal (POU510)

Use the Cost Contract Removal (POU510) program to purge contracts as they expire.

You can use this program to remove batches of related contracts — for example, all contracts for a specific customer, a specific item, expired contracts, etc.

You have the option to:

Select whether to remove based on warehouse, customer or item scope.

Select the warehouse scope.

Select the customer scope.

Select the item scope.

Select to remove expired, current, future or all contracts.

Select the beginning and ending expiration dates.

Select the beginning and ending effective dates.

It may be helpful to first run the Cost Contract Listing program to generate the list of contracts to delete.

Input Descriptions

Use the following inputs to remove contracts:

1. Vendor

Enter the vendor for whom you want to remove contracts. Press F1 for Any or F4 to backup.

2. Warehouse Scope

Enter the warehouse scope for removing contracts. You can select from: A All Contract Warehouse Scopes, L Contracts for All Warehouses, W Contracts for a Specific Warehouse. Press F4 to backup.

3. Warehouse

Enter the warehouse to remove contracts for. Press F2 to search or F4 to backup.

4. Item Scope

Enter the item scope for removing contracts. You can A All Contract Item Scopes, I Contracts for Specific Item, C-Contracts for a Cost Class. Press F4 to backup. Press Enter (CR) to select A, the default.

If you select A, the system disables both the item and cost class prompts, blanks both item and cost class variables, displays “All Contract Item Scopes in the description field. If you select I, the system enables the item prompt, disables cost class prompt, blanks the cost class variable, displays “Contracts for specific items in the description field. If you enter C, the system disables the item prompt, enables the cost class prompt, blanks the item variable, displays “Contracts for a cost class in the description field.

5. Item

Enter the item to remove contacts for. Press F2 to search or F4 to backup.

6. Cost Class

Enter the cost class to remove contracts for. Press F2 to search or F4 to backup.

7. Customer Scope

Enter the customer scope for removing contracts. You can select from A All Contract Customer Scopes or S Contracts for a Specific Customer.

8. Customer

Enter the customer to remove contracts for. Press F2 to search or F4 to backup.

9. Expired/Current/Future

Remove expired, current, future or all contracts? You can select from E-Expired Contracts Only, C-Current Contracts Only, F-Future Contracts Only, or A-All Contracts.

10. Beginning Effective Date Prompt

Enter beginning effective date to remove. Press F1 for First or F4 to backup.

11. Ending Effective Date Prompt

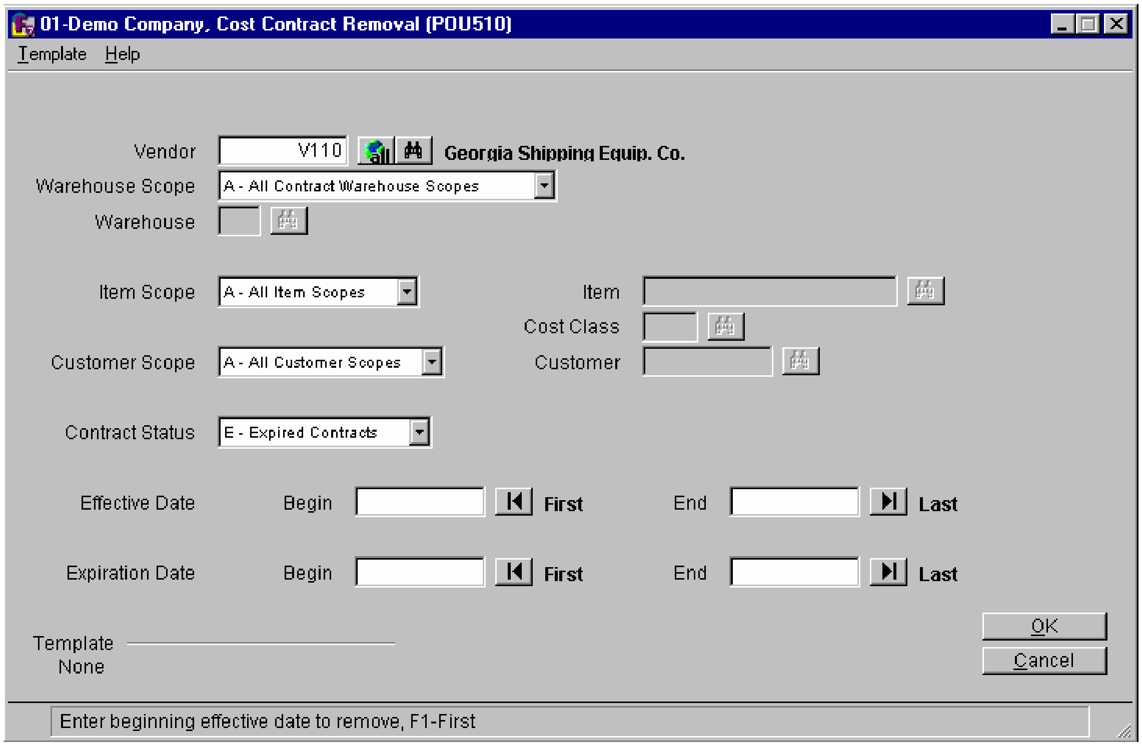
Enter ending effective date to remove. Press F1 for Last or F4 to backup.

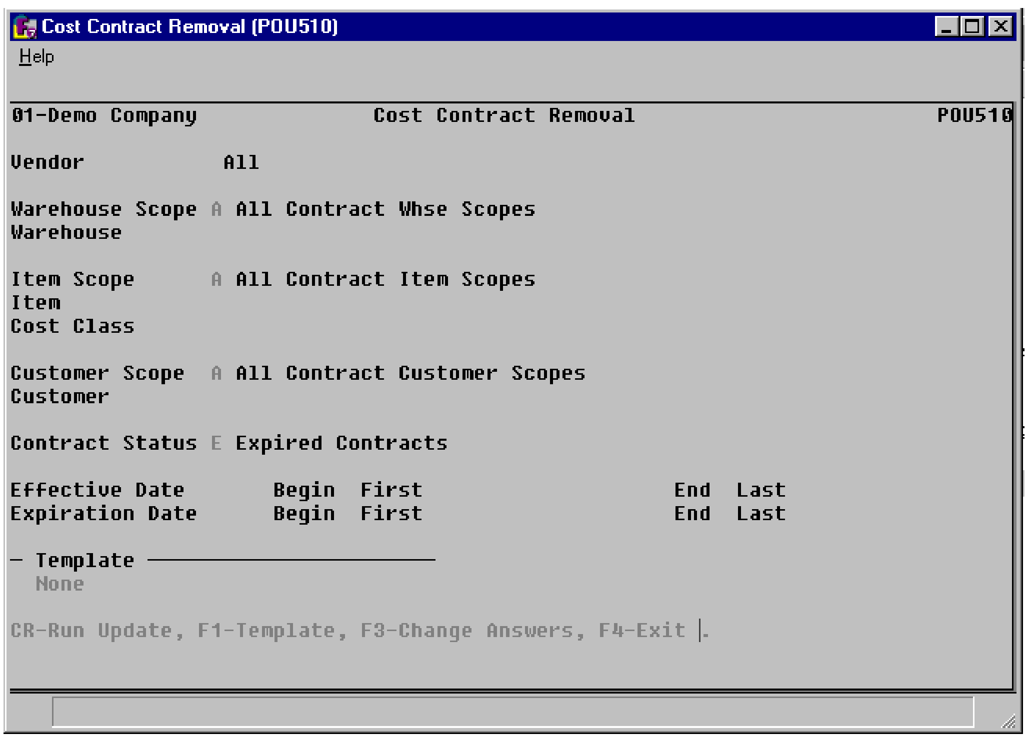
12. Beginning Expiration Date Prompt

Enter beginning expiration date to remove. Press F1 for First or F4 to backup.

13. Ending Expiration Date Prompt

Enter ending expiration date to remove. Press F1 for Last or F4 to backup.

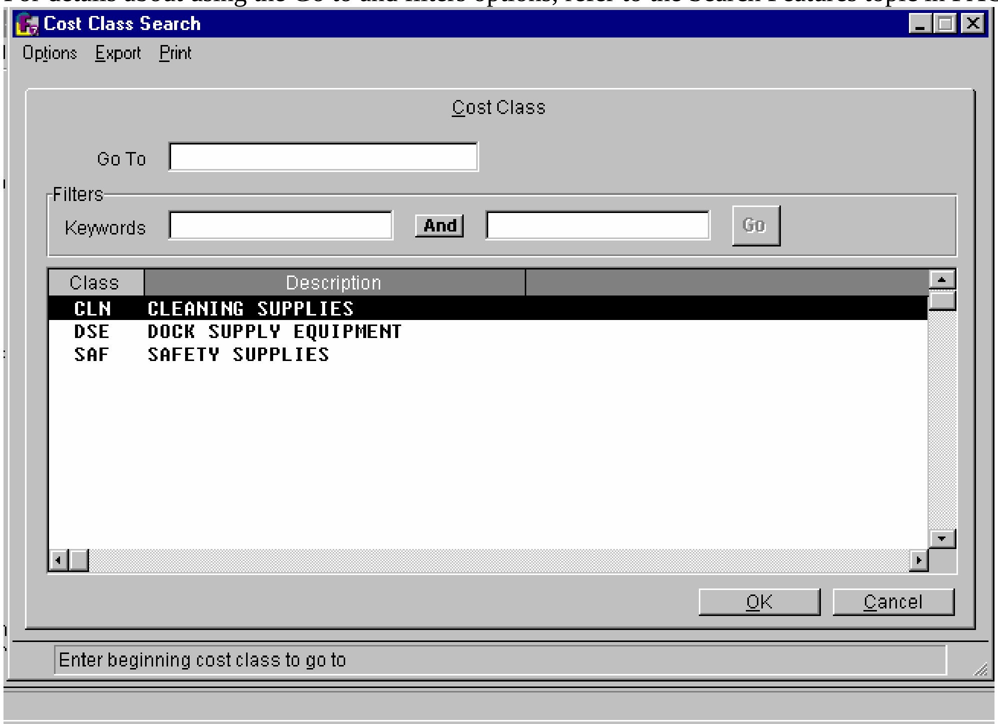

01-Demo Company, Cost Contract Removal (POU510)
Template Help
Vendor V110 Georgia Shipping Equip. Co.
Warehouse Scope A - All Contract Warehouse Scopes
Warehouse
Item Scope A - All Item Scopes
Item
Cost Class
Customer Scope A - All Customer Scopes
Customer
Contract Status E - Expired Contracts
Effective Date Begin First End Last
Expiration Date Begin First End Last
Template
None
OK
Cancel
Enter beginning effective date to remove, F1-First

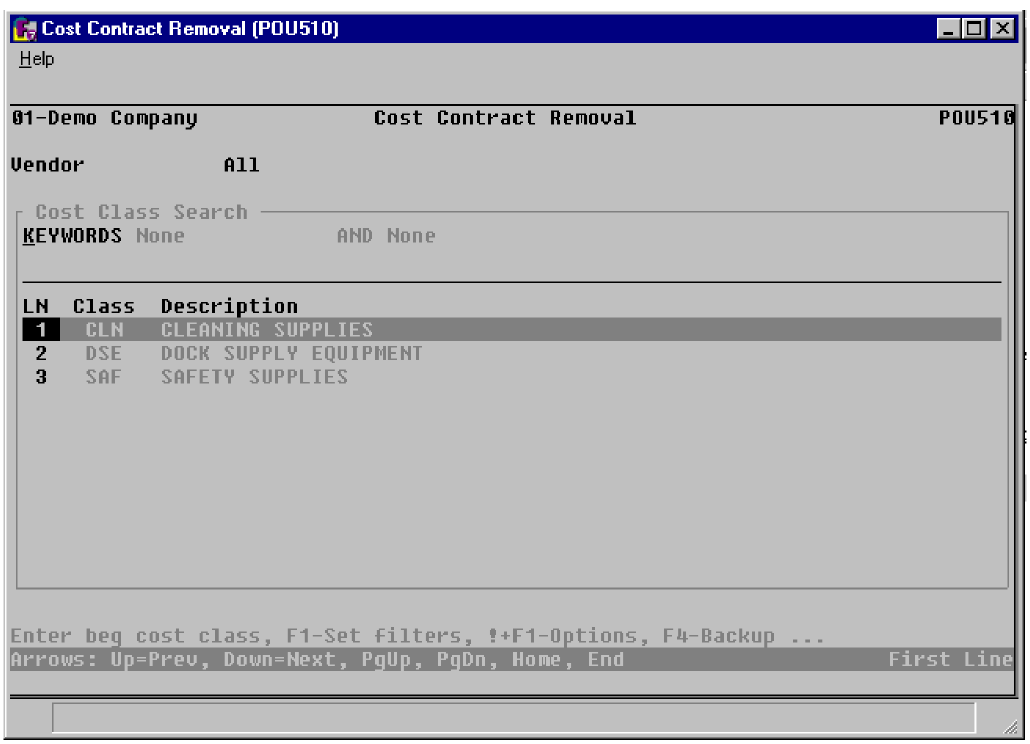

Cost Contract Removal (POU510)
Help
01-Demo Company Cost Contract Removal POU510
Vendor All
Warehouse Scope A All Contract Whse Scopes
Warehouse
Item Scope A All Contract Item Scopes
Item
Cost Class
Customer Scope A All Contract Customer Scopes
Customer
Contract Status E Expired Contracts
Effective Date Begin First End Last
Expiration Date Begin First End Last
Template
None
CR-Run Update, F1-Template, F3-Change Answers, F4-Exit

Cost Class Search

You can search for cost classes by cost class code or description. Double click a line in the browser to select a cost class or press the Cancel button or F4 to return to the calling program.

For details about using the Go to and filters options, refer to the Search Features topic in FACTS Basics.





Cost Search

Use the Cost Search feature to search for costs. The system displays costs in order of the cost hierarchy and uses the following information when displaying costs: vendor, warehouse, customer (optional, for special orders only), item, order quantity, and order quantity UM. The customer number field will only be displayed when working with a special order line tied to a SO.

You can:

- press Enter (Cr) to select the highlighted cost,
- press D or the Default button to select the default cost,
- highlight a contract cost in the browser and press C or the Contract button to view cost contract details,
- press F3 to exit without selecting a cost.

For details about using the Go to and filters options, refer to the Search Features topic in FACTS Basics.

Cost Origin Screen

You can access Cost Origin information for open and past purchase orders.

This screen displays from the PO Document Inquiry or from PO Entry programs: PO Entry, Non-PO Receipt Entry, and Receipt Entry when you select the View→Cost Origin option.

The Cost Origin screen indicates source of the cost on the line and includes whether the cost is from a contract or not and for contracts, the basic information including scope, basis, multiplier, and quantity break information. Line item information also indicates whether the default cost is selected or has been overridden by the user.

CHAPTER 6

Inquiries (POS600)

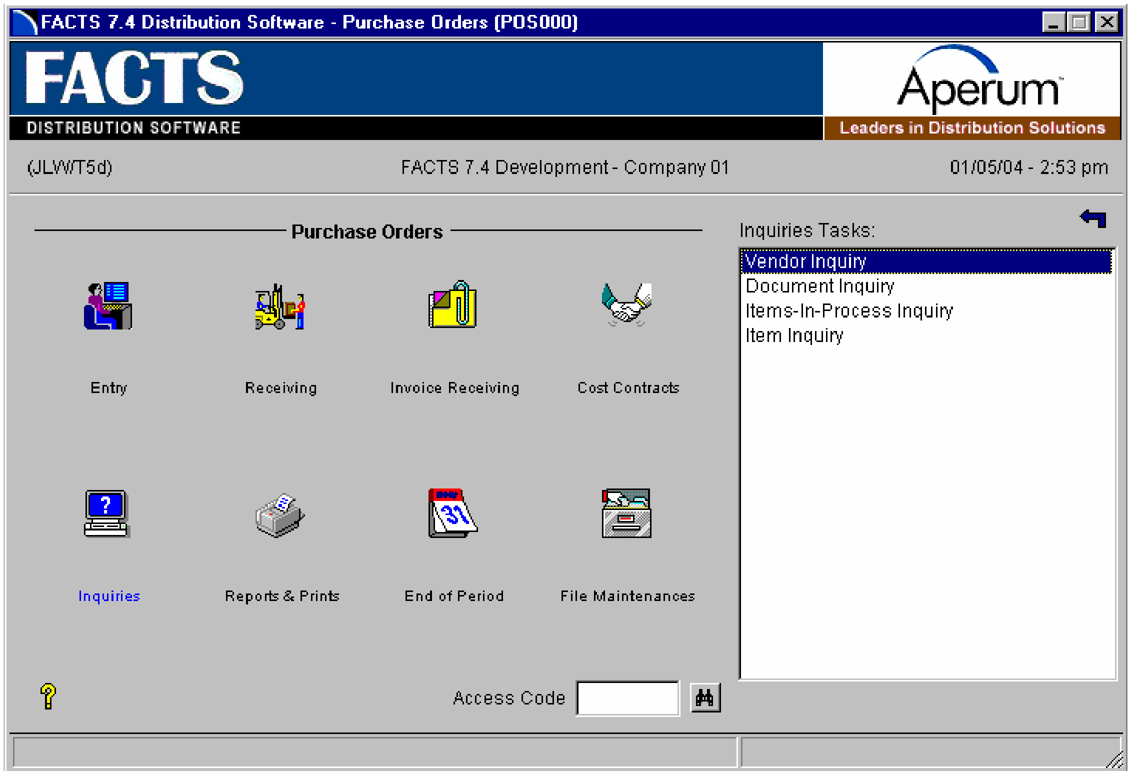
The Purchase Orders Inquiry menu allows the user to view purchase order information by vendor, item and document.

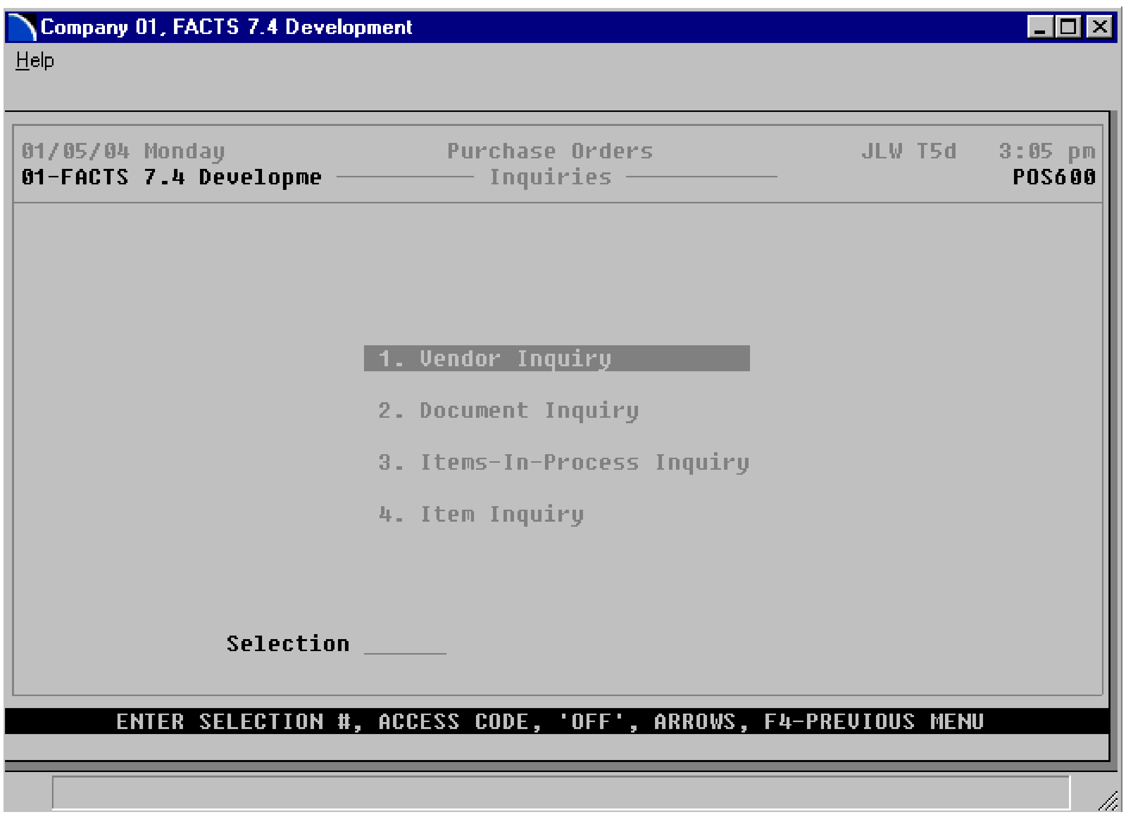
The Vendor Inquiry program allows the user to view purchase order information by the vendor chosen. Information includes open purchase orders, past purchase orders, suggested purchase orders, receipts, vendor notes, items, vendor-item numbers and ship-froms.

The Document Inquiry Program allows the user to view purchase order documents in detail by the type and status selected. The type options are: open purchase orders, backorders and noninvoice receipts. The various status codes include: purchase orders entered, but not printed, purchase orders printed, received purchase orders, deleted purchase orders and voided printed purchase orders. Inquiry information includes an overview of the document’s current status, the actual document as it appeared at time of entry (with updated amounts and units) and as purchase orders are line-item receivable, each receipt per line may also be displayed.

The Items-in-Process Inquiry Program allows the user to inquire about the status of a purchase order item. This inquiry displays in item order all the purchase orders that contain the selected item. The user chooses the beginning item to view. Information includes item, type, status, order amount, unit of measure, cost and warehouse.

The Item Inquiry Program allows the user to display specific information for items in the Inventory Control Item File. Items may be displayed individually or sequentially. The user has the option to display general information, packaging information, warehouse information, open purchase order information, costing information, pricing information, sales history information and item activity information. This inquiry is also found on the inventory control inquiries menu.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLWT5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:53 pm
Purchase Orders
Inquiries Tasks:
Vendor Inquiry
Document Inquiry
Items-In-Process Inquiry
Item Inquiry
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d
3:05 pm
01-FACTS 7.4 Developme
Inquiries
POS600
1. Vendor Inquiry
2. Document Inquiry
3. Items-In-Process Inquiry
4. Item Inquiry
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Vendor Inquiry (POI610)

Function

Use the PO Vendor Inquiry program to view purchase order information by vendor and warehouse.

Program Details

When you first access Vendor Inquiry, the upper portion of the screen contains a **Go to** field, which is used locate specific vendors. The Go to field is case sensitive. This means that if you enter *v100* to lookup a vendor number when someone entered it as *V100*, the customer record you are looking for will not appear in the browser.

You can select the (filters) icon if you want to limit the number of records that appear in the inquiry browser. In GUI mode, you can also choose *Options→Filter Values.* In character mode, press **F1**.

Sync Feature

Sync is a method of connecting the entry programs with information displayed in customer, item and vendor inquiries. It is a helpful feature because it enables you to get real-time information such as customer balances, vendor balances and warehouse quantities, while you are working in entry programs.

You can select the icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to . Use this display to note whether your inquiry is in Sync mode.

Inquiries are synchronized on a per user basis. In other words, if you are signed on to FACTS in one window with one name and signed on in another window with another name, it will appear as if the Sync function is not working.

Processing

The General view displays by default. From the Windows menu, you can select other windows of information to open.

The GUI version of the Vendor Inquiry program you can access six views of information in the lower portion of the screen. The available views are:

- Items, which displays the item number, item description and vendor/item number.

- Past purchase orders, which displays past PO information including PO number, receipt number, date received, warehouse code, ship-to, warehouse or direct ship type, buyer and amount.

- Purchase orders, which displays purchase order information including document number, type (purchase order, backorder, non-invoiced receipt), status (entered but not printed, printed, received, deleted**,** voided after received), requested date, promised date, warehouse, ship-to location, buyer code and the amount. *Job Cost users*: If the item was purchased for a job, the job number, cost code, entry memo and bill extension also appears in the view area.

- Receipts, which displays purchase order receipts information including document number, receipt number, received date, warehouse, terms code, amount and invoice. The Receipts view displays the receipt in its entirety, including original cost figures and PO receipt all lines.
- Ship-from addresses, which displays ship-from information from the vendor ship-from file including ship-from code, vendor name, contact person and phone number.
- Suggested purchase orders, which displays suggested PO information including item number, item description, warehouse code, units, unit of measure, order number, line number for which the suggested PO was created and suggested PO type (**R**-restocking or **S**-special order).
- Contracts, which displays all cost contracts on file for the vendor.
- Costing, which displays the vendor's default cost class, cost hierarchy, and use lowest cost flag.
- User-Defined, which displays data from the User-Defined view of PO Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910).

From the Options menu you can view, change, add, or delete vendor notes for the specified vendor.

To view vendor information:

1. Enter the vendor for which you want to view information.

Select filters if you want to limit the number of records that appear in the inquiry browser. In GUI, choose *Options→Filter Values.* In character, press F1.

The **Go to** input is case sensitive. This means that if you enter *v100* to lookup a vendor number when someone entered it as *V100*, the customer record you are looking for will not appear in the browser.

2. Select the warehouse for which you want to view information.

The program defaults to the warehouse assigned to the terminal you are using. To choose another warehouse:

Graphical users: Choose *Options→Filter Views.*

Character users: Type **!** and press **F1**.

In the window or popup box, press **F1** to select the next warehouse on record. Press **F2** to search for a warehouse code. Press **F3** to choose ALL warehouses.

3. Select a view.

Graphical users: Choose a view from the *View* menu or select one from the view bar.

Character users: Use the right and left arrow keys to select a view from the view bar.

View descriptions

Item Displays item number, item description and vendor/item number.

To get more information on items:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The *Item Detail window* provides information on last receipt, manual cost, month-to-date, year-to-date and prior year history.

Past Purchase Orders Displays past PO information including PO number, receipt number, date received, warehouse code, ship-to, warehouse or direct ship type, buyer and amount.

To get more information on past purchase orders:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The Past Purchase Order detail window provides document header information, line items and gives you access to receipts.

Purchase Orders Displays purchase order information including document number, type (purchase order, backorder, noninvoiced receipt), status (entered but not printed, printed, received, deleted**,** voided after received), requested date, promised date, warehouse, ship-to location, buyer code and the amount.

Job Cost users: If the item was purchased for a job, the job number, cost code, entry memo and bill extension also appears in the view area.

To get more information on past purchase orders:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The Purchase Order detail window provides header and line item information. You can choose to view the status of the purchase order since it was created (Overview), including any received quantities, or you can view it as it appears in the entry program (Current), with extended cost.

Access additional detail on listed line items by entering the line number.

Select the next purchase order on file by typing **N** and pressing CR.

Receipts Use the Receipts view to display purchase order receipts information in its entirety including, document number, receipt number, received date, warehouse, terms code, amount (original cost), and invoice that the receipt line is attached to. In the lower portion of the screen, the system displays all lines for the receipt.

Receipts Detail Window

In the view area, highlight the line that you want more detail on and choose the Line Detail button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The Receipts detail window enables you to view line details for items that appear on the receipt. The detail information includes the status of the line, located in the 'S' column (blank is 'open' and C is 'complete'), as well as the invoice number that a line is attached to.

Ship-from Displays ship-from information from the vendor ship-from file including ship-from code, vendor name, contact person and phone number.

To get more information on ship-from listings:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The *Ship-from detail window* provides address information, both contacts, ship via method, F.O.B., and buyer code.

Suggested Purchase Orders Displays suggested PO information including item number, item description, warehouse code, units, unit of measure, order number, line number for which the suggested PO was created and suggested PO type (**R**-restocking or **S**-special order).

Vendor Notes Displays all notes recorded for this vendor. Use this view to add, change or delete notes as well.

Contracts Use the Contracts view to display all cost contracts on file for the vendor.

Contracts Detail Window

In the view area, select the line that you want more detail on and choose the Line Detail button, or you can double click the icon at the beginning of that line.

For contracts with fixed costs, the detail displays either fixed cost and UM or basis and multiplier information, memo information, and customer info (if available).

Costing Use the Costing view to display the vendor's default cost class, cost hierarchy, and use lowest cost flag.

Notes Displays notes for the specified vendor. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

You can access the Notes Entry (SME710) program from the Options→1 Vendor Note Entry to enter or modify notes for the specified vendor.

User-Defined The data that appears on the User-Defined view of PO Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Vendor F/M (APF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

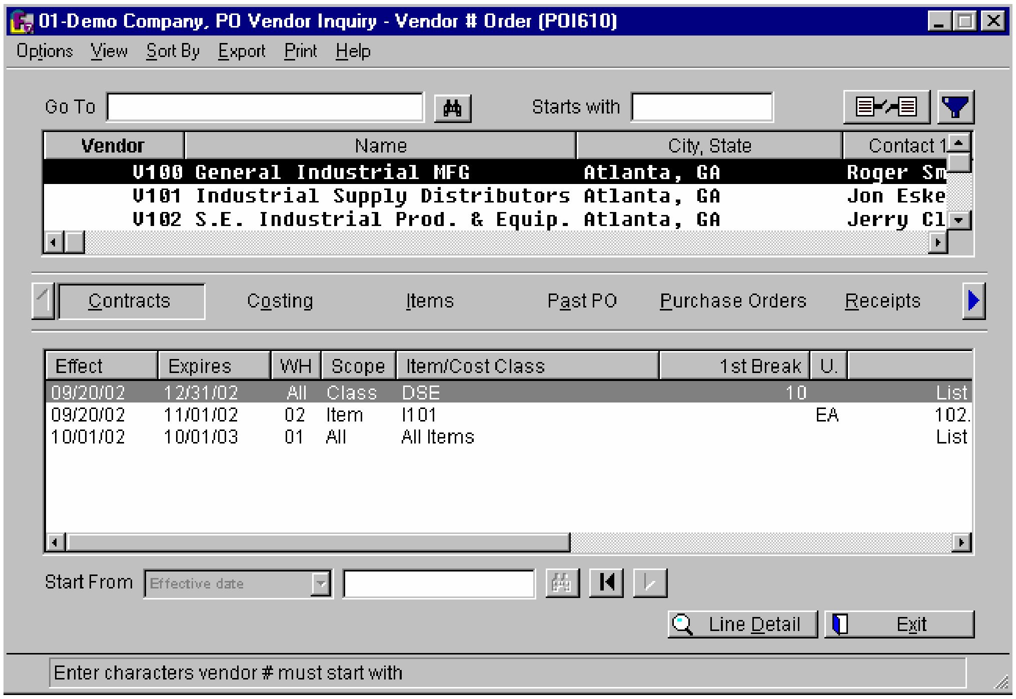
Technical Notes

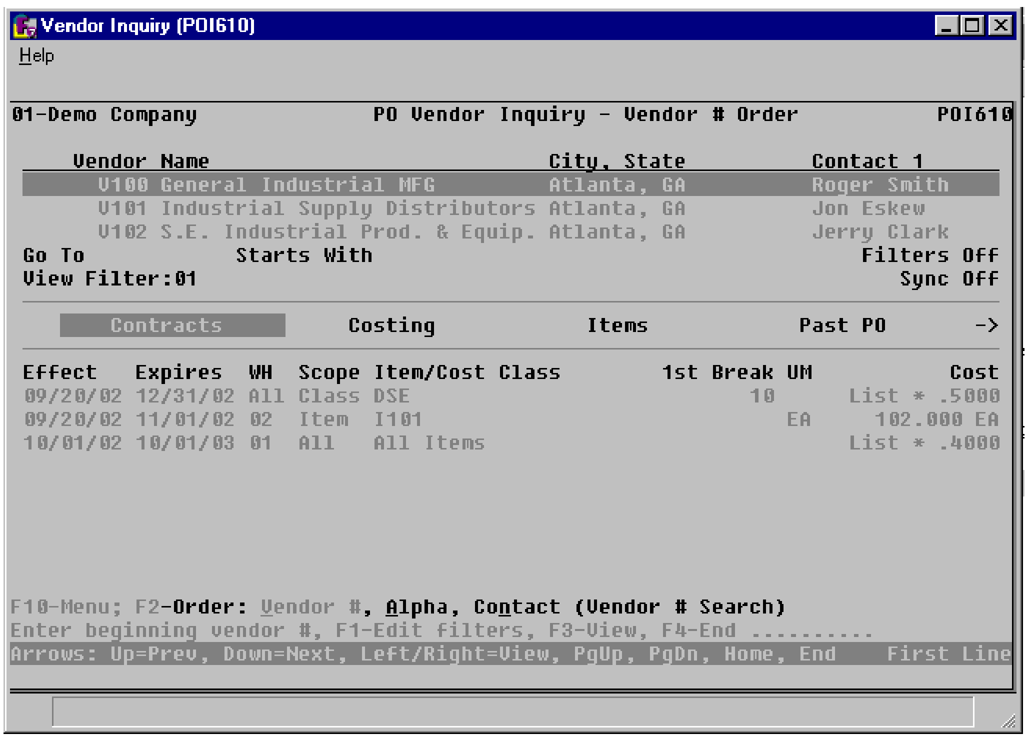
Information displayed is accessed from the following files:

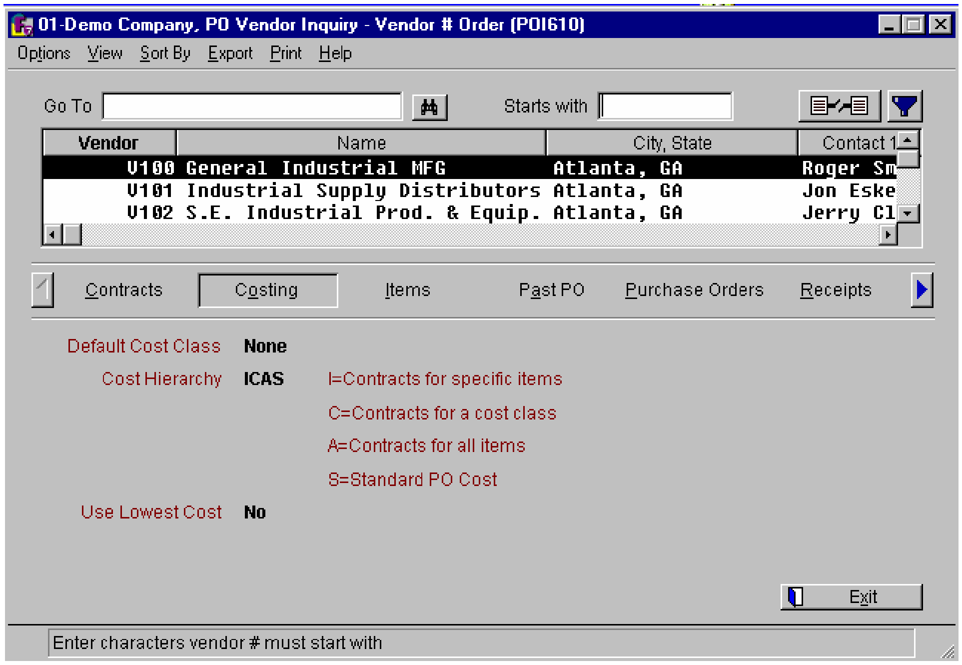
- Purchase orders (PORDER, POVNDX)
- Receipts (PORECT)
- Items (POVNIT)
- Past purchase orders (POPAST)
- Vendor-items (POVITX)
- Ship-froms (POSHIP)
- Vendor notes (APNOTE)
- Suggested PO's (POSUGG)

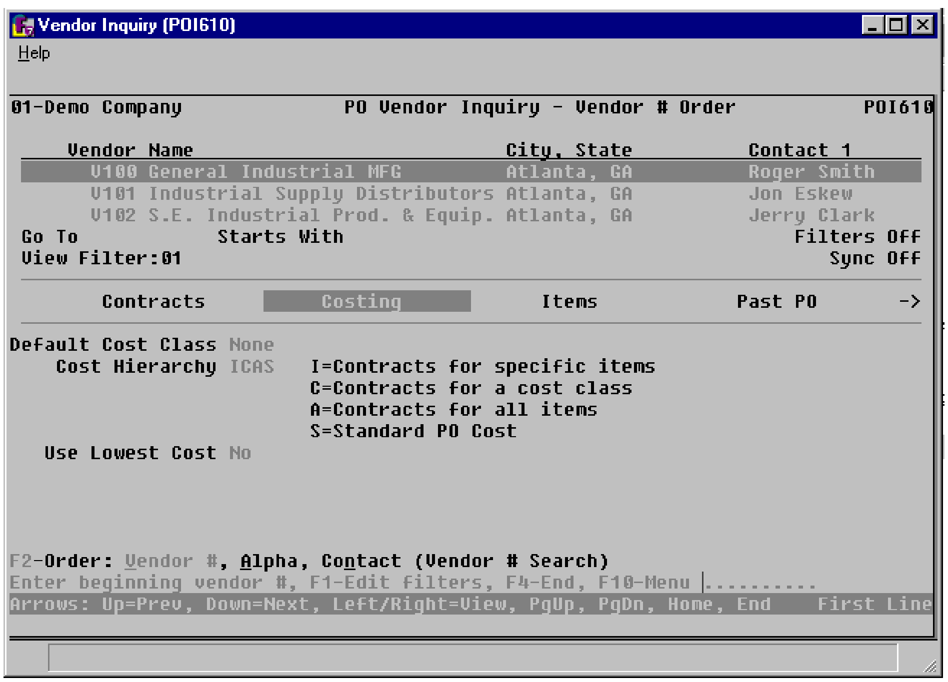
FILES USED - SMCNTL, APVEND, PORDER, POVNDX, PORECT, POVNIT, POPAST, POVITX, ICMAST, POSHIP, APVALX, POLOTS, POSUGG, POPASX, ARCUST, SORDER, POPALX

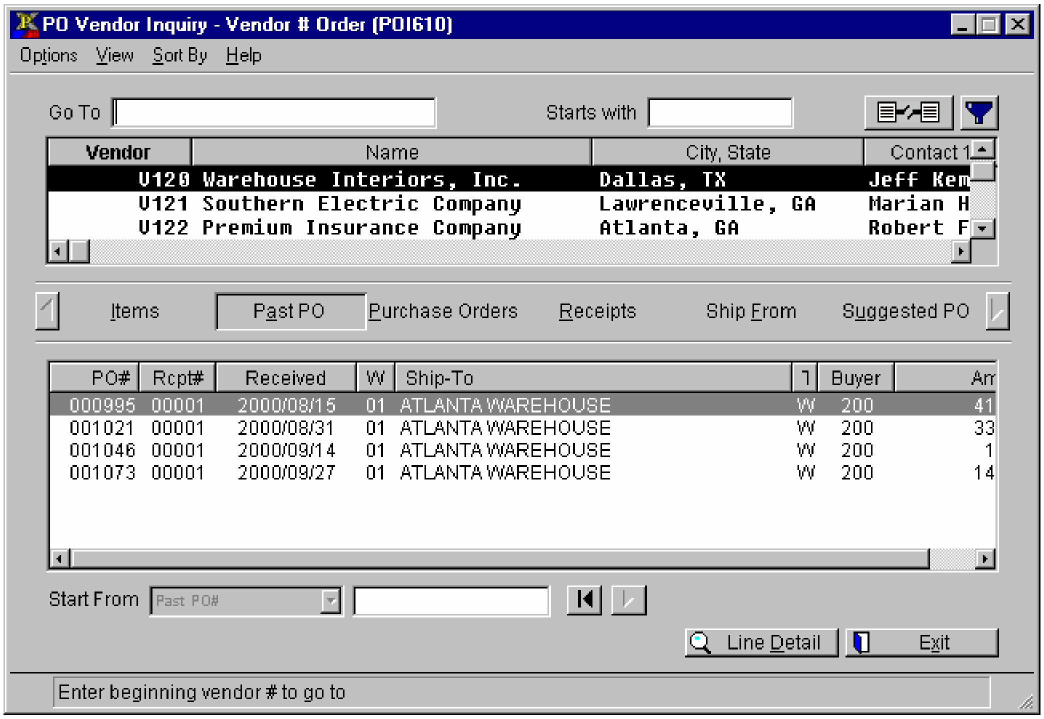
FILES UPDATED - APNOTE

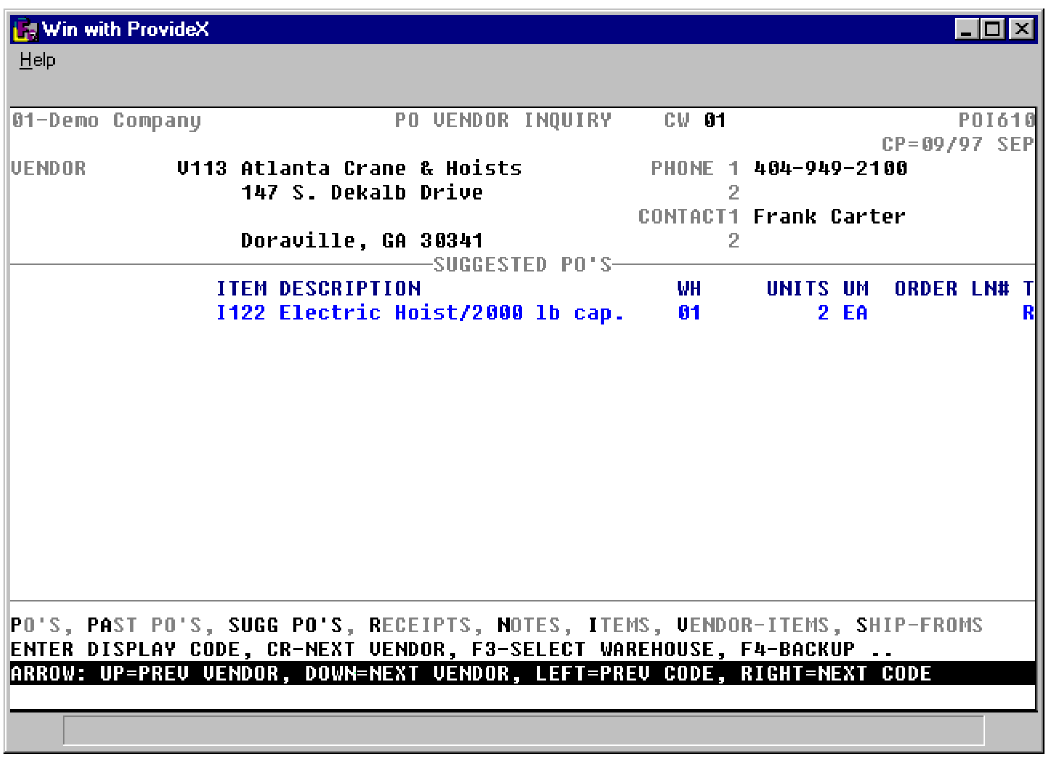

01-Demo Company, PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Export Print Help
Go To
Starts with
Vendor Name City, State Contact 1
V100 General Industrial MFG Atlanta, GA Roger Sm
V101 Industrial Supply Distributors Atlanta, GA Jon Eske
V102 S.E. Industrial Prod. & Equip. Atlanta, GA Jerry Cl
Contracts Costing Items Past PO Purchase Orders Receipts
Effect Expires WH Scope Item/Cost Class 1st Break U.
09/20/02 12/31/02 All Class DSE 10 List
09/20/02 11/01/02 02 Item I101 EA 102.
10/01/02 10/01/03 01 All All Items List
Start From Effective date
Line Detail Exit
Enter characters vendor # must start with

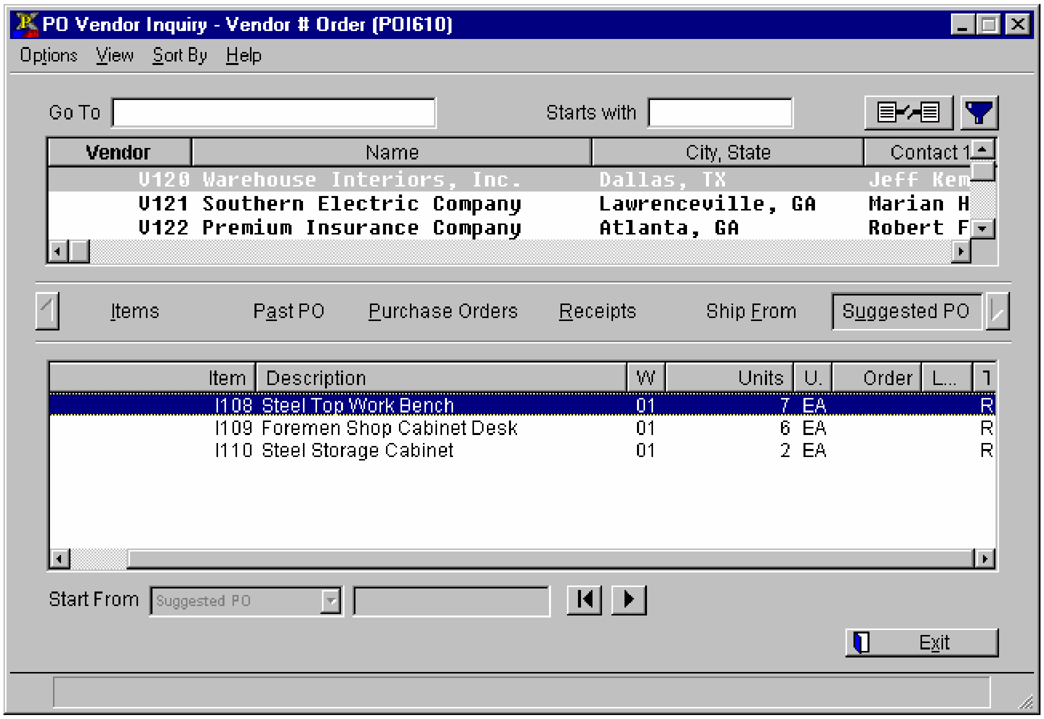

Vendor Inquiry (POI610)
Help
01-Demo Company PO Vendor Inquiry - Vendor # Order POI610
Vendor Name City, State Contact 1
V100 General Industrial MFG Atlanta, GA Roger Smith
V101 Industrial Supply Distributors Atlanta, GA Jon Eskew
V102 S.E. Industrial Prod. & Equip. Atlanta, GA Jerry Clark
Go To Starts With Filters Off
View Filter:01 Sync Off
Contracts Costing Items Past PO ->
Effect Expires WH Scope Item/Cost Class 1st Break UM Cost
09/20/02 12/31/02 All Class DSE 10 List * .5000
09/20/02 11/01/02 02 Item I101 EA 102.000 EA
10/01/02 10/01/03 01 All All Items List * .4000
F10-Menu; F2-Order: Vendor #, Alpha, Contact (Vendor # Search)
Enter beginning vendor #, F1-Edit filters, F3-View, F4-End ....
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

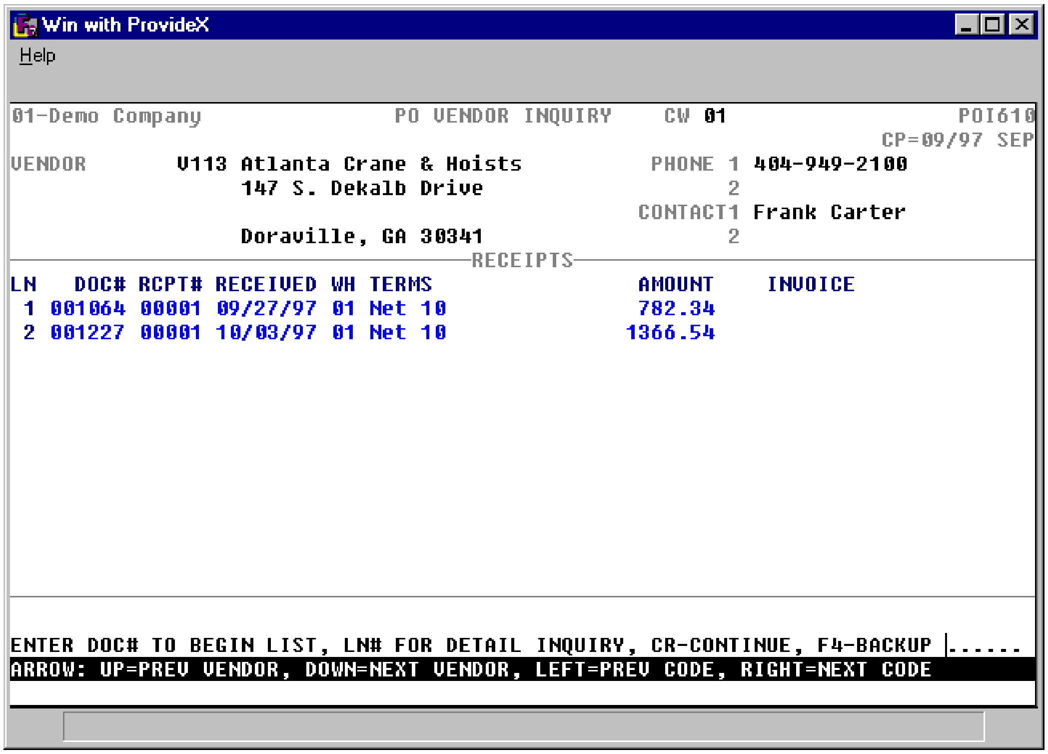

01-Demo Company, PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Export Print Help
Go To
Starts with
Vendor Name City, State Contact 1
V100 General Industrial MFG Atlanta, GA Roger Sm
V101 Industrial Supply Distributors Atlanta, GA Jon Eske
V102 S.E. Industrial Prod. & Equip. Atlanta, GA Jerry Cl
Contracts Costing Items Past PO Purchase Orders Receipts
Default Cost Class None
Cost Hierarchy ICAS
I=Contracts for specific items
C=Contracts for a cost class
A=Contracts for all items
S=Standard PO Cost
Use Lowest Cost No
Exit
Enter characters vendor # must start with

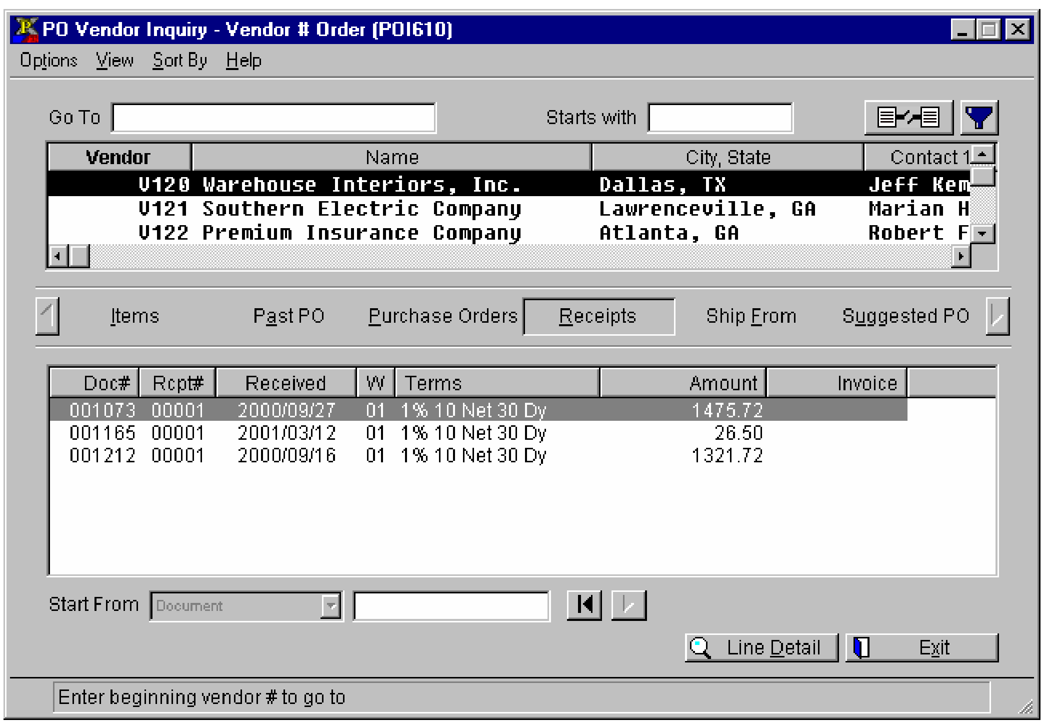

Vendor Inquiry (POI610)
Help
01-Demo Company PO Vendor Inquiry - Vendor # Order POI610
Vendor Name City, State Contact 1
V100 General Industrial MFG Atlanta, GA Roger Smith
V101 Industrial Supply Distributors Atlanta, GA Jon Eskew
V102 S.E. Industrial Prod. & Equip. Atlanta, GA Jerry Clark
Go To Starts With Filters Off
View Filter:01 Sync Off
Contracts Costing Items Past PO ->
Default Cost Class None
Cost Hierarchy ICAS
I=Contracts for specific items
C=Contracts for a cost class
A=Contracts for all items
S=Standard PO Cost
Use Lowest Cost No
F2-Order: Vendor #, Alpha, Contact (Vendor # Search)
Enter beginning vendor #, F1-Edit filters, F4-End, F10-Menu
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

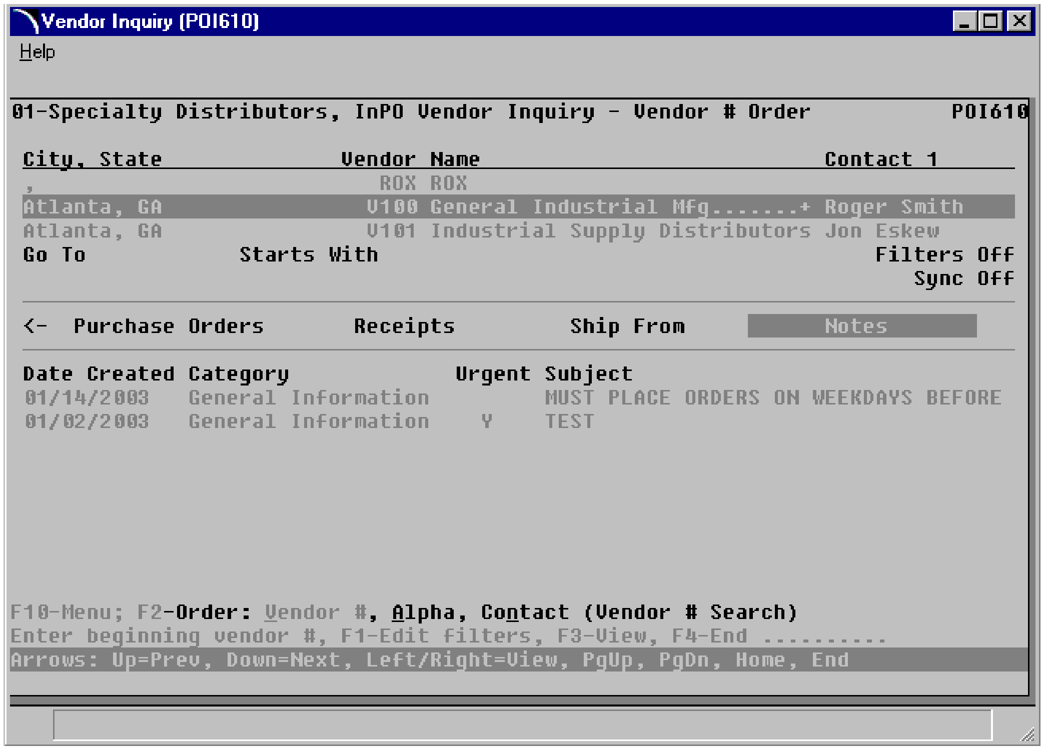

PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Help
Go To
Starts with
Vendor Name City, State Contact 1
V120 Warehouse Interiors, Inc. Dallas, TX Jeff Kem
V121 Southern Electric Company Lawrenceville, GA Marian H
V122 Premium Insurance Company Atlanta, GA Robert F
Items Past PO Purchase Orders Receipts Ship From Suggested PO
PO# Rcpt# Received W Ship-To T Buyer Am
000995 00001 2000/08/15 01 ATLANTA WAREHOUSE W 200 41
001021 00001 2000/08/31 01 ATLANTA WAREHOUSE W 200 33
001046 00001 2000/09/14 01 ATLANTA WAREHOUSE W 200 1
001073 00001 2000/09/27 01 ATLANTA WAREHOUSE W 200 14
Start From Past PO#
Line Detail
Exit
Enter beginning vendor # to go to

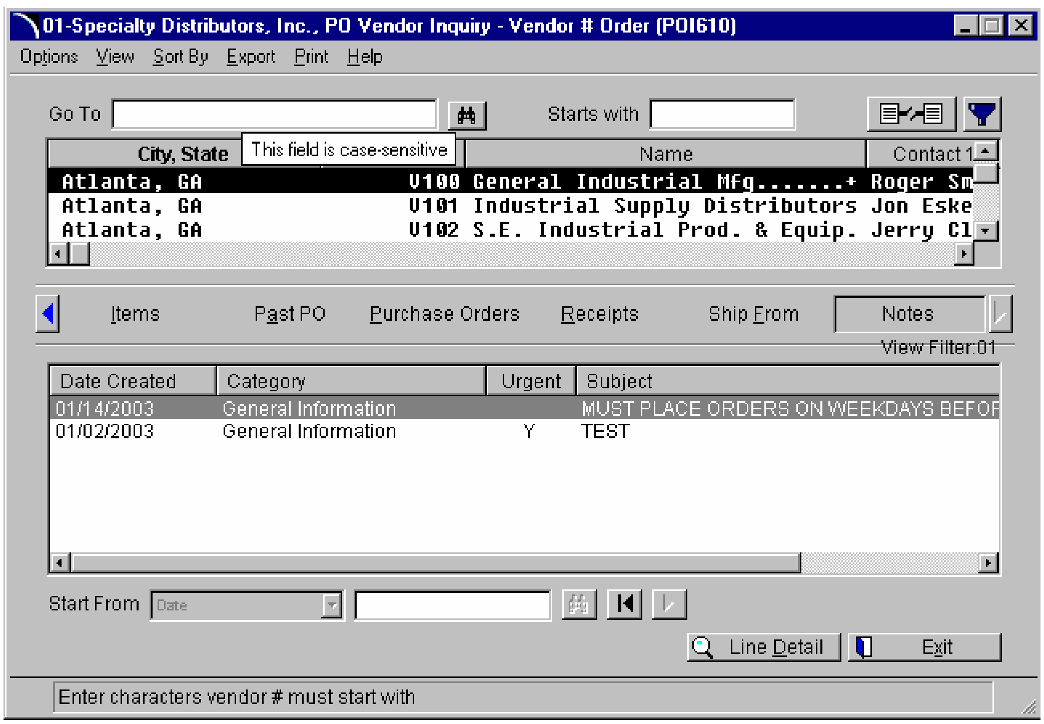

Win with ProvideX
Help
01-Demo Company PO VENDOR INQUIRY CW 01 POI610
CP=09/97 SEP
VENDOR V113 Atlanta Crane & Hoists PHONE 1 404-949-2100
147 S. Dekalb Drive 2
CONTACT1 Frank Carter
Doraville, GA 30341 2
SUGGESTED PO'S
ITEM DESCRIPTION WH UNITS UM ORDER LN# T
I122 Electric Hoist/2000 lb cap. 01 2 EA R
PO'S, PAST PO'S, SUGG PO'S, RECEIPTS, NOTES, ITEMS, VENDOR-ITEMS, SHIP-FROMS
ENTER DISPLAY CODE, CR-NEXT VENDOR, F3-SELECT WAREHOUSE, F4-BACKUP ..
ARROW: UP=PREV VENDOR, DOWN=NEXT VENDOR, LEFT=PREV CODE, RIGHT=NEXT CODE

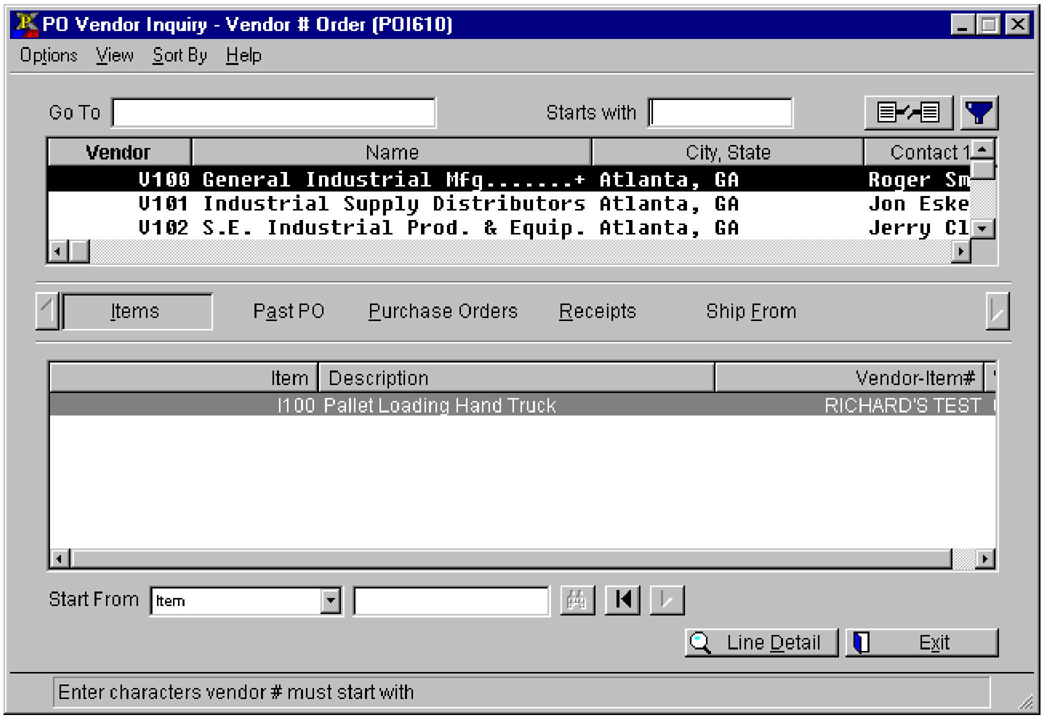

PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Help
Go To
Starts with
Vendor Name City, State Contact 1
V120 Warehouse Interiors, Inc. Dallas, TX Jeff Kem
V121 Southern Electric Company Lawrenceville, GA Marian H
V122 Premium Insurance Company Atlanta, GA Robert F
Items Past PO Purchase Orders Receipts Ship From Suggested PO
Item Description W Units U. Order L... T
I108 Steel Top Work Bench 01 7 EA R
I109 Foremen Shop Cabinet Desk 01 6 EA R
I110 Steel Storage Cabinet 01 2 EA R
Start From Suggested PO
Exit

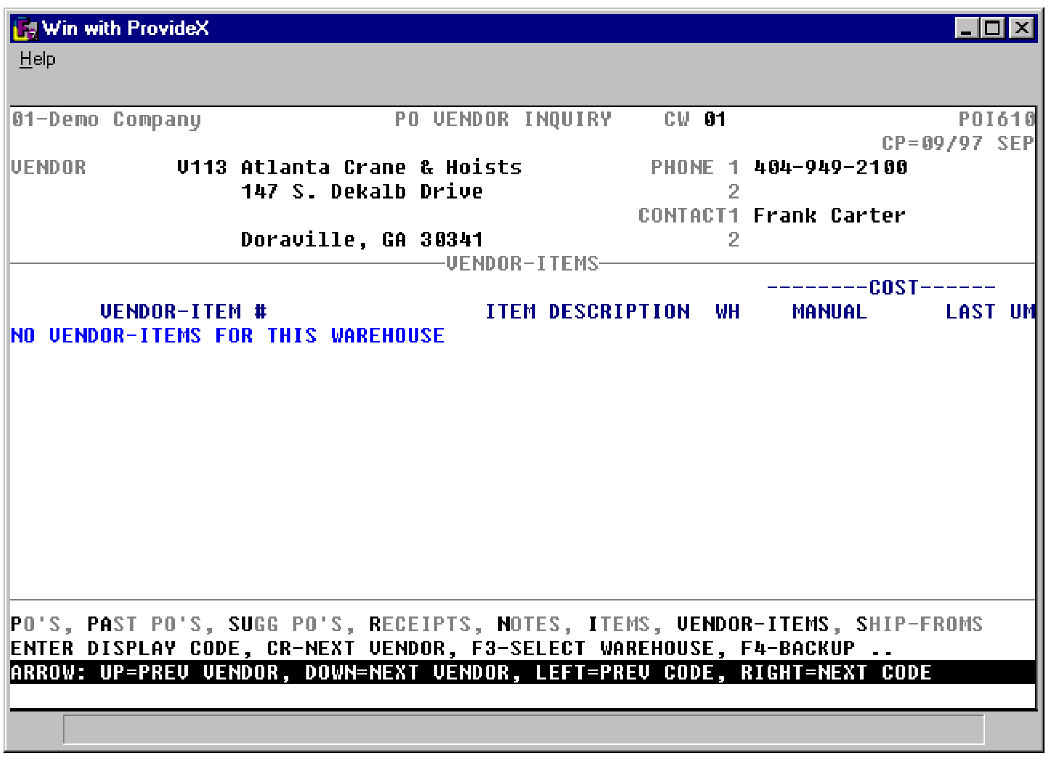

Win with ProvideX
Help
01-Demo Company PO VENDOR INQUIRY CW 01 POI610
CP=09/97 SEP
VENDOR V113 Atlanta Crane & Hoists PHONE 1 404-949-2100
147 S. Dekalb Drive 2
CONTACT1 Frank Carter
Doraville, GA 30341 2
RECEIPTS
LN DOC# RCPT# RECEIVED WH TERMS AMOUNT INVOICE
1 001064 00001 09/27/97 01 Net 10 782.34
2 001227 00001 10/03/97 01 Net 10 1366.54
ENTER DOC# TO BEGIN LIST, LN# FOR DETAIL INQUIRY, CR-CONTINUE, F4-BACKUP
ARROW: UP=PREV VENDOR, DOWN=NEXT VENDOR, LEFT=PREV CODE, RIGHT=NEXT CODE

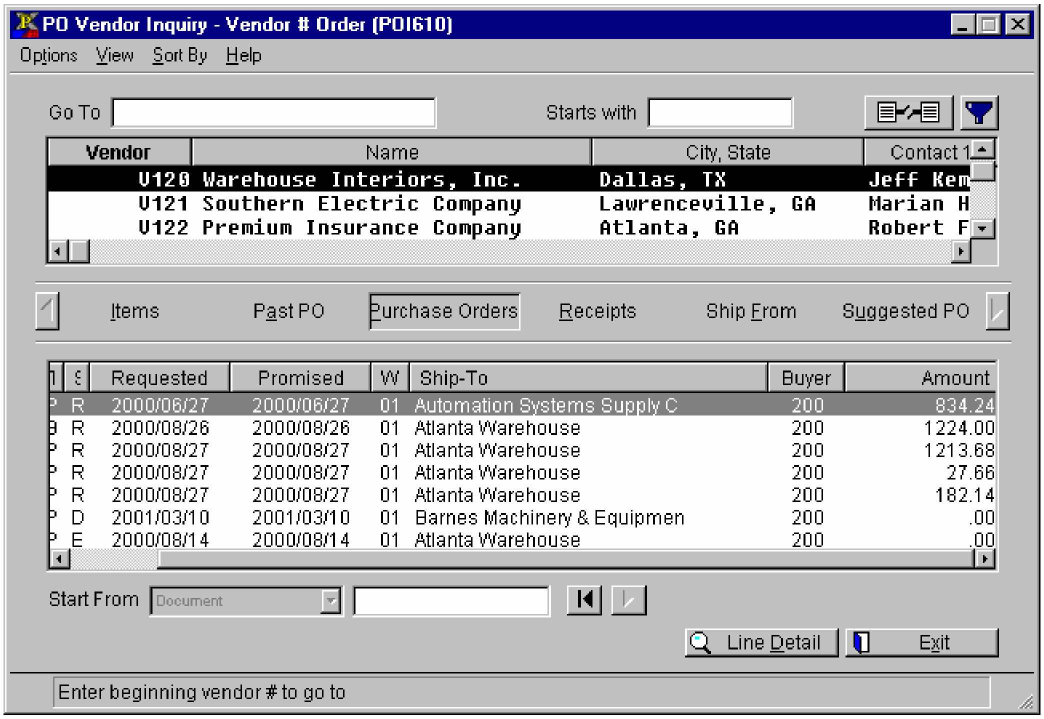

PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Help
Go To
Starts with
Vendor Name City, State Contact 1
V120 Warehouse Interiors, Inc. Dallas, TX Jeff Kem
V121 Southern Electric Company Lawrenceville, GA Marian H
V122 Premium Insurance Company Atlanta, GA Robert F
Items Past PO Purchase Orders Receipts Ship From Suggested PO
Doc# Rcpt# Received W Terms Amount Invoice
001073 00001 2000/09/27 01 1% 10 Net 30 Dy 1475.72
001165 00001 2001/03/12 01 1% 10 Net 30 Dy 26.50
001212 00001 2000/09/16 01 1% 10 Net 30 Dy 1321.72
Start From Document
Line Detail Exit
Enter beginning vendor # to go to

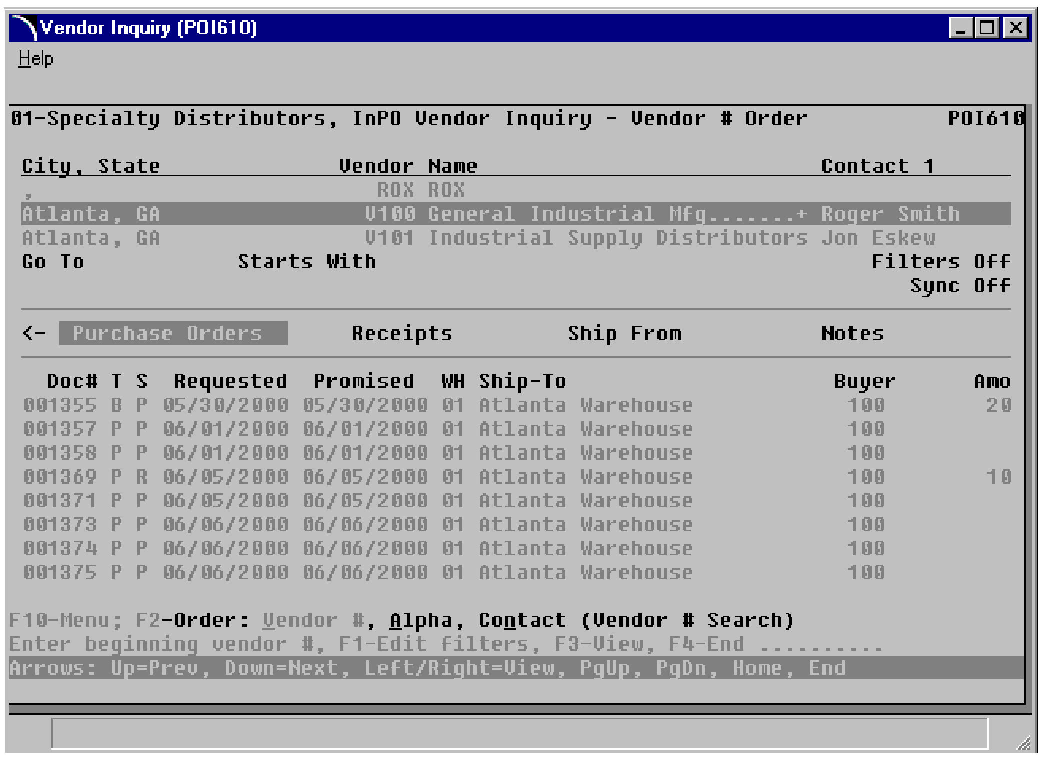

Vendor Inquiry (POI610)
Help
01-Specialty Distributors, InPO Vendor Inquiry - Vendor # Order POI610
City, State Vendor Name Contact 1
ROX ROX
Atlanta, GA V100 General Industrial Mfg.......+ Roger Smith
Atlanta, GA V101 Industrial Supply Distributors Jon Eskew
Go To Starts With Filters Off
Sync Off
<- Purchase Orders Receipts Ship From Notes
Date Created Category Urgent Subject
01/14/2003 General Information MUST PLACE ORDERS ON WEEKDAYS BEFORE
01/02/2003 General Information Y TEST
F10-Menu; F2-Order: Vendor #, Alpha, Contact (Vendor # Search)
Enter beginning vendor #, F1-Edit filters, F3-View, F4-End ....
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

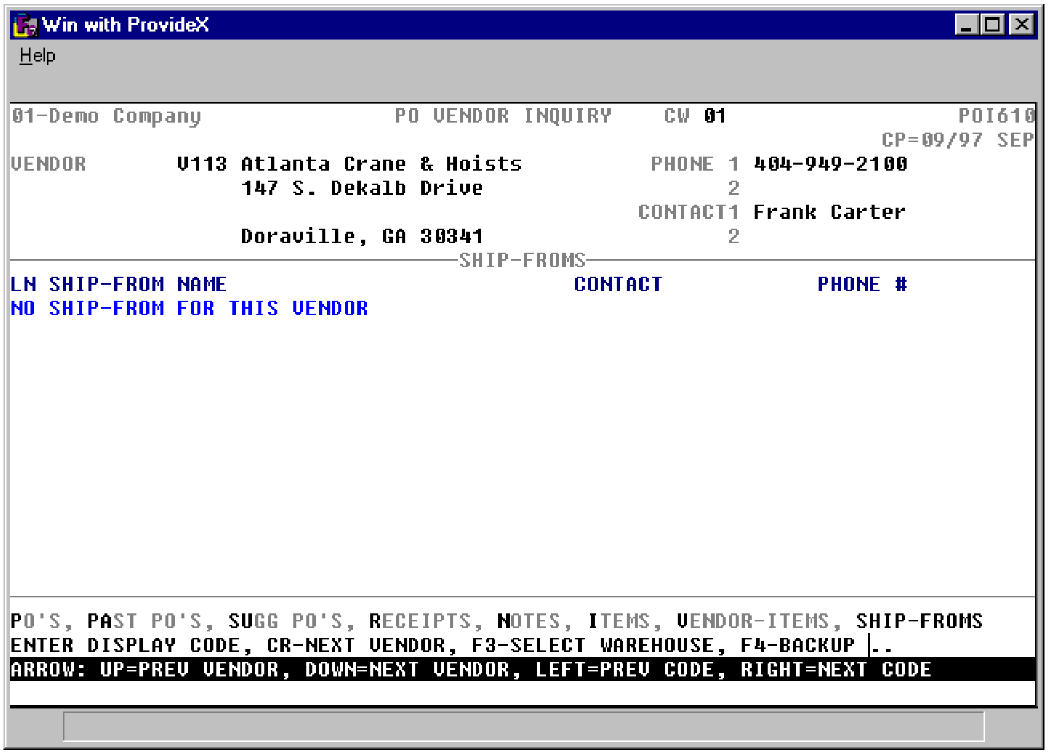

01-Specialty Distributors, Inc., PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Export Print Help
Go To
Starts with
City, State
This field is case-sensitive
Name
Contact 1
Atlanta, GA V100 General Industrial Mfg.......+ Roger Sm
Atlanta, GA V101 Industrial Supply Distributors Jon Eske
Atlanta, GA V102 S.E. Industrial Prod. & Equip. Jerry Cl
Items Past PO Purchase Orders Receipts Ship From Notes
View Filter:01
Date Created Category Urgent Subject
01/14/2003 General Information MUST PLACE ORDERS ON WEEKDAYS BEFOR
01/02/2003 General Information Y TEST
Start From
Date
Line Detail
Exit
Enter characters vendor # must start with

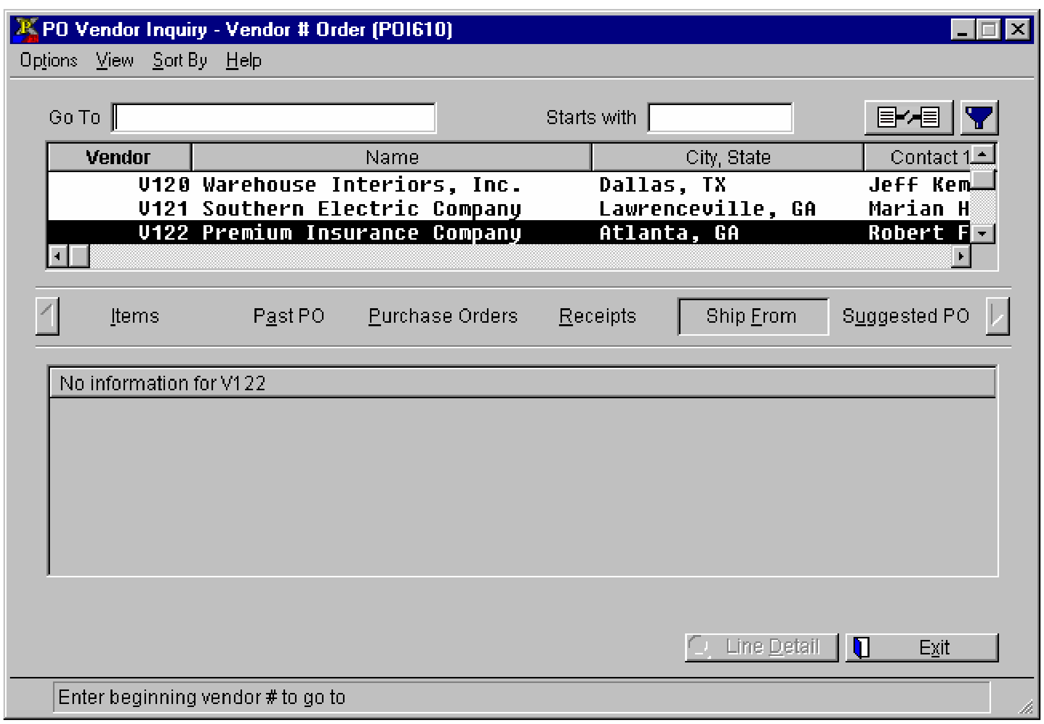

PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Help
Go To
Starts with
Vendor Name City, State Contact 1
V100 General Industrial Mfg.......+ Atlanta, GA Roger Sm
V101 Industrial Supply Distributors Atlanta, GA Jon Eske
V102 S.E. Industrial Prod. & Equip. Atlanta, GA Jerry Cl
Items Past PO Purchase Orders Receipts Ship From
Item Description Vendor-Item#
I100 Pallet Loading Hand Truck RICHARD'S TEST
Start From Item
Line Detail Exit
Enter characters vendor # must start with

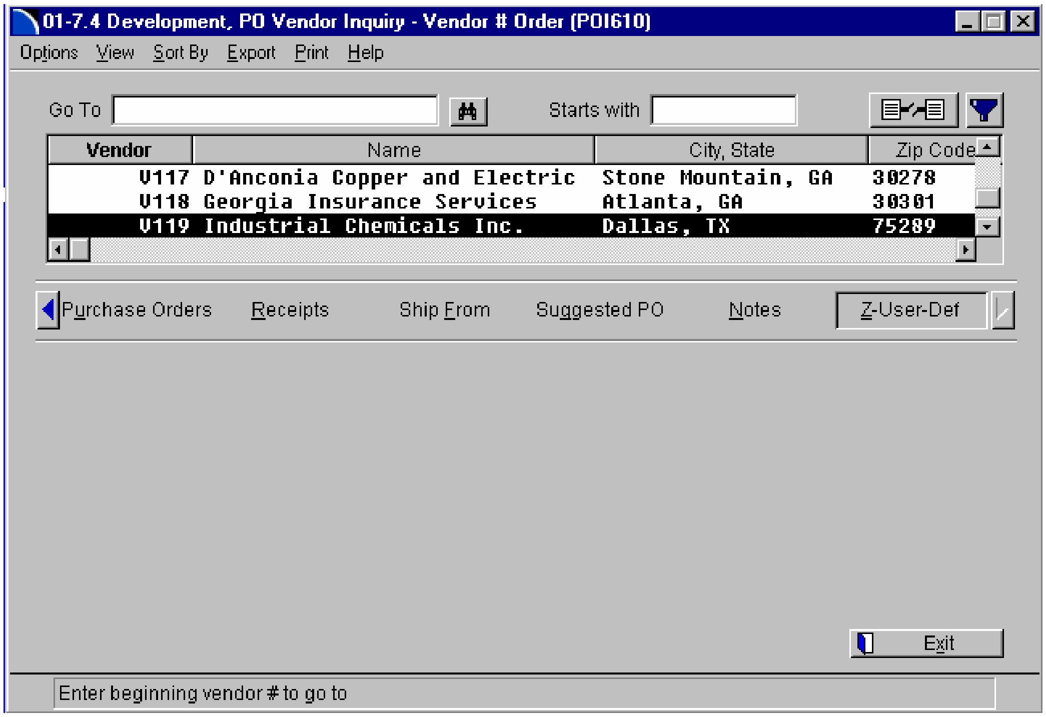

Win with ProvideX
Help
01-Demo Company PO VENDOR INQUIRY CW 01 POI610
CP=09/97 SEP
VENDOR V113 Atlanta Crane & Hoists PHONE 1 404-949-2100
147 S. Dekalb Drive 2
CONTACT1 Frank Carter
Doraville, GA 30341 2
VENDOR-ITEMS
--------COST------
VENDOR-ITEM # ITEM DESCRIPTION WH MANUAL LAST UM
NO VENDOR-ITEMS FOR THIS WAREHOUSE
PO'S, PAST PO'S, SUGG PO'S, RECEIPTS, NOTES, ITEMS, VENDOR-ITEMS, SHIP-FROMS
ENTER DISPLAY CODE, CR-NEXT VENDOR, F3-SELECT WAREHOUSE, F4-BACKUP ..
ARROW: UP=PREV VENDOR, DOWN=NEXT VENDOR, LEFT=PREV CODE, RIGHT=NEXT CODE

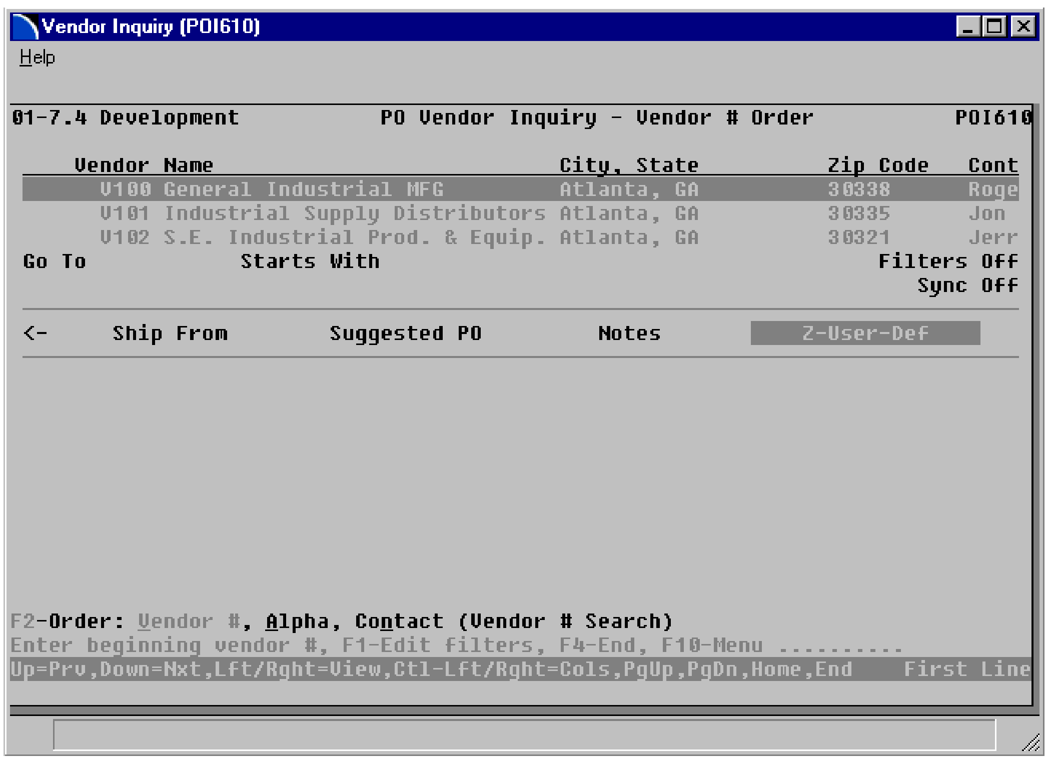

PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Help
Go To
Starts with
Vendor Name City, State Contact 1
V120 Warehouse Interiors, Inc. Dallas, TX Jeff Kem
V121 Southern Electric Company Lawrenceville, GA Marian H
V122 Premium Insurance Company Atlanta, GA Robert F
Items Past PO Purchase Orders Receipts Ship From Suggested PO
Requested Promised W Ship-To Buyer Amount
P R 2000/06/27 2000/06/27 01 Automation Systems Supply C 200 834.24
B R 2000/08/26 2000/08/26 01 Atlanta Warehouse 200 1224.00
P R 2000/08/27 2000/08/27 01 Atlanta Warehouse 200 1213.68
P R 2000/08/27 2000/08/27 01 Atlanta Warehouse 200 27.66
P R 2000/08/27 2000/08/27 01 Atlanta Warehouse 200 182.14
P D 2001/03/10 2001/03/10 01 Barnes Machinery & Equipmen 200 .00
P E 2000/08/14 2000/08/14 01 Atlanta Warehouse 200 .00
Start From Document
Line Detail Exit
Enter beginning vendor # to go to


Vendor Inquiry (POI610)
Help
01-Specialty Distributors, InPO Vendor Inquiry - Vendor # Order POI610
City, State Vendor Name Contact 1
, ROX ROX
Atlanta, GA V100 General Industrial Mfg.......+ Roger Smith
Atlanta, GA V101 Industrial Supply Distributors Jon Eskew
Go To Starts With Filters Off
Sync Off
<- Purchase Orders Receipts Ship From Notes
Doc# T S Requested Promised WH Ship-To Buyer Amo
001355 B P 05/30/2000 05/30/2000 01 Atlanta Warehouse 100 20
001357 P P 06/01/2000 06/01/2000 01 Atlanta Warehouse 100
001358 P P 06/01/2000 06/01/2000 01 Atlanta Warehouse 100
001369 P R 06/05/2000 06/05/2000 01 Atlanta Warehouse 100 10
001371 P P 06/05/2000 06/05/2000 01 Atlanta Warehouse 100
001373 P P 06/06/2000 06/06/2000 01 Atlanta Warehouse 100
001374 P P 06/06/2000 06/06/2000 01 Atlanta Warehouse 100
001375 P P 06/06/2000 06/06/2000 01 Atlanta Warehouse 100
F10-Menu; F2-Order: Vendor #, Alpha, Contact (Vendor # Search)
Enter beginning vendor #, F1-Edit filters, F3-View, F4-End ....
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End


Win with ProvideX
Help
01-Demo Company PO VENDOR INQUIRY CW 01 POI610
CP=09/97 SEP
VENDOR V113 Atlanta Crane & Hoists PHONE 1 404-949-2100
147 S. Dekalb Drive 2
CONTACT1 Frank Carter
Doraville, GA 30341 2
SHIP-FROMS
LN SHIP-FROM NAME CONTACT PHONE #
NO SHIP-FROM FOR THIS VENDOR
PO'S, PAST PO'S, SUGG PO'S, RECEIPTS, NOTES, ITEMS, VENDOR-ITEMS, SHIP-FROMS
ENTER DISPLAY CODE, CR-NEXT VENDOR, F3-SELECT WAREHOUSE, F4-BACKUP ..
ARROW: UP=PREV VENDOR, DOWN=NEXT VENDOR, LEFT=PREV CODE, RIGHT=NEXT CODE


PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Help
Go To
Starts with
Vendor Name City, State Contact 1
V120 Warehouse Interiors, Inc. Dallas, TX Jeff Kem
V121 Southern Electric Company Lawrenceville, GA Marian H
V122 Premium Insurance Company Atlanta, GA Robert F
Items Past PO Purchase Orders Receipts Ship From Suggested PO
No information for V122
Line Detail
Exit
Enter beginning vendor # to go to


01-7.4 Development, PO Vendor Inquiry - Vendor # Order (POI610)
Options View Sort By Export Print Help
Go To
Starts with
Vendor
Name
City, State
Zip Code
V117 D'Anconia Copper and Electric Stone Mountain, GA 30278
V118 Georgia Insurance Services Atlanta, GA 30301
V119 Industrial Chemicals Inc. Dallas, TX 75289
Purchase Orders
Receipts
Ship From
Suggested PO
Notes
Z-User-Def
Exit
Enter beginning vendor # to go to


Vendor Inquiry (POI610)
Help
01-7.4 Development PO Vendor Inquiry - Vendor # Order POI610
Vendor Name City, State Zip Code Cont
V100 General Industrial MFG Atlanta, GA 30338 Roge
V101 Industrial Supply Distributors Atlanta, GA 30335 Jon
V102 S.E. Industrial Prod. & Equip. Atlanta, GA 30321 Jerr
Go To Starts With Filters Off
Sync Off
<- Ship From Suggested PO Notes Z-User-Def
F2-Order: Vendor #, Alpha, Contact (Vendor # Search)
Enter beginning vendor #, F1-Edit filters, F4-End, F10-Menu ....
Up=Prv,Down=Nxt,Lft/Rght=View,Ctl-Lft/Rght=Cols,PgUp,PgDn,Home,End First Line

How to view vendor information

1. Access this program by choosing ***Purchase Orders →Inquiries →PO Vendor Inquiry.***
2. Enter the vendor for which you want to view information.

   Select filters if you want to limit the number of records that appear in the inquiry browser. In GUI, choose *Options→Filter Values.* In character, press F1.

   Use the up and down arrow keys or the Page Down and Page Up keys to scroll through the displayed list of vendors. Graphical users can also use the vertical scroll bar.

   ➲ The **Go to** input is case sensitive. This means that if you enter *v100* to lookup a vendor number when someone entered it as *V100*, the customer record you are looking for will not appear in the browser.
3. Select the warehouse for which you want to view information.

   The program defaults to the warehouse assigned to the terminal you are using. To choose another warehouse:

   Graphical users: Choose *Options→Filter Views.*

   Character users: Type **!** and press **F1**.

   In the window or popup box, press **F1** to select the next warehouse on record. Press **F2** to search for a warehouse code. Press **F3** to choose ALL warehouses.
4. Select a view.

   Graphical users: Choose a view from the *View* menu or select one from the view bar.

   Character users: Use the right and left arrow keys to select a view from the view bar.

   View descriptions

   Item Displays item number, item description and vendor/item number. **To get more information on items:**

   Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

   Character users: Press **F3-Bottom**, highlight the line and press CR.

   The *Item Detail window* provides information on last receipt, manual cost, month-to-date, year-to-date and prior year history.

   Past Purchase Orders Displays past PO information including PO number, receipt number, date received, warehouse code, ship-to, warehouse or direct ship type, buyer and amount. **To get more information on past purchase orders:**

   Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The Past Purchase Order detail window provides document header information, line items and gives you access to receipts.

Purchase Orders Displays purchase order information including document number, type (purchase order, backorder, noninvoiced receipt), status (entered but not printed, printed, received, deleted**,** voided after received), requested date, promised date, warehouse, ship-to location, buyer code and the amount.
Job Cost users: If the item was purchased for a job, the job number, cost code, entry memo and bill extension also appears in the view area.

To get more information on past purchase orders:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The Purchase Order detail window provides header and line item information. You can choose to view the status of the purchase order since it was created (Overview), including any received quantities, or you can view it as it appears in the entry program (Current), with extended cost.

Access additional detail on listed line items by entering the line number.

Select the next purchase order on file by typing **N** and pressing CR.

Receipts Displays purchase order receipts information in its entirety including, document number, receipt number, received date, warehouse, terms code, amount (original cost), and invoice. In the lower view portion of the screen, the system displays all lines for the receipt. In the view area, select the line that you want more detail on and choose the Line Detail button, or you can double click the icon at the beginning of that line. The Receipts detail window enables you to view line details for items that appear on the receipt. The detail information includes the status of the line, located in the 'S' column (blank is 'open' and C is 'complete'), as well as the invoice number that a line is attached to.

To get more information on receipts:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

Ship-from Displays ship-from information from the vendor ship-from file including ship-from code, vendor name, contact person and phone number.

To get more information on ship-from listings:

Graphical users: In the view area, select the line that you want more detail on and choose the **Line Detail** button, or you can double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

The *Ship-from detail window* provides address information, both contacts, ship via method, F.O.B., and buyer code.

Suggested Purchase Orders Displays suggested PO information including item number, item description, warehouse code, units, unit of measure, order number, line number for which the suggested PO was created and suggested PO type (**R**-restocking or **S**-special order).

Vendor Notes Displays notes for the specified vendor. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

You can access the Notes Entry (SME710) program from the Optionsà1 Vendor Note Entry to enter or modify notes for the specified vendor.

Contracts Use the Contracts view to display all cost contracts on file for the vendor.

Contracts Detail Window.

In the view area, select the line that you want more detail on and choose the Line Detail button, or you can double click the icon at the beginning of that line.

For contracts with fixed costs, the detail displays either fixed cost and UM or basis and multiplier information, memo information, and customer info (if available).

Costing Use the Costing view to display the vendor’s default cost class, cost hierarchy, and use lowest cost flag.

Document Inquiry (POI620)

Function

This program allows the user to view purchase order documents (past and current) in detail.

The user has the option to view PO documents by warehouse. The system also displays a detailed history of a line-item for a PO or past PO. Receipt information is also available.

In Document Inquiry, if you enter a purchase order that has been completely received and updated, the system displays the message: "Updated PO XXXXXX can be viewed in Receipt Entry programs". To view a purchase order that has been completely received and updated, access Receipt Entry (POE210) and Non-PO Receipt Entry (POE220) as appropriate for the PO. Select the icon or **F3** to search for purchase orders. If the "Update in Receipt Entry" option is set to yes in PO Static Control F/M (POF980), the PO Search window contains an Updated PO button that displays a search window containing purchase orders that been completely updated in the PO Receipt Entry or Non-PO Receipt Entry programs. If you select a purchase order from this search, the system displays the PO Receipts Search Window where you can select to view a receipt. Refer to the PO Receipts Search window for detailed information about this feature.

Inquiry information for each document includes:

- Shipping information
- Purchase amounts
- Item description

User Inputs

The following inputs are involved in displaying purchase order document inquiry information:

1. Warehouse

Graphical Users: When you first access Document Inquiry, the upper portion of the screen contains a Whse input, which is used to locate specify the warehouse used in the inquiry. The system defaults to the initiating warehouse for the user. You can also use the drop-down list to select open documents or PO documents. You can select the icon or F2 if you want to search for a specific document number. You can also select the **VCR** buttons to display the next document on file.

Enter the warehouse code for the inquiry. By selecting a specific warehouse, the system displays only the information for the specified vendor in the specified warehouse. The default warehouse for the current user is displayed at the top right of the screen (CW). Once the user has chosen to select warehouse, the current warehouse and its description are displayed at the bottom of the screen.

You can press any of the following: F3 or the icon to default to the all warehouses and displays all information on file for the vendor, F2 or the icon allows a search **Enter** (**CR**) defaults to the current warehouse.

2. PO Number

Character Users: To display open purchase orders, enter O here. To display past purchase orders, enter P here. To access the Warehouse input, press **F4**.

GUI Users: Select the type of PO document to display. You can select from: **O**-open purchase orders or **P**-past purchase orders.

Enter the PO number to display. Entering a valid PO document number displays the document as it would be in the corresponding entry program PO Entry or Receipt Entry (based on its status as a OPEN or PAST PO), and displays the status OPEN or PAST in the top center of the screen. F2 or the allows a search

The detail or lower portion of the screen may display the open PO's line-items in **C-**current mode. Past PO's may be displayed in **R**-receipt mode. Both open and past PO line-items can be displayed in **O**-overview mode. The user selects the mode, and once selected, the mode is displayed in the center of the border line separating the header from the line-items. The tax, freight and new total for the PO is displayed in the lower right hand corner of the screen.

The overview mode displays the status of the past PO since it was created. For each line, it displays the original order amount, the amount already received, the amount currently on order and the unit of measure for these amounts. The cost for each item and its unit of measure is also included.

The current mode displays the document as it appears in PO Entry: the item and its ordered, received and backordered amounts, as well as the corresponding unit of measure. The amounts displayed are the updated current amounts (the amounts on order but not yet received). The cost of the item and the line's extended cost are also included.

The receipt mode displays the document as it appears in Receipt Entry: the line number, item and its ordered, received and backordered amounts, as well the corresponding unit of measure. The amounts displayed are the amounts that appeared on the receiving document the day it was receipted.

GUI Users:

You can select from the following:

The **Receipts** button to display past POs.

The **Open PO** button to display open purchase orders (if you are receipt mode.)

The **Footer** button to display footer information for the PO document number.

The **Line Detail** button to display details for the PO line number highlighted in the browser in the lower portion of the screen.

The **Done** button to exit the program.

Character Users:

The system displays the following:

3. Document Type

If F2 was not selected at input #1, inputs #3-8 are skipped. Enter whether the document type to be displayed is **O**-open purchase orders or **P**-past purchase orders.

If O is selected the system displays the PO number, type, status, warehouse, ordered date, vendor number and name, and reference number. If P is selected the system displays the same information with the exception of type and status. The program proceeds through the same inputs for past and open PO documents. CR defaults to O.

4. Search

Enter whether to search by **D**-document or **V**-vendor. Entering a V allows the user to enter a beginning vendor, whose documents are to list for the current warehouse. Entering D allows the user to enter a beginning document to list for the current warehouse. F2 allows the user to set the parameters for the search (only available if searching for open PO's). CR defaults to D.

5. Document Type

If F2 was not selected in input #4, this input is skipped. Enter whether to display **P**-open purchase orders, **B**-backorders and/or **R**-non-PO receipts. CR defaults to ALL.

6. Status Code

If F2 was not selected in input #4, this input is skipped. Enter whether the status code to display is E -purchase order entered, not printed, P-purchase order printed, R-received purchase order, D-document deleted and/or V-printed purchase order voided. CR defaults to ALL.

7. Beginning Document/Vendor

Enter the number of the first document or vendor (as selected in input #4) to display. CR defaults to NEXT. This displays a summary screen listing the purchase orders by the status(es) and type(s) selected. Information includes line number, document number, type, status, order date, vendor number, vendor name, warehouse, and reference number.

8. Select Line Number

Select the line number of the document to display. The selected purchase order document is displayed in detail.

9. Options Are:

- Enters line number to detail

CR - Continues listing

N - Next PO document of the same status (open or past) or next receipt if in receipt display mode and there are multiple receipts

L - Option to begin listing at an entered line numbers

C - Changes display mode to current

R - Changes display mode to receipts

O - Changes display mode to overview

P - Displays line-items of the opposite status if a PO is partially received

F4 - Backs up

The detail or lower portion of the screen may display the open PO's line-items in **C-**current mode. Past PO's may be displayed in **R**-receipt mode. Both open and past PO line-items can be displayed in **O**-overview mode. The user selects the mode, and once selected, the mode is displayed in the center of the border line separating the header from the line-items. The tax, freight and new total for the PO is displayed in the lower right hand corner of the screen.

The overview mode displays the status of the past PO since it was created. For each line, it displays the original order amount, the amount already received, the amount currently on order and the unit of measure for these amounts. The cost for each item and its unit of measure is also included.

The current mode displays the document as it appears in PO Entry: the item and its ordered, received and backordered amounts, as well as the corresponding unit of measure. The amounts displayed are the updated current amounts (the amounts on order but not yet received). The cost of the item and the line's extended cost are also included.

The receipt mode displays the document as it appears in Receipt Entry: the line number, item and its ordered, received and backordered amounts, as well the corresponding unit of measure. The amounts displayed are the amounts that appeared on the receiving document the day it was receipted.

The user may enter the line number to be selected for a detailed display. Only non-memo (M) lines may be detailed. Select the line number to detail. The system automatically displays the item number, descriptions 1 and 2, and the line's status (ordered, partially received, or complete). The detail also displays a recap of the item's status: original order amount, amount currently on order, amount received on the last receipt for this line, backordered amount, and the total amount that has been received. It also displays the cost of the item and its corresponding unit of measure. The freight factor, GL posting table, weight, vendor-item number, and whether the item is a stocked or nonstocked item is also included. Also displayed are the requested, promised and the most current received date. Whether this line should affect/update the average lead time in the item file and if it is taxable are also included.

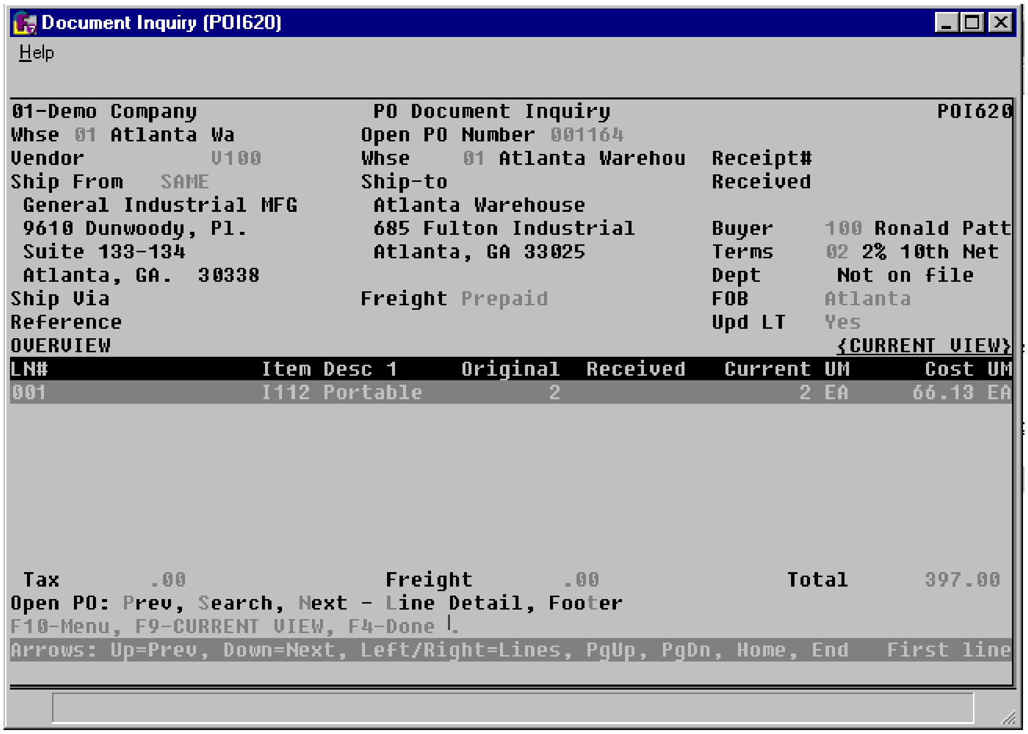
For line items, you can select Cost Origin from the View menu to display the Cost Origin screen.

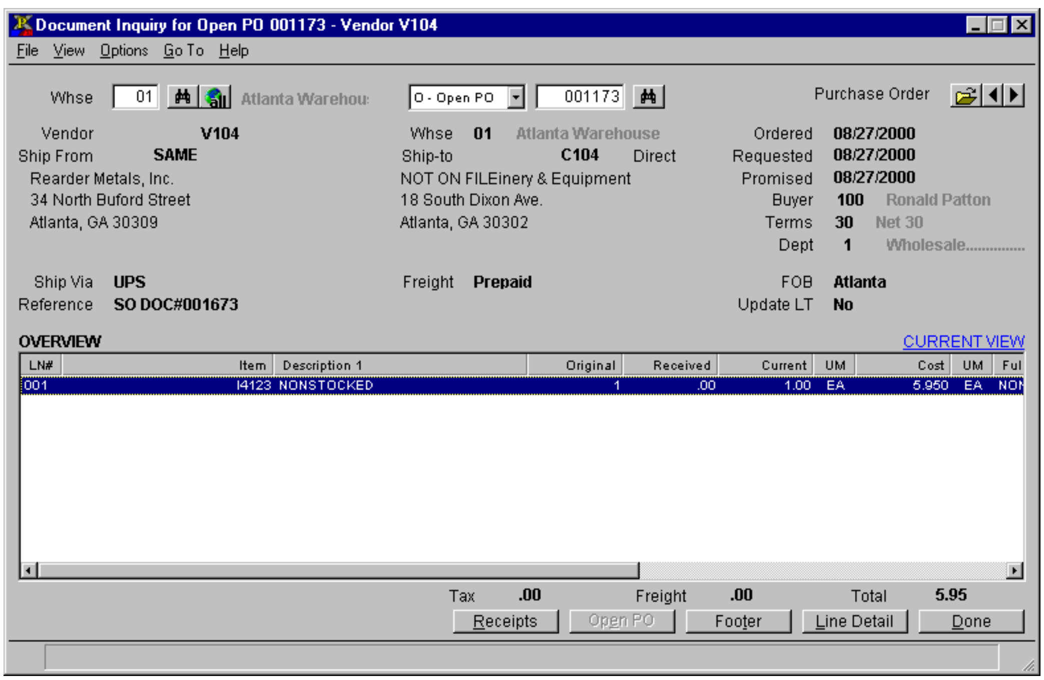
If the displayed PO document is open and the user is using Job Cost and this line's item was purchased for a job, the job number, cost code, entry memo, and bill extension is displayed. If the item is a serial or lot item the serial or lot numbers can be seen by selecting **S**. If the item is partially received and the receipts are on file, then the receipt history can be displayed by selecting **R**.

Technical Notes

FILES USED - SMCNTL, PORDER, APVEND, POSHIP, POVNDX, APVALX, POLOTS POPALX, POPAST, POPASX, POPLTS, SORDER, ARCUST

FILES UPDATED - NONE





Items-In-Process Inquiry (POI630)

Function

This program allows the user to inquire about the status of a purchase order item.

Inquiry information for each item in process includes item number and description. The number of each purchase order with the item is then listed, giving the following information: document number, type, status, date, vendor, name, quantity ordered, received and backordered, buying unit of measure, cost, and costing unit of measure.

User Inputs

The following inputs are involved in displaying purchase order items-in-process inquiry information:

1. Document Type

Enter whether the document type(s) to display is **P**-open purchase order, **B**-backorders and / or **R**-non-PO receipt. CR defaults to ALL. F3 allows changes to the current warehouse.

2. Warehouse

If F3 was not selected at input #1, this input is skipped. By selecting a specific warehouse, the user sees only the information for the specified vendor in the specified warehouse. The current warehouse is displayed at the top right of the screen (CW). Once the user has chosen to select warehouse, the current warehouse and its description are displayed at the bottom of the screen. The user may enter a valid warehouse or select any of the following: F1 defaults to the next warehouse on file; F2 allows a search (ref. 9); F3 defaults to all warehouses and displays all information on file for the vendor; CR defaults to the current warehouse.

3. Status Code

Enter whether the status code(s) to display are **E**-purchase order entered, not printed**, P-**purchase order printed and / or **R**-received purchase order. CR defaults to ALL.

4. Beginning Item

Enter the beginning item number to begin listing.

CR Next

F2 - Searches

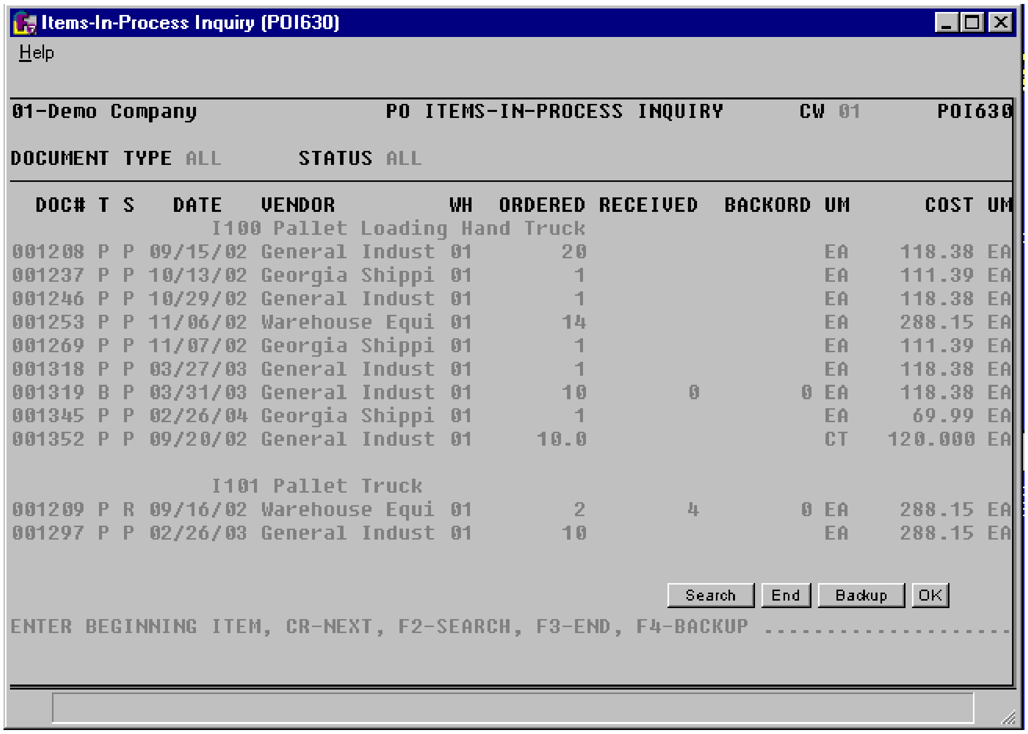
F3 - Ends the program

F4 - Backs up to the status prompt

Technical Notes

FILES USED - SMCNTL, PORDER, POITMX, ICMAST, APVEND, ICALPX, ICCLSX

FILES UPDATED - NONE



Item Inquiry (ICI610)

Function

This program allows the user to display item information by warehouse in inventory. Refer to the Item Inquiry topic in Chapter 8 of IC Users Guide for detailed information about this program.

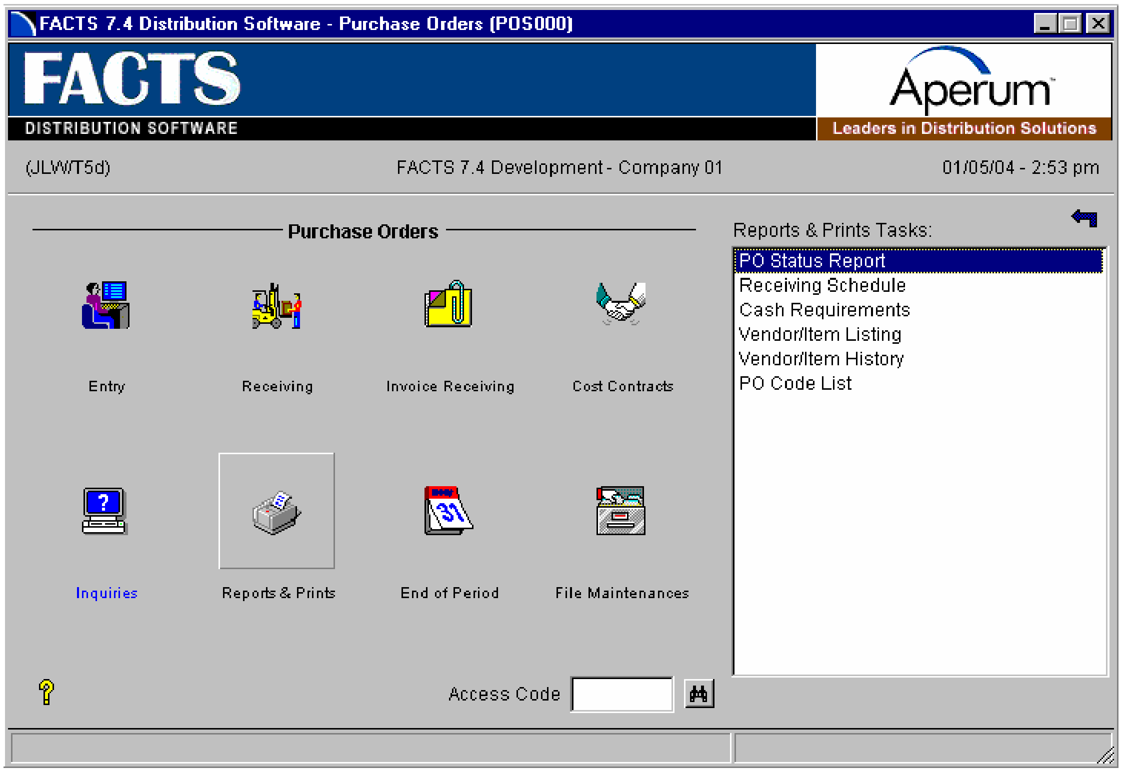
CHAPTER 7

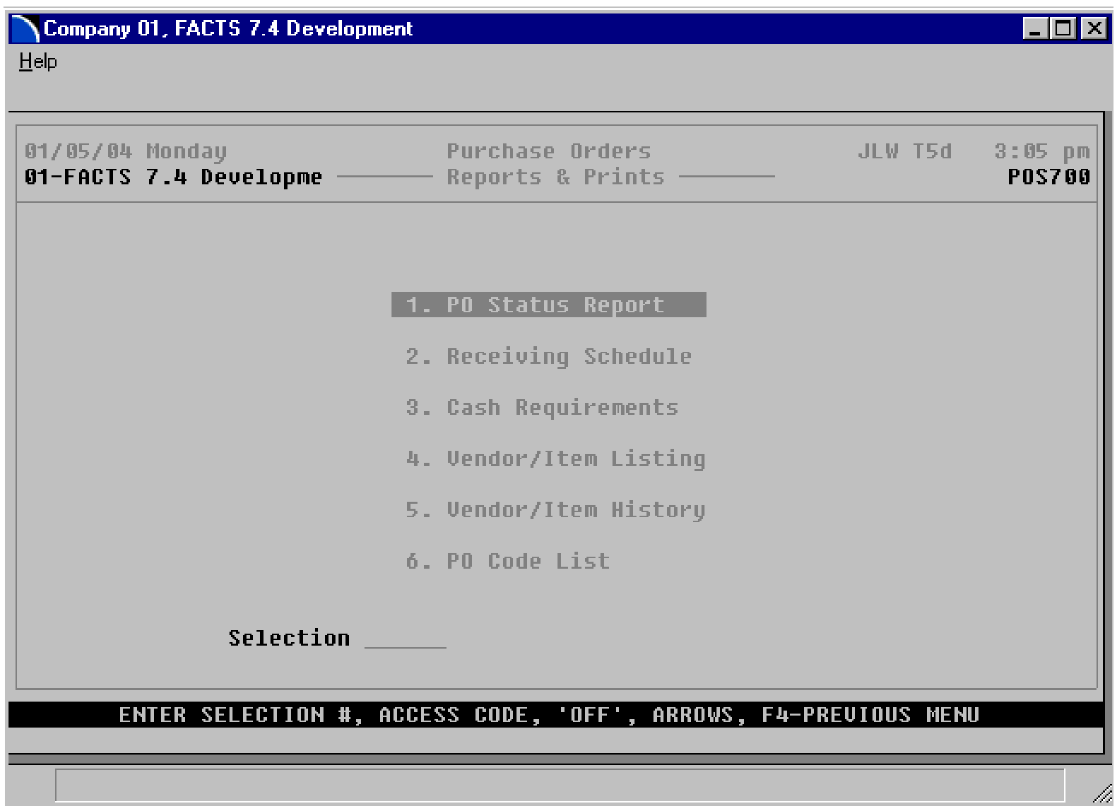
Reports & Prints

The purchase order reports and prints allow the user to obtain hard copy information about purchase orders. This information may be helpful in the management of purchase orders. The user may view open orders, backorders, and future cash requirements based on purchase orders. The user may also view information on vendor-item numbers.

1. The Status Report allows the user to view all entered and printed purchase orders by vendor, document or item. This report is warehouse specific.
2. The Receiving Schedule allows the user to print a report of open purchase orders by expected receiving dates. The report may be printed by date, vendor or item. This report is warehouse specific. The printout may be in summary (PO number's and totals) or detail (PO numbers and each line-item). This report is helpful in determining when incoming shipments will arrive, so that customer orders may be filled.
3. The Cash Requirements Report allows the user to print a report showing future payments due to vendors for purchases made through the purchase orders system. This report is helpful in cash management and budget planning. Amounts due are printed for each vendor. Selection may be based on due date or discount date. Dates to print may be selected. Reports may include purchase orders or registered receipts, and may be printed in summary or detail.
4. The Vendor/Item Listing prints vendor-item numbers by vendor or by item. The report is useful in viewing general information from the vendor-item records on file.
5. The Vendor/Item History Report allows the user to obtain a report by vendor or by item of the historical information in the vendor/item file. This report is helpful in locating active or inactive vendors or items and determining vendors or items to purge from the file. It may also be useful in viewing purchasing patterns. Month-to-date, year-to-date and prior year figures may be included in the report.

6. The PO Code List prints a listing of all buyer codes and their descriptions on file.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLWT5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:53 pm
Purchase Orders
Reports & Prints Tasks:
PO Status Report
Receiving Schedule
Cash Requirements
Vendor/Item Listing
Vendor/Item History
PO Code List
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d
3:05 pm
01-FACTS 7.4 Developme
Reports & Prints
POS700
1. PO Status Report
2. Receiving Schedule
3. Cash Requirements
4. Vendor/Item Listing
5. Vendor/Item History
6. PO Code List
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

PO Status Report (POR710)

Function

This program allows the user to view open and / or backordered PO's that are entered and / or printed.

The user has the option to:

- Select the order to print - document, vendor or item.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Print costing information.
- Select document types to print - open and / or backordered.
- Select a cutoff date.

Report information includes the following: the item and description, requested and promised dates for each line-item, as well as the original ordered amount, the amount received thus far, and the current amount still on order. The Cost of each item may also be printed. The total number of PO's, vendors or items listed is also included.

User Inputs

The following inputs are involved in printing the PO Status Report:

1. Order

Enter the order in which the report should print (ref. 6).

2. Beginning order choice

Select the beginning order choice to print (ref. 1). Press F1 to enter the first record on file. Press F2 to search vendors, documents, and items.

3. Ending order choice

Select the ending order choice to print (ref. 4). Press F1 to enter the first record on file. Press F2 to search vendors, documents, and items.

4. Warehouse

Enter the warehouse code to print. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. Press F2 to search.

5. Cost

Enter **N** or **Y** to indicate whether to include cost information. CR defaults to N.

6. Type

Enter whether to print **P**-open purchase orders, **B**-backorders and or **R**-received purchase orders. CR defaults to ALL.

7. Cutoff Date

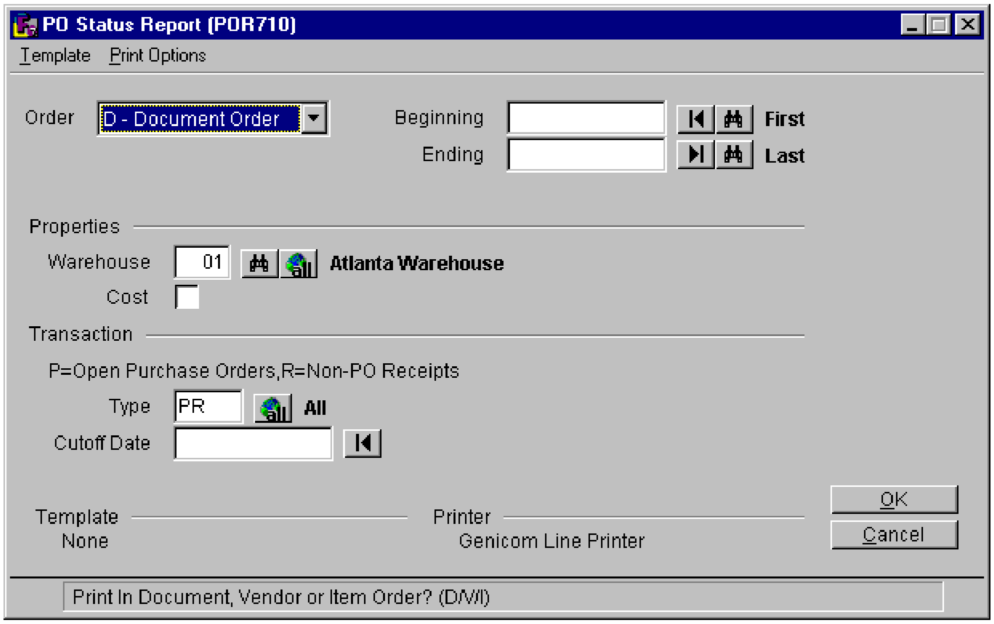
Enter promised date after which PO's will not print; i.e., any purchase orders with a promise date after the entered cutoff date are not included. CR defaults to NO CUTOFF (ref. 2).

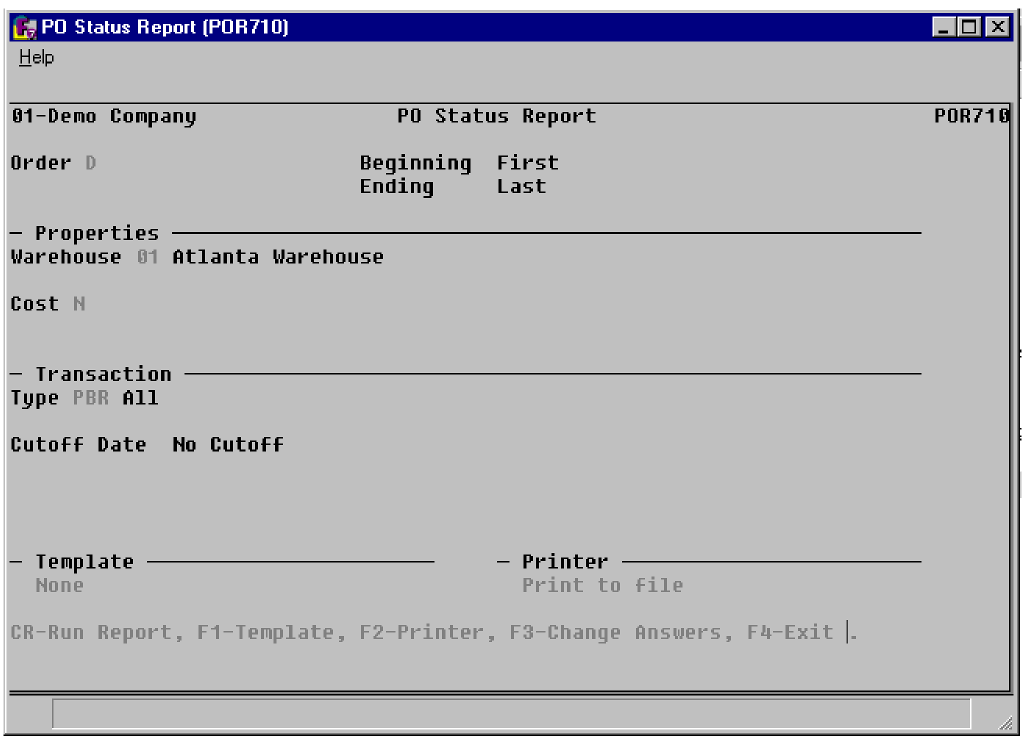
Technical Notes

The printing proceeds by reading through the purchase orders file (PORDER). Records meeting all criteria entered are printed.

FILES USED - SMCNTL, PORDER, APVEND, ICMAST, POVNDX, POITMX

FILES UPDATED - NONE


PO Status Report (POR710)
Template Print Options
Order D - Document Order
Beginning First
Ending Last
Properties
Warehouse 01 Atlanta Warehouse
Cost
Transaction
P=Open Purchase Orders,R=Non-PO Receipts
Type PR All
Cutoff Date
Template None
Printer Genicom Line Printer
OK
Cancel
Print In Document, Vendor or Item Order? (D/V/I)


PO Status Report (POR710)
Help
01-Demo Company PO Status Report POR710
Order D
Beginning First
Ending Last
Properties
Warehouse 01 Atlanta Warehouse
Cost N
Transaction
Type PBR All
Cutoff Date No Cutoff
Template None
Printer Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Receiving Schedule (POR720)

Function

This program allows the user to obtain a report of open purchase orders by expected receiving date.

The user has the option to:

- Select the beginning and ending promised delivery dates to print.
- Select the order to print - document, vendor or item.
- Select the beginning and ending order choice.
- Select warehouse(s) to print.
- Print summary or detail information.

Report information includes the following:

- Summary: promised date, purchase order number, type, status, warehouse, requested date, vendor number, name and purchase order amount.
- Detail: all summary information plus each item, description and number of units ordered on each purchase order.

User Inputs

The following inputs are involved in printing the Receiving Schedule:

1. Beginning Date

Enter the beginning date to print (ref. 2). F1 defaults to FIRST.

2. Ending Date

Enter the ending date to print (ref. 2). F1 defaults to LAST.

3. Order

Select the order the report should print (ref. 6).

4. Beginning Order Choice

Select the beginning order choice to print (ref. 1). F1 defaults to FIRST. Press F2 to search vendors and items.

5. Ending Order Choice

Select the ending order choice to print (ref. 4). F1 defaults to LAST. Press F2 to search.

6. Warehouse

Enter the warehouse to print. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. Press F2 to search.

7. Scope

Enter whether to print **S**-summary or **D**-detail information. If I was entered in input #3, this input automatically defaults to D and is skipped. CR defaults to S.

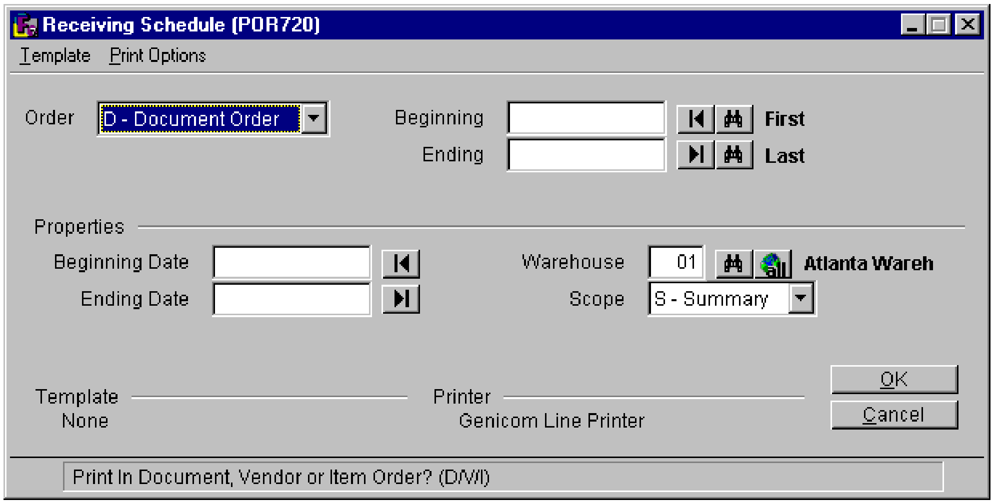
Technical Notes

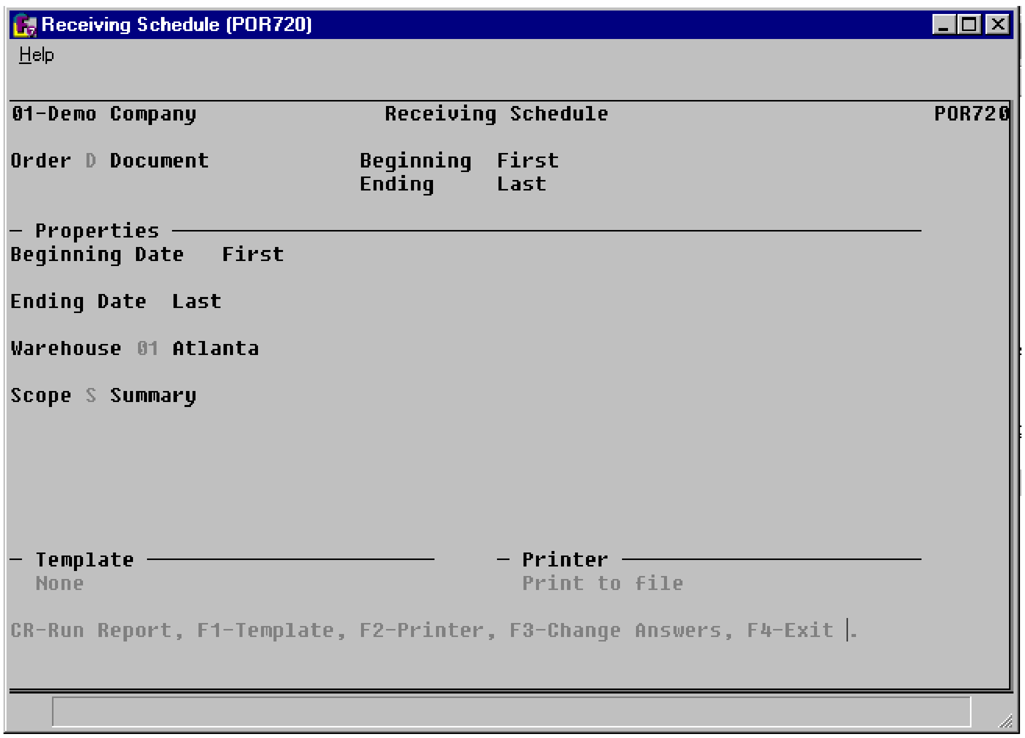
Printing proceeds by reading through the purchase order file (PORDER) for all purchase orders meeting the entered criteria.

The program builds a sort file (SMSRT?) to put records into proper printing order. The accounts payable vendor file (APVEND) is referenced to obtain vendor names.

FILES USED - SMCNTL, APVEND, PORDER, ICMAST, POVNDX, POITMX

FILES UPDATED - NONE


Receiving Schedule (POR720)
Template Print Options
Order D - Document Order
Beginning First
Ending Last
Properties
Beginning Date
Ending Date
Warehouse 01 Atlanta Wareh
Scope S - Summary
Template
None
Printer
Genicom Line Printer
OK
Cancel
Print In Document, Vendor or Item Order? (D/V/I)


Receiving Schedule (POR720)
Help
01-Demo Company Receiving Schedule POR720
Order D Document Beginning First
Ending Last
Properties
Beginning Date First
Ending Date Last
Warehouse 01 Atlanta
Scope S Summary
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Cash Requirements (POR730)

Function

This program allows the user to print a report showing the future payments due to vendors for purchases made through the purchase orders system. The report prints all open PO receipt lines regardless of whether they are assigned to invoice.

This report may be useful in cash management by showing the upcoming cash outlays. The report contains dated columns showing amounts due to each vendor for each purchase order during that time period. Information on this report comes from the purchase orders file and/or the purchase order receipts file.

The user has the option to:

- Select the beginning and ending vendor to print.
- Select warehouse(s) to print.
- Select due date or discount due date as the date to determine time period the document falls.
- Print up to six time groupings.
- Select up to 99 days to be used for automatic date increments.
- Select the dates for the time groupings.
- Print purchase orders and/or registered receipts.
- Print summary, detail information.

Report information includes the following:

- Summary: vendor number, name, terms and vendor's balance due in each of the date columns.
- Detail: summary plus document number, type (purchase order or receipt), due date and the document amount due in each of the date columns. Both vendor and report totals are included.
- Detail by item: detail plus each line-item on each document and the document amount due in each of the date columns.

The total number of vendors listed is also included.

User Inputs

The following inputs are involved in printing a Cash Requirements Report:

1. Beginning Vendor

Enter the beginning vendor number to print. F1 defaults to FIRST. Press F2 to search.

2. Ending Vendor

Enter the ending vendor number to print. F1 defaults to LAST. Press F2 to search.

3. Warehouse

Enter the warehouse to print. The entry must be a valid warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. Press F2 to search.

4. Due/Discount Date

Enter whether the **DU**-due date or **DI**-discount due date should be used to determine which aging column an amount is placed in. The due date and discount due dates are calculated by the system, based on the terms code entered during Purchase Order Entry or Receipts. CR defaults to DU.

5. Groupings

Enter the number of date groupings to print (2-5). CR defaults to 5.

6. Auto Increment

Enter the number of days to be used for automatic date increments (1-99). The system may determine column dates using a beginning date and incrementing from that date. For example, if each aging column is to contain a seven-day time period, enter 7. Enter **0** to enter each column date manually.

7. Dates

Enter the ending date for the first date grouping (ref. 2). If automatic increments are to be used, the next groups calculate automatically. If automatic increments are not used, enter each group ending date up to the number of groups selected. CR defaults to the system date.

8. Type

Enter whether **O-**orders and / or **R**-registered receipts should print on the report. If O is entered, the report uses information from the purchase orders file. If R is entered, the report uses information from the purchase order receipts file. Only receipts that have been updated by the purchase order Receipts Register are found in the receipts file. CR defaults to ALL and includes both document types.

9. Scope

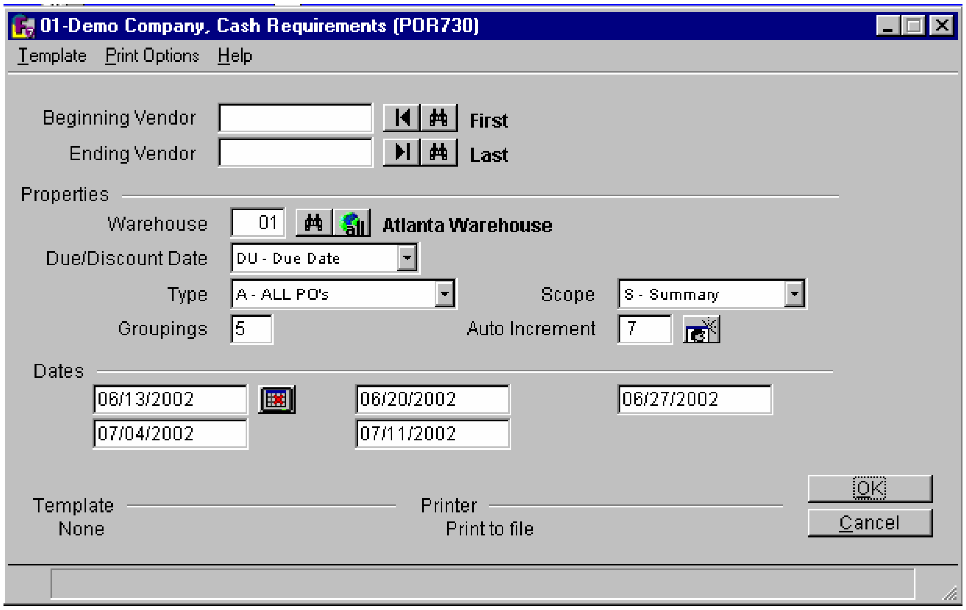
Enter whether the report should print **S**-summary, **D**-detail, or **I**-detail by item information. CR defaults to S.

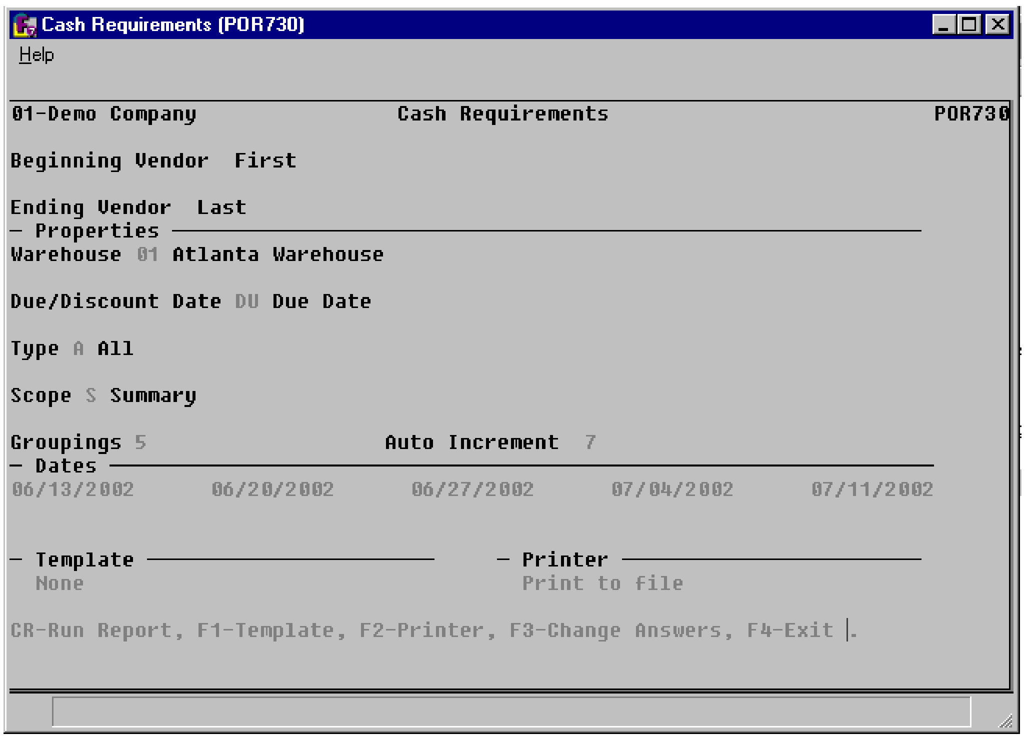
Technical Notes

Printing proceeds by building a temporary sort file (SMSRT?) based on the purchase order by vendor sort file (POVNDX) and / or the purchase order receipts file (PORECT). Due and discount due dates are calculated and documents are placed in the appropriate columns.

FILES USED - SMCNTL, POVNDX, APVEND, PORECT, PORDER,

FILES UPDATED - SMSRT?


01-Demo Company, Cash Requirements (POR730)
Template Print Options Help
Beginning Vendor
First
Ending Vendor
Last
Properties
Warehouse
01
Atlanta Warehouse
Due/Discount Date
DU - Due Date
Type
A - ALL PO's
Scope
S - Summary
Groupings
5
Auto Increment
7
Dates
06/13/2002
06/20/2002
06/27/2002
07/04/2002
07/11/2002
OK
Cancel
Template
None
Printer
Print to file


Cash Requirements (POR730)
Help
01-Demo Company Cash Requirements POR730
Beginning Vendor First
Ending Vendor Last
— Properties
Warehouse 01 Atlanta Warehouse
Due/Discount Date DU Due Date
Type A All
Scope S Summary
Groupings 5 Auto Increment 7
— Dates
06/13/2002 06/20/2002 06/27/2002 07/04/2002 07/11/2002
— Template
None
— Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Vendor/Item Listing (POR740)

Function

This program allows the user to obtain a report by vendor or item, of records in the vendor/item file. This report is useful to view general information from the vendor/item records on file.

Report information includes the following: vendor number, name, item number and description, vendor-item number, and freight factor. Manual cost information is optional. The total number of items listed is also included.

User Inputs

The following inputs are involved in printing the Vendor/Item listing:

1. Order

Enter whether to print the report by **V**-vendor or **I**-item. CR defaults to V.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1). F1 defaults to FIRST. Press F2 to search.

3. Ending Order Choice

Select the ending order choice to print (ref. 4). F1 defaults to LAST. Press F2 to search.

4. Item Type

Enter the type of item to print: **S**tocked items or **N**onstocked items. CR defaults to SN.

4. Warehouse

Enter up to twenty 2-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. Press F2 to search.

5. Cost

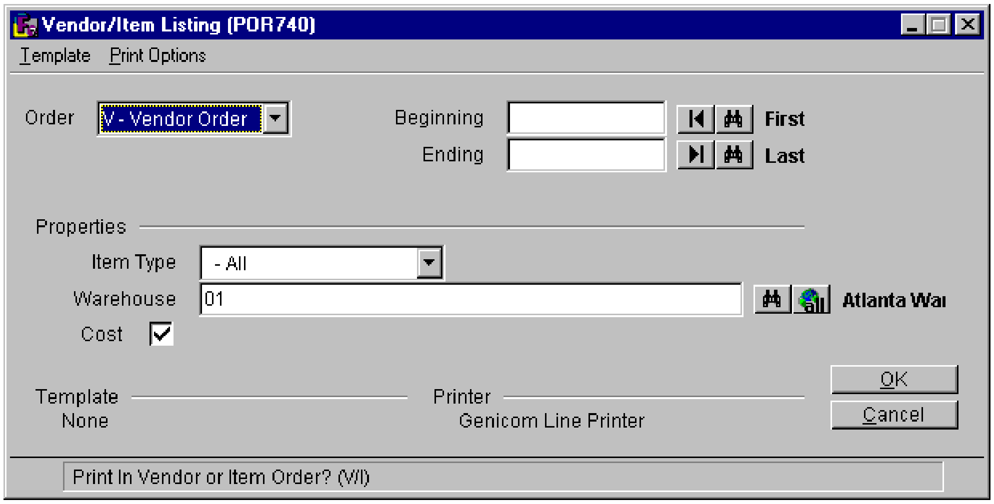
Enter **Y** or **N** to indicate whether to include cost information. CR defaults to Y.

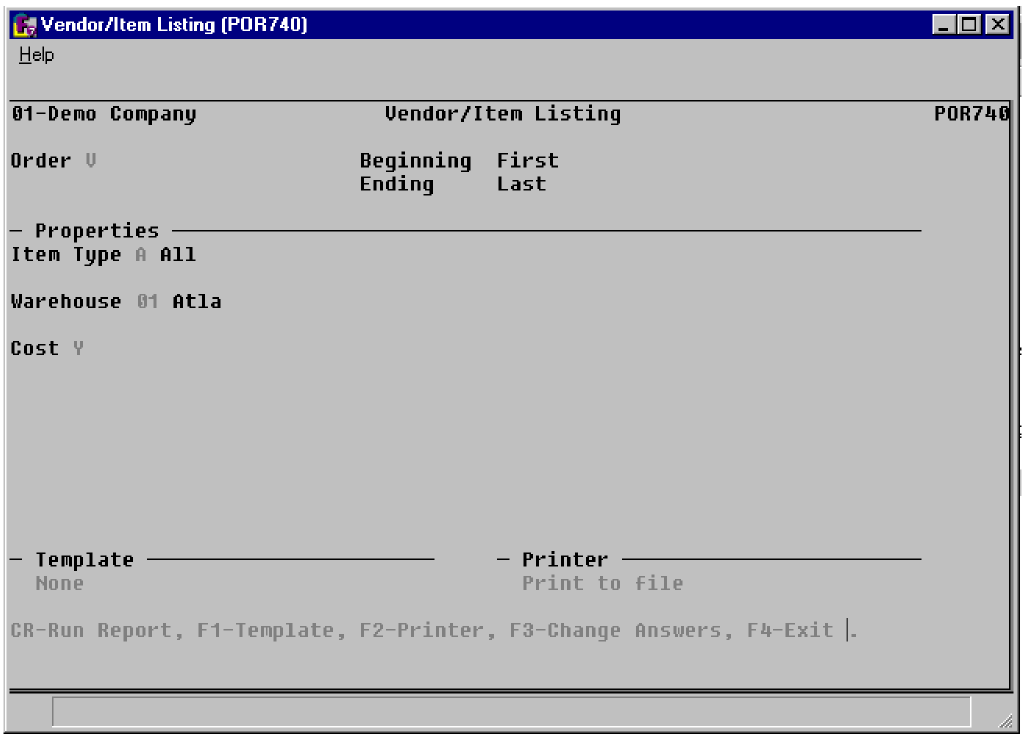
Technical Notes

Printing proceeds by reading through the chosen file - vendor (POVNIT) or item (POVNIX) for all records that meet the entered criteria. The accounts payable vendor file (APVEND) is referenced to obtain vendor names and the inventory control item file (ICMAST) is referenced to obtain item descriptions.

FILES USED - SMCNTL, POVNIT, POVNIX, APVEND, ICMAST

FILES UPDATED - NONE


Vendor/Item Listing (POR740)
Template Print Options
Order V - Vendor Order
Beginning First
Ending Last
Properties
Item Type - All
Warehouse 01 Atlanta Wai
Cost
Template None
Printer Genicom Line Printer
OK
Cancel
Print In Vendor or Item Order? (V/I)


Vendor/Item Listing (POR740)
Help
01-Demo Company Vendor/Item Listing POR740
Order V Beginning First
Ending Last
Properties
Item Type A All
Warehouse 01 Atla
Cost Y
Template None
Printer Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Vendor/Item History (POR750)

Function

This program allows the user to obtain a report, by vendor or item, of the historical information in the vendor/item file.

This report has a variety of uses including locating active or inactive vendors or items, determining vendors or items to purge from the file and viewing purchasing patterns.

Report information includes the following: vendor number, name, item number and description, date of last purchase, units purchased, number of receipts and average days late for month-to-date, year-to-date and/or prior year. The total number of items listed is also included.

The user has the option to:

- Select the order to print - vendor or item.
- Select the beginning and ending order choice.
- Select the warehouse(s) to print.
- Include MTD, YTD and/or PYR figures.
- Determine which purchase dates to print.
- Determine dollar amount or number of units to print.

User Inputs

The following inputs are involved in printing the Vendor/Item History Report:

1. Order

Enter whether to print the report by **V**-vendor or **I**-item.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1). F1 defaults to FIRST. Press F2 to search.

3. Ending Order Choice

Select the ending order choice to print (ref. 4). F1 defaults to LAST. Press F2 to search.

4. Warehouse

Enter up to 20 two-character warehouse codes side by side to print. CR defaults to the warehouse assigned to the terminal. F3 defaults to all figures. Press F2 to search.

5. Time Period

Enter whether to print **M-**month-to-date, **Y-**year-to-date and/or **P-**prior year figures. CR defaults to all figures.

6. Cutoff

Enter whether amounts **A**-above or **B-**below the cutoff amount are to print. CR defaults to N and the program then proceeds to the **Cutoff Basis Input.**

7. Amount

If N was entered in input #6, this input is skipped. Enter the cutoff amount (up to 9999999.99) to determine which records are to print. CR defaults to 0.

8. Cutoff Date Basis

Enter whether last purchase dates **B**-before or **A**-after the cutoff date should print; i.e., if A is entered, vendor/items with a last purchase date after the date entered (next input) are not included on the report. CR defaults to NO CUTOFF.

9. Date

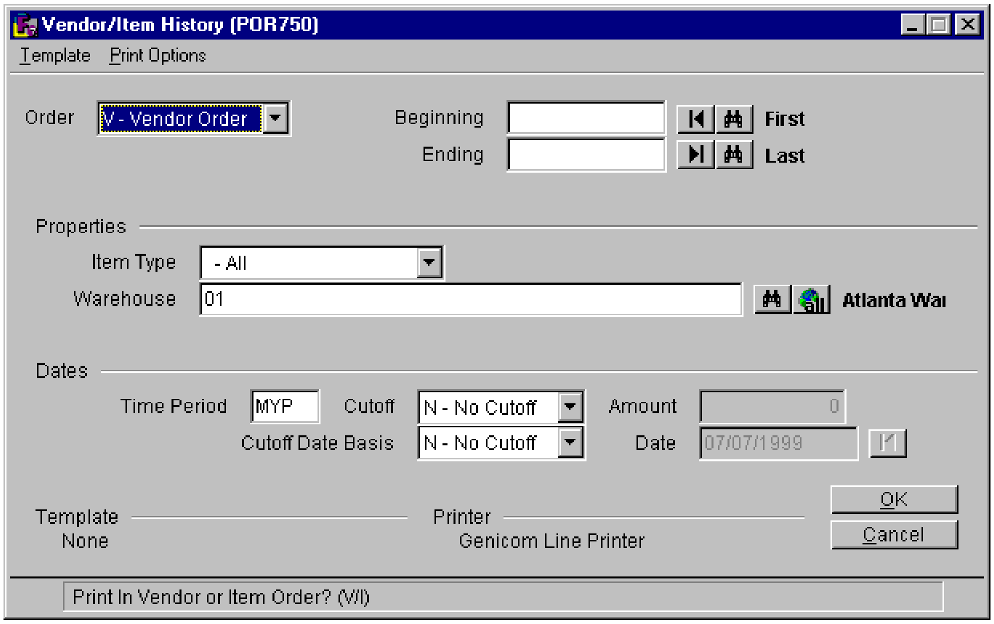
If NO CUTOFF was selected in **Cutoff Date Basis**, this input is skipped. Enter the cutoff date (ref. 2). F1 defaults to the system date.

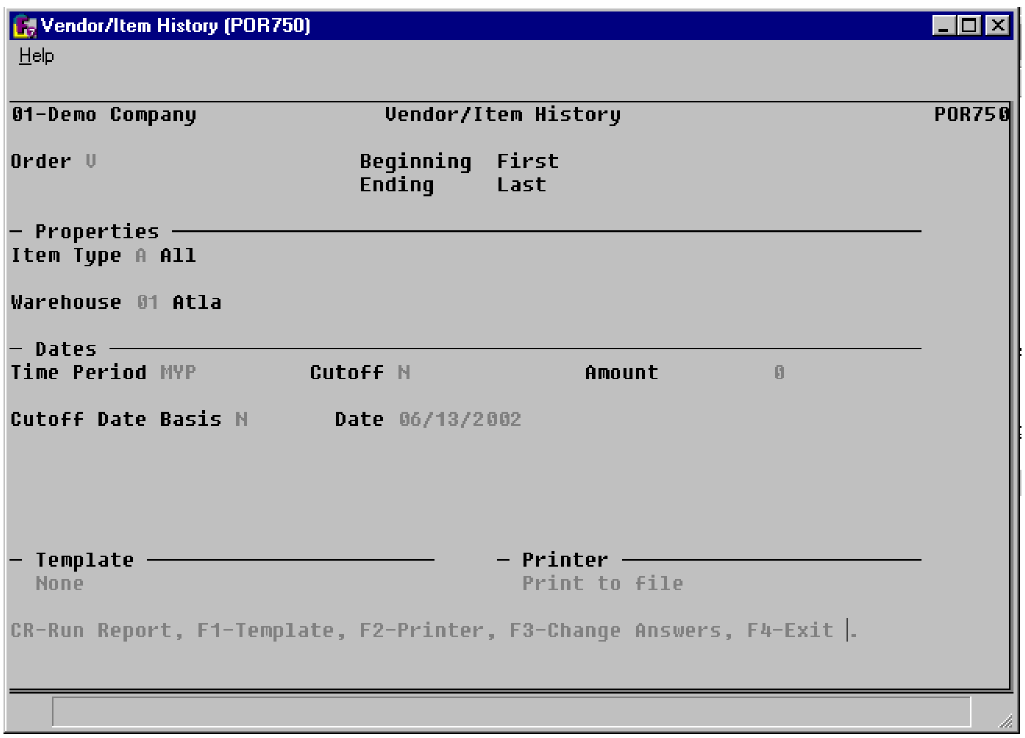
Technical Notes

Printing proceeds by reading through the chosen file - vendor (POVNIT) or item (POVNIX) for all records that meet the entered criteria. The accounts payable vendor file (APVEND) and the inventory control item file (ICMAST) are referenced to obtain vendor names and item descriptions.

FILES USED - SMCNTL, APVEND, POVNIT, POVNIX, ICMAST

FILES UPDATED - NONE


Vendor/Item History (POR750)
Template Print Options
Order V - Vendor Order
Beginning First
Ending Last
Properties
Item Type - All
Warehouse 01 Atlanta War
Dates
Time Period MYP
Cutoff N - No Cutoff
Amount 0
Cutoff Date Basis N - No Cutoff
Date 07/07/1999
Template None
Printer Genicom Line Printer
OK
Cancel
Print In Vendor or Item Order? (V/I)


Vendor/Item History (POR750)
Help
01-Demo Company Vendor/Item History POR750
Order V
Beginning First
Ending Last
Properties
Item Type A All
Warehouse 01 Atla
Dates
Time Period MYP
Cutoff N
Amount 0
Cutoff Date Basis N
Date 06/13/2002
Template None
Printer Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

PO Code List (POR760)

Function

This program allows the user to obtain a list of the codes used by the purchase order system. Currently, the purchase orders system contains only buyer codes.

User Inputs

The following inputs are involved in printing the PO Code List:

1. Select number

Enter **1** to print buyer codes.

2. Beginning

Enter the beginning buyer code to print. F1 defaults to FIRST. Press F2 to search.

3. Ending

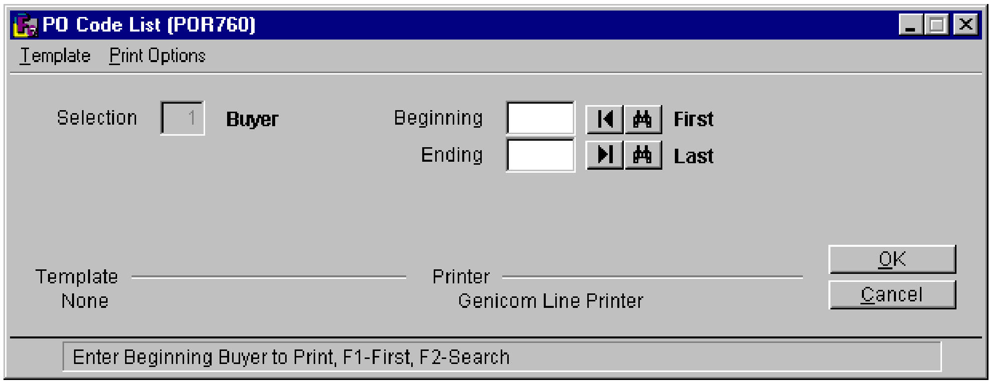
Enter the ending buyer code to print. F1 defaults to LAST. Press F2 to search.

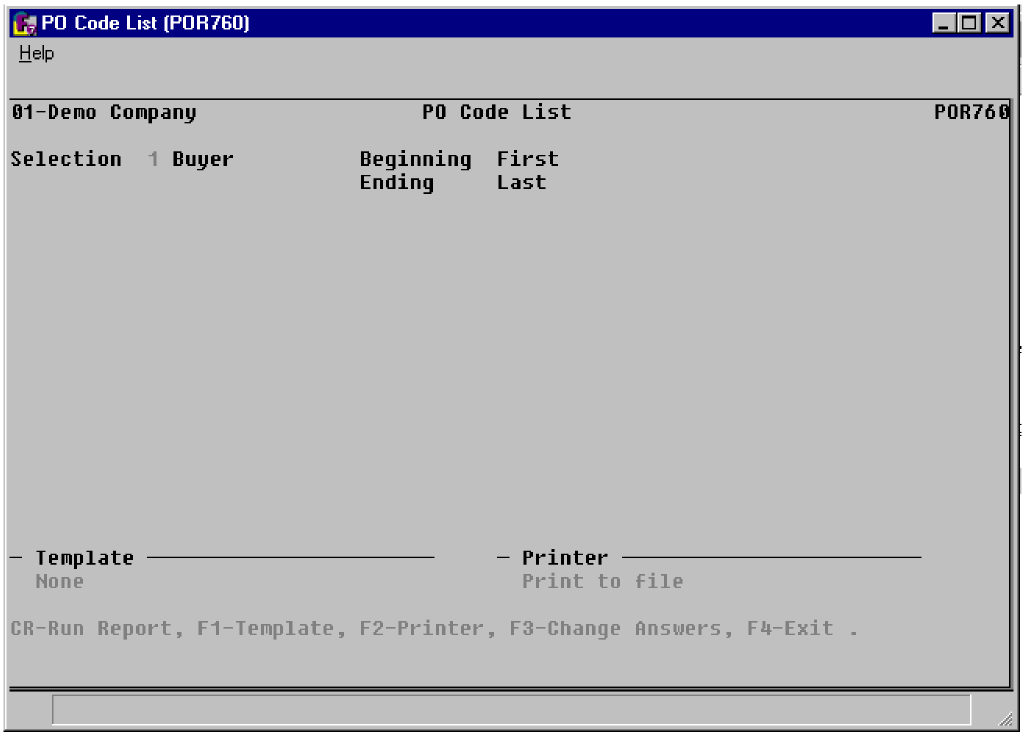
Technical Notes

The program prints by reading through the purchase orders control records (SMCNTL) for the appropriate records.

FILES USED - SMCNTL

FILES UPDATED - NONE


PO Code List (POR760)
Template Print Options
Selection 1 Buyer
Beginning First
Ending Last
Template
None
Printer
Genicom Line Printer
OK
Cancel
Enter Beginning Buyer to Print, F1-First, F2-Search


PO Code List (POR760)
Help
01-Demo Company PO Code List POR760
Selection 1 Buyer
Beginning First
Ending Last
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

CHAPTER 8

End of Period (POS800)

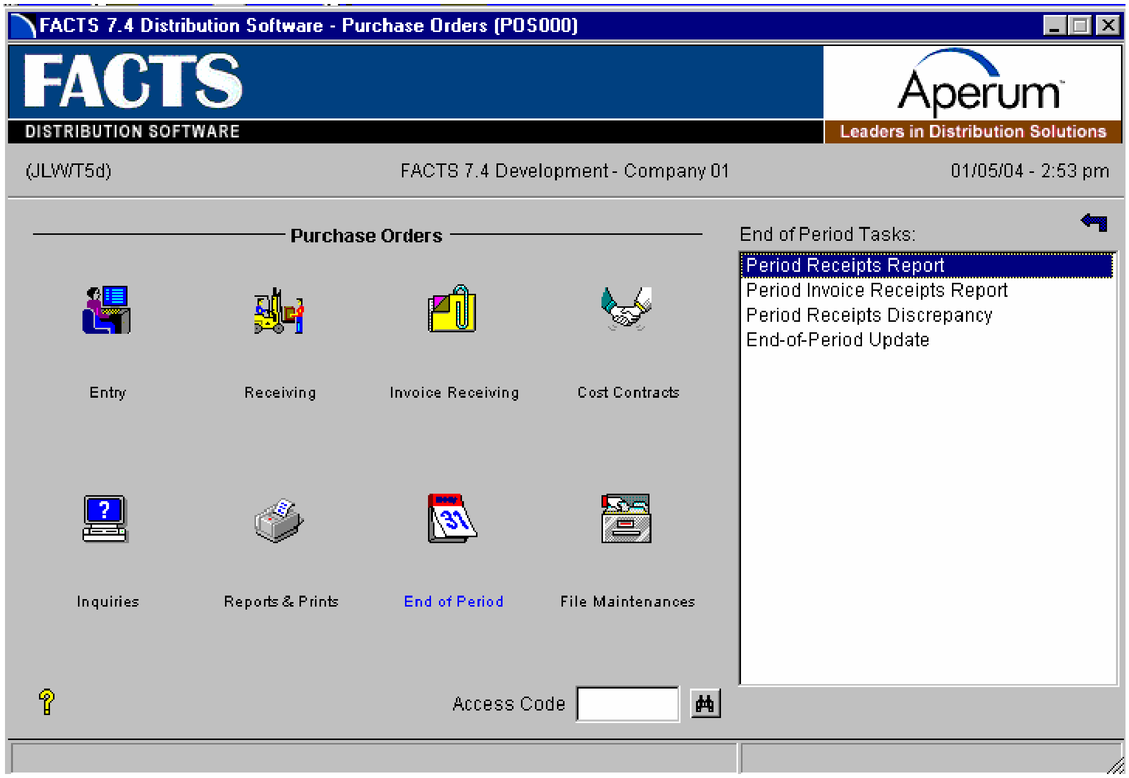
This menu contains programs, which should be run at the end of each purchase orders period to close it correctly (please refer to the normal procedures section).

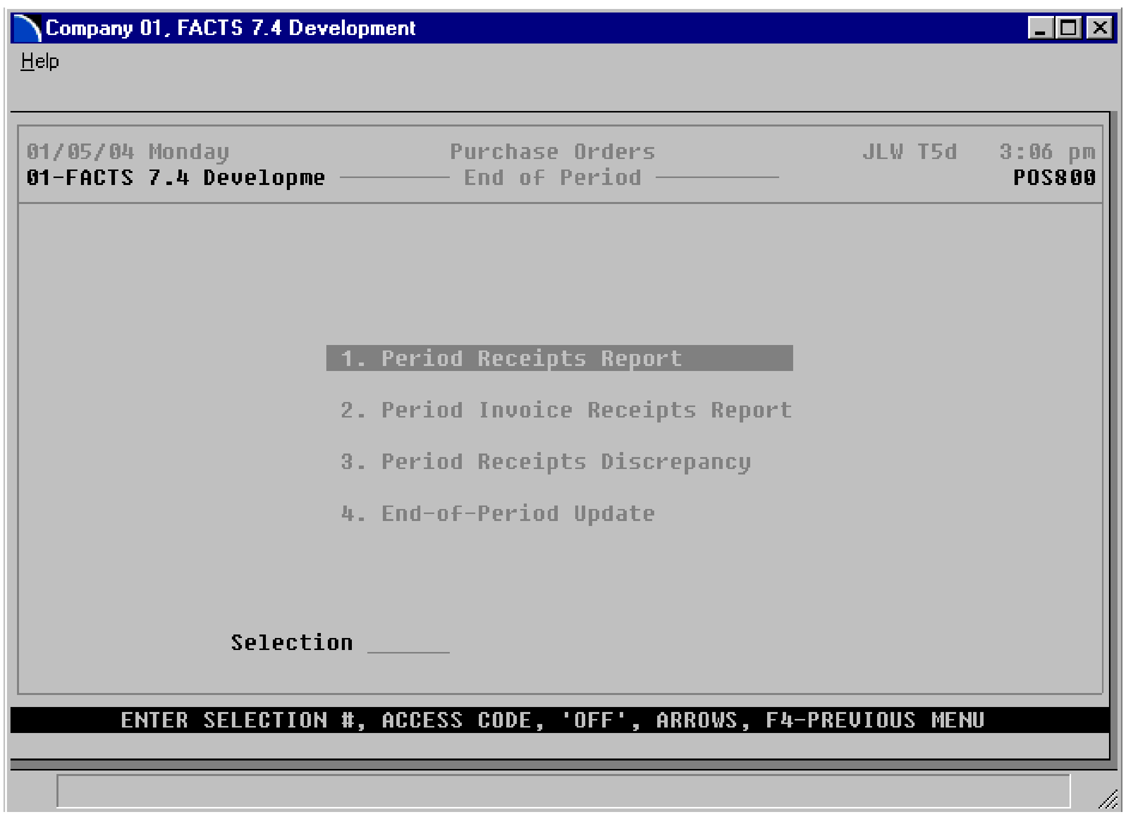
The PO Period Receipts Report provides a list of all purchase order receipts made during the period. The report may be printed by purchase order, vendor or item number. Printed receipts should be removed at the close of the period, from the PO receipts file, through the optional update.

The Period Invoice Receipts Report provides a report of all invoices received and entered into the purchase order invoice receipts system. The report may be printed in vendor or item order. Printed receipts should be removed at the close of the period, from the invoice receipt file, through the optional update.

The Period Receipts Discrepancy Report provides a report showing any discrepancies between purchase order receipts and invoice receipts. The report may be printed in vendor or item order.

The purchase order End-of-Period Update closes the current purchase orders period by setting the period-to-date purchase figures in the vendor/item file to zero and incrementing the current period by one.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:53 pm
Purchase Orders
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
End of Period Tasks:
Period Receipts Report
Period Invoice Receipts Report
Period Receipts Discrepancy
End-of-Period Update
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d
3:06 pm
01-FACTS 7.4 Developme
End of Period
POS800
1. Period Receipts Report
2. Period Invoice Receipts Report
3. Period Receipts Discrepancy
4. End-of-Period Update
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Period Receipts Report (POR810)

Function

This program allows the user to print a report of all purchase order receipts made during the period. The optional update removes printed records from the file. The user determines if this report is available through a flag in the Purchase Order Static Control Record. If the **Use Period Receiving Report** flag is set to N, this report is not available.

The user has the option to:

- Select the print order – document, vendor or item.
- Select the beginning and ending order choice.
- Select the period to print.

Report information includes the following:

- Printed by purchase order number: for each purchase order, purchase order number, warehouse, vendor number, name, receipt number and receipt date. The line-item information includes item number and description, units, cost and extension. The total number of PO's listed is also included.
- Printed by vendor: the same information is included but purchase orders are grouped according to vendor. Totals by vendor are also printed. The total number of vendors listed is also included.
- Printed in item order: the information is grouped by item and includes item number and description, purchase order number, warehouse, vendor number, name, receipt number, receipt date, units, cost and extension. Totals by item are also printed. The total number of items listed is also included.

User Inputs

The following inputs are involved in printing and updating the Period Receipts Report:

1. Order

Select the order to print (ref. 6). (Printing in vendor or item order requires extra time for the sorting of records.)

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1). In order to access the update, you must press F1 for **FIRST**. Press F2 to search.

3. Ending Order Choice

Select the ending order choice to print (ref. 4). In order to access the update, you must press F1 for **LAST**. Press F2 to search.

4. Period

Enter the period to print (PPYY). F1 defaults to the current purchase orders period.

5. Warehouse

Enter the warehouse code to print. The entry must be a valid warehouse code. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL. In order to access the update, you must press F3 for **ALL**. Press F2 to search.

6. Remove All Records for Period Just Printed?

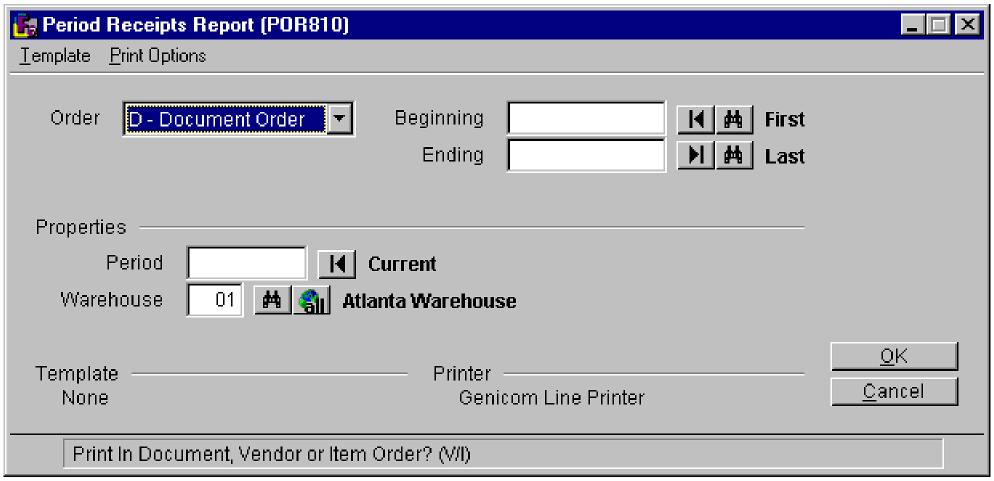
Upon completion of printing, select **OK** or enter **Y** to remove the records just printed. Select **CANCEL** or enter **N** to leave the records in the system.

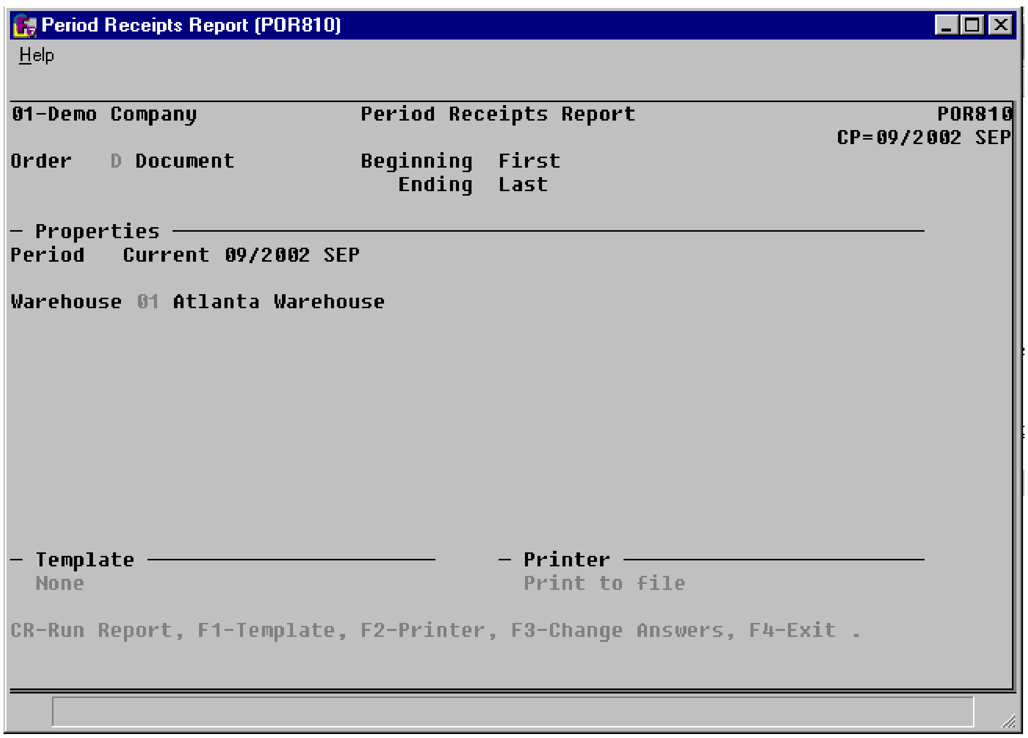
Technical Notes

Printing proceeds by reading through the period receipts file (POPDRC) or the required sort file (SMSRT?). Records meeting the entered criteria are printed.

FILES USED - SMCNTL, APVEND, ICMAST

FILES UPDATED - POPDRC, SMSRT?


Period Receipts Report (POR810)
Template Print Options
Order
D - Document Order
Beginning
Ending
First
Last
Properties
Period
Current
Warehouse
01
Atlanta Warehouse
Template
None
Printer
Genicom Line Printer
OK
Cancel
Print In Document, Vendor or Item Order? (V/I)


Period Receipts Report (POR810)
Help
01-Demo Company
Period Receipts Report
POR810
CP=09/2002 SEP
Order D Document
Beginning First
Ending Last
Properties
Period Current 09/2002 SEP
Warehouse 01 Atlanta Warehouse
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Period Invoice Receipts Report (POR820)

Function

This program allows the user to print a report of all invoices received and entered into the Purchase Orders Invoice Receipts system. The optional update removes printed records from the period invoice receipts file. The user determines if this report is available through a flag in the Purchase Order Static Control Record. If the **Use Period Invoice Receipts Report** flag is set to N, this report is not available.

The user has the option to:

- Select the print order - vendor or item.
- Select the beginning and ending order choice.
- Select the period to print.
- Select branch to print.

Report information includes the following:

- Printed in vendor order: for each vendor, vendor number, name, document number, date and line number. Each line-item includes purchase order number, item number, description, units, cost and extension. The total number of vendors listed is also included.
- Printed in item number order: the same information is included, grouped by item. The total number of items listed is also included, grouped by item. The total number of items listed is also included.

User Inputs

The following inputs are involved in printing and updating the Period Invoice Receipts Report:

1. Order

Enter whether to print the report by **V**-vendor or **I**-item. (Printing in item number order requires extra time for the sorting of records.) CR defaults to V.

2. Beginning Order Choice

Select the beginning order choice to print (ref. 1). In order to access the update, you must press F1 for **FIRST**. Press F2 to search.

3. Ending Order Choice

Select the ending order choice to print (ref. 4). In order to access the update, you must press F1 for **LAST**. Press F2 to search.

4. Period

Enter the period to print (PPYY). F1 defaults to the current purchase order period.

5. Branch

Enter the branch to print. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. F3 defaults to ALL. Press F2 to search.

6. Remove all records for period just printed?

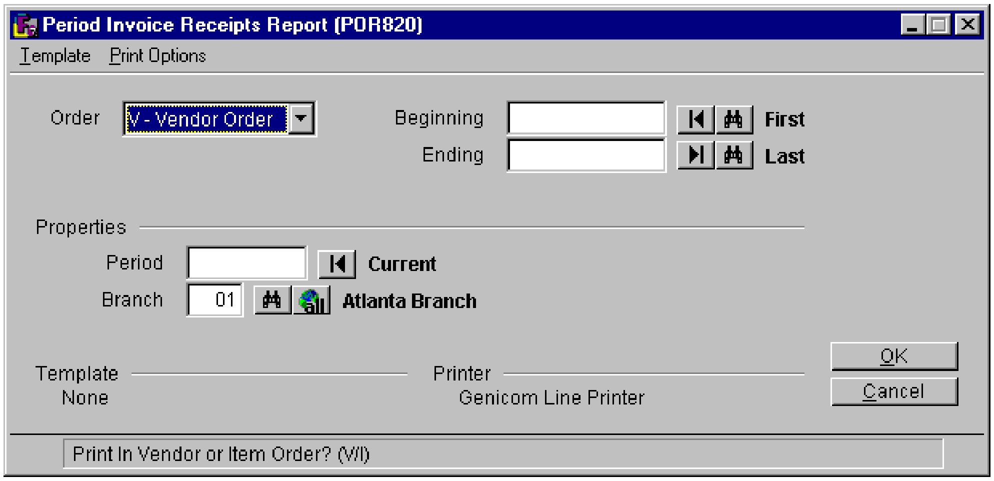
Upon completion of printing, select **OK** or enter **Y** to remove the records just printed. Select **CANCEL** or enter **N** to leave the records in the system.

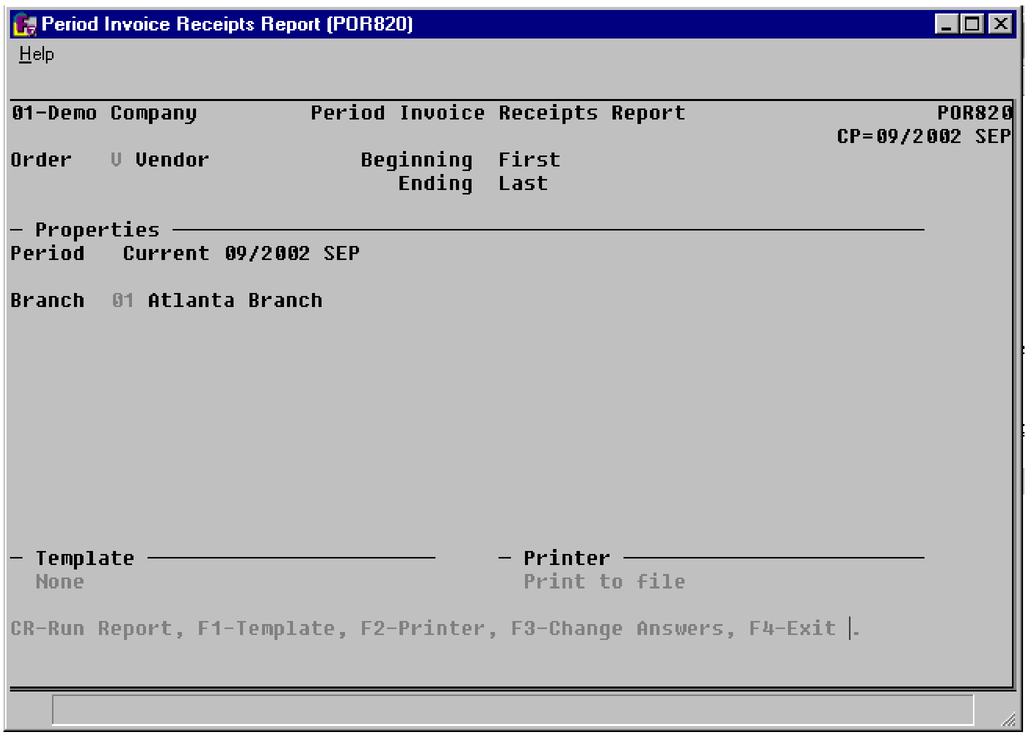
Technical Notes

Printing proceeds by reading through the period invoice receipts file (POPDIN) or the sort file (SMSRT?). Records meeting the above criteria are printed. Records are removed by the period invoice receipts file.

FILES USED - SMCNTL, APVEND, ICMAST

FILES UPDATED - SMSRT?, POPDIN


Period Invoice Receipts Report (POR820)
Template Print Options
Order
V - Vendor Order
Beginning
Ending
First
Last
Properties
Period
Current
Branch
01
Atlanta Branch
Template
None
Printer
Genicom Line Printer
OK
Cancel
Print In Vendor or Item Order? (V/I)


Period Invoice Receipts Report (POR820)
Help
01-Demo Company Period Invoice Receipts Report POR820
CP=09/2002 SEP
Order V Vendor Beginning First
Ending Last
Properties
Period Current 09/2002 SEP
Branch 01 Atlanta Branch
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Period Receipts Discrepancy (POR830)

Function

This program allows the user to print a report showing any discrepancies between purchase order receipts and invoice receipts.

This program is only available if the **Use Invoice Receipts** and **Use Period Receipts Discrepancy Report** flags in the purchase orders static control record are set to Y.

During the Invoice Receipts Entry Program, both the invoiced amounts and the actual received amounts are stored in the invoice receipts file. During the Invoice Receipts Register, the extension (cost multiplied by the units invoiced) of each line-item on the invoice is compared to the extension (cost multiplied by the units received) of each line-item on the received purchase order. Any discrepancies in the two extensions are recorded in the period receipts discrepancy file. These records are available to be printed at any time by this report. The optional update following this report removes all of the records just printed.

The user has the option to:

- Select the print order - vendor or item.
- Select the beginning and ending order choice.
- Select the period to print.
- Select the branch to print.
- Select to include freight discrepancies.
- Select to include tax discrepancies.

Report information includes the following: vendor, document (invoice) number, document date, item number, description, units received, units invoiced, cost at time of receipt, cost on the invoice and the dollar amount of the discrepancy. Totals by vendor or by item are also printed. The total number of vendors or items listed are also included.

User Inputs

The following inputs are involved in printing and updating the Period Receipts Discrepancy Report:

1. Order

Enter whether to print the report by **V**-vendor or **I**-item. (Printing in item number order requires more time for the sorting of records.)

2. Beginning Order Choice

Enter the beginning order to print (ref. 1). In order to access the update, you must press F1 for **FIRST**. Press F2 to search.

3. Ending Order Choice

Enter the ending order choice to print (ref. 4). In order to access the update, you must press F1 for **LAST**. Press F2 to search.

4. Period

Enter the period to print (PPYY). F1 defaults to the current purchase order period.

5. Branch

Enter the branch to print. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. F3 defaults to ALL. Press F2 to search.

6. Include Freight

Enter whether to include freight discrepancies or not. The program defaults to Yes.

7. Include Tax

Enter whether to include tax discrepancies or not. The program defaults to Yes.

8. Remove All Records for Period Just Printed?

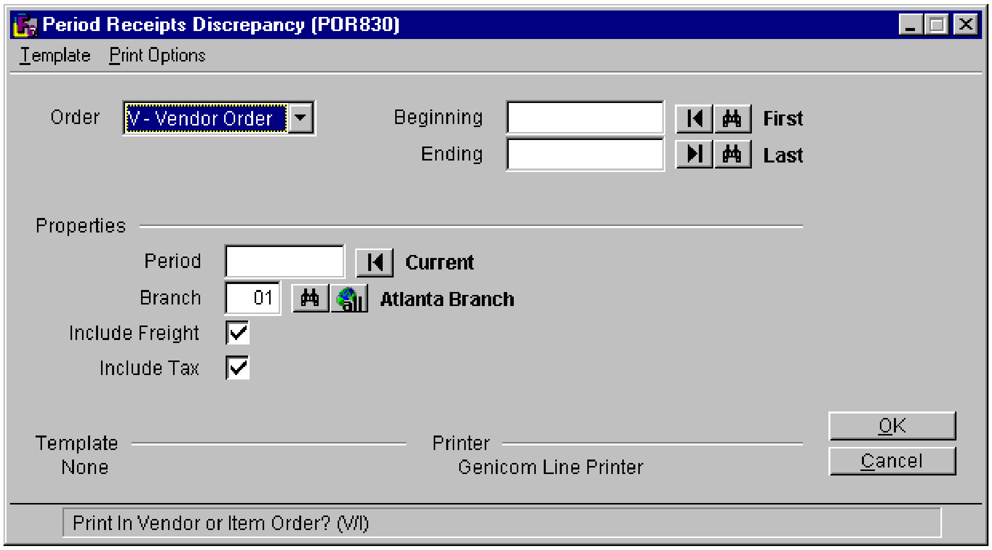
Upon completion of printing, select **OK** or enter **Y** to remove the records just printed. Select **CANCEL** or enter **N** to leave the records in the system.

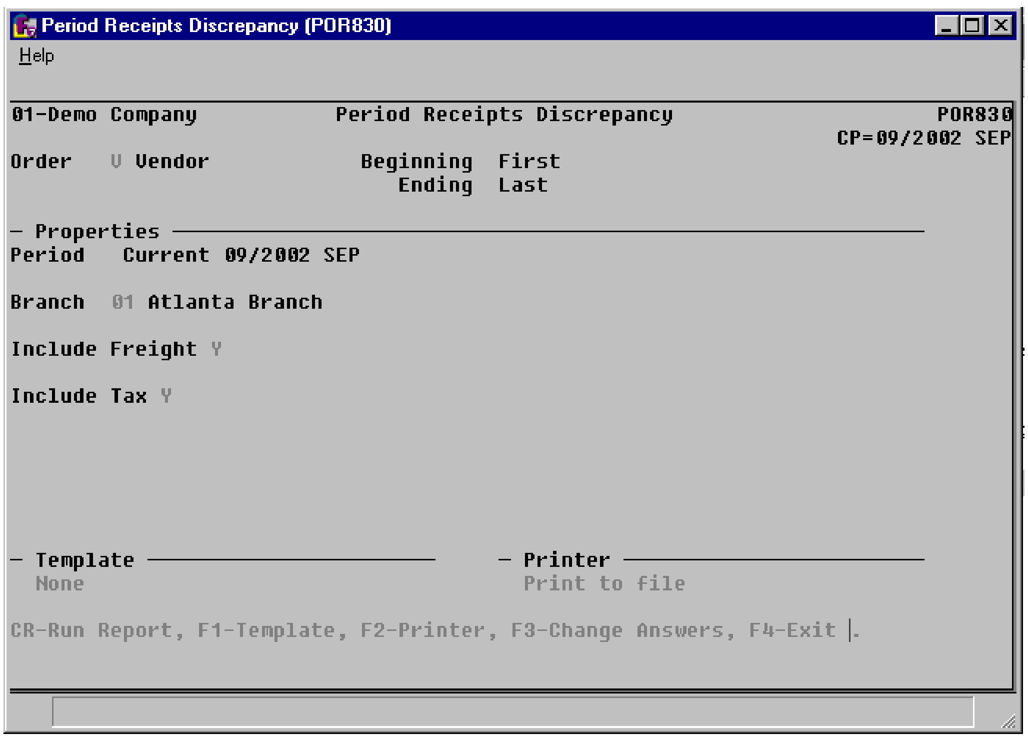
Technical Notes

Printing proceeds by reading through the period receipts discrepancy file (POPDRD) for all records that meet the criteria entered. The accounts payable vendor file (APVEND) is referenced to obtain vendor names. If printing in item order, a temporary sort file (SMSRT?) is built to place discrepancy records in item order. The update removes, from the period receipts discrepancy file, only those records just printed.

FILES USED - SMCNTL, APVEND, ICMAST

FILES UPDATED - POPDRD, SMSRT?


Period Receipts Discrepancy (POR830)
Template Print Options
Order V - Vendor Order
Beginning First
Ending Last
Properties
Period Current
Branch 01 Atlanta Branch
Include Freight
Include Tax
Template
None
Printer
Genicom Line Printer
OK
Cancel
Print In Vendor or Item Order? (V/I)


Period Receipts Discrepancy (POR830)
Help
01-Demo Company Period Receipts Discrepancy POR830
CP=09/2002 SEP
Order V Vendor Beginning First
Ending Last
Properties
Period Current 09/2002 SEP
Branch 01 Atlanta Branch
Include Freight Y
Include Tax Y
Template
None
Printer
Print to file
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

End-Of-Period Update (POU890)

Function

This program allows the user to close the current purchase orders period and set the period-to-date purchase figures in the vendor/item file to zero. If it is the end of the year, year-to-date figures are rolled to prior year.

User Inputs

The following inputs are involved in running the purchase orders End-of-Period Update:

1. End-Of-Period Reports Run

Enter **Y** or **N** to indicate if all reports have been printed. End-of-period reports include the Period Receipts Report, the Period Invoice Receipts Report and the Period Receipts Discrepancy Report. It may also be required to print the Vendor/Item History Report prior to this update as period-to-date figures are included on the report. If N is entered, a message advising that the end-of-period reports should be run is displayed. The user may then continue with the update or choose to exit the program.

Technical Notes

Updating proceeds by reading through the vendor/item file (POVNIT) and for each record, setting to zero the period-to-date units purchased, units returned, dollar amount purchased, dollar amount returned, number of receipts and average days late. If it is the last period of the year, YTD figures are rolled to PYR. Finally, the current purchase orders period is incremented by one and is recorded in the PO nonstatic control record along with the date the update was run.

FILES UPDATED - POVNIT, SMCNTL

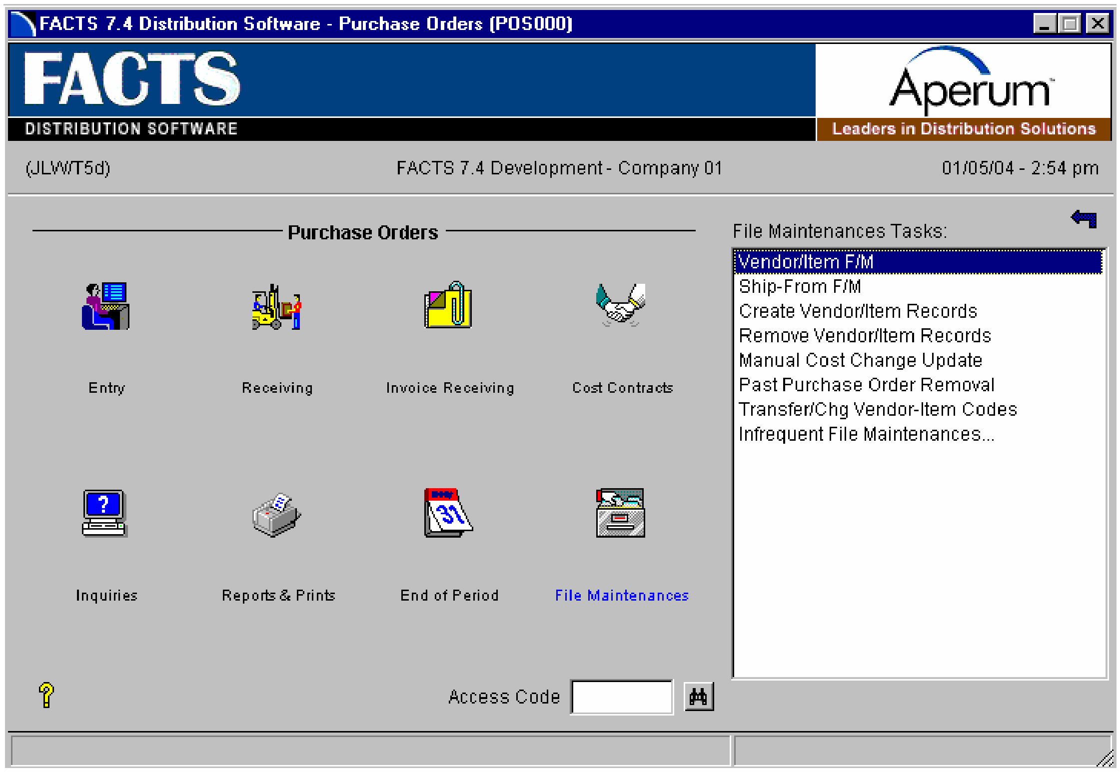
CHAPTER 9

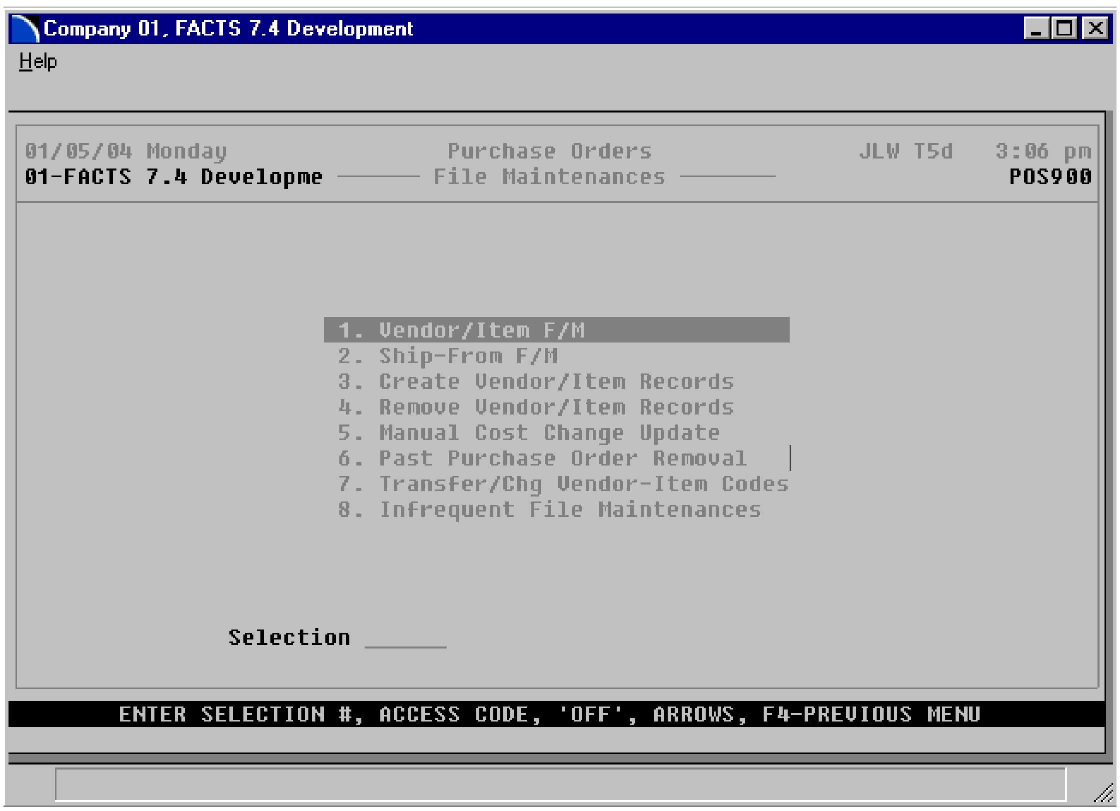
File Maintenances (POS900)

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu explained in the next chapter.

All files, once set up by the system are maintained and updated by the system.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:54 pm
Purchase Orders
File Maintenances Tasks:
Vendor/Item F/M
Ship-From F/M
Create Vendor/Item Records
Remove Vendor/Item Records
Manual Cost Change Update
Past Purchase Order Removal
Transfer/Chg Vendor-Item Codes
Infrequent File Maintenances...
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday
Purchase Orders
JLW T5d 3:06 pm
01-FACTS 7.4 Developme
File Maintenances
POS900
1. Vendor/Item F/M
2. Ship-From F/M
3. Create Vendor/Item Records
4. Remove Vendor/Item Records
5. Manual Cost Change Update
6. Past Purchase Order Removal
7. Transfer/Chg Vendor-Item Codes
8. Infrequent File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Vendor/Item F/M (POF910)

Function

Use the Vendor/Item F/M program to create, store and maintain information on items purchased from each vendor. You can enter information for this program on the General and History screens.

This program is most useful when you want to create individual records. If you need to create large groups of records for a vendor or an item, you can save time by using the Create Vendor/Item Records program.

Information in this file includes vendor number, item number, vendor-item number, lead time, manual and last costs and last purchase order number and date. Also stored is the number of units purchased, number of units returned, dollar amount purchased, dollar amount returned, number of receipts and average days late for the MTD, YTD and PYR.

The MTD, YTD and PYR information is updated through the Receipt Register. Information in this file may be displayed through the purchase orders Vendor Inquiry program and printed through the Vendor/Item Listing and Vendor/Item History Report.

NOTE: Only records created through this program or the Create Vendor/Item Records program will be updated as to MTD, YTD and PYR through the Receipt Register. Therefore, the user must create all needed vendor-item combination records in the vendor/item file prior to beginning normal purchase order operations.

User Inputs

The following inputs are involved in creating a vendor/item record:

General Screen

1* Warehouse

Enter the warehouse code. The entry must be a valid warehouse. F2 allows a search (ref. 8). CR defaults to the warehouse assigned to the terminal.

2* Vendor Number

Enter the vendor number for this record. F2 allows a search (ref. 8). F3 displays the first record for the selected warehouse.

3. Cost Class

Enter the valid cost class associated with this vendor. Press F2 to search. Press F1 to enter “None”.

4 Item Number

Enter a valid item number or its interchange for this record. Entering a valid item displays the description, costing unit of measure and buying unit of measure. F2 allows a search (ref. 8). F3 displays the first record for the selected vendor in the selected warehouse.

5. Vendor-Item Number

If the vendor uses a code other than the item number to identify this item, enter the vendor-item number (up to 20 characters). This number may print on the purchase order along with the user's item number. If the vendor is listed in the inventory item file as the primary vendor for this item, the vendor-item number stored in that file is the displayed default value.

6. Manual Cost

Enter the manual cost for this item. CR defaults to cost stored for that item in the item file.

7. Last PO Number

Enter the last purchase order number from this vendor (up to 6 characters).

8. Last Units

Enter number of units last purchased from this vendor.

9. Last Cost

Enter the most recent cost incurred for this item. If this vendor is listed in the inventory item file as the primary vendor for this item, the last cost stored in the item file with this item is the displayed default value. If this is not the primary vendor, no default value is displayed.

10. Last Date

Enter the date of the most recent purchase of this item from this vendor. If this vendor is listed in the item file as the primary vendor for this item, the last purchase date stored with the item in the inventory file is the displayed default value. CR initially defaults to 01/01/00 (ref. 2).

11. Lead Time

Enter the number of days of lead time required by this vendor (0-999). If this vendor is listed in the inventory item file as the primary vendor for this item, the lead time stored in the vendor file for this vendor is the displayed default value.

At this point, the user may elect to end inputs and allow normal processing to update the remaining fields. F3 ends the entry function and adds this record to the vendor-item file.

At the initial prompt for each time period (MTD, YTD, PYR), the user again has the option to end entry and allow the remaining fields to be updated through normal processing. F3 ends inputs and adds this record to the vendor/item file. The following inputs are available for users who do not elect to end entry:

History Screen

Note: The Warehouse, Item and Vendor fields remain at the top of the screen for reference.

1. Units Purchased

Enter the number of units of this item purchased from this vendor so far this month (0-9,999,999). This number should be based on the displayed buying unit of measure.

2. Units Returned

Enter the number of units of this item returned to this vendor so far this month (0-9,999,999). CR initially defaults to 0.

3. Dollars Purchased

Enter the dollar amount of this item purchased from this vendor so far this month (0-99,999,999.99). CR initially defaults to 0.

4. Dollars Returned

Enter the dollar amount of this item returned to this vendor so far this month (0-99,999,999.99). CR initially defaults to 0

5. Number Of Receipts

Enter the number of purchase orders received from this vendor so far this month (0-999). CR initially defaults to 0.

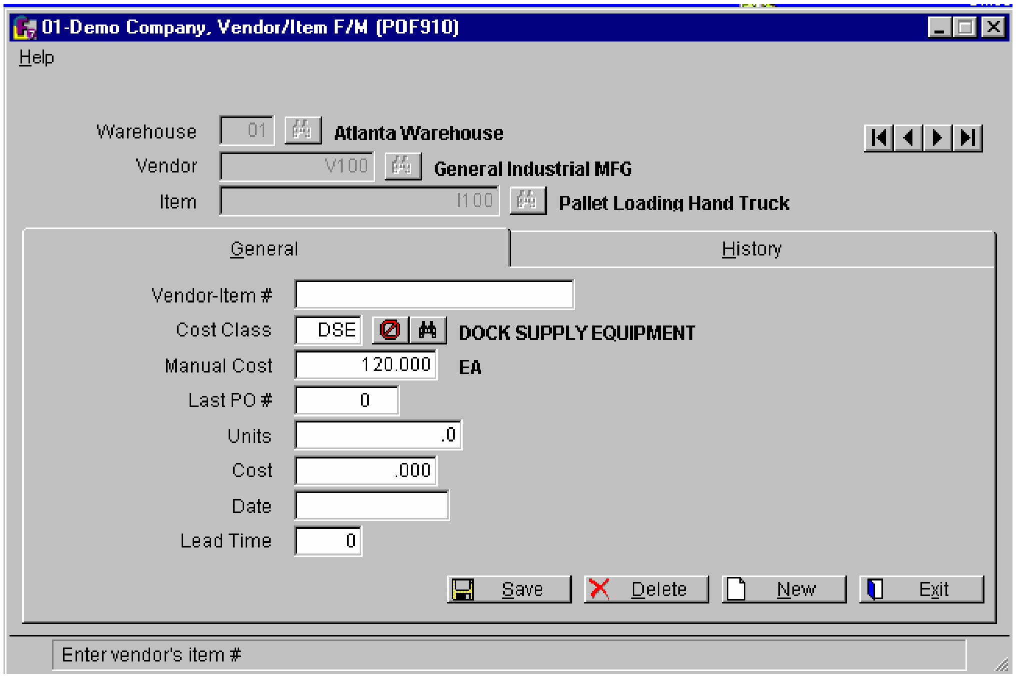
6. Average Days Late

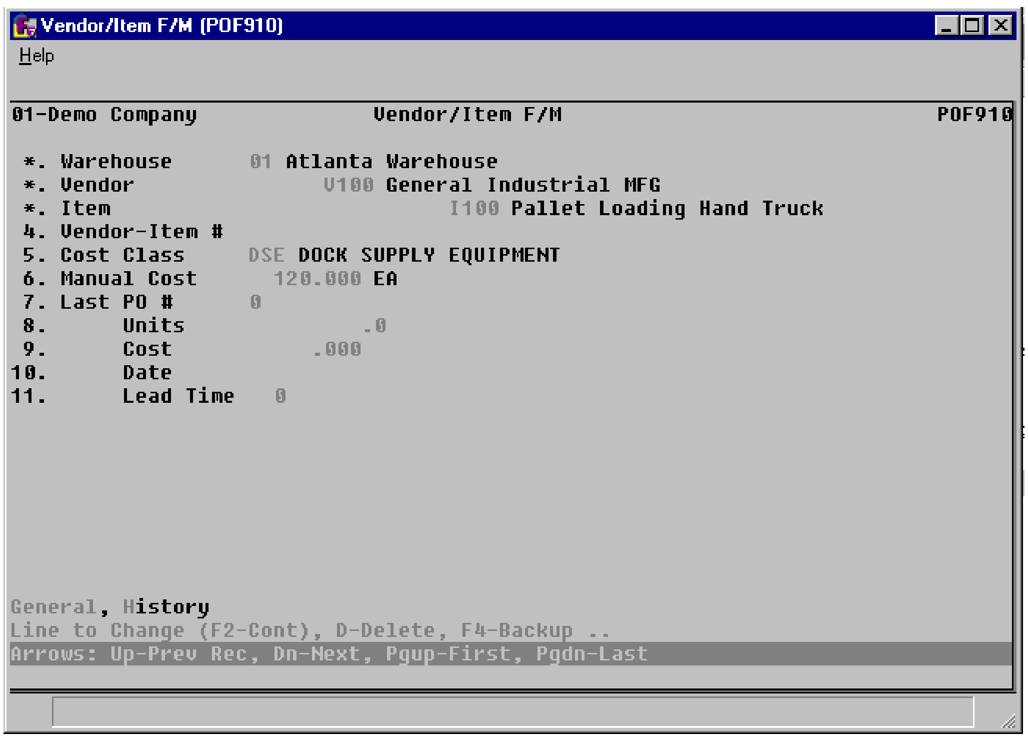
Enter the average number of days late in receiving purchase orders containing this item from this vendor so far this month (0-9999). CR initially defaults to 0.

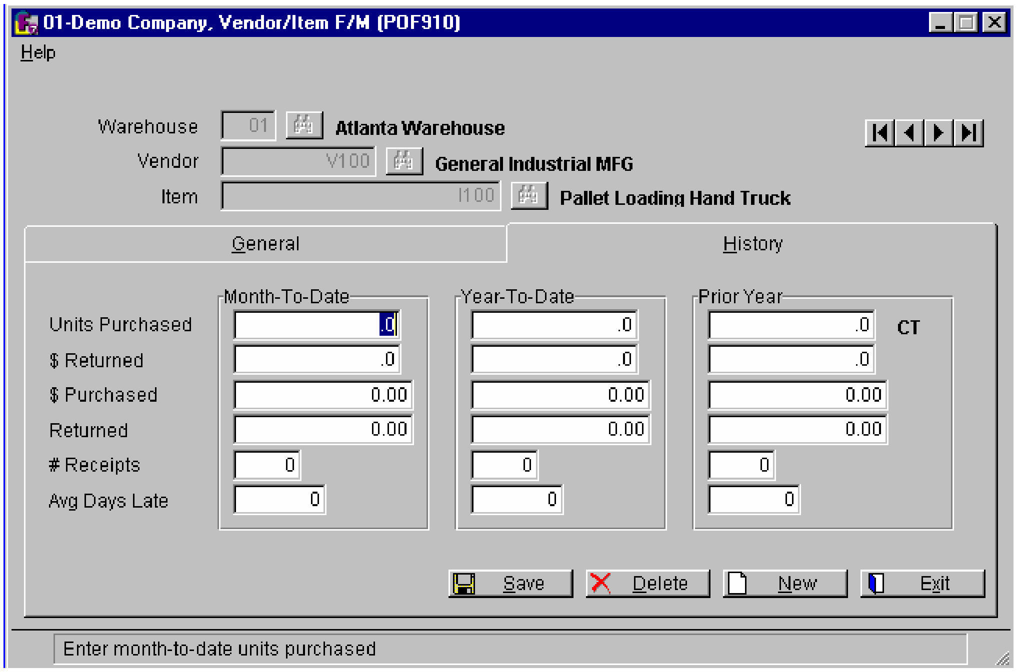
Technical Notes

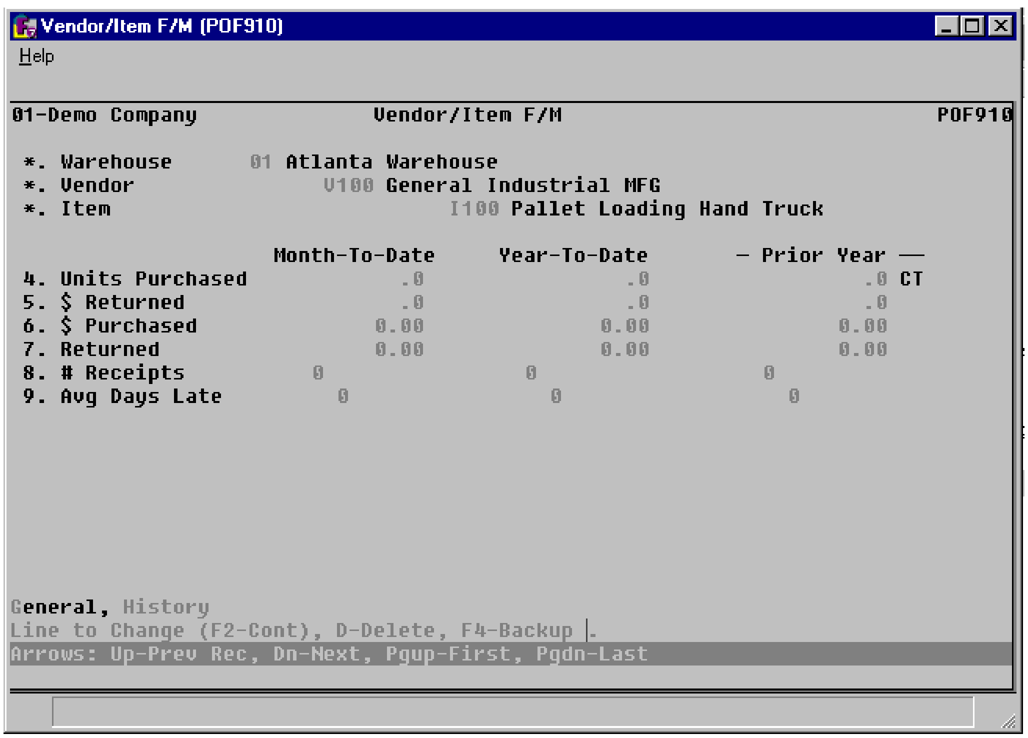
FILES USED - SMCNTL, APVEND, ICMAST, APVALX, ICALPX, ICCLSX, ICINTR

FILES UPDATED - POVNIT, POVNIX, POVITX


01-Demo Company, Vendor/Item F/M (POF910)
Help
Warehouse 01 Atlanta Warehouse
Vendor V100 General Industrial MFG
Item I100 Pallet Loading Hand Truck
General
History
Vendor-Item #
Cost Class DSE DOCK SUPPLY EQUIPMENT
Manual Cost 120.000 EA
Last PO # 0
Units .0
Cost .000
Date
Lead Time 0
Save
Delete
New
Exit
Enter vendor's item #


Vendor/Item F/M (POF910)
Help
01-Demo Company Vendor/Item F/M POF910
*. Warehouse 01 Atlanta Warehouse
*. Vendor V100 General Industrial MFG
*. Item I100 Pallet Loading Hand Truck
4. Vendor-Item #
5. Cost Class DSE DOCK SUPPLY EQUIPMENT
6. Manual Cost 120.000 EA
7. Last PO # 0
8. Units .0
9. Cost .000
10. Date
11. Lead Time 0
General, History
Line to Change (F2-Cont), D-Delete, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last


01-Demo Company, Vendor/Item F/M (POF910)
Help
Warehouse 01 Atlanta Warehouse
Vendor V100 General Industrial MFG
Item I100 Pallet Loading Hand Truck
General
History
Month-To-Date
Year-To-Date
Prior Year
Units Purchased .0 .0 .0 CT
$ Returned .0 .0 .0
$ Purchased 0.00 0.00 0.00
Returned 0.00 0.00 0.00
Receipts 0 0 0
Avg Days Late 0 0 0
Save
Delete
New
Exit
Enter month-to-date units purchased


Vendor/Item F/M (POF910)
Help
01-Demo Company Vendor/Item F/M POF910
*. Warehouse 01 Atlanta Warehouse
*. Vendor V100 General Industrial MFG
*. Item I100 Pallet Loading Hand Truck
Month-To-Date Year-To-Date — Prior Year —
4. Units Purchased .0 .0 .0 CT
5. $ Returned .0 .0 .0
6. $ Purchased 0.00 0.00 0.00
7. Returned 0.00 0.00 0.00
8. # Receipts 0 0 0
9. Avg Days Late 0 0 0
General, History
Line to Change (F2-Cont), D-Delete, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Ship-From F/M (POF930)

Function

This program allows the user to create and maintain records in the ship-from file.

Purchase orders are normally sent to the vendor address stored in the AP vendor file. However, should the vendor use different billing and shipping addresses, the address to which the purchase order is to be sent may be entered here. As many ship-from addresses needed for a vendor may be entered.

User Inputs

The following inputs are involved in creating a vendor ship-from address:

*** Vendor Number**

Enter the vendor number (ref. 9).

*** Ship-From #**

Enter ship-from number that is assigned to the vendor location from which the vendor may ship the purchase order.

3. Name

Enter the vendor name (up to 30 characters). CR defaults to the name assigned to this vendor in the accounts payable vendor file. The name entered here appears on the purchase order.

4-6. Address

Three lines of 30 characters each are provided to enter the vendor address as it should appear on the purchase order. Enter the city, state and zip code on one line. If only two lines are needed, use the first two. Press **CR** to skip this entry.

7. Phone Number

Enter the vendor phone number including the area code, dashes and an extension (if needed) (up to 17 characters).

8-9. Contact 1 and 2

Enter the names of the people you work with at this address (up to 25 characters).

10. Ship Via

Enter the manner goods are usually shipped from this vendor (up to 15 characters). This code will be the default ship via in the Purchase Order Entry program when this ship-from is used.

11. Freight

Enter whether the default freight is **B**-bill later, **P**-prepaid, **C**-collect, or **A**-prepay/add. CR defaults to P.

12. Freight On Board

Enter the default freight on board in the Purchase Order Entry program (up to 15 characters).

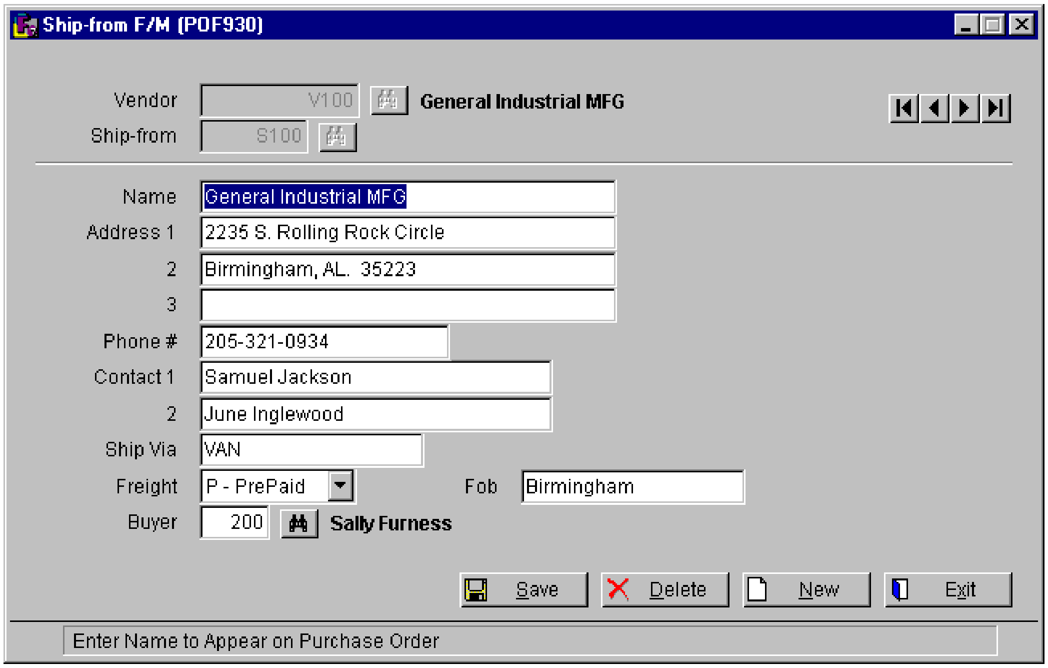
13. Buyer

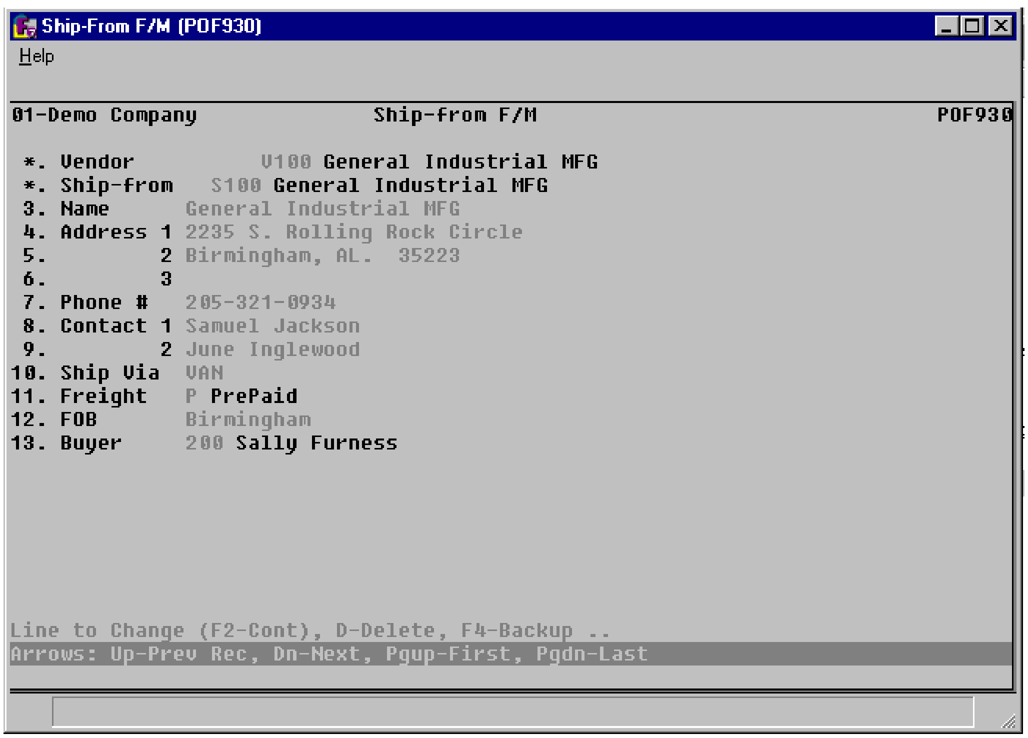
Enter the buyer code as set up in the Buyer Code F/M (up to 3 characters). CR defaults to the first buyer on file. F2 allows a search (ref. 8).

Technical Notes

FILES USED - SMCNTL, APVEND, APVALX

FILES UPDATED - POSHIP


Ship-from F/M (POF930)
Vendor
V100
General Industrial MFG
Ship-from
S100
Name
General Industrial MFG
Address 1
2235 S. Rolling Rock Circle
2
Birmingham, AL. 35223
3
Phone #
205-321-0934
Contact 1
Samuel Jackson
2
June Inglewood
Ship Via
VAN
Freight
P - PrePaid
Fob
Birmingham
Buyer
200
Sally Furness
Save
Delete
New
Exit
Enter Name to Appear on Purchase Order


Ship-From F/M (POF930)
Help
01-Demo Company
Ship-from F/M
POF930
*. Vendor V100 General Industrial MFG
*. Ship-from S100 General Industrial MFG
3. Name General Industrial MFG
4. Address 1 2235 S. Rolling Rock Circle
5. 2 Birmingham, AL. 35223
6. 3
7. Phone # 205-321-0934
8. Contact 1 Samuel Jackson
9. 2 June Inglewood
10. Ship Via VAN
11. Freight P PrePaid
12. FOB Birmingham
13. Buyer 200 Sally Furness
Line to Change (F2-Cont), D-Delete, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Create Vendor/Item Records (POU910)

Function

This program allows the user of the FACTS system to create vendor/item records for a range of vendors and/or items.

You can create these records by item number, alpha, vendor number or item class. The vendor-item number, lead time, date of last purchase and normal and last cost information are retrieved from the inventory control item file and

Vendor/item records may be created through this program for a range of items by item number, alpha, vendor number or item class. The vendor-item number, lead time, date of last purchase and normal and last cost information are retrieved from the inventory control item file the cost class information is retrieved from the vendor file and used in the vendor/item file. This program is useful during initial purchase order setup or when adding large numbers of new vendors or items to be used in the Purchase Orders system. This program creates vendor/item records only for vendor/item combinations of the primary vendor assigned to the item in the item file (Item F/M program). The program saves the user the time required to create individual vendor/item records through the file maintenance program.

The user has the option to:

- Select the order to create - item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select a specific item class if creating by vendor.
- Select a specific vendor if creating by item, alpha or item class.
- Select warehouse(s) to create.

User Inputs

The following inputs are involved in creating vendor/item records:

1. Order

Enter whether records should be created in **I**-item number, **A**-item alpha, **V**-vendor number or **C**-item class order. CR defaults to I.

2. Beginning Item Choice

Select the beginning order choice to create (ref. 1).

3. Ending Item Choice

Select the ending order choice to create (ref. 4).

4. Vendor/Item Class

Enter the vendor (item class if vendor was selected in input #1) to print. The entry must be a valid vendor (or item class). CR defaults to ALL.

5. Warehouse

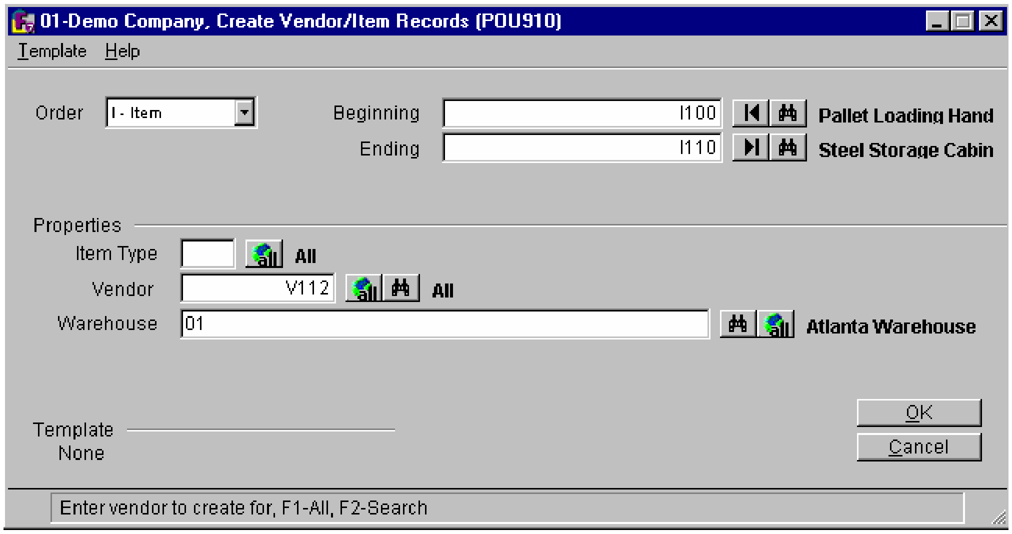
If vendor/item records for only those items stored in a specific warehouse are needed, enter the warehouse code(s). Enter up to twenty 2-character warehouse codes side by side to create. Records are created only for items on file in the warehouse/item file for the selected warehouse(s). CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

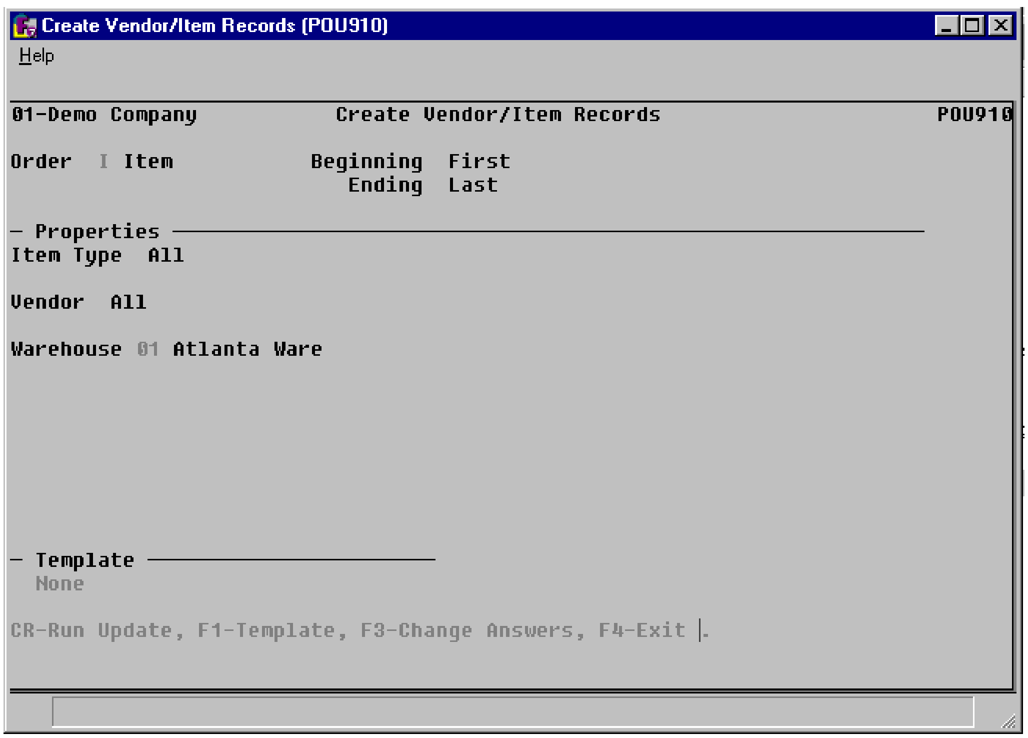
Technical Notes

Record creating proceeds by reading through the selected file for all vendor/item combinations that meet the entered criteria. Records are written to the vendor/item file and its sort files if not already there.

FILES USED - APVEND, ICMAST, ICALPX, ICVNDX, ICCLSX, ICWHSE, SMCNTL

FILES UPDATED - POVNIT, POVNIX, POVITX


01-Demo Company, Create Vendor/Item Records (POU910)
Template Help
Order I - Item
Beginning I100 Pallet Loading Hand
Ending I110 Steel Storage Cabin
Properties
Item Type All
Vendor V112 All
Warehouse 01 Atlanta Warehouse
Template
None
OK
Cancel
Enter vendor to create for, F1-All, F2-Search


Create Vendor/Item Records (POU910)
Help
01-Demo Company Create Vendor/Item Records POU910
Order I Item Beginning First
Ending Last
Properties
Item Type All
Vendor All
Warehouse 01 Atlanta Ware
Template
None
CR-Run Update, F1-Template, F3-Change Answers, F4-Exit

Remove Vendor/Item Records (POU920)

Function

This program allows the user of the FACTS system to remove groups of records from the vendor/item file.

The user has the option to:

- Select the order in which to remove- item, alpha, vendor or item class.
- Select the beginning and ending order choice.
- Select a specific item class to remove if removing by vendor.
- Select a specific vendor to remove if removing by item, alpha, or item class.
- Select the last purchase date through which to remove.
- Select the warehouse from which to remove.

This program is particularly useful if it is necessary to remove all items of a vendor or a certain item from all vendors. It may also be used to purge old records. It saves the user the time necessary to remove records individually through the Vendor/Item F/M.

User Inputs

The following inputs are involved in removing vendor/item records:

1. Order

Enter whether records should be removed in **I**-item number, **A**-item alpha, **V**-vendor number or **C**-item class order. CR defaults to I.

2. Beginning Item Choice

Select the beginning order choice to remove (ref. 1).

3. Ending Item Choice

Selecting the ending order choice to remove (ref. 4).

4. Vendor/Item Class

Enter the vendor (item class if vendor was selected in input #1) to print. The entry must be a valid vendor (or item class). CR defaults to ALL.

5. Warehouse

If vendor/item records for only those items stored in a specific warehouse are needed, enter the warehouse code. Enter up to twenty 2-character warehouse codes side by side to remove. Records are removed only for items on file in the warehouse/item file for the selected warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

6. Cutoff Date

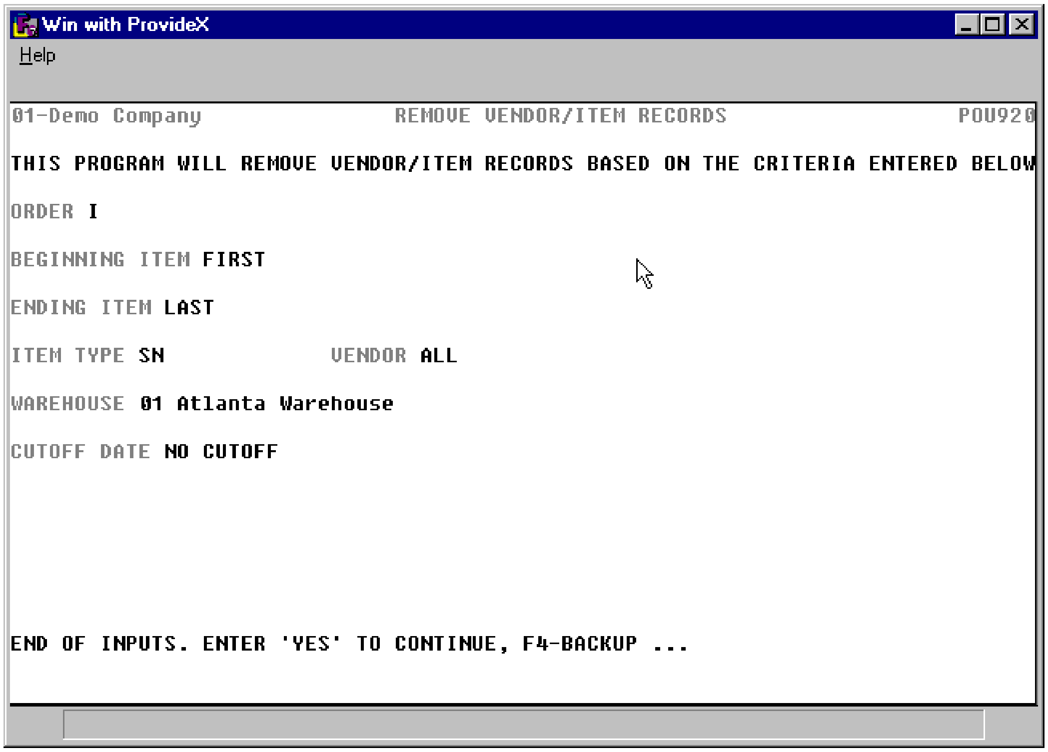
Enter the most recent purchase date to remove through. Vendor/item records with last purchase dates after the entered date are not removed. CR defaults to no cutoff date (ref. 2).

Technical Notes

Record removal proceeds by reading through the selected file for all records that meet the entered criteria. Records are removed from the vendor/item file and its sort files.

FILES USED - SMCNTL, ICALPX, ICVNDX, ICCLSX, ICMAST, APVEND

FILES UPDATED - POVNIT, POVNIX, POVITX



Manual Cost Change Update (POU930)

Function

This program allows the user of the FACTS system to change the manual cost stored in the vendor/item file for selected items of a vendor.

The user has the option to:

- Select the vendor for whom costs are to be updated.
- Select the beginning and ending item for which costs are to be updated for the selected vendor.
- Select the item class for which costs are to be updated.
- Update the manual cost using last vendor, standard, average, last or manual costs or by percent.
- Select the warehouse for which costs are to be updated.

The manual cost field may also be accessed through the Vendor/Item F/M program. This update program provides a quick way to update large groups of records.

User Inputs

The following inputs are involved in using the Manual Cost Change Update:

1. Vendor

Enter the number of the vendor for whom manual costs are to be updated. The entry must be a valid vendor number.

2. Beginning Item

Enter the beginning item to update. CR defaults to the first item on file in the vendor/item file for this vendor.

3. Ending Item

Enter the ending item to update. CR defaults to the last item on file in the vendor/item file for this vendor.

4. Item Class

Enter the item class to which an item must belong to be updated. The entry must be a valid item class code. CR defaults to ALL.

5. Change

Enter **P**, **V**, **S**, **L**, **A** or **M** to determine how the manual cost is updated.

P - **Percent.** Enter the percent to change by. For example, to increase the manual cost by five percent, enter 5. To decrease the manual cost by two percent, enter -2.

V - **Vendor last.** The manual cost is set equal to the last cost stored in the vendor/item file.

S - **Standard**. The manual cost is set equal to the standard cost stored with the item in the inventory control item file.

L -Last. The manual cost is set equal to last cost stored with the item in the inventory item file.

A -Average. The manual cost is set equal to the average cost stored with the item in the inventory item file.

M -Manual. The manual cost is set equal to manual cost stored with the item in the inventory item file.

6. Warehouse

If manual costs for only those items stored in a specific warehouse are needed, enter the warehouse code. Enter up to twenty 2-character warehouse codes side by side to update. Records are updated only for items on file in the warehouse/item file for the selected warehouse. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

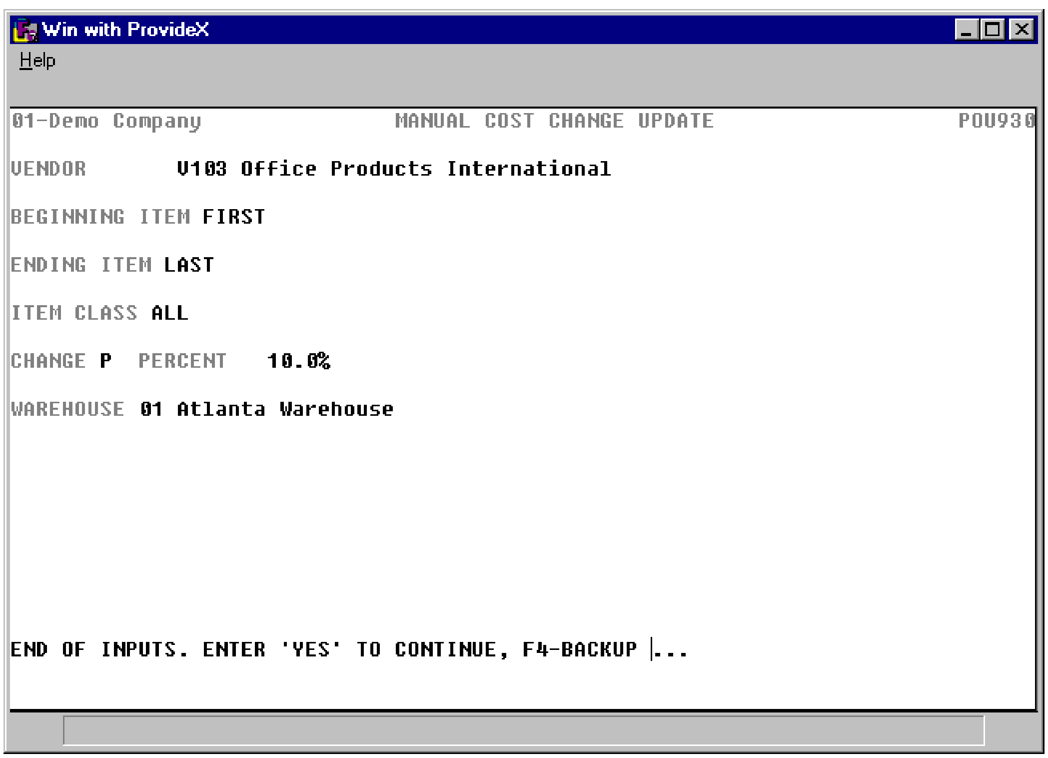
Technical Notes

Updating proceeds by reading through the vendor/item file (POVNIT) for all records meeting the entered criteria. The manual cost is updated accordingly.

The program locks POVNIT, and reads through it, updating all records that meet the criteria.

FILES USED - SMCNTL, ICMAST, APVEND, ICWHSE

FILES UPDATED - POVNIT



Past Purchase Order Removal (POU940)

Function

This program allows the user of the FACTS system to remove past purchase orders based on vendor number, warehouse and date. This program is available only if the **Store Past Purchase Orders** flag in the Purchase Orders Static Control Record is set to Y. Records may be viewed by vendor in the Purchase Orders Vendor Inquiry or individually in the Purchase Orders Document Inquiry.

User Inputs

The following inputs are involved in using the Past Purchase Order Removal program:

1. Beginning Vendor

Enter the beginning vendor for which past purchase orders are to be removed. CR defaults to FIRST.

2. Ending Vendor

Enter the ending vendor for which past purchase orders are to be removed. CR defaults to LAST.

3. Warehouse

Enter up to 20 two-character warehouse codes side by side to remove past purchase orders. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

4. Cutoff Date

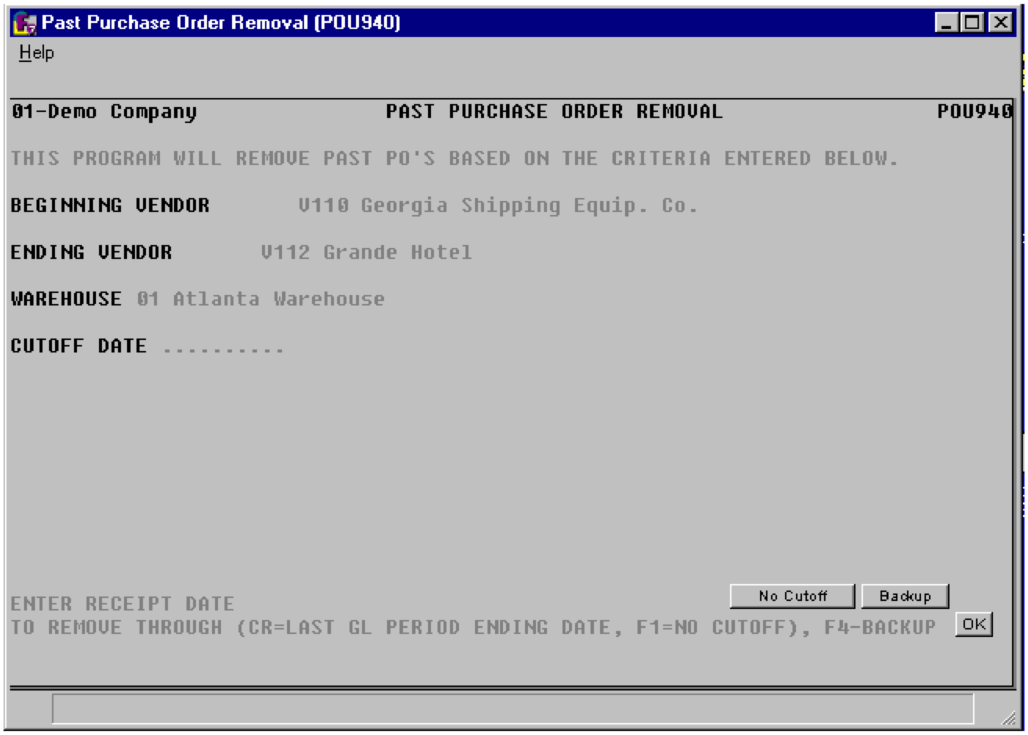
Enter the last purchase date to remove through (ref. 2). Purchase orders with dates after the cutoff date are not removed. CR defaults to the last closed GL period ending date.

Technical Notes

Updating proceeds by reading through the past purchase order by vendor file sort file (POPASX). Records of the appropriate vendors and items with last purchase dates on or before the selected cutoff date are removed from the past purchases file (POPAST).

FILES USED - SMCNTL, APVEND, PORDER

FILES UPDATED - POPAST, POPASX, POPLTS, POPALX


Past Purchase Order Removal (POU940)
Help
01-Demo Company
PAST PURCHASE ORDER REMOVAL
POU940
THIS PROGRAM WILL REMOVE PAST PO'S BASED ON THE CRITERIA ENTERED BELOW.
BEGINNING VENDOR V110 Georgia Shipping Equip. Co.
ENDING VENDOR V112 Grande Hotel
WAREHOUSE 01 Atlanta Warehouse
CUTOFF DATE ....
No Cutoff
Backup
ENTER RECEIPT DATE
TO REMOVE THROUGH (CR=LAST GL PERIOD ENDING DATE, F1=NO CUTOFF), F4-BACKUP
OK

Transfer/Change Vendor/Item Codes (POU950)

Use this program to change the Cost Class information in the Vendor/item Files for a range of vendor items. These changes do not affect transaction files or other modules.

When running this program, you have the option to:

Select the change order - item, alpha, item class, vendor

Select the beginning and ending order to change

Select the Change From field

Select the Change To field

Select the warehouse to change for vendor/item information

Select the vendor to change for vendor/item information

Access this program by choosing Purchase Orders →File Maintenances→Transfer/Change Vendor/Item Codes.

Input Descriptions

Use the following inputs to change cost class information in the Vendor/Item file:

1. Vendor

Enter the vendor for the change.

2. Warehouse

Enter the warehouse for the change.

3. Order

Enter the order the field is to update. The available options are item, alpha, item class and vendor.

4. Beginning Order Choice

Set the beginning of the range.

5. Ending Order Choice.

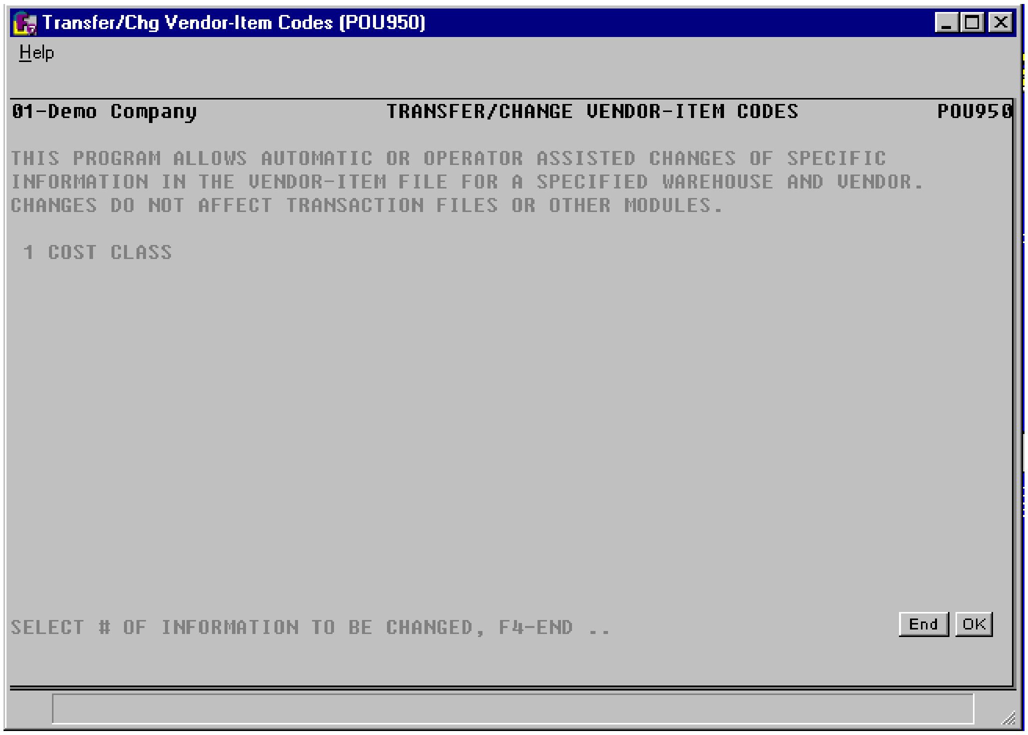
Set the end of the range.

6. Change From Cost Class

Enter the cost class that is being changed. Press F3 to default to ALL.

7. Change To Cost Class

Enter the cost class to which to change. Press F3 to default to user selection. If F3 is selected, the program stops at every item whose item class is to be changed and requires input of the new item class.


Transfer/Chg Vendor-Item Codes (POU950)
Help
01-Demo Company
TRANSFER/CHANGE VENDOR-ITEM CODES
POU950
THIS PROGRAM ALLOWS AUTOMATIC OR OPERATOR ASSISTED CHANGES OF SPECIFIC
INFORMATION IN THE VENDOR-ITEM FILE FOR A SPECIFIED WAREHOUSE AND VENDOR.
CHANGES DO NOT AFFECT TRANSACTION FILES OR OTHER MODULES.
1 COST CLASS
SELECT # OF INFORMATION TO BE CHANGED, F4-END ..
End
OK

FACTS
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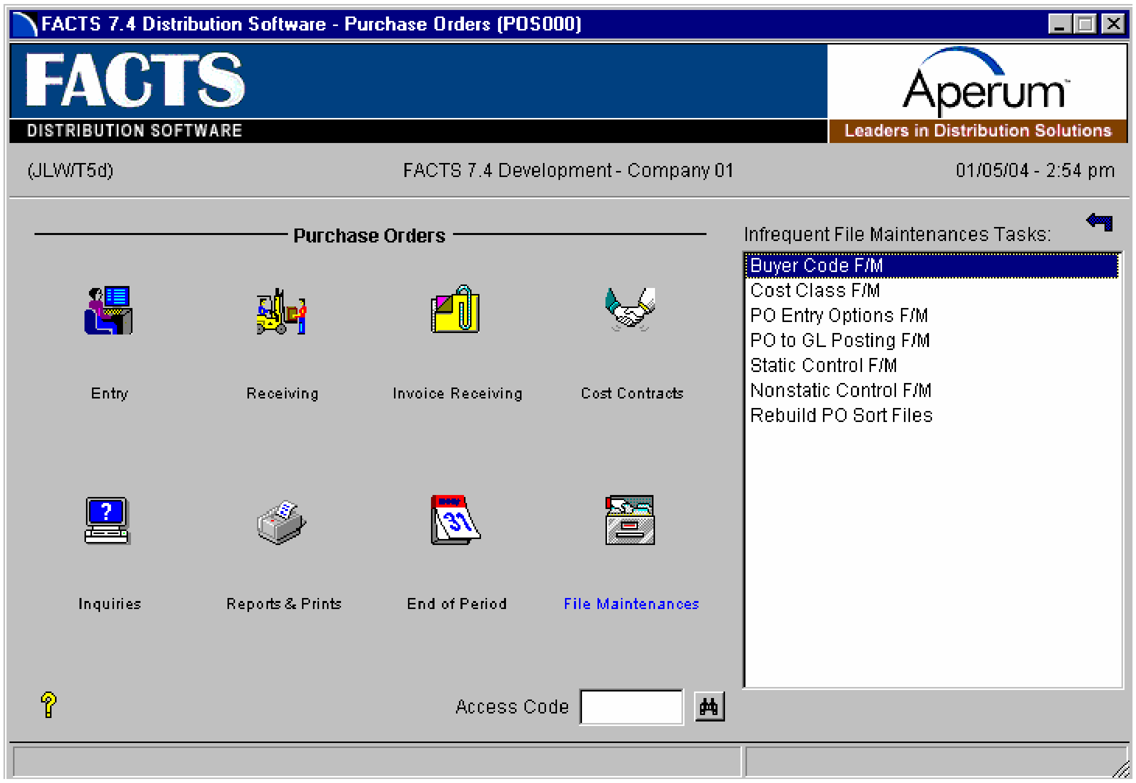
CHAPTER 10

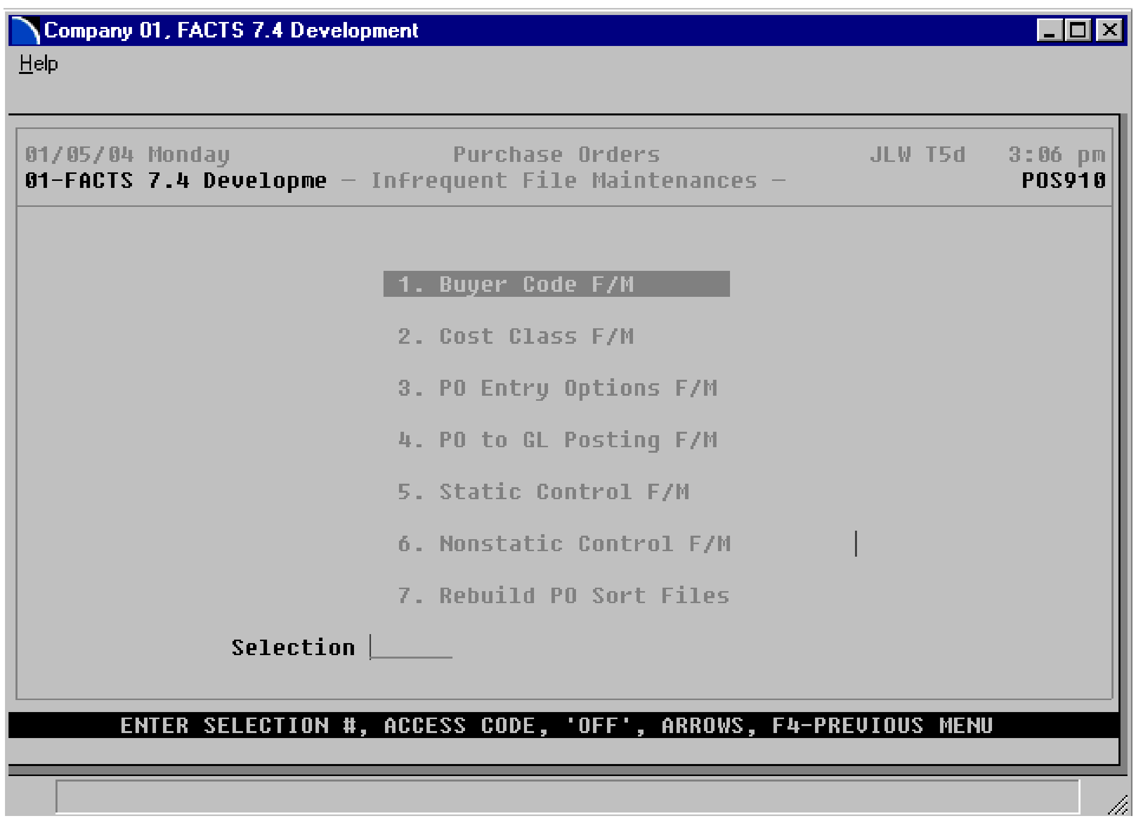
Infrequent F/M (POS900)

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M, which keeps track of the sales orders period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the sales orders system do not need to be maintained by the user and it is unlikely that they will be used.


FACTS 7.4 Distribution Software - Purchase Orders (POS000)
FACTS
DISTRIBUTION SOFTWARE
Aperum
Leaders in Distribution Solutions
(JLW/T5d)
FACTS 7.4 Development - Company 01
01/05/04 - 2:54 pm
Purchase Orders
Entry
Receiving
Invoice Receiving
Cost Contracts
Inquiries
Reports & Prints
End of Period
File Maintenances
Infrequent File Maintenances Tasks:
Buyer Code F/M
Cost Class F/M
PO Entry Options F/M
PO to GL Posting F/M
Static Control F/M
Nonstatic Control F/M
Rebuild PO Sort Files
Access Code


Company 01, FACTS 7.4 Development
Help
01/05/04 Monday Purchase Orders JLW T5d 3:06 pm
01-FACTS 7.4 Developme – Infrequent File Maintenances – POS910
1. Buyer Code F/M
2. Cost Class F/M
3. PO Entry Options F/M
4. PO to GL Posting F/M
5. Static Control F/M
6. Nonstatic Control F/M
7. Rebuild PO Sort Files
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Buyer Code F/M (POF920)

Function

This program allows the user to maintain the buyer code records.

Buyer codes are used in purchase order entry to keep track of who authorized the purchase of goods.

User Inputs

The following inputs are involved in creating a buyer code record:

*** Buyer Code**

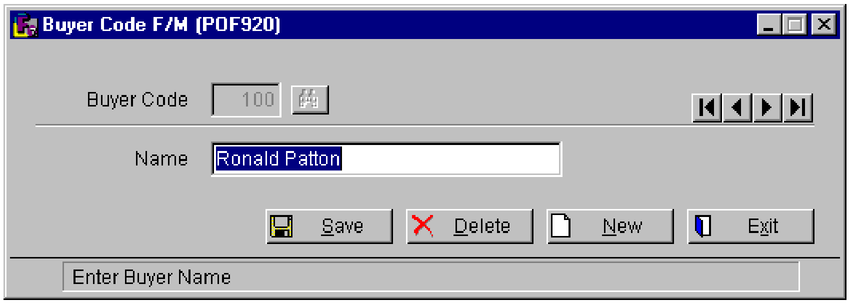
Enter a 3-character buyer code. Entering a valid buyer code displays the code and its description. F2 allows a search (ref. 8).

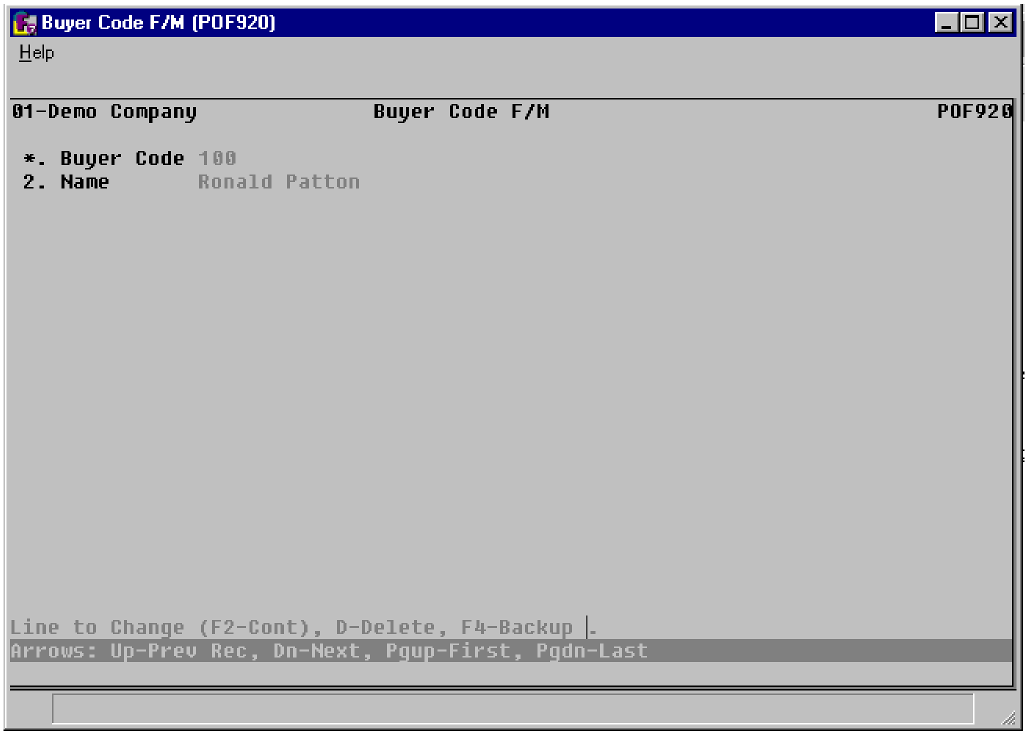
2. Name

Enter the buyer code name (up to 30 characters).

Technical Notes

FILES UPDATED - SMCNTL


Buyer Code F/M (POF920)
Buyer Code
100
Name
Ronald Patton
Save
Delete
New
Exit
Enter Buyer Name


Buyer Code F/M (POF920)
Help
01-Demo Company
Buyer Code F/M
POF920
*. Buyer Code 100
2. Name Ronald Patton
Line to Change (F2-Cont), D-Delete, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Cost Class F/M (POF950)

Use Cost Class F/M to enter cost classes used for creating cost contracts. The Cost Class is specific to a Vendor.

Using Cost Contract Entry (POE510), you can create cost contracts for items from a vendor that are in a specific cost class.

Access this program by choosing Purchase Orders →File Maintenances →Infrequent File Maintenances →Cost Class F/M.

Input Descriptions

Use the following inputs to create and edit cost class codes:

1. Cost Class

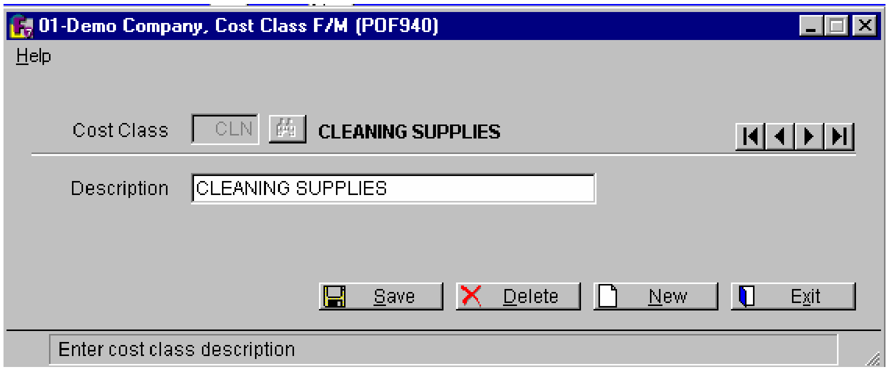
Enter up to three characters to create a cost class. If this code already exists in the system, the corresponding description appears.

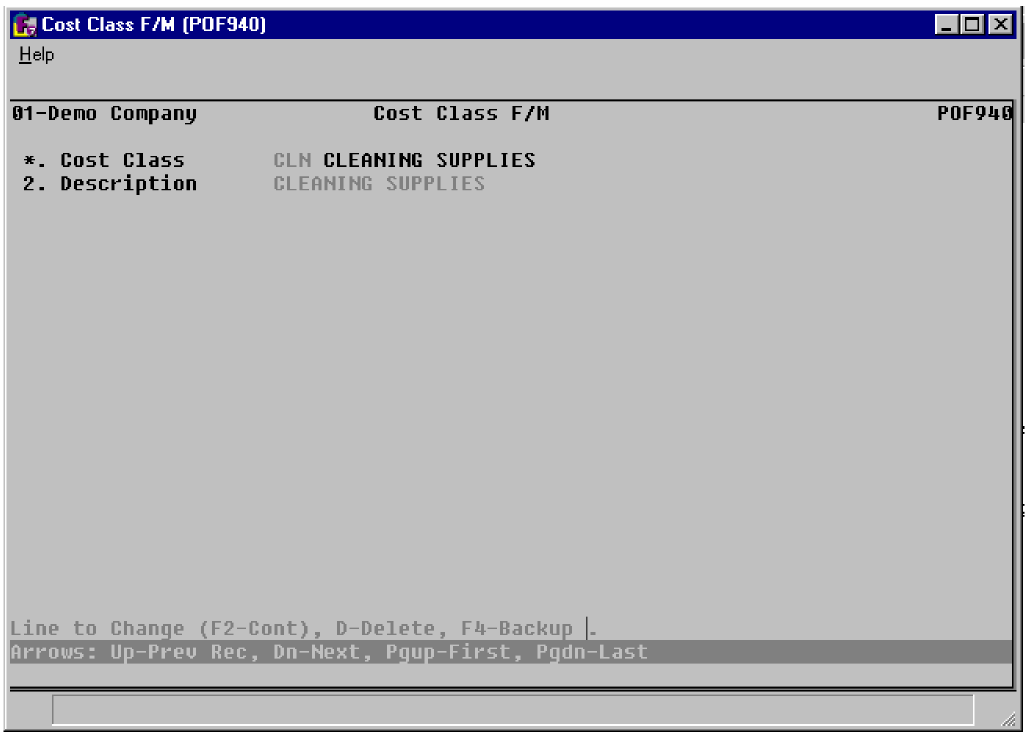
If the code doesn't already exist, FACTS asks if you want to create a new cost class. Select OK.

Press F2 to search existing cost classes.

2. Description

Enter up to 30 characters for the cost class description.


01-Demo Company, Cost Class F/M (POF940)
Help
Cost Class
CLN
CLEANING SUPPLIES
Description
CLEANING SUPPLIES
Save
Delete
New
Exit
Enter cost class description


Cost Class F/M (POF940)
Help
01-Demo Company
Cost Class F/M
POF940
*. Cost Class
CLN CLEANING SUPPLIES
2. Description
CLEANING SUPPLIES
Line to Change (F2-Cont), D-Delete, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

PO Entry Options F/M (POF915)

Use the PO Entry Options F/M program to streamline purchase order entry, receipt entry, non-PO receipt entry, and invoice receipt entry.

➲ PO Entry Option settings are not user-specific; they affect all PO Order Management Suite users.

In this program, you define whether header, line item entry and footer inputs are:

- required to complete a document and whether they should appear on the main screen.
- not required.
- can be initially skipped, but can be edited later if necessary.
- can be disabled i.e un-editable but visible to the user.

You can also select which totals appear on the entry screen, set item browser flags to indicate backordered items, temporary items, nonstock items, direct ships and items shipping from alternate warehouses, and set the notes pop-up display for item and customer notes.

Programs that can be modified through this file maintenance are

- Purchase Order Entry
- Receipt Entry
- Non-PO Receipt Entry
- Invoice Receipt Entry

➲ Use the PO Static Control F/M to set the many flags that activate or deactivate the features available in the Purchase Order module. For instance, from this program you can determine whether or not to use job costing, store past POs, include tax and freight, just to name a few of the possibilities.

What do you want to do?

Refer the procedure topics listed below for more information about setting PO entry options.

Modify a PO document header section

Modify a PO line-item entry section

Modify a PO footer section

Set item flags to appear in item browsers

Select document to totals to appear on the main screen

Select the Unit of Measure to use in the PO Entry, Receipt Entry, Non-PO Receipt Entry and PO Document Inquiry programs

Set Notes pop-up functionality

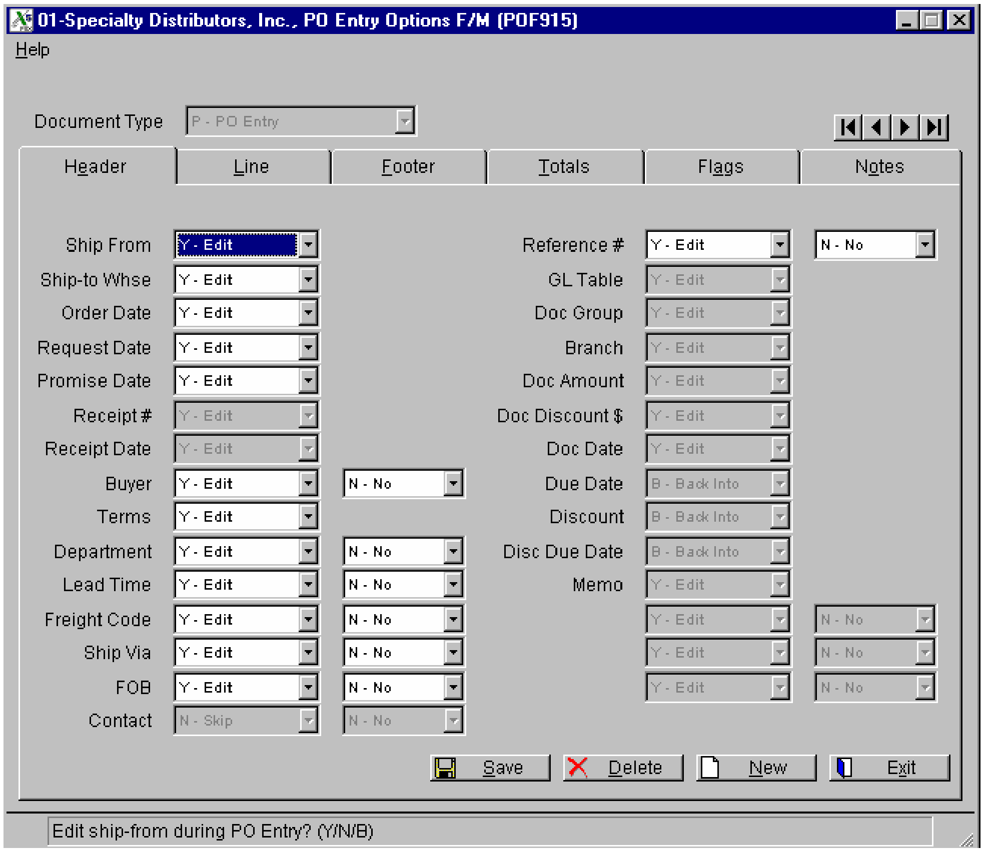
See Also

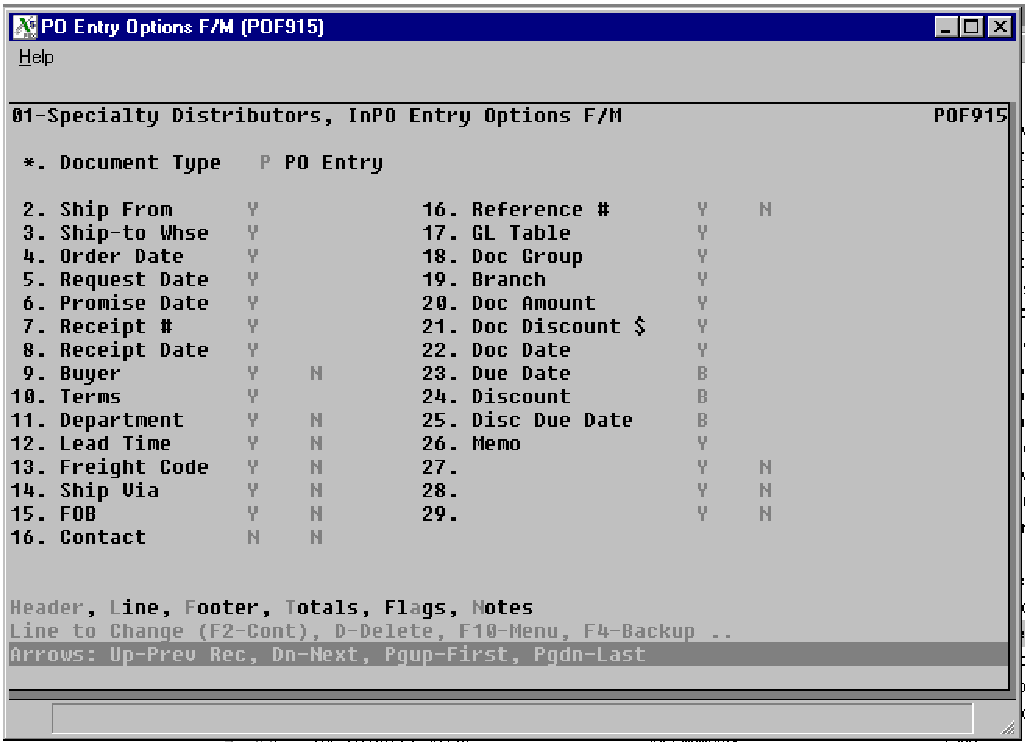
For more detailed information on file maintenance programs, consult the following topics.

How to use File Maintenance programs

More about the types of file maintenance programs

Modifying PO document header inputs:





1. Select the type of entry program you want to change.

Choose from PO Entry, Receipt Entry, Non-PO Receipt Entry, or Invoice Receipt Entry. Once you have a document type selected, you can use the VCR buttons to scroll to another document type.

2. Select the Header Fields tab.

The Header Fields tab lists possible header inputs for Purchase Order Entry Management Documents. Each of these inputs can be accessed through the program's Header Detail window even if they don't appear in main screen's header section.

If an input appears disabled, it either means it is not available for the type of document selected or the feature may not be available on your system.

You can set **edit** options for each input or accept the defaults.

***Edit* options:**

Y-Allow Edits to the Field. Select this option to allow users free access to this field, whether it appears on the main screen or just in the Header Detail. This is the default Edit option.

N-Skip. Select this option if you want the field disabled in the Header Detail window of the selected program.

B-Allow Backup into Field. Select this option to initially skip a field, but allow users to back up to it if they need to edit the information later in the entry process. This option does not disable the field.

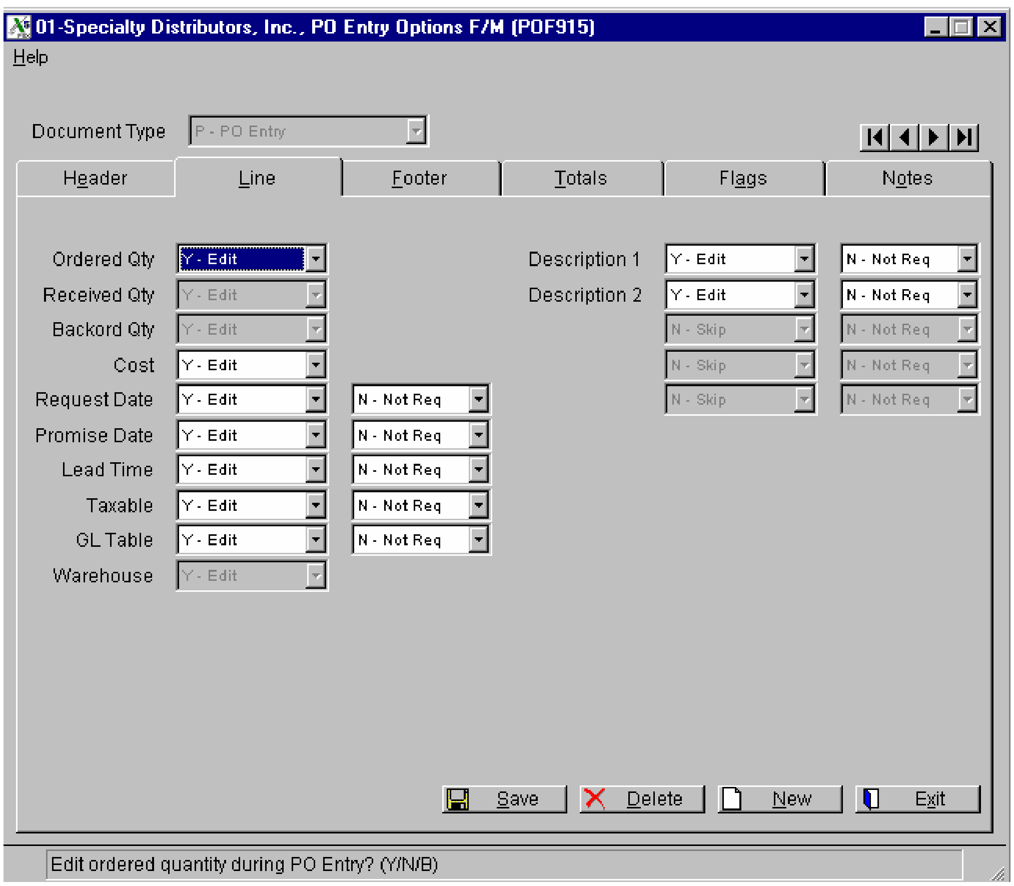
D-Disable. Select this option to make this field un-editable. A disabled field is usually grayed out in appearance and the value cannot be changed. It is important to also note that even if a field is disabled, the field and its value can still be seen by the user.

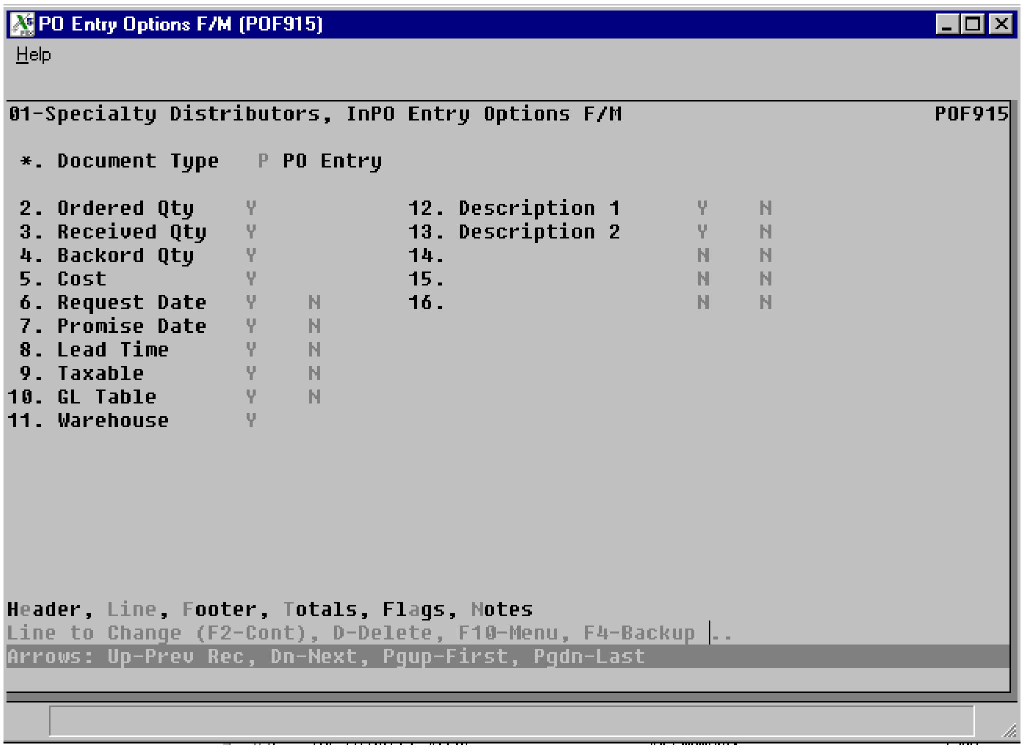
***Required* options:**

N-No, Not Required. This is the default. Fields set to Not Required appear, but the program does not force users to enter information in them to finish the entry.

S-Required Input and Main Screen Display. Use this setting when the input is not only required, but you want it to appear on the main window of the SO document that you selected. You can set up to three inputs to appear on the main window in addition to the standard inputs. Ship-to, Order Date, Request Date, Invoice Date and Ship Date always appear on their respective main windows so the **Require on Main Screen** option is not available for these inputs.

Modifying line-item entry sections:





1. **Select a document type.**

Use the VCR buttons to scroll through the document options or select **New** to return to the dropdown list.

2. **Select the Line Fields tab.**

All the possible detail inputs for line-item entry are listed on this tab. Each of these inputs can be accessed through the program's Line Detail window even if they don't appear in a popup window during line-item entry.

Set ***Edit*** options.

Y-Allow Edits. The input appears on the screen and users can edit the field once they select it or tab into it.

N-Do Not Allow Edits. Use this option if you want the field disabled in the Line Detail window for the selected program.

B-Allow Backup into Field. Select this option to initially skip a field, but allow users to back up to it if they need to edit the information later in the entry process. This option does not disable the field.

D-Disable. Select this option to make this field un-editable. A disabled field is usually grayed out in appearance and the value cannot be changed. It is important to also note that even if a field is disabled, the field and its value can still be seen by the user.

Set ***Required*** options.

Certain inputs always appear in the line-item entry portion of PO document entry screens. Your business may require other item-related information during document entry. Required fields other than the standard line-item entry fields appear in a popup window.

You can set the following:

1. Ordered

Enter **N**-the quantity to be ordered cannot be changed (i.e., skipped), **Y**-the quantity to be ordered can be changed, **B**-the quantity to be ordered cannot initially be changed but the user can back up to change it for each line-item in purchase orders programs. Press **Enter** to initially default to **N**.

2. Received

Enter **N**-the quantity to be received cannot be changed (i.e., skipped), **Y**-the quantity to be received can be changed, **B**-the quantity to be received cannot initially be changed but the user can back up to change it for each line-item in purchase orders programs. Press **Enter** to initially default to **N**.

3. Requested And Promised Dates

Enter N-the requested and promised dates of the item cannot be changed (i.e., skipped), Y-the requested and promised dates of the item can be changed, B-the requested and promised dates are skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. Press Enter to initially default to N.

4. Backordered (Quantity)

Enter **N**-the item cannot be backordered, **Y**-the item can be backordered, or **B**-the item is not initially backordered but the user can backorder it for each line-item in purchase orders programs. Press Enter to initially default to N.

5. Cost

Enter **N**-the cost of the item cannot be changed (i.e., skipped), **Y**-the cost of the item can be changed, **B**-the cost is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. Press Enter to initially default to N.

6. Lead Time

Enter **N**-the item’s lead-time cannot be updated (i.e., skipped), **Y**-the item’s lead-time may be updated, or **B**-the lead time is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. Press **Enter** to initially default to **N**.

7. Taxable

Enter **N**-the item’s taxable status may not be changed (i.e., skipped), **Y**-the item’s taxable status may be changed, or **B**-the item’s taxable status is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. Press Enter to initially default to N.

8. GL Table

Enter **N**-the GL posting table may not be changed (i.e. skipped), **Y**-the GL posting table may be changed or **B**-the GL posting table is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. Press Enter to initially default to N.

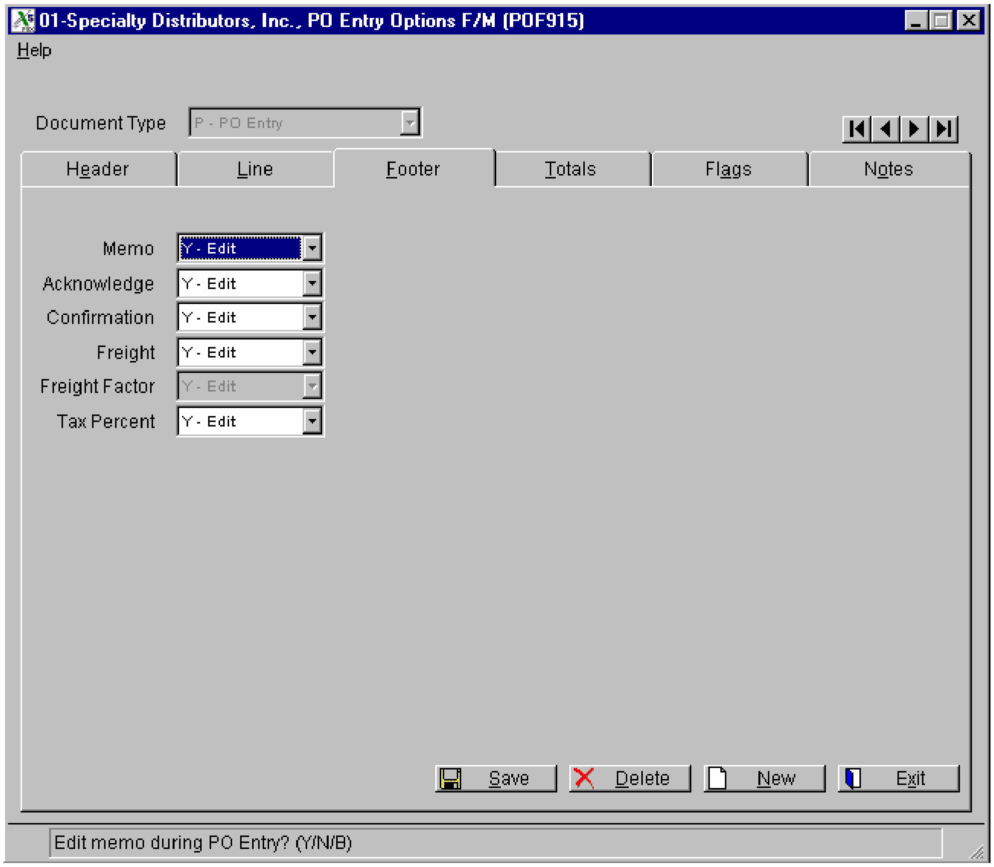
9. Warehouse

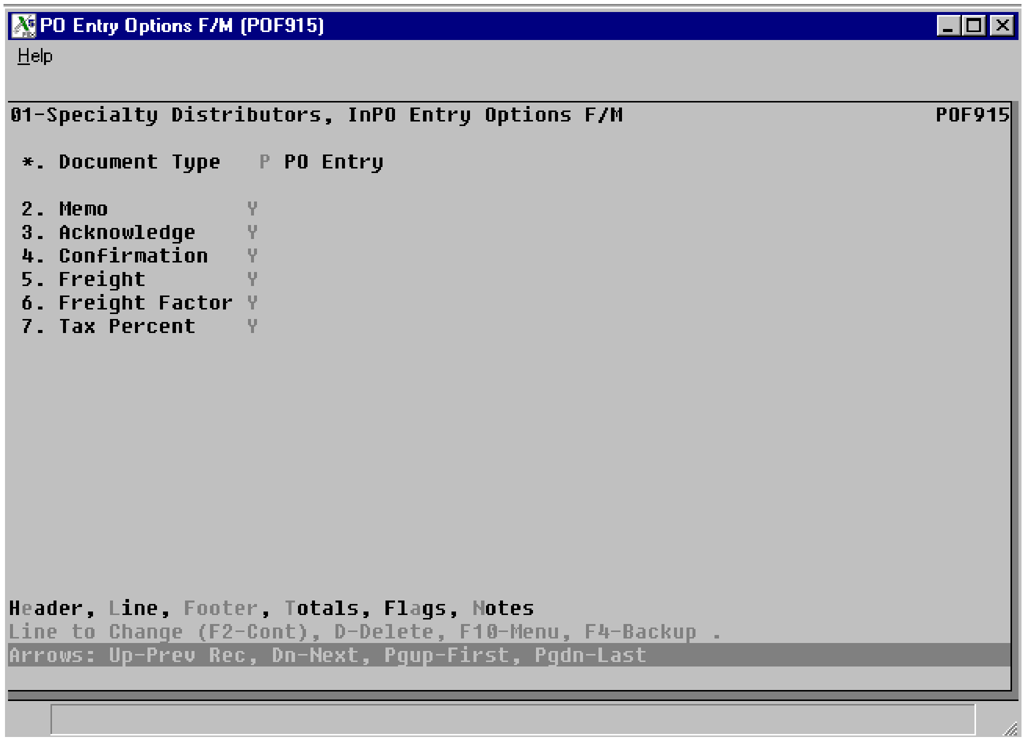
Enter **N**-the warehouse code may not be changed (i.e. skipped), **Y**-the warehouse code may be changed or **B**-the warehouse code is skipped initially but the user may change it for each line-item in purchase orders programs. Press **Enter** to initially default to **N**.

10. Descriptions 1 & 2

Enter **N**-the item's description 1 or 2 cannot be updated (i.e., skipped), **Y**-the item's description 1 or 2 may be updated, or **B**-the description 1 or 2 cannot be modified initially but the user may change it for each line-item in purchase orders programs. Press **Enter** to initially default to **N**.

Modifying PO document footer inputs



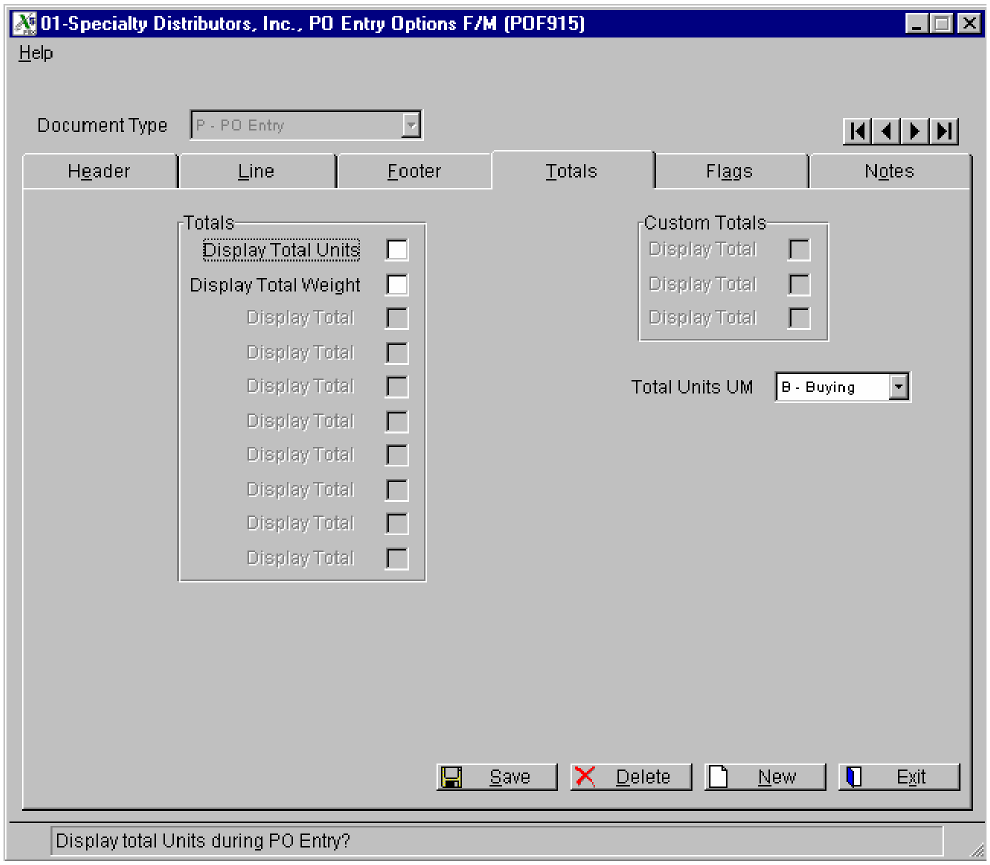


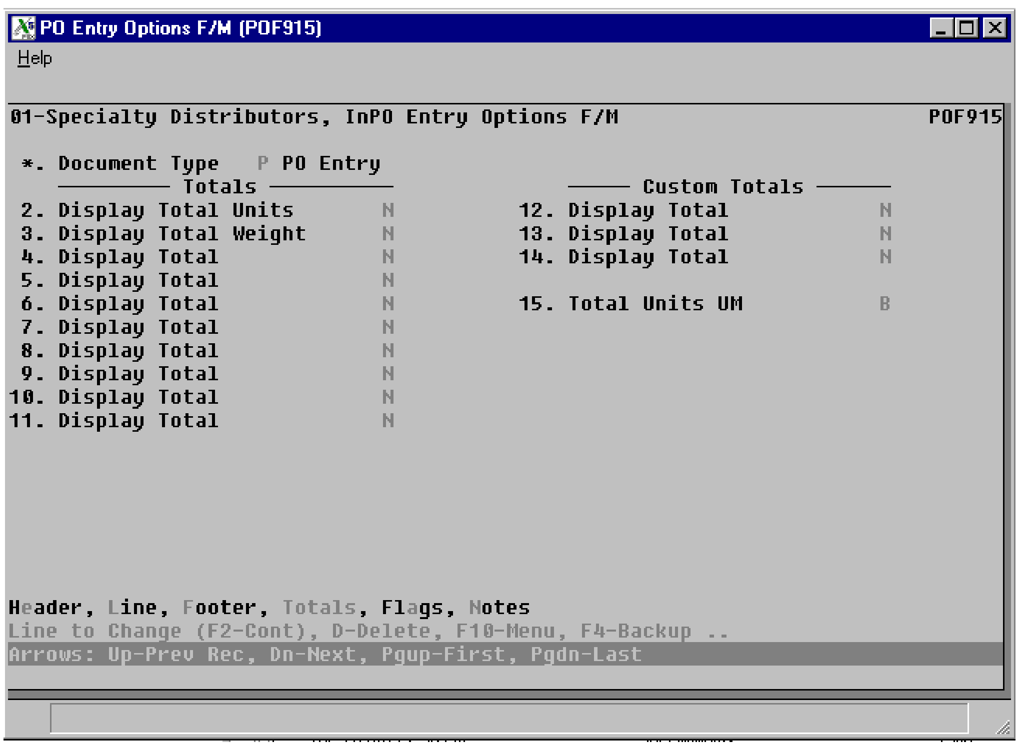
The following fields can be modified on PO document footers:

- Memo
- Acknowledge and Confirmation
- Tax Percent
- Freight
- Freight Factor

Define whether users edit, skip, disable or back into these fields for the selected program.

Displaying totals on PO entry main screens





1. **Select the document type if you have not already done so.**

Use the VCR buttons to scroll through the document options or choose **New** to access the dropdown list.

2. Select the Totals tab.

3. Select to display total units and/or total weight during receipt and non-PO receipt entry to display at the bottom of the main entry screen.

Setting the Unit of Measure

4. Select the Unit of Measure to display in PO entry programs and PO Document Inquiry.

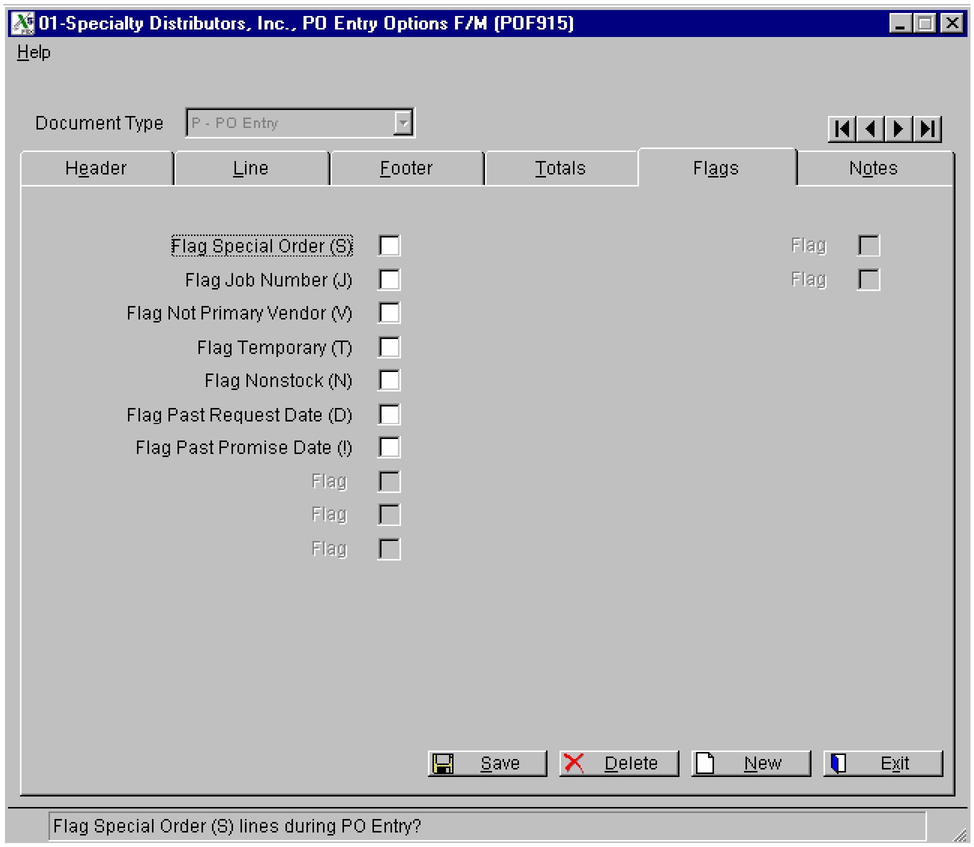
In the Total UM input select the UM to use in PO Entry, Receipt Entry, Non-PO Receipt Entry and PO Document Inquiry. You can select from **S**-smallest Um for an item, **B**-buying UM for the item, or **T**-stocking UM for the item. For the Invoice Receipt document type, this entry is disabled.

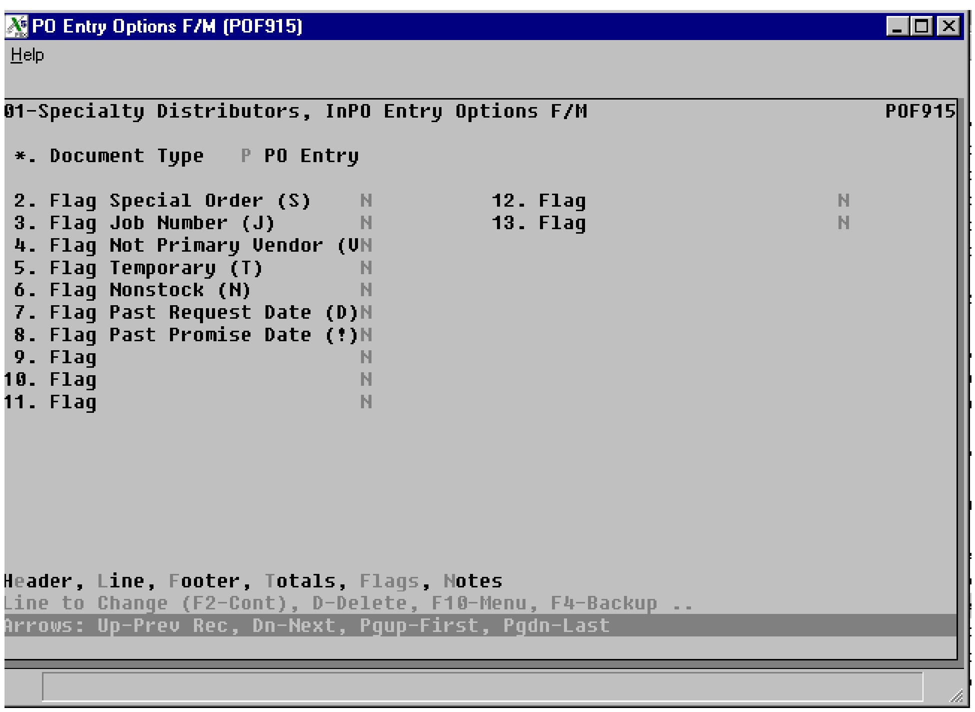
Setting Item Flags

You may find it necessary to flag certain items so they stand out in the item browser. The flags make it easy for you to see which items on a document are temporary, non-stock or backordered; which require job numbers; which are special orders, and which are past the requested date or the promise date.

Each input also displays the letter associated with each flag that displays in the line-item browser in the designated entry program. You can use this as a reference to understand the meaning of the letters shown in the entry browser.

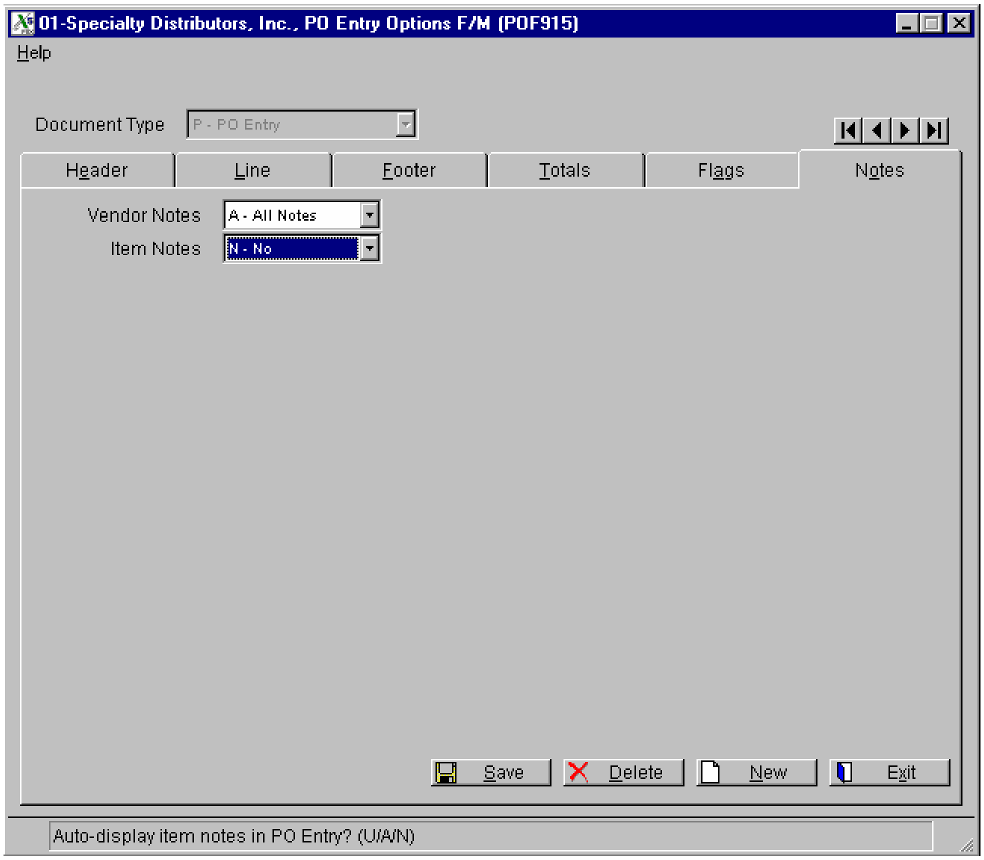
➲ Note that more than one flag can appear for each item.

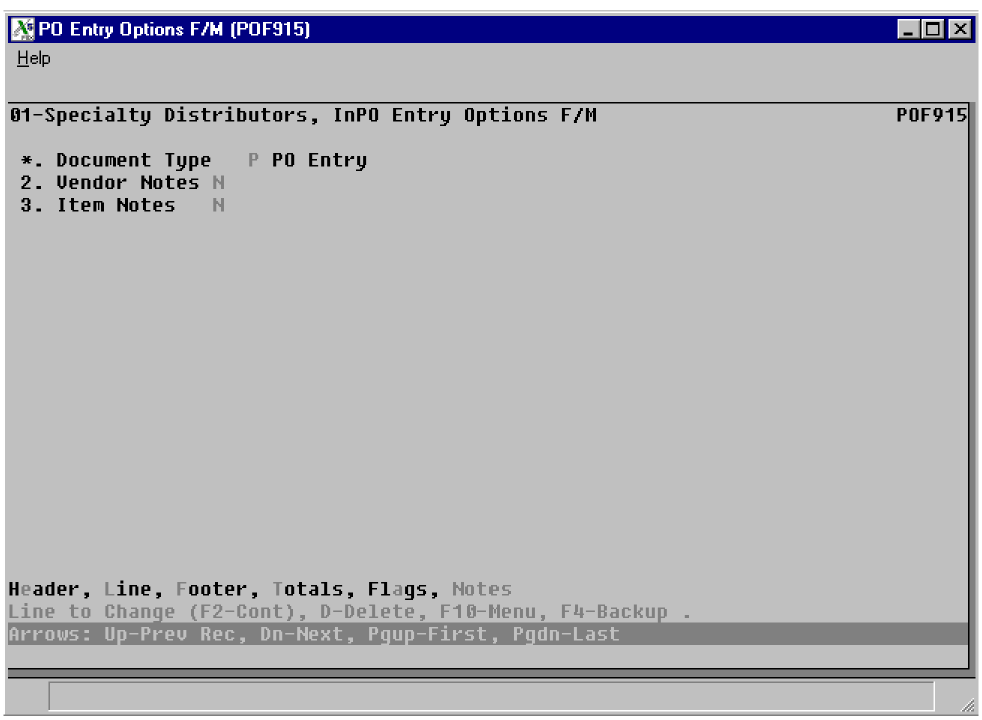




Setting Notes pop-up functionality

Use this screen to set Item and Vendor notes to display in a pop-up window in Purchase Order Entry programs. For the Vendor Notes and Item Notes inputs, indicate whether Vendor and Item notes should display in the Important Notes on File pop-up window from Purchase Order Entry programs when you access a vendor or item that has notes associated with it. You can select to display U-urgent notes only, A-all notes or N-no notes at all in the pop-up window.





PO To GL Posting F/M (POF970)

Function

This program allows the user to determine how purchase orders (Receipt Register) will post to general ledger (if at all).

This record contains information (such as journal and account numbers) which the system references in performing the automatic posting of Receipt Register data to the general ledger in the Receipt Register Update. All general ledger numbers must be valid general ledger numbers.

The user sets up the GL distribution; i.e., how the distribution is to post into the journal file in general ledger (example: summary, detail). See input #1 for options. In addition to the GL distribution, the user sets up where in the journal file in general ledger the distribution is to post; e.g., the inventory journal.

There are standard entries made to general ledger when posting receipts. For example, when an item is sold, the inventory account is debited and the receipts account is credited. The user must set up where these standard GL account numbers used will come from, what they are and how they are to be used.

The basis is asking where the number is to come from. The system either always uses the same (a default) account number or gives a choice to the user as to where the number is pulled from, (e.g., item GL posting table).

The department and branch flags have to do with imbedding the department and/or branch within the GL account number (if applicable). When entering a receipt, the department and branch may be entered. If the user imbeds the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each purchase order. For example, if the GL number to post is **415-00-00** (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to **415-01-02**. The system inserts the department and/or branch in the proper place within the GL account number.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

Following is information about setting up each entry:

Inventory

Basis- determines where the inventory GL number comes from. The user has a choice of always posting to the default inventory GL number (from this record) or posting to the inventory GL number assigned in the item's GL posting table. The system may always post to one inventory GL number or break out inventory to multiple inventory account numbers (example: Inventory - Dock Equipment, Inventory - Warehouse Equipment).

Department - determines if the system should insert the department in the inventory GL number.

Branch - determines if the system should insert the branch in the inventory GL number.

Default GL Account Number - is used for posting purposes if the basis is set to **D** - default. If basis is set to **I** - inventory GL posting table, the number is entered but not used for posting purposes.

Receipts

Basis - determines where the receipts GL number comes from. The user has a choice of always posting to the default receipts GL number (from this record) or posting to the receipts GL number assigned in the item's GL posting table. The system may always post to one receipts GL number or break out receipts to multiple receipts account numbers (example: Receipts - Dock Equipment, Receipts - Warehouse Equipment).

Department - determines if the system should insert the department in the receipts GL number.

Branch - determines if the system should insert the branch in the receipts GL number.

Default GL Account Number - is used for posting purposes if the basis is set to **D** - default. If basis is set to **I** - inventory GL posting table, the number is entered but not used for posting purposes.

Tax, Freight, Freight Discrepancy

Freight discrepancy is an account for holding freight amounts that could not be fully factored between line-items because of rounding errors.

Basis-determines where each account number comes from. The numbers used always come from the default GL number (from this record).

Department and Branch - determine if the system should insert the department and branch in the GL account number.

Default GL Account Number - is used for posting purposes because the basis is set to **D**-default.

Nonstock Inventory

This number is used as the inventory GL number to post instead of the standard inventory account when receiving a nonstocked item (an item that does not exist in the item file). Nonstocked items are only allowed in purchase orders if coming from a special order in the Sales Orders module. This entry is set up like the inventory entry.

Non Inventory

This number is used as the inventory GL number to post instead of the standard inventory account when receiving a non inventory item (an item that exists in the item file but does not exist in the warehouse/item file, i.e. warehouse quantities are not maintained). Nonstocked items are only allowed in purchase orders if coming from a special order in the Sales Orders module. This entry is set up like the inventory entry.

Note: If your company uses freight factoring, the system posts the freight amount to the GL account setup for receipts, regardless of the way the basis is set. If posting by receipts and the basis is set to inventory and you factor freight, the system will not follow the basis setting. It will post to the GL account you have listed for freight.

User Inputs

The following inputs are involved in creating the PO to GL posting record:

1. GL Distribution

The PO receipts system may post to General Ledger automatically. The Receipt Register may print a general ledger distribution and make a journal posting to GL during the update. Enter **0**, **1**, **2** or **3** to indicate how PO receipts are tied in with general ledger. CR initially defaults to 0.

0 - no GL distribution is printed or posted.

1 - the GL distribution is printed (printing is in detail format) but not posted to GL.

2 - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).

3 - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

2. Posting Journal

Enter the general ledger journal to post to. The entry must be a valid journal number entered through the GL Journal F/M. F2 allows a search (ref. 8).

3. Inventory

Enter whether to post based on **D**-default GL number or **I**-inventory GL posting table. CR initially defaults to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

4. Receipts

Enter whether to build distribution based on **D**-default GL number or **I**-inventory GL posting table. CR initially defaults to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

5. Tax

The basis is skipped and set to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

6. Freight

The basis is skipped and set to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

7. Nonstock Inventory

Enter whether to post based on **D**-default G/L number or **I**-inventory GL posting table. CR initially defaults to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

8. Freight Discrepancy

The basis is skipped and set to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

9. Non Inventory

Enter whether to post based on **D**-default G/L number or **I**-inventory GL posting table. CR initially defaults to D.

Enter **N** or **Y** to indicate whether to departmentalize. CR initially defaults to N.

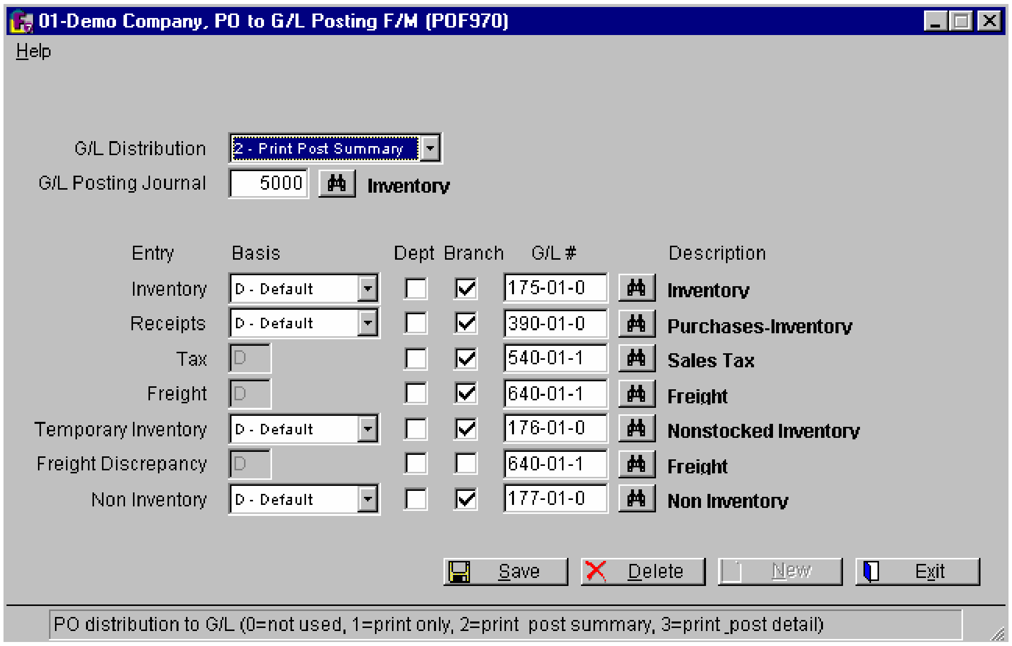
Enter **N** or **Y** to indicate whether to insert the branch in the account number when posting to general ledger. CR initially defaults to N.

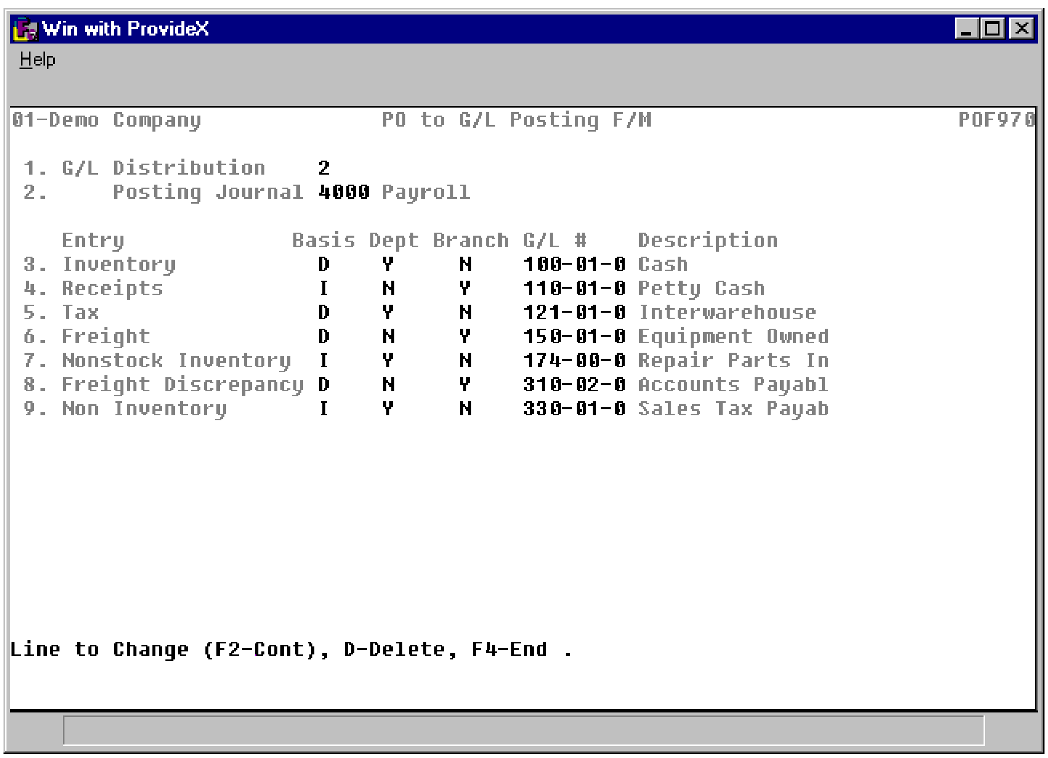
Enter the default GL account number used. The entry must be a valid GL number. F2 allows a search (ref. 8).

Technical Notes

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL


01-Demo Company, PO to G/L Posting F/M (POF970)
Help
G/L Distribution
2 - Print Post Summary
G/L Posting Journal
5000
Inventory
Entry
Basis
Dept
Branch
G/L #
Description
Inventory
D - Default
175-01-0
Inventory
Receipts
D - Default
390-01-0
Purchases-Inventory
Tax
D
540-01-1
Sales Tax
Freight
D
640-01-1
Freight
Temporary Inventory
D - Default
176-01-0
Nonstocked Inventory
Freight Discrepancy
D
640-01-1
Freight
Non Inventory
D - Default
177-01-0
Non Inventory
Save
Delete
New
Exit
PO distribution to G/L (0=not used, 1=print only, 2=print post summary, 3=print post detail)


Win with ProvideX
Help
01-Demo Company PO to G/L Posting F/M POF970
1. G/L Distribution 2
2. Posting Journal 4000 Payroll
Entry Basis Dept Branch G/L # Description
3. Inventory D Y N 100-01-0 Cash
4. Receipts I N Y 110-01-0 Petty Cash
5. Tax D Y N 121-01-0 Interwarehouse
6. Freight D N Y 150-01-0 Equipment Owned
7. Nonstock Inventory I Y N 174-00-0 Repair Parts In
8. Freight Discrepancy D N Y 310-02-0 Accounts Payabl
9. Non Inventory I Y N 330-01-0 Sales Tax Payab
Line to Change (F2-Cont), D-Delete, F4-End .

Static Control F/M (POF980)

Function

This program allows the user to create and maintain the PO static control record. The PO static control record is critical to the proper functioning of the PO system. The record contains information which the PO system references in performing various functions.

CAUTION! It is strongly advised that a password be assigned to this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

User Inputs

The following inputs are involved in creating the purchase orders static control record:

General Screen

1. Store Past POS

Enter **N** or **Y** to indicate whether to store past purchase orders. CR initially defaults to N.

2. Allow Backorders

Enter **N** or **Y** to indicate if the user's company accepts backorders for unavailable merchandise. CR initially defaults to N.

3. Use Job Cost

Enter **N** or **Y** to indicate if the job costing module is used and tied into Purchase Orders. CR initially defaults to N.

4. Include tax on purchase orders

Enter **N** or **Y** to indicate if expected sales tax is entered during PO Entry and included in the total purchase order amount. CR initially defaults to N.

5. Include Freight

Enter **N** or **Y** to indicate if anticipated freight charges are entered during Purchase Order Entry and included in the total purchase order amount. If freight charges are entered during Purchase Order Entry, the **Tax Freight** flag in the accounts receivable Tax Table F/M determines whether tax is calculated including the freight charge. CR initially defaults to N.

6. Default PO Cost

Enter whether the default PO cost is **M**-manual or **L**-last. CR initially defaults to M.

7. Freight Factor

Enter whether the default freight factor is **N**-none, **U**-units, **W**-weight or **$**-dollars. CR initially defaults to N.

8. Change By Line - Requested and Promised Dates

Enter **N**-the requested and promised dates of the item cannot be changed (i.e., skipped), **Y**-the requested and promised dates of the item can be changed, **B**-the requested and promised dates are skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. CR initially defaults to N.

9. Change By Line - Lead Time

Enter **N**-the item's lead-time cannot be updated (i.e., skipped), **Y**-the item's lead-time may be updated, or **B**-the lead time is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. CR initially defaults to N.

10. Change By Line - Taxable

Enter **N**-the item's taxable status may not be changed (i.e., skipped), **Y**-the item's taxable status may be changed, or **B**-the item's taxable status is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. CR initially defaults to N.

11. Change By Line - GL Table

Enter **N**-the GL posting table may not be changed (i.e. skipped), **Y**-the GL posting table may be changed or **B**-the GL posting table is skipped initially but the user may press F4 to back up to change it for each line-item in purchase orders programs. CR initially defaults to N.

12. Use Period Receipts Report

Enter **N** or **Y** to indicate if the Period Receipts Report is used. CR initially defaults to N and eliminates the Period Receipts Report feature. If Y is entered, the period receipts file is active and the Period Receipts Report is available.

13. Print on Receiving Document

Enter N or Y to indicate whether to print alternate bin locations on receiving documents. Press Enter to initially default to Y and print the alternate bin locations on receiving documents.

14. Print on PO Fill Report

Enter N or Y to indicate whether to print alternate bin locations on the PO Fill Report. Press Enter to initially default to Y and print the alternate bin locations on the PO Fill Report.

15. Use Invoice Receipts

This is available only if the accounts payable module is active. Enter **N** or **Y** to indicate if the Invoice Receipts system is used. This consists of the Invoice Receipt Entry, the Invoice Receipt Register and the Uninvoiced Receipts Report programs. If N is entered, none of the above programs are available. CR initially defaults to N.

16. Use Period Invoice Receipts Report

This is available only if the invoice receipts feature is used. Enter **N** or **Y** to indicate if the Period Invoice Receipts report is used. CR initially defaults to N and eliminates the Period Invoice Receipts Report feature. If Y is entered, the period invoice receipts file is active and the report is available.

17. Use Period Discrepancy Report

This is available only if the invoice receipts system is used. Enter **N** or **Y** to indicate if the Period Receipts Discrepancy Report is desired. CR initially defaults to N and eliminates the Period Receipts Discrepancy Report feature. If Y is entered, the period receipts discrepancy file is active and the report is available.

Print Control Screen

1. Purchase Order Form Depth

Enter the depth (number of lines) of the purchase order form at 6 lines per inch (29-99) usually 42 (7-inch form and prints 14 line-items per form), 51 (8 1/2-inch form and prints 24 line-items per form) or 66 (11-inch form and prints 40 line-items per form). CR initially defaults to 66. If both descriptions are printed, the number of line-items above is cut in half.

2. Preprinted Form

Enter **N** or **Y** to indicate whether to use a preprinted purchase order form. CR initially defaults to N.

3. Print Item/Vendor-Item

Enter whether the **I**-item and/or **V**-vendor item number is to print on the purchase order. CR initially defaults to VI (indicating both are to print).

4. Print Item Description

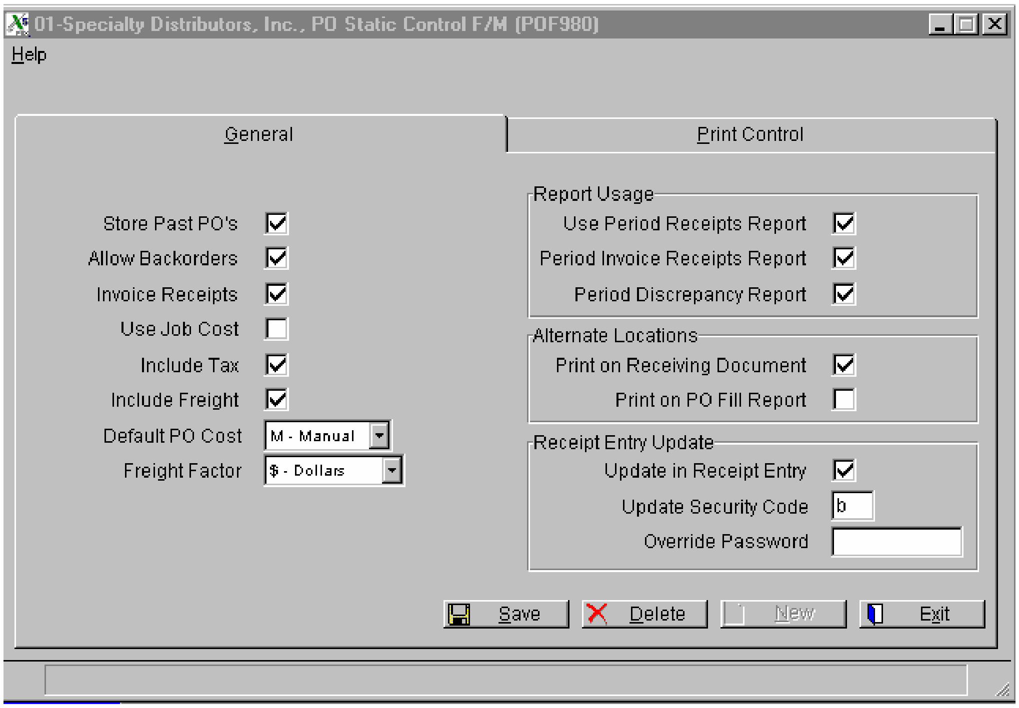
Enter whether to print for item description on the PO, **1**-first description, **2**-second description, or **B**-both as set up in the Item F/M. CR initially defaults to 1.

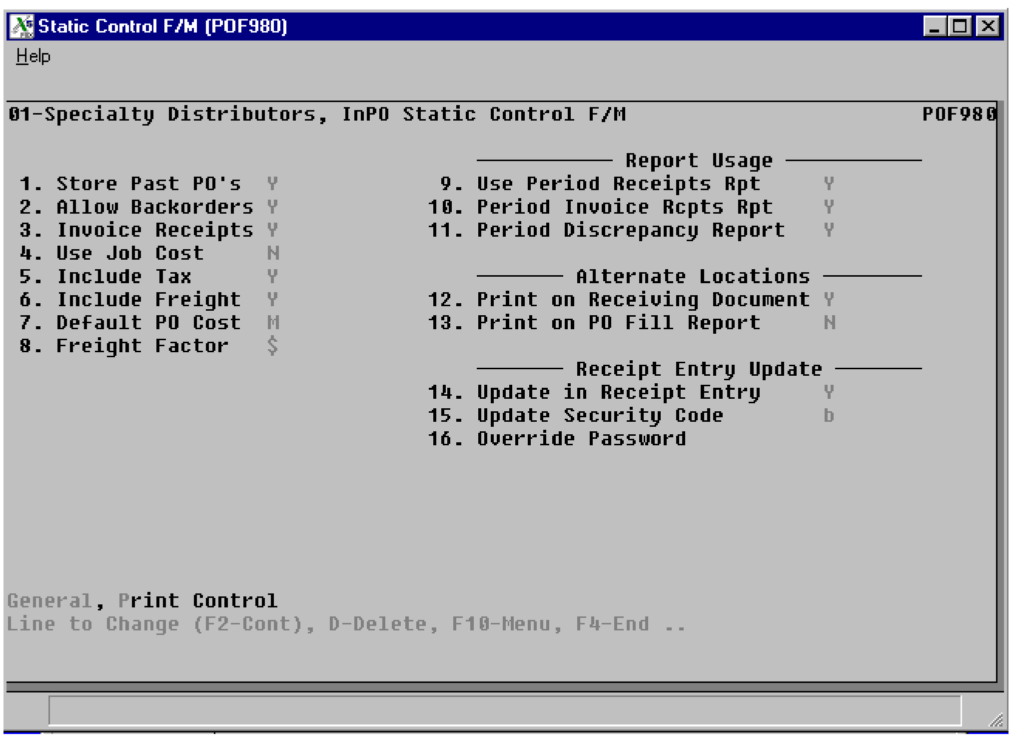
5. Standard Memo

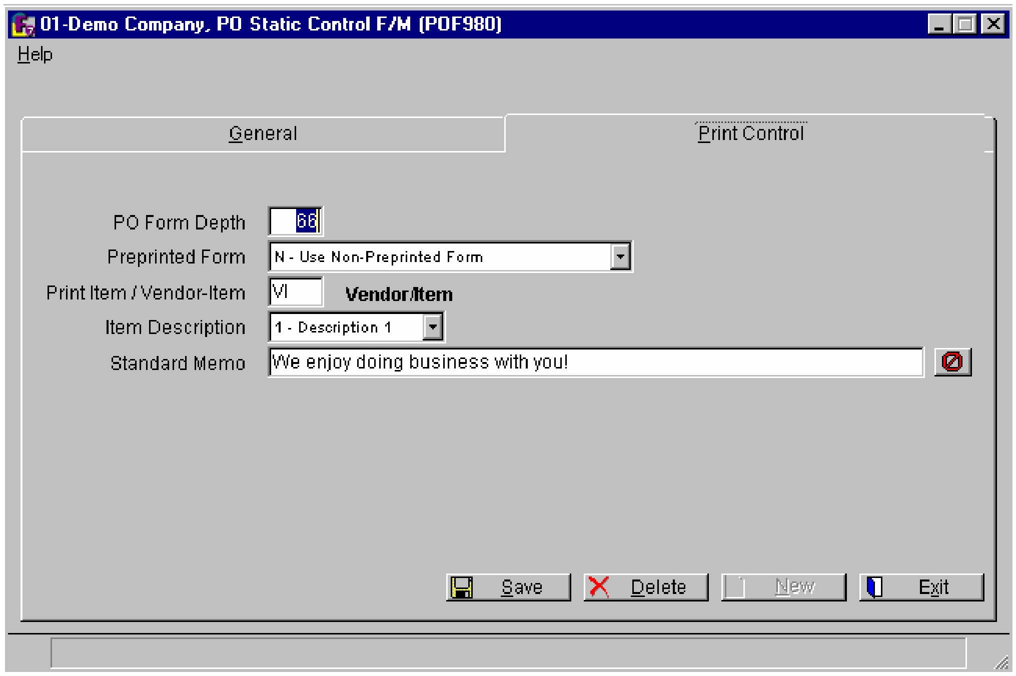
Enter the standard memo to be printed on each purchase order (up to 50 characters). This may be greetings, information, instructions, etc. The user may override or change this memo for any particular purchase order during PO Entry. F2 defaults to NONE (a blank memo).

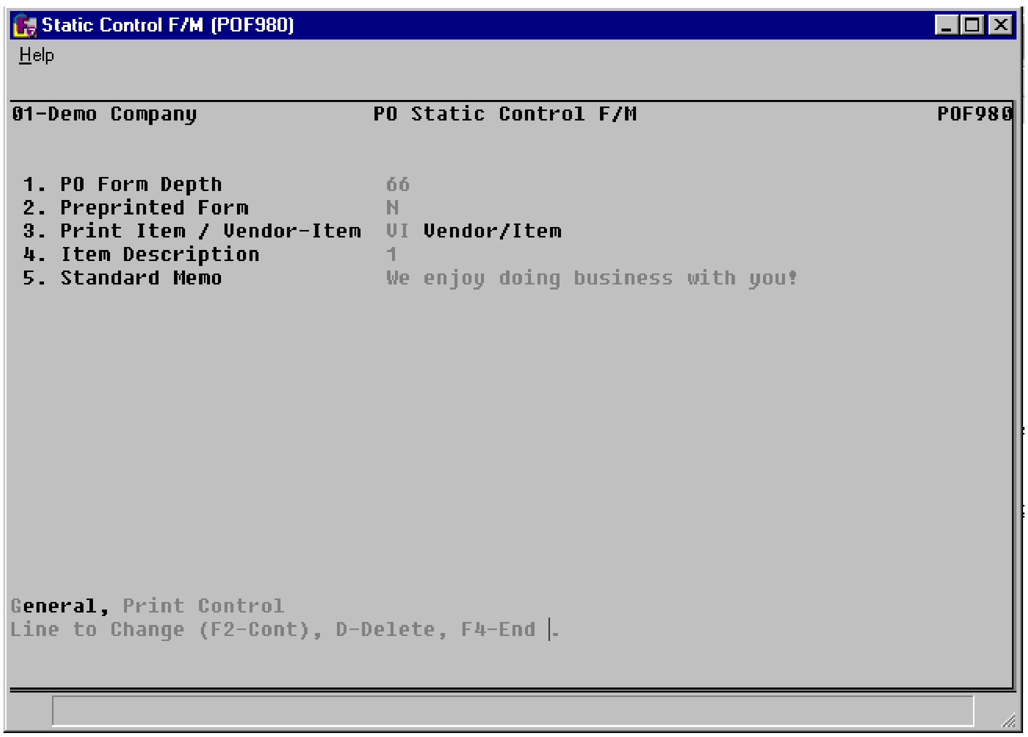
Technical Notes

FILES UPDATED - SMCNTL


01-Specialty Distributors, Inc., PO Static Control F/M (POF980)
Help
General
Print Control
Store Past PO's
Allow Backorders
Invoice Receipts
Use Job Cost
Include Tax
Include Freight
Default PO Cost
M - Manual
Freight Factor
$ - Dollars
Report Usage
Use Period Receipts Report
Period Invoice Receipts Report
Period Discrepancy Report
Alternate Locations
Print on Receiving Document
Print on PO Fill Report
Receipt Entry Update
Update in Receipt Entry
Update Security Code
b
Override Password
Save
Delete
New
Exit


Static Control F/M (POF980)
Help
01-Specialty Distributors, InPO Static Control F/M POF980
Report Usage
1. Store Past PO's Y
2. Allow Backorders Y
3. Invoice Receipts Y
4. Use Job Cost N
5. Include Tax Y
6. Include Freight Y
7. Default PO Cost M
8. Freight Factor $
9. Use Period Receipts Rpt Y
10. Period Invoice Rcpts Rpt Y
11. Period Discrepancy Report Y
Alternate Locations
12. Print on Receiving Document Y
13. Print on PO Fill Report N
Receipt Entry Update
14. Update in Receipt Entry Y
15. Update Security Code b
16. Override Password
General, Print Control
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-End ..


01-Demo Company, PO Static Control F/M (POF980)
Help
General
Print Control
PO Form Depth
66
Preprinted Form
N - Use Non-Preprinted Form
Print Item / Vendor-Item
VI
Vendor/Item
Item Description
1 - Description 1
Standard Memo
We enjoy doing business with you!
Save
Delete
New
Exit


Static Control F/M (POF980)
Help
01-Demo Company
PO Static Control F/M
POF980
1. PO Form Depth
66
2. Preprinted Form
N
3. Print Item / Vendor-Item
VI Vendor/Item
4. Item Description
1
5. Standard Memo
We enjoy doing business with you!
General, Print Control
Line to Change (F2-Cont), D-Delete, F4-End

Nonstatic Control F/M (POF990)

Function

This program allows the user to create and maintain the PO nonstatic control record. The PO nonstatic control record is critical to the proper functioning of the PO system. The record contains information that the PO system references in performing various functions.

CAUTION! It is strongly advised that a password be assigned to this program. Changes should be made with extreme caution and only under the supervision of your affiliate.

User Inputs

The following inputs are involved in creating the nonstatic control record:

1. Period

Enter the current period or period when actual processing in PO will begin (PPYY). The entry must be in the current or next GL period. CR initially defaults to the current GL period.

2. Date Of Last End-Of-Period Update

During normal processing, this field is maintained by the End-of-Period Update program. CR initially defaults to 01/01/00, indicating that no update has previously been run.

***3-6. Numbers Used**

These numbers keep track of the last number used and as a (non)PO is created or a register is updated, the last number used is incremented by one. Upon installation, these fields should be set to 0. These fields will automatically be updated through normal processing. CR initially defaults to 0.

***7. Terminal Running Receipt Register**

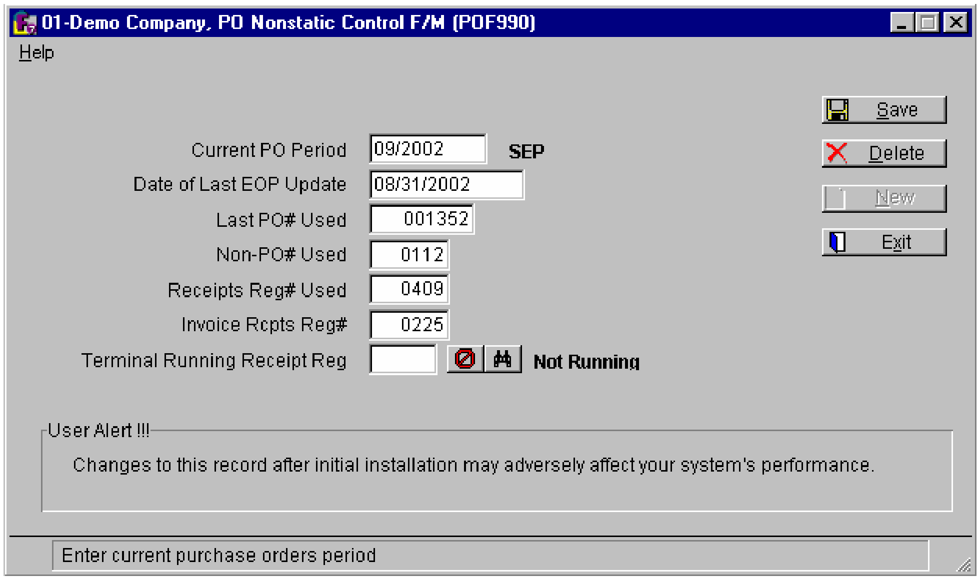
Enter the 3-character ID of the terminal that is currently running the PO Receipt Register. Enter blanks to indicate that the register is not running. The register usually sets this field automatically. You can override it if, for instance, a user has aborted out of a register and you need to set this field back to blanks. F2 allows a search of terminal IDs.

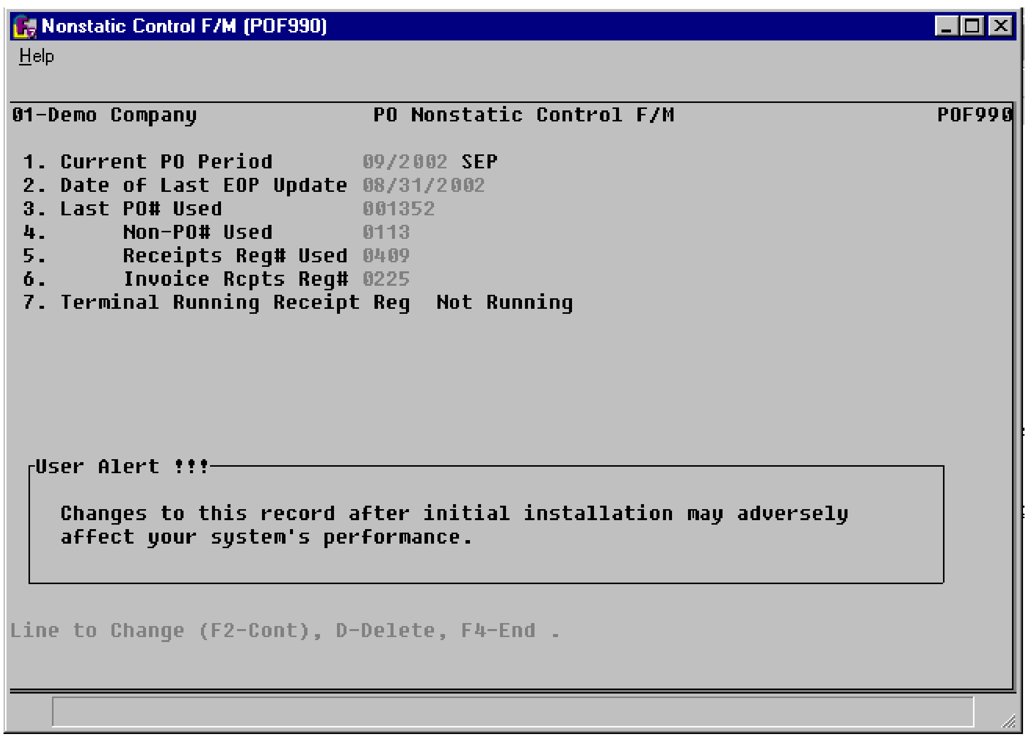
NOTE: You must enter the predefined password to access this field.

* indicates that changing the field after initial installation may have serious repercussions.
Please refer to your affiliate before any changes are made.

Technical Notes

FILES UPDATED - SMCNTL


01-Demo Company, PO Nonstatic Control F/M (POF990)
Help
Save
Delete
New
Exit
Current PO Period
09/2002
SEP
Date of Last EOP Update
08/31/2002
Last PO# Used
001352
Non-PO# Used
0112
Receipts Reg# Used
0409
Invoice Rcpts Reg#
0225
Terminal Running Receipt Reg
Not Running
User Alert !!!
Changes to this record after initial installation may adversely affect your system's performance.
Enter current purchase orders period


Nonstatic Control F/M (POF990)
Help
01-Demo Company
PO Nonstatic Control F/M
POF990
1. Current PO Period 09/2002 SEP
2. Date of Last EOP Update 08/31/2002
3. Last PO# Used 001352
4. Non-PO# Used 0113
5. Receipts Reg# Used 0409
6. Invoice Rcpts Reg# 0225
7. Terminal Running Receipt Reg Not Running
User Alert !!!
Changes to this record after initial installation may adversely affect your system's performance.
Line to Change (F2-Cont), D-Delete, F4-End .

Rebuild PO Sort Files (POU990)

Function

This program allows the user o rebuild sort files which may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the vendor file are stored in vendor number order. To access this file in alphabetical order requires a sort file which is stored in vendor number by alpha lookup by vendor number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild PO Sort Files program should only be run under the supervision of your affiliate.

User Inputs

The following inputs are involved in rebuilding purchase orders sort files:

1. POITMX

Enter **N** or **Y** to indicate whether to rebuild **POITMX**. This file is the purchase order by item cross-reference sort file to the purchase orders open order file (PORDER). It is used when printing in item order in both the PO Status Report and the Receiving Schedule. CR defaults to N.

2. POPASX

Enter **N** or **Y** to indicate whether to rebuild **POPASX**. This file is the past purchase order by vendor cross-reference sort file to the past purchase orders file (POPAST). This file is used in the purchase orders Vendor Inquiry and the purchase orders Document Inquiry. CR defaults to N.

3. POPALX

Enter **N** or **Y** to indicate whether to rebuild **POPALX**. This file is the past purchase order by receipt cross-reference sort file to the past purchase orders file (POPAST). This file is used in the purchase orders Vendor Inquiry and the purchase orders Document Inquiry. CR defaults to N.

4. POPRTX

Enter **N** or **Y** to indicate whether to rebuild **POPRTX**. This file is the purchase orders ready-to-print sort file to the purchase orders file (PORDER). The file is used in the Purchase Order Print program. CR defaults to N.

5. POREGX

Enter **N** or **Y** to indicate whether to rebuild **POREGX**. This file is the purchase orders ready-for-receipts register cross-reference sort file to the purchase orders file (PORDER). It is used by the purchase orders Receipt Register to determine which orders are to appear on the register and are to be updated. CR defaults to N.

6. POVITX

Enter **N** or **Y** to indicate whether to rebuild **POVITX**. This is the vendor/item sort file to the vendor/item file (POVNIT). It is used by several entry programs when entering vendor-item numbers. It is updated by the Vendor/Item F/M. CR defaults to N.

7. POVNDX

Enter **N** or **Y** to indicate whether to rebuild **POVNDX**. This file is the purchase order by vendor cross-reference sort file to the purchase orders file (PORDER). It is used when printing the PO Status Report and the Receiving Schedule in vendor order. CR defaults to N.

8. POVNIX

Enter **N** or **Y** to indicate whether to rebuild **POVNIX**. This file is the vendor by item cross-reference sort file to the vendor/item file (POVNIT). It is updated by the Vendor/Item F/M and is used by the Vendor/Item Listing and Vendor/Item History report when printing in item order. CR defaults to N.

9. PODSSP

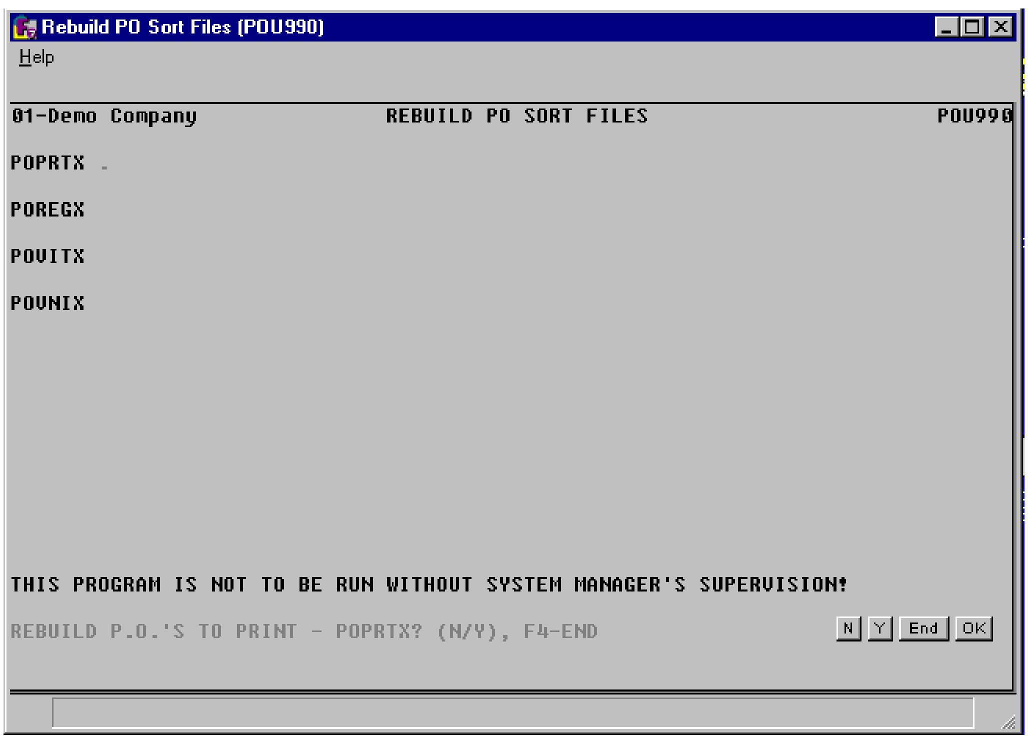
Enter **N** or **Y** to indicate whether to rebuild PODSSP. This file is SO/PO Line Cross Reference File.

Files will be rebuilt for all companies.

Technical Notes

FILES USED - SMCNTL, PORDER, POVNIT, POPAST

FILES UPDATED - POITMX, POPASX, POPALX, POPRTX, POREGX, POVITX, POVNDX, POVNIX



APPENDIX A: References

1. **Beginning Order Choice** Enter the beginning order choice to process. For example, if vendor number was chosen in the previous input, enter the first vendor number to be included. CR defaults to FIRST.

2. **Date** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two-digit year. For editing purposes, all dates will allow the entry and display of a four-digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered. Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of 'generic' dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

   If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates stored in your system are converted for you behind the scenes. Dates that display as **/**/** indicate that data is present for the field but the system does not know how to interpret the date. Contact your affiliate for support.

   The Rule of 50: FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

   During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

   FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	**10-Character Date Field**
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	**ORDERED** 01/02/96<	**ORDERED** 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	**ORDERED** /02/1996<	**ORDERED** 01/02/1996<
A plus sign at the end of the date field indicates that	**ORDERED**	**ORDERED**

the year is not in the default century.	01/02/96+	01/02/2096<

3. **End Of Inputs** In all report and update programs, this is the last input before processing begins. It provides the user a chance to check that all information entered is correct. Should an input need to be changed, use F4 to back up. Once everything is correct, press CR or enter YES and the program will continue.

4. **Ending Order Choice** Enter the ending order choice to process. For example, if vendor number was chosen in the previous input, enter the last vendor to be included. CR defaults to LAST.

5. **Item Search** Items may be searched in alphabetical order or by interchange, item number or class, and these searches can be restricted by class, keyword (except in item number searches), item type, warehouse, or the first numbers that the item starts with (available only in Item Number Searches).

   When F2 is selected at a vendor number input, a new screen appears with a list of items and other related information. The search order can be changed by pressing F2 again and selecting a new search order from the popup window that appears.

   To set a restriction, press F1 and tab to the desired restriction type in the search screen's header. The restriction types will default either to NONE or ALL.

```
LINE #+W TO DISPLAY WAREHOUSE QUANTITIES
F2-CHANGE SEARCH ORDER: ALPHA, INTERCHANGE, ITEM NUMBER, CLASS
ENTER BEG ALPHA, F1-SET RESTRICTIONS, F3-ALT SRCH, F4-BKUP ...................
ARROWS: UP=PREVIOUS, DOWN=NEXT, LEFT=PGUP, RIGHT=PGDN                TOP OF LINES
```

Search shortcuts. As shown in the graphic above, search order and restrictions are represented by bold, underlined letters. If you combine these letters at the entry prompt with first several characters of the item you are searching for, followed by F1 or F2, you can reduce the number of steps it takes to switch search orders or set restrictions. In a vendor search, for example, you can find vendors with contacts named Ellis by entering **CK.Ellis** at the entry prompt and then press F1 or F2. Following are more examples of search shortcuts.

If you want to...	Then
Switch to an Item Number search	Enter **N** *plus* **F2**
Switch to an Item Number search and begin your search at entries starting with I310	Enter **N.I310** *plus* **F2**

Switch to an Alpha search order and set a keyword restriction of ladder	Enter **AK.ladder** *plus* **F1** or **F2**

6. **Order** In many purchase order reports, the user may select the order in which the reports may print. Choices may include **V**-vendor number, **I**-item number or **D**-document number order. CR defaults to the first order choice displayed.

7. **Prompt-Selection Input** Usually found at the bottom, right-hand corner of most screens, this prompt allows the user to perform a number of functions:

   # - Changes or deletes line-items. Line-items may be changed or deleted by entering the number of the line to be changed. During this change routine, F1 defaults to the current value of the input which may not be the same as the displayed default value.

   L - Lists line-items. A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.

   A - Adds a line-item. Line-items may be added as needed.

   F2 - Changes header. Header information in the upper portion of the screen may be changed as necessary. During this change routine, F1 defaults to the displayed value of the input.

   D - Deletes the document. The purchase order or purchase order receipt may be deleted at any time. All line-item records are removed, sort files are updated and the header record status is changed to DELETED. The screen is then cleared and the program returns to the purchase order number input to await further entries.

   F3 - Ends. F3 will end line-item entry and cause the program to proceed to the ending routine for further entries.

8. **Search** The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information may be known about them. Press F2 and a new screen appears displaying a number of entries. The user may enter a search key, continue, select the line number of one of the fields displayed or return to the program input from which the search was activated.

9. **Vendor Number** When entering the vendor number, the entry is automatically padded to 10 characters. The number must be a valid vendor number found in the AP vendor file. F2 calls the search program.

10. **Vendor Search** Vendors can be searched in alphabetical, contact name or vendor number order, and these searches can be restricted by class, keyword (only available in alphabetical and contact search orders) or the beginning characters of the vendor number (only available in vendor number searches).

    When F2 is selected at a vendor number input, a new screen appears with a list of vendors and other related information. The search order can be changed by pressing F2 again and selecting a new search order from the popup window that appears.

    To set a restriction, press F1 and tab to the desired restriction type in the search screen's header. The **Class** restriction defaults to ALL; the **Keyword** and **Vendor # Starts With** restrictions default to NONE. See Item Search (ref. 5) for shortcut instructions.

11. **Serial Number Auto Assign** 'F1-Auto Assign' has been added to the Serial Number entry screen, during 'ADD' mode. If selected, the user will enter the quantity of serial numbers to be generated. This quantity will default to the undistributed quantity or the largest number that does not exceed the mask, whichever is lower. Using the previously entered serial number as a starting point, the program will generate the requested serial numbers and then return control of data entry back to the user.

The automatic serial number assignment will increment the last series of numeric digits found within a user entered string. For example, if the previously entered serial number is 'WW-123', the automatic serial number assignment will generate a series of numbers by incrementing the '123' portion of the serial number. If a problem should occur during the automatic assignment process the program will stop generating numbers and return the control to the user so that the necessary corrections can be made.

APPENDIX B: Glossary of Terms

Available Quantity An item's available quantity is the On Hand quantity - Committed quantity.

Average Usage The average for each item is the sum of the usage of the periods displayed divided by the number of periods displayed.

Backorder A purchase order document which contains open items that were not received on the original shipment. The items on the document are backordered.

Branch Branches are created / maintained through System Management Branch F / M. Branches may be referred to as stores or profit centers. The length of the branch is two digits (01-99).

Buyer Code Buyer codes are created / maintained through Purchase Order Buyer Code F / M. The buyer code is used to track an authorized purchase of goods on a purchase order.

Catalog Item Catalog items are goods that are provided by a vendor but are not carried in inventory. A record tracking price information exists in a catalog file.

Dead Stock Items whose percentage of sales are so small that an investment in inventory cannot be justified. Dead stock items are discontinued for replenishment.

Department GL departments are used to track revenues and expenses by division. The GL department is imbedded in the G / L number for posting purposes. General ledger financial reports may be printed by department.

Direct Shipment A direct shipment is the shipment of goods from the vendor to the customer, as opposed to, a warehouse shipment where the goods are shipped by the distributor to the customer. This is also referred to as a drop shipment.

FOB Freight on board indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.

Freight The cost associated with the transportation of goods by means of a carrier.

Freight Factor Freight factor is the means to distribute the freight cost between the line-item on the order. The freight factor is applied to the cost of line-items during the Receipt Register. Freight Factor options include: to divide the freight by the total units, to divide the freight by the total pounds, to divide the freight by the dollar amount, or to not factor the freight at all.

General Ledger Account Number A GL number that exists on file is valid. Valid G/L number's are set up through the general ledger Account F/M program. General ledger account numbers are user-defined and are used throughout the FACTS system for posting purposes to GL. For more information, refer to the Account F/M in general ledger.

GL Posting Table A GL posting table that exists on file is valid. Valid GL posting tables are set up through the IC GL Posting Table F/M program. The length of the GL posting table is up to three characters (alphanumeric, user-defined). Each customer is assigned to a GL posting table for purposes of posting purchase order transactions to general ledger. For more information, refer to the GL Posting Table F/M in inventory control.

Initiating Warehouse The warehouse that originate the order is the initiating warehouse.

Interchange Item The interchange number is a means of identifying an item by other references other than the item number. The interchange number is used in inquiries and entry programs throughout the Inventory Control, Purchase Order, and Sales Order modules.

Item Class Item classes are created/maintained through Inventory Control Item Class F/M. Item classes are used to group items.

Item Price Class Item price classes are created/maintained through Inventory Control Item Price Class F/M Program. Item price classes are used as a way of categorizing items for pricing purposes.

Journal Number Journal numbers are used for separating journal entries in general ledger by type of entry (example: sales, payroll, receivables, etc.). Each module determines the journal number to post the transactions of that module to in general ledger.

Last Cost The costing method normally used in a manufacturing environment that is considered the replacement method. Last cost reflects the cost of replacing inventory at current market prices. Last cost is used when jointly produced output proportions are changed from a previously established mix of components. Joint cost allocation is based on the change in costs arising from a change in the mix of these components. Since inventory is valued at replacement cost versus actual cost, reconciliation of Inventory to the GL is often impossible with this method.

Lead Time Lead time is the number of days from the date a purchase order is placed for an item until the date the item is received. Average lead time is calculated as the current average lead time plus the lead time from the two most recent receipts divided by 3. An item will be flagged for lead time if the new average is 50% less or greater than the previous average lead time.

Lot Item An item which is flagged as a lot item through the Item F/M is one which when received or sold must be assigned a lot number per unit. Multiple units may be assigned to the same lot. Examples of lots are reels (wire, etc.) or lots in lumberyards or brickyards.

Manual Cost The costing method normally used in a manufacturing environment that is considered the standard method. Manual cost reflects an anticipated cost of producing and/or selling a unit. All manufacturing costs are charged to cost objects at standard cost. Every time a unit is produced, its standard (manual) cost is entered. Standards are pre-established per cost object, predetermined (standard) hourly rates are established for each job. Manual cost is used often by companies that use mass-production methods. Standard costs are used to reflect the transfer of units between work in process inventory to finished goods inventory and from finished goods inventory to cost of goods sold. Detailed (actual) costs are not kept per unit and not normally used for managerial purposes. Since detailed costs are not kept per unit, reconciliation of Inventory to the GL is often impossible with this method.

Nonstock Items Refers to items that are not replenished but may exist in the warehouse, for example items that may have been special ordered but were not purchased by the customer.

Past POs Purchase orders which have been completely received and are no longer open or backordered purchase orders. A past PO is stored in a separate file from open PO's once completely received.

Promise Date The date the vendor indicated the merchandise of a PO would be in the user's warehouse (received).

Receipt Date The date the merchandise is delivered to the user's warehouse.

Request Date The date the users request the merchandise be delivered to their warehouse.

Serial Item An item which is flagged as a serial item through the Item F/M is one which when received or sold must be assigned a serial number per unit.

Ship-From Ship-From records are set up through Purchase Order Ship-From F/M. Purchase orders can be sent to the vendor's address stored in the AP Vendor File or to a different billing and shipping (warehouse) address.

Ship via The carrier for the freight. The method of transportation for the purchase order.

Special Order A sales order which is tied to an associated purchase order is considered a special order.

Temporary Item Temporary items are goods offered to your customer as a value added service but are not carried in inventory. They do not exist in the item file.

Terms Code Two-character codes that represent different types of payment terms and are used in the ending routines of most Purchase Order Entry Programs. Terms codes used in Purchase Order programs are created and maintained the Inventory Control Item F/M.

Uninventoried Item A uninventoried item is an one that exists in the item file but is not kept in inventory, for instance supply items used internally by the company.

Usage Rate The rate of usage (sales, transfers out, manufacturing components) for a stocked item in a period (month, i.e., the usage rate is the quantity of an item used in a month) Usage rates form the basis for replenishment control calculations (e.g., order point).

For highly seasonal items the usage rate is the anticipated average usage of the upcoming 3 periods based on those 3 periods as of a year ago. For (low) seasonal items the usage rate is the anticipated average usage of the upcoming 6 periods based on those 6 periods a year ago. For non-seasonal items the usage rate is calculated as the average usage of the last six periods.

Vendor-Item Number The vendor-item number is the code number that the manufacturer uses to identify this item. This number may print on the purchase order in addition to the user's item number.

Vendor Notes Optional instructions, memo lines, notes recorded on a specific vendor available for inquiry and reporting. Vendor notes are entered through the Vendor Inquiry program.

Warehouse The space allocated for the storage of merchandise.

Warehouse Shipment A warehouse shipment is the shipment of goods from a warehouse to the receiving customer.

APPENDIX C: SAMPLE REPORTS

PROGRAM	NAME	PAGE
POR110	SUGGESTED PO REPORT	C-2
POP110	SAMPLE PURCHASE ORDER	C-3
POR210	RECEIVING DOCUMENT PRINT	C-4
POR220	PURCHASE ORDER FILL REPORT	C-5
POR230	PURCHASE ORDER RECEIPT REGISTER	C-6
POR232	PURCHASE ORDER RECEIPT GL DISTRIBUTION	C-7
POR310	PURCHASE ORDER INVOICE REGISTER	C-8
POR310	PO INVOICE REGISTER GL RECAP	C-9
POR320	UNINVOICED RECEIPTS REPORT	C-10
POR710	PURCHASE ORDER STATUS REPORT	C-11
POR720	RECEIVING SCHEDULE	C-12
POR730	CASH REQUIREMENTS REPORT	C-13
POR740	VENDOR/ITEM LISTING	C-14
POR750	VENDOR/ITEM HISTORY	C-15
POR760	PO BUYER LIST	C-16
POR810	PERIOD RECEIPTS REPORT	C-17
POR820	PERIOD INVOICE RECEIPTS REPORT	C-18
POR830	PERIOD RECEIPTS DISCREPANCY REPORT	C-19

```
DATE: 09/28/02                                        DEMO COMPANY                                             POR110 PAGE: 1
USER: SSI ToW                                      SUGGESTED PO REPORT                                         TIME: 11:13 AM

VENDOR      V100 TO      V105
WAREHOUSE 01
RESTOCKING ONLY

                ITEM DESCRIPTION                        UNITS UM      COST UM   EXTENSION    WEIGHT
==================================================================================================================================
Warehouse 01 ATLANTA WAREHOUSE
Vendor:       V100 GENERAL INDUSTRIAL MFG          Review Cycle:  10  Last PO: 01/05/01  Buy Target:    2000$   300lbs.

                I101 PALLET TRUCK                          10 EA    288.15 EA     2881.50    1960.0
                I102 ADJUSTABLE HEIGHT STEEL STOOL          5 EA     42.28 EA      211.40     145.0
                I103 ROTARY DRUM PUMP                       4 EA     97.22 EA      388.88     144.0
                                                                             ----------- ---------
                  Requirements: 50% OFF FREIGHT FOR BUY TARGET    VENDOR TOTAL    3481.78    2249.0    174.09% OF BUYING TARGET $

Vendor:       V101 INDUSTRIAL SUPPLY DISTRIBUTORS  Review Cycle:   9  Last PO: 02/22/01  Buy Target:       0$     0lbs.

                I120 HAND HELD STRETCH WRAP               361 EA      2.22 EA      801.42    2888.0
                                                                             ----------- ---------
                  Requirements: USE VENDOR-ITEM NUMBERS ON PO     VENDOR TOTAL     801.42    2888.0

Vendor:       V102 S.E. INDUSTRIAL PROD. & EQUIP.  Review Cycle:  12  Last PO: 09/24/02  Buy Target:     400$   350lbs.

                I141 SCAFFOLD SUPPORTS FOR PLATFORM        13 EA     33.67 EA      437.71     260.0
                I142 SWIVEL CASTER                          2 DZ     23.57 DZ       47.14     120.0
                                                                             ----------- ---------
                  Requirements: INCLUDE TAX EXEMPT # ON PO        VENDOR TOTAL     484.85     380.0    121.21% OF BUYING TARGET $

Vendor:       V105 WAREHOUSE EQUIPMENT UNLIMITED   Review Cycle:  14  Last PO: 09/03/02  Buy Target:       0$     0lbs.

                I101 PALLET TRUCK                          14 EA    288.15 EA     4034.10    2744.0
                I125 WAREHOUSE SPACE HEATER - ELEC.         7 EA    132.50 EA      927.50    1050.0
                                                                             ----------- ---------
                  Requirements:                                   VENDOR TOTAL    4961.60    3794.0
                                                                             ----------- ---------
                                                               WAREHOUSE TOTAL    9729.65    9311.0
                                                                             ----------- ---------
                                                                  REPORT TOTAL    9729.65    9311.0

ITEMS: 8                                                                                                            END OF REPORT
```

```
!==================================================================================================!
!                                          PURCHASE ORDER                                          !
!                                           DEMO COMPANY                              NO. 001155  !
!                                      69 SOUTH PEACHTREE STREET                                   !
!                                          ATLANTA, GA 30030                              Page 1  !
!                                           (404) 962-9900                                         !
!                                                                                        02/22/02 !
!                                                                                                  !
!                                                                                                  !
!          VENDOR:       V101                                SHIP-TO: 01                           !
!          INDUSTRIAL SUPPLY DISTRIBUTORS                    ATLANTA WAREHOUSE                     !
!          19874 MOUNTAIN INDUSTRIAL PARK                    685 FULTON INDUSTRIAL                 !
!          ATLANTA, GA 30335                                 ATLANTA, GA 33025                     !
!                                                                                                  !
!==================================================================================================!
!BUYER!TERMS          !SHIP VIA       !FOB            !FREIGHT!REF#          !EXPECTED!CUSTOMER    !
!--------------------------------------------------------------------------------------------------!
! 200 !1% 10 NET 30   !               !ATLANTA        !PREPAID!              !02/22/02!OS-90888    !
!==================================================================================================!
!       VENDOR-ITEM #!      ITEM!DESCRIPTION                    !    UNITS!UM!     COST!UM! EXTENSION!
!==================================================================================================!
!             M4470-8!      I119!STEEL SHELVING/SHELF           !     8.00!DZ!   110.03!DZ!    880.24!
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!                    !          !                               !         !  !         !  !          !
!==================================================================================================!
!                                                       !     AMOUNT!      TAX! FREIGHT!       TOTAL!
!                                                       !-------------------------------------------!
!                                                       !     880.24!      .00!     .00!      880.24!
!                                                       !-------------------------------------------!
! WE ENJOY DOING BUSINESS WITH YOU!                                                                 !
!==================================================================================================!
```

```
DATE: 09/13/02                                     DEMO COMPANY                                         POR210 PAGE: 1
USER: SSI T0n                                    RECEIVING DOCUMENT PRINT                               TIME: 11:17 AM

       VENDOR-ITEM #                ITEM DESCRIPTION                         UNITS UM    LOC SPECIAL RECEIVING INFORMATION
==================================================================================================================================
PO#: 001443  Whse: 01  Promised: 09/13/02  Vendor:       V103 OFFICE PRODUCTS INTERNATIONAL

                                     I103 ROTARY DRUM PUMP                     200 EA    B73
                                     I106 TELESCOPIC LIFT BOOM                  50 EA    F27
                                     I115 PLASTIC DOLLY                         55 EA    E51
                                     I134 DRUM WRENCH/STEEL                  60.00 BX    H24
                                     I116 ALUMINUM DOCK PLATE                   50 EA    E78
                                     I125 WAREHOUSE SPACE HEATER - ELEC.       100 EA    B30
                                     I109 FOREMEN SHOP CABINET DESK             45 EA    A49
                                     I111 PLASTIC SHELF BIN/ BLUE          400.000 EA    B67

PO'S: 1                                                                                                  END OF REPORT
```

RECEIVING DOCUMENT PRINT WITH ALTERNATE BIN LOCATIONS

```
DATE: 06/06/02                                      Demo Company                                        POR210 PAGE: 1
USER: GUI T1                                     RECEIVING DOCUMENT PRINT                               TIME: 10:39 AM

                                                                                         PRI
       VENDOR-ITEM #                ITEM DESCRIPTION                         UNITS UM    LOC SPECIAL RECEIVING INFORMATION
==================================================================================================================================
PO#: 001297  Whse: 01  Promised: 02/26/03  Vendor:       V100 General Industrial MFG

                                     I101 Pallet Truck                          10 EA    A85
                                            Alt Loc: A99
               VI102                 I102 Adjustable Height Steel Stool         10 EA    A85

PO'S: 1                                                                                                  End of Report
```



```
DATE: 06/04/02                                    DEMO COMPANY                                    POR220 PAGE: 1
USER: SSI T8D                              PURCHASE ORDER FILL REPORT                             TIME:  9:52 AM

WAREHOUSE 01
PURCHASE ORDERS ALL
                                                                  SALES         BIN  REQUEST                         BACKORDERED
              ITEM DESCRIPTION                      RECEIVED UM  ORDER LN#      LOC   DATE   CUSTOMER                + COMMITTED UM

=====================================================================================================================================
PO#: NP0101  Vendor:       V100 General Industrial MFG         Whse: 01

                I108 STEEL TOP WORK BENCH                    2 EA 001592 001*    C54 09/27/02 Southeastern Service Comp           2 EA
                I109 FOREMEN SHOP CABINET DESK               2 EA 001592 002*    A49 09/27/02 Southeastern Service Comp           2 EA

*=SPECIAL ORDER, c=COMPONENT

ITEMS: 2                                                                                                                END OF REPORT
```

PURCHASE ORDER FILL REPORT WITH ALTERNATE BIN LOCATIONS

```
DATE: 06/06/02                     Demo Company                      POR220 PAGE: 1
USER: GUI T1                  PURCHASE ORDER FILL REPORT                       TIME: 10:45 AM
WAREHOUSE 01
                                 SALES       PRI  REQUEST                BACKORDERED
       ITEM DESCRIPTION            RECEIVED UM  ORDER LN#    LOC   DATE  CUSTOMER            + COMMITTED UM
==========================================================================================================
PO#: 001297  Vendor:     V100 General Industrial MFG       Whse: 01

       I101 Pallet Truck                  10 EA 001586 002    A85 ASAP    Southeastern Industrial S       1 EA
                                     001586 005        ASAP    Southeastern Industrial S        2 EA
                                     001882 001     A85 ASAP    Deluxe Equipment Warehous       10 EA
                                     001893 001     A85 ASAP    Barnes Machinery & Equipm       15 EA
                                     E00005 004     A85 09/23/02 Equipment Handling System       2 EA
                                      Alt Loc: A99
       I102 Adjustable Height Steel Stool     10 EA 001584 002    B73 ASAP    Southeastern Industrial S       4 EA
                                     001586 007        ASAP    Southeastern Industrial S        2 EA
                                     001587 002     B73 ASAP    Roark Architectural, Inc.        2 EA
                                     001892 001     B73 ASAP    Taggart Transcontinental         15 EA
                                     001893 002     B73 ASAP    Barnes Machinery & Equipm       10 EA
                                     E00001 003     B73 09/23/02 Southeastern Industrial S       2 EA
                                     E00003 003     B73 09/23/02 Equipment Handling System       2 EA
*=SPECIAL ORDER, c=COMPONENT, s=SERVICE REPAIR PART
ITEMS: 2                                                     End of Report
```



```
DATE: 09/28/02                    DEMO COMPANY                    POR230 PAGE: 1
USER: SSI ToW                                           RECEIPT REGISTER #0367                                TIME: 10:15 AM

WAREHOUSE 01
DATE 09/28/02
                                              -----------DATE----------- ----------QUANTITY-------- BY          CT
LN#                 ITEM DESCRIPTION          REQUESTD PROMISED RECEIVED  ORDERED RECEIVED  BACKORD UM      COST UM   EXTENSION
==================================================================================================================================
PO#: 001074  Rcpt#:        Wh: 01  Vendor:      V110 GEORGIA SHIPPING EQUIP  Ship:      C101 DELUXE EQUIPMENT  Buyer: 100  DELETED

PO#: NP0101  Rcpt#: 00001  Wh: 01  Vendor:      V100 GENERAL INDUSTRIAL MFG  Ship: 01 ATLANTA WAREHOUSE         Buyer: 100

001                 I108 STEEL TOP WORK BENCH 09/28/02 09/28/02 09/28/02        1        2        0 EA     94.14 EA      188.28
002                 I109 FOREMEN SHOP CABINET 09/28/02 09/28/02 09/28/02        1        2        0 EA    141.54 EA      283.08
                                                                                                                  ------------
                                                                                                      PO TOTAL      471.36
                                                                                            PO TOTAL (+TAX+FRT)      494.43
                                                                                                                  ------------
                                                                                                REGISTER TOTAL      471.36
                                                                                            PO TOTAL (+TAX+FRT)      494.43

PO'S: 1                                                                                                          END OF REGISTER
```



```
DATE: 09/28/02                          DEMO COMPANY                                     POR230 PAGE: 1
USER: SSI ToW                 RECEIPT REGISTER GL DISTRIBUTION #0367                     TIME: 10:15 AM

GL PERIOD 09/02 SEP

G/L#     DESCRIPTION                     VENDOR NAME                        PO#        DEBIT      CREDIT         NET
=======================================================================================================================
175-01-0 INVENTORY                         V100 GENERAL INDUSTRIAL MFG    NP0101      471.36
                                                                                 ----------- -----------  -----------
                                                                ACCOUNT TOTAL      471.36         .00       471.36

390-01-0 PURCHASES-INVENTORY               V100 GENERAL INDUSTRIAL MFG    NP0101                  471.36
                                                                                 ----------- -----------  -----------
                                                                ACCOUNT TOTAL         .00      471.36      (471.36)
                                                                                 ----------- -----------  -----------
                                                                 REPORT TOTAL      471.36      471.36          .00

ACCOUNTS: 2                                                                                          END OF REPORT
```



```
DATE: 09/28/02                                         DEMO COMPANY                                        POR310 PAGE: 1
USER: SSI ToW                                   PO INVOICE REGISTER #0226                                  TIME: 10:18 AM

VENDOR       V100 TO       V110
BRANCH 01
                                                              -------QUANTITY------ ---------COST---------
LN#    PO# RCPT# WH                ITEM DESCRIPTION         RECEIVED  INVOICE UM  RECEIVED   INVOICE UM  EXTENSION  G/L#
=====================================================================================================================================
Vendor:       V100 GENERAL INDUSTRIAL MFG   Doc#:       1370  Br: 01  Amt:      46.32  Pd: 09/02  Due: 11/30/02  TC: 2% 10TH NET 30

001 001060 00001 01               BLOCK NONSTOCKED - CEMENT        24       24 EA      1.93      1.93 EA      46.32  390-01-0

Vendor:       V100 GENERAL INDUSTRIAL MFG   Doc#:     002064  Br: 01  Amt:     376.72  Pd: 09/02  Due: 10/30/02  TC: 2% 10TH NET 30

001 000000 00000 01                I102 PALLET TRUCK 8" WHE         0        5 EA       .00     42.28 EA     211.40* 390-01-0
002 000000 00000 01                 TAX TAX                         0        1 EA       .00    165.32 EA     165.32* 175-01-0
003 000000 00000 01                 FRT FREIGHT                     0        1 EA       .00       .00 EA        .00  175-01-0
                                                                                                          --------
                                                                                           DISCREPANCY     376.72

                                                                                                          --------
                                                                                  REGISTER DISCREPANCY     376.72
                                                                                                          --------
                                                                                        REGISTER TOTAL     423.04

WH=WAREHOUSE, Pd=PERIOD, Br=BRANCH, TC=TERMS CODE, *=DISCREPANCY BETWEEN INVOICE AND RECEIPT COSTS

DOCUMENTS: 2                                                                                              END OF REGISTER
```

```
DATE: 09/28/02                   DEMO COMPANY                    POR310 PAGE: 1
USER: SSI ToW         PO INVOICE REGISTER #0226 G/L# RECAP       TIME: 10:18 AM

VENDOR       V100 TO       V110
BRANCH 01

G/L#      DESCRIPTION                                                    AMOUNT
================================================================================
175-01-0  INVENTORY                                                      165.32
390-01-0  PURCHASES-INVENTORY                                            257.72
                                                                    -----------
                                                                         423.04

G/L NUMBERS: 2                                                    END OF RECAP
```

```
DATE: 09/28/02                DEMO COMPANY                POR320 PAGE: 1
USER: SSI ToW          UNINVOICED RECEIPTS REPORT         TIME: 10:23 AM

VENDOR       V100 TO       V110
DATES FIRST TO LAST
WAREHOUSE 01

    VENDOR NAME                              PO# RCPT#   DATE   WH     AMOUNT
=============================================================================
      V101 INDUSTRIAL SUPPLY DISTRIBUTORS 001078 00001 09/27/02 01     515.27
                                                                  ----------
                                                VENDOR TOTAL       515.27

      V110 GEORGIA SHIPPING EQUIP. CO.    001072 00001 09/26/02 01    2784.75
                                                                  ----------
                                                VENDOR TOTAL      2784.75
                                                                  ----------
                                                REPORT TOTAL      3300.02

VENDORS: 2                                                  END OF REPORT
```

DATE: 09/28/02 DEMO COMPANY POR710 PAGE: 1
USER: SSI ToW PO STATUS REPORT TIME: 10:24 AM

ITEM I100 TO I110
PURCHASE ORDERS ALL, WAREHOUSE 01

PO#	T	S	WH	VENDOR NAME	REQUESTD	PROMISED	ORIGINAL	TOTAL RECEIVED	CURRENT	UM
Item				I100 PALLET LOADING HAND TRUCK						
001075	P	P	01	V102 S.E. INDUSTRIAL PROD. & EQUIP.	09/24/02	09/28/02	5		5	EA
001084	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001085	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001086	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001087	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001088	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001089	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001090	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001091	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001092	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001093	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001094	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001095	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001096	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001097	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001098	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001100	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001102	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
001103	P	P	01	V100 GENERAL INDUSTRIAL MFG	01/05/01	01/05/01	1		1	EA
Item				I102 ADJUSTABLE HEIGHT STEEL STOOLS						
001082	P	P	01	V100 GENERAL INDUSTRIAL MFG	09/27/02	10/03/02	28		28	EA
001083	P	P	01	V100 GENERAL INDUSTRIAL MFG	10/03/02	10/03/02	10		10	EA
Item				I103 ROTARY DRUM PUMP						
001083	P	P	01	V100 GENERAL INDUSTRIAL MFG	10/03/02	10/03/02	1		1	EA
Item				I108 STEEL TOP WORK BENCH						
NP0101	R	R	01	V100 GENERAL INDUSTRIAL MFG	09/28/02	09/28/02	2	1	1	EA

T=TYPE (P=PURCHASE ORDER, B=BACKORDER, R=NON-PO RECEIPT), S=STATUS (E=ENTERED, P=PRINTED, R=RECEIVED)

ITEMS: 4 END OF REPORT

DATE: 09/28/02 DEMO COMPANY POR720 PAGE: 1
USER: SSI ToW RECEIVING SCHEDULE TIME: 11:07 AM

DATE FIRST TO LAST
VENDOR V101 TO V102

```
WAREHOUSE 01

    VENDOR NAME                 PROMISED    PO# T S WH       AMOUNT                 ITEM DESCRIPTION                      ORDERED UM
==================================================================================================================================
      V101 INDUSTRIAL SUPPLY DI 02/22/01 001155 P P 01       880.24                 I119 STEEL SHELVING/SHELF                8.00 DZ

                                02/22/01 001156 P P 01      1100.30                 I119 STEEL SHELVING/SHELF               10.00 DZ

      V102 S.E. INDUSTRIAL PROD 09/28/02 001075 P P 01      2046.25                 I141 SCAFFOLD SUPPORTS FOR PLATFORM       10 EA
                                                                                    I156 PLASTIC SPRAY BOTTLES                10 CT
                                                                                    I116 ALUMINUM DOCK PLATE                   4 EA
                                                                                    I100 PALLET LOADING HAND TRUCK             5 EA

T=TYPE (P=PURCHASE ORDER, B=BACKORDER, R=NON-PO RECEIPT)
S=STATUS (E=ENTERED, P=PRINTED, R=RECEIVED)

VENDORS: 2                                                                                                           END OF REPORT
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DATE: 09/28/02 DEMO COMPANY POR730 PAGE: 1
USER: SSI ToW CASH REQUIREMENTS REPORT TIME: 10:26 AM

VENDOR V100 TO V120
PO'S & REGISTERED RECEIPTS
WAREHOUSE 01

VENDOR NAME	TERMS	BALANCE	DATES: THRU 09/28	09/29-10/05	10/06-10/12	10/13-10/19	10/20-10/26
V100 GENERAL INDUSTRIAL MFG	2% 10TH NET 30	2013.64	2013.64	.00	.00	.00	.00
V101 INDUSTRIAL SUPPLY DISTRIBUTOR	1% 10 NET 30	1980.54	1980.54	.00	.00	.00	.00
V110 GEORGIA SHIPPING EQUIP. CO.	NET 30	2784.75	.00	.00	.00	.00	2784.75
V113 ATLANTA CRANE & HOISTS	NET 10	782.34	.00	.00	782.34	.00	.00
V114 LINDA'S FLOWER SHOP	NET 10	19.76	.00	.00	19.76	.00	.00
	REPORT TOTAL	7581.03	3994.18	.00	802.10	.00	2784.75

TOTALS INCLUDE TAX+FREIGHT

VENDORS: 5 END OF REPORT

DATE: 09/28/02 DEMO COMPANY POR740 PAGE: 1
USER: SSI ToW VENDOR/ITEM LISTING TIME: 10:27 AM

VENDOR V100 TO V105

VENDOR NAME	ITEM DESCRIPTION	BY UM	VENDOR-ITEM #	LAST PO#	LEAD TIME	COST MANUAL	COST UM
Warehouse 01 ATLANTA WAREHOUSE							
V100 GENERAL INDUSTRIAL M	I100 PALLET LOADING HAND TRUCK	EA	2094-THPG	000916	7	118.38	EA
	I102 ADJUSTABLE HEIGHT STEEL STOOL	EA	VI102	001026	3	42.28	EA
	I103 ROTARY DRUM PUMP	EA	20278M	001061	3	97.22	EA
	I104 RUBBER TIRE MAT	EA	M180SB	001061	3	3.88	EA
	I116 ALUMINUM DOCK PLATE	EA	504WR-16	001042	5	88.38	EA
	I126 GRAVITY ROLLER CONVEYER	EA	GI-31468-O	001082	4	166.39	EA
V101 INDUSTRIAL SUPPLY DI	I120 HAND HELD STRETCH WRAP	EA	HHSW-1500	001032	4	2.22	EA
	I121 HEAVY DUTY SHIPPING SCALE	EA	M110PS250	001032	4	55.53	EA
	I123 20 GAL WASTE CONTAINER	EA	WC20G	001032	4	13.25	EA
	I131 PANORAMIC HALF DOME 180	EA	MPD180-M	001078	2	30.31	EA
	I132 STEEL SWIVEL CASTER 2″ DIA.	CT	MS102LC	001000	2	23.40	CT
	I133 STEEL SWIVEL CASTER 2 1/2″DIA	CT	MS015LCC	001000	2	48.40	CT
V102 S.E. INDUSTRIAL PROD	I100 PALLET LOADING HAND TRUCK	EA	SIEL-541	000953	12	114.86	EA
	I111 PLASTIC SHELF BIN/ BLUE	EA	206BP	001034	4	240.37	EA
	I114 DIGITAL UPS/PARCEL POST SCALE	EA	M10PS100L	001034	4	144.77	EA
	I140 SCAFFOLD PLATFORM	EA	201SA	001034	4	64.63	EA
	I141 SCAFFOLD SUPPORTS FOR PLATFORM	EA		001034	4	33.67	EA
	I142 SWIVEL CASTER	DZ		001011	4	23.57	DZ
	I143 SAFETY RAIL ASSEMBLY	EA		001053	5	134.67	EA
	I144 PORTABLE SCAFFOLD SYSTEM	EA				199.30	EA
	I145 PORTABLE SCAFFOLD SYSTEM DELUX	EA				428.23	EA
	I156 PLASTIC SPRAY BOTTLE	CT	BOTTLE-P8	001034	4	66.99	CT
V105 WAREHOUSE EQUIPMENT	I101 PALLET TRUCK	EA	VI101	001037	7	288.15	EA
	I110 STEEL STORAGE CABINET	EA	2470-K	001037	7	159.82	EA
	I115 PLASTIC DOLLY	EA	PD2090-8	001037	7	25.56	EA
	I125 WAREHOUSE SPACE HEATER - ELEC.	EA	8015CD	000946	7	132.50	EA
	I129 SEALER TOOL	EA	402-2/S	001037	7	19.00	EA
	I130 HEAVY DUTY DOCK BUMPER	EA	VB620-6	001037	7	35.06	EA

ITEMS: 28 END OF REPORT

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DATE: 09/28/02                                        DEMO COMPANY                                         POR750 PAGE: 1
USER: SSI ToW                                     VENDOR/ITEM HISTORY                                      TIME: 10:28 AM

VENDOR       V100 TO       V100
                                                                                                                    AVG
                                                  ----------------LAST RECEIPT----------------         BY          # DAYS
                ITEM DESCRIPTION                    PO#       UNITS       COST UM   DATE    LT      UNITS UM    DOLLARS RCT LATE
====================================================================================================================================
Warehouse 01 ATLANTA WAREHOUSE
Vendor       V100 GENERAL INDUSTRIAL MFG

                I100 PALLET LOADING HAND TRUCK    000916          5    591.90 EA 07/02/02   7          0 EA       0.00   0     0 MTD
                                                                                                      16       1889.57   3     1 YTD
                                                                                                       0          0.00   0     0 PYR
                I102 ADJUSTABLE HEIGHT STEEL STOO 001026         17     42.29 EA 08/30/02   3          0 EA        .00   0     0 MTD
                                                                                                     444      18312.28  24     6 YTD
                                                                                                     663      25856.00  37     6 PYR
                I103 ROTARY DRUM PUMP             001061          8     97.22 EA 09/20/02   3          8 EA     777.76   1     3 MTD
                                                                                                     196      18627.79  25     6 YTD
                                                                                                     274      24622.00  37     6 PYR
                I104 RUBBER TIRE MAT              001061         63      3.88 EA 09/20/02   3         63 EA     244.44   1     3 MTD
                                                                                                    2098       7938.62  25     6 YTD
                                                                                                    2923      10469.00  37     6 PYR
                I116 ALUMINUM DOCK PLATE          001042          1     88.38 EA 09/10/02   5          1 EA      88.38   1     5 MTD
                                                                                                      86       7406.98  25     6 YTD
                                                                                                     136      11121.00  37     6 PYR
                I126 GRAVITY ROLLER CONVEYER      001082         10    166.39 EA 09/27/02   4         13 EA    2163.07   2     0 MTD
                                                                                                     118      19183.14  14    -2 YTD
                                                                                                     160      24581.23  19    -1 PYR
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 DATE: 09/28/02              DEMO COMPANY             POR760 PAGE: 1
USER: SSI ToW                BUYER LIST              TIME: 10:28 AM

FIRST TO LAST

BUYER NAME
====================================================================
  100 RONALD PATTON
  200 SALLY FURNESS
  300 DANIEL SIMMONS

BUYERS: 3                                             END OF REPORT
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DATE: 09/28/02                DEMO COMPANY                      POR810 PAGE: 1
USER: SSI ToW              PERIOD RECEIPTS REPORT               TIME: 10:29 AM

ITEM                 I100 TO                I108
PERIOD 09/02 SEP
WAREHOUSE 01
                                                                  BY           CT
   PO# WH     VENDOR NAME                 RCPT#   DATE       UNITS UM      COST UM EXTENSION
=============================================================================================
Item                 I100 PALLET LOADING HAND TRUCK

001035 01       V110 GEORGIA SHIPPING EQUI 00001 09/06/02         9 EA    118.95 EA   1070.55
001072 01       V110 GEORGIA SHIPPING EQUI 00001 09/26/02        25 EA    111.39 EA   2784.75
                                                                                     --------
                                                                    ITEM TOTAL       3855.30

Item                 I101 PALLET TRUCK

001037 01       V105 WAREHOUSE EQUIPMENT U 00001 09/10/02         7 EA    290.11 EA   2030.77
                                                                                     --------
                                                                    ITEM TOTAL       2030.77

Item                 I103 ROTARY DRUM PUMP

001061 01       V100 GENERAL INDUSTRIAL MF 00001 09/20/02         8 EA     97.57 EA    780.56
                                                                                     --------
                                                                    ITEM TOTAL        780.56

Item                 I104 RUBBER TIRE MATS

001061 01       V100 GENERAL INDUSTRIAL MF 00001 09/20/02        63 EA      3.98 EA    250.74
                                                                                     --------
                                                                    ITEM TOTAL        250.74

Item                 I105 NESTING CONVEYOR BOXES

001039 01       V116 WORLD MATERIALS HANDL 00001 09/06/02        20 EA      6.58 EA    131.60
                                                                                     --------
                                                                    ITEM TOTAL        131.60

Item                 I108 STEEL TOP WORK BENCH

001046 01       V120 WAREHOUSE INTERIORS,  00001 09/14/02         2 EA     93.14 EA    186.28
001073 01       V120 WAREHOUSE INTERIORS,  00001 09/27/02         7 EA     91.64 EA    641.48
                                                                                     --------
                                                                    ITEM TOTAL        827.76

ITEMS:  6                                                            END OF REPORT
DATE: 09/28/02                               DEMO COMPANY                                  POR820 PAGE: 1
USER: SSI ToW                       PERIOD INVOICE RECEIPTS REPORT                         TIME: 11:00 AM

VENDOR       V100 TO       V100
PERIOD 09/02 SEP
BRANCH 01
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                                                                                              BY
  DOCUMENT BRANCH   DATE   LN#    PO#                ITEM DESCRIPTION                   UNITS UM      COST UM   EXTENSION
============================================================================================================================
Vendor       V100 GENERAL INDUSTRIAL MFG

      1345     01 09/14/02 001 001042                I116 ALUMINUM DOCK PLATE                1 EA     88.38 EA       88.38
                           002 001042                 FRT FREIGHT                            1 EA       .50 EA         .50
                                                                                                                ----------
                                                                                             INVOICE TOTAL          88.88

      1361     01 09/21/02 001 001061                I103 ROTARY DRUM PUMP                   8 EA     97.22 EA      777.76
                           002 001061                I104 RUBBER TIRE MATS                  63 EA      3.88 EA      244.44
                           003 001061                 FRT FREIGHT                            1 EA      9.00 EA        9.00
                                                                                                                ----------
                                                                                             INVOICE TOTAL        1031.20

      1364     01 09/21/02 001 001050                I832 NONSTOCKED - CONVEYOR ROLLER       5 EA     14.71 EA       73.55
                                                                                                                ----------
                                                                                             INVOICE TOTAL          73.55
                                                                                                                ----------
                                                                                              VENDOR TOTAL        1193.63
                                                                                                                ----------
                                                                                              REPORT TOTAL        1193.63

VENDORS: 1                                                                                                  END OF REPORT
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DATE: 09/28/02                                    DEMO COMPANY                                          POR830 PAGE: 1
USER: SSI ToW                           PERIOD RECEIPTS DISCREPANCY REPORT                             TIME: 10:30 AM

VENDOR       V100 TO       V110
PERIOD 09/02 SEP
BRANCH 01
                                                                    ---------UNITS-------- ---------COST---------
  DOCUMENT BR   DATE                   ITEM DESCRIPTION                RECEIVED  INVOICED UM  RECEIVED  INVOICED UM DISCREPANCY
=====================================================================================================================================
Vendor       V110 GEORGIA SHIPPING EQUIP. CO.

      1348 01 09/21/02                 I118 LIGHTWEIGHT HAND TRUCK            5         5 EA     64.88     65.23 EA        1.75
                                       I128 SELF STANDING HAND TRUCK         10        11 EA    114.45    114.45 EA      114.45
                                       I100 PALLET LOADING HAND TRUCK         8         8 EA    111.99    111.39 EA       -4.80
                                                                                                                    ---------
                                                                                                    DOCUMENT TOTAL     111.40
                                                                                                                    ---------
                                                                                                      VENDOR TOTAL     111.40
                                                                                                                    ---------
                                                                                                      REPORT TOTAL     111.40

VENDORS: 1                                                                                                      END OF REPORT
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