# Purchase Orders User Manual

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## Notice of Authorship

This publication and the computer software it relates to were authored by APPX Software, Inc.

# *Chapter 1: General Information*

## Purpose

This manual provides instructions for using the Live Operations phase of the Purchase Orders application. Use this manual as a guide for performing day-to-day and monthly purchase order procedures.

All features and options described in this manual are included in the APPX Purchase Orders application. Any modification of the software or documentation is the responsibility of the licensed software consultant who makes the modification.

## Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Sample reports, lists, and inquiries

## Other Manuals

The APPX User Manual provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. Since the information contained in the APPX User Manual is not repeated in this or other APPX manuals, you should read it carefully before working with the system.

This manual, the Purchase Orders System Administration manual, which provides information about the Initial Setup phase and the Recovery Processing phase, and the APPX User manual complete the set of manuals that accompany each APPX application.

For questions about the computer hardware used at your installation, refer to the manuals provided by the hardware manufacturer.

## Phases

The Purchase Orders application operates in three distinct phases:

- Initial Setup
- Live Operations
- Recovery Processing

Each of these phases has a specific role in processing data.

### Initial Setup

During Initial Setup, master files and system-maintained files can be set up, and transaction history may be entered. This information provides a basis for the Live Operations phase.

### Live Operations

In Live Operations, purchase orders specifying particular products, vendors, and warehouses are entered. Receipts and invoices can be entered for each purchase order. Certain special programs can be used to enter requests for quotes and to convert requests for quotes to purchase orders.

Purchase Orders can produce a variety of reports, including:

- Purchase Orders Report
- Purchase Orders By Product Report
- Purchase History By Product Report
- Purchase History By Vendor Report
- Inflation Report

Inquiry functions are available to display the status of posted purchase orders on your screen.

### Recovery Processing

As you use the Purchase Orders application, there is a certain day-to-day risk of losing data due to sudden power surges or outages, and other system problems. Recovery Processing is used to manually restore information to system-maintained fields and files that are normally not accessible during the Live Operations phase. Recovery Processing is provided as an aid to your system administrator and should only be accessed by your system administrator or under his or her direction.

This application is designed to interface with other APPX accounting applications. Check with your software consultant for more information about integrating applications.

## Accounting Audit Trails

During Live Operations, the Transaction Processing, File Maintenance, and Reports and Inquiry menus provide functions used during day-to-day operation of the system.

To process transactions, a three-step procedure is followed: (1) transaction entry; (2) journal printing; and (3) transaction posting, where records are integrated with permanent master files.

### Transaction Entry

During purchase order entry and the entry of receipts and invoices the system performs validation checks on all transactions entered.

### Journal Printing

After transaction entry of receipts or invoices, the transaction data must be printed on a journal before it can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

During journal printing, the system performs validation checks on the data to ensure that it can be posted correctly. Errors and warnings may be printed on the journal and summarized at the end of the journal. Transaction data that prints with errors will not be allowed to post until the errors are corrected and the journal is reprinted without errors.

This process ensures that data is verified twice before being posted to permanent master files, and gives added assurance that erroneously entered data will not be posted to permanent files.

### Transaction Posting

Once transactions have been entered and the journal has been printed and verified, the transaction data is ready to be posted to your permanent master files. This process usually involves adding records to a system-maintained detail file, and summarizing the detail for historical records. Each transaction is deleted after it has been posted.

## Modification Logs

In all APPX applications, optional Modification Logs may be enabled to provide an additional degree of audit control over who makes changes to master files, and when such changes are made. When a modification log name is supplied to a file maintenance function, a record of all additions, deletions, and changes to that file is supplied to a print file. When additions are made, all new field contents are shown; when deletions are done, the key value and all field contents are recorded; when changes are made, old field contents and new field contents are shown. In all cases, the user ID of the individual who performed the maintenance is printed, along with the date and time of the change.

Examples of master files in Purchase Orders are Vendors, Terms, and Alternate Addresses. Modification logs are not enabled for transaction files such as Purchase Orders, Receipts, and Invoices.

## Application Features

These features are offered in the Purchase Orders application:

- Purchase orders requires the inventory control and accounts payable applications.
- Purchase history is maintained on a calendar or fiscal basis.
- Quantities ordered, receipted, and invoiced are updated on line in the inventory files.
- The vendor and terms files are shared with accounts payable.
- The products, product classes, warehouses, products by warehouse, and products by vendor files are shared with inventory control.
- Purchase orders can be automatically designated as “received in full.”
- Purchase orders can be generated or converted from a Request For Quote entry.
- Unit pricing can be designated in “Purchasing” units or “Pricing” units.

### Application Interfaces

Purchase Orders receives data from Inventory Control, and transfers to Accounts Payable, Inventory Control, and General Ledger.

## Purchase Orders Menu

This is the primary Purchase Orders application menu. It allows you to access specific Inventory Control submenus.

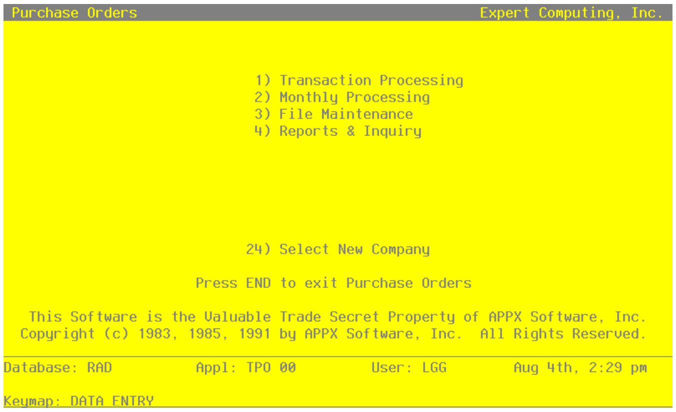


**Figure 1. The Purchase Orders Menu Screen**

# *Chapter 2: Transaction Processing*

## Transaction Processing

The Transaction Processing menu lists many of the functions used during the routine operation of the Purchase Orders application.

Order entry and data entry functions are used to enter purchase orders, receipts, and invoices. Journals must be printed for receipts and invoices. These journals provide an audit trail and verification of the entries. Transactions are only posted to files after journals have been printed without error. From this Transaction processing menu, you may print Purchase Order forms and Request For Quote forms. Special programs are available to maintain and print lists of Request For Quotes, to generate purchase orders from your Request For Quotes, and to receipt and delete purchase orders.

The Transaction Processing menu is shown below:

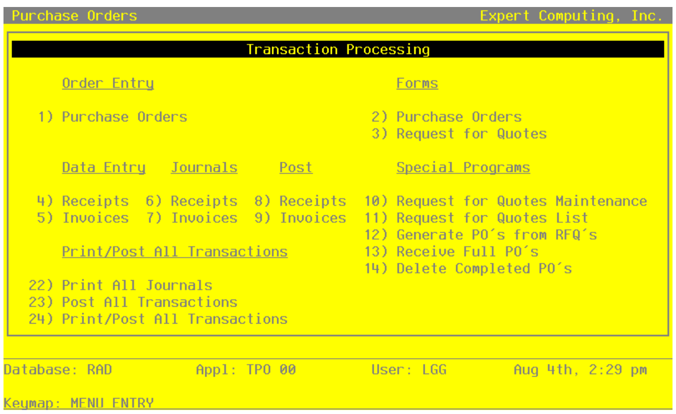


**Figure 2. The Transaction Processing Menu Screen**

## Option 1 - Purchase Orders

This function is used to enter and edit purchase orders. Two screens are used: the first, or Purchase Orders header screen, to enter general information for a purchase order, and the second to enter line items. Any number of line items may be entered for a single purchase order. After you enter a purchase order, you can recall and edit it at any time.

Regardless of how your system is configured, the on order quantities and last purchase date in the Products By Warehouse file are updated on line when you enter purchase orders.

Once a purchase order has been entered, receipts and invoices can be entered for it. A fully receipted and invoiced purchase order is deleted when the Delete Completed POs or Post All posting functions are run.

Select “Purchase Orders” from the Order Entry option on the Transaction Processing menu. The first of two Purchase Order entry screens is shown below:

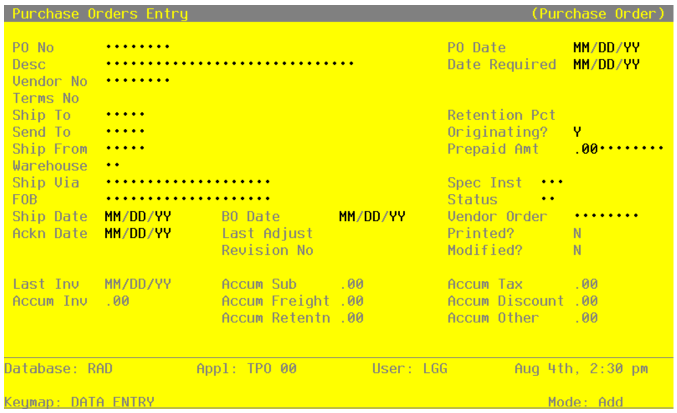


**Figure 3. The Purchase Order Screen**

Certain entries on this screen will automatically display. In most cases, a displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### PO No

Enter a unique code of up to 8 characters to identify the purchase order. This is the number that will be used to recall or reference this record elsewhere in the system.

### PO Date

Enter the date for the purchase order.

### Desc

Enter up to l6 characters to describe this purchase order.

If Option 17 is used to create an invoice record from the purchase order (see the description of the Invoices Data Entry program), the description is transferred as the invoice description.

### Date Required

Enter the date the order is required. This date is used as a sort option for the Purchase Orders report.

### Vendor No

Enter the supplying vendor's number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the corresponding name so that you can verify your entry.

### Terms No

The system displays the terms code for the vendor you identified in the preceding field. You can enter another terms code from the Terms file to change this display. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry. The system uses the terms selected here to calculate discount dates and amounts and due dates during invoice entry.

### Ship To

If the product will be shipped to an address other than that of the warehouse you select (see the Warehouse field description below), enter the corresponding code from the Alternate Addresses file. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the description from the Warehouses record.

This address is only printed on the purchase order form if you enter an alternate address code.

### Retention Pct

The system displays the Retention Percent field from the Vendors record. You can enter a different, nondecimal retention percentage to override the display.

The system uses this percentage to compute the retention amount during invoice entry.

### Send To

If the purchase order (that is, the physical paperwork) will be sent to an address other than the address on the Vendors record (see the Vendor No field description), enter the code from the Alternate Addresses file for that address. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the name from the Vendors record.

### Originating?

Enter 'Y' or 'N' to indicate whether this purchase order is an original order to the supplying vendor, or whether it is a confirmation of an order already placed with the vendor.

Y: This purchase order is the initial order to the vendor.

N: The purchase order is a confirmation of an order already placed with the vendor.

This field is for your information only.

### Ship From

If the order will be shipped from an address other than the address on the Vendors record (see the Vendor No field description), enter a code of up to 5 characters from the Alternate Addresses file for that address. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the name from the Vendors record.

The "ship from" address is only printed on the purchase order form if it is different from the address on the Vendors record.

### Prepaid Amt

Enter up to 7 digits and 2 decimals for the amount prepaid against this purchase order.

The prepayment is carried over to the invoice to reduce the invoice amount.

### Warehouse

Enter a warehouse number to identify the warehouse to which the order will apply. You can use the Scan option to find an appropriate entry. The system displays the corresponding description from the Warehouses file so that you can verify your entry.

This entry appears as the default Warehouse No when you enter line items for this purchase order.

### Ship Via

Enter up to 20 characters to identify the freight company to be used.

This entry is printed on the purchase order.

### Spec Inst

Enter a code of up to 3 digits from the Special Instructions file for the instructions that will be printed on the bottom of the purchase order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### FOB

Enter up to 20 characters to identify the destination or shipping point to which the order will be shipped “free on board.”

This entry is printed on the purchase order.

### Status

Enter a 2-digit code from the Status Codes file to describe the status of this order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

The status code is included on the Purchase Orders Report and provides a way to selectively print purchase orders.

### Ship Date

Enter the date the order will be (or was) shipped. This field is for your information only.

### BO Date

If the purchase order is backordered, enter the date the order was placed on backorder. This field is for your information only.

### Vendor Order

Enter up to 8 characters for the vendor’s order number for the purchase order.

### Ackn Date

Enter the date that the vendor acknowledged the purchase order. This field is for your information only.

### Last Adjust

If the purchase order is revised or adjusted you may enter the date of the most recent revision.

### Printed?*

The system displays ‘Y’ or ‘N’ to indicate whether or not the purchase order has been printed since it was last modified.

Y: This purchase order has been printed.

N: This purchase order has not been printed.

This flag is reset to ‘N’ if any changes are made to this purchase order.

### Revision No

If the purchase order is revised, you may enter a Revision Number which will be printed on the Purchase Order form.

### Modified?*

The system displays ‘Y’ or ‘N’ to indicate whether or not the purchase order has been modified since the last time the Delete Completed POs function was run.

Y: This purchase order has been modified.

N: This purchase order has not been modified.

The system sets this flag to ‘Y’ if any changes are made to this purchase order, and resets the flag to ‘N’ when the delete completed POs function is run.

### Last Inv*

The system displays the date of the last invoice posted for the purchase order. The system updates this date as invoices are processed for the purchase order.

### Accum Sub*

The system displays the subtotal amount (line items exclusive of freight, tax, and “other” amounts) already invoiced on the purchase order. The system updates this figure as invoices are posted.

### Accum Tax*

The system displays the tax amount already invoiced on the purchase order. The system updates this figure as invoices are posted.

### Accum Inv*

The system displays the amount already invoiced on the purchase order. The system updates this figure as invoices are posted.

### Accum Frt*

The system displays the freight amount already invoiced for the purchase order. The system updates this figure as invoices are posted.

### Accum Discount*

The system displays the discount amount already taken on invoices for the purchase order. The system updates this figure as invoices are posted.

### Accum Retention*

The system displays the retention amount already withheld on invoices for the purchase order. The system updates this figure as invoices are posted.

### Accum Other*

The system displays "other" charges already invoiced on the purchase order. The system updates this figure as invoices are posted.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Purchase Orders record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Purchase Orders file.

The screen shown below presents information about Purchase Order Line Items.

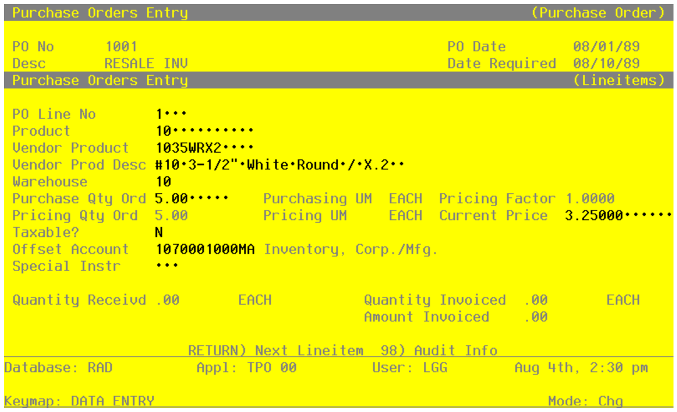


**Figure 4. The Purchase Order Line Items Screen**

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### PO Line No

The system provides a line number, beginning with '1', for each line item on the order. You can enter a new line number to override the display.

### Product

Enter a product number from the Products file. You can use the Scan option to find an appropriate entry. This entry identifies the product that will appear on this line item on the purchase order.

The system verifies that the product is on file in the Products file. It also verifies that this product is on file in the Products By Warehouse and Products By Vendor files for the warehouse and vendor that you enter. If the Products By Vendor record is not on file, the system displays a warning. You can create a Products By Vendor record by selecting Option 17.

The record that you create will have valid product and vendor numbers if the following condition is true:

The option to keep detailed product by vendor information is selected in the Inventory Control Parameters file.

If the option to keep product by vendor detail is not selected, the record you create will have a valid product number and a blank vendor number. The pricing and unit of measure information that you enter on this screen are used as the initial values for the generated Products By Vendor record.

Similarly, if the Products By Warehouse record is not on file, the system displays a warning. You can create a Products By Warehouse record by selecting Option 18.

You should use caution in creating records in this way, as only a skeleton record will be created, and many fields will be filled with default values. One such field is the Qty Factor field, which is set to 1. (See the description of this field in the discussion of the Products By Vendor file in the File Maintenance section of this manual.) You can edit the record later to complete the details.

### Vendor Product

The system displays the vendor's number for this product from the Products By Vendor file. You can enter a different vendor product number of up to 12 characters to override the display.

### Vendor Prod Desc

The system displays the vendor's product description from the Products By Vendor file. You can enter a different description of up to 30 characters to override this display.

### Warehouse

The system displays the Warehouse entry from the previous screen and the corresponding description from the Warehouses file. You can enter a different warehouse number to override the display. You can use the Scan option to find an appropriate entry.

The system verifies that the product that you enter for each line item is available at this warehouse (that is, that the product/warehouse combination is on file in the Products By Warehouse file). If not, you can select Option 18 to create a Products By Warehouse record for this combination.

### Purchase Qty Ord

Enter up to 5 digits and 2 decimals for the number of purchasing units on the order. The purchasing unit description displays in the Purchasing UM field on this screen (see below).

### Purchasing UM*

The system displays the description of the purchasing unit for the product from the Products By Vendor file.

### Pricing Factor*

The system displays the pricing factor for the product from the Products By Vendor file. This is the factor used to convert the number of purchasing units (Purch Units Ord) to pricing units.

### Pricing Qty Ord*

The system displays the number of pricing units on the order. This is the number of purchasing units on the order (Purch Units Ord) multiplied by the Pricing Factor.

The pricing unit of measure is displayed in the Pricing UM field on this screen (see below).

### Pricing UM*

The system displays the description of the pricing unit of measure for the product from the Products By Vendor file.

### Current Price

The system displays the unit price of the product from the Products By Vendor file. This is the price per pricing unit of measure quoted by the supplying vendor. You can enter a different current price of up to 6 digits and 5 decimals to override the display.

### Amount

The system displays the extended amount of this line item. The amount is computed according to this formula:

Purch Units Ord x Pricing Factor x Current Price

This formula is equivalent to the following:

Pricing Unit x Current Price

You can enter up to 7 digits and 2 decimals to override the display. If you change the amount, the system recalculates the Current Price.

### Taxable?

This field indicates whether or not sales tax is charged for this product.

Y: Sales tax is charged for this product.

N: Sales tax is not charged for this product.

This entry is printed on the purchase order.

### Offset Account

The system displays the offset account for the product from the Product Classes file, followed by the description of this account from the Chart of Accounts file. You can enter a different offset account number to override this display; use the Scan option to find an appropriate entry.

### Special Instr

If a special instruction will be printed on the purchase order for this line item, enter the 3-digit code from the Special Instructions file. You can use the Scan option to find an appropriate entry. The system displays the associated description so that you can verify your entry.

### Quantity Received*

The system displays the number of purchasing units that have been received. This information is updated from posted receipts.

### Quantity Invoiced*

The system displays the number of pricing units that have been invoiced. This information is updated from posted invoices.

### Amount Invoiced*

The system displays the amount that has already been invoiced.

The entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Purchase Orders screen. Select the Next Record option to go to the next Line Items screen. Select the END option to go to the next Purchase Orders screen.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Purchase Order Line Items file.

## Option 2 - Purchase Order Forms

This function is used to print purchase order forms. These forms are designed to print on standard 8 1/2 x 11-inch paper. The purchase order form includes the "send to" and "ship to" addresses, "ship via" information, the date required, the terms, and the "free on board" (FOB) destination or shipping point. Any instructions from the Special Instructions file are printed at the bottom of the form or immediately below the line item(s) to which they refer. Room is also provided for an authorization signature.

Select "Purchase Orders" from the Forms Option on the Transaction Processing menu. Here is a sample Purchase Orders form:

```
               P.O. Number: 1002        Revision:        Page: 001

                PURCHASE ORDER               Order Date: 08/01/89

Send                                    Ship
To:   Pool and Associates               To:   South End Facility
      985 E. University Way                   South End Warehouse
      Suite 115                               114 E. Marginal Way   Bldg 12
      Seattle,  WA                            Seattle,  WA
      98521       USA                         98166


  Original PO? Y    Date Required: 08/10/89    Ship Via: AIR FREIGHT, INC
                    Terms:                     FOB:      WAREHOUSE

================================================================================
Product     Purchase Unit   Quantity         Curr Price   Taxable       Amount
Description
================================================================================
1035WRX2         EACH        6000.00            3.25000      N        19500.00
#10 3-1/2" White Round / X.2

0412GPBRX2       EACH        6000.00            5.75000      N        34500.00
#4 12" Gold Pl. Blk. Rnd / X.2

4510RCX3         EACH        3000.00            4.10000      N        12300.00
#56 10" Red Cylinder / X.3




          Receiving department is not allowed to accept any
           substitutions without written acknowledgement from
           corporate headquarters. Please notify in advance of any
          substitution.
          (206) 246-8080


                     ______________________________________
                               Authorized Signature
```

## Option 3 - Request for Quotes Forms

This function is used to print Request for Quote documents. These forms are designed to print on standard 8 1/2 x 11-inch paper. The company name and address appears first on the form, followed by the vendor's name and address. Both the product number and the vendor product number are provided for each product. Current prices and lead time are printed, but room is provided for the supplier to enter new quote or lead time information.

Select "Request for Quotes" from the Forms option on the Transaction Processing menu. Here is a sample Request for Quotes form:

```
                         Expert Distributing, Inc.



                           REQUEST FOR SUPPLIER QUOTE

                         Pool and Associates
                         985 E. University Way
                         Suite 115
                         Seattle,  WA
                         98521       USA

   Our Vendor Number: 00000020 RFQ No    1  04/01/90   P.O. Number:

================================================================================
Vendor Product   Our Product    Current Price                 --- Lead Time ---
Description                                  New Quote       Current  New
================================================================================
1035WRX2         10                   110.250
#10 3-1/2" White Round / X.2         PER EACH  ............   10 DAYS  .......

0412GPBRX2       20                   155.750
#4 12" Gold Pl. Blk. Rnd / X.2       PER EACH  ............   21 DAYS  .......
```

## Option 4 - Receipts

This function is used to enter receipts for one or more line items on a purchase order. (To enter receipts for all line items on a purchase order at once, you may use the Receipt Full PO function, one of the Special Programs on the Transaction processing menu.)

The Purchase Orders Parameters file specifies whether or not receipts are entered through the Purchase Orders application. (If not, they are entered through the Inventory Control application.)

If receipts are entered through Purchase Orders, receipt entries automatically update the Products By Warehouse on order figures. If the Inventory Control application is part of the system, receipt entries also update on hand and uncosted quantities. Receipt entries remain uncosted until the corresponding invoices are posted.

Purchase orders must be fully receipted and invoiced before they are deleted from the system during Delete Completed POs posting.

Select "Receipts" from the Data Entry option on the Transaction processing menu. A sample Receipts entry screen is shown here.

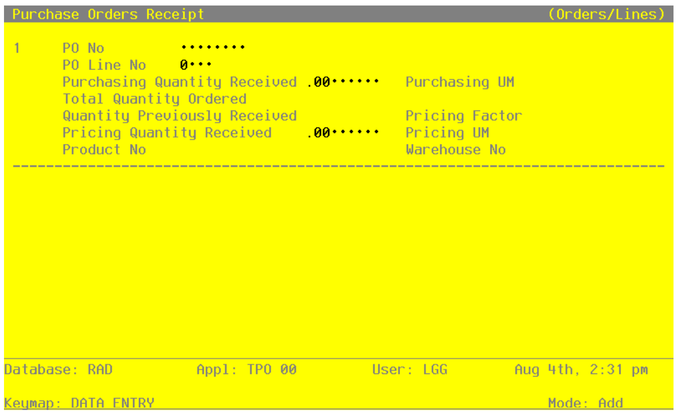


**Figure 5. The Receipts Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Transaction No

The system automatically numbers transactions in sequence beginning with '1'.

### PO No

Enter a valid purchase order number to identify the purchase order to which the product receipt applies. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### PO Line No

Enter a valid line number of up to 4 characters to identify the purchase order line item to which the product receipt applies.

### Purchasing Quantity Received

Enter up to 5 digits and 2 decimals for the number of the vendor's purchasing units received in the current entry. If you leave both this field and this Pricing Quantity Received field (see below) blank, the system defaults to the remaining quantity to be receipted (the quantity ordered minus the quantity already received). If you enter this field, the pricing quantity received (see below) is computed.

### Purchasing UM*

The system displays the purchasing unit of measure.

### Total Qty Ordered*

The system displays the total quantity ordered from the purchase order. It is expressed in the vendor's purchasing units.

### Quantity Previously Received*

The system displays the total number of purchasing units received to date. This does not include the amount you entered in the Purchasing Quantity Received field above.

### Pricing Factor*

The system displays the pricing factor on the purchase order line item to which this receipt applies. This is the factor used to convert the number of purchasing units to pricing units.

### Pricing Quantity Received

Enter up to 5 digits and 2 decimals for the number of the vendor's pricing units received in the current entry. If you enter this field, the purchasing quantity received (see above) is computed.

### Pricing UM*

The system displays the pricing unit of measure.

### Product No*

The system displays the product number on the purchase order line item to which this receipt applies.

### Warehouse No*

The system displays the warehouse number on the purchase order line item to which this receipt applies.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Receipts record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Receipts file.

## Option 5 - Invoices

This function is not available unless the Accounts Payable application is part of the system. If your system includes both the Purchase Orders and the Accounts Payable applications, invoices for purchase orders must be entered through Purchase Orders.

Each group of invoices includes a control group record and a series of one or more invoices, each with any number of line items.

The normal process of posting invoices includes: 1) entering the invoices, 2) printing the Invoices Journal, and 3) posting the invoices. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

An additional feature is available that allows you to use Option 17 to create invoice entries directly from purchase orders. This eliminates the need to enter the same information that is stored on the purchase order. To use this procedure:

1) Enter the purchase order number.
2) Select Option 17.
3) Enter information in a few fields that do not receive information from the purchase order. (These fields include the Vendor Invoice, Invoice Date, Freight, Tax, and Other fields.)
4) Press RETURN to enter the displayed values.

The freight, discount, tax, and "other" costs entered on the invoice header are prorated across the line items based on the amount of the line item. These costs "adjust" the purchase price, then post the cost of a product to the Products By Warehouse record. You can choose not to use this option and to simply enter freight, tax, and "other" costs as line items. In this case, these costs are not prorated against any products. (If you choose to use the estimated freight option in the Inventory Control Parameters file, the Freight field on the invoice header must be used.)

Select "Invoices" from the Data Entry option on the Transaction processing menu. The screen shown below presents information about Invoice Control Groups.

When you enter invoices, you see only one of the two possible screens for Invoice Control Groups. Which screen you see depends on how you answered two questions on your Accounts Payable Parameters file. These are the "Ask Operator ID?" question, and the "Use Transaction Control?" question.

If you answered 'Y' to both questions, you see the screen below and can enter control and hash totals for your invoices. In addition, a record is written to the Accounts Payable Transaction Control file for each control group posted.

If you answered 'Y' to "Ask Operator ID?", and 'N' to "Use Transaction Control?", you see the second screen, which displays only the Operator ID and the Control Number.

If you answered 'N' to both questions, you see the second screen, but you are not allowed to edit the Operator ID.

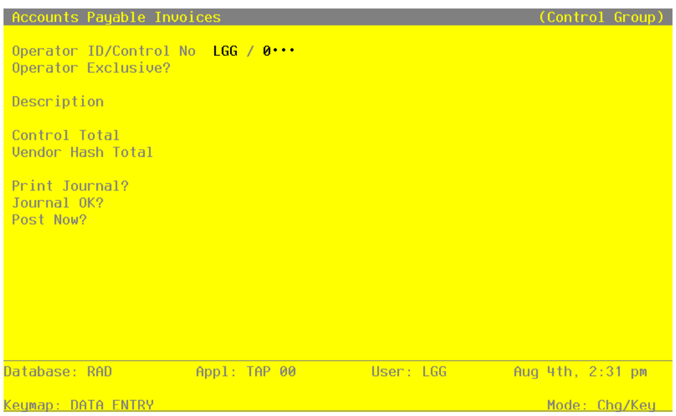


**Figure 6. The Invoice Control Groups Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed to edit transactions for another operator. All control groups are separated by operator.

### Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and, if General Ledger is a part of your system, it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

### Operator Exclusive?

Enter ‘Y’ (yes) or ‘N’ (no). The initial default value is ‘N.’ This field is required.

Indicate whether or not you are reserving exclusive rights to this group of invoices.

Y: Yes, access is restricted to the original operator.

N: No, access is not restricted.

### Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of invoices. This description will appear on the Transaction Control report and inquiry.

### Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

This entry is balanced against the running total kept by the system as entries are made. For invoices, enter the adding machine total of all invoice amounts to be entered. The system will display the running total of amounts entered in the “Current” field, and the balance remaining will be shown in the “Remaining” field. This entry is optional.

### Vendor Hash Total

Enter a positive number with up to 12 digits.

Enter the sum of all vendor numbers to be entered in this control group. The system will keep a running total of vendor numbers and balance it against this entry. This entry is optional.

### Print Journal?

Enter ‘Y’ (yes) or ‘N’ (no). The initial default value is ‘Y.’ This field is required.

‘Y’ is displayed to indicate that this group is ready for journal printing. If you want to delay journal printing for any reason, enter ‘N.’

### Journal OK?

The system display indicates whether or not this group has been verified (the journal printed and no errors are present) and is correct.

### Post Now?

Enter ‘Y’ (yes) or ‘N’ (no). The initial default value is ‘Y.’ This field is required.

‘Y’ is displayed to indicate that this group is ready for posting. If you want to delay posting for any reason, enter ‘N.’

The entered data is validated. Press RETURN to continue to the next screen.

Select Next Record to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Invoice Control Groups file.

This screen may optionally be used to display information about Invoice Control Groups.

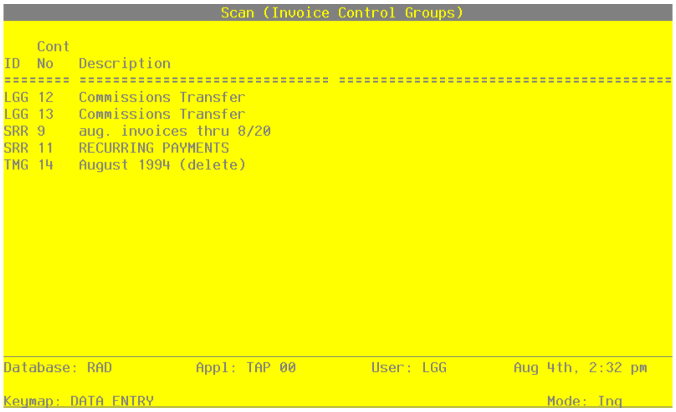


**Figure 7. The Invoice Operator ID Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

## Operator ID

Enter an uppercase alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID you entered at log-on is displayed. The default may be changed to edit transactions for another operator. All control groups are separated by operator.

## Control Number

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and, if General Ledger is part of your system, it is posted to General Ledger for detail accounts. Although this number need not be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. Press RETURN to continue to the next screen.

Select Next Record to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Invoice Control Groups file.

The Invoices header screen appears below:

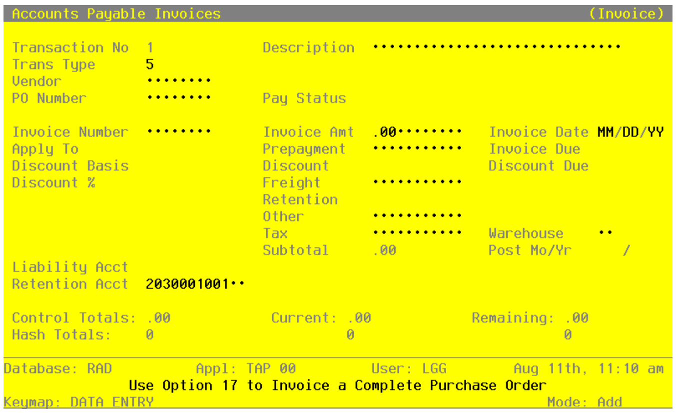


**Figure 8. The Invoices Screen**

When the key value for a particlar record is requested, you can review all of the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Transaction No

The system automatically numbers transactions in sequence beginning with ‘1’.

### Transaction Type

The system displays a 1-digit code to identify the type of transaction. The default is ‘5’, for purchase order invoice. You may also enter ‘2’ for a debit/credit memo.

The transaction type description is displayed following the type code.

### Vendor

Enter a vendor number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the corresponding name so that you can verify your entry. If you enter the number for a miscellaneous vendor, you must enter the name of the vendor in the Miscellaneous Vendor Name and Address fields (see the next screen description).

If you are using Option 17, the vendor number is displayed from the purchase order and cannot be changed.

### PO No

Enter a valid purchase order number of up to 8 characters to identify the purchase order to which the invoice applies. You can use the Scan option to find an appropriate entry. You can leave this field blank if the invoice is not associated with a purchase order.

### Pay Status

The system displays the 1-character pay status code from the Vendors file. This code identifies how the invoice payment will be handled. You can enter a different code to override the display. The valid choices are:

N: Normal, use the payment terms as defined in the Terms file

H: Hold, place a hold on the check until it is released during Check Processing (Edit Pay Status) in Accounts Payable

D: Disputed, do not pay until the problem is resolved

T: Take discount, regardless of payment terms

The system displays the description of the pay status code so that you can verify your entry.

### Description

Enter up to 30 characters to describe the invoice. The system prints this entry on the Invoices journal.

If you are using Option 17 to create this invoice entry, this field defaults to the description entry for the purchase order, which can be changed.

### Invoice

Enter up to 8 characters for the invoice number. This field is required.

### Apply To

The system defaults to the Vendor Invoice number from the previous field. It may be changed. The system uses the vendor number that you entered in the Vendor field, plus the invoice number that you enter here, to verify that the invoice is not on file and has not been previously processed.

### Prepayment

If all or a portion of this invoice was prepaid, enter up to 7 digits and 2 decimals for the prepaid amount.

If you are using Option 17, this entry is displayed from the purchase order and can be changed.

### Invoice Amount

Enter up to 7 digits and 2 decimals for the net amount of the invoice. This amount reflects the subtotal on the invoice, plus freight, tax, and “other” charges, less any prepayment.

If you are using Option 17, this amount is displayed from the purchase order and can be changed.

### Subtotal

Enter up to 7 digits and 2 decimals for the total of the product line items. This is the sum of the line items.

If you are using Option 17, this entry is displayed from the purchase order and can be changed.

### Disc Basis

The amount used to calculate the invoice discount is supplied. Normally, this amount will be equal to the invoice subtotal. If, however, the invoice has a line item not applicable to the discount, change this amount to reflect the total of the line items to which the discount does apply.

### Invoice Date

Enter the date on the invoice. This field is required.

### Disc Due

The system determines the discount due date using the invoice date and the terms code from the Vendors record, or from the purchase order if the terms code was overridden on the purchase order and you are using Option 17. It displays this date, which may be changed.

### Invoice Due

The system displays the invoice due date using the invoice date and the terms code from the Vendors record, or from the purchase order if the terms code was overridden on the purchase order and you are using Option 17. The date may be changed.

### Discount %

The system displays the discount percentage from the Terms file, or from the purchase order if this percentage was overridden on the purchase order and you are using Option 17. You can enter up to 2 digits and 3 decimal places to override the display.

### Disc Amt

The system displays the discount amount. You can enter up to 7 digits and 2 decimals to override the display.

This discount is prorated over the line items based on the line item amount.

### Retention

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

The retention amount is calculated and displayed based on the Retention % from the Vendor master file and the Invoice Amount field from this entry. You may change this amount. The retention amount will be credited to the account entered in the Retention Account field.

### Freight

Enter up to 7 digits and 2 decimals for the freight charges on the invoice.

This charge is prorated over the line items based on each line item amount. Prorated costs become a part of product cost in inventory.

### Tax

If any sales tax is applicable, enter up to 7 digits and 2 decimals for the amount. This tax is prorated over the line items based on each line item amount.

### Other

If any miscellaneous charges are applicable, enter up to 7 digits and 2 decimals for the amount. These charges are prorated over the line items based on each line item amount.

### Liability Acct

The system displays the liability account number from the Vendors record. You can enter another valid account number from the General Ledger Chart of Accounts file to override the display. You can use the Scan option to find an appropriate entry.

The system displays the account description from the Chart of Accounts file so that you can verify your entry.

### Warehouse

Enter a number to identify the warehouse where the product was received. You can use the Scan option to find an appropriate entry. The system displays the corresponding description from the Warehouses file so that you can verify your entry.

If you are using Option 17, the Warehouse No is displayed from the purchase order and can be changed.

### Retention Acct

Enter an uppercase alphanumeric field, up to 12 characters in length. You can use the Scan option to find an appropriate entry.

The Retention Account from the Accounts Payable Parameters file is provided. You may change the account number. If the General Ledger application is part of your system, the new account number must be on file in the Chart of Accounts file. The system displays the description of this account so that you may verify your entry.

### Post Mo/Yr

Enter up to 2 characters each to identify the calendar month and year to which this transaction is to be posted. If you are using 13-period accounting, enter the fiscal period. Valid entries are:

1—13: Calendar period, or fiscal period if you are using 13-period accounting.

EY: End-of-Year

The entered data is validated. Press RETURN to save the information on this screen. Select Next Record to go to the next Invoices record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Invoices file.

If you entered a miscellaneous vendor number in the Vendor field, the system displays an additional set of name and address fields. Use these fields to identify a specific miscellaneous vendor for this invoice. The sample screen below shows how the miscellaneous vendor fields appear beneath the invoice header.

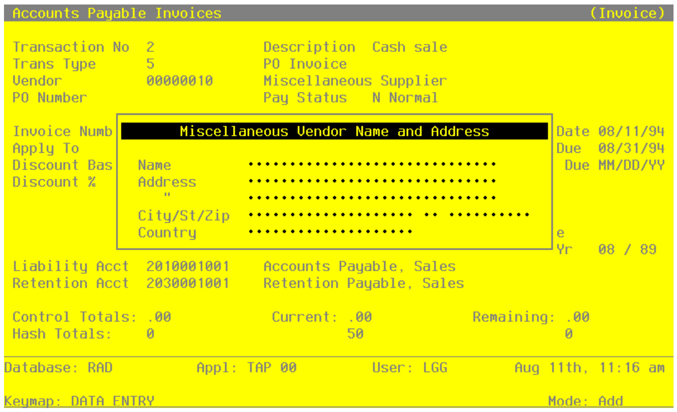


**Figure 9. The Invoices - Miscellaneous Vendor Screen**

Data items for the preceding screen are described below:

### Name

Enter up to 30 characters for the vendor name.

### Address 1

Enter up to 30 characters for the first line of the vendor address.

### Address 2

Enter up to 30 characters for the second line of the vendor address.

### City

Enter up to 20 characters for the city in the vendor address. If you want a comma to print after the city name, be sure to enter it here.

### State

Enter the standard two-letter abbreviation.

### Zip

Enter up to 10 characters for the vendor’s zip code.

### Country

Enter up to 20 characters for the vendor’s country. After you complete the invoice header, the system displays the header at the top of the screen while “paging” through the line items in the bottom half. Each line item is assigned a number so that it can be referenced and changed, if necessary. You can enter as many line items for an invoice as you wish.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Invoices record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Invoices file.

If you are using Option 17, invoice line items, described below, have been created automatically from the purchase order. You can change them in Change mode.

The screen shown below presents information about Invoice Line Items.

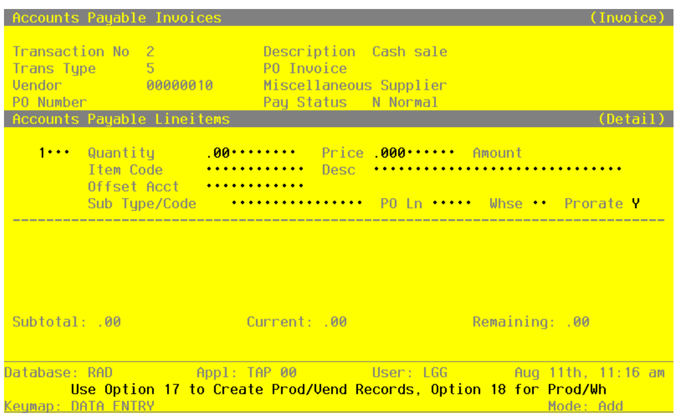


**Figure 10. The Invoice Line Items**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Line Item No

The system automatically numbers line items in sequence beginning with ‘1’.

### Quantity

Enter up to 5 digits and 2 decimals for the number of pricing units invoiced at unit price (see the Unit Price field below). You must enter a value greater than or equal to 1 here.

If you are using Option 17, this field is displayed from the purchase order and can be changed.

### Price

Enter up to 6 digits and 3 decimals for the price per pricing unit.

If you are using Option 17, this field is displayed from the purchase order and can be changed.

### Amount

The system calculates and displays the line item amount by multiplying the Quantity and Unit Price entries. The result is rounded to 2 decimal places.

If you are using Option 17, this field is displayed from the purchase order and can be changed.

Because the Amount, Quantity, and Price are interrelated, the Amount is recomputed if you change the Quantity or Price entry. If you change the Amount field, the Price is recomputed.

### Item Code

If you are using Option 17, the product number is displayed from the purchase order line item to which this invoice applies. It can be changed.

Otherwise, enter the product number (up to 12 characters) for the product on the line item to which this invoice applies. You can use the Scan option to find an appropriate entry.

The system verifies that the product is on file in the Products file. It also verifies that this product is on file in the Products By Vendor files for vendor you entered on the previous screen.

If the Products By Vendor record is not on file, the system displays a warning. You can create a Products By Vendor record by selecting Option 17. The record that you create will have valid product and vendor numbers if either of the following conditions is true:

- The option to keep detailed product by vendor information is selected in the Inventory Control Parameters file.
- If the option to keep product by vendor detail is not selected, the record you create will have a valid product number and a blank vendor number. The pricing and unit of measure information that you enter on this screen are used as the initial values for the generated Products By Vendor record.

Similarly, if the Products By Warehouse record is not on file, the system displays a warning. You can create a Products By Warehouse record by selecting Option 18.

You should use caution in creating records in this way, as only a skeleton record will be created, and many fields will be filled with the file default values. One such field is the Qty Factor field, which is set to 1. (See the description of this field in the discussion of the Products By Vendor file in the File Maintenance section of this manual.) You can edit these records later to complete the detail.

### Desc

If you entered a product number in the previous field, the system displays the corresponding description. If not, or if you want to override the display, enter up to 30 characters to describe the product or the line item.

If you are using Option 17, this field is displayed from the purchase order and can be changed.

### Offset Account

Enter the offset account to which this invoice applies. You can use the Scan option to find an appropriate entry. The system displays the corresponding description from the Chart of Accounts file so that you can verify your entry.

If you are using Option 17, the system displays the offset account from the purchase order. You can enter another offset account to override the display.

### Prorate?

Indicate whether or not freight, tax, and other amounts should be prorated to this line item. If this field is set to ‘N’, no amount is prorated to the line item nor is the line item amount included in the amount of proration for other line items. For example, if you wish to enter freight as a line item but do not want any tax, or other amounts prorated to the freight, set the Prorate? field to ‘N’. If an amount is entered in any of the freight, tax, or other fields on the invoices screen, at least one line item must accept the proration amount. If no freight, tax, or other amounts are entered, this entry is ignored.

If you are using the Discounts Lost method, discount amounts are also prorated according to the above guidelines.

### Subsidiary Type

The system displays the subsidiary type for the account, as defined in General Ledger. This reflects the subsidiary to which this line item will post.

If General Ledger is not part of your system, you may enter any value in this field. The transactions posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

### Subsidiary Code

Supply a subsidiary code if this line item is to be posted to a subsidiary costing application. If the sub type is 'GL', it is assumed the transaction will flow through to the General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

### PO Line

Enter up to 5 characters for the purchase order line number to which this invoice line item will apply.

If you are using Option 17, this field is displayed from the purchase order and can be changed.

### Warehouse

The system displays the Warehouse entry from the previous screen and the corresponding description from the Warehouses file. You can enter a different warehouse number to override the display. You can use the Scan option to find an appropriate entry.

The system verifies that the product that you enter for each line item is available at this warehouse (that is, that the product/warehouse combination is on file in the Products By Warehouse file). If not, you can select Option 18 to create a Products By Warehouse record for this combination.

If you are using Option 17, this field is displayed from the Purchase Order and can be changed.

The entered data is validated. Press RETURN to save the information on this screen.

Select Previous Image to return to the Invoices record. Select Next Record to go to the next Invoice Line Items record. Select END to go to the next Invoices record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Invoice Line Items file.

## Option 6 – Receipts Journal

Before receipts can be posted, you must print the Receipts Journal. The Receipts Journal option prints a journal of receipt transactions entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Receipts transactions.

A sample output is shown below.

```
                                                       Expert Distributing, Inc.
04/22/91 02:00 pm                                                                                                          KAY Page:  1
                                                            Receipts Journal

                                                    Purchase  Purchase        Pricing      Pricing   Pricing
Trx      PO No        Description         Line No  Quantity      Unit         Factor     Quantity      Unit   Product No       Wh
===================================================================================================================================

Operator ID AAA

0001     1001         RESALE INV          0001         5.00      EACH         1.0000         5.00      EACH     10                10
0002     1001         RESALE INV          0002        10.00      EACH         1.0000        10.00      EACH     20                20
0003     1001         RESALE INV          0003         1.00      EACH         1.0000         1.00      EACH     30                30
===================================================================================================================================

Number of Errors in This Journal:         0
===================================================================================================================================
===================================================================================================================================
```

## Option 7 – Invoices Journal

Before invoices can be posted, you must print the Invoices Journal. The Invoices Journal option prints a journal of invoice transactions entered. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. If the system finds no errors, you can post the Invoice transactions.

A sample output is shown below.

```
                                                       Expert Distributing, Inc.
04/19/91 11:54 am                                                                                                         KAY Page:  1
                                                 Accounts Payable Invoices Journal

 Trx  Vendor                                Pay Status    Inv Date Dsc Date Due Date Description                PO No    Mo/Yr
      Liab Account                                       Trx Type              Wh  Retention Account
      Invoice   Apply To   Invc Amt  Prepayment   Retention    Subtotal    Discount  Disc Basis     Freight        Tax       Other
=====================================================================================================================================

Control Group KAY / 0012  August

Post Month/Year 08 / 89

0001  00000020 Pool and Associates          Normal       09/01/89        09/30/89 RESALE INV                       1001     08 89
      2010001001  Accounts Payable, Sales                 PO Invoice          10
      AO10      AO10          81.95       0.00        0.00      81.95       0.00       81.95       0.00       0.00       0.00

Line Account                                      Item Code        Wh       Price   Quantity  Prorate?   Prorata      Amount
---- -------                                      ---------        --       -----   --------  --------   -------      ------
0001 1070001000MA  Inventory, Corp./Mfg.           10               10       3.250       5.00     Y         0.00       16.25
                   #10 3-1/2" White Round / X.2
0002 1070001000MA  Inventory, Corp./Mfg.           20               10       5.750      10.00     Y         0.00       57.50
                   #4 12" Gold Pl. Blk. Rnd / X.2
0003 1070001000MA  Inventory, Corp./Mfg.           30               20       4.100       2.00     Y         0.00        8.20
                   #56 10" Red Cylinder / X.3
                                                                                                        ----------  ----------
                                                                         -- Line Item Totals -->             0.00       81.95
-------------------------------------------------------------------------------------------------------------------------------------
 Post Mo/Yr 08 89         ----------  ----------  ----------  ----------  ----------  ----------  ----------  ----------
          Totals -->           81.95        0.00        0.00       81.95        0.00        0.00        0.00        0.00
                          ==========  ==========  ==========  ==========  ==========  ==========  ==========  ==========

                          ----------  ----------  ----------  ----------  ----------  ----------  ----------  ----------
Control Group Totals -->       81.95        0.00        0.00       81.95        0.00        0.00        0.00        0.00
                                                                                       Entered  Calculated  Difference
Control Group: KAY / 0012  August                                       Control Totals:               81.95
Exclusive?     N                                                        Hash Totals:                     20
Post Now?      Y


=====================================================================================================================================

                            Invc Amt  Prepayment   Retention    Subtotal    Discount     Freight         Tax       Other
                            --------  ----------   ---------    --------    --------     -------         ---       -----
     Grand Totals -->          81.95        0.00        0.00       81.95        0.00        0.00        0.00        0.00

Number of Errors in This Journal: 0            Number of Warnings: 0
=====================================================================================================================================
=====================================================================================================================================
```

## Option 8 – Receipts Post

During the receipts post procedures, the Purchase Orders are updated.

## Option 9 – Invoices Post

During the invoices post procedures, the Purchase Orders, Vendors, Vendor History, Unpaid Invoices, Transactions, Inventory Costing, and General Ledger Detail are updated.

## Option 10 - Request for Quotes Maintenance

This function is used to enter requests for supplier quotes. Two screens are used: the header to enter general information for a request for quote and the second to enter line items. You can enter any number of line items for a single request for quote.

Many of the fields are not required for a request for quote. However, they can be entered for purchase orders that will be generated using the Generate POs From RFQs function. Alternatively, you can enter only basic information for the request for quote, generate a purchase order from it, and add information to the purchase order using Change mode in the Purchase Orders function.

When you use this option, a record of all entries is printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown. In all cases, the User ID, date, and time are printed.

Select "Request for Quotes Maintenance" from the Special Programs option on the Transaction processing menu. The first of two Request for Quotes entry screens is shown below:

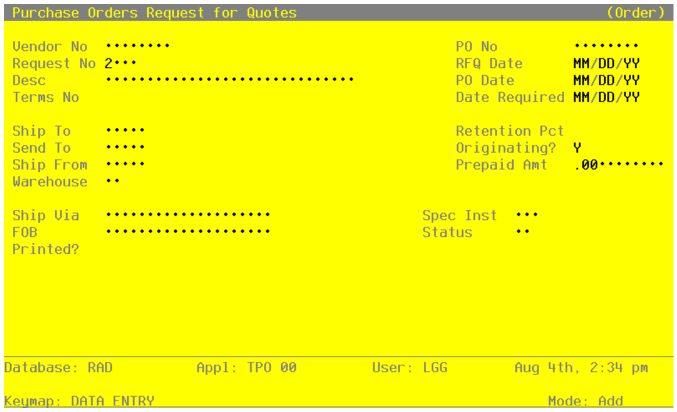


**Figure 11. The Request for Quotes Screen**

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Vendor No

Enter the supplying vendor’s number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the corresponding name so that you can verify your entry.

### PO No

If this request for quote will be converted to a purchase order, enter up to 8 characters for the ID code that will be assigned to the new purchase order.

If this request for quote will not be converted, leave this field blank.

### Request No

The system provides a sequence number, beginning with '1', for each request for quote.

### RFQ Date

Enter the date for the request for quote.

### Desc

Enter up to l6 characters to describe this request for quote.

If the request for quote is converted to a purchase order, this description is transferred to the purchase order. If Option 17 is used to create an invoice record from the purchase order (see the description of the Invoices Data Entry function), the description is transferred as the invoice description.

### PO Date

If this request for quote will be converted to a purchase order, enter the date for the purchase order.

### Terms No

The system displays the terms code for the vendor you identified in the Vendor No field. You can enter another terms code from the Terms file to change this display. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Date Required

Enter the date the merchandise is required.

### Ship To

If the order (if any) generated from this request for quote will be shipped to an address other than that of the warehouse you select (see the Warehouse field description below), enter the corresponding code from the Alternate Addresses file. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address code is entered, the system displays the first line of the Address entry from the Warehouses record.

### Retention Pct

The system displays the Retention Percent field from the Vendors record. You can enter a different, nondecimal retention percentage to override the display.

The system uses this percentage to compute the retention amount during invoice entry.

### Send To

If the order (if any) generated from this request for quote will be sent to an address other than the address on the Vendors record (see the Vendor No field description), enter the corresponding code from the Alternate Addresses file for that address. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address is entered, the system displays the name from the Vendors record.

### Originating?

If this request for quote will be converted to a purchase order, enter ‘Y’ or ‘N’ to indicate whether or not the order is an original order.

Y: This purchase order is the initial order to the vendor.

N: The purchase order is not the initial order to the vendor.

This field is for your information only.

### Ship From

If the order (if any) generated from this request for quote will be shipped from an address other than the address on the Vendors record (see the Vendor No field description), enter the corresponding code from the Alternate Addresses file. You can use the Scan option to find an appropriate entry. The system displays the corresponding Addressee Name so that you can verify your entry.

If no alternate address is entered, the system displays the name from the Vendors record.

### Prepaid Amt

Enter up to 7 digits and 2 decimals for the amount prepaid against this purchase order.

### Warehouse

If this request for quote will be converted to a purchase order, enter a 2-digit warehouse number from the Warehouses file to identify the warehouse to which the order will apply. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

This entry appears as the default Warehouse No when you enter line items for this request for quote.

### Ship Via

If this request for quote will be converted to a purchase order, enter up to 20 characters to identify the freight company to be used.

This entry is printed on the purchase order.

### Spec Instr

If this request for quote will be converted to a purchase order, enter a code from the Special Instructions file for the instructions that will be printed on the purchase order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### FOB

If this request for quote will be converted to a purchase order, enter up to 20 characters to identify the destination or shipping point to which the order (if any) generated from this request for quote will be shipped “free on board.”

This entry is printed on the purchase order.

### Status

Enter a code from the Status Codes file to describe the status of this request for quote. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

The status code is included on the request for quote form and provides a way to selectively print requests for quotes.

### Printed?*

The system displays ‘Y’ or ‘N’ to indicate whether or not this request for quote has been printed since it was last modified.

The entered data is validated. Press RETURN to save the record and continue.

Select Next Record to go to the next Request for Quotes record.

At this screen, the use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Request for Quotes file.

At this point you can enter line items for the request for quote. A sample screen is shown below:

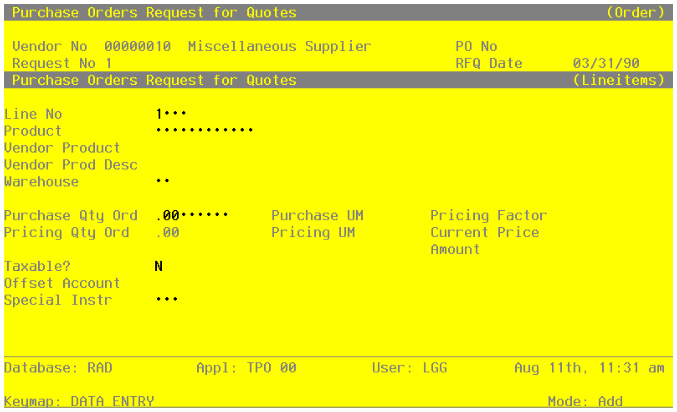


**Figure 12. The Request for Quote Line Items Screen**

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Line No

The system provides a line number, beginning with '1', for each line item on the request for quote. If this request for quote is converted to a purchase order, the line number is also used on the order.

### Product

Enter a product number from the Products file. You can use the Scan option to find an appropriate entry. The system verifies that the product is on file in the Products file. It also verifies that this product is on file in the Products By Warehouse and Products By Vendor files for the warehouse and vendor you entered on the previous screen.

If the Products By Vendor record is not on file, the system displays a warning. You can create a Products By Vendor record by selecting Option 17. The record that you create will have valid product and vendor numbers if the following conditions is true:

The option to keep detailed product by vendor information is selected in the Inventory Control Parameters file.

If the option to keep product by vendor detail is not selected, the record you create will have a valid product number and a blank vendor number. The pricing and unit of measure information that you enter on this screen are used as the initial values for the generated Products By Vendor record.

Similarly, if the Products By Warehouse record is not on file, the system displays a warning. You can create a Products By Warehouse record by selecting Option 18.

You should use caution in creating records in this way, as only a skeleton record will be created, and many fields will be filled with default values. One such field is the Qty Factor field, which is set to 1. (See the description of this field in the discussion of the Products By Vendor file in the File Maintenance section of this manual.) You can edit these records later to complete the detail.

### Vendor Product

The system displays the vendor's number for this product from the Products By Vendor file. You can enter a different vendor product number of up to 12 characters to override the display.

### Vendor Prod Desc

The system displays the vendor's product description from the Products By Vendor file. You can enter a different description of up to 30 characters to override this display.

### Warehouse

The system displays the Warehouse entry from the previous screen and the corresponding description from the Warehouses file. You can enter a different warehouse number to override the display. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Purchase Qty Ord

Enter up to 5 digits and 2 decimals for the number of purchasing units on the request for quote. The purchasing unit is displayed in the Purchase UM field on this screen (see below).

### Purchase UM*

The system displays the purchasing unit of measure for the product from the Products By Vendor file.

### Pricing Factor*

The system displays the pricing factor for the product from the Products By Vendor file. This is the factor used to convert the number of purchasing units on this request for quote (entered in the Qty Ordered field) to pricing units of measure.

### Pricing Qty Ord*

The system displays the number of pricing units on the request for quote. This is the number of purchasing units on the request (Purch Units Ord) multiplied by the Pricing Factor.

The Pricing unit of measure is displayed in the Pricing UM field on this screen (see below).

### Pricing UM*

The system displays the pricing unit of measure for the product from the Products By Vendor file.

### Current Price

The system displays the unit price of the product from the Products By Vendor file. This is the price per pricing unit of measure quoted by the supplying vendor. (The pricing unit of measure is displayed in the Pricing UM field on this screen.) You can enter a different current price of up to 6 digits and 5 decimals to override the display.

### Amount

The system displays the extended amount of this line item. The amount is computed according to this formula:

Purch Units Ord x Pricing Factor x Current Price

This formula is equivalent to the following:

Pricing Unit x Current Price

You can enter up to 7 digits and 2 decimals to override the display. If you change the amount, the system recalculates the Current Price.

### Taxable?

This field indicates whether or not sales tax is charged for this product.

Y: Sales tax is charged for this product.

N: Sales tax is not charged for this product.

By default, the system displays ‘N’ in this field. You can enter ‘Y’ to override the display.

If this request for quote is converted to a purchase order, this entry is noted on the purchase order form.

### Offset Account

The system displays the offset account for the product from the Product Classes file, followed by the description of this account from the General Ledger Chart of Accounts file. You can enter a different offset account number to override this display. You can use the Scan option to find an appropriate entry.

### Special Instr

If desired, enter a code from the Special Instructions file for the special instruction to be printed on the request for quote line item. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

This entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

Select the Previous Image option to go back to the Request for Quotes screen. Select the Next Record option to go to the next Line Items screen. Select the END option to go to the next Request for Quotes screen.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Request for Quotes Line Items file.

## Option 11 - Request for Quotes List

This function prints a listing of all requests for quotes that you have entered and not yet converted to purchase orders. Lists include items in each request for quote that can be entered or changed, as well as system-maintained information.

Select “Request For Quotes List” from the Special Programs option on the Transaction processing menu. A sample Request for Quotes List is shown below:

```
                                                      Expert Distributing, Inc.
04/18/91 11:21 am                                                                                                     KAY Page:  1
                                                       Request for Quotes List

Vendor                                       Req No RFQ Date PO Date  Date Req  Ret%  Org?  Special Instr          Prepaid Printed?
               Terms                                                            Rate        PO Status
==================================================================================================================================

Purchase Order Number

00000010 Miscellaneous Supplier           1 03/31/90                    000   Y                              0.00   Y
               010    2/10, Net 30

 Warehouse  00                                 Ship Via
 Ship To
 Send To          Miscellaneous Supplier       FOB
 Ship From        Miscellaneous Supplier

 Line  Vendor Prod   Product      Instr      Quantity    Quantity    Price Fctr      Amount   Offset Account      Taxable?
       Description                        Purchase UM  Pricing UM    Curr Price
 ----  -----------   -------      -----   -----------  ----------    ----------      ------   -------------       --------

---------------------------------------------------------------------------------------------------------------------------------

Purchase Order Number  Raw Materials

00000020 Pool and Associates              1 04/01/90          04/10/90   000   Y    040  No Sub              0.00   N
               050    Net 30

 Warehouse  10     Main Facility               Ship Via
 Ship To           Main Warehouse              Best Way
 Send To           Pool and Associates         FOB
 Ship From         Pool and Associates         Warehouse

 Line  Vendor Prod   Product      Instr      Quantity    Quantity    Price Fctr      Amount   Offset Account      Taxable?
       Description                        Purchase UM  Pricing UM    Curr Price
 ----  -----------   -------      -----   -----------  ----------    ----------      ------   -------------       --------

 0001  1035WRX2      10                        200.00      200.00      1.0000                 1070001000MA           N
       #10 3-1/2" White Round / X.2              EACH        EACH       3.25000      650.00   Inventory, Corp./Mfg.

 0002  0412GPBRX2    20                        350.00      350.00      1.0000                 1070001000MA           N
       #4 12" Gold Pl. Blk. Rnd / X.2            EACH        EACH       5.75000     2012.50   Inventory, Corp./Mfg.

---------------------------------------------------------------------------------------------------------------------------------
```

## Option 12 - Generate POs from RFQs

This function allows you to generate purchase order entry records automatically from requests for quotes that were entered with purchase order numbers. The purchase orders that are created are identified by the purchase order numbers entered on the requests for quotes.

To run this function, select “Generate POs from RFQs” from the Special Programs option on the Transaction processing menu.

## Option 13 - Receipt Full PO

This function is used to create receipt entries for an entire posted purchase order, or create receipt entries for the remainder of a partially receipted purchase order. (To enter receipts for particular line items on a purchase order, you should use the Receipts program, one of the Data Entry programs on the Transaction processing menu.)

Receipts are written into the Receipts data entry file, where they can be changed, and where a journal is required.

This function can be used only if the Receipts in PO? option is chosen in the Parameters file. For more details on receipt entry, refer to the description of the Receipts Data Entry program earlier in this section.

Select “Receipt Full PO” from the Transaction processing menu. Here is the screen that appears:

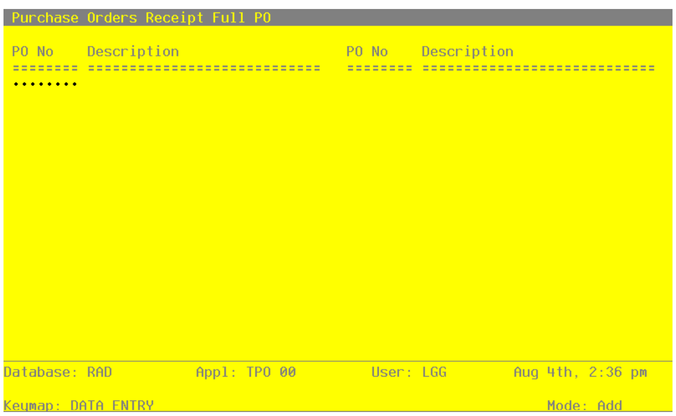


**Figure 13. The Receipt Full PO Screen**

Data items for the preceding screen are described below:

### PO No

Enter a purchase order number. This purchase order will be completely receipted. That is, receipt entries will be created for all line items on the order.

### Description*

The system displays the Description entry for the purchase order you selected.

Press RETURN to receipt another purchase order. When you have selected all purchase orders that will be completely receipted, press END to end the selection process and generate receipt entries for the selected purchase orders.

The entered data is validated. Press RETURN to display system-supplied information and then press RETURN again to save the information on this screen.

## Option 14 - Delete Completed POs

This function should be run periodically to delete any completed purchase orders from the Purchase Orders file. A purchase order is considered to be completed if it is fully invoiced and — if receipts are entered through Purchase Orders (See Parameters file) — it is fully received.

Since completed purchase orders remain on file until this function is run, it should be run on a regular basis. As a convenience, it is run automatically whenever the Post All Transactions or Print/Post All Transactions options are selected.

Purchase orders may also be manually deleted, whether or not they are completed, by using the Purchase Orders entry function.

To run this program, select “Delete Completed POs” from the special Programs option on the Transaction processing menu.

## Option 22 - Print All Journals

You are required to print journals for all purchase order receipts and invoices before you post. The Print All Journals selection allows you to print all of these journals consecutively. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journals for accuracy. If the system finds no errors, you can post the transactions.

Samples of the Receipts and Invoices Journals can be found in the sections on the Receipts Journal and Invoice Journal.

## Option 23 - Post All Transactions

When you are ready to post receipts and invoices, select this option from the Transaction processing menu. The system verifies that journals have been printed before it posts the transactions.

Refer to the sections on Receipts Post and Invoices Post for details about posting.

## Option 24 - Print/Post All Transactions

If you choose this option, the system prints a journal for all transactions. It then immediately posts all transactions. During journal printing, the system verifies that the records are accurate. Make sure that you also manually verify the journal for accuracy. The system verifies that all journals have been printed before it posts the transactions.

Refer to the Journals and Post sections on Receipts and Invoices for details and samples.

# *Chapter 3: Monthly Processing*

## Monthly Processing

The Monthly Processing menu includes the monthly status inquiry function and the monthly closing function. Here is the Monthly Processing menu:

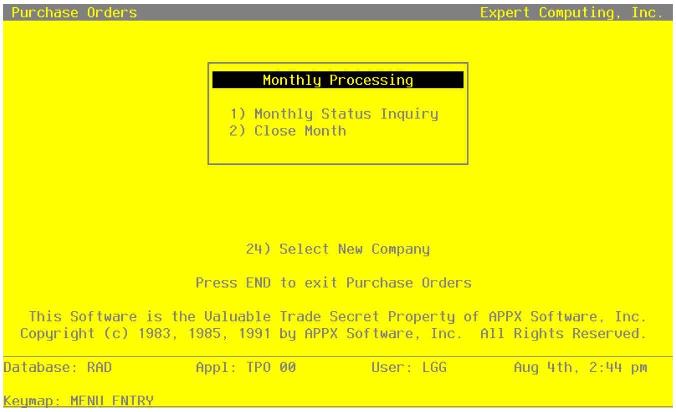


**Figure 14. The Monthly Processing Menu**

The rest of this chapter provides explanations and samples of the Monthly Processing function.

## Option 1 - Monthly Status

Use this selection to verify the current status of the Purchase Orders application. Monthly Status provides an on-screen display that shows the current calendar period and year.

Select "Monthly Status" from the Monthly Processing menu. Here is a sample Monthly Status display.

```
******************************   Monthly Status   *******************************


                        Calendar Month/Year  08 89
```

## Option 2 - Close Month

During the Close Month procedure, Purchase Orders files are prepared for the next accounting month. When closing the month, the system updates the Products By Vendor file if this update is specified in the Parameters file. It also updates the current month and year in the Parameters file.

If Purchase Orders updates the Product by Vendor file during end-of-month processing (as defined in the Parameters file), the following changes are made in the Products By Vendor file:

- The Price 1 Month Ago field is set to the Current Price.
- The Price 1 Month Ago through Price 5 Months Ago buckets are rolled back one month. That is, the Price 1 Month ago becomes the Price 2 Months ago, the Price 2 Months ago becomes the Price 3 Months Ago, and so on.
- If this is the final month of the year, the LY Units and LY Purchases fields are set to the amounts in the YTD Units and YTD Purchases fields. The YTD Units and YTD Purchases fields are cleared.

The Inventory Control Parameters file specifies whether the “final month” is the final month of the fiscal or calendar year.

Select “Close Month” from the Monthly Processing menu to run this function.

# *Chapter 4: File Maintenance*

## File Maintenance

During the Initial Setup phase, master files are established. These files contain information that the system uses to verify field entries, post transactions, and produce reports.

As you use the system during Live Operations, you may want to add or change data in these files. For example, you might add a new vendor to the Vendors file, change the payment terms in the Terms file, or change the vendor's product number on a purchase order. The File Maintenance functions allow you to update and print lists of these files.

A number of these files (for example, Vendors, Products, Products By Warehouse, and Products By Vendor) may be shared with other applications, including Accounts Payable and Inventory Control. If so, they may be updated through the other applications as well as through Purchase Orders. Here is the File Maintenance menu:

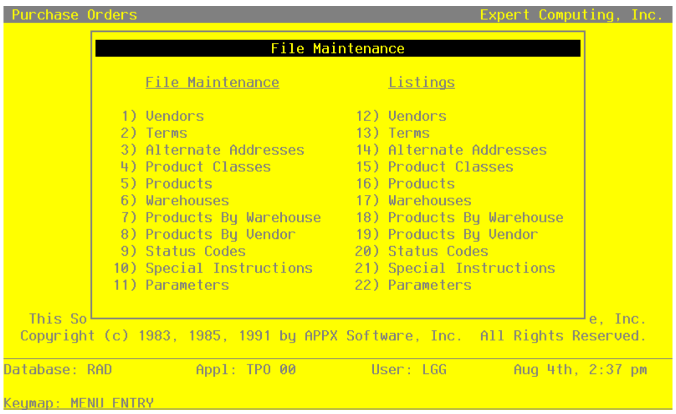


**Figure 15. The Inventory Control Menu Screen**

The following pages provide sample screens and field definitions for each File Maintenance function.

## Option 1 - Vendors

The Vendors file contains a record for each vendor. Each Vendors record includes general information such as the vendor's name and address, the terms to use from the Terms file, and the credit limit with that vendor.

Vendors are also assigned attributes that affect the method and impact of the payment. For instance, you can place a "hold" status on a particular vendor to prevent check generation in the Accounts Payable application. You also assign vendors to a specific liability account so that the system automatically posts payments to this account.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Vendors" from the File Maintenance menu. Here is a sample Vendors screen:

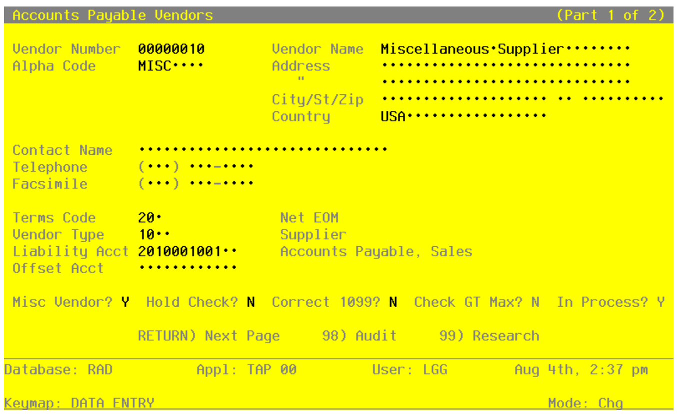


**Figure 16. The Vendors Screen - Part 1 of 2**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Vendor

Enter a unique code of up to 5 characters to identify the vendor. This is the code that will be used to recall or reference this record elsewhere in the system.

### Alpha

Enter a unique code of up to 8 characters for this vendor. You may want to use a portion of the vendor name as the code. This field is required.

The code that you enter allows you to locate the vendor if you do not know the vendor number. Also, the system will use this code to sort data for reports.

### Name

Enter up to 30 characters for the vendor name. This field is required.

If this is a miscellaneous vendor, you may want to enter ‘Miscellaneous Vendor’ for the name. During invoice entry in Live Operations, you can change this entry to a specific vendor name.

### Address (Line 1)

Enter up to 30 characters for the first line of the vendor address.

When entering a purchase order for this vendor in Live Operations, if you do not enter a code from the Alternate Addresses file, then the address that you enter here appears in the Ship From and Send To fields.

### Address (Line 2)

Enter up to 30 characters for the second line of the vendor address.

### City

Enter up to 20 characters for the city in the vendor address. Be sure to enter a comma (,) as the last character if one should be printed between the city and state on the vendor’s check during Accounts Payable Check Processing.

### State

Enter the standard 2-letter state abbreviation, if applicable.

### Zip Code

Enter up to 10 characters for the zip code in the vendor address, if applicable.

### Country

Enter up to 20 characters for the vendor’s country.

### Contact

Enter up to 20 characters for the name of the contact person for this vendor.

### Telephone

Enter up to 14 characters for the vendor’s phone number, including area code. You can use any notation or format (for example, ‘(###) ###-####’ or ‘###-###-####’).

### Facsimile

Furnish the Vendor’s FAX number.

### Terms Code

Enter the code from the Terms file that identifies the payment terms for this vendor. You can use the Scan option to find an appropriate entry. The system displays the description of the payment terms so that you can verify your entry.

### Misc Vendor?

Enter ‘Y’ or ‘N’ to indicate whether or not this vendor is a miscellaneous vendor. Miscellaneous vendor records are normally used for one-time vendors.

During invoice entry, you enter a name and address to differentiate between miscellaneous vendors, rather than allowing the system to use a fixed name and address from the Vendors file.

You can set up more than one miscellaneous vendor.

### Vendor Type

The vendor type is another method that can be used to categorize vendors. Many reports can be sorted and selected using vendor type. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Liability Account

Enter a liability account number from the General Ledger Chart of Accounts file. This field is required. You can use the Scan option to find an appropriate entry. After you enter a valid account number, the system displays the corresponding description so that you can verify your entry.

### Offset Account

Provide an offset account to use as a default on invoices entry for the vendor. You may change the default during transaction entry. You can use the Scan option to find an appropriate entry. For example, if you always purchase office supplies from this particular vendor, enter the expense account for offices supplies. If no offset account is specified, no default will occur during transaction entry. If an account number is entered, it must be a valid account in the Chart of Accounts file, and the system will display the account description so that you can verify your entry.

### Retention %

Enter a nondecimal number of up to 3 digits as a percentage for computing the retention amount. For example, to retain 10% on invoices from this vendor, enter ‘10’.

### Hold Checks?

Enter ‘Y’ or ‘N’ to indicate whether or not the system will prevent this vendor’s checks from being created during Accounts Payable Check Processing.

Y: Do not create checks for this vendor, regardless of pay status. If a Cash Requirements Report is printed in Accounts Payable, all invoices for this vendor will have a “hold” status.

N: Process this vendor’s checks as usual.

### Tax Identifying No

Enter the social security number or other tax identification number for the recipient of income reported on the 1099 form. Use this field only if you plan to generate a 1099 form for this vendor. If you make an entry in this field, the system automatically reports income for the vendor on a 1099 form.

### Pay Status

Enter one of the following codes to define the way in which the vendor is paid:

| Code | Description |
|---|---|
| N | Normal: use the payment terms defined in the Terms file. |
| T | Take the discount regardless of the payment terms. |
| H | Hold: place a hold on the check until it is released during Accounts Payable Check Processing (Edit Pay Status). |
| D | Disputed: keep the payment on hold until the problem is resolved. |

This status is similar to “hold” status.

### Bank Account No

For vendors expected to receive a 1099 form, an account number identifying the vendor is required. When creating 1099 forms on magnetic media, it is useful to be able to distinguish various accounts in this way.

This entry may be a checking or savings account number, or any other unique combination of characters. Using a vendor's Social Security Number is NOT recommended.

### In Process?

The system displays either 'Y' or 'N' to indicate whether checks have been created for this vendor, but are not yet posted. This field is used in the Cash Requirements Report to prevent the creation of multiple checks for the same invoice.

### Correct 1099?

The system defaults 'N', which assumes that the creation of 1099 forms has or will run smoothly. If it is necessary to create a correction tape for some vendors, enter 'Y' and modify the sort range to create a tape containing only corrections.

### Check GT Max?

The system displays either 'Y' or 'N' to indicate whether a check to be created will exceed the user specified 'maximum check amount.' This field is used in the Cash Requirements Report to indicate this condition for all checks to be created.

The entered data is validated. Press RETURN to continue.

Select Next Record to go to the next Vendors record.

At this screen, the use of the MODE keys —ADD, DEL, CHG, or INQ—pertain to those records in the Vendors file.

The screen below presents additional information about Vendors.

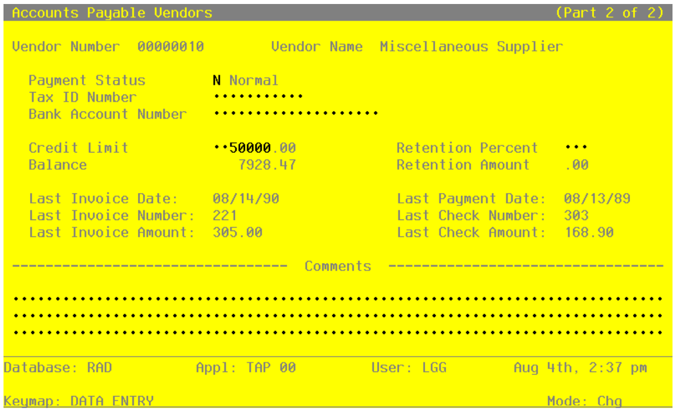


**Figure 17. The Vendors Screen - Part 2 of 2**

Data items for the preceding screen are described below.

### Vendor

The Vendor and Name fields are displayed from the previous screen, and are not editable.

### Credit Limit

Supply the amount of your credit limit with this particular vendor. If you leave a blank or zero (‘0’) entry in this field, the system assumes a limit of zero, not an unlimited line of credit. An unlimited amount of credit is represented by 9999999999. However, the Credit Limit field does not preclude entry of purchases over the limit. For informational purposes only, the Vendor Credit Limit appears on the Accounts Payable Vendor Activity Inquiry and the Vendor Credit Report.

### Balance

During Initial Setup, enter the outstanding balance owed to the vendor. In Live Operations, this balance is maintained by the system based on the invoices, payments, and adjustments posted to the Vendor’s account. For informational purposes only, the Vendor Balance appears on the Accounts Payable Vendor Activity Inquiry and the Vendor Credit Report.

### Retention

Provide the retention balance owed to this vendor. During Live Operations, this field is system maintained and display only.

### Last Invoice Date

The date of the most recent invoice processed for this vendor is shown.

### Last Payment Date

The check date of the last payment made to this vendor is shown. During Initial Setup, you may enter this date.

### Last Invoice Number

The number of the last invoice processed for this vendor is shown. During Initial Setup, you may enter the number of the last invoice received from this vendor.

### Last Check Number

The check number of the last check processed for this vendor is displayed. During Initial Setup, you may supply the number of the last check issued to the vendor.

### Last Invoice Amount

The amount of the last invoice posted for this vendor is displayed. During Initial Setup, you may provide the amount of the invoice you entered in the ‘Last Invoice Number’ field.

### Last Check Amount

This is the amount of the last check processed for this vendor. During Initial Setup, you may provide the amount of the check you entered in the ‘Check Number’ field.

### Comment

Enter a text field, up to 237 characters in length.

Use this field to store a comment or any other pertinent information relating to this vendor. This text is displayed on several inquiries and reports.

## Option 2 - Terms

The Terms file contains a set of standard payment schedules and discount terms that are assigned to vendors. By specifying “discount days” and “net days,” you can set limits on when an invoice must be paid in order to receive a discount, and when the net invoice amount is actually due. During invoice entry the system computes and enters the discount amount and due dates for the invoice according to the terms code assigned to the vendor on the invoice.

The due dates for discount and net invoice payments are defined by a payment code. This code specifies whether the system calculates this date based on the invoice date, the end of the month, or up to two specific days in the month.

When you use this option, a record of all entries is printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown. In all cases, the User ID, date, and time are printed.

Select "Terms" from the File Maintenance menu. Here is a sample Terms screen:

```
 Accounts Payable Terms

                                     ----- Discount ----- ------- Net --------
 Terms                               Pmt  Within Specific Pmt  Within Specific
 Code Description             Disc % Code  Days    Days   Code  Days    Days
 ==== ======================== ====== ==== ====== ======== ==== ====== ========
 10•  2/10,•Net•30•••••••••••• 2.000•  1      10•   0•  0•   1     30•   0•  0•
 20   Net EOM                   .000   1      0     0   0    2     0     0   0
 30   3/15th, Net 25th         3.000   3      0     15  0    3     0     25  0
 40   Cash                      .000   0      0     0   0    1     0     0   0
 50   Net 30                    .000   1      0     0   0    1     30    0   0
 60   2/10,25 N/25,10          2.000   3      0     10  25   3     0     25  10

                      RETURN) Next Record    98) Audit Info

Database: RAD          Appl: TAP 00         User: LGG        Aug 4th, 2:38 pm

Keymap: DATA ENTRY                                                Mode: Chg
```

**Figure 18. The Terms Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Terms Code

Enter a code of up to 3 digits to identify this Terms record. This is the code that will be used to recall or reference this record elsewhere in the system.

### Description

Enter up to 16 characters to describe the payment terms (for example, '2/10, net 30').

### Discount %

Enter the discount percentage for this Terms record. You can enter up to 6 characters, including the decimal point and up to 3 decimal places. For example, 2 1/2% would be entered as '2.5'.

### Payment Code

Enter one of the following codes to indicate the date from which the payment days are counted:

1: From the invoice date

2: From the last day of the month

3: From a specific day or days of the month (for example, the 15th or the 25th)

### "Within" Days (Discount)

Enter the number of days within which invoices must be paid in order to qualify for the discount percentage.

### "Within" Days (Net)

Enter the number of days within which invoices must be paid in order to avoid service charges.

### Specific Days of the Month

If you entered '3' in the Payment Code field, enter the date(s) of the month from which the payment days will be counted. You can enter up to two dates for discounts and two dates for net payments.

For example, if you entered "10 25" under Discount and "25 10" under Net, it would mean:

- For invoices dated from the 25th through the 9th, the discount due date is the 10th and the net invoice due date is the 25th.
- For invoices dated from the 10th through the 24th, the discount due date is the 25th and the net invoice due date is the 10th of the following month.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Terms record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Terms file.

## Option 3 - Alternate Addresses

This file contains alternate addresses that are used regularly, such as the “ship to,” “send to,” or “ship from” addresses on purchase orders. The “ship to” address refers to where the merchandise is sent; “send to” is where the purchase order (paperwork) should be sent; and “ship from” is the address from which the merchandise originates.

By default, the system uses the address from the Warehouses file for the “ship to” address. It uses the address from the Vendors file for the “send to” and “ship from” addresses. These default addresses are used if these fields are left blank during purchase order entry. However, if no alternate address is entered, the “ship from” address (that is, the default) is not printed on the purchase order. If you often use alternate addresses, they can be set up here and identified by code on the purchase order.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select “Alternate Addresses” from the File Maintenance menu. Here is a sample Alternate Addresses screen:

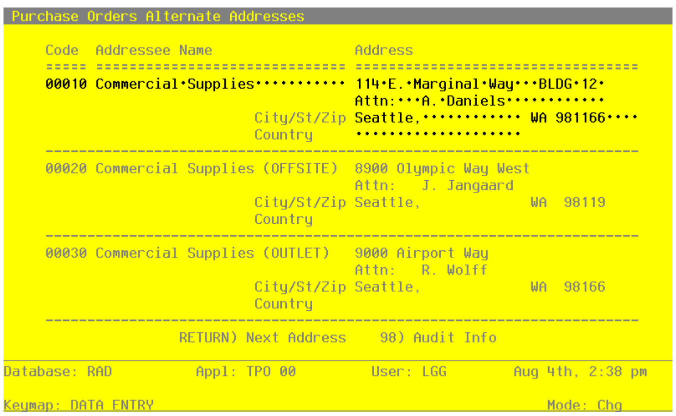


**Figure 19. The Alternate Addresses Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Address Code

Enter a unique code of up to 5 characters to identify the alternate address.

This code could be associated with the vendor number or the warehouse number to make it easier to remember. For example, the alternate “ship from” address for vendor 500 might have ‘500’ for the Address Code.

### Addressee Name

Enter up to 30 characters for the name of the addressee.

### Address Line 1

Enter up to 30 characters for the first line of the address.

### Address Line 2

Enter up to 30 characters for the second line of the address.

### City

Enter up to 30 characters for the name of the city.

### State/Zip Code

Enter 2 characters to identify the state and up to 10 characters for the zip code, if applicable.

### Country

Enter up to 20 characters to identify the country.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Alternate Addresses record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Alternate Addresses file.

## Option 4 - Product Classes

The Product Classes file identifies product classifications and the General Ledger accounts used for products within each classification.

Each product class is assigned a unique number. The record in the Products file for each product contains a reference to the product class number. Because the product class is associated with General Ledger accounts, each product is associated with the appropriate General Ledger accounts.

When you use this option, a record of all entries is printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown. In all cases, the User ID, date, and time are printed.

Select "Product Classes" from the File Maintenance menu. The Product Classes entry screen is shown below:

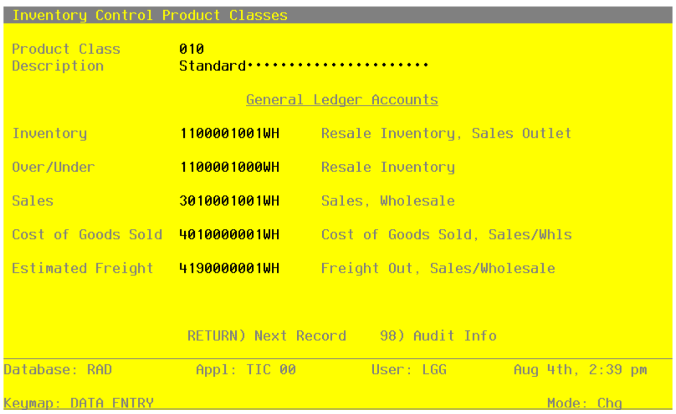


**Figure 20. The Product Classes Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product Class Number

Enter a unique number of up to 3 digits to identify the product class. This is the number that will be used to recall or reference this record elsewhere in the system.

### Description

Enter up to 30 characters to describe the product class.

### Inventory

Enter the default General Ledger account number for the inventory account to which all activity for products in this class will be posted. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Over/Under

Enter the General Ledger account number for the adjustment account to which all overages and underages for products in this class will be posted. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Sales

Enter the General Ledger account number for the sales account for products in this class. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Cost of Goods Sold

Enter the General Ledger account number for the cost of goods sold account for products in this class. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Estimated Freight

Enter the General Ledger account number for the estimated freight account to which estimated freight costs for products in this class will be posted. If the General Ledger application is part of the system, this number must be on file in the Chart of Accounts file. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

If you use this feature in Purchase Orders, you must select it in the Inventory Control Parameters file. The actual percentage is entered on the Products record.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Product Classes record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Product Classes file.

## Option 5 - Products

The Products file contains a record for each product in inventory. Products in this file can be raw materials, standard inventory products, nonstock items (including services), or manufactured goods.

Records in the Products file are tied to Product Class records, which include General Ledger account numbers, so that transactions involving each product can be posted to the appropriate General Ledger accounts.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Products" from the File Maintenance menu. The Products entry screen is shown below:

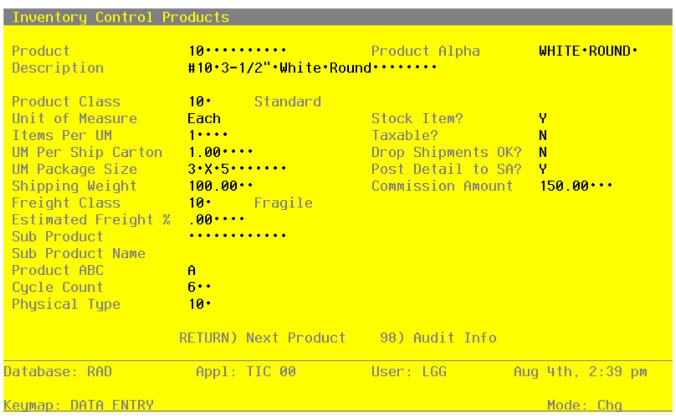


**Figure 21. The Products Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product

Enter up to 12 characters to identify the product. This is the code that will be used to recall or reference this record elsewhere in the system.

### Product Alpha

Enter a unique code of up to 12 characters for this product. The code that you enter allows you to locate the product if you do not know the product number. Also, the system can use this code to sort data for reports.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

### Description

Enter up to 30 characters to identify the product.

If this field is changed, the system automatically changes this field on all Products By Warehouse and Products By Vendor records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

### Product Class

Enter the product class to which this product belongs. You can use the Scan option to find an appropriate entry. The product class you enter must be in the Product Classes file. The system displays the corresponding description so that you can verify your entry. The Product Classes record identifies the General Ledger accounts that are used for this product.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product. Posted purchase orders are not changed and would require an operator to manually change any affected General Ledger accounts on the purchase order.

### Unit of Measure

Enter up to 4 characters to describe the stockkeeping unit of measure used for the product as it is stored in inventory. For example, if shirts are stored by the package in inventory, you could enter ‘Pkg’ here.

This field is for your information only. It is occasionally displayed for reference on other records.

### Stock Item?

Enter ‘Y’ or ‘N’ to specify whether or not this is a regularly stocked product.

Y: This is a regularly stocked product. Sales invoices posted with this product number in the Product No field will reduce on hand quantities in inventory.

N: This is a nonstock product. A nonstock item does not have “on hand” quantities that can be reduced. You can also enter ‘N’ here for a service (for example, installation or repair). Sales invoices posted with this product number will not reduce on hand quantities.

### Items per UM

Enter up to 5 digits to specify the number of individual items included in the unit of measure. Using the example given for the Unit of Measure field, if each package (unit of measure) contains 3 shirts, you would enter ‘3’ here. This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

### Taxable?

Enter ‘Y’ or ‘N’ to specify whether or not this product is subject to sales tax when sold. This field is used by the Order Entry and Accounts Receivable applications.

Y: This product is subject to sales tax.

N: This product is not subject to sales tax. If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product. Thus, you should change this field only if no purchase orders remain open or if you also plan to modify all related records through the appropriate File Maintenance functions.

### UM per Ship Carton

Enter up to 5 digits and 2 decimals for the number of units of measure in the shipping carton used for this product. Using the Unit of Measure example, if shirts are shipped in cartons that contain 4 packages (units of measure), you would enter ‘4’ here. This field is for your information only.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

### Drop Shipments OK?

Enter 'Y' or 'N' to specify whether or not this product can be drop shipped from the vendor directly to the customer's site.

Y: This product can be drop shipped.

N: This product cannot be drop shipped.

Drop shipped products are products in transit that are assigned to a "dummy" warehouse known as a "drop ship" warehouse. The drop ship warehouse is specified in the Parameters file in the Inventory Control application. A drop shipment is recorded as on hand inventory in the drop ship warehouse until a sales invoice is posted against it.

### UM Package Size

Enter up to 12 characters to describe the size or dimensions of the package. This field is for your information only.

### Post Detail to SA?

Enter 'Y' or 'N' to specify whether or not sales data detail for the product (units, dollars, and margin) will be posted to the Sales Analysis application.

Y: Sales data will be posted to Sales Analysis.

N: Sales data will not be posted to Sales Analysis, or Sales Analysis is not part of the system.

This entry can be specified in the Products By Warehouse file if not appropriate at the product level.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

### Shipping Weight

Enter up to 5 digits and 2 decimals for the weight of the product when it is packaged for shipping. This amount should reflect a consistent, standard unit of measure (for example, ounces, pounds, or tons).

### Commission Amount

If your salespeople receive a fixed commission for this product, enter up to 5 digits and 2 decimals for the dollar amount of the commission per unit of measure.

### Freight Class

Enter up to 3 digits to identify the freight class under which this product, as packaged for shipping, is shipped. If the Order Entry application is part of the system, this freight class must be on file in the Freight Classes file, and the system will display the corresponding description so that you can verify your entry.

### Estimated Freight %

Enter up to 3 digits and 2 decimals to specify the percentage used to cover the estimated freight cost of the product. To use the estimated freight Option, it must be specified in the Parameters file in the Inventory Control application. The estimated freight percentage is used during invoice entry in Live Operations. The percentage is applied to each invoice line item that contains this product before cost records are updated in the Inventory Control application. The added cost is posted to the estimated freight account identified on the product's Product Classes record.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

### Sub Product No

Enter the product number of a product that can be substituted for this product if this product is not available. The product number you enter must be on file in the Products file.

The substitute product number will be available in the Order Entry application to refer orders for the unavailable product to the substitute product.

### Sub Product Name*

The system displays the description of the substitute product entered in the preceding field.

### Product ABC

Enter 'A', 'B', or 'C' to provide another way to classify this product. (This selection can be entered by warehouse, using the Product/Warehouse file.)

The "ABC" classification can be used to sort products for reports or inquiry on a dollar or like-type basis. If the Inventory Control application is part of the system, this classification can also be used to select products with similar cost or turnover for partial physical inventory.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

### Cycle Count

Enter up to 2 digits to specify the number of times per year that physical inventory should be taken for this product. This entry provides another classification to use when selecting products for physical inventory.

### Physical Type

Enter up to 3 characters to provide an additional classification for this product.

The physical type can be used to group products of similar types when a partial physical inventory is taken. It can also be used to sort products for reports and inquiry.

If this field is changed, the system automatically changes this field on all Products By Warehouse records that include this product.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products file.

## Option 6 - Warehouses

The Warehouses file describes each inventory warehouse in the system. Each record in the file includes a unique warehouse number, an address and phone number, and a manager's name.

When you use this option, a record of all entries is printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown. In all cases, the User ID, date, and time are printed.

Select "Warehouses" from the File Maintenance menu. Here is the Warehouses entry screen:

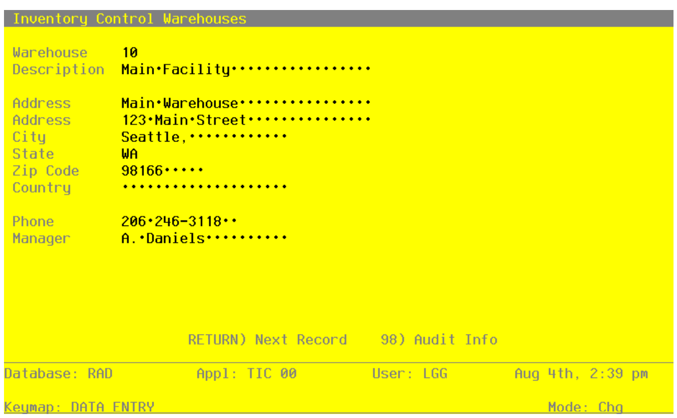


**Figure 22. The Warehouses Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Warehouse

Enter 2 digits to identify the warehouse. This is the code that will be used to recall or reference this record elsewhere in the system.

### Description

Enter up to 30 characters to describe the warehouse.

### Address (Line 1)

Enter up to 30 characters for the warehouse's address.

During purchase order entry, the system displays the address you enter here as the default "ship to" address.

### Address (Line 2)

If needed, enter up to 30 additional characters to complete the warehouse address.

### City

Enter up to 20 characters for the city where the warehouse is located.

### State

Enter the standard 2-letter state abbreviation.

### Zip Code

Enter up to 10 characters for the zip code.

### Country

Enter up to 20 characters for the country where the warehouse is located.

### Phone

Enter up to 14 characters for the warehouse's phone number, including area code. You can use any notation or format (for example, '(###) ###-####').

### Manager

Enter up to 20 characters for the warehouse manager's name.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Warehouses record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Warehouses file.

## Option 7 - Products By Warehouse

The Products By Warehouse file associates each product in the Products file with the warehouse(s) in which it is stored. If products are found in more than one warehouse, a record is set up in this file for each combination. Each product must be on file in the Products file, and each warehouse must be on file in the Warehouses file.

During purchase order entry, a missing Products By Warehouse record can be created by selecting Option 18. (Refer to the description of Purchase Orders in the Order Processing chapter of this manual.) Such records are created with default values for certain fields and blanks for others. These records should be completed by entering detail through this File Maintenance function.

Product By Warehouse records contain the system-maintained cost, quantity, purchases, and sales data, plus the selling price and quantity breaks and the reorder points for the product.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Products By Warehouse" from the File Maintenance menu. Certain fields on the screen do not apply if the Inventory Control, Order Entry, or Sales Analysis applications are not part of the system. Below is the first Products By Warehouse screen.

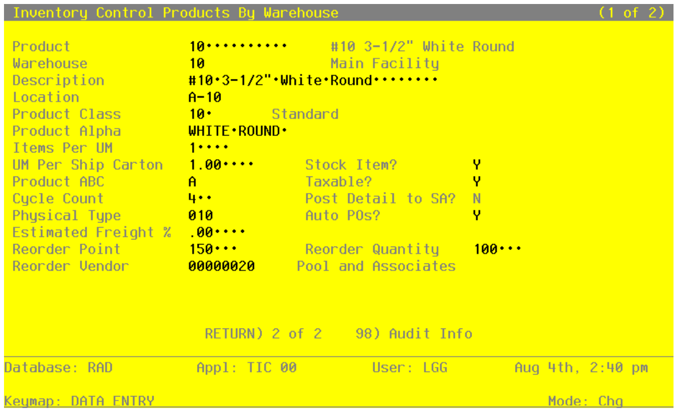


**Figure 23. The Products By Warehouse Screen - Part 1 of 2**

Certain entries on this screen are automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product

Enter the product number from the Products file to be set up on the Product By Warehouse record. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Warehouse

Enter the number from the Warehouses file that identifies a warehouse carrying the product. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

You must establish a separate record for each product/warehouse combination.

### Description

Enter up to 30 characters to describe the product/warehouse combination.

### Location

Enter up to 4 characters to specify the location of the product in the warehouse.

Product locations are printed on physical count sheets to aid in taking physical inventories.

### Product Class

The system displays the product class number for this product from the Products file. You can enter a new product class to override the display. The description from the Product Classes file is displayed so that you can verify your entry.

### Product Alpha

The system displays the product alpha from the Products record. You can enter a new product alpha to override the display.

### Items Per UM

The system displays the Items Per UM entry from the Products record. You can enter up to 5 digits to override the display.

### UM Per Ship Carton

The system displays the UM Per Ship Carton entry from the Products record. You can enter up to 5 digits and 2 decimals to override the display.

### Stock Item?

The system displays the Stock Item? flag (‘Y’ or ‘N’) from the Products record. It may be changed.

### Product ABC

The system displays the Product ABC type entry from the Products record. It may be changed.

### Taxable?

The system displays the Taxable? flag (‘Y’ or ‘N’) from the Products record. It may be changed.

### Cycle Count

The system displays the Cycle Count entry from the Products record. You can enter a new cycle count of up to 2 digits to override the display.

### Post Detail to SA?

The system displays the Post Detail to SA? flag ('Y' or 'N') from the Products record. It may be changed.

### Physical Type

The system displays the Physical Type entry from the Products record. You can enter a new physical type of up to 3 characters to override the display.

### Auto POs?

Enter 'Y' or 'N' to specify whether or not the system will automatically create Inventory Control reorder records when the product reaches the reorder point at the warehouse. If you use this feature, Inventory Control must be part of the system.

Y: Reorder records will be created for the product when it reaches the reorder point.

N: Reorder records will not be created. Enter 'N' if Inventory Control is not part of the system. You can review, change, or delete reorder records at any time. The system uses reorder records to generate purchase orders. The entries you make in the Reorder Point, Reorder Quantity, and Reorder Vendor fields on this screen are used on the initial reorder record.

### Estimated Freight %

The system displays the Estimated Freight Percentage entry from the Products record. You can enter a new percentage of up to 3 digits and 2 decimals to override the display.

### Reorder Point

Enter up to 5 digits to identify the point at which the product should be reordered for this warehouse. The reorder point is the number of on hand stockkeeping units at which more product should be ordered.

### Reorder Quantity

Enter up to 5 digits for the number of stockkeeping units to be ordered when the reorder point is reached. The system converts the stockkeeping units entered here into purchasing units (using the Quantity Factor on the Product By Vendor record) for the reorder record.

### Reorder Vendor

Enter the 5-digit number from the Vendors file for the vendor to be used on reorders of this product. You can use the Scan option to find an appropriate entry. The system displays the vendor's name on the screen so that you can verify your entry. You can leave this field blank if you do not know who the reorder vendor will be.

If the Auto POs? option is used in Inventory Control, the vendor is included on the automatic reorder record before it creates purchase orders. The vendor may be changed on the reorder record. If the Reorder Vendor field is left blank, the vendor name on the reorder record is blank; it can be entered after the record is created.

The entered data is validated. Press RETURN to continue.

Select Next Record to go to the next Products By Warehouse record.

At this screen, the use of the MODE keys — ADD, DEL, CHG, or INQ — pertain to those records in the Products By Warehouse file.

Below is the second Products By Warehouse screen.

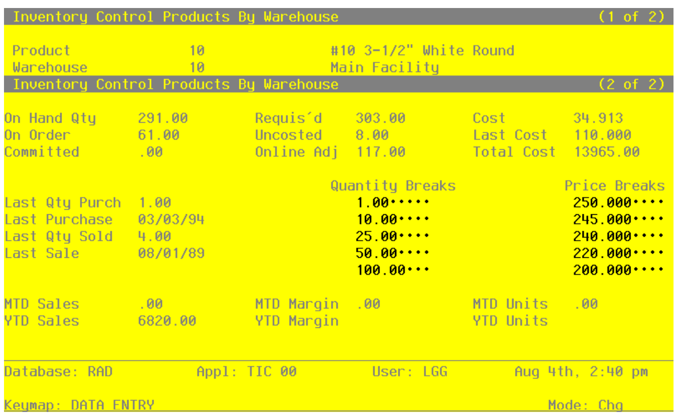


**Figure 24. The Products By Warehouse Screen - Part 2 of 2**

Certain entries on this screen will be automatically displayed. If an asterisk (*) appears next to one of the fields listed below, it indicates a "display-only" field, which cannot be changed.

Also, certain fields on the screen do not apply if the Inventory Control or Order Entry application is not part of the system. In this case, you do not need to make entries in these fields. An asterisk (*) appears next to these fields.

### Product*

The system displays the Product entry from the previous screen and the corresponding description.

### Warehouse*

The system displays the Warehouse entry from the previous screen and the corresponding description from the Warehouses file.

### On Hand Qty*

The system displays the number of stockkeeping units of the product that are on hand at the warehouse.

### Requis'd*

The system displays the number of stockkeeping units of the product that are requisitioned (in Inventory Control) for this warehouse.

### Cost*

The system displays the current unit cost of the product at this warehouse. The unit cost includes both the purchase price of the unit and any additional prorated costs applied to the cost of the product (for example, freight and tax).

### On Order*

The system displays the number of stockkeeping units of the product that are on order for this warehouse.

### Uncosted*

The system displays the number of stockkeeping units of the product that have been received but not yet invoiced (costed).

If the Inventory Control application is part of the system, Inventory Control transactions update this field on line.

### Last Cost*

The system displays the most recent unit cost of the product at the warehouse.

### Committed*

The system displays the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

If the Order Entry application is part of the system, this field is updated by Sales Order Entry.

### Online Adj*

The system displays the number of stockkeeping units of the product that have been sold (and shipped) but not posted.

If the Order Entry application is part of the system, this field is updated by Sales Order Entry or Shipping Confirmation.

### Total Cost*

The system displays the total cost of all stockkeeping units on hand at this warehouse. For example, if 50 of these products are on hand at the warehouse, the system displays the combined cost of these 50 products.

Due to fluctuations in the Cost field, the Total Cost field should not be expected to contain a value equal to the quantity of the product multiplied by its current cost.

### Last Qty Purch*

The system displays the number of stockkeeping units of the product that were last purchased for this warehouse.

This field is updated during purchase order entry (on line) and during invoice posting.

### Last Purchase*

The system displays the date on which the product was last purchased for the warehouse.

During purchase order posting, this field is updated to the purchase order date. During invoice posting, this field is updated to the invoice date.

### Last Qty Sold*

The system displays the number of units of the product that were included in the last sale of the product from this warehouse. Invoice posting updates this field.

### Last Sale*

The system displays the date that the product was last sold from this warehouse.

### Quantity Breaks

You can enter up to 5 quantity/price breaks. The quantities for each price break are identified here. (The prices are entered in the column to the right.) Enter up to 5 digits and 2 decimals to identify each of the quantity breaks. Quantity/price breaks are used by the Order Entry application.

### Price Breaks

The prices for each quantity break are identified here. (The quantities are entered in the column to the left.) Enter up to 6 digits and 3 decimals to identify the selling price offered at each quantity break.

Here is a sample table of quantity and price breaks:

| Quantity Breaks | Price Breaks |
|---|---|
| 1.00 | 15.000 |
| 100.00 | 13.000 |
| 10000.00 | 11.000 |

This table indicates the following pricing:

- Purchases of 1 to 99 units are priced at $15.00 per unit
- Purchases of 100 to 9,999 units are priced at $13.00 per unit
- Purchases of 10,000 units and up are priced at $11.00 per unit

### MTD Sales*

The system displays the month-to-date sales dollars earned on the product at this warehouse. This field is updated from Order Entry.

### MTD Margin*

The system displays the month-to-date sales margin (sales dollars less cost) for the product at this warehouse. This field is updated from Order Entry.

### MTD Units*

The system displays the number of units of the product that have been sold from this warehouse during the current month. This field is updated from Order Entry.

### YTD Sales*

The system displays the year-to-date sales dollars earned on the product at this warehouse. This field is updated from Order Entry.

### YTD Margin*

The system displays the year-to-date sales margin (sales dollars less cost) for the product at this warehouse. This field is updated from Order Entry.

### YTD Units*

The system displays the number of units of the product that have been sold at this warehouse during the current year. This field is updated from Order Entry.

The entered data is validated. Press RETURN to save the information on these screens.

Select Next Record to go to the next Products by Warehouse record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products By Warehouse file.

## Option 8 - Products By Vendor

The Products By Vendor file associates each product with a vendor. If the Inventory Control application is part of the system, the option to keep detail by vendor can be chosen in the Inventory Control Parameters file. If this option is chosen, a separate record is established for each product/vendor combination if more than one vendor supplies the product. If this option is not chosen, detail is kept by product only. If Inventory Control is not part of the system, detail must be kept by vendor.

Information in this file is kept in terms of the supplier's pricing units. You can enter conversion factors, which are used by the system to convert purchasing units to pricing and stockkeeping units.

With Inventory Control in the system, you have the option of maintaining records on a calendar or fiscal year basis.

Records in this file can be created automatically by selecting Option 17 during purchase order line item entry. (Refer to the description of Purchase Orders in the Order Processing chapter of this manual.) Such records are created with default values for certain fields, including Pricing Factor, Quantity Factor, and Lead Time. Some fields in these records are also left blank, including Pricing Unit and Purchasing Unit.

Month-to-date and year-to-date purchase data (prices and units) are kept for all purchase orders processed during the month or year. Last-year totals for the number of units purchased and the dollar amounts of those purchases from each supplying vendor are also maintained. The system maintains price changes for the six months previous to the current month.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select “Products By Vendor” from the File Maintenance menu. The entry screen is shown below.

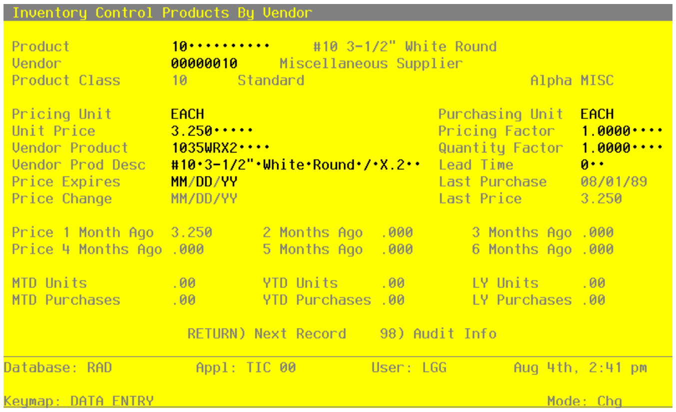

**Figure 25. The Products By Vendor Screen**

Certain entries on this screen are automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Product

Enter the product number from the Products file to be set up on the Products By Vendor record. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you can verify your entry.

### Vendor

If the Inventory Control application is part of the system and you choose to keep detail by vendor, or if Inventory Control is not part of the system, enter a 5-digit number from the Vendors file. You can use the Scan option to find an appropriate entry. The system displays the vendor name so that you can verify your entry.

Multiple vendors can be entered on separate Products By Vendor records. If Inventory Control is part of the system and you do not choose to keep detail by vendor in the Products By Vendor file, leave this field blank.

### Alpha*

The system displays the Vendor Alpha from the Vendors record.

### Product Class*

The system displays the product class number to which the product belongs. The corresponding description from the Product Classes file is also displayed.

The system changes this field automatically if the Product Class No field on the Products record is changed.

### Pricing Unit

Enter up to 4 characters to identify the pricing unit used by the vendor when quoting prices. For example, if the vendor price for this product is quoted as $.06 per foot (for example, of wire), the pricing unit would be ‘Foot’.

### Purchasing Unit

Enter up to 4 characters to identify the purchasing unit of measure. For example, if the pricing unit is a foot, and it is purchased by rolls, the Purchasing Unit would be ‘Roll’.

The Purchasing Units Ordered field on a purchase order must be entered in terms of purchasing units.

This field is for your information only.

### Unit Price

Enter up to 7 digits and 2 decimals for the current price of the pricing unit.

### Pricing Factor

Enter up to 5 digits and 4 decimals for the factor used to convert the purchasing unit to the pricing units. The default is ‘1.00’, the pricing factor used if the pricing and purchasing units are the same. For example, if the purchasing unit is gallons and the pricing unit is pints, then the Pricing Factor entry would be ‘8’. If the purchasing unit is pints and the pricing unit is gallons, then the Pricing Factor entry would be ‘.125’.

As another example, if the purchasing unit is tons and the pricing unit is pounds, the Pricing Factor would be ‘2000’. If the purchasing unit is pounds and the pricing unit is tons, the Pricing Factor would be ‘.0005’.

### Vendor Product

Enter up to 12 characters to identify the vendor's product number for the product. This information is included on purchase orders to the vendor.

### Quantity Factor

Enter up to 5 digits and 2 decimals for the factor used to convert the purchase unit to your inventory or stockkeeping unit.

For example, if you buy a product in gallons, but price and stock the product in pints, the Quantity Factor is '8'. On the other hand, if you purchase the product in pints but price and stock the product in gallons, the Quantity Factor is '.125'.

This factor is used to determine how many products are entered into the inventory from a purchase. It is also used by the reorder function in Inventory Control to determine the reorder quantity for automatically generated purchase orders. When the reorder point is reached, the system uses this factor to convert your reorder quantity into purchasing units.

The default is '1.00', the Quantity Factor used if the purchase unit and the stockkeeping unit are the same.

Here is an example of the relationship between the conversion factors:

| | |
|---|---|
| Purchasing Unit | Gallons (stock purchased in 'gallons') |
| Pricing Factor | 8 |
| Pricing Unit | Pint (stock priced in 'pints') |
| Quantity Factor | 8 |
| Stockkeeping Unit | Pint (stock quantity maintained in 'pints') |

### Vendor Prod Desc

Enter up to 30 characters for the vendor's description of the product. This information is included on purchase orders to the vendor.

### Lead Time

Enter up to three digits to identify the number of days of lead time needed when ordering the product from this vendor.

Lead time is printed on the Request for Quotes form.

### Price Expires

Enter the date on which the Unit Price expires. This field is for your information only.

### Last Purchase*

The system displays the date of the last invoice for this product from this vendor.

This field is updated when invoices are posted.

### Price Change*

The system displays the date of the last price change for the product from this vendor. The date comes from entries made using the Purchase Price By Product or Purchase Price By Percentage utility program in Inventory Control.

### Last Price*

The system displays the price charged on the last invoice of this product from this vendor (that is, the unit price on the last posted invoice).

If the Inventory Control application is present, this figure is updated during invoice posting.

The following items reflect the current price in effect at each month-end for the last six months. These prices are updated during Close Month processing through Purchase Orders or Inventory Control.

### Price 1 Month Ago*

The system displays the unit price charged by the vendor one month ago. After you run Close Month processing, the unit price in the Current Price field rolls back into this field.

### Price 2 Months Ago*

The system displays the unit price charged by the vendor two months ago.

After you run Close Month processing, the unit price in the Price 1 Month Ago field rolls back into this field.

### Price 3 Months Ago*

The system displays the unit price charged by the vendor three months ago.

After you run Close Month processing, the unit price in the Price 2 Months Ago field rolls back into this field.

### Price 4 Months Ago*

The system displays the unit price charged by the vendor four months ago.

After you run Close Month processing, the unit price in the Price 3 Months Ago field rolls back into this field.

### Price 5 Months Ago*

The system displays the unit price charged by the vendor five months ago.

After you run Close Month processing, the unit price in the Price 4 Months Ago field rolls back into this field.

### Price 6 Months Ago*

The system displays the unit price charged by the vendor six months ago.

After you run Close Month processing, the unit price in the Price 5 Months Ago field rolls back into this field.

### MTD Units*

The system displays the number of pricing units purchased from the vendor in the current month.

### YTD Units*

The system displays the number of pricing units purchased from the vendor in the current year, including the current month.

Depending on the specification in the Inventory Control Parameters file, the “current year” may be either the current fiscal year or the current calendar year. If Inventory Control is not part of the system, the “current year” is always the calendar year.

### LY Units*

The system displays the number of pricing units purchased from the vendor in the previous year.

Depending on the specification in the Inventory Control Parameters file, the “previous year” may be either the previous fiscal year or the previous calendar year. If Inventory Control is not part of the system, the “previous year” is always the calendar year.

### MTD Purchases*

The system displays the cost of the pricing units purchased from the vendor in the current month.

### YTD Purchases*

The system displays the cost of the pricing units purchased from the vendor in the current year, including the current month.

Depending on the specification in the Inventory Control Parameters file, the “current year” may be either the current fiscal year or the current calendar year. If Inventory Control is not part of the system, the “current year” is always the calendar year.

### LY Purchases*

The system displays the cost of the pricing units purchased from the vendor in the previous year.

Depending on the specification in the Inventory Control Parameters file, the “previous year” may be either the previous fiscal year or the previous calendar year. If Inventory Control is not part of the system, the “previous year” is always the calendar year.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Products By Vendor record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Products By Vendor file.

## Option 9 - Status Codes

This file contains codes for each type of purchase order status (for example, confirmed, pending, or backordered). A status code can be entered on a purchase order record for reference. It is included in the Purchase Orders report, and it can be used as a sort option for the report.

As the status of a posted purchase order changes, the code can be updated using Purchase Orders Data Entry.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select “Status Codes” from the File Maintenance menu. Here is a Status Codes entry screen:

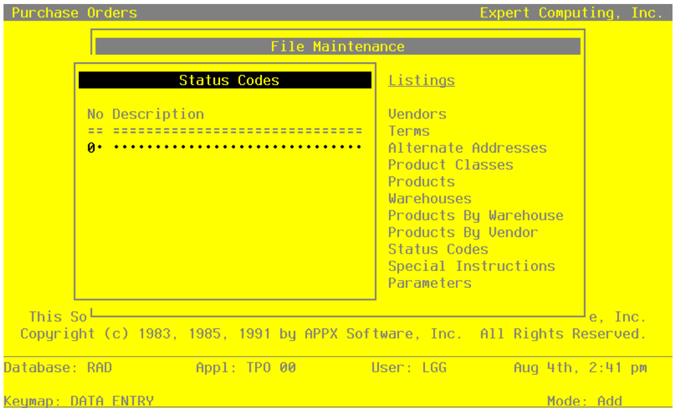


**Figure 26. The Status Codes Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Status No

Enter a unique code of up to 2 digits. This is the code that will be used to recall or reference this record elsewhere in the system.

### Description

Enter up to 11 characters to describe the corresponding status. Examples might be 'CONFIRMED' or 'PENDING'.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Status Codes record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Status Codes file.

## Option 10 - Special Instructions

This file contains special instructions that are printed on purchase order forms. Each instruction in this file is identified by a code. To include a special instruction on an order, enter the code on the purchase order during data entry. Special instructions can apply either to an entire purchase order (printed at the bottom of the form) or to a specific line item on a purchase order (printed with the line item on the form).

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Special Instructions" from the File Maintenance menu. Here is a sample Special Instructions screen:

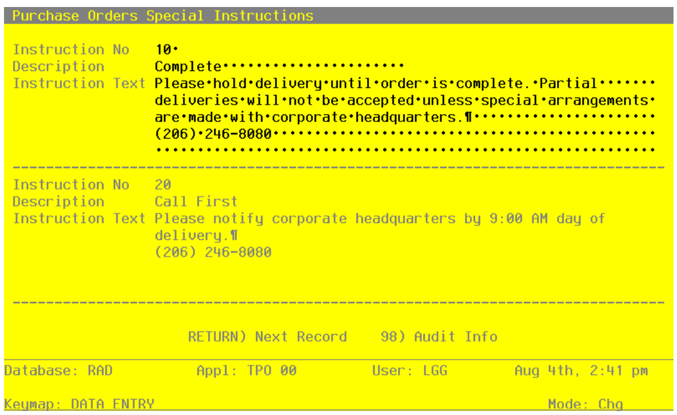


**Figure 27. The Special Instructions Screen**

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

### Instruction No

Enter a unique code of up to 3 digits to identify the instruction. This is the number requested when the item is recalled or referenced on a purchase order.

### Description

Enter up to 10 characters to describe the instruction. This description is displayed when the code is entered on a purchase order.

### Instruction Text

Enter up to 5 lines of 60 characters each for the special instruction or standard message. This instruction or message is printed on the purchase order form.

Press RETURN to save the information on this screen.

Select Next Record to go to the next Special Instructions record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Special Instructions file.

## Option 11 - Parameters

The Parameters file defines options that specify how the Purchase Orders application works. The information in this file specifies interfaces with other applications, and various system options. The Purchase Orders application refers to this file during routine processing.

When you use this option, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and, in all cases, the User ID, date, and time are printed.

Select "Parameters" from the File Maintenance menu. Here is the Parameters screen:

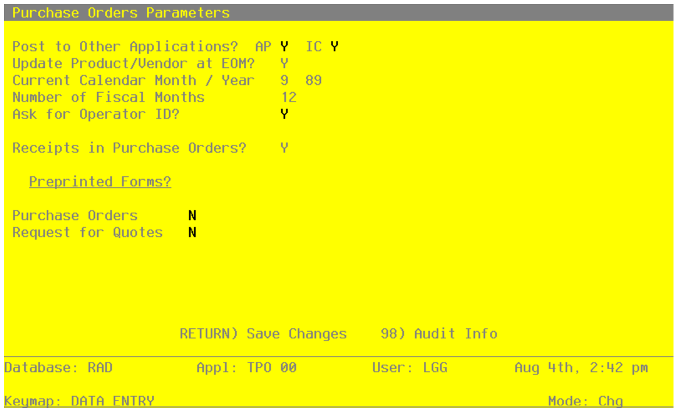


**Figure 28. The Parameters Screen**

Certain entries on this screen automatically display. In most cases, a displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display-only” field, which cannot be changed.

Data items for the preceding screen are described below:

### Post to Other Applications?

The system displays ‘Y’ or ‘N’ to indicate whether or not information can be transferred to each of the applications listed. Abbreviations are:

AP: Accounts Payable

IC: Inventory Control

Either of these displays can be changed.

If you enter ‘N’ for AP, you must also enter ‘N’ for IC. (That is, your system must post to Accounts Payable if it will post to Inventory Control.)

### Update Product/Vendor at EOM?*

The system displays ‘Y’ or ‘N’ to indicate whether or not Purchase Orders updates history in the Products By Vendor file during end-of-month processing.

Y: Purchase Orders updates history in the Products By Vendor file during end-of-month processing.

N: Purchase Orders does not update history in the Products By Vendor file during end-of-month processing. Products By Vendor history is be updated through the Inventory Control application.

### Current Calendar Month / Year*

The system displays the current calendar month and year.

### Number of Fiscal Months*

The system displays ‘12’ or ‘13’ to specify the number of periods in the fiscal year.

### Ask for Operator ID?

An entry of ‘Y’ indicates that you want to be able to edit another operator’s entries during Receipts Entry in Order Processing. An entry of ‘N’ means that the entries in the Receipts file will “belong” to the operator who entered them, and will not be editable by another operator.

### Receipts in Purchase Orders?*

Y: Product receipts are entered through Purchase Orders.

If the Inventory Control application is part of the system, receipt entry updates the on order, uncosted, and on hand quantities in the Products By Warehouse file.

If Inventory Control is not part of the system, receipt entry updates only the on order quantity.

N: Receipts are not entered through Purchase Orders; they must be entered through the Inventory Control application. The Receipts Data Entry, Journal, and Post functions in Purchase Orders Live Operations Transaction Processing are disabled.

### Preprinted Forms?

It is possible to get special forms that have been designed specifically for this Purchase Orders application. However, you can print the forms on standard 9-1/2 by 11-inch paper if you prefer. Enter ‘Y’ to indicate that you are using the special preprinted form indicated.

The entered data is validated. Press RETURN to save the information on this screen.

## Option 12 - Vendors List

You can print the contents of any file by selecting the corresponding list from the File Maintenance menu. Lists include those items in each record that can be entered or changed, as well as system-maintained information.

During Live Operations, you should print lists to check the accuracy of the data that is being entered. These lists provide you with a printed record of the information used during Live Operations. This option prints a listing of the Vendors file.

The screen shown below allows you to chose to print the short Vendors List.

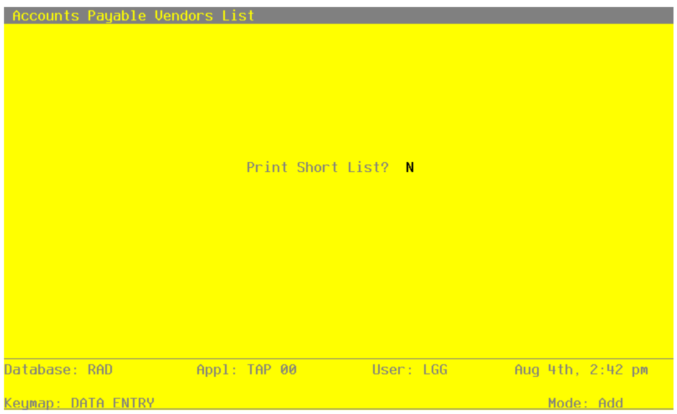


**Figure 29. The Vendors List Screen**

Data items for the preceding screen are described below:

### Print Short List?

Enter ‘Y’ (yes) or ‘N’ (no). The initial default value is ‘N.’ This field is required. Indicate whether or not you wish to print the short Vendors List. Press RETURN to save the information on this screen.

A sample Vendors List (long form) is shown below.

```
                                              Expert Distributing, Inc.
04/18/91 11:26 am                                                                                             KAY Page:  1
                                                     Vendors List
==================================================================================================================================

00000040 ALBERT    Albert Materials, Inc.              Hold Checks?   N   Misc Vendor? N       Balance:            12698.00
                   10112 West Smith                    Pay Status:    Normal                   Credit Limit:       9999999
                                                       Tax ID No:                              Retention:     3 %  1767.15
                   Seattle, WA 98112                   Bank Acct No:  205698                   Last Invoice Date:  08/14/89
                   USA                                 Correct 1099?  N                        Last Invoice No:    96215
                   Phone:        206-555-1256          FAX:           206-555-9874             Last Invoice Amt:   2058.00
                   Contact:      Milton Albert         Terms:         060  2/10,25 N/25,10     Last Pymt Date:     08/11/89
                   Vendor Type:  10    Supplier                                                Last Check No:      312
                   Liab Acct:    2010001001  Accounts Payable, Sales                           Last Check Amt:     427.55
                   Offset Acct:  4010000000MA  Cost of Goods Sold, Corp./Mfg.                  Check GT Max? N     In Process? Y
                   Comment:  Prompt Supplier.
-------------------------------------------------------------------------------------------------------------------------------


00000150 CARPENTR  Carpenter's Union #101              Hold Checks?   N   Misc Vendor? N       Balance:            0.00
                   Union Hall                          Pay Status:    Normal                   Credit Limit:       9999999
                                                       Tax ID No:                              Retention:     0 %  0.00
                   Seattle WA 98101                    Bank Acct No:                           Last Invoice Date:
                   USA                                 Correct 1099?  N                        Last Invoice No:
                   Phone:        (206)441-2367         FAX:                                    Last Invoice Amt:   0.00
                   Contact:      Fritz Holden          Terms:         000                      Last Pymt Date:
                   Vendor Type:  40    Agent                                                   Last Check No:      0
                   Liab Acct:    2050600000  Carpenter's Union #101                            Last Check Amt:     0.00
                   Offset Acct:                                                                Check GT Max? N     In Process? N
                   Comment:
-------------------------------------------------------------------------------------------------------------------------------


00000160 ELECTRIC  Electrician's Union #238            Hold Checks?   N   Misc Vendor? N       Balance:            0.00
                   Electrician's Hall                  Pay Status:    Normal                   Credit Limit:       9999999
                                                       Tax ID No:                              Retention:     0 %  0.00
                   Seattle WA 98111                    Bank Acct No:                           Last Invoice Date:
                   USA                                 Correct 1099?  N                        Last Invoice No:
                   Phone:        (206)431-8909         FAX:                                    Last Invoice Amt:   0.00
                   Contact:      Cal Worthington       Terms:         000                      Last Pymt Date:
                   Vendor Type:  40    Agent                                                   Last Check No:      0
                   Liab Acct:    2050700000  Electrician's Union #238                          Last Check Amt:     0.00
                   Offset Acct:                                                                Check GT Max? N     In Process? N
                   Comment:
-------------------------------------------------------------------------------------------------------------------------------
```

A sample Vendors List (short form) is shown below.

Expert Distributing, Inc.

04/18/91 11:31 am KAY Page: 1

Vendors List (Short)

| Name | Vendor | Contact | Phone | FAX | Trm | Description |
|---|---|---|---|---|---|---|
| Albert Materials, Inc. | 00000040 | Milton Albert | 206-555-1256 | 206-555-9874 | 60 | 2/10,25 N/25,10 |
| Carpenter's Union #101 | 00000150 | Fritz Holden | (206)441-2367 | | 0 | |
| Electrician's Union #238 | 00000160 | Cal Worthington | (206)431-8909 | | 0 | |
| Hardware Services, Inc. | 00000050 | George Johnson | 206-555-0079 | 206-555-1008 | 10 | 2/10, Net 30 |
| Insurances Unlimited | 00000070 | Scott Hansen | 206-555-9988 | 206-555-6000 | 40 | Cash |
| Internal Revenue Service | 00000110 | Henry Worthmeyer | 456-7890 | | 40 | Cash |
| Sam Jones | 00000080 | | 313/568-9652 | | 20 | Net EOM |
| Miscellaneous Supplier | 00000010 | | | | 20 | Net EOM |
| Mountain Air Conditioning | 00000030 | Herman Hill | 206-555-9872 | 206-555-9871 | 30 | 3/15th, Net 25th |
| George Peters | 00000090 | | 303/987-5515 | 303/987-2274 | 20 | Net EOM |
| Pool and Associates | 00000020 | Susan White | 206-555-4778 | 206-555-4777 | 20 | Net EOM |
| State Industrial Insurance | 00000130 | Joel Bomburg | 352-9821 | | 40 | Cash |
| State Withholding Agency | 00000120 | Janice Sdmith | 352-1456 | | 40 | Cash |
| State Unemployment Insurance | 00000140 | | 352-0764 | | 40 | Cash |
| Travel Planners | 00000060 | Jill Peterson | 206-555-4112 | 206-555-1212 | 50 | Net 30 |
| Kris Williams | 00000100 | | 262/987-6541 | | 20 | Net EOM |

## Option 13 - Terms List

This option prints a listing of the Terms file. A sample output is shown below.

Expert Distributing, Inc.

04/30/91 11:49 am KAY Page: 1

Terms List

| Terms Code | Description | Disc % | Disc Code | Disc Days | Code Description | Discount Day of Mo | Discount Day of Mo | Net Code | Net Days | Code Description | -- Net -- Day of Mo | -- Net -- Day of Mo |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 010 | 2/10, Net 30 | 2.000 | 3 | 10 | Specific Days | 25 | 9 | 3 | 30 | Specific Days | 25 | |
| 020 | Net EOM | 0.000 | | | | | | 2 | 0 | End of Month | | |
| 030 | 3/15th, Net 25th | 3.000 | 3 | 0 | Specific Days | 15 | | 3 | 0 | Specific Days | 25 | |
| 040 | Cash | 0.000 | | | | | | 1 | 0 | Invoice Date | | |
| 050 | Net 30 | 0.000 | 1 | 0 | Invoice Date | | | 1 | 30 | Invoice Date | | |
| 060 | 2/10,25 N/25,10 | 2.000 | 3 | 0 | Specific Days | 10 | 25 | 3 | 0 | Specific Days | 25 | 10 |

## Option 14 - Alternate Addresses List

This option prints a listing of the Alternate Addresses file. A sample output is shown below.

```
                                             Expert Distributing, Inc.
04/18/91 11:36 am                                                                                              KAY Page:  1
                                              Alternate Addresses List

                          Addr Code  Address
===========================================================================================================================
                          00010      Commercial Supplies
                                     114 E. Marginal Way   BLDG 12
                                     Attn:   A. Daniels
                                     Seattle,              WA  981166

                          00020      Commercial Supplies (OFFSITE)
                                     8900 Olympic Way West
                                     Attn:   J. Jangaard
                                     Seattle,              WA   98119

                          00030      Commercial Supplies (OUTLET)
                                     9000 Airport Way
                                     Attn:   R. Wolff
                                     Seattle,              WA   98166

                          00040      International Affiliate
                                     1000 Harbour Avenue
                                     Building 909A
                                     Victoria              BC  N6B 2H8     Canada

                          00050      East Coast Subsidiary
                                     9010 Boylston Avenue
                                     Suite 3600
                                     Boston                MA  20038
```

## Option 15 - Product Classes List

This option prints a listing of the Product Classes file. A sample output is shown below.

```
                                                   Expert Distributing, Inc.
04/18/91 11:37 am                                                                                                 KAY Page:    1
                                                      Product Classes List

Account                          Description                      Account                          Description
================================================================================================================================
010  Standard

Inventory          1100001001WH  Resale Inventory, Sales Outlet   Over/Under         1100001000WH  Resale Inventory
Sales              3010001001WH  Sales, Wholesale                 Cost of Goods Sold  4010000001WH  Cost of Goods Sold, Sales/Whls
Estimated Freight  4190000001WH  Freight Out, Sales/Wholesale

020  Special Order

Inventory          1100001000WH  Resale Inventory                 Over/Under         1100001000WH  Resale Inventory
Sales              3010001001WH  Sales, Wholesale                 Cost of Goods Sold  4010000001WH  Cost of Goods Sold, Sales/Whls
Estimated Freight  4190000001WH  Freight Out, Sales/Wholesale

030  Custom

Inventory          1100001001WH  Resale Inventory, Sales Outlet   Over/Under         1100001000WH  Resale Inventory
Sales              3010001001WH  Sales, Wholesale                 Cost of Goods Sold  4010000001WH  Cost of Goods Sold, Sales/Whls
Estimated Freight  4190000001WH  Freight Out, Sales/Wholesale
```

## Option 16 - Products List

This option prints a listing of the Products file. The screen shown below allows you to choose to print the short Products List.

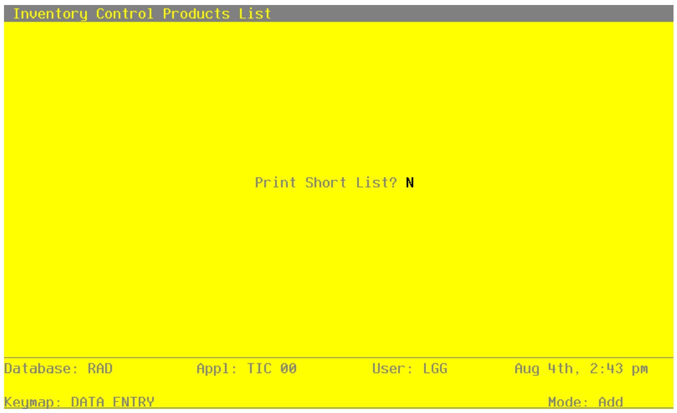


**Figure 29. The Products List Screen**

Data items for the preceding screen are described below:

### Print Short List?

Enter ‘Y’ (yes) or ‘N’ (no). The initial default value is ‘N.’ This field is required.

Indicate whether or not you wish to print the short Products List.

Press RETURN to save the information on this screen.

A sample Products List (long form) is shown below.

```
                                                    Expert Distributing, Inc.
04/18/91 11:42 am                                                                                              KAY Page:    1
                                                         Products List

   Class   I/U     U/Ctn  Stk? Tax?  U/M DS?  Package     Frt Cl  Est Frt  S/A?  Ship Wt   Commiss   Sub Product  ABC  Cycle
Phys
================================================================================================================================
10            #10 3-1/2" White Round          Alpha = WHITE ROUND
   010       1      1.00   Y    N    Each  N  3 X 5          010     0.00    Y    100.00    150.00                  A     06  10

20             #4 12" Gold Plated Black Round  Alpha = BLACK ROUND
   020       1      1.00   Y    Y    Each  N  2 X 2          020     0.00    Y     15.00    250.00                  B     04  20

30            #56 10" Red Cylinder            Alpha = RED CYLINDER
   030       1      1.00   Y    N    Each  N  3 X 6          010     0.00    N     25.00    300.00   40             C     06  10

40            #58 10" Yellow Cylinder         Alpha = YEL CYLINDER
   030       1      1.00   Y    N    Each  N  3 X 6          010     0.00    N     25.00      7.00                  C     01  10
```

A sample Products List (short form) is shown below.

```
                                         Expert Distributing, Inc.
04/18/91 11:48 am                                                                                    KAY Page:  1
                                          Products List (Short)

                                                                 Product     Unit     Stock
Product           Description                        Alpha            Class     Measure   Item?  Taxable?
======================================================================================================================
10                #10 3-1/2" White Round             WHITE ROUND        10        Each       Y       N
20                #4 12" Gold Plated Black Round     BLACK ROUND        20        Each       Y       Y
30                #56 10" Red Cylinder               RED CYLINDER       30        Each       Y       N
40                #58 10" Yellow Cylinder            YEL CYLINDER       30        Each       Y       N
```

## Option 17 - Warehouses List

This option prints a listing of the Warehouses file. A sample output is shown below.

```
                                              Expert Distributing, Inc.
04/18/91 12:17 pm                                                                                         KAY Page:    1
                                                  Warehouses List

              Warehouse                           Ship to Address                Manager/Phone
======================================================================================================================
              10     Main Facility                Main Warehouse                 A. Daniels
                                                  123 Main Street                206 246-3118
                                                  Seattle,          WA
                                                  98166

              20     South End Facility           South End Warehouse            B. Smith
                                                   114 E. Marginal Way   Bldg 12  206 246-3118
                                                  Seattle,          WA
                                                  98166

              30     North End Facility           North End Warehouse            J. Jangaard
                                                   8900 Olympic Way North         206 282-9998
                                                  Everett,          WA
                                                  98119

              99     Drop Ship Warehouse          Drop Ship Warehouse            Corporate Office
                                                  123 Main Street                (202) 246-7022
                                                  Seattle,          WA
                                                  98166
```

## Option 18 - Products By Warehouse List

This option prints a listing of the Products By Warehouse file. A sample output is shown below.

```
                                                Expert Distributing, Inc.
04/18/91 12:40 pm                                                                                      KAY Page:    1
                                                Products By Warehouse List

                                                                                                Phys
Product                                       Warehouse                        Loc   Alpha       Class  Type  ABC  Stk?  Tax?
==============================================================================================================================
10           #10 3-1/2" White Round           10  Main Facility                A-10  WHITE ROUND   010  010    A    Y     Y

             Reorder Point      150        On Hand      291.00       Cost                 34.913   Items/Unit          1
             Reorder Quantity   100        On Order      61.00       Last Cost           110.000   Units Per Carton     1.00
             Reorder Vendor    00000020    Committed      0.00       Total Cost         13965.00   Post to S/A      N
             Auto POs             Y        Requis'd     301.00       Estimated Freight %    0.00   Cycle Count      04
                                           Uncosted       6.00

                                                                                          Quantity Breaks   Price Breaks
             Last Qty Purch     5.00       MTD Sales      1000.00    YTD Sales      6820.00          1.00         250.000
             Last Purchase    05/29/89     MTD Units         4.00    YTD Units        31.00         10.00         245.000
             Last Qty Sold      4.00       MTD Margin      440.00    YTD Margin     3400.00         25.00         240.000
             Last Sale        08/01/89                                                              50.00         220.000
                                                                                                   100.00         200.000


10           #10 3-1/2" White Round           20  South End Facility           B-02  WHITE ROUND   020  010    A    Y     Y

             Reorder Point      100        On Hand      722.00       Cost                 16.146   Items/Unit          1
             Reorder Quantity     0        On Order     260.00       Last Cost            62.500   Units Per Carton     1.00
             Reorder Vendor    00000020    Committed      0.00       Total Cost         14402.50   Post to S/A      N
             Auto POs             N        Requis'd      90.00       Estimated Freight %    0.00   Cycle Count      04
                                           Uncosted      12.00

                                                                                          Quantity Breaks   Price Breaks
             Last Qty Purch   6000.00      MTD Sales         0.00    YTD Sales         0.00          1.00         320.000
             Last Purchase    05/29/89     MTD Units         0.00    YTD Units         0.00         10.00         315.000
             Last Qty Sold      0.00       MTD Margin        0.00    YTD Margin        0.00         25.00         310.000
             Last Sale                                                                              50.00         305.000
                                                                                                   100.00         295.000


10           #10 3-1/2" White Round           99  Drop Ship Warehouse          D-09                010              Y     Y

             Reorder Point        0        On Hand        1.00       Cost                  0.000   Items/Unit          1
             Reorder Quantity     0        On Order     500.00       Last Cost             0.000   Units Per Carton     0.00
             Reorder Vendor                Committed      1.00       Total Cost             0.00   Post to S/A      N
             Auto POs             N        Requis'd       0.00       Estimated Freight %    0.00   Cycle Count      00
                                           Uncosted       0.00
```

## Option 19 - Products By Vendor List

This option prints a listing of the Products By Vendor file. A sample output is shown below.

```
                                                  Expert Distributing, Inc.
04/18/91 12:51 pm                                                                                        KAY Page:    1
                                                   Products By Vendor List

Product
Vendor         Description                     Alpha     Vendor          Pricing    Pricing    Purch      Quantity    Lead
                                             Prod Class  Product         Unit       Factor     Unit         Factor    Time
=============================================================================================================================
10             #10 3-1/2" White Round
00000020      Pool and Associates            POOL
               #10 3-1/2" White Round / X.2       010   1035WRX2        EACH        1.0000    EACH         1.0000     010

               Unit Price        110.250          Price 1 Month  Ago      97.000             MTD Units          234.00
               Price Expires                            2 Months Ago      95.000             YTD Units         1500.00
               Price Change     07/31/85                3 Months Ago      96.000             LY  Units         5000.00
                                                        4 Months Ago      92.000             MTD Purchases    20000.00
               Last Purchase    05/29/89                5 Months Ago                         YTD Purchases   120000.00
               Last Price        100.250                6 Months Ago                         LY  Purchases   250000.00

20             #4 12" Gold Plated Black Round
00000020      Pool and Associates            POOL
               #4 12" Gold Pl. Blk. Rnd / X.2     020   0412GPBRX2      EACH        1.0000    EACH         1.0000     021

               Unit Price        155.750          Price 1 Month  Ago     145.500             MTD Units          125.00
               Price Expires                            2 Months Ago     142.750             YTD Units          125.00
               Price Change     07/31/85                3 Months Ago     140.000             LY  Units          500.00
                                                        4 Months Ago     138.750             MTD Purchases    18750.00
               Last Purchase    05/29/89                5 Months Ago     135.000             YTD Purchases    18750.00
               Last Price        150.750                6 Months Ago     133.300             LY  Purchases    50000.00

30             #56 10" Red Cylinder
00000020      Pool and Associates            POOL
               #56 10" Red Cylinder / X.3         030   4510RCX3        EACH        1.0000    EACH         1.0000     010

               Unit Price         98.000          Price 1 Month  Ago     105.000             MTD Units            0.00
               Price Expires                            2 Months Ago     102.000             YTD Units           25.00
               Price Change     07/31/85                3 Months Ago     100.000             LY  Units          135.00
                                                        4 Months Ago                         MTD Purchases        0.00
               Last Purchase    06/10/89                5 Months Ago                         YTD Purchases     2375.00
               Last Price         98.100                6 Months Ago                         LY  Purchases    14200.00

40             #58 10" Yellow Cylinder
00000020      Pool and Associates            POOL
               #58 10" Yellow Cylinder / X.3      030   7839YCX3        EACH        1.0000    EACH         1.0000     015

               Unit Price         25.350          Price 1 Month  Ago      22.750             MTD Units          320.00
               Price Expires                            2 Months Ago      21.500             YTD Units          400.00
               Price Change                             3 Months Ago      20.350             LY  Units            0.00
                                                        4 Months Ago      18.750             MTD Purchases     8125.00
               Last Purchase    04/05/89                5 Months Ago      17.500             YTD Purchases    12500.00
               Last Price          0.000                6 Months Ago      15.000             LY  Purchases        0.00
```

## Option 20 - Status Codes List

This option prints a listing of the Status Codes file. A sample output is shown below.

```
                                                  Expert Distributing, Inc.
04/18/91 03:57 pm                                                                                              KAY Page:  1
                                                      Status Codes List

                                            Status
                                            Number                PO Status
================================================================================================================================
                                                10                Confirmed

                                                20                Pending

                                                30                Backordered

                                                40                Delayed

                                                50                Past Due

                                                60                Partial

                                                70                Credit Hold
```

## Option 21 - Special Instructions List

This option prints a listing of the Special Instructions file. A sample output is shown below.

```
                                          Expert Distributing, Inc.
04/18/91 03:58 pm                                                                       KAY Page:  1
                                          Special Instructions List

  Instruction No          Description          Text
====================================================================================================
        010               Complete              Please hold delivery until order is complete. Partial
                                                 deliveries will not be accepted unless special arrangements
                                                are made with corporate headquarters.
                                               (206) 246-8080

        020               Call First            Please notify corporate headquarters by 9:00 AM day of
                                               delivery.
                                               (206) 246-8080

        030               No B/Order            Back orders are not acceptable. Quantities not filled in
                                                 original shipment will be considered cancelled unless prior
                                                 arrangement is made with corporate headquarters.
                                               (206) 246-8080

        040               No Sub                Receiving department is not allowed to accept any
                                                 substitutions without written acknowledgement from
                                                 corporate headquarters. Please notify in advance of any
                                               substitution.
                                               (206) 246-8080
```

## Option 22 - Parameters List

This option prints a listing of the Parameters file. A sample output is shown below.

```
                                          Expert Distributing, Inc.
04/18/91 03:59 pm                                                                       KAY Page:  1
                                        Purchase Orders Parameters List
====================================================================================================

                               Post to Other Applications?  AP Y  IC Y
                               Update Product/Vendor at EOM?   Y
                               Current Calendar Month / Year    8 89
                               Number of Fiscal Months         12
                               Receipts in Purchase Orders?    Y

                                  Preprinted Forms?
                                  -----------------

                               Purchase Orders        N
                               Request for Quotes     N
```

# *Chapter 5: Reports and Inquiry*

## Reports and Inquiry

The Purchase Orders application includes reports that show open purchase orders by product number; purchase history by vendor and product; and annualized inflation rates by vendor and averaged by product.

Report information is based on data contained in the Purchase Orders and Inventory Control files. You can sort the information that appears in these reports according to your needs, and you can select the level of detail that you want to appear. Some reports contain information that is not available if the Inventory Control, Accounts Payable, or Order Entry applications are not part of the system.

The Inquiry selection provides a quick way to look at the status of a selected purchase order. The Reports and Inquiry menu is shown below:

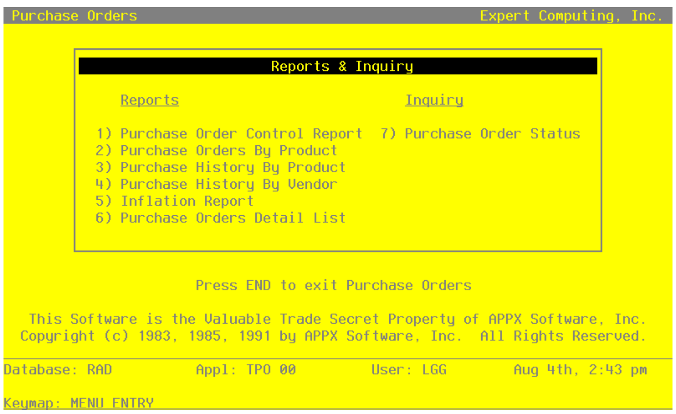


**Figure 30. The Reports and Inquiry Menu**

## Option 1 - Purchase Order Control Report

This report lists open purchase orders and shows the current status of each purchase order. A sample Purchase Order Control Report is shown below.

```
                                                     Expert Distributing, Inc.
04/19/91 09:57 am                                                                                                        KAY Page:  1
                                                   Purchase Order Control Report
                                       Vendor                                              PO    Required Shipping  Ack'n
PO No        Vendor                    Order    Contact               Phone               Date     Date     Date     Date   PO Status
=====================================================================================================================================
1001          Pool and Associates       I13250   Susan White           206-555-4778   08/01/89 08/10/89 08/05/89 08/10/89 Confirmed

1002          Pool and Associates       I8212525 Susan White           206-555-4778   08/01/89 08/10/89 08/08/89 08/15/89 Confirmed
```

## Option 2 - Purchase Orders By Product Report

This report lists, for each product, the open purchase orders on which the product appears. Here is a sample Purchase Orders By Product Report:

```
                                          Expert Distributing, Inc.
04/19/91 10:41 am                                                                                       KAY Page:  1
                                       Purchase Orders By Product Report

           Line                                           Vendor     Shipping      Original                  Unit
  PO No      No   PO Date      Vendor Name                Order        Date         Qty Ord        Amount    Meas
====================================================================================================================

Product 10 #10 3-1/2" White Round

  1001     0001   08/01/89   00000020 Pool and Associates      I13250     08/05/89        5.00         16.25    EACH
  1002     0001   08/01/89   00000020 Pool and Associates      I8212525   08/08/89     6000.00      19500.00    EACH
                                                                                   ------------  ------------
                                               -- Product Number Totals -->        6005.00      19516.25
                                                                                   ============  ============

Product 20 #4 12" Gold Plated Black Round

  1001     0002   08/01/89   00000020 Pool and Associates      I13250     08/05/89       10.00         57.50    EACH
  1002     0002   08/01/89   00000020 Pool and Associates      I8212525   08/08/89     6000.00      34500.00    EACH
                                                                                   ------------  ------------
                                               -- Product Number Totals -->        6010.00      34557.50
                                                                                   ============  ============

Product 30 #56 10" Red Cylinder

  1001     0003   08/01/89   00000020 Pool and Associates      I13250     08/05/89        2.00          8.20    EACH
  1002     0003   08/01/89   00000020 Pool and Associates      I8212525   08/08/89     3000.00      12300.00    EACH
                                                                                   ------------  ------------
                                               -- Product Number Totals -->        3002.00      12308.20
                                                                                   ============  ============

                                                                                                 ------------
                                                       -- Grand Total -->                           66381.95
                                                                                                 ============
```

## Option 3 - Purchase History by Product Report

This report lists each product and vendor. For each product/vendor combination, it shows unit and purchase information, the last cost, and purchase detail (in pricing units) for the current month, current year, and previous year.

Here is a sample Purchase History by Product Report:

```
                                                     Expert Distributing, Inc.
04/19/91 10:43 am                                                                                                  KAY Page:     1
                                                  Product Purchase History Report

                                         Last  Last     Pricing      MTD        MTD        YTD        YTD        LY         LY
Vendor                                  Price  Pur Date  Unit      Units  Purchases      Units  Purchases      Units  Purchases
=================================================================================================================================

Product Class 10 Standard
Product 10 #10 3-1/2" White Round

00000020  Pool and Associates         100.250  05/29/89  EACH      234.00   20000.00    1500.00  120000.00    5000.00  250000.00
                                                                           ----------            ----------            ----------
                                              -- Product Subtotals -->      20000.00             120000.00             250000.00
                                                                           ==========            ==========            ==========

                                                                           ----------            ----------            ----------
                                        -- Product Class Subtotals -->      20000.00             120000.00             250000.00
                                                                           ==========            ==========            ==========


Product Class 20 Special Order
Product 20 #4 12" Gold Plated Black Round

00000020  Pool and Associates         150.750  05/29/89  EACH      125.00   18750.00     125.00   18750.00     500.00   50000.00
                                                                           ----------            ----------            ----------
                                              -- Product Subtotals -->      18750.00              18750.00              50000.00
                                                                           ==========            ==========            ==========

                                                                           ----------            ----------            ----------
                                        -- Product Class Subtotals -->      18750.00              18750.00              50000.00
                                                                           ==========            ==========            ==========


Product Class 30 Custom
Product 30 #56 10" Red Cylinder

00000020  Pool and Associates          98.100  06/10/89  EACH        0.00       0.00      25.00    2375.00     135.00   14200.00
                                                                           ----------            ----------            ----------
                                              -- Product Subtotals -->          0.00               2375.00              14200.00
                                                                           ==========            ==========            ==========

Product 40 #58 10" Yellow Cylinder

00000020  Pool and Associates                  04/05/89  EACH      320.00    8125.00     400.00   12500.00       0.00       0.00
                                                                           ----------            ----------            ----------
                                              -- Product Subtotals -->       8125.00              12500.00                  0.00
                                                                           ==========            ==========            ==========

                                                                           ----------            ----------            ----------
                                        -- Product Class Subtotals -->       8125.00              14875.00              14200.00
                                                                           ==========            ==========            ==========

                                                                           ----------            ----------            ----------
                                                   -- Grand Totals -->      46875.00             153625.00             314200.00
                                                                           ==========            ==========            ==========
```

## Option 4 - Purchase History by Vendor Report

This report lists each vendor and shows a separate line for each product, including the description, pricing unit, and month-to-date, year-to-date, and last-year units and purchases.

This report can also be printed through the Inventory Control application, if Inventory Control is part of the system. Only summary data for this report is kept if the option to keep Products By Vendor Detail by vendor is not chosen in the Inventory Control Parameters file.

Here is a sample Purchase History by Vendor Report:

```
                                                  Expert Distributing, Inc.
04/19/91 10:44 am                                                                                            KAY Page:     1
                                                Vendor Purchase History Report

                                                Pricing        MTD         MTD         YTD         YTD          LY          LY
Product       Description                          Unit      Units   Purchases       Units   Purchases       Units   Purchases
==================================================================================================================================

Vendor 00000020 Pool and Associates

10            #10 3-1/2" White Round              EACH      234.00    20000.00     1500.00   120000.00     5000.00   250000.00
20            #4 12" Gold Plated Black Round      EACH      125.00    18750.00      125.00    18750.00      500.00    50000.00
30            #56 10" Red Cylinder                EACH        0.00        0.00       25.00     2375.00      135.00    14200.00
40            #58 10" Yellow Cylinder             EACH      320.00     8125.00      400.00    12500.00        0.00        0.00
                                                                    ----------              ----------              ----------
                                          -- Vendor Subtotals -->     46875.00               153625.00               314200.00
                                                                    ==========              ==========              ==========

                                                                    ----------              ----------              ----------
                                              -- Grand Totals -->     46875.00               153625.00               314200.00
                                                                    ==========              ==========              ==========
```

## Option 5 - Inflation Report

This report lists each product; its cost per unit for each supplying vendor for the past six months; its current price; and the annualized inflation rate. The average inflation rate by product is also shown.

Here is a sample Inflation Report:

Expert Distributing, Inc.

04/19/91 10:46 am KAY Page: 1

Inflation Report

| Vendor | Price 6 Mnths Ago | Price 5 Mnths Ago | Price 4 Mnths Ago | Price 3 Mnths Ago | Price 2 Mnths Ago | Price 1 Mnth Ago | Current Price | Infl Rate |
|---|---|---|---|---|---|---|---|---|
| Product Class 10 Standard | | | | | | | | |
| Product 10 #10 3-1/2" White Round | | | | | | | | |
| 00000020 Pool and Associates | 0.000 | 0.000 | 92.000 | 96.000 | 95.000 | 97.000 | 110.250 | 59.5 |
| | | | | | | -- Average --> | | 59.5 |
| Product Class 20 Special Order | | | | | | | | |
| Product 20 #4 12" Gold Plated Black Round | | | | | | | | |
| 00000020 Pool and Associates | 133.300 | 135.000 | 138.750 | 140.000 | 142.750 | 145.500 | 155.750 | 33.7 |
| | | | | | | -- Average --> | | 33.7 |
| Product Class 30 Custom | | | | | | | | |
| Product 30 #56 10" Red Cylinder | | | | | | | | |
| 00000020 Pool and Associates | 0.000 | 0.000 | 0.000 | 100.000 | 102.000 | 105.000 | 98.000 | 8.0- |
| | | | | | | -- Average --> | | 8.0- |
| Product 40 #58 10" Yellow Cylinder | | | | | | | | |
| 00000020 Pool and Associates | 15.000 | 17.500 | 18.750 | 20.350 | 21.500 | 22.750 | 25.350 | 138.0 |
| | | | | | | -- Average --> | | 138.0 |

## Option 6 - Purchase Orders Detail List

This report shows all open purchase orders, including detail of all header and line item fields. Here is a sample Purchase Orders Detail List:

```
                                                      Expert Distributing, Inc.
04/19/91 10:47 am                                                                                                    KAY Page:  1
                                                     Purchase Orders Detail List

     PO Date  Vendor                                  Vendor Ord  Ret% Org?  Rev   Ack Date  Ship Date Last Inv  Special Instr
     Date Req Terms                                                      Rate      BO Date             Last Adj  PO Status
====================================================================================================================================

Purchase Order Number 1001  RESALE INV

     08/01/89 00000020 Pool and Associates             I13250      000   Y          08/10/89  08/05/89            010  Complete
     08/10/89 070                                                                                                10   Confirmed

 Warehouse  10     Main Facility                   Ship Via              Prepaid         0.00  Accum Dsc       0.00
 Ship To           Main Warehouse                  AIR FREIGHT, INC      Accum Inv       0.00  Accum Tax       0.00
 Send To           Pool and Associates             FOB                   Accum Sub       0.00  Accum Rtn       0.00  Modified?   Y
 Ship From         Pool and Associates             TERMINAL              Accum Frt       0.00  Accum Oth       0.00  Printed ?   Y

 Line  Vendor Prod   Product       Instr     Quantity    Quantity  Pricing Fctr  Qty Invd  Qty Recd      Amount      Amount
       Description                    Wh   Purchase UM  Pricing UM    Unit Price                        Invoiced
 ----  -----------   -------       -----   -----------  ----------  ------------  --------  --------    --------      ------

 0001  1035WRX2      10                          5.00        5.00     1.0000        0.00      0.00        0.00       16.25
       #10 3-1/2" White Round / X.2   10         EACH        EACH     3.25000       EACH      EACH
        Offset Account  1070001000MA  Inventory, Corp./Mfg.                                                       Taxable? N

 0002  0412GPBRX2    20                         10.00       10.00     1.0000        0.00      0.00        0.00       57.50
       #4 12" Gold Pl. Blk. Rnd / X.2 10         EACH        EACH     5.75000       EACH      EACH
        Offset Account  1070001000MA  Inventory, Corp./Mfg.                                                       Taxable? N

 0003  4510RCX3      30                          2.00        2.00     1.0000        0.00      0.00        0.00        8.20
       #56 10" Red Cylinder / X.3     20         EACH        EACH     4.10000       EACH      EACH
        Offset Account  1070001000MA  Inventory, Corp./Mfg.                                                       Taxable? N

------------------------------------------------------------------------------------------------------------------------------------

Purchase Order Number 1002  RAW MAT INVENT

     08/01/89 00000020 Pool and Associates             I8212525    000   Y          08/15/89  08/08/89  08/15/89  040  No Sub
     08/10/89 080                                                                                                10   Confirmed

 Warehouse  20     South End Facility              Ship Via              Prepaid         0.00  Accum Dsc       0.00
 Ship To           South End Warehouse             AIR FREIGHT, INC      Accum Inv  150000.00  Accum Tax       0.00
 Send To           Pool and Associates             FOB                   Accum Sub  150000.00  Accum Rtn       0.00  Modified?   Y
 Ship From         Pool and Associates             WAREHOUSE             Accum Frt       0.00  Accum Oth       0.00  Printed ?   Y

 Line  Vendor Prod   Product       Instr     Quantity    Quantity  Pricing Fctr  Qty Invd  Qty Recd      Amount      Amount
       Description                    Wh   Purchase UM  Pricing UM    Unit Price                        Invoiced
 ----  -----------   -------       -----   -----------  ----------  ------------  --------  --------    --------      ------

 0001  1035WRX2      10                       6000.00     6000.00     1.0000    96000.00      0.00    60000.00    19500.00
       #10 3-1/2" White Round / X.2   20         EACH        EACH     3.25000       EACH      EACH
        Offset Account  1070001000MA  Inventory, Corp./Mfg.                                                       Taxable? N

 0002  0412GPBRX2    20                       6000.00     6000.00     1.0000    96000.00      0.00    60000.00    34500.00
       #4 12" Gold Pl. Blk. Rnd / X.2 20         EACH        EACH     5.75000       EACH      EACH
        Offset Account  1070001000MA  Inventory, Corp./Mfg.                                                       Taxable? N
```

## Option 7 - Purchase Order Status Inquiry

This inquiry provides information on the status of a selected purchase order. The information includes the purchase order number, vendor, purchase order date, dates required and shipped, and data on quantities ordered and received.

Enter the number of the purchase order for which you want to display status information.

Below is a sample Purchase Order Status Inquiry:

```
PO No  1002                   Vendor  00000020  Pool and Associates

PO Date        08/01/89       Contact   Susan White
Date Required  08/10/89       Phone     206-555-4778
Acknowledged   08/15/89       Order No  I8212525
Shipping Date  08/08/89       Status    Confirmed

Special Instr  Receiving department is not allowed to accept any
                substitutions without written acknowledgement from
                corporate headquarters. Please notify in advance of any
               substitution.
               (206) 246-8080

 Qty Rec'd       Qty Ord   Unit  Vendor Product  Description
================================================================================

      0.00       6000.00   EACH  1035WRX2        #10 3-1/2" White Round / X.2
      0.00       6000.00   EACH  0412GPBRX2      #4 12" Gold Pl. Blk. Rnd / X.2
      0.00       3000.00   EACH  4510RCX3        #56 10" Red Cylinder / X.3
```

APPX Software, Inc.
Purchase Orders User Manual
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