
OPEN SYSTEMS® Accounting Software

**Purchase Order
User's Manual**

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Introduction

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

```
osas -t T2 -c B -a apple
```

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

```
C:\osas\progRM\osastm.exe -m4096 -tT00 -nT00 - -aapple -cH
```

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Purchase Order System

Use the Purchase Order system to account for orders you place with vendors. Purchase Order encompasses the capabilities of Accounts Payable; you can record purchases you made from vendors and orders you have not yet paid. Purchase Order lends its tracking capabilities to other applications associated with tracking assets (Inventory for example).

Purchase Order represents a liability when you place orders with vendors. The orders (when goods are received and invoices are applied) are expressed as losses to your source of revenue and gains to the assets you paid for. For example, when you receive goods for an order, the order represents a gain to inventory; when you apply invoices to the order, it represents a loss to your capital.

Menu Structure

The Purchase Order menu structure is similar to that of Accounts Payable and other OSAS applications: functions appear roughly in order of use.

Several Purchase Order menus are identical to those in Accounts Payable: **Material Requisitions, Management Reports, History Reports, and Pay Invoices.**

Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry, Daily Work, File Maintenance, and Master File Lists.**

The Purchase Order **Information Inquiry** menu has one additional function: **Purchase Orders.**

The Purchase Order **Daily Work** menu is almost entirely different than the Accounts Payable **Daily Work** menu. See chapter 5 for a description of each Daily Work function.

The Purchase Order **File Maintenance** menu has two additional functions: **Ship-to Addresses** and **Edit Purchase Order Number**. Use the **Ship-to Addresses** function to assign goods you buy to customers to make a reselling task easy and efficient. Use the **Edit Purchase Order Number** function to reset the next number for system-generated purchase order numbers.

The Purchase Order **Master File Lists** menu has one additional function: **Ship-to Address Labels**. Use it to print a list of addresses and IDs of locations you have orders shipped to or to print mailing labels.

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Daily Work functions and the Material Requisitions functions to enter orders. You can account for the goods received and invoices applied at the time you place the order, or you can do it later. You can also account for returned goods and cancelled returns.

File Information

Purchase Order makes use of several Accounts Payable files (see the *Accounts Payable User's Manual*). Purchase Order files are described below.

The **APBTxxx** (Batch Control) file stores information about the batches in which purchase orders are entered, printed and posted.

The **POCTxxx** (Control) file stores records for each terminal ID where a recurring or regular entry is being entered or edited.

The **POLlxxx** (Lot/Serial Invoices) file stores information linking invoices received in the **PORlxxx** file and serial lotted items in the **POLSxxx** file.

The **POLRxxx** (Lot/Serial Received) file stores information linking goods received in the **PORGxxx** file to serialized/lotted items in the **POLSxxx** file.

The **POPOxxx** (Restart) file temporarily stores the last purchase orders that were printed. The information is replaced the next time you print purchase orders.

The **POOHxxx** and **POORxxx** (Open Order) files store records for orders and returns entered through the **Enter Orders** function, **Enter Returns** function, and **Copy Recurring Orders** function—before they are posted. If Purchase Order interfaces with Inventory, these functions update serialized and nonserialized item balances and costs in the **INVExxx** (Items) file. The **POOHxxx** file stores header and totals information; the **POORxxx** file stores line-item information.

The **POLSxxx** (Serialized Item) file stores the serial number, lot number, order number, line-item entry number, and status (*received*, *invoiced*, or *invoiced and posted*) when you enter line items that involve lotted or serialized items.

The **POPQxxx** (Purchase Requisition) file stores records for orders generated in the **Generate Orders** function. In the **Generate Orders** function, the records whose orders you generate are sent to the **POOHxxx** and **POORxxx** files. The records whose orders you do not generate are kept in this file indefinitely.

The **PORGxxx**, **PORlxxx**, and **PORTxxx** (Receipts and Invoices) files store the receipts and invoices you entered for orders and the debit memos you applied to returns in the **Enter Orders** and **Enter Returns** functions. The **PORGxxx** file stores line-item information about goods received; the **PORlxxx** file stores line-item information about invoices applied; the **PORTxxx** file stores totals information.

The **APRLxxx** and **APRHxxx** (Recurring Entries) files store information about payments you make regularly to vendors. In Purchase Order, this information is copied to the **POOHxxx** and **POORxxx** files when you use the **Copy Recurring Orders** function.

The **POSHxxx** (Ship-to Address) file stores the IDs and addresses of the locations to which you ship ordered goods. This file is built when you use the **Ship-to Addresses** function to enter, edit, and delete addresses. It supplies the address when you use the **Ship-to Address Labels** function and when you enter an order or a return.

The **PODExxx** (Additional Descriptions) file stores the additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager **Options and Interfaces** function.

File Interaction

The Purchase Order system tracks money committed and owed to vendors. When you enter and post orders, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Transactions

You can enter two categories of transactions: orders (or returns) and material requisitions.

Orders and Returns

When you enter an order, you can take the following possibilities into account:

- You have not received the goods and have not paid the bill.
- You received the goods but have not paid the bill.
- You received the goods and paid the bill.

You can assign goods and invoice information to existing orders, but you cannot pay a bill (apply an invoice) for goods until you receive them.

You can copy recurring orders to an order. Use the **Recurring Orders** function to define the run codes that identify recurring orders. The information is kept in the **APRLxxx** and **APRHxxx** files. When you enter the order, enter the run code from the **Recurring Orders** function.

Information about unposted orders and returns is stored in the **PORGxxx**, **PORlxxx**, **PORTxxx**, **POOHxxx**, and **POORxxx** files.

When you enter a line item for a serialized or lotted item, the serial number, order or return number, and associated line-item entry number are stored in the **POLSxxx** file.

If the description field for each line item is not long enough, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the **PODExxx** file and prints on purchase orders and debit memos.

When you post orders and returns, several things happen:

- Information about orders and returns is moved from the **POOHxxx**, **POORxxx**, **PORGxxx**, **PORlxxx**, and **PORTxxx** files to the **APHSxxx** and **APINxxx** files.
- Each vendor's company and vendor records are updated in the **APHSxxx** file.
- The amount due, amount prepaid, and purchase and payment history fields are updated in the **APVExxx** file.
- Serial numbers are removed from the **POLSxxx** file when the order is removed.
- If you keep detail and summary history, the **APHlxxx** file is updated by detailed line-item and totals information, and the **APHSxxx** file is updated by summary line-item and totals information. This information comes from the **POOHxxx**, **POORxxx**, **PORGxxx**, **PORlxxx**, and **PORTxxx** files.
- If Purchase Order interfaces with General Ledger, debit and credit entries are made to accounts payable, sales tax, freight, miscellaneous, and expense accounts in the **GLJRxxx** file.
- If Purchase Order interfaces with Job Cost, the **PORGxxx**, **PORlxxx**, **PORTxxx**, **POOHxxx**, and **POORxxx** files update the cost information in the **JOBSxxx** and **JOHlxxx** files.

Batching

Using the batching feature in your daily work will increase your productivity and will enable you to better control your daily transactions. Using the batch function allows you to group certain transactions by batch, to help streamline entry, printing, and posting tasks.

Material Requisitions

When you work with material requisitions, the flow of information is identical in Purchase Order and Accounts Payable.

When you enter material requisitions, the key unit is the requisition. A requisition holds one or more requisitioned items.

Information about unposted and backordered material requisitions is stored in the **APMDxxx** and **APMHxxx** files.

When you enter a line item for a lotted or serialized item, the serial number, lot number, requisition number, and associated line-item entry number are stored in the **APMSxxx** file.

When you post material requisitions, several things happen:

- Backorders are created in the **APMDxxx** and **APMHxxx** files for partially filled requisitions.
- Fully filled requisitions are removed from the **APMDxxx** and **APMHxxx** files, and serial numbers are removed from the **APMSxxx** file.
- The **APHIxxx** file is updated by detailed line-item and totals information.
- If Purchase Order interfaces with General Ledger, debit and credit entries are made to accounts payable, material inventory, and miscellaneous material accounts in the **GLJRxxx** file. These entries can also be made in inventory item accounts. This file is used only if you elect to post credits to inventory item accounts in the Resource Manager **Options and Interfaces** function.
- If Purchase Order interfaces with Job Cost, the job and phase records are updated by cost information in the **JOBSxxx** file.

Preparing Payments and Paying Invoices

When you prepare payments and pay invoices, the flow of information is identical in the Purchase Order and Accounts Payable systems.

Use the **Pay Invoices** functions to prepare payments and pay your bills. These Purchase Order functions are optional; you could go through an entire Purchase Order work cycle without using these functions. Since many of your payments are likely to be by check, these functions are useful because you can send the information directly from the **APINxxx** and **APIXxxx** files to the **APCHxxx** file and then to the checks themselves.

Before you prepare checks, place disputed invoices on hold and release held invoices that can be paid. To place all invoices on hold or release all held invoices for one or more vendors, use the **Change Open Invoice Status** function. To place individual invoices on hold or release some invoices that are on hold, use the **Hold/Release Invoices** function.

Use the **Prepare Checks** function to indicate to the **APCHxxx** file the released invoices that are due to be paid. When checks are prepared, a log showing which payments were prepared is produced.

To look at which payments have checks prepared and remove a payment from the list if necessary, use the **Select Payables** function.

Before you print the checks, produce the Edit Register to get a list of the checks that have been cleared to print.

Use the **Print Checks** function to print the checks. Then print the **Check Register** for an audit trail of the checks you printed. When you have printed all the checks, use the **Post Payments** function. Information is moved from the **APCHxxx** file to the **APHxxx** and **APHSxxx** files and to the **APHCxxx** file if you keep check history.

If you spot checks that should not have been printed, use the **Void Checks** function to void a check.

Producing Reports

The reports available in Accounts Payable are also available in Purchase Order. See the *Accounts Payable User's Manual* for a description of those reports.

In addition, Purchase Order provides several unique reports. The **POOHxxx** and **POORxxx** files provide information for several reports:

- The **Open Order Report** identifies open orders for vendors and items.
- The **Purchases Journal** lists invoiced orders.
- The **Returns Journal** lists debit memos in the file.
- The **Goods Not Received Report** lists the order line items that goods have not been received for or been only partially received for.
- The **Receipts and Invoices Report** shows which payments have been posted and which have not. The **POOHxxx** and **POORxxx** files provide information about posted payments. The **PORGxxx**, **PORlxxx**, and **PORTxxx** files provide information about unposted payments.
- The **Scheduled Delivery Report** shows which orders you are scheduled to receive on a particular date.
- The **Accrual Verification Report** lists the amounts currently accrued for orders.

The **POPQxxx** file provides the list of purchase requisitions required to produce the **Purchase Requisition Report**.

Posting Payments

When you use the **Post Payments** function to post the checks you printed, several files are affected:

- Invoices that are paid in full change to **paid** status in the **APINxxx** file.
- The totals in the **APVExxx** file are updated for the invoices you paid.
- The **APCHxxx** file is cleared for the next check cycle.
- The invoice information is transferred to the **APHlxxx** and **APHSxxx** files.

- The **APHCxxx** file is updated with the checks' general ledger account numbers if you elected to keep check history in the Resource Manager **Options and Interfaces** function.
- If Purchase Order interfaces with General Ledger, entries are made in the cash, accounts payable, and discount accounts in the **GLJRxxx** file.
- If Purchase Order interfaces with Bank Reconciliation, disbursement entries are created in the **BRTRxxx** file for the checks that were posted.

Periodic Maintenance

When you do periodic maintenance, several things happen:

- Totals are transferred from the **APVExxx** file to the last-year fields, and period-to-date, quarter-to-date, and year-to-date totals are cleared.
- At the end of the calendar year, 1099 YTD payments are moved to last year.

This chart shows the effects of periodic maintenance on the **APVExxx** file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Customers function		
Customer Comments	Use the Customers function		
Purchases PTD, QTD, YTD, and LY		Post orders	Post returns
Payments PTD, QTD, YTD, and LY		Post payments	Post payments
Discount Taken PTD, QTD, YTD, and LY		Post orders	Post returns

Value	Updated (+ or -)	Increased	Decreased
Discount Lost PTD, QTD, YTD, and LY		Post orders	Post returns
Last Purchase Number		Post orders	Post returns
Last Purchase Date		Post orders	Post returns
Last Purchase Amount		Post orders	Post returns
Last Payment Date		Post orders	Post returns
Last Check Number		Post orders	Post returns
Last Payment Amount		Post orders	Post returns
YTD 1099 Payments		Post orders	Post returns
Last-Year 1099 Payments		Post orders	Post returns

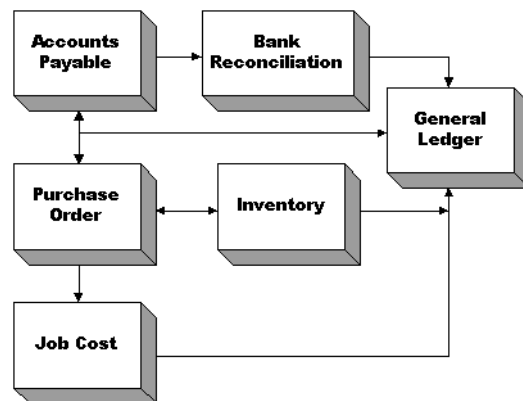
Purge Selected Files

When your files become too large, you can clear data through the **Purge Selected Files** function. This list shows the effects of purging selected files:

- Paid invoices with check dates before the date you specify are removed from the **APINxxx** and **APIXxxx** files.
- Detail history with invoice dates before the date you specify is removed from the **APHIxxx** file.
- Summary history before the period/fiscal year you specify is removed from the **APHSxxx** file.
- Check history with check dates before the date you specify is removed from the **APHCxxx** file.
- Recurring entries with cutoff dates before the date you specify are removed from the **APRLxxx**, **APRHxxx**, and **APRDxxx** files.

Application Interaction

Purchase Order needs Accounts Payable to work properly. The two applications can be used without other applications, but you get optimal use from them when you interface them with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications to reduce data entry time and the number of errors that might creep in along the way.

Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.
- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase “use the **Proceed (OK)** command” in the user’s manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

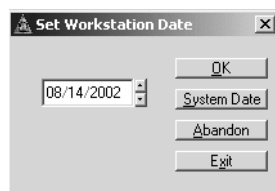
If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).



Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

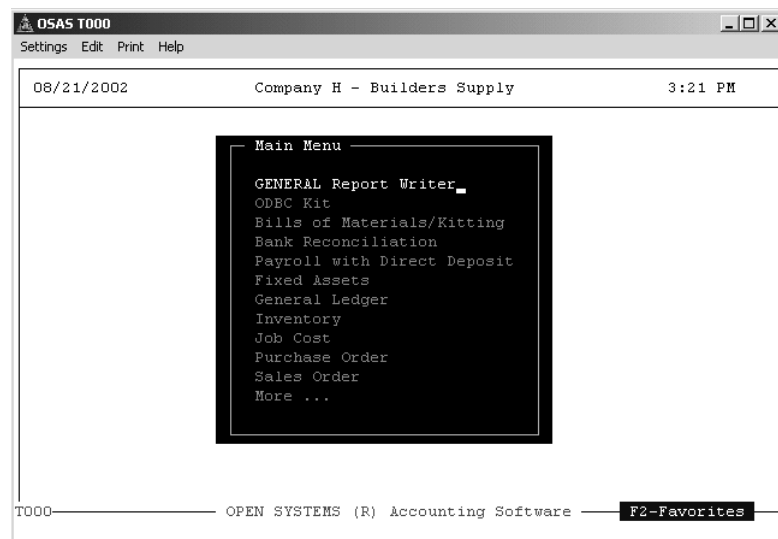
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.
- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

-
- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.
 - To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit (F7)** to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	Esc+H	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	Esc+W	Toggles between the Favorites and main menus.
F3 (Change Company)	Esc+D	Allows you to switch to a different company.
F4 (Access Code/Other)	Esc+O	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the Other Commands menu on graphical screens. See “Other Commands Menu” on page 1-32 for more information on the commands available.
F5 (Live/ Sample Data)	Esc+X	Switches between live and sample data.
F6 (Workstation Date)	Esc+F	Allows you to change the workstation date.
F7 (Exit)	Esc+M	Exits from OSAS.
F8 (Print Screen)	Esc+L	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	Esc+U	Allows you to change to a different fiscal year when you are inside the General Ledger or Payroll menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	Ctrl+Z	Pressing this key (or key combination) on the main menu adds the selected application or function to your Favorites menu. Pressing this key on the Favorites menu removes the selected application or function from the Favorites menu.
Shift+F2 (Application Info)	Esc+I	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	Esc+G	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	Esc+K	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

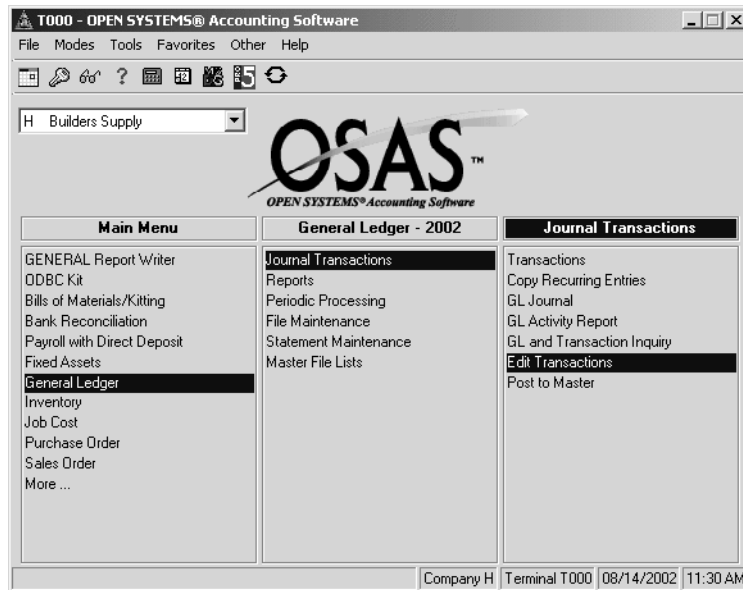
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter**, by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

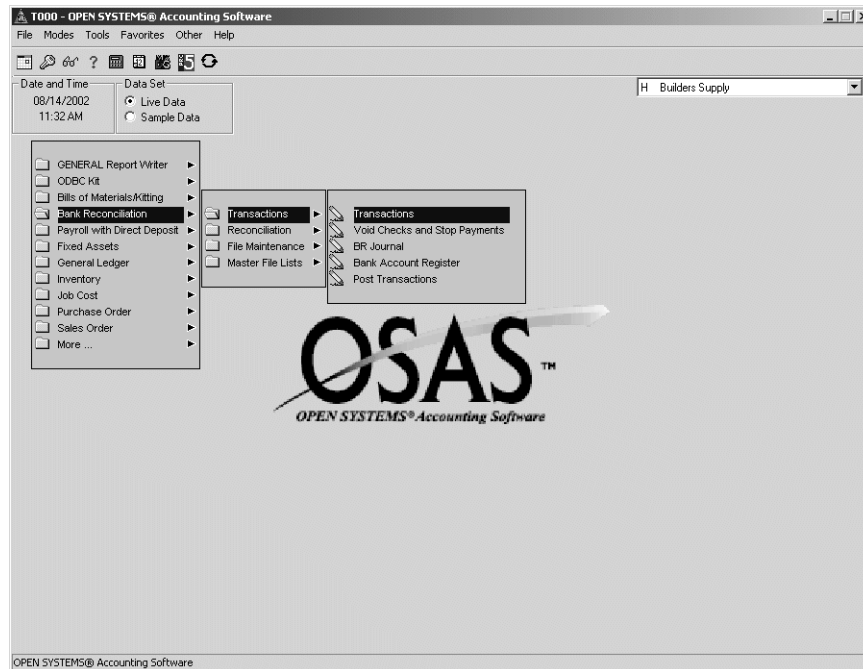
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit (F7)**.
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit (F7)** to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

Main Menu Elements

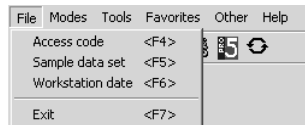
Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.



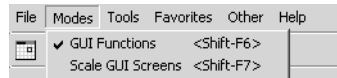
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



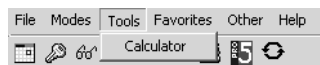
Command	Description
Access Code	Opens the Access Code dialog box. See “Access Codes” on page 1-21 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See “Workstation Dates” on page 1-21 for more information.
Exit	Exits OSAS.

Modes Menu



Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



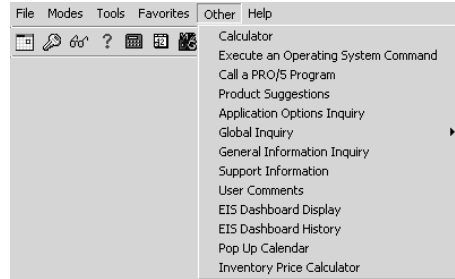
Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu



Command	Description
Change to Favorites	Toggles between the Favorites and main menus. See “Favorites Menu” on page 1-59 for more information.

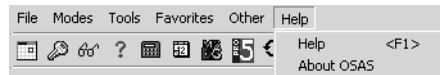
Other Commands Menu



Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu












Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

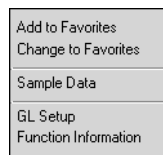
The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.



Button	Description
	Opens the Workstation Date dialog box to change the date. See “Workstation Dates” on page 1-21 for more information.
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-21 for information.
	Displays the Application Information dialog box.

Button	Description
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see "Appendix F" in the <i>Resource Manager User's Manual</i> .
	Toggles between the Favorites and main menus. See "Favorites Menu" on page 1-59 for more information.

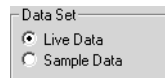
Right-Click Menu



On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

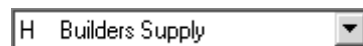
Command	Description
Add to/Remove Favorites (F10)	Use the Add to/Remove Favorites Menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (F2)	Toggles your display menu between the Favorites and main menus.
Sample Data/Live Data (F5)	Switches between sample and live data.
Setup (F9)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (F1)	Displays information about the selected function.

Data Set



On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.

The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "Invoices" and "Header Information". The data is as follows:

Batch ID	000001	Transaction Type	Invoice
Trans No	0023	Location	MINNEAPOLIS WAREHOUSE
Location	MN0001	Sold to:	CASHCA CASH SALES-OAKLAND, CA
Sales Rep 1	GPD	Percent	100.0
Sales Rep 2		Percent	.0
Cust Level	RETAIL	Ship to:	
Terms Code	COD	Ship Method	
Terms Desc	C.O.D.	Ship Via	
Terms%	.0 Days	Pick Slip No.	
Order No		Ship Date	08/23/2002
Ord Date		GL Period	08
Inv No		Taxable	YES
		Tax Group	CA
		Description	California

At the bottom of the screen, there is a command bar with the following options: "Company H", "Info", "Maint", "Inquiry", and "Verify".

You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

-
- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-38 for more information.
 - If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
 - If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
 - Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

<code>Enter = edit, Append, View, Workstation ID, Header</code>

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the Ins flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	Esc+H	Opens the help description for the current field.

Command Key	Alternate Key	Description
F2 (Inquiry)	Esc+W	Opens the Inquiry screen for the current field. This command is available for a field when the Inquiry flag appears at the bottom of the screen. See "Inquiry Commands" on page 1-54 for more information.
F3 (Delete)	Esc+D	Deletes the current record or line item (when allowed).
F4 (Others)	Esc+O	Opens a utility menu similar to the Other Commands menu on graphical screens. See "Other Commands Menu" on page 1-32 for more information on the commands available.
F5 (Abandon)	Esc+X	Abandon processing or clear all fields.
F6 (Maint)	Esc+F	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the Maint flag appears at the bottom of the screen.
F7 (Exit)	Esc+M	Exits from the function.
F8 (Print Screen)	Esc+L	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	Esc+U	Clears the contents of the current field.
F10 (Delete)	Ctrl+Z	Deletes information to the end of the line.
Shift+F2 (Info Menu)	Esc+I	Opens an information menu for the function when the Info flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See "Information Menu" on page 1-47 for more information.

Command Key	Alternate Key	Description
Shift+F3	Esc+B	<p>Uses the item alias lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-56 for more information.</p> <p>In Sales Order, pressing this key combination allows you to enter purchase requisitions from the Ordered, Units, Shipped, and Backordered fields.</p> <p>In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.</p>
Shift+F4 (Part # Lookup)	Esc+C	Uses the customer/vendor part number lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-56 for more information.
Shift+F5 (Item Detail Lookup)	Esc+G	Uses the item detail lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-56 for more information.
Shift+F6 (Lot Lookup)	Esc+K	Uses the lot lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-56 for more information.
Shift+F7 (Serial Number Lookup)	Esc+N	Uses the serial number lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-56 for more information.
Shift+F8 (Item Descr. Lookup)	Esc+Q	Uses the item description lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-56 for more information.

Command Key	Alternate Key	Description
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the Quick flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the Verify flag appears at the bottom of the screen.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
Verification _____
                          Press <PgDn> to proceed
```

OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	0.500	0.500	.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

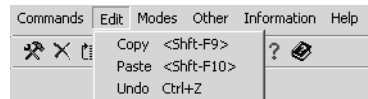
Commands Menu

Commands	Edit	Modes	Other	Information	Help
Inquiry	<F2>				
Maintenance	<F6>				
Proceed	<PgDn>				
Start Over	<PgUp>				
Field Up	<Up>				
Field Down	<Down>				
Abandon	<F5>				
Delete	<F3>				
Jump	<Ctrl-J>				
Exit	<F7>				

Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes information on the screen. Since this command deleted an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

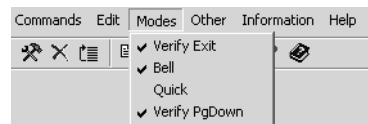
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

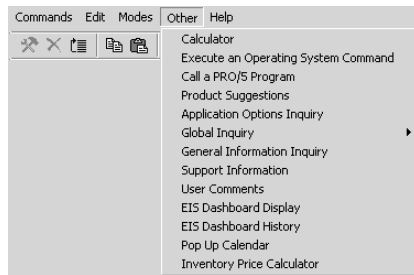
Select the options you want to use.



Command	Description
Verify Exit	When verification is on, you must press a key twice to verify that you want to exit or abandon functions.

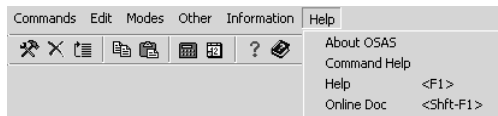
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press PgDn twice to proceed to the next screen or to save your entries.

Other Commands Menu



See “Other Commands Menu” on page 1-32 for information on this menu’s commands.

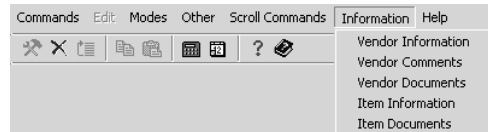
Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.

Command	Description
Help	Lists information about the field on which you are working.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

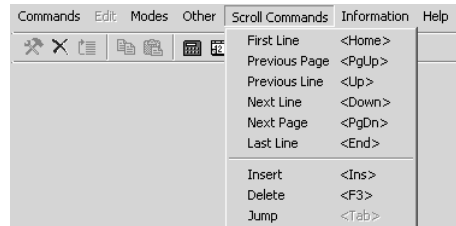
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

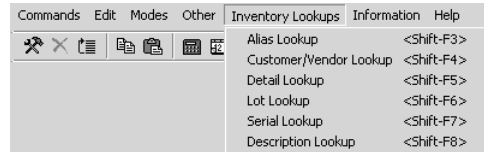
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu












If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and ? wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the * and ? wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the * and ? wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the * and ? wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the * and ? wildcard characters to restrict or widen the search.

Function Screen Toolbar



Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.


Right-Click Menu



The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry



When the Inquiry button appears next to a field on a function screen, you can either click the  button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons



When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands


OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help (F1)** command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (<i>xx</i> is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press F6 to enter the edit screen for the help content before you can press F3 .
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button  appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.







The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between Search mode and Sort mode.
F7 (Exit)		Leaves the Inquiry window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows Inquiry window commands and the Window ID. The Esc key is available in text mode only. In graphical mode, select Command Help from the Help menu to view a list of commands available.







Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	Shift+F3	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and ? wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	Shift+F4	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the * and ? wildcard characters to restrict or widen the search.
Detail Lookup	Shift+F5	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: * ? < > =.
Lot Lookup	Shift+F6	Searches for an item based on lot number. When you enter the lot number, you can use the * and ? wildcard characters to restrict or widen the search.
Serial Lookup	Shift+F7	Searches for an item based on serial number. When you enter the serial number, you can use the * and ? wildcard characters to restrict or widen the search.
Description Lookup	Shift+F8	Searches for an item based on item description. When you enter the description, you can use the * and ? wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.

Hot Key	Description
Insert	Switches insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command.
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).
2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.
2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit (F7)** command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.

Date	Ref	Comment
06/15/2002	003	SPOKE WITH JON RE. EMAIL CONF. AND ORDER TRACKING
01/20/2002	2	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/2002	2	TRACER PUT ON LAST SHIPMENT.
01/14/2001	3	ACE AGREED TO PAY \$3000 ON 2-1.
06/04/2000	1	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
01/04/1999	1	CALLED CUSTOMER ABOUT PAST DUE BALANCE.

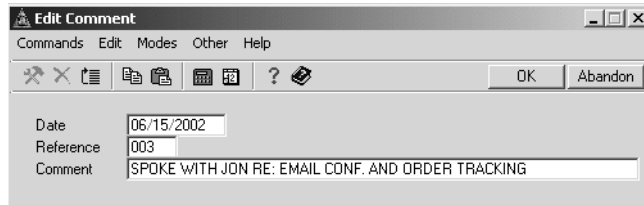
1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry (F2)** command is available.
2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:
 - Press **R** to return to the **Ref ID** field to enter a new reference ID.
 - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
 - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
 - Press **A** to add a new comment. The Append Comment screen appears.
 - Press **E** to edit a selected comment. The Edit Comment screen appears.
 - Press **F** to view comments for the first ID on record.
 - Press **N** to view comments for the next ID on record.
 - Press **P** to view or edit comments for the previous ID on record.
 - Press **L** to view or edit comments for the last ID on record.
 - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.
3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit (F7)** command to return to the function screen from which you accessed the **History** command.

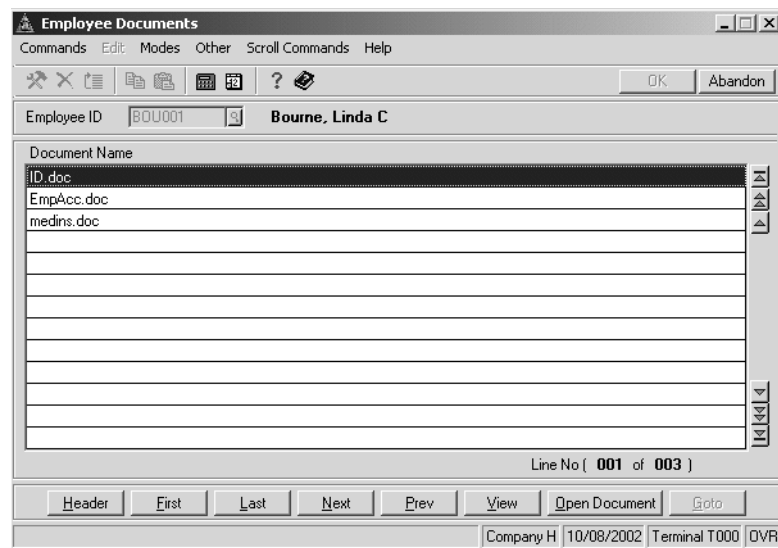
Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.



Enter the ID for which you want to view attached documents. The **Inquiry (F2)** command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit (F7)** command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From-Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter the range of information in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

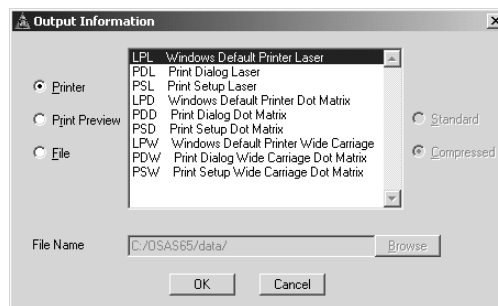
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

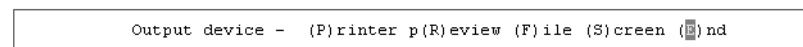
Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the following instructions for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.



Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. If you want to stop printing after it has begun, press **Ctrl+Break**.
6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.
5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.
6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.txt** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.
3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

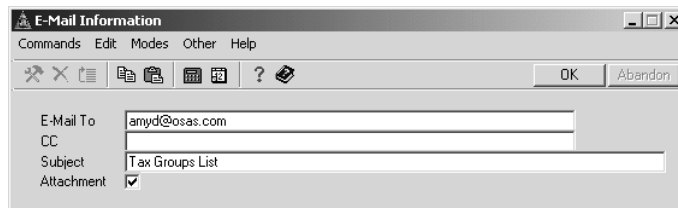
E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.
2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.
4. Enter another address to send the e-mail to as a carbon copy, if necessary.
5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.
6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.
7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion

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Installation

Before You Install Purchase Order

Make sure your system meets these minimum requirements before you install Purchase Order.

The Purchase Order system needs a minimum of eight megabytes (8 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Purchase Order

1. Use the **Install Applications** function in Resource Manager to install Accounts Payable. If you are installing Accounts Payable and Purchase Order at the same time, install Accounts Payable first, then select **Yes** (or enter **Y** in text mode) at the **Install Another Application?** prompt.
2. Install the current version of Purchase Order.

See the *Resource Manager Installation Manual* for more information about the **Install Applications** function.)

Setting up Purchase Order

Once you have installed Accounts Payable and Purchase Order on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Payable and Purchase Order in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the Resource Manager **Company Setup** menu (see the *Resource Manager User's Manual*). For instructions on converting your files, see "Conversion" on page 2-5.

If you plan to use General Ledger, Inventory, Bank Reconciliation or Job Cost with Accounts Payable and Purchase Order, you must set up those applications before you set up Accounts Payable and Purchase Order.

Conversion

If you use an earlier version of OSAS Purchase Order, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Purchase Order data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.xx. If you want to convert to version 6.5 from a version earlier than 3.2, contact a client support representative.

When you convert Purchase Order, the system automatically prompts you to convert Accounts Payable as well.

Note

You must install the new version of both Accounts Payable and Purchase Order before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

Before you convert an application's files, make note of the version number of the application from which you are converting. The **Data File Conversion** function has no way of determining this information.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you convert your version of Purchase Order to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value added reseller.

Converting to Version 6.5

Select **Data File Conversion** from the **Company Setup** menu in Resource Manager. The Data File Conversion screen appears.

Appl	Description	Version	Appl	Description	Version
PO	Purchase Order	6.12			

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

-
5. Enter **PO** in the **Appl** column; **Purchase Order** appears.
 6. Enter your earlier version number of Purchase Order, and press **Enter**. You can determine the version by looking at the copyrights screen when you start the old version of OSAS, or in most versions, by clicking the **Application Versions** tool button (or pressing **Shift+F2** in text mode) on the menu screen.
 7. If data files already exist for Purchase Order in the intended destination path, the **PO data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
 8. Accounts Payable and its version number appear automatically. You must convert the AP data files as well in order to use Purchase Order. If data files already exist for Accounts Payable in the intended destination path because you already converted them, the **AP data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).
 9. Use the **Proceed (OK)** command to begin the conversion process.
 10. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode). If you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Purchase Order files, your answer to this prompt makes no difference.
 11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process finishes, the files are converted. Select the output device for the error log. See “Output the Report” on page 1-68 for more information on output devices.

After conversion is finished and the error log is produced, the main menu—with **Purchase Order** added—appears.

Setup

3

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Introduction

Most of the Purchase Order system is already set up since it relies on the Accounts Payable system. Use the functions explained in this chapter to do tasks designed specifically for the Purchase Order system.

If you need to use a task on the **File Maintenance** menu in Purchase Order and you cannot find the function or table description in this chapter, see the *Accounts Payable User's Manual*.

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Purchase Order system, you need to gather and organize your accounting data. You need this information:

- a chart of accounts for your business
- purchasing and payment cycles
- identification and credit information about your vendors
- previous-year and current-year purchase, return, and receipt history by vendor

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

```
-----0
-----1
-----Z
-----a
-----01
---a---
000000
000001
1
```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

blank spaces
characters (-, *, /, and so forth)
numbers (0–9)
uppercase letters (A–Z)
lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: when the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. These suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

-
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
 - Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. However, if you already use a numbered system, you might want to stick with it.
 - If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name in the vendor ID.
 - To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three vendors in between.

Setup Checklist and Functions

Follow the steps below to set up the Purchase Order system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the tables.
3. Build the **POSHxxx** (Ship-to Address) file.
4. Enter initial balances.
5. Set up access codes.
6. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Purchase Order can interface with General Ledger, Inventory, Job Cost, and Bank Reconciliation.

General Ledger

When Purchase Order interfaces with General Ledger, posting in Purchase Order makes entries in the **GLJRxxx** (Journal) file for transactions that affect the ledger (such as sales tax, freight, miscellaneous expenses).

Inventory

When Purchase Order interfaces with Inventory, purchase order transactions update the quantities and costs in the **INVExxx** (Items) file.

Job Cost

When Purchase Order interfaces with Job Cost, posting in Purchase Order updates Job Cost-related information in the Job Cost job and phase records. When you enter invoices, refer to the Job Cost Jobs and Phases List for vendor IDs and contract numbers.

Bank Reconciliation

When Purchase Order interfaces with Bank Reconciliation, you must specify the ID of the bank account for the checks that are written. Summary disbursement entries are created for each check in the **BRTRxxx** (Transactions) file in Bank Reconciliation for the bank ID.

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is **shared** or **owned**. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **PO** as the application ID. The Purchase Order Options screen appears.

Description	Value
Interface with General Ledger?	YES
Interface with Inventory?	YES
Interface with Job Cost?	YES
Interface with Bank Reconciliation?	YES
Use transaction batching?	YES
System generated batch numbers?	NO
Post transactions in detail or summary?	Detail
Keep detail purchase history?	YES
Auto-generate purchase order numbers?	YES
Use additional descriptions?	YES
Copy additional descriptions from Inventory?	YES
Keep additional description history?	NO
Allow printing of online checks?	YES
Keep summary purchase history?	YES
Check form type:	PREPRINTED
Print online Purchase Orders?	YES
Use accrual during post?	NO

Option (001 of 026)

Enter = Toggle Goto Write

Company H | 09/25/2002 | Terminal T000 | OVR

-
1. Press **Enter** to toggle between **YES** or **NO** to indicate whether or not you want to interface Purchase Order with General Ledger, Inventory, Job Cost and Bank Reconciliation.

The interface options work independently of each other; you can set interfaces in any combination.

2. Press **Enter** to toggle between **YES** or **NO** to indicate whether you want to use transaction batching to group orders and returns by user, by entry period, or by any other method that applies to your operations.
3. Toggle between **YES** or **NO** to indicate whether you want the system to assign numbers to new batches automatically. (You can select **YES** only when you elect to use transaction batching.)
4. Toggle between **Detail** or **Summary** to indicate whether you want to post transactions in detail or summary.
5. Toggle between **YES** or **NO** to indicate whether you want to keep history information for each line item of each purchase. If you select **NO**, the **APHixxx** (Detail History) file is not used.
6. Toggle between **YES** or **NO** to indicate whether you want the system to automatically generate purchase order numbers.
7. Toggle between **YES** or **NO** to indicate whether you want to be able to enter 1 to 10 lines of additional descriptions for line items. If you select **NO**, the **PODExxx** (Additional Descriptions) file is not used.
8. Toggle between **YES** or **NO** to indicate whether you want additional descriptions entered in Inventory to be copied to a line item during order entry. You can select **YES** only if Purchase Order interfaces with Inventory and you elected to use additional descriptions.
9. Toggle between **YES** or **NO** to indicate whether you want to keep additional description history. If you select **NO**, the **PODExxx** file and the **APRDxxx** (Recurring Additional Descriptions) file are not used.

-
10. Toggle between **YES** or **NO** to indicate whether you want to be able to print online checks during order entry. If you select **NO**, the **APCHxxx** (Checks) file is not used.
 11. Toggle between **YES** or **NO** to indicate whether you want to keep history information for the totals of each purchase. If you select **NO**, the **APHSxxx** (Summary History) file is not used.
 12. Toggle among **PREPRINTED**, **BLANK STUB**, or **LASER** to indicate whether you want to print checks on preprinted stubs, blank stubs, or laser forms.
 13. Toggle between **YES** or **NO** to indicate whether you want to be able to print online purchase orders during order entry.
 14. Toggle between **YES** or **NO** to indicate whether you want to accrue expenses when you post. If you select **YES**, the system posts the received orders to the accrual accounts.
 15. Toggle between **YES** or **NO** to indicate whether you want to print the company name and address on plain paper purchase orders.
 16. Toggle between **YES** or **NO** to indicate whether you want to enter requested ship dates when you enter line items.
 17. Toggle among **Plain**, **Standard, 8 1/2 x 11**, or **Laser** to select the type of purchase order forms you want to use.
 18. Toggle between **YES** or **NO** to indicate whether you want material requisitions to be posted to inventory item accounts.
 19. Toggle between **YES** or **NO** to indicate whether you want to keep check history.
 20. Toggle between **YES** or **NO** to indicate whether you want to print the company ID on check stubs.

-
21. Toggle between **YES** or **NO** to indicate whether you want to use the vendor name for the description when you post transactions to the General Ledger application.
 22. Toggle between **YES** or **NO** to indicate whether you want the system to warn you when a duplicate PO number is entered in order entry.
 23. Toggle between **YES** or **NO** to indicate whether you want to be able to post batches of transactions for which the Purchases Journal, Returns Journal, and Receipts and Invoices Journal have not been printed.
 24. When you are finished selecting options, press **W** to save your entries. Then use the **Exit (F7)** command to return to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or use the **Exit (F7)** command to return to the Resource Manager **Company Setup** menu.

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table. For example, in the **APGLxxx** table the system treats the account on the first line as the discount account and the account on the second line as the cash account.

You must set up these tables before you build the Purchase Order data files:

- **APGLxxxx**
- **APPDxxxx**
- **DFxxxxxx**
- **DMxxxxxx**

-
- **DISCxxxx**
 - **D1099xxx**
 - **F1099**
 - **FORMxxx**
 - **MRGLxxxx**
 - **QCxxxxxx**
 - **QExxxxxx**
 - **QENTxxxx**
 - **QMxxxxxx**
 - **QMATxxxx**
 - **QNxxxxxx**
 - **QRxxxxxx**
 - **QRETxxxx**
 - **QXxxxxxx**
 - **QZxxxxxx**

Most of these tables were set up in the Accounts Payable system. You must set them up again in Purchase Order because the two applications do not share this information. Information in Purchase Order tables is stored in the **POTB** file. Information in Accounts Payable tables is stored in the **APTB** file.

You can set up the **APGLxxxx**, **DISCxxxx**, **D1099xxx**, and **MRGLxxxx** tables for individual companies and for all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the **Option Table Type** field in the **Options and Interfaces** function to be able to set up company-specific tables.

For example, you can set up table **APGL** for companies that post purchase order transactions to the same general ledger accounts; and you can set up table **APGLA01** for company A01, **APGLB01** for company B01, and so on if those companies post purchase order transactions to different general ledger accounts.

These tables are identified by a four-character or five-character prefix and a three-character suffix. The prefix is the table name—**APGL** for General Ledger accounts, for example. For company-specific tables, the suffix is a company ID. Generic system-wide tables do not have suffixes. If you delete a company-specific table, that company uses the generic table. For example, if you delete table **APGLA01**, company A01 uses the **APGL** table.

You must set up the **F1099** table for all companies in the system. Because all companies share the table, you cannot assign a suffix to it.

The **FORMxxx** table tracks the last check number and is created when you enter the online check or print checks.

You must set up one **APPDxxxx** table for each company in the system— for each company, you must assign a corresponding suffix to the **APPDxxxx** table.

Each Defaults table (**DFxxxxxx**, **DMxxxxxx**) and each Quick-Entry table (**QCxxxxxx**, **QExxxxxx**, **QENTxxxx**, **QMxxxxxx**, **QMATxxxx**, **QNxxxxxx**, **QRxxxxxx**, **QRETxxxx**, **QXxxxxxx**, and **QZxxxxxx**) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—**DF** for Defaults, **QR** for Quick-Entry Returns, and so forth. The suffix is a terminal ID or a company ID (system-wide tables do not have a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table **DFT001** to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table **DFA** to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table **DF** for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table **DF**. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table **DF**; no table has the label DFA or DFB. Company C01 can have table **DFC**, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table **DFT001**.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the **DFT001** table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company in which you are working. If it cannot find one, it uses the system-wide table. For example, if you are using quick entry to enter a purchase for company A01 on terminal T001, the system first looks for **QRT001**. If it cannot find table **QRT001**, it looks for **QRA**. If it cannot find table **QRA**, it uses the system-wide table **QR**.

If the system cannot find any applicable table (perhaps because the system-wide table was accidentally deleted), an error message appears and you must rebuild the table.

Ship-to Addresses

The Purchase Order system can keep track of the addresses to which you have purchased items shipped. The **POSHxxx** file stores the addresses and the IDs you assign to them. When you assign a ship-to ID to an order, the address of the destination appears automatically.

You can print the shipping addresses on mailing labels or on standard paper.

The following strategies might help you establish and assign IDs to your shipping addresses:

- Base the IDs on the first letters of the location name for easy reference.
- Use the Accounts Receivable customer ID as the shipping address of a drop-ship customer so that you can send the vendor's product directly to the customer.
- Establish a convention that matches the first letters of an ID with types of addresses. For example, you might start your own location IDs with **L** and customer IDs with **C**.
- If you have only a few addresses, use fewer than six characters for IDs. This practice leaves room for future expansion.

For more information about entering ship-to address records, refer to the **Ship-to Addresses** function.

Initial Balances

After you have set up the tables and shipping addresses, build the **POOHxxx** and **POORxxx** (Open Order) files to set up initial vendor balances and payables history. If you are keeping detail and summary history, you must also build the **APHIxxx** and **APHSxxx** (Detail and Summary History) files.

Follow these instructions only if you are adding Purchase Order immediately after adding or converting Accounts Payable. If you are adding Purchase Order to an existing Accounts Payable system, you do not need to set up the vendor, history, or open invoice files. In this case, simply enter any orders that you have not yet received, and begin normal processing.

You can use the summary method or the detail method to set up the initial vendor balances and open invoices.

Summary Method

The summary method is quicker than the detail method, but it does not provide complete purchasing history. First enter a summary amount in each vendor record for the period-to-date, quarter-to-date and year-to-date and last-year purchases and payment history. Then enter outstanding transactions.

The summary method consists of these steps:

1. Enter purchase and payment history information for each vendor in the **Vendors** function (see the *Accounts Payable User's Manual*).
2. Use the **Enter Orders** function (see on page 5-3) to enter outstanding purchase orders. Use the **Enter Goods Received/Invoiced Orders** option for unpaid invoiced orders. (If you made payments against invoices, enter them in the **Prepayment** field.) Use the **Enter Goods Received Orders** option for orders for which you have received goods but no invoices. Use the **Enter New Orders** option for orders whose goods or invoices you have not yet received.
3. Use the **Enter Returns** function (see on page 5-45) to enter outstanding miscellaneous debits and returns for which you have not fully received credit from the vendor. Use the **Goods Returned and Debited** option to enter returns for which you have received partial credit. Use the **Goods Returned** option for returns whose credit you have not received yet.
4. Back up the accounting data files (see the *Resource Manager User's Manual*).

-
5. Post the transactions to update the vendor records and to build the **APINxxx** (Open Invoice) file.
 6. Produce the Open Invoice Report and check it to make sure that all the invoices are included. Produce the Vendor Analysis Report and check it to make sure that the amount due each vendor matches your records. (See the *Accounts Payable User's Manual* for these functions.)
 7. Post the requisitions (see the *Accounts Payable User's Manual*).

Detail Method

The detail method provides complete purchasing history, but it is more time-consuming than the summary method. You must leave the amount fields in the vendor records blank and enter and post all transactions from the beginning of the year.

The detail method consists of these steps:

1. Leave the history fields (except last-year's values) in the vendor records blank.
2. Use the **Enter Orders** function (page 5-3) to enter the purchase orders for the first general ledger period. Use the **Enter Goods Received/Invoiced Orders** option for invoiced orders. Use the **Enter Goods Received Orders** option for orders for which you have received goods but no invoices. Use the **Enter New Orders** option for orders whose goods or invoices you have not yet received.
3. Use the **Enter Returns** function (page 5-45) to enter miscellaneous debits and returns for the first general ledger period. Use the **Goods Returned and Debited** option for fully and partially credited returns. Use the **Goods Returned** option for uncredited returns.
4. Back up the accounting data files (see the *Resource Manager User's Manual*).

-
5. Post the transactions to update the vendor records and to build the **APINxxx** (Open Invoice) file.
 6. Produce the Open Invoice Report and make sure that all the invoices are included. Produce the Vendor Analysis Report and make sure that the amount due each vendor matches your records. (See the *Accounts Payable User's Manual* for these functions.)
 7. Enter material requisitions and returned requisitions for the first period in the **Enter Material Requisitions** function (see the *Accounts Payable User's Manual*).
 8. Post the requisitions (see the *Accounts Payable User's Manual*).
 9. Repeat steps 2–8 until you reach the current date.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Purchase Order system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned to the company you are using.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code **CHARM** for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Purchase Order data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Purchase Order application itself, each of the Purchase Order menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Purchase Order data files whenever they change—every day or every week—and before you run these functions:

- **Post Transactions**
- **Post Material Requisitions**
- **Post Payments**
- **Periodic Maintenance**
- **Purge Selected Files**
- **Purge Vendor Comments**

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Information Inquiry

4

Purchase Orders

4-3

Introduction

Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry**, **Daily Work**, **File Maintenance**, and **Master File Lists**. Refer to the *Accounts Payable User's Manual* for questions on these shared menus, or for questions on functions not covered in this manual.

Purchase Orders

Use the Purchase Orders function to view transactions in the **POOHxxx** and **POORxxx** (Open Order) files.

Purchase Orders Screen

Select **Purchase Orders** from the **Information Inquiry** menu. This screen appears.

PO No	PO Date	Vendor	Loc ID	Req Date	Status	Ship Via
00000030	12/21/2000	TIM001	CA0001		New	
00000031	12/21/2000	MIL001	MD0001		Goods Rcvd	
00000032	12/21/2000	PLA001	MN0001		New	
00000033	12/21/2000	BOR001	MD0001		New	
00000034	12/21/2000	ELL001	MN0001		Goods Rcvd	
00000035	12/21/2000	MIL001	CA0001		Invc Rcvd	
00000036	12/21/2000	ACE001	MN0001		ReturnDM	
00000037	12/21/2000	CLE001	MN0001		ReturnDM	
00000038	12/21/2000	JOH001	MN0001		ReturnDM	

Field

Description

Inquiry

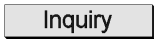
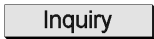
Batch ID

Enter the batch ID that you want to work with, or use the **Inquiry (F2)** function to select the batch ID.

Inquiry

PO No

Enter the number of the purchase order you want to view. You can use wildcards (* or ?).

	Field	Description
	PO Date	Enter the purchase order date, or press Enter to skip this field.
	Ship Via	Enter the shipping method. You can use wildcards (* or ?).
	Vendor	Enter the vendor ID from whom you are ordering goods, or press Enter to skip this field.
	Loc ID	Enter the ID of the location for which you are purchasing the items, or press Enter to skip this field. The Inquiry (F2) command is available if Purchase Order interfaces with Inventory.
	Req Date	Enter the requested ship date for the order, or press Enter to skip this field.
	Invoice No	Enter the invoice number for the goods you ordered. You can use wildcards (* or ?).
	Receipt No	Enter the receipt number for the goods you ordered. You can use wildcards (* or ?).
	Status	The system tracks orders in terms of the following statuses, which indicate where an order is in the work cycle: New , Printed , Goods Rcvd , Inv Rcvd (invoice received), Returned , Returned DM (debit memo), and Cancelled . Select a status to view purchase orders with that status. Select All to view all purchase orders regardless of status.

Commands

Use these commands to work with the information in the scroll region:

- Press **G** to go to a specific line item, then enter the line number. This command is available only when there is more than one screen of items.

- Press **Enter** to view line items for the selected order. The Line Items screen appears.
- Press **N** to search for a new purchase order.
- Press **S** to sort the orders in a different way—by purchase order number, purchase order date, vendor ID, location ID, requested date, order status, or ship via. Then select the sort option you want to use.
- Press **V** to view header information for a selected line item.

Line Items

The Line Items screen appears when you press **Enter** on the Purchase Orders screen to view line item detail for a selected order.

Purchase Order Inquiry - Line Items

Commands Edit Modes Other Scroll Commands Help

Vendor ID **ELL001** **ELLIS ELECTRICAL SUPPLY** Batch **000001** Order No **00000034**
 Ship-to ID Loc ID **MN0001** Status **Goods**

Item ID	Quantities	Units	Unit Cost
Description	Ord/Rcv/Inv	Status	Extended Cost
			Last Invoice
100	4.0000	PKG	343.5500
Electrical Package	3.0000	OPEN	1374.20
	.0000		.00
150	2.0000	PKG	907.5300
Plumbing Package	3.0000	OPEN	1815.06
	.0000		.00
150	1.0000	PKG	907.5300
Plumbing Package	1.0000	OPEN	907.53
	.0000		.00

Entry (001 of 008)

Order Totals (Memo)				
Subtotal	Sales Tax	Freight/Misc	Disc/Prepaid	Total
9690.90	581.44	.00	.00	10272.34

Goto Header Totals View Receipt detail Invoice detail

Use these commands to work with the line items:

- Press **G** to go directly to a particular line item, then enter the line number. This command is available only when there is more than one screen of items.
- Press **H** to return to the Purchase Orders screen.
- Press **T** to view order totals for the line. The Order Totals screen appears.
- Press **V** to view detailed information about the selected line. The View Detail screen appears.
- Press **R** to view receipt detail. The Receipt Detail screen appears.
- Press **I** to view invoice detail. The Invoice Detail screen appears.

Order Totals

The Order Totals screen appears when you press **T** on the Line Items screen and lists order subtotals, charges, payments, and current and posted invoice amounts.

The screenshot shows a window titled "Order Totals (Memo)" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, print, and help. The main area contains a table with columns: Order Class, Curr Invd, Posted Invd, and Variance. The table lists various financial items and their amounts.

	Order Class	Curr Invd	Posted Invd	Variance
Sub Total	9690.90	.00	.00	9690.90
Freight	.00	.00	.00	.00
Misc	.00	.00	.00	.00
Sales Tax	581.44	.00	.00	581.44
Total	10272.34	.00	.00	10272.34
Prepay	.00	.00	.00	.00
Check No				
Discount	.00	.00	.00	.00
Net	10272.34	.00	.00	10272.34
Payment 1	.00			
Due Date 1				
Payment 2	.00			
Due Date 2				
Payment 3	.00			
Due Date 3				

At the bottom of the window, there is a prompt "Press any key..." and a button labeled "View sales tax breakdown".

Use these commands to work with receipt detail items:

- Press **G** to go directly to a particular line item, then enter the line number. This command is available only when there is more than one screen of items.
- Press **H** to return to the Purchase Orders screen.
- Press **L** to return to the Line Items screen.
- Press **D** to view serial/lot detail. If you entered a lotted item, the command is labeled **Lot Detail**, if you entered a serial item, the command is labeled **Serial Detail**.

Invoice Detail

The Invoice Detail screen appears when you press **I** on the Line Items screen and lists invoice information about ordered items.

Invoice	Date	Per	Status	Quantity	Unit Cost	Extended Amt
198307	12/21/2000	12	Open	10.0000	840.8300	8408.30

Use these commands to work with receipt detail items:

- Press **G** to go directly to a particular line item, then enter the line number. This command is available only when there is more than one screen of items.
- Press **H** to return to the Purchase Orders screen.
- Press **L** to return to the Line Items screen.
- Press **T** to view invoice totals. The Order Totals screen appears (page 4-6).
- Press **D** to view serial/lot detail. If you entered a lotted item, the command is labeled **Lot Detail**, if you entered a serial item, the command is labeled **Serial Detail**.

Daily Work

5

Enter Orders	5-3
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Batch Control	5-89

Introduction

Use the **Daily Work** functions to record orders you received from a vendor.

If you ordered goods from a vendor that is not associated with a recurring order, use the **Enter Orders** function. If the vendor is associated with a recurring order, use the **Copy Recurring Orders** function. The information about recurring orders is copied to the **POORxxx** and **POOHxxx** (Open Order) files.

If you enter an order by mistake, you can use the **Enter Returns** function to cancel it. When you have the orders that you want, you can produce the Open Order Report and the Purchases and Returns Journals to verify the information you entered.

When you have verified that everything is correct, use the **Post Transactions** function to send the information to the appropriate files.

Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry**, **Daily Work**, **File Maintenance**, and **Master File Lists**. Refer to the *Accounts Payable User's Manual* for questions on these shared menus, or for questions on functions not covered in this manual.

Enter Orders

Use the **Enter Orders** function to:

- enter new orders for which you have not yet received goods.
- enter new orders for which you have received goods but not invoices.
- enter new orders for which you have received goods and invoices.

Note

You can enter orders for inventory items (taking serialized or lotted items into account as necessary) and noninventory items. However, Purchase Order must interface with Inventory before you can enter orders for lotted, serialized, or lotted/serialized items.

- edit and cancel orders.
- enter the receipt of goods when part or all of an order arrives before an invoice.
- apply an invoice when it arrives after the ordered goods.
- enter the receipt of goods and invoices that arrive at the same time (including serialized and lotted items).

Note

If Purchase Order interfaces with General Ledger and last-year files exist, you must select the year you are entering transactions for when you enter transactions into an empty file. All the transactions you enter afterward default to the year you selected until you post.

You can enter the ordered goods when you enter the order, or you can enter the order first and enter the fact that you received the goods later. You can enter all the goods at once or enter some goods at one time and other goods at another.

If you purchase items from your own company for internal use or for jobs, use the **Enter Material Requisitions** function to enter these orders.

You can assign an invoice to the order (enter the amount due) when you enter the order, or enter the order first and assign the invoice later. You can assign the entire cost to the order at once or some of the cost at one time and another part of the cost at another.

The status assigned to each order and each line item alerts you (and the system) where the order and each line item fall in the Purchase Order work cycle. An order can have one of four statuses: **New**, **Goods Received**, **Invoice Received**, and **Printed**. A line item can have one of three statuses: **Open** (unposted), **Cancelled**, or **Completed** (posted).

Use the **Edit Orders** option to change order information without updating the order status (for example, to add or delete line items or correct order quantity mistakes you discover after you have entered the order) and to cancel orders.

You can cancel an order in these ways:

- Use the **Edit Orders** option to delete the order from the system. When you post orders, the deleted order is erased from the **POOHxxx** and **POORxxx** files.

-
- If you want an audit trail that is more detailed than the Open Order Report and the order you want to cancel has been posted, enter a return to back out the order (see “Enter Returns” on page 5-45). To cancel an order that has not been posted, enter a return for the order with **Invoice Received** status so that it is posted at the same time as the return.

You can assign **Cancel** status only to orders with **New** or **Printed** status.

You can cancel a line item only if the quantity received is zero and you have not applied an invoice against it. To cancel a line item, change the status of the line to **Cancelled** when the line item is on the screen.

Note

Cancel an order only when you know that you will not receive goods. A cancelled order is treated like an order that never existed. If you cancel an order and then claim credit by returning goods that (according to the system’s records) were never purchased, you distort values throughout your Inventory and Purchase Order systems.

Transaction Type Selection Screen

Select **Enter Orders** from the **Daily Work** menu. A selection screen appears.



Select the type of action you want to perform:

- If you select **Enter New Order**, you can enter items ordered in the line item entry screen that appears after you enter the header information and memo totals for reference.
- If you select **Enter Goods Received Orders**, you can do the above and enter receipt information for goods received.
- If you select **Enter Goods Received/Invoiced Orders**, you can do the above and enter invoice totals. The system uses the invoice totals to calculate costs.
- Select **Edit Orders** to make changes to orders on file. Depending on what changes you made to the order you are editing, you might be able to receive goods, apply invoices, both, or neither.
- Select **Receive Goods**, **Apply Invoices**, and **Receive Goods and Invoices** for orders that have been entered. If you receive goods for an order, the status of the order changes to **Goods Received** and the memo totals screen appears. If you apply an invoices to an order, the status of the order changes to **Invoice Received** and the invoice totals screen appears.

Entering and Editing Orders

When you enter a new order, the status of the line is **Open**. When you edit an order, you can change the line item status to **Cancelled** or **Completed**. You can change the status of a line item to **Completed** in two ways:

- Manually change the status. The quantities received and invoiced must be equal.
- Post the order. The system changes the status of each line item whose quantities received and invoiced are equal and whose quantities received and invoiced are equal to or greater than the quantity ordered to **Completed**.

An order may be complete even though the vendor has invoiced you for more items than you received. In this situation, you can do one of these things:

- If you do not want to assign a cost to the extra items, enter an invoice for the extra quantity, and enter **0** as the unit cost. If Purchase Order interfaces with Inventory, an Inventory bucket is created for the item with a unit cost of **0**.
- If you want to assign a cost to the extra items, enter the invoice number you want to edit. Then change the quantity to match the number of invoiced items.

When the status of each line item in an order is **Completed**, the order is removed from the system when you post.

You can cancel a line item only if the quantity received is zero and you have not applied an invoice to the line item.

Before you edit or cancel orders or line items, print the Purchases Journal (see page 6-13) and the Returns Journal (see page 6-15) so that you have the correct order numbers.

After you edit or cancel orders, produce the Open Order Report (see page 6-9), the Purchases Journal (see page 6-13), and the Returns Journal (see page 6-15) to make an audit trail. This step is especially important if you cancelled some orders.

Entering Header Information

When you select an option from the selection screen, the Header Information screen appears.

Field	Description
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 10px;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; margin-right: 10px;">Maint</div> </div> Batch ID	<p>Enter the batch ID. Use the batch ID to group orders by purchasing agent, by time entered, or in any other way that fits your operations.</p> <p>You can print and post batches of purchase orders while others are working with different batches at the same time.</p> <p>If you have entered previous orders, the batch ID you entered previously appears to speed data entry.</p>
<div style="border: 1px solid black; padding: 2px; margin-right: 10px;">Inquiry</div> Purchase Order No	<p>If you are entering an order for the first time and you elected in the Resource Manager Options and Interfaces function to have the system generate purchase order numbers for you, the number appears and you cannot change it.</p>

Field	Description
	<p>If you did not elect the option, or if you are working with an existing purchase order, enter the purchase order number you want to view or edit.</p>
	<p>To delete the entire order, use the Delete (F3) command.</p>
Date	<p>If you are entering the first order in a group, the system date appears; otherwise, the date you assigned to the last order appears. Accept the current date, or enter a different date.</p>
Status	<p>The status that appears depends on which option you selected on the selection screen. You cannot change this status.</p>
<input type="button" value="Inquiry"/>	Loc ID
<p>If you entered a default location ID when you set up the company, that ID appears. If you change the ID of the location for which you are purchasing the items, the description of the location appears for verification.</p> <p>If you did not enter a default location ID, enter the ID of the location for which you are purchasing the items. The Inquiry (F2) command is available if Purchase Order interfaces with Inventory.</p>	
<p>If Purchase Order does not interface with Inventory, you can skip this field.</p>	
<input type="button" value="Inquiry"/> <input type="button" value="Maint"/>	Vendor ID
<p>Enter the ID of the vendor from whom you are ordering goods. Use the Maintenance (F6) command to open the Vendors function to edit or enter vendor information. You can change a vendor ID only for orders with new status. After you enter the ID, the vendor's name and address appear.</p>	

Field	Description
<p data-bbox="342 821 418 852">Inquiry</p> <p data-bbox="342 863 418 894">Maint</p>	<p data-bbox="500 821 639 852">Terms Code</p> <p data-bbox="764 552 1346 800">To enter a vendor you plan to deal with only once, enter TEMP and then the vendor's name and address. The system assigns each temporary vendor an ID that consists of a "+" sign and a five-digit number. This ID prints in the Purchases Journal. Temporary vendors that have balances of zero are removed from the APVExxx (Vendor) file when you do periodic maintenance.</p> <p data-bbox="764 827 1346 1045">Enter the terms code. If you use the Maintenance (F6) command, the Terms Codes function opens where you can enter or edit terms code information. See the <i>Accounts Payable User's Manual</i> for information about this function. After you enter the terms code, the description and the percent for the payment terms of the transaction appear.</p>
<p data-bbox="342 1066 418 1098">Inquiry</p> <p data-bbox="342 1108 418 1140">Maint</p>	<p data-bbox="500 1066 618 1098">Tax Group</p> <p data-bbox="764 1066 1346 1224">Enter the vendor's tax group. Use the Maintenance (F6) command to open the Tax Groups function to enter or edit tax group information. See the <i>Resource Manager User's Manual</i> for information about this function.</p>
	<p data-bbox="500 1245 570 1276">Notes</p> <p data-bbox="764 1245 1346 1318">Enter up to two lines of notes to associate with the order. The notes print on the purchase order form.</p>
<p data-bbox="342 1333 418 1365">Inquiry</p> <p data-bbox="342 1375 418 1407">Maint</p>	<p data-bbox="500 1333 618 1365">Ship-to ID</p> <p data-bbox="764 1333 1346 1554">Enter the ID of the address to which you want the order delivered. Use the Maintenance (F6) command to open the Ship-to Addresses function to enter or edit shipping addresses. If the shipping address is on file, the name and address appear after you enter the ship-to ID. If the shipping address is not on file, enter the name and address.</p>

Field	Description
FOB	Enter the free-on-board terms, or press Enter to skip this field. This term usually indicates who pays for the shipment of the goods or the insurance on the shipment. Common entries are destination (the vendor pays) and shipping point or origin (you pay). Another common entry is the name of a city, meaning that the vendor pays to move the goods to that city and you pay to move it beyond that point.
Ship Via	<p>If you entered a ship-to ID that is on file, the shipping method appears. Accept it or enter a different shipping method.</p> <p>If you entered a ship-to ID that is not on file or if you did not enter an ID, enter the shipping method, or press Enter to skip this field.</p>
Ordered By	Enter a name or description identifying the person who placed the order.
Received By	If the goods have been received, enter a name or description identifying the person who received them.
Requested Ship Date	Enter the date you want the vendor to ship the order. This date is used in the Open Order Report to forecast receipts.

If you add, edit, or cancel an order or a line item, pay attention to the transaction totals. The system puts the entire payment balance in the **Payment 1** field when a quantity, a cost, or an amount is changed. If the calculated discount is different from the cash discount, a screen appears where you can elect to automatically use the calculated amount.

When you save the header information, the Append Line screen appears if no line items are associated with the order (see “Entering or Editing Line Items” on page 5-12 for more information). If the order has line items, the Orders screen appears (see “Transactions Screen” on page 5-32 for more information).

Entering or Editing Line Items

The line item entry screen appears if you selected the **Enter New Orders**, **Enter Goods Received Orders**, **Enter Goods Received/Invoiced Orders**, or **Edit Orders** option on the selection screen, or when you press **Enter** or **A** on the Orders or the Receive Goods and Invoices screens.

	Goods Qty	Units	Invoice Qty	Unit Cost	Ext Cost
Ordered	1.0000	EA		429.9500	429.95
Total Recd	.0000		.0000		
Bal Due	1.0000		1.0000		
Current	.0000		.0000		.00
Posted	.0000		.0000		.00

If you are editing a line item, this screen is called the Edit Line screen. If you are adding a line item, this screen is called the Append Line screen.

Field	Description
Line Status	When you add a line item, the status of the line is open and you cannot change it. When you edit or cancel a line item, you can change the status of the line to open , completed , or cancelled . Open status means that the line item was ordered but not received. Completed status means that the line item was ordered and received. Cancelled status means that the order was cancelled (as though no order had been entered).

	Field	Description
<input type="button" value="Inquiry"/> <input type="button" value="Maint"/>	Item ID	<p>If Purchase Order interfaces with Inventory and you are ordering an inventory item, enter the item number, or press Enter to skip this field. If you use the Maintenance (F6) command, the Items function opens where you can enter or edit item numbers. (See the <i>Inventory User's Manual</i> for more information.)</p> <p>If Purchase Order does not interface with Inventory, enter the item number, or press Enter to skip this field.</p>
	Desc	<p>If Purchase Order interfaces with Inventory and you entered an item ID, the description of the item appears. Accept it, or enter a different description.</p> <p>If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter a description.</p>
	Additional Descriptions	<p>If you elected to use additional descriptions in the Resource Manager Options and Interfaces function, you can enter up to 10 lines of information. If you also elected to use Inventory additional descriptions, the item's additional descriptions (if any) appear from Inventory.</p>
	GL Desc	<p>If you elected to post summary information to General Ledger in the Resource Manager Options and Interfaces function, this field is skipped.</p> <p>If you elected to post detailed information to General Ledger in the Resource Manager Options and Interfaces function, enter a description to identify the order, or press Enter to skip this field.</p> <p>If you elected to use the vendor name as the GL description in the Resource Manager Options and Interfaces function, the vendor name appears. Press Enter to use the name, or enter a different description.</p>

Field	Description
Requested Ship Date	<p>If Purchase Order interfaces with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the order. If you do not enter a description, the invoice number and item description appear in the Description column of the GLJRxxx file when you post.</p> <p>This field appears only if you elected to use requested ship dates on line items in the Resource Manager Options and Interfaces function. Enter the requested ship date for the order.</p>
<p>Inquiry</p> <p>Maint</p>	<p>Tax Class</p> <p>Enter the tax class for the line item. If you use the Maintenance (F6) command, the Tax Classes function opens. See the <i>Resource Manager User's Manual</i> for information about this function.</p> <p>You cannot change this field if an invoice has been applied against the line.</p>
<p>Inquiry</p> <p>Maint</p>	<p>Job/Phase ID</p> <p>Enter the ID of the job and phase affected by the order, or press Enter to skip these two fields. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with Job Cost.</p> <p>You cannot change these fields if goods have been received against the line.</p>
<p>Inquiry</p> <p>Maint</p>	<p>Cost Code</p> <p>If Purchase Order interfaces with Job Cost and you enter values in these fields, the system treats the ordered item as related to a job, and does not update the quantity on hand in Inventory.</p> <p>If you entered a job ID and Purchase Order interfaces with Job Cost, select a cost code to assign to the item. The Inquiry (F2) and Maintenance (F6) commands are available.</p>

Field	Description
<p style="text-align: center;"> <input type="button" value="Inquiry"/> <input type="button" value="Maint"/> </p>	<p data-bbox="716 554 1273 646">If you entered a job ID and Purchase Order does not interface with Job Cost, enter a cost code or press Enter to skip this field.</p> <p data-bbox="451 663 591 697">GL Account</p> <p data-bbox="716 663 1295 825">If Purchase Order interfaces with Job Cost and you entered a job ID, the WIP account from the DFxxxxxx table appears. If Purchase Order does not interface with Job Cost or if you did not enter a job ID, the account number is selected in this order:</p> <ol data-bbox="716 848 1295 1205" style="list-style-type: none"> 1. If you assigned an account number in the vendor's record, that number appears. 2. If Purchase Order interfaces with Inventory and you entered an item ID, the inventory account from the item location appears. 3. If Purchase Order does not interface with Inventory or if the line is for a noninventory item and no account number is entered in the vendor record, the inventory account from the DFxxxxxx table appears. <p data-bbox="716 1230 1295 1352">Accept the current account number, or enter a different account number. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with General Ledger.</p> <p data-bbox="451 1377 678 1411">Ordered Goods Qty</p> <p data-bbox="716 1377 1295 1539">Enter the number of units you are ordering. If Purchase Order interfaces with Inventory and you entered an item ID, the quantity on order in the item record is increased by the quantity you enter here (unless you entered a job ID).</p> <p data-bbox="716 1562 1256 1619">If the vendor is set up for the item, Purchase Order uses the last ordered quantity as the default.</p>

	Field	Description
Inquiry	Units	
Maint		
		<p>If Purchase Order interfaces with Inventory and you entered an item ID, accept the current base unit of measure, or enter an alternate unit of measure. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with Inventory.</p> <p>If Purchase Order does not interface with Inventory or if you are purchasing a noninventory item, EA appears. Accept it, or enter the unit of measure by which you order the item; for example, you might enter DZ if you measure the item by the dozen.</p> <p>If Purchase Order interfaces with Inventory, messages that help you make purchasing decisions appear at the bottom of the screen when you enter the ordered quantity and units. For example, a message might tell you the quantity you usually order for the item, the quantity on order, and the quantity available for resale. If the order will overstock the item or if you are not ordering enough to replenish stock, a message states that you are above a maximum or below a minimum.</p> <p>After you have read the message, press Enter. Then change the ordered quantity or units, if necessary.</p> <p>If the vendor is set up for the item, Purchase Order uses the unit of measure you ordered as the default.</p>
	Unit Cost	<p>If Purchase Order interfaces with Inventory and you entered an item ID, the last unit cost you paid for the item appears, regardless of your choice of inventory costing methods. Accept that unit cost, or enter a different unit cost.</p> <p>If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter the unit cost of the item.</p>

Field	Description
	If the vendor is set up for the item in Inventory, Purchase Order uses the last purchase cost for that vendor as the default.
Ext Cost	Accept the current extended cost (the quantity times the unit cost), or enter a different extended cost. If you change the extended cost, the unit cost is updated accordingly.

These fields are updated and appear when you enter receipts and invoices:

Field	Description
Total Rcvd Goods/ Invoice Qty	The total quantity (posted and unposted) of goods you received and applied invoices for appears.
Bal Due Goods/ Invoice Qty	The quantity yet to be received (Ordered Goods Qty minus Total Rcvd Goods Qty) and invoiced (Ordered Goods Qty minus Total Rcvd Invoice Qty) appears.
Current Goods/ Invoice Qty	The unposted quantity of goods you received and invoiced appears.
Current Invd Ext Cost	The extended cost of the unposted invoices appears. This value is the unit costs of the goods for which you applied invoices multiplied by the quantity.
Posted Goods/ Invoice Qty	The posted quantity of goods you received and invoiced appears.
Posted Invd Ext Cost	The extended cost of the posted invoices appears.

If Purchase Order interfaces with Inventory and you ordered a lotted item ID, this prompt appears after you save the line item: **Do you wish to order lots?** If you select **Yes** (or enter **Y** in text mode), the Lot Entry screen appears (see “Lot Entry Screen” below for more information).

Use the **Proceed (OK)** command to save the information, then enter another line item or use the **Exit (F7)** command to exit from the line item entry screen.

When you exit, the Transactions screen (page 5-32) appears if you selected **Enter New Orders** on the selection screen. The Receive Goods screen appears if you selected **Enter Goods Received Orders** or **Enter Goods Received/Invoiced Orders** on the selection screen. See “Receiving Goods” on page 5-20 for more information.

If you selected the **Receive Goods, Apply Invoices**, or **Receive Goods and Invoices** option, the process is slightly different since the system assumes you have already entered the line items. See “Receiving Goods and Applying Invoices” on page 5-41 for more information.

Lot Entry Screen

If you selected **Yes** (or entered **Y** in text mode) at the **Do you wish to order lots?** prompt, the Lot Entry screen appears.

The screenshot shows the 'Lot Entry' window with the following data:

Item ID	811003	Paint - Ivory - Flat
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE
Units	GAL	Requested Qty 10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
1101	10.0000	.0000	139.80

Lot Number (000001 of 000001) 139.80

Buttons: Enter = Edit, Append, Goto, Done

Use these commands to work with the lot numbers on the screen:

- Press **Enter** to edit the selected line.
- Press **A** to add a new lot number.

The Append/Edit Lot Number screen appears when you edit or add a lot number.

Field	Value	Field	Value	Field	Value
Lot No	1101	Cost	13.9800	Ext Cost	139.80
Orig Qty	10.0000				
Fulfill Qty	.0000				
Backord Qty	.0000				
Comment					

Inquiry

Field	Description
Lot No	Enter the lot number for the item.
Orig Qty	Enter or change the ordered quantity of the item.
Cost	The cost of the item appears.
Ext Cost	The extended cost of the item appears.
Fulfill Qty/Backord Qty	You cannot change these quantities on a new order.
Comment	Enter additional information about the item.

- Press **G** to go to a specific line. This command is available only when there is more than one screen of items.
- Press **D** to exit from the Lot Entry screen.

Receiving Goods

If you selected the **Enter Goods Received Orders** option or the **Enter Goods Received/Invoiced Orders** option on the selection screen, the Receive Goods screen appears when you save the line item information or when you select the **Rcv goods** or the **Rcv gds and inv** command on the Orders or the Receive Goods and Invoices screen.

Receipt No	Date	Period	Quantity	Unit Cost	Ext Cost
R1138	09/26/2002	09	1.0000	429.9500	429.95

The screen's title contains either **(New)** or **(Edit)**, depending on the task you are performing.

Inquiry

Field

Description

Receipt No

Enter the number of the receiving document, or press **Enter** to skip this field.

Date

Press **Enter** if you received the goods on the current date, or enter a different date.

Period (1-13)

Press **Enter** to post the receipt to the current period, or enter a different period.

If this is a serialized or lotted item, the **Quantity**, **Unit Cost**, and **Ext Cost** fields are not available. Use the **Proceed (OK)** command to save the data; then skip to "Receiving Serialized Goods" on page 5-23 or "Receiving Lotted/Serialized Goods" on page 5-26, or use the **Exit (F7)** command to return to the Transactions screen to cancel the entire task (see "Transactions Screen" on page 5-32 for more information).

Field	Description
Quantity	<p>For the first receipt of a line item, the ordered quantity appears. For receipts after that, the remaining quantity on order appears. Press Enter if you received the current quantity, or enter the quantity you received.</p> <p>If Purchase Order interfaces with Inventory, the line is for an inventory item, and no job is involved, the quantity you receive decreases the inventory quantity on order and increases the quantity available. If the inventory item is purchased for a job, the quantity you receive decreases the inventory quantity on order and the quantity committed; the quantity available is not affected.</p>
Unit Cost	<p>The unit cost you entered for the item on the line item entry screen appears. You can change the unit cost only for the first receipt of goods for the line item.</p> <p>If you do not know the unit cost of the received items, enter the most accurate estimate possible so that a large COGS adjustment in Inventory is not necessary.</p>
Ext Cost	<p>The extended cost (the quantity times the unit cost) appears. You can change the extended cost only for the first receipt of goods for the line item. If you change the extended cost, the unit cost is updated accordingly.</p>

If you selected the **Enter Goods Received Orders** option on the selection screen, the line item entry screen (page 5-12) appears after you save the information. Enter the next line item, or exit to the Transactions screen (page 5-32).

If you selected the **Enter Goods Received/Invoiced Orders** option, the Apply Invoice screen appears (page 5-22).

Applying Invoices

The Apply Invoice screen appears if you selected the **Enter Goods Received/ Invoiced Orders** option on the selection screen, if you selected the **Apply inv** or **Rcv gds&inv** command when it appears, or if you selected **Apply Invoices** from the selection screen.

Invoice No	Date	Period	Quantity	Unit Cost	Ext Cost
149731	09/26/2002	09	1.0000	429.9500	429.95

The screen's title contains either **(New)** or **(Edit)**, depending on the task you are performing.

	Field	Description
Inquiry	Invoice No	Enter the number of the vendor's invoice.
	Date	The system uses the date of the vendor's invoice to calculate when the payment is due. Accept the current date, or enter a different date. If this is a serialized or lotted item, the Quantity , Unit Cost , and Ext Cost fields are not available. Use the Proceed (OK) command to save the data; then skip to "Receiving Serialized Goods" on page 5-23 or "Receiving Lotted/Serialized Goods" on page 5-26, or use the Exit (F7) command to return to the Transactions screen (page 5-32) to cancel the entire task.
	Quantity	Enter the invoice quantity. You cannot enter a quantity that is greater than the total received.
	Unit Cost	The unit cost you entered for the receipt appears. Accept it, or enter the unit cost from the invoice.

Use these commands to work with the information on the screen:

- Press **Enter** to edit the selected line's unit cost or to add a comment.
- Press **A** to add a new serial number.

The Append/Edit Serial Number screen appears when you edit or add a serial number.

Field	Value
Serial Number	LTQ6131012
Quantity Received	1.0000
Unit Cost	239.6600
Comment	

Inquiry

Enter the serial number for each item you received. The quantity received is always **1**; you must enter a different serial number for each item in the order.

Edit the unit cost, if necessary, then enter a comment (if desired). Use the **Proceed (OK)** command to save your changes and return to the Receive Serialized Goods Entry screen.

After you enter the information for the last serial number or when you exit from the **Serial Number** field, the system updates the receipt and invoice quantities to match the number of serial numbers you entered. A blank line item entry screen appears. Enter information about the next line item for the order, or exit to the Transactions screen (page 5-32).

- Press **G** to go to a specific line. This command is available only when there is more than one screen of items.
- Press **D** to exit from the Receive Serialized Goods Entry screen.

Inquiry

Enter the lot number and quantity for the item you received, then edit or change the unit cost and comment, if desired. Use the **Proceed (OK)** command to save your changes and return to the Receive Lotted Goods Entry screen.

- Press **G** to go to a specific line. This command is available only when there is more than one screen of items.
- Press **D** to exit from the Receive Serialized Goods Entry screen.

Receiving Lotted/Serialized Goods

When you receive goods for an order with lotted/serialized goods, this screen appears so that you can enter serial and lot information:

Serial Number/Comment	Qty Received	Unit Cost
12-10293	1.0000	2.2500
12-10294	1.0000	2.2500
12-10295	1.0000	2.2500
12-10296	1.0000	2.2500
Total		5.0000
Ext Cost		11.2500

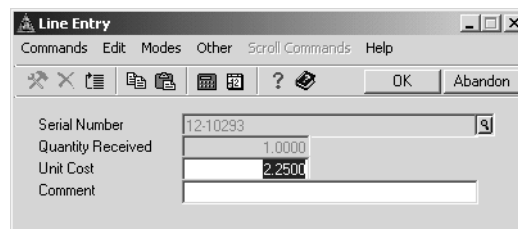
The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the items for which you've entered lot and serial numbers, the total, and the extended cost of the item. The system updates totals and extended costs when you finish line item entry.

The quantity ordered defaults to **1** for serial items until you enter the serial numbers for each individual item, because individual serialized items cannot share serial numbers (unlike individual lotted items).

Use these commands to work with the lot and serial numbers on the screen:

- Press **Enter** to edit the selected line's unit cost or to add a comment.
- Press **A** to add a new serial or lot number.

The Line Entry screen appears when you edit or add a lot or serial number.



Field	Value
Serial Number	12-10293
Quantity Received	1.0000
Unit Cost	2.2500
Comment	

Inquiry

Enter the lot or serial number for each item you received. When you enter a lot number, a screen appears so that you can enter serial number information associated with that lot.

Continue entering lots and their associated serial numbers until you satisfy the received quantity.

- Press **D** to exit from the Received Lotted/Serialized Goods Entry screen.

Applying Invoices for Serialized Goods

If you are applying invoices for serialized goods, this screen appears:

Serial Number/Comment	Tag	Invoice	Unit Cost
LTQ6131012	<input checked="" type="checkbox"/>		239.6600
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

(000001 of 000001)

Average Cost .0000
Extended Cost .00

The invoice number, date, and item ID you entered on the Apply Invoices screen appear. The screen also lists a running total of the items for which you have entered invoices, the average cost, and the extended cost of the item.

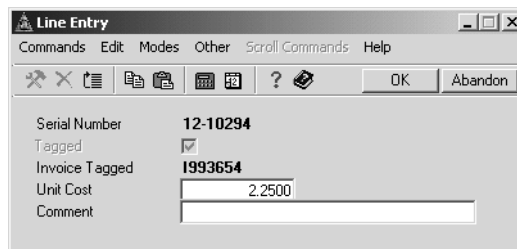
The **Tag** field indicates whether the item is included in the invoice you entered on the Apply Invoices screen. If the item is tagged (the check box is selected or **YES** appears in text mode), the item is included in the invoice; if the item is not tagged (the check box is clear or **NO** appears in text mode), the item is not included.

Use these commands to work with the information on the screen:

- Press **Enter** to tag the selected serialized item as included in the invoice you entered.
- Press **T** to tag all serialized items listed as included in the invoice.
- Press **U** to untag all items listed for the invoice.

- Press **E** to edit the selected line item. You must tag the line item to include it in the invoice you are working with before you can edit it.

The Edit Line screen appears and lists the serial number, tag status, and invoice tagged.



Serial Number	12-10294
Tagged	<input checked="" type="checkbox"/>
Invoice Tagged	1993654
Unit Cost	2.2500
Comment	

Edit the unit cost of the item received, if necessary, and enter a comment (if desired). Use the **Proceed (OK)** command to save your changes and return to the Invoice Serialized Goods Entry screen.

- Press **D** to exit from the Invoice Serialized Goods Entry screen.

Applying Invoices for Lotted/Serialized Goods

If you are applying invoices for lotted/serialized goods, this screen appears:

Lot No/Serial No/Comment	Tag	Invoice	Unit Cost
120200	<input checked="" type="checkbox"/>	1993654	2.2500
12-10293	<input type="checkbox"/>		
120200	<input checked="" type="checkbox"/>	1993654	2.2500
12-10294	<input type="checkbox"/>		
120200	<input checked="" type="checkbox"/>	1993654	2.2500
12-10295	<input type="checkbox"/>		

(000001 of 000005)

Average Cost 2.2500
Ext Cost 11.25

The invoice number, date, and item ID you entered on the Apply Invoices screen appear. The screen also lists a running total of the items for which you have entered invoices, the average cost, and the extended cost of the item.

The **Tag** field indicates whether the item is included in the invoice you entered on the Apply Invoices screen. If the item is tagged (the check box is selected or **YES** appears in text mode), the item is included in the invoice; if the item is not tagged (the check box is clear or **NO** appears in text mode), the item is not included.

Use these commands to work with the information on the screen:

- Press **Enter** to tag the selected serialized item as included in the invoice you entered.
- Press **T** to tag all serialized items listed as included in the invoice.
- Press **U** to untag all items listed for the invoice.

- Press **D** to exit from the Invoice Serialized Goods Entry screen.
- Press **E** to edit the selected line item. You must tag the line item to include it in the invoice you are working with before you can edit it.
- Press **D** to exit from the Invoice Serialized Goods Entry screen.

Transactions Screen

The Transactions screen appears under several circumstances:

- You save header information for an order that has line items.
- You exit from the line item entry screen when entering or editing orders.
- You exit from the Receive Goods screen without involving serialized items.
- You exit from the Apply Invoice screen without involving serialized items.
- You exit from the Receive Serialized Goods Entry screen.
- You exit from any lotted/serialized entry screens.

The screenshot shows the Transactions screen with the following data:

Item ID	Quantities	Units	Unit Cost
Description	Ord/Rcv/Inv	Status	Extended Cost
			Last Invoice
200300	1.0000	EA	429.9500
Air Conditioner	1.0000	OPEN	429.95
900	5.0000	EA	239.6600
Refrigerator - Black	1.0000	OPEN	1198.30
	.0000		.0000
811003	5.0000	GAL	13.9800
Paint - Ivory - Flat	5.0000	OPEN	69.90
	5.0000		13.9800

Order Totals (Memo)				
Subtotal	Sales Tax	Freight/Misc	Disc/Prepaid	Total
1698.15	67.93	.00	.00	1766.08
		.00	.00	

The Transactions screen is divided into these sections:

- Header screen information is summarized at the top of the screen.
- The line item scroll region appears in the middle of the screen.
- Memo totals appear at the bottom of the screen.

Commands

Use these commands to work with the information on the screen:

- Press **Enter** to edit the selected line. See “Entering or Editing Line Items” on page 5-12 for more information.
- Press **A** to add a line item to the end of the list. See “Entering or Editing Line Items” on page 5-12 for more information.
- Press **R** to enter receipts and apply invoices to the selected line item. See “Receiving Goods” on page 5-20 for more information.

This command appears only if you selected the **Enter Goods Received Orders** or the **Enter Goods Received/Invoiced Orders** options on the selection screen, or if you are editing a received order.

- Press **H** to return to the header screen. You do not lose the line item entries, because you already saved them.

You cannot change the **Purchase Order No.**, **Status**, **Loc ID**, and **Vendor ID** fields, regardless of the status. For orders with **Goods Received** and **Invoice Received** status, you also cannot change the **Vendor ID** field. You cannot use the **Delete (F3)** command to delete an order if it has been received or invoiced.

- Press **T** to view the Totals/Payments screen.

For orders with **New** or **Goods Received** status, the Order Totals screen (page 5-34) appears. For orders with **Invoice Received** status, the system prompts you to select order totals (**O**) or invoice totals (**I**); then the screen for the total you selected appears.

- Press **V** to view information for the selected line item. Press any key to return to the Transactions screen.
- Press **O** to print a purchase order online. The **Print Online Purchase Order** prompt appears. To print the order, select **Yes** (or enter **Y** in text mode); you are taken to the **Print Orders** function. To cancel the print instruction, select **No** (or enter **N** in text mode).
- Press **G** to go directly to a particular line item, then enter the line number. This command is available only when there is more than one screen of line items.
- Press **N** to return to the Transaction Type selection screen.

Order Totals

The Order Totals screen appears when you select the **Totals** command on the Transactions screen and then press **O** (if necessary) to work with the order totals.

Order		Class	Curr Invd	Posted Invd	Variance
Sub Total	1698.15		499.85	.00	1198.30
Freight	<input type="text" value=".00"/>	<input type="text" value="3"/>	.00	.00	.00
Misc	<input type="text" value=".00"/>	<input type="text" value="3"/>	.00	.00	.00
Sales Tax	67.93		19.99	.00	47.94
Total	1766.08		519.84	.00	1246.24
Prepay	<input type="text"/>		.00	.00	.00
Check No	<input type="text"/>				
Discount	<input type="text" value=".00"/>		5.20	.00	-5.20
Net	1766.08		514.64	.00	1251.44
Payment 1	<input type="text" value=".00"/>				
Due Date 1	<input type="text" value="/ /"/>				
Payment 2	<input type="text" value=".00"/>				
Due Date 2	<input type="text" value="/ /"/>				
Payment 3	<input type="text" value=".00"/>				
Due Date 3	<input type="text" value="/ /"/>				

The order totals are memo totals—the system does not use them. You can indicate that the order was prepaid and track a payment schedule upon which you and the vendor agree.

The order's subtotal, total (including freight and miscellaneous charges and sales tax), and net amounts (after any prepayments) appear on the left side of the screen.

The order's posted and unposted amounts that are invoiced, the total amounts that are invoiced, and the difference between the unposted and total amounts that are invoiced appear on the right side of the screen.

Follow these steps to use the entry fields on the screen:

Inquiry

Maint

1. In the **Freight** and **Misc** fields, enter any shipping and miscellaneous charges and the tax class to which you want to apply them.
2. In the **Sales Tax** field, enter the sales tax from the vendor's invoice. If you enter a sales tax amount that is different from the calculated amount, this screen appears and lists the calculated amount:

Tax Loc	67.93	19.99	.00	47.93
CA				
Tax Adjust	7.37			
Sales Tax	67.93	19.99	.00	47.94

Inquiry

Maint

The difference between the sales tax amount you entered and the calculated amount appears in the **Tax Adjust** field. Edit this amount or press **Enter** to accept it, then enter the tax location and tax class for the adjustment. Use the **Proceed (OK)** command to save your changes and return to the Order Totals screen.

-
3. If you prepaid a portion of the order, enter the amount in the **Prepay** field.
 4. If you entered a prepayment, enter the number of the check you used for payment or press **Enter** if you paid cash—**CASH** appears.
 5. If you entered a discount percentage on the header screen, the amount of the discount appears in the **Discount** field; if not, **.00** appears. Accept this discount amount or enter a new value.

The discount is based on your inclusion/exclusion selections in the **DISCxxxx** table. If you did not set up a **DISCxxxx** table, the amount the discount is calculated from includes sales tax, freight charges, and miscellaneous charges.

6. The first payment amount appears in the **Payment 1** field. Accept this value or enter a different amount (it must be less than the order total).

If you change the amount of the first payment, the remaining payment appears in the **Payment 2** field.

7. Enter the date the first payment is due in the **Due Date 1** field. This is a memo field; the system does not use this date.
8. Accept the second payment amount or enter a new one. If you change this amount, the remaining payment appears in the **Payment 3** field.
9. Enter the date the second payment is due. This is a memo field; the system does not use this date.
10. The third payment amount appears in the **Payment 3** field. If you need to split an invoice into more than three payments, post the order, then use the **Hold/Release Invoices** function to split it further. See the *Accounts Payable User's Manual* for information on this function.
11. Enter the date the third payment is due. This is a memo field.

When you approve the totals, you exit from the Order Totals screen and return to the Transactions screen.

Invoice Totals

When you select the **Totals** command on the Transactions screen and then press **I** to work with invoices totals, you are prompted to enter the invoice number you want to view or edit. Enter the number, or accept the number that appears (the **Inquiry (F2)** command is available). The Invoice Totals screen appears.

The screenshot shows the 'Invoice Totals' window with the following data:

Current	Class	Posted	Total Invd
Taxable		.00	429.95
Nontaxable		.00	.00
Subtotal		.00	429.95
Freight		.00	.00
Misc		.00	.00
Sales Tax	17.20	.00	17.20
Total		447.15	447.15

Other fields in the window include:

- Invoice No: 149731
- Date: 09/26/2002
- GL Per: 9
- 1099?
- Prepayment: .00
- Discount: 4.47
- Check Number: []
- Payment Date: / /
- Online Check?
- Payment 1: 442.68
- Payment 2: .00
- Payment 3: .00
- Due Date 1: 10/06/2002
- Due Date 2: / /
- Due Date 3: / /

Field

Description

Invoice No

The invoice number you selected appears.

Date

The system uses the date of the vendor's invoice to calculate when the payment is due. Accept the current date, or enter a different date.

Adjust Due Dates?

This field appears only if you change the date. If you want to recalculate the due dates based on the date you entered, select **Yes** (or enter **Y** in text mode). If you due dates to remain as calculated, select **No** (or enter **N** in text mode).

Field	Description
GL Per (1-13)	Press Enter if you want to post the invoice to the current period, or enter a different period.
1099?	<p>If the vendor does not receive a 1099-MISC form, the check box is cleared (or NO appears in text mode) and you cannot change it.</p> <p>If the vendor receives a 1099-MISC form, the check box is selected (or YES appears in text mode). If you want the invoice to update the 1099 Payments Year to Date field in the vendor's record, press Enter; if not, clear the box (or enter N in text mode).</p> <p>For more information about 1099 forms, see the <i>Accounts Payable User's Manual</i>.</p>
Current Taxable/ Nontaxable/Subtotal	The unposted taxable and nontaxable amounts and the subtotal of the invoice appear.
Posted Taxable/ Nontaxable/Subtotal	The posted taxable and nontaxable amounts and the subtotal of the invoice appear.
Total Invd Taxable/ Nontaxable/Subtotal	The total taxable and nontaxable amounts and the subtotal of the invoice appear.
Current Freight/Misc	Enter the shipping and miscellaneous charges from the invoice. Then enter the tax class to which you want to apply the charges.
Current Sales Tax	The sales tax that appears is based on the tax codes you assigned to the invoiced line items. Accept it, or enter a different sales tax. If you change the current sales tax, the Sales Tax Breakdown screen appears. See page 5-35 for more information on this screen.
Current Total	The total amount of the invoice (the unposted subtotal plus the unposted freight charges, miscellaneous charges, and sales tax) appears.

Field	Description
Posted Freight/Misc/ Sales Tax/Total	The posted freight charges, miscellaneous charges, sales tax, and total of the invoice appear.
Prepayment	If you prepaid a portion of the invoice, enter the amount.
Check Number	If you entered a prepayment, enter the number of the check you used, or press Enter if you paid cash— CASH appears.
Payment Date	Enter the date of the prepayment.
Online Check?	<p>You can produce an online check only if you entered a check number and if you elected to in the Resource Manager Options and Interfaces function.</p> <p>If you do not want to produce an online check for the invoice, clear the box (or enter N in text mode). If you want to produce an online check, select the box (or enter Y in text mode).</p>
Discount	<p>If you entered a terms code with a discount percentage on the header screen, the amount of the discount appears; if not, .00 appears. Accept the current discount, or enter a different discount.</p> <p>The discount is based on your inclusion/exclusion selections in the DISCxxxx table. If you did not set up a DISCxxxx table, the amount the discount is calculated from includes sales tax, freight charges, and miscellaneous charges.</p>
Payment 1	<p>Accept the first payment amount (the ordered total minus the prepayment and cash discount), or enter a different amount (it must be less than the order total).</p> <p>If you change the amount of the first payment, the remaining payment appears in the Payment 2 field.</p>

Field	Description
Due Date 1	If you entered discount terms on the header screen, the first due date is calculated from the number of due days you entered in the Terms Codes function (see the <i>Accounts Payable User's Manual</i>). Accept the current date, or enter a different date.
Payment 2	If you changed the amount of the first payment, the second payment (the ordered total minus the prepayment, cash discount, and first payment) appears. Accept it, or enter a lower amount. If you change the amount of the second payment, the remaining payment appears in the Payment 3 field.
Due Date 2	Enter the date the second payment is due.
Payment 3	If you entered an amount for the first and second payments, the remaining payment appears. If you need to split an invoice into more than three payments, post the order. Then use the Hold/Release Invoices function (see the <i>Accounts Payable User's Manual</i>) to split it further.
Due Date 3	Enter the date the third payment is due.

When you approve the totals, you exit from the Totals screen. If you elected to print an online check, the **Output device** prompt appears (see "Printing Online Checks" on page 5-41); otherwise, you are returned to the Transactions screen.

Printing Online Checks

If you elected to print an online check for an invoice and you entered a prepayment, you are prompted to produce the check.

To inspect your new purchase orders before you print the checks, print the Open Order Report (see page 6-9). If you need to change some orders, select the **Edit Orders** option on the selection screen.

If you elected to print checks, the message **Mount forms for copy 1** appears. After you mount the forms, press **Enter**, then select the output device for the checks. See “Output the Report” on page 1-68 for information on output devices.

If you selected the **Prompt to Mount Forms?** and **Do You Want to Print Alignment Mark Before Printing?** options in the Resource Manager **Form Codes** function, an alignment form prints and the **Is Form Aligned?** message appears. If the **X** is not centered in the alignment box, adjust the forms and select **No** (or enter **N** in text mode) to print the alignment form again. Repeat this procedure until the form is aligned correctly. Then select **Yes** (or enter **Y** in text mode) to print the check.

If you accessed the **Output device** prompt by pressing **I** at the **Order or Invoice Totals** prompt to work with the invoice totals, a check is printed only for that invoice; then you are returned to the Transactions screen.

Receiving Goods and Applying Invoices

You can receive goods for an order as many times as necessary. When you receive goods for an order with **New** or **Printed** status, the status of the order changes to **Goods Received**. When you apply an invoice to an order with **Goods Received** status, the status of the order changes to **Invoice Received**. (You cannot apply an invoice to an order before you receive goods.)

When you select the **Receive Goods**, the **Apply Invoices**, or the **Receive Goods and Invoices** option on the Transaction Type selection screen, the header screen appears. In the **Purchase Order No** field, enter the number of the purchase order whose goods you want to receive and to which you want to apply an invoice. The order information appears; you cannot edit the other fields.

When you select the **Receive Goods** option, the **Receive All?** prompt appears. If you do not want to receive all the quantities on the order, select **No** (or enter **N** in text mode); then see “Receiving Goods and Invoices” on page 5-44. If you want to receive all the quantities, select **Yes** (or enter **Y** in text mode); then see “Receiving All Goods” on page 5-42.

When you select the **Apply Invoices** option, the **Invoice All?** prompt appears. If you do not want to apply an invoice to all the line items on the order, select **No** (or enter **N** in text mode); then see “Receiving Goods and Invoices” on page 5-44. If you want to apply all invoices, select **Yes** (or enter **Y** in text mode); then see “Applying All Invoices” on page 5-43.

When you select the **Receive Goods and Invoices** option, the **Receive and Invoice All?** prompt appears. If you do not want to receive goods and apply invoices for all the line items on the order, select **No** (or enter **N** in text mode); then see “Receiving Goods and Invoices” on page 5-44. If you want to receive all the goods for the order, select **Yes** (or enter **Y** in text mode); then see “Receiving All Goods” on page 5-42 and “Applying All Invoices” on page 5-43.

Receiving All Goods

To change the status of the orders to **GoodsReceived**, select **Yes** (or enter **Y** in text mode) at the **Receive All?** or the **Receive and Invoice All?** prompt. The screen that appears is identical to the Receive Goods screen (page 5-20). However, the system sets the quantity received equal to the quantity ordered minus any quantity received you entered previously. You cannot change the unit and extended costs.

Enter a receipt number. If you have already entered a receipt for a line item, the remaining quantity is received at the cost of the first receipt you entered. If you selected the **Receive Goods and Invoices** option on the selection screen, the Apply Invoice screen (page 5-43) appears.

When you save the receipt information, the receipt number, date, and general ledger period are assigned to open line items. If you did not enter a receipt for a line item, the entire quantity is received at the purchase order cost. If you did not receive all the goods for a line item, you can change the receipt to reflect only the quantity that was received.

Applying All Invoices

To apply an invoice to all the line item quantities for which you received goods, changing order statuses of **New**, **Printed**, or **Goods Received** to **Invoice Received**, select **Yes** (or enter **Y** in text mode) at the **Invoice All?** or the **Receive and Invoice All?** prompts. The screen that appears is identical to the Apply Invoice screen (page 5-22).

Inquiry

1. Enter the number of the invoice you are applying. The number you enter is applied to every line item on the order.
2. Enter the date of the invoice.
3. Enter the invoice information. When you are finished, use the **Proceed (OK)** command to save it, then see “Receiving Goods and Invoices” on page 5-44.

When you save the invoice information, the invoice number and date are assigned to the open line items for which you have received goods, and the invoice quantity becomes equal to the remaining quantity. If the order has a line for a serialized item, the invoice is applied to the serial numbers you entered for the receipt.

If you have already applied an invoice to a line item, the remaining quantity is invoiced at the cost of the last invoice you applied.

If you have not already applied an invoice to a line item, the entire quantity for which you received goods is invoiced at the cost you received them. If the vendor's cost is different from the receiving cost or if you did not receive all the invoices, you can change the quantity to reflect only the quantity for which you are invoiced.

Receiving Goods and Invoices

When you select **No** (or enter **N** in text mode) at the **Receive All?**, the **Invoice All?**, or the **Receive and Invoice All?** prompts, or when you save the receipt/invoice information for a nonserialized item, the Transactions screen (page 5-32) appears. If you are receiving serialized, lotted, or lotted/serialized goods, see “Receiving Serialized Goods” on page 5-23, “Receiving Lotted Goods” on page 5-25, or “Receiving Lotted/Serialized Goods” on page 5-26 for information.

Refer to “Transactions Screen” on page 5-32 for information on using the commands to receive goods and apply invoices.

When you are finished receiving goods for and/or applying invoices to line items on the current order, press **N** to go to a blank header screen, select another order for which to receive goods or apply invoices. When you are finished working with orders, exit to the **Daily Work** menu.

When you finish entering receipts or applying invoices to all orders, print the Receipts and Invoices Report (see page 6-17) to complete the audit trail.

Enter Returns

Use the **Enter Returns** function to perform these tasks:

- return goods to a vendor
- apply debit memos to returned goods transactions
- make miscellaneous debit entries

Returning goods updates your Inventory system immediately. Return goods only *after* you have physically removed the goods from inventory.

To add, delete, or cancel line items or correct quantity mistakes you discover after you have entered the return, use the **Edit Returns** option on the Transaction Type selection screen (page 5-46) if you do not want to change the status of the return information. (You cannot edit a line item to which you have applied a posted memo.)

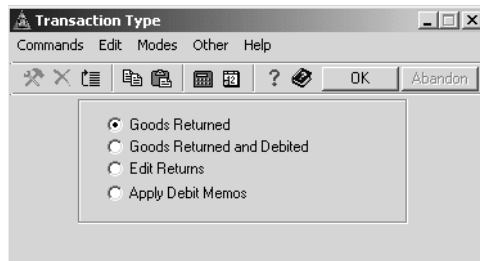
These return statuses appear in inquiry windows:

- 1 New
- 2 Printed
- 3 Goods Received
- 4 Invoice Received
- 5 Returned
- 6 Returned Debit Memo
- 7 Cancelled

You can apply debit memos only to returns with **Returned** or **Returned Debit Memos** status.

Transaction Type Selection Screen

Select **Enter Returns** from the **Daily Work** menu. The Transaction Type selection screen appears.



Select the type of transaction you want to work with:

- Select **Goods Returned** to enter returns for which you did not receive credit. See “Entering and Editing Returns” on page 5-47 for more information.
- Select **Goods Returned and Debited** to enter returns for which you received credit. See “Entering and Editing Returns” on page 5-47 for more information.
- Select **Edit Returns** to edit return goods transactions. See “Entering and Editing Returns” on page 5-47 for more information.
- Select **Apply Debit Memo** to apply a debit memo to a return goods transaction. See “Applying Debit Memos” on page 5-72 for more information.

The **Goods Returned**, **Goods Returned and Debited**, and **Edit Returns** options are general options: returns can have line items of any status. The **Goods Returned and Debited** option is the most general: you can add or change information about line items of any status and apply debit memos at that time or wait until later. By contrast, the **Apply Debit Memos** option works only with returns for which the line items have **Returned** status.

Entering and Editing Returns

Select the **Goods Returned** and the **Goods Returned and Debited** options on the Transaction Type selection screen to enter returns. Select the **Edit Returns** option to edit a return, but not necessarily to apply a debit memo to it.

Before you edit or cancel returns or line items, print the Open Order Report (see page 6-9) so that you have the correct order numbers, and print the Purchases Journal (see page 6-13) and the Returns Journal (see page 6-15) so that you can look up the numbers of the returns and entry numbers of the line items you want to edit. After you make the changes, print the report and journals again so that the audit trail is accurate.

Entering Header Information

When you select an option from the Transaction Type selection screen or when you select the **Header** command on any screen, the header screen appears.

Batch Information		Date	Status
Batch ID	000001	09/27/2002	Returned DM
Return Number	00000046		
Loc ID	MN0001		MINNEAPOLIS WAREHOUSE

Vendor Information		Ship-to Information	
Vendor ID	ACE001	Ship-to ID	001
ACE PLUMBING SUPPLY COMPANY		Bill Folz	
6769 GOLDEN GATE DRIVE		1124 Hennepin Ave	
		Suite 105	
SAN FRANCISCO CA 94135454-5548		Minneapolis, MN	
		55420	
Terms Code	AP0003	Type	Reg
Terms Desc	1/10,n/30	FOB	
Terms %	1.0	Days	10
		Net Days	30
		Tax Group	CA
Notes		Ship Via	FedEx
		Returned By	Sara
		Shipped By	Jeff

	Field	Description
<p style="text-align: center;">Inquiry</p> <p style="text-align: center;">Maint</p>	Batch ID	<p>Enter the batch ID. Use the batch ID to group orders and returns by purchasing agent, by time entered, or in any other way that fits your operations.</p> <p>You can print and post batches of returns and purchase orders while others are working with different batches at the same time.</p> <p>If you have entered previous returns, the batch ID you entered previously appears to speed data entry.</p>
<p style="text-align: center;">Inquiry</p>	Return No	<p>If you are entering a new return and you elected to have the system generate order numbers in the Resource Manager Options and Interfaces function, the return number appears and cannot be changed.</p> <p>If you did not elect this option or if you are changing or cancelling a return, enter the return number.</p> <p>To delete the entire return, use the Delete (F3) command. This command is not available if you accessed the header screen from a command.</p>
	Date	<p>If you are entering the first return in a group, the system date appears; otherwise, the date you assigned to the last return appears. Accept this date, or enter a different date.</p>
	Status	<p>The status that appears depends on which option you selected from the Transaction Type selection screen. You cannot change this status.</p>
<p style="text-align: center;">Inquiry</p>	Loc ID	<p>If you entered a default location ID when you set up the company, that ID appears. If you change the ID of the location whose items you are returning, the description of the location appears for verification.</p>

Field	Description
<p>Inquiry</p> <p>Maint</p>	<p>Vendor ID</p> <p>If you did not enter a default location ID, enter the ID of the location whose items you are returning. The Inquiry (F2) command is available if Purchase Order interfaces with Inventory.</p> <p>If Purchase Order does not interface with Inventory, you can skip this field.</p> <p>Enter the ID of the vendor to whom you are returning the goods. Use the Maintenance (F6) command to open the Vendors function where you can enter or edit vendor information. You can change a vendor ID only for returns with new status. After you enter the ID, the vendor's name and address appear.</p> <p>To return goods to a temporary vendor, enter the code you assigned to the vendor. In the inquiry window, temporary vendors are designated with a "+" sign and a five-digit number. If you cannot find the code, enter TEMP and then the vendor's name, address, and distribution code to create a temporary vendor record.</p>
<p>Inquiry</p> <p>Maint</p>	<p>Terms Code</p> <p>Enter the terms code, or press Enter to skip this field. Use the Maintenance (F6) command to open the Terms Codes function to enter or edit terms codes. If you enter a code, the term type, description, percent, days, and net due days for the term appear.</p>
<p>Inquiry</p> <p>Maint</p>	<p>Tax Group</p> <p>Enter the tax group. Use the Maintenance (F6) command to open the Tax Groups function to enter or edit tax groups. (See the <i>Resource Manager User's Manual</i> for information about this function.)</p>
	<p>Notes</p> <p>You can enter two lines of notes to associate with the return. The notes are printed on the debit memo form.</p>

	Field	Description
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 2px;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Maint</div>	Ship-to ID	Enter the ID of the address from which you are returning the goods. Use the Maintenance (F6) command to open the Ship-to Addresses function. If the shipping address is on file, the name and address appear after you enter the ship-to ID. If the shipping address is not on file, enter the name and address.
	FOB	Enter the free-on-board terms, or press Enter to skip this field. This term usually indicates who pays for the shipment of the goods. Common entries are destination (the vendor pays) and shipping point or origin (your business pays). Another common entry is the name of a city, meaning that the vendor pays to move the goods to the city and you pay to move them beyond that point.
	Ship Via	<p>If you entered a shipping address ID that is on file, the shipping method appears. Accept it, or enter a different shipping method.</p> <p>If you entered a shipping address ID that is not on file or if you did not enter an ID, enter the shipping method, or press Enter to skip this field.</p>
	Returned By	Enter the name of the person authorizing the return.
	Shipped By	Enter the name of the person who shipped the goods back to the vendor.

When you save the header information, the line item entry screen appears if no line items are associated with the return. If the return has line items, the Returns screen appears (page 5-65).

Entering or Editing Line Items

The line item entry screen appears if you selected the **Goods Returned** or the **Goods Returned and Debited** option on the Transaction Type selection screen or when you press **Enter** or **A** on the Returns or the Apply Debit Memos screens.

If you are editing a line item, this screen is called the Edit Line screen. If you are adding a line item, this screen is called the Append Line screen.

Field

Description

Line Status

When you add a line item, the status of the line is **Open** and cannot be changed.

When you edit a line item, valid statuses are **Open**, **Completed**, or **Cancelled**. **Open** means that the line item was returned but not credited. **Completed** means that the line item was returned and credited. **Cancelled** means that the return was cancelled (as though no return had been entered).

Inquiry
Maint

Item

If Purchase Order interfaces with Inventory and you are returning an inventory item, enter the item number, or press **Enter** to skip this field. Use the **Maintenance (F6)** command to open the **Items** function to edit item information. See the *Inventory User's Manual*.

Field	Description
	If Purchase Order does not interface with Inventory, enter the item number, or press Enter to skip this field.
Desc	If Purchase Order interfaces with Inventory and you entered an item ID, the description of the item appears. Accept it, or enter a different description.
	If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter a description of the item you are returning.
Additional Descriptions	If you elected to use additional descriptions in the Resource Manager Options and Interfaces function, you can enter up to 10 lines of information. If you also elected to use Inventory additional descriptions, additional descriptions (if any) from Inventory appear.
GL Desc	If you elected to post summary information to General Ledger in the Resource Manager Options and Interfaces function, this field is skipped.
	If you elected to post detailed information to General Ledger in the Resource Manager Options and Interfaces function, enter a description to identify the return, or press Enter to skip this field.
	If Purchase Order interfaces with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the return. (If you do not enter a description, the debit memo number and the item description appear in the Description column when you post the return.)
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 2px;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 2px;">Maint</div>	Tax Class Enter the tax class for the return. Use the Maintenance (F6) command to open the Tax Classes function to enter or edit tax classes. (See the <i>Resource Manager User's Manual</i> for information about this function.)

	Field	Description
<input type="button" value="Inquiry"/> <input type="button" value="Maint"/>	Job/Phase ID	<p>Enter the ID of the job and phase affected by the return, or press Enter to skip these fields. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with Job Cost.</p> <p>You cannot change these fields if you are editing a line item.</p> <p>If Purchase Order interfaces with Job Cost and you enter something in these fields, the system treats the returned item as related to a job and does not update the quantity on hand in the INVExxx (Items) file.</p>
<input type="button" value="Inquiry"/> <input type="button" value="Maint"/>	Cost Code	<p>If you entered a job ID and Purchase Order interfaces with Job Cost, enter a cost code. If you entered a job ID and Purchase Order does not interface with Job Cost, enter a cost code, or press Enter to skip this field.</p>
<input type="button" value="Inquiry"/> <input type="button" value="Maint"/>	GL Account	<p>If Purchase Order interfaces with Job Cost and you entered a job ID, the WIP account from the DFxxxxxx table appears. If Purchase Order does not interface with Job Cost or if you did not enter a job ID, the account number is selected in this order:</p> <ol style="list-style-type: none"> 1. If you assigned an account number in the vendor's record, that number appears. 2. If Purchase Order interfaces with Inventory and you entered an item ID, the inventory account from the item record appears. 3. If Purchase Order does not interface with Inventory or if the line is for a noninventory item, the account from the DFxxxxxx table appears. <p>Accept that account number, or enter a different account number. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with General Ledger.</p>

Field	Description
Returned Goods Qty	Enter the number of units you are returning of the item. Enter serialized items in whole units. If Purchase Order interfaces with Inventory and you entered an item ID, the quantity on hand in the item record is reduced by the quantity you enter here (unless you entered a job ID).
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 2px;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 2px;">Maint</div>	<p data-bbox="500 758 561 789">Units</p> <p data-bbox="764 758 1341 852">If Purchase Order interfaces with Inventory and you entered an item ID, accept the base unit of measure, or enter an alternate unit of measure.</p> <p data-bbox="764 873 1341 1031">If Purchase Order does not interface with Inventory or if you did not enter an item ID, EA appears. Accept it, or enter the unit of measure by which you purchased the item; for example, you might enter DZ if you purchased the item by the dozen.</p>
Unit Cost	<p data-bbox="764 1052 1341 1209">If Purchase Order interfaces with Inventory and you entered an item ID, the last unit cost you paid for the item appears, regardless of your choice of inventory costing methods. Accept the current unit cost, or enter a different unit cost.</p> <p data-bbox="764 1230 1341 1293">You cannot change this field for returns with returned debit memo status.</p>
Ext Cost	<p data-bbox="764 1314 1341 1377">If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter the unit cost.</p> <p data-bbox="764 1398 1341 1535">Accept the current extended cost (the quantity times the unit cost), or enter a different extended cost. If you change the extended cost, the unit cost is updated accordingly.</p> <p data-bbox="764 1556 1341 1617">You cannot change this field for returns with Returned Debit Memo status.</p>

Field	Description
	The unit and extended costs you enter here appear in the Apply Debit Memo screen of the first debit memo you enter for the line item.
	When you enter the extended cost, the Return Authorization screen appears (see “Authorizing Returns” on page 5-56 for more information).
Total Ship	The total quantity (posted and unposted) of goods you shipped to the vendor appears.
DM Quantity	The total goods quantity (posted and unposted) to which you applied debit memos appears.
Bal Due Goods Qty	The quantity you have not shipped (Returned Goods Qty minus Total Ship) appears.
Bal Due DM Qty	The quantity to which you have not applied debit memos (Returned Goods Qty minus Total Ship) appears.
Current Goods Quantity	The unposted quantity of goods you shipped appears.
Current DM Quantity	The unposted quantity to which you applied debit memos appears.
Current Debit Memo Ext Cost	The extended cost of the unposted debit memos appears.
Posted Goods Quantity	The posted quantity of goods you shipped appears.
Posted DM Quantity	The posted quantity to which you applied debit memos appears.
Posted Debit Memo Ext Cost	The extended cost of the posted debit memo appears.

Authorizing Returns

The Return Authorization screen appears when you press **Enter** in the Ext Cost field on the line item entry screen.

1. Enter the return authorization number or press **Enter** to skip this field.
2. Enter the date the items were authorized to be returned or press **Enter** to skip this field.
3. Press **Enter** to post the return to the current period or enter a different period.

These fields on the Append/Edit Line screen are updated when you enter and post returns and debit memos:

Field	Description
Total Ship Goods Qty	The total quantity (ship goods and debit memos) you shipped to the vendor appears.
Balance Due Goods Qty	The balance due quantity (ship goods and debit memos) you did not ship and apply debit memos to appears.
Current Goods Qty	The current unposted quantity (ship goods and debit memos) you shipped and applied debit memos to appears. The Current Debit Memo Ext Cost field shows the extended cost of the unposted debit memos.
Posted Goods Qty	The posted quantity (ship goods and debit memos) you shipped and applied debit memos to appears. The Posted Debit Memo Ext Cost field shows the extended cost of the posted debit memos.

Finishing Line Item Entry

Use the **Proceed (OK)** command to save the information and update totals. You cannot cancel (or abandon) the return. A blank line item entry screen appears; enter another line item, or exit to the Enter Returns line item entry screen.

If you selected the **Goods Returned and Debited** option on the Transaction Type selection screen, the Apply Debit Memo screen appears (see “Applying Debit Memos to a Line Item” on page 5-64 for more information).

If you selected the **Goods Returned** or **Edit Returns** option on the Transaction Type selection screen or if you pressed **Enter** or **A** on the Returns screen, and the line is for a serialized item, skip to “Applying Debit Memos to Serialized Goods” on page 5-74. If the line is not for a serialized item, see “Returns Screen” on page 5-65.

If you are returning serialized, lotted, or lotted/serialized items, the Return Serialized Goods Entry, Return Lotted Goods Entry, or Return Lotted/Serialized Goods Entry screen appears.

Append/Edit Serial Number Screen

The Append/Edit Serial Number screen appears when you add or edit a serial number line. If you are editing a serial number line, you cannot change the serial number, but you can adjust the unit cost or edit the comment.

Field	Value
Serial Number	LST7412402
Quantity Shipped	1.0000
Unit Cost	347.1100
Comment	

Inquiry

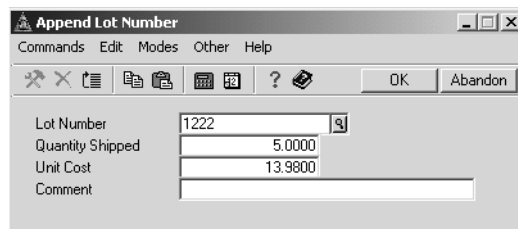
Select the serial number for the returned item, then adjust the unit cost (if necessary) and add a comment. Use the **Proceed (OK)** command to save your changes and return to the Return Serialized Goods Entry screen.

The quantity shipped for serialized items is always **1** as you need to enter a serial number for each item shipped. Use the value in the **Qty Returned** field and the running total on the Return Serialized Goods Entry screen to determine when you have entered serial numbers for all items returned.

If you do not enter serial numbers for the full quantity returned, the number of serial numbers you enter updates the returned and debit memo quantities.

Append/Edit Lot Number Screen

The Append/Edit Lot Number screen appears when you add or edit a lot number line. If you are editing a lot number line, you cannot change the lot number, but you can adjust the unit cost or edit the comment.



Field	Value
Lot Number	1222
Quantity Shipped	5.0000
Unit Cost	13.9800
Comment	

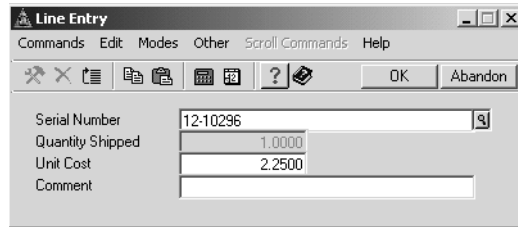
Inquiry

Select the lot number for the returned item, then adjust the unit cost (if necessary) and add a comment. Use the **Proceed (OK)** command to save your changes and return to the Return Lotted Goods Entry screen.

If you do not enter a lot number for the full quantity returned, the value you entered in the **Quantity Shipped** field updates the returned and debit memo quantities.

Line Entry Screen

The Line Entry screen appears when you add a lot number or add or edit a serial number. On the Line Entry screen for lot numbers, only the **Lot Number** field appears. The Line Entry screen for serial numbers is shown below. If you are editing a serial number, you cannot change the serial number, but you can adjust the unit cost or enter a comment.



The screenshot shows a window titled "Line Entry" with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for undo, redo, copy, paste, print, and help, along with "OK" and "Abandon" buttons. The main area contains the following fields:

Serial Number	12-10296
Quantity Shipped	1.0000
Unit Cost	2.2500
Comment	

Inquiry

Enter the lot or serial number, then adjust the unit cost (if necessary) and enter a comment. Use the **Proceed (OK)** command to save your changes and return to the Return Lotted/Serialized Goods Entry screen.

The quantity shipped for serialized items is always **1** as you need to enter a serial number for each item shipped. Use the value in the **Qty Returned** field and the running total on the Return Lotted/Serialized Goods Entry screen to determine when you have entered serial numbers for all items returned.

If you do not enter lot or serial numbers for the full quantity returned, the number of lot or serial numbers you enter updates the returned and debit memo quantities.

Continue entering lots and their associated serial numbers until you satisfy the returned quantity. When you finish entering lot and serial number information, use the **Done** command to return to the Line Item Entry screen.

Applying Debit Memos to a Line Item

The Apply Debit Memo screen appears if you selected the **Goods Returned and Debited** option on the Transaction Type selection screen and entered and saved a line item. The screen also appears when you use the **Debit Memo** command on the Returns or the Apply Debit Memos screen.

Memo No	Date	Period	Quantity	Unit Cost	Ext Cost
D13854	09/27/2002	09	2.0000	343.5500	687.10

Inquiry

Field	Description
Memo No	Enter the number of the debit memo you are applying to the line item. If you enter the number of an existing debit memo, Edit replaces New in the title of the Apply Debit Memo screen.
Date/GL Period	Press Enter if the correct debit memo date appears, or enter a different date. The associated GL period appears. Press Enter to accept it or enter a different period.
Quantity	Enter the item quantity included in the debit memo.
Unit Cost	Enter the cost of the items returned.
Extended Cost	The extended cost of the item appears. If you change the extended cost, the unit cost is recalculated.

Use the **Proceed (OK)** command to save the information, then apply a debit memo to another item or use the **Exit (F7)** command to return to the Returns screen (page 5-65).

Returns Screen

The Returns screen appears when you finish entering line item information using the **Goods Returned** and **Edit Returns** options on the Transaction Type selection screen, when you finish applying debit memos using the **Goods Returned and Debited** option, when you save header information for a return with line items, or when you save the returns totals and debit memo totals.

The screenshot shows the 'Enter Returns' window with the following data:

Item ID	Quantities	Units	Unit Cost
Description	Ret/Shp/Dm	Status	Extended Cost
			Last DB Memo
100	2.0000	PKG	343.55
Electrical Package	2.0000	DPEN	687.10
	2.0000		343.55
920001	1.0000	EA	347.11
Stove - Black	1.0000	DPEN	347.11
	1.0000		347.11
910001	3.0000	EA	306.97
Dishwasher - Black	3.0000	DPEN	920.91
	3.0000		306.97

Return Totals (Memo)

Subtotal	Sales Tax	Freight/Misc	Disc/Prepaid	Total
2094.92	97.54	.00	.00	2192.46
		.00	.00	

Entry (001 of 004)

Buttons: Enter = edit, Debit memo, Append, Header, Totals, View, Online, Goto, Next Trans

Company H | 09/30/2002 | Terminal T000 | OVR

The Returns screen is divided into three sections:

- Information from the header screen is summarized at the top of the screen.
- The line item scroll region appears in the middle of the screen.
- Memo totals appear at the bottom of the screen.

Commands

Use these commands to work with the information on the screen:

- Press **Enter** to edit the selected line item. See “Entering or Editing Line Items” on page 5-51 for more information.

You cannot delete a line if you applied a debit memo to it. You can change the status of each line item in the return to **Cancelled**.

- Press **A** to add a line item to the end of the return. See “Entering or Editing Line Items” on page 5-51 for more information.
- Press **D** to apply a debit memo to the selected line item. See “Applying Debit Memos to a Line Item” on page 5-64 for more information.
- Press **H** to return to the header screen, press **H**.

You do not lose the line item and totals information for returns and debit memos, because that information is saved. You cannot change the **Return No**, **Status Returned**, **Loc ID**, and **Vendor ID** fields. In addition, you cannot use the **Delete (F3)** command to delete a return.

- Press **T** to view the Totals screen.

For orders with **Returned** status, the Return Totals screen (page 5-67) appears. For orders with **Returned Debit Memo** status, you are prompted to select return totals (**R**) or debit memo totals (**D**); then the screen for the totals you selected appears.

- Press **V** to view information for the selected line item. Press any key to return to the Returns screen.
- Press **O** to print a debit memo online. The **Print Online Debit Memo** prompt appears. To print the debit memo, select **Yes** (or enter **Y** in text mode); you are taken to the **Print Orders** function. To cancel the print instruction, select **No** (or enter **N** in text mode); you are returned to the Returns screen.

- Press **G** to go directly to a specific line item, then enter the line number. This command appears only if there is more than one screen of line items.
- Press **N** to return to the Transaction Type selection screen (page 5-46).

Return Totals

The Return Totals screen appears when you select the **Totals** command on the Returns screen and then press **R** to work with the return totals.

Return Totals (Memo)						
Commands Edit Modes Other Help						
<input type="button" value="OK"/> <input type="button" value="Abandon"/>						
	Return	Class	Current DM	Posted DM	Variance	
Subtotal	2094.92		1955.12	.00	139.80	
Freight	<input type="text" value="150.57"/>	<input type="text" value="00"/>	.00	.00	150.57	
Misc	<input type="text" value="19.83"/>	<input type="text" value="00"/>	.00	.00	19.83	
Sales Tax	<input type="text" value="98.62"/>		91.95	.00	6.67	
Total	2363.94		2048.15	.00	316.87	
Prepayment	<input type="text" value="500.00"/>		.00	.00	500.00	
Check No	<input type="text"/>					
Discount	<input type="text" value="23.64"/>		.00	.00	23.64	
Net	1840.30		2048.15	.00	-206.77	

The return totals are memo totals—the system does not use them. The current and posted amount to which debit memos are applied and the difference between the two appear on the right side of the screen.

Follow these steps to use the entry fields on the screen:

Inquiry
Maint

1. In the **Freight** and **Misc** fields, enter any shipping and miscellaneous charges that the vendor must refund, then select the tax class to which you want to apply them.

- In the **Sales Tax** field, enter the sales tax from the vendor's invoice. If you enter a sales tax amount that is different from the calculated amount, the Sales Tax Breakdown screen appears and lists the calculated amount:

Tax Loc	97.54	91.95	.00	5.59
CA				
Tax Adjust	1.08			
Tax Loc	CA			
Class	00			
Sales Tax	98.62	91.95	.00	6.67

Inquiry
 Maint

The difference between the sales tax amount you entered and the calculated amount appears in the **Tax Adjust** field. Edit this amount or press **Enter** to accept it, then enter the tax location and tax class for the adjustment. Use the **Proceed (OK)** command to save your changes.

- If the vendor refunded part of the return, enter the amount of the refund in the **Prepayment** field.
- If you entered a prepayment/refund, enter the number of the check used for the refund or press **Enter** to leave the field blank if you paid cash.
- The prompt **Use Calculated Discount of n?** appears.

If you want to use the calculated discount, select **Yes** (or enter **Y** in text mode). Then press **Enter** to accept the current discount amount.

If you do not want to use the calculated discount, select **No** (or enter **N** in text mode), then enter the amount of the discount you received when you purchased the items you are returning. The discount reduces the amount the vendor owes you.

The discount is based on your inclusion/exclusion selections in the **DISCxxxx** table. If you did not set up a **DISCxxxx** table, the amount the discount is calculated from includes sales tax, freight charges, and miscellaneous charges.

- Use the **Proceed (OK)** command to save your changes and return to the Returns screen.

Debit Memo Totals

When you select the **Totals** command on the Returns screen and then press **D** to work with debit memo totals, the system prompts you for the number of the debit memo whose totals you want to view or edit. Enter the number; the Debit Memo Totals screen appears.

Field	Value	Class	Posted	Total DM
Memo No	D13854			
Date	09/27/2002			
GL Per	9			
				1099?
Taxable	1955.12		.00	1955.12
Nontaxable	.00		.00	.00
Subtotal	1955.12		.00	1955.12
Freight	150.57	00	.00	150.57
Misc	19.83	00	.00	19.83
Sales Tax	98.62		.00	98.62
Total	2224.14		.00	2224.14
Prepayment	500.00			
Discount	23.64			
Check Number	CASH			
Payment Date	09/27/2002			
Net Return	1700.50			

Field

Description

Memo No

The number you entered appears.

Date

Press **Enter** if the correct debit memo date appears, or enter a different date.

Field	Description
GL Per (1-13)	Press Enter if you want to post the debit memo to the current period, or enter a different period.
1099?	<p>If the vendor does not receive a 1099-MISC form, the check box is cleared (or NO appears in text mode) and you cannot change it.</p> <p>If the vendor receives a 1099-MISC form, the check box is selected (or YES appears in text mode). If you want the debit memo to update the 1099 Payments Year to Date field in the vendor's record, press Enter; if not, clear the check box (or enter N in text mode).</p> <p>For more information about 1099 forms, see the <i>Accounts Payable User's Manual</i>.</p>
Current Taxable/ Nontaxable/Subtotal	The unposted taxable and nontaxable amounts and the subtotal of the debit memo appear.
Posted Taxable/ Nontaxable/Subtotal	The posted taxable and nontaxable amounts and the subtotal of the debit memo appear.
Total DM Taxable/ Nontaxable/Subtotal	The total taxable and nontaxable amounts and the subtotal of the debit memo appear.
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Maint</div>	Current Freight/Misc. Enter the shipping and miscellaneous charges from the debit memo. Enter the tax class to which you want to apply the charges.
Current Sales Tax	The calculated sales tax is based on the tax codes you assigned to the line items to which you applied the debit memo. Accept it, or enter a different sales tax. If you change the current sales tax, the Sales Tax Breakdown screen appears. See page 5-68 for more information on this screen.

Field	Description
Current Total	The total amount of the debit memo (the unposted subtotal plus the unposted sales tax, freight charges, and miscellaneous charges) appears.
Posted Freight/Misc/ Sales Tax/Total	The posted freight charges, miscellaneous charges, sales tax, and total of the debit memo appear.
Total DM Freight/ Misc/Sales Tax/Total	The total sales tax, freight charges, miscellaneous charges, and total of the debit memo appear.
Prepayment	If the vendor refunded part of the debit memo, enter the amount of the refund.
Check No	If you entered a prepayment/refund, enter the number of the check used for the refund, or press Enter if you were paid cash— CASH appears.
Payment Date	Enter the date of the prepayment/refund, or press Enter if no date applies.
Discount	<p>The Use Calculated Discount of n? appears.</p> <p>If you want to use the calculated discount, select Yes (or enter Y in text mode). Then press Enter to accept the calculated amount.</p> <p>If you don't want to use the calculated amount, select No (or enter N in text mode). Then accept the discount amount shown or enter the cash discount you received when you purchased the items you are returning. The discount reduces the amount owed you by the vendor.</p> <p>The discount is based on your inclusion/exclusion selections in the DISCxxxx table. If you did not set up a DISCxxxx table, the amount the discount is calculated from includes sales tax, freight charges, and miscellaneous charges.</p>

Field	Description
Net Return	The total amount the vendor is refunding (total minus prepayment and discount) appears.

If you applied another debit memo to the return, the totals information for that debit memo appears when you use the **Proceed (OK)** command to save the debit memo totals. Enter totals information for each debit memo you applied to the return.

When you save the totals information, you are returned to the Returns screen. Press **N** to enter another return, or use the **Exit (F7)** command to return to the Transaction Type selection screen.

Applying Debit Memos

You can apply debit memos in one of three ways:

- Select **Goods Returned** or **Goods Returned and Debited** from the Transaction Type selection screen to apply a debit memo to a new return as you enter it.
- Select **Edit Returns** to edit a return and apply a debit memo.
- Select **Apply Debit Memo** to apply a debit memo to an existing return.

Select **Apply Debit Memos** on the Transaction Type selection screen only if you want the information to take effect for a return you have entered. To apply a debit memo to a new line item, select the **Goods Returned** or the **Goods Returned and Debited** option, then see “Applying Debit Memos to a Line Item” on page 5-64.

When you select the **Apply Debit Memos** option, the Apply Debit Memos header screen appears. In the **Return No** field enter the number of the return whose goods you want to return and to which you want to apply a debit memo. The return information appears; you cannot edit any of the other fields.

When the **Debit All?** prompt appears, select **No** (or enter **N** in text mode) if you do not want to apply the debit memo to all the line item quantities; then see “Apply Debit Memos Screen” on page 5-74. If you want to apply the debit memo to all the line item quantities, select **Yes** (or enter **Y** in text mode); then see “Debit Memo Screen” below.

When you respond to the **Debit All?** prompt, transactions with **Returned** status change to **Returned Debit Memo** status.

Debit Memo Screen

The Debit Memos screen appears when you elect the **Debit All?** option, or after you enter serialized items for debit memos.

Inquiry

1. Enter the debit memo number you are applying. The number you enter is applied to every line item on the return.
2. Enter the date of the debit memo.

After you use the **Proceed (OK)** command to save the information, the Apply Debit Memos screen (page 5-74) appears. The debit memo quantity of each line item on the return is set equal to the quantity returned. The unit and extended costs you assigned to each line item when you entered the return are used as the costs for which the vendor gave you credit. If the return has a line for a serialized item, the debit memo is applied to the serial numbers you assigned to the line when you entered the return.

If the information the vendor gave you credit for is different from the information you entered for a line item, edit the debit memo. You can edit only unposted debit memos. To edit a debit memo, enter the number of the unposted debit memo, and change the quantity to the correct quantity.

Apply Debit Memos Screen

The Apply Debit Memos screen appears when you elect not to use the **Debit All** option, or when you save the information on the line item entry screen. This screen is identical to the Returns screen. See “Returns Screen” on page 5-65 for more information on the screen and its commands.

Applying Debit Memos to Serialized Goods

If the line you selected on the Apply Debit Memos screen is for a serialized item, this screen appears when you approve the debit memo information.

Serial Number/Comment	Tag	Db Memo	Unit Cost
DSW6467108	<input checked="" type="checkbox"/>	D13854	306.9700
DSW6467109	<input checked="" type="checkbox"/>	D13854	306.9700
DSW6467110	<input checked="" type="checkbox"/>	D13854	306.9700
	<input type="checkbox"/>		
	<input type="checkbox"/>		

(000001 of 000003)

Average Cost 306.9700
Extended Cost 920.91

The screen lists the debit memo number, date, item ID, and quantity shipped. The average and extended costs for the item appear in the lower right corner of the screen. The extended cost is updated if you edit the unit cost for an item.

The **Tag** field indicates whether the debit memo you entered on the Apply Debit Memos screen includes the line item. If the line item is tagged (the check box is selected or **YES** appears in text mode), the line item is included in the debit memo; if the item is not tagged (the check box is clear or **NO** appears in text mode), the line item is excluded from the debit memo.

Commands

Use these commands to work with the serial line items on the screen:

- Press **Enter** to tag the selected serialized item as included in the debit memo.
- Press **T** to tag all serialized items listed as included in the debit memo.
- Press **U** to untag all items listed for the debit memo.
- Press **E** to edit the selected line item. You must tag the line item to include it in the debit memo you are working with before you can edit it.

Edit the unit cost of the item, if necessary, and enter a comment (if desired). Use the **Proceed (OK)** command to save your changes and return to the Debit Serialized Goods Entry screen.

- Press **D** to exit from the Debit Serialized Goods Entry screen.

Finishing Debit Memo Entry for Serial Numbers

When you are finished working with serial numbers, use the **Exit (F7)** command to exit from the Debit Serialized Goods Entry screen. The debit memo quantity is updated by the number of serial numbers you tagged. If you applied a debit memo to a selected line item (or tagged a line item), one of these things happens:

- If the return contains another line, the Debit Memo screen appears for that line. See “Debit Memo Screen” on page 5-73 for more information.
- If the return does not contain another line, the Apply Debit Memos screen appears. Apply a debit memo to a different line item, press **N** to apply a debit memo to a different return (see “Debit Memo Totals” on page 5-69 for more information), or exit from the **Enter Returns** function.

Applying Debit Memos to Lotted/Serialized Goods

If the line you selected on the Apply Debit Memos screen is for lotted/serialized goods, this screen appears when you approve the debit memo information.

Lot No/Serial No/Comment	Tag	Db Memo	Unit Cost
120195	<input checked="" type="checkbox"/>	DM8988	2.2500
12-10293	<input type="checkbox"/>		
120195	<input checked="" type="checkbox"/>	DM8988	2.2500
12-10294	<input type="checkbox"/>		
120195	<input checked="" type="checkbox"/>	DM8988	2.2500
12-10295	<input type="checkbox"/>		

(000001 of 000006)

Average Cost 2.2500
Ext Cost 13.50

The **Tag** field indicates whether the debit memo you entered on the Apply Debit Memos screen includes the line item. If the item is tagged (the check box is selected or **YES** appears in text mode), the line item is included in the debit memo; if the item is not tagged (the check box is clear or **NO** appears in text mode), the line item is excluded from the debit memo.

Use these commands to work with the line items on the screen:

- Press **Enter** to tag the selected item as included in the debit memo.
- Press **T** to tag all items listed as included in the debit memo.
- Press **U** to untag all items listed for the invoice.
- Press **E** to edit the selected line item. You must tag the line item to include it in the debit memo you are working with before you can edit it.

Edit the unit cost of the item, if necessary, and enter a comment (if desired). Use the **Proceed (OK)** command to save your changes and return to the Debit Serialized Goods Entry screen.

- Press **D** to exit from the Debit Lotted/Serialized Goods Entry screen. Enter another debit memo or use the **Exit (F7)** command to return to the **Daily Work** menu.

Generate Orders

Use the **Generate Orders** function to select and generate purchase orders. This function can help you find the most efficient way to restore an inventory level or satisfy a particular demand.

Requisitions are not real purchase orders. They are stored in the **POPQxxx** (Purchase Requisition) file, which stores items requested. To make these proposed purchase orders real, use the **Generate Orders** function to move them from the **POPQxxx** file to the **POOHxxx** and **POORxxx** (Open Order) files. For example, you might have a demand for 15 of item 100, but the system indicates you get a price break when you purchase 20 items from a vendor. Use this function to find the optimal way to purchase items, the vendor from which to purchase them, and how many to purchase.

Once the orders are determined and stored as requests, you can generate them as actual orders sent directly to the **POOHxxx** and **POORxxx** files. If you choose not to generate them as orders, they are kept in the **POPQxxx** file indefinitely. You can use the **Delete (F3)** command to delete them as you can any other line item.

If you use the Sales Order application, it can also add information to the **POPQxxx** file. If Inventory and Purchase Order are interfaced and you use the **Generate Orders** function, the Inventory system also sends reorder information to the **POPQxxx** file.

To generate an order, you must know the vendor from whom you are purchasing the item. When you flag the item and generate the order, flagged items become open orders. When you generate orders, all items with like vendors and locations print on one purchase order.

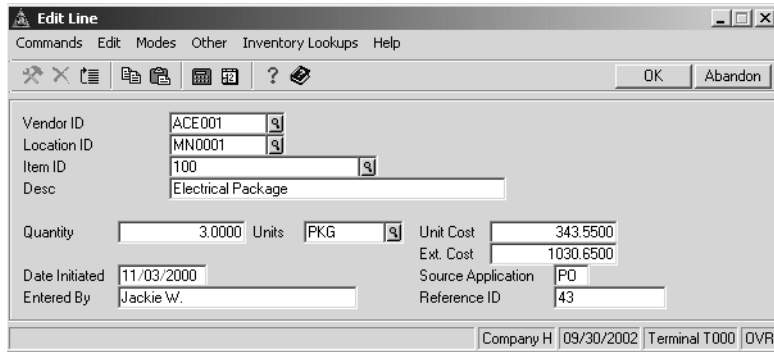
Commands

Use these commands to work with the line items on the screen:

- Press **Enter** to edit the selected line item. See “Edit or Append Line” on page 5-82 for more information.
- Press **A** to add a line item. See “Edit or Append Line” on page 5-82 for more information.
- Press **T** to flag an item so that it can be combined with another, generated, or used to determine a vendor.
- Press **F** to flag all items without vendors.
- Press **U** to unflag all items.
- Press **S** to sort the information on the screen differently—by item ID, location ID, source application, initialization date, or vendor ID.
- Press **V** to view information for the selected line item. Press any key to return to the Generate Orders screen.
- Press **D** to determine which vendor best suits your needs in filling an order for the selected item. If Purchase Order interfaces with Inventory, the Determine Vendor screen appears. Select the vendor with the lowest last cost, fastest lead (delivery) time, or best break point cost.
- Press **E** to assign a particular vendor to all flagged lines.
- Press **G** to generate flagged orders with a vendor. You are returned to the **Daily Work** menu.
- Press **L** to clear vendor IDs for all flagged line items, then use the **Proceed (OK)** command to clear the vendor IDs.
- Press **C** to combine flagged lines with identical vendor IDs, item IDs, location IDs, and requested shipping dates.

Edit or Append Line

The Edit/Append Line screen appears when you edit an existing line or add a new line on the Generate Orders screen.



	Field	Description
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 2px;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 2px;">Maint</div>	Vendor ID	Enter the ID of the vendor from whom you want to purchase the item.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 2px;">Inquiry</div>	Location ID	This field appears only if you set up a default location ID in the Resource Manager Company Information function.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 2px;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 2px;">Maint</div>	Item ID	Enter the item ID you want to include in the order. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with Inventory.
	Desc	The item's description appears.
	Requested Ship Date	This field appears only if you elected to use requested ship dates on line items in the Resource Manager Options and Interfaces function. Accept the current date, or enter the requested ship date for the order.
	Quantity	Enter the quantity of the item you want to include in the order.

	Field	Description
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Inquiry</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Maint</div>	Units	Accept the current unit of measure, or enter the unit of measure for the item. The Inquiry (F2) and Maintenance (F6) commands are available if Purchase Order interfaces with Inventory.
	Unit Cost	Enter the unit cost of the item, or press Enter to skip this field.
	Ext Cost	The extended cost of the item appears.
	Date Initiated	Accept the current date, or enter the date the item information was entered.
	Entered By	Enter the name of the person who entered the item information, or press Enter to skip this field.
	Source Application	Accept the current source ID, or enter the ID of the application that is the source of the item information.
	Reference ID	Enter the reference name associated with the vendor, or press Enter to skip this field.

Use the **Proceed (OK)** command to save the information and return to the Generate Orders screen.

Copy Recurring Orders

Use the **Copy Recurring Orders** function to copy recurring orders from the **APRHxxx** (Recurring Entries) file to the **POOHxxx** and **POORxxx** (Open Order) files when you enter orders. Use the run codes and cutoff dates that you set up to copy the batches according to your schedule.

Recurring orders are copied to the **POOHxxx** and **POORxxx** files as orders with **invoice received** status. The system assigns the order number **R + PO#** (received order) to every recurring order to which you did not assign an invoice number.

If you are using Purchase Order on a multiuser system, make sure that no one else is using any Purchase Order functions. You cannot copy recurring orders until the other users exit from these functions.

Copy Recurring Orders Screen

Select **Copy Recurring Orders** from the **Daily Work** menu. The Copy Recurring Orders screen appears.

The screenshot shows a window titled "Copy Recurring Orders" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, print, and help. The main area contains the following fields:

Run Code	From	<input type="text" value="1"/>
	Thru	<input type="text" value="12"/>
Copy to GL Period		<input type="text" value="9"/>
Cutoff Date		<input type="text" value="09/30/2002"/>
Batch ID		<input type="text" value="000001"/>

Buttons for "OK" and "Abandon" are located in the top right. At the bottom, there are status fields for "Company H", "09/30/2002", "Terminal T000", and "OVR".

1. Enter the run codes whose recurring orders you want to copy.
2. Press **Enter** to copy the orders to the current period, or enter a different period.
3. When you entered recurring orders, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Orders that have cutoff dates before the date you enter here are not copied to the **POOHxxx** and **POORxxx** files.

Inquiry

Maint

4. Select the batch ID to which you want the orders copied.
5. Select the output device for the Copy Recurring Orders Log. See “Output the Report” on page 1-68 for more information on output devices.

This report shows the the total amount of recurring orders that were copied to the **POOHxxx** and **POORxxx** files, and lists errors occurring during the copy process (such as a recurring order for a vendor whose record has been deleted from the **APVExxx** file).

After the report is produced, the **Daily Work** menu appears.

Copy Recurring Orders Log

09/30/2002	Builders Supply	Page 1
12:49 PM	Copy Recurring Orders Report	
	Run Codes 1 - 12, Cutoff Date 09/30/2002	
	Batch 000001	

Recur. No.	To P.O. No.	Error Messages
01	R15655	Remaining balance = 0. Recurring entry not copied.
10	R155888	Past cutoff date. Recurring entry not copied.
11	R32135	Past cutoff date. Recurring entry not copied.
12	R5666	Past cutoff date. Recurring entry not copied.
35	R0000012	Past cutoff date. Recurring entry not copied.
Total amount copied to Purchase Order file.		.00
End of Report		

Change Batches

The **Change Batches** function allows you to manually change the batch ID for a single order or an entire batch of orders that has not been posted. If you did not elect to use transaction batching in the Resource Manager **Options and Interfaces** function, you cannot use this function.

Change Batches Screen

Select **Change Batches** from the **Daily Work** menu. This screen appears.

Change Batches

Commands Edit Modes Other Help

Change:

Order No

Batch ID

Old Batch ID 000001

Order No 00000046

New Batch ID 000002

Company H 09/30/2002 Terminal T000 DVR

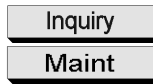
1. Select the type of change you want to make. You can copy a single order to a new batch or you can move all orders from one batch to another.

Inquiry

2. Enter the batch number from which you want to move the order or orders.

Inquiry

3. If you selected to move a single order, enter the order number you want to move.



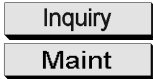
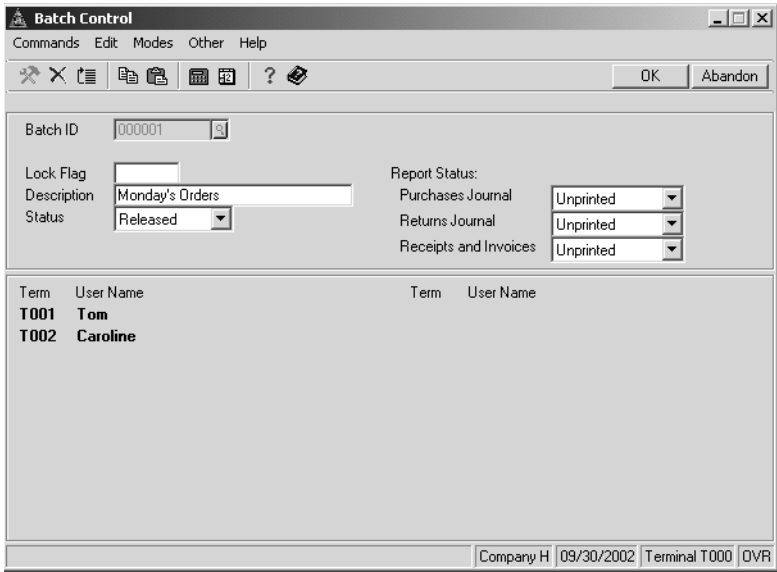
4. Enter the batch number to which you want to move the order or group of orders. Use the **Maintenance (F6)** command to open the **Batch Control** function to add or edit batch IDs.
5. Press **PgDn** to copy the orders. After the orders are moved, the **Daily Work** menu appears.

Batch Control

Use the **Batch Control** function to inquire about the status of your batches, to set up new batches, and to maintain existing batches. If you did not elect to use transaction batching in the Resource Manager **Options and Interfaces** function, you cannot use this function.

Batch Control Screen

Select **Batch Control** from the **Daily Work** menu. This screen appears.



1. Enter the batch ID you want to add or edit. If you elected to use automatic batch number generation, use the **Proceed (OK)** command to create a new batch ID.
2. If a terminal ID appears in the **Lock Flag** field, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.

3. Enter a description of transactions in this batch.
4. Enter the status of the batch. Enter **H** if the batch is on hold or **R** if it is released.

If you place a batch on hold, you can print or post it, but you cannot enter or edit orders in that batch.

5. For each report listed, toggle the report status.

The report status begins as **Not Applicable**. When you enter purchases or miscellaneous debits, the status automatically changes to **Unprinted**. When you print the report, the status automatically changes to **Printed**. If you then add or change orders or returns, the status automatically changes to **Reprint**.

6. If you selected a batch that is in use, the terminal ID and the user name of the person entering orders or returns appear.

A maximum of 20 terminal IDs can appear at one time.

7. Use the **Proceed (OK)** command to save the information, then enter information about a different batch ID or use the **Exit (F7)** command to return to the **Daily Work** menu.

Transaction Reports

6

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Printing a Transaction Report

The functions on the **Transactions Reports** menu let you print reports containing information about transactions entered in Purchase Order, such as reports detailing order and receipt or invoice status, journals listing purchases and returns, or multi-purpose reports that can be used as delivery worksheets or receipt checklists. These lists give you valuable information about your transactions and serve as part of your company's audit trail.

All transaction reports are produced in the same way. Use the instructions below to print a transaction report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a transaction report:

1. Select the report you want to print from the **Transaction Reports** menu. The selection screen for that report appears. The Open Order Report screen is shown below as an example.

The screenshot shows the 'Open Order Report' window with the following fields and options:

- Order No:** From 00000030, Thru 00000046
- Vendor ID:** From ACE001, Thru TIM001
- Item ID:** From 100, Thru 920003
- Job and Phase:** From [empty], Thru [empty]
- Requested Date:** From / /, Thru / /
- Batches to Print:** 2
- Additional Description Format:** Short
- Status:** New, Printed, New and Printed, Active, Returned, Cancelled, All
- Print By:** Order Number, Vendor ID, Item ID, Job and Phase, Requested Date, Status
- Select:** Current Receipts, Posted Receipts, Current Invoices, Posted Invoices, Completed Lines, Cancelled Orders, Cancelled Lines

At the bottom, the status bar shows: Company H | 09/30/2002 | Terminal T000 | DVR

Inquiry

2. Select the range of information to include in the report in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the report.

3. If the screen contains entry fields (for example, for entering date ranges), enter the appropriate values to use when printing the report.
4. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the report.
5. If the screen contains options that control what type of information is included in the report (for example, print only the orders with a certain status or a certain category), select the option you want to use to print the report.
6. If the screen contains options that control how information is sorted or printed on the report (for example, organize the report by order number), select the option you want to use to sort the information.
7. If the screen contains options or Yes/No fields that control how additional information prints on the report (for example, additional descriptions or summary information), select the option (or enter **Y** in text mode) to print that information when printing the report. Clear the option (or enter **N** in text mode) if you do not want to use that option or print that information.

If you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function, select how to print additional descriptions. To skip printing additional descriptions on the report, enter **N**. To print additional descriptions in a short-line format, enter **S**. To print additional descriptions in a long-line format that reduces the number of lines required to print multiple lines of descriptions, enter **L**.

8. Select the output device to begin printing the report. See “Output the Report” on page 1-68 for more information. After you produce the report, the **Transaction Reports** menu appears.

Purchase Requisition Report

You can use the Purchase Requisition Report to view requisitions that are on file without having to scroll through them in the **Generate Orders** function, and to view totals for the items you select.

Purchase Requisition Report

09/30/2002 3:07 PM		Builders Supply Purchase Requisition Report Flagged/Unflagged Requisitions with Vendors by Item ID					Page 1	
Item ID	Loc. ID	Units	Vendor ID	Source Date	Quantity	Unit Cost	Extended Cost	
Item Description			Vendor Name	Initiated Entered By				
100	MN0001	PKG	ACE001	PO 11/03/2000	3.0000	343.5500	1030.65	
Electrical Package			ACE PLUMBING SUPPLY COMPANY	Jackie W.				
				Item 100 TOTAL			1030.65	
450	MN0001	EA	MIL001	PO 09/30/2002	5.0000	161.1400	805.70	
Slide by Window 24" x 40"			HILLWORK LUMBER & CABINETS	Jackie W.				
				Item 450 TOTAL			805.70	
460	MN0001	EA	MIL001	PO 09/30/2002	5.0000	176.4700	882.35	
Slide by Window 30" X 40"			HILLWORK LUMBER & CABINETS	Jackie W.				
				Item 460 TOTAL			882.35	
				GRAND TOTAL			2718.70	
End of Report								

Print Orders

When you print purchase orders and debit memos on forms, purchase order statuses change from **New** to **Printed**, but returns statuses do not change. To inspect your purchase orders and debit memos before you print the forms, produce the Open Order Report. If you need to change some orders, select the **Edit Orders** option in the **Enter Orders** function. If you need to change some returns, select the **Edit Returns** option in the **Enter Returns** function.

Use the **Print Purchase Orders For** field on the Print Orders screen to select which orders to print and to change order status:

- Select **New Orders** to change order status to printed.
- Select **Lost Orders** to leave order status as is.
- Select **A List Of Orders** to select up to 100 orders to print at one time from the list that appears.

If you are restarting a print job (due to printer error, for example) enter the last order number that printed correctly in the **Last Good Order Number** field. If you are beginning a new batch job, press **Enter** to skip this field.

If you selected the **Prompt to Mount Forms** option in the Resource Manager **Form Codes** function, the message **Mount check forms now** appears after you select the orders to print. Place the correct forms in the printer, then press **Enter** to continue.

If you also selected the **Do you want to print alignment mark before printing?** option in the Resource Manager **Form Codes** function, an **X** prints in the upper right corner of the first form. If the **X** is not centered in the alignment box, adjust the forms and select **No** (or enter **N** in text mode) to print the alignment character again. Repeat this procedure until the form is aligned, then select **Yes** (or enter **Y** in text mode) to print the orders.

Purchase Order

Builders Supply 1157 Valley Park Dr Shakopee MN 55379				Purchase Order PO Number Page 00000041 1 Req. Ship Date 10/01/2002		

Ord. Date	Ordered By	Terms	F.O.B.	Ship Via		
09/26/2002	John	1/10,n/30		FedEx		

V ACE PLUMBING SUPPLY COMPANY E 6769 GOLDEN GATE DRIVE N SAN FRANCISCO CA 35454-5548 D O R	S Bill Folz H 1124 Hennepin Ave I Suite 105 P Minneapolis, MN T 55420 O					

Line	Item/Description	Unit Price	Units	Ordered	Received	Backordered
001	200300 Air Conditioner	429.9500	EA	1.0000	1.0000	.0000
002	900 Refrigerator - Black	239.6600	EA	5.0000	1.0000	4.0000
003	811003 Paint - Ivory - Flat	13.9800	GAL	5.0000	5.0000	.0000
	Lot # 1221	13.9800	GAL	5.0000	5.0000	.0000

	Subtotal	Tax	Freight	Misc.	Prepaid	Total
	1698.15	75.30	.00	.00	.00	1773.45

Comments:						
				_____ Received By		
				_____ Authorized Signature		

Open Order Report

The Open Order Report lists the items and orders you entered into the **POOHxxx** and **POORxxx** (Open Order) files. You can use this report in several ways, depending on the orders you select:

- Print a list of new orders every time you enter them. It serves as a reference and an audit trail and is more compact and easier to use than a stack of purchase order forms.
- Print a receiving report as a reference of order and line item entry numbers when you receive goods or change orders.
- After posting, print a list of the goods that are due. It can help you decide whether to purchase the items from other vendors.
- Print a list of outstanding orders for a vendor or an item. It can help you analyze your purchases.
- If you enter job information, print a list of the items you ordered for a job or phase.
- Use the second page of the report to get an aged breakdown of the orders you are scheduled to receive in the next 90 days.

Scheduled Delivery Report/Worksheet

The Scheduled Delivery Report/Worksheet shows the orders you are supposed to receive on the date you enter. This report is valuable if the end of a posting or other important time period is approaching and you want to see what inventory you should have received.

You can also use the Scheduled Delivery Report as a physical inventory worksheet: you can compare the items in the report against a physical count of inventory by checking off the items you received.

An example of the Scheduled Delivery Report is on the next page.

Scheduled Delivery Report/Worksheet

09/30/2002 3:50 PM		Builders Supply Scheduled Delivery Report/Worksheet				Page 1
Batch Order No.	Ent. Vendor ID	Requested Ship Date	Item ID Description	Units	Unit Cost	Extended Cost
Order No.	Vendor Name			Expected Quantity		
				Received Quantity		
000001 001	TIM001		450	5.0000	EA	152.0000
00000030	TIMBERLAND WINDOWS, INC		Slide by Window 24" x 40"			760.00
000001 002	TIM001		450	6.0000	EA	176.4700
00000030	TIMBERLAND WINDOWS, INC		Slide by Window 30" X 40"			1058.82
000001 003	TIM001		600	3.0000	EA	121.0300
00000030	TIMBERLAND WINDOWS, INC		Standard Window 24" X 40"			363.09
ORDER 00000030 TOTAL						2181.91
000001 001	PLA001		250	10.0000	CS	1342.8700
00000032	PLASTICS & METAL FABRICATORS		Exterior Panels			13428.70
000001 002	PLA001		300	4.0000	EA	22.0100
00000032	PLASTICS & METAL FABRICATORS		Exterior Door			88.04
000001 003	PLA001		300	4.0000	EA	226.9900
00000032	PLASTICS & METAL FABRICATORS		Entry Door			907.96
000001 004	PLA001		600	4.0000	PKG	14010.7000
00000032	PLASTICS & METAL FABRICATORS		Steel Supports			56042.80
000001 005	PLA001		150	2.0000	PKG	907.5300
00000032	PLASTICS & METAL FABRICATORS		Plumbing Package			1815.06
ORDER 00000032 TOTAL						72282.56
000001 001	EOB001		100	5.0000	PKG	348.0580
00000033	EOBIS CONSTRUCTION COMPANY		Electrical Package			1740.29
000001 002	EOB001		150	3.0000	PKG	874.5600
00000033	EOBIS CONSTRUCTION COMPANY		Plumbing Package			2623.68
000001 003	EOB001		250	6.0000	CS	1298.2400
00000033	EOBIS CONSTRUCTION COMPANY		Exterior Panels			7789.44
ORDER 00000033 TOTAL						12153.41
000001 001	ELL001		100	1.0000	PKG	343.5500
00000034	ELLIS ELECTRICAL SUPPLY		Electrical Package			343.55
000001 004	ELL001		100	5.0000	PKG	343.5500
00000034	ELLIS ELECTRICAL SUPPLY		Electrical Package			1717.75
ORDER 00000034 TOTAL						2061.30

Purchases Journal

Print the Purchases Journal to check for mistakes and omissions and to use as an audit trail of invoiced orders to be posted. The detailed version of the journal can serve as a compact paper record of your invoiced orders. Print the journal every day after you finish the day's work but before you post orders.

If you find incorrect information in the Purchases Journal, use the **Enter Orders** function to edit or delete the order. You cannot edit or delete orders that have been posted.

An example of the Purchases Journal is on the next page.

Purchases Journal

09/30/2002 3:51 PM										Page	1	
Builders Supply Purchases Journal												
Detail By Order Number												
Batch ID	Ent. Invoice	Vendor	Tax Class	GL Account	Period and Description	Code	Job	Loc. ID	Item ID	Units	Quantity	Amount
Order No.	Invoice		Date				Phase	Description			Amount	Date 3
000001	001	MIL001	03	104400				CA0001	300	EA	6.0000	
00000035	198307		12/21/2000	12				Interior Door			119.34	
000001	002	MIL001	03	104400				CA0001	350	EA	4.0000	
00000035	198307		12/21/2000	12				Entry Door			840.12	
000001	003	MIL001	03	104400				CA0001	400	PRG	10.0000	
00000035	198307		12/21/2000	12				Interior Materials			8408.30	
000001	004	MIL001	03	104400				CA0001	550	PRG	2.0000	
00000035	198307		12/21/2000	12				Millwork Package			2072.20	
000001	TOT	MIL001	MILLWORK LUMBER & CABINETS								11439.96	
00000035												
CA	198307		12/21/2000	12				Sales Tax			Total	
Check No.			1099? N					686.40			12126.36	
								Amount 1	Date 1	Amount 2	Date 2	Amount 3
								11889.83	12/31/2000			
								242.53				
TOTAL - Batch	000001							Amount			Total	Prepaid
								11448.96			12135.36	.00
000003	001	ACE001	00	104000				HM0001	200300	EA	1.0000	
00000041	149731		09/26/2002	09				Air Conditioner			429.95	
000003	003	ACE001	00	104000				HM0001	811003	G&L	5.0000	
00000041	199634		09/26/2002	09				Paint - Ivory - Flat			69.90	
								Loc. Numbers	Invoice	Quantity	Amount	Prepaid
								1221	199634	5.0000	69.90	.00
000003	TOT	ACE001	ACE PLUMBING SUPPLY COMPANY								499.85	
00000041												
CA	149731		09/26/2002	09				Sales Tax			Total	Prepaid
Check No.			1 1099? N					17.20			447.15	150.00
								Amount 1	Date 1	Amount 2	Date 2	Amount 3
								292.68	10/06/2002			
								4.47				
TOTAL - Batch	000003							Amount			Total	Prepaid
								499.85			519.85	180.00
								Amount			Total	Prepaid
								11948.81			12655.21	180.00
GRAND TOTAL								706.40				

Returns Journal

The Returns Journal contains debit memos and miscellaneous debits. It serves as an audit trail of the debit memos to be posted. The detailed version of the journal can serve as a compact paper record of your debit memos. Print the journal every day after you finish the day's work but before you post orders.

If you find incorrect debit memos or miscellaneous debits in the Returns Journal, use the **Enter Orders** or the **Enter Returns** function to edit or delete them. You cannot edit or delete posted returns.

An example of the Returns Journal is on the next page.

Returns Journal

Builders Supply Returns Journal Detail by Order Number															Page
Batch ID	Enc. Vendor	Tax Class	GL Account	Period and Description	Cost	Job	Loc. ID	Item ID	Units	Quantity					Amount
Order No.	Db. Memo	Date	Code	Phase	Description	Phase	Description	Description							
09/30/2002 3:52 PM															1
000001	001 ACE001	03	104400												
00000036	46017	12/21/2000	12												
					Electrical Package				PRG	3.0000					1030.65
000001	002 ACE001	03	104400												
00000036	46017	12/21/2000	12												
					Plumbing Package				PRG	2.0000					1815.06
000001	003 ACE001	03	104400												
00000036	46017	12/21/2000	12												
					Electrical Package				PRG	1.0000					343.55
000001	TOT ACE001														
00000036					ACE PLUMBING SUPPLY COMPANY										
CA	46017	12/21/2000	12												
Check No.	1099?	N													
					Amount										
					3189.26										
					Discount										
					.00										
					Sales Tax										
					191.35										
					Freight										
					.00										
					Misc.										
					.00										
					Prepaid										
					3380.61										
					Amount 3										
					Date 3										
000001	001 CLE001	03	104400												
00000037	4100	12/21/2000	12												
					Interior Materials										
					Amount										
					1711.22										
					Discount										
					.00										
					Sales Tax										
					805.70										
					Freight										
					.00										
					Misc.										
					.00										
					Prepaid										
					1711.22										
					Amount 3										
					Date 3										
000001	002 CLE001	03	104400												
00000037	4100	12/21/2000	12												
					Slide by Window 24" x 40"										
					Amount										
					805.70										
					Discount										
					.00										
					Sales Tax										
					7252.70										
					Freight										
					.00										
					Misc.										
					.00										
					Prepaid										
					7252.70										
					Amount 3										
					Date 3										
000001	TOT CLE001														
00000037															
					CLEVELAND INTERIORS, INC.										
CA	4100	12/21/2000	12												
Check No.	1099?	N													
					Amount										
					9769.62										
					Discount										
					.00										
					Sales Tax										
					586.17										
					Freight										
					.00										
					Misc.										
					.00										
					Prepaid										
					10355.79										
					Amount 3										
					Date 3										
TOTAL - Batch 000001															
					Amount										
					13698.56										
					Discount										
					.00										
					Sales Tax										
					821.09										
					Freight										
					.00										
					Misc.										
					.00										
					Prepaid										
					14519.65										
					Amount 3										
					Date 3										
GRAND TOTAL															
					Amount										
					13698.56										
					Discount										
					.00										
					Sales Tax										
					821.09										
					Freight										
					.00										
					Misc.										
					.00										
					Prepaid										
					14519.65										
					Amount 3										
					Date 3										
End of Report															

Receipts and Invoices Report

The Receipts and Invoices Report lists the receipts and invoices on file. This report is useful when you are verifying payments and want to see which payments were posted.

Receipts and Invoices Report

09/30/2002 3:53 PM		Builders Supply Receipts and Invoices Report By Order No. for Current Receipts and Invoices										Page 6
Batch ID Order No.	Ent. Vendor	Receipt/ Invoice Number	Status	Type	Date	GL Period	Job Phase	Location Item Description	Quantity	Units	Unit Cost	Extended Cost
000003 00000041	001	ACE001 R1138	CURRENT	GDS	09/26/2002	9		MW0001 200300 Air Conditioner	1.0000	EA	429.9500	429.95
000003 00000041	001	ACE001 I49731	CURRENT	INV	09/26/2002	9		MW0001 200300 Air Conditioner	1.0000	EA	429.9500	429.95
000003 00000041	002	ACE001 R11053	CURRENT	GDS	09/26/2002	9		MW0001 900 Refrigerator - Black	1.0000	EA	239.6600	239.66
000003 00000041	003	ACE001 R11053	CURRENT	GDS	09/26/2002	9		MW0001 811003 Paint - Ivory - Flat	5.0000	GAL	13.9800	69.90
000003 00000041	003	ACE001 I99634	CURRENT	INV	09/26/2002	9		MW0001 811003 Paint - Ivory - Flat	5.0000	GAL	13.9800	69.90

TOTAL RECEIPTS											739.51	
TOTAL INVOICES											499.85	

BATCH 000003 TOTAL RECEIPTS											739.51	
BATCH 000003 TOTAL INVOICES											499.85	
											=====	
GRAND TOTAL RECEIPTS											9951.49	
GRAND TOTAL INVOICES											3844.67-	
End of Report												

Accrual Verification Report

The Accrual Verification Report lists the amounts accrued for orders. The summary report lists only the General Ledger and Purchase Order accrual amounts and the variance for each account. The detailed version of the report lists each accrual for each order's line items.

You set up the accrual accounts in the **APGLxxxx** table (see on page 7-7). If Purchase Order does not interface with General Ledger, or if you elected not to use accruals in the Resource Manager **Options and Interfaces** function, the General Ledger account accruals are zero.

An example of the Accrual Verification Report is on the next page.

Accrual Verification Report

Builder's Supply Accrual Verification Report Detail for All Accrual Types										Page	
Batch ID	Ent. No.	Vendor Job	Item ID	Item Description	Revd. Qty.	Pstd. Inv. Qty.	Units	Accrued Qty.	Unit Cost	Accrued Amt.	
Order No.	Stat.	Phase			Inv. Qty.	Pstd.					
Order Date											
000001	008	ELL001	150	Plumbing Package	1.0000	PKG	1.0000	907.5300	907.53		
0000034	GRCD				.0000						
12/21/2000											
000002	001	ATT001	900	Refrigerator - Black	8.0000	EA	8.0000	239.6600	1917.28		
0000039	GRCD				.0000						
09/26/2002											
TOTAL FOR GOODS RECEIVED										12518.15	
000001	004	MIL001	550	Millwork Package	3.0000	PKG	1.0000	1036.1000	1036.10		
0000035	INRCD				2.0000						
12/21/2000											
000001	001	BOR001	700500	Series Number	5.0000	EA	1.0000	2.2500	2.25		
0000042	INRCD				4.0000						
09/26/2002											
000003	002	ACR001	900	Refrigerator - Black	1.0000	EA	1.0000	239.6600	239.66		
0000041	INRCD				.0000						
09/26/2002											
TOTAL FOR INVOICES RECEIVED										1578.01	
GRAND TOTAL										13796.16	
----- Verification Summary -----											
Accrual Type	GL Account	GL Accrued Amt.	PO Accrued Amt.	Variance							
Inventory	104400	.00	12419.52	.00							
Expense	806000	.00	1376.64	.00							
Job	104200	.00	.00	.00							
Accounts Payable	200000	.00	13796.16	.00							

Goods Not Received Report

The Goods Not Received Report lists orders whose goods have not been received. If an order has a line item that has not been fully received, it is listed in the report with the detail for each incomplete line item.

Goods Not Received Report

09/30/2002 3:55 PM		Builders Supply				Page 3				
		Goods Not Received Report								
		By Order No for All Status								
Vendor	Entry	-Dates-	Ordered By	Job	Location	Qty. Available	Units	Quantity/Dollars		
Batch ID	Status	Requested	Received By	Phase	Item ID			Ordered	Received	Unreceived
Order No.	Order Stat.				Description					
								GL Description		
ELL001	001	12/21/2000			MN0001	15.0000	PKG	4.0000	3.0000	1.0000
000001	OPEN				100			1374.20	1030.65	343.55
00000034					Electrical Package					
CDRC										
ELL001	004	12/21/2000			MN0001	15.0000	PKG	8.0000	3.0000	5.0000
000001	OPEN				100			2748.40	1030.65	1717.75
00000034					Electrical Package					
CDRC					FOR OBERDING HOUSE					
TOTALS								4122.60	2061.30	2061.30
MIL001	004	12/21/2000			CA0001	4.0000	PKG	8.0000	3.0000	5.0000
000001	OPEN				550			8288.80	3108.30	5180.50
00000035					Hillwork Package					
INRC										
TOTALS								18537.88	11635.94	6901.94
Batch 000001 TOTAL								109278.36	13697.24	95581.12
ACE001	002	09/26/2002	John		MN0001	13.0000	EA	5.0000	1.0000	4.0000
000003	OPEN	10/01/2002	Sandra		900			1198.30	239.66	958.64
00000041					Refrigerator - Black					
INRC										
Serial Numbers:								Amount Per Unit		
LT06131012								239.66		
TOTALS								1198.30	239.66	958.64
Batch 000003 TOTAL								1198.30	239.66	958.64
GRAND TOTAL								110476.66	13936.90	96539.76

Post Transactions

When you post transactions, the orders, receipts, invoices, returns, and debit memos update the **APVExxx** (Vendor), **APINxxx** (Open Invoice), **APHIxxx** (Detail History), and **APHSxxx** (Summary History) files. If Purchase Order interfaces with General Ledger or Job Cost, those applications are also updated. Inventory is not affected when you post since it is updated online when you enter purchase order transactions.

See the *Accounts Payable User's Manual* for more information about what happens when you post transactions.

Note

If Purchase Order interfaces with General Ledger, the year you selected in the **Enter Orders** function appears. If Purchase Order interfaces with Inventory and you entered the wrong year, delete all the transactions and reenter them.

Interfaces

Accounts Payable

For every invoiced order and debit memo, an open invoice is created in the **APINxxx** and **APIXxxx** files. The records of open invoices (what you owe) and open debit memos (what your vendors owe you) are kept on file until you purge them.

If the quantities received and invoiced are equal and are greater than or equal to the quantity ordered for a line item, the status of the line item changes to **Completed**. When all the lines in an order are **Completed** or **Cancelled**, the order is removed from the **POOHxxx** and **POORxxx** (Open Order) files after posting completes.

Job Cost

If Purchase Order interfaces with Job Cost, the cost information in the **JOHIxxx** (Detail History) file is automatically updated and the **JOBSxxx** (Jobs) file is optionally updated when you post.

General Ledger

If Purchase Order interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** (Journal) file. See the *Accounts Payable User's Manual* for an illustration of the debit and credit entries that are made in the **GLJRxxx** file when you post invoices and returns.

If you elected to use accruals in the Resource Manager **Options and Interfaces** function, accrual entries are created in General Ledger when you receive goods without the invoice.

When you post goods received for a job, these accrual entries are made:

Job Accrual Account	AP Accrual Account
DB	CR

The job accrual and AP accrual accounts come from the **APGLxxxx** table.

When you post goods received for an inventory item that you did not purchase for a job, these accrual entries are made:

Inventory Accrual Account	AP Accrual Account
DB	CR

The inventory accrual and AP accrual accounts come from the **APGLxxxx** table.

When you post goods received for a noninventory item that you did not purchase for a job, these accrual entries are made:

Expense Accrual Account	AP Accrual Account
DB	CR

The expense accrual and AP accrual accounts come from the **APGLxxxx** table.

If you elected to use accruals in the Resource Manager **Options and Interfaces** function, the original accrual entries are reversed in General Ledger when you invoice the goods that have accrued.

When you post an invoice for accrued goods that were purchased for a job, these entries are made:

AP Accrual Account	Job Accrual Account
DB	CR

The AP accrual and job accrual accounts come from the **APGLxxxx** table.

When you post an invoice for accrued inventory goods that were not purchased for a job, these entries are made:

Inventory Accrual Account	AP Accrual Account
CR	DB

The inventory accrual and job accrual accounts come from the **APGLxxxx** table.

When you post an invoice for accrued noninventory items that were not purchased for a job, these entries are made:

AP Accrual Account	Expense Accrual Account
DB	CR

The AP accrual and expense accrual accounts come from the **APGLxxxx** table.

If you elected to use accruals in the Resource Manager **Options and Interfaces** function, accrual entries are created in General Ledger when you post a return without the debit memo.

AP Accrual Account	Job Accrual Account
DB	CR

The AP accrual and job accrual accounts come from the **APGLxxxx** table.

When you post a return of an inventory item that does not affect a job, these accrual entries are made:

AP Accrual Account	Inventory Accrual Account
DB	CR

The AP accrual and inventory accrual accounts come from the **APGLxxxx** table.

When you post a return for noninventory items that do not affect a job, these entries are made:

AP Accrual Account	Expense Accrual Account
DB	CR

The AP accrual and expense accrual accounts come from the **APGLxxxx** table.

If you elected to use accrual entries in the Resource Manager **Options and Interfaces** function, accrual entries are created in General Ledger when you post a debit memo for a return you accrued.

When you post the debit memo for an accrued return of items that affected a job, these entries are made:

Job Accrual Account <hr style="width: 80%; margin: 0 auto;"/> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-right: 1px solid black; padding: 5px 10px;">DB</td> <td style="padding: 5px 10px;"></td> </tr> </table>	DB		AP Accrual Account <hr style="width: 80%; margin: 0 auto;"/> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-right: 1px solid black; padding: 5px 10px;"></td> <td style="padding: 5px 10px;">CR</td> </tr> </table>		CR
DB					
	CR				

The job accrual and AP accrual accounts come from the **APGLxxxx** table.

When you post a debit memo for an accrued return of inventory items that did not affect a job, these entries are made:

Inventory Accrual Account <hr style="width: 80%; margin: 0 auto;"/> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-right: 1px solid black; padding: 5px 10px;">DB</td> <td style="padding: 5px 10px;"></td> </tr> </table>	DB		AP Accrual Account <hr style="width: 80%; margin: 0 auto;"/> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-right: 1px solid black; padding: 5px 10px;"></td> <td style="padding: 5px 10px;">CR</td> </tr> </table>		CR
DB					
	CR				

The inventory accrual and AP accrual accounts come from the **APGLxxxx** table.

When you post a debit memo for an accrued return of noninventory items that did not affect a job, these entries are made:

Expense Accrual Account <hr style="width: 80%; margin: 0 auto;"/> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-right: 1px solid black; padding: 5px 10px;">DB</td> <td style="padding: 5px 10px;"></td> </tr> </table>	DB		AP Accrual Account <hr style="width: 80%; margin: 0 auto;"/> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-right: 1px solid black; padding: 5px 10px;"></td> <td style="padding: 5px 10px;">CR</td> </tr> </table>		CR
DB					
	CR				

The expense accrual and AP accrual accounts come from the **APGLxxxx** table.

Before Posting

Before you post, perform these tasks:

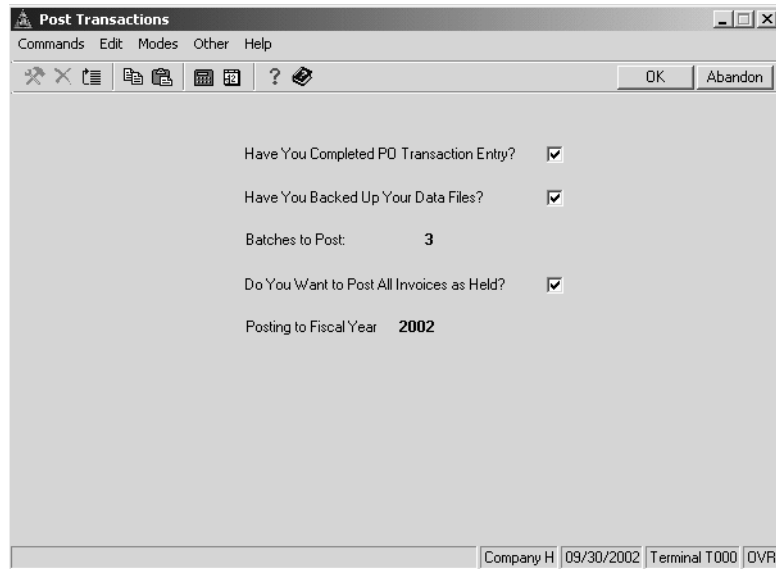
- If you have a multiuser system, make sure that no one else is using the Purchase Order system. You cannot post if someone else is using Purchase Order functions in the batches you are posting.
- Print the Purchases Journal (see page 6-13).
- Print the Returns Journal (see page 6-15).
- Print the Receipts and Invoices Report (see page 6-17). This report is optional; you do not need to print it in order to post transactions.
- Back up all your data files.

The information in the Purchases Journal, the Returns Journal, and the Receipts and Invoices Report comes from the **POOHxxx** and **POORxxx** files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the **Transaction Reports** menu. The Post Transactions screen appears.



1. If you entered and reviewed the purchase order transactions, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode), return to the **Transaction Reports** menu, and do so before continuing.
2. If you printed the purchase orders, the Purchases Journal, the Returns Journal, and backed up the data files, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode), return to the **Transaction Reports** menu, and do so before continuing.
3. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to post.

-
4. If you want to post all invoices as held, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

If you post invoices as held, you must later use the **Hold/Release Invoices** function (see the *Accounts Payable User's Manual*) to release each invoice for payment. If you do not post them as held, you can use the **Hold/Release Invoices** function to hold individual invoices.

The fiscal year you entered in the **Enter Orders** function appears.

5. Select the output device to produce the posting log. See "Output the Report" on page 1-68 for more information on output devices. After posting completes and the log is produced, the **Transaction Reports** menu appears.

Post Transactions Log

09/30/2002 4:07 PM	Builders Supply Post Purchase Orders to A/P Current Fiscal Year	Page	1
Terminal:	T000		
Batches Posted:			
000001 000002 000003			
Amount posted to open invoice file	4233.97-		
Vendor file	4233.97-		
History file	4233.97-		
09/30/2002 4:07 PM	Builders Supply Post to GL and Jobs Current Fiscal Year	Page	2
Amount posted to GL period 09	GL Account	Debit	Credit
I993654 Series Number	104400	9.00	
DM8988 Series Number	104400		13.50
D13854 Electrical Packa	104000		687.10
D13854 Stove - Black	104000		347.11
D13854 Dishwasher - Bla	104000		920.91
D13854 Paint - Ivory -	104000		139.80
Freight	503000		150.57
Misc	999900		19.83
I49731 Air Conditioner	104000	429.95	
I99634 Paint - Ivory -	104000	69.90	
Tax loc CA cls 00	806000		6.67
Tax loc CA cls 00	806000	17.20	
Tax loc CA cls 00	806000	2.80	
AP	200000	1756.64	
Balance		2285.49	2285.49
Total posted to jobs	.00		
End of Report			

File Maintenance

7

Ship-to Addresses	7-3
Tables	7-5
Edit Purchase Order Number	7-23

Introduction

Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry**, **Daily Work**, **File Maintenance**, and **Master File Lists**. Refer to the *Accounts Payable User's Manual* for questions on these shared menus, or for questions on functions not covered in this manual.

Ship-to Addresses

Use the **Ship-to Addresses** function to add or change addresses of locations to which you ship your orders. The addresses (and the ship-to IDs you assign to them) are saved in the **POSHxxx** (Ship-to Address) file. When you enter the ship-to ID for a purchase order, the address appears on the screen.

To print the ship-to addresses on mailing labels or in a list, use the **Ship-to Address Labels** function. See “Ship-to Address Labels” on page 8-3 for more information.

Ship-to Addresses Screen

Select **Ship-to Addresses** from the **File Maintenance** menu. The Ship-to Addresses screen appears.

The screenshot shows a window titled "Ship-to Addresses" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, search, and help. The form contains the following fields:

Ship to	CA001
Name	John Abrams
Addr 1	Oakland Warehouse
Addr 2	47777 North Bayshore Hwy
Addr 3	Oakland, CA 90000
Addr 4	
Ship Via	FedEx

Buttons for "OK" and "Abandon" are located in the top right corner. The status bar at the bottom shows "Company H", "10/01/2002", "Terminal T000", and "OVR".

Inquiry

1. Enter the ID of the shipping address you want to add or edit. If you are entering a new address, enter a descriptive ID to make the ID easy to remember.
2. Enter the ship-to location. If the address is for a drop-ship customer, enter the customer name.
3. Enter the shipping address.
4. Enter the means by which you normally send the goods to the site in the **Ship Via** field.
5. Use the **Proceed (OK)** command to save the ship-to address record, then enter another ship-to ID or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Tables

Tables store information about the system, data, options, and default settings for other applications.

Many Purchase Order tables have the same name as those in Accounts Payable, but to use them in Purchase Order, you must build them again so that the correct information is accessed when you use Purchase Order. Information about Accounts Payable and Purchase Order tables is kept in the **APT** file and the **POTB** file, respectively.

The following tables are related to Purchase Order:

- APGLxxxx
- APPDxxxx
- DFxxxxxx
- DMxxxxxx
- DISCxxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxxx
- QCxxxxxx
- QExxxxxx
- QENTxxxx
- QMxxxxxx
- QMATxxxx
- QNxxxxxx
- QRxxxxxx
- QRETxxxx
- QXxxxxxx
- QZxxxxxx

For more information about each of these tables, see their individual descriptions in this section.

For information about shareable, unshared, and terminal tables, see “Tables” on page 3-11.

Note

The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the information stored in this table by using the Resource Manager **Options and Interfaces** function, rather than editing the table itself.

Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank Tables screen appears.

The screenshot shows a software window titled "POTB". At the top, there is a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with several icons: a back arrow, a forward arrow, a magnifying glass, and a question mark. To the right of the toolbar are "OK" and "Abandon" buttons. The main area of the window contains several input fields: "Table ID" (with a search icon), "Description", "Number of Cols" (with a value of 0), "Column Length" (with a value of 0), and "Type" (a dropdown menu). At the bottom of the window, there is a status bar with the text "Company H", "10/01/2002", "Terminal T000", and "QVR".

Inquiry

1. To add or edit a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one-character to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

Field	Description
Description	<p>Purchase Order posts to several accounts:</p> <ul style="list-style-type: none"> • discounts taken • cash - checking • inventory accruals for goods that are received but not invoiced • expense accruals for goods that are received but not invoiced • AP accruals for goods that are received but not invoiced • job accruals for goods that are received but not invoiced <p>Accept each description, or change the descriptions of the accounts.</p>
GL Account	<p>For each account description, accept the current General Ledger account number, or enter a different account number.</p> <p>Make sure that the account numbers you enter match the account mask for the descriptions. This practice ensures that amounts are posted to the correct accounts.</p>

APPDxxxx Table

The **APPDxxxx** table stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

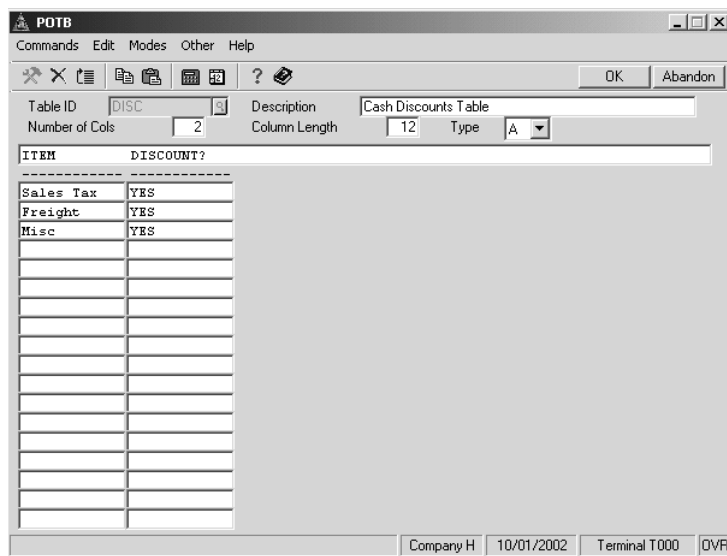
When you enter the table ID, the rest of the **APPDxxxx** table appears.

PERIOD	FISCAL YEAR	PERIODS/YEAR
4.00	2002.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

Field	Description
Period (1.00-13.00)	Enter the number of the current period. This period is incremented when you perform periodic maintenance.
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you perform year-end maintenance.
Periods/Year	Enter the number of accounting periods your company uses in a year.

DISCxxxx Table

The **DISCxxxx** table stores the fields you can include in or exclude from vendor discounts—sales tax, freight, and miscellaneous charges. When you enter the table ID, the rest of the **DISCxxxx** table appears.



Field	Description
Item	The three fields— Sales Tax , Freight , and Misc —you can include or exclude from discounts appear. Accept each description, or enter different descriptions. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as sales tax, the item on the second line as freight, and the item on the third line as miscellaneous charges.
Discount	For each field, enter YES to include the field in discount calculations or NO to exclude the field.

F1099 Table

The **F1099** table stores the minimum amounts for preparing 1099 forms for your vendors. When you enter the table ID, the rest of the **F1099** table appears.

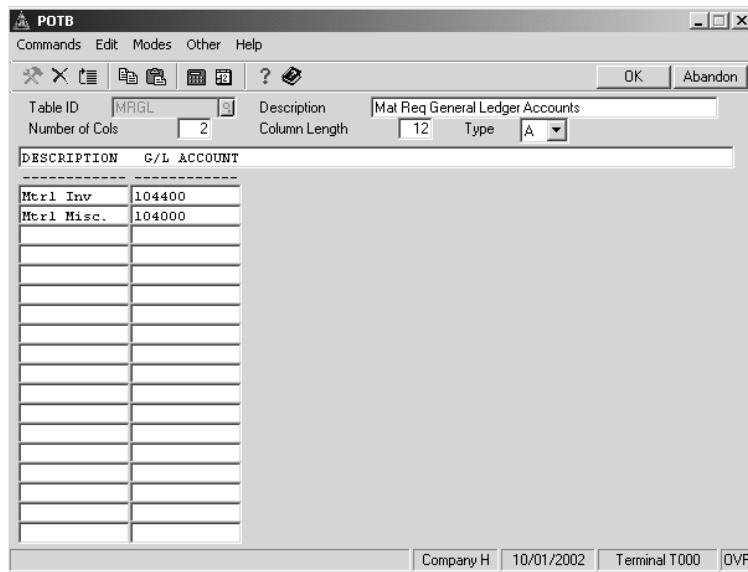
Box	Limit
1 - Rents	600
2 - Royalties	10
3 - Other Income	600
4 - Fed tax wh	
5 - Fishing Boat	
6 - Medical	600
7 - Nonemployee	600
8 - Substitute	10
9 - Direct Sales	5000
A - Crop Insur	600
B - Gold Paracut	0
C - Gross Attorn	0

Field	Description
Box	The descriptions of the payment boxes on the 1099-MISC form appear. Accept or change each description. Do not delete lines or rearrange the descriptions. The system looks for these items by their position in the table; it treats the item on the first line as rent information, the item on the second line as royalties information, and so forth.
Limit	Enter the 1099 limit for each type of payment. See the appropriate year's instruction booklet for the 1099-MISC forms issued by the Internal Revenue Service for the correct limits.

MRGLxxxx Table

The **MRGLxxxx** table stores the accounts to which material requisitions are posted in the **GLJRxxx** (Journal) file.

When you enter the table ID, the rest of the **MRGLxxxx** table appears.



Field

Description

Description

Material requisitions are posted to two accounts: material requisitions from inventory and material requisitions for miscellaneous materials. Accept each description, or change the descriptions of the accounts.

Do not delete lines or rearrange the descriptions. The system looks for these accounts by their position in the table; it treats the account on the first line as the material requisitions account for inventory items and the item on the second line as the material requisitions account for noninventory items.

Field	Description
Default Fld	The fields you can enter defaults for appear. Accept or change the current values.
Default Valu	For each field, accept the current General Ledger account number or batch ID, or enter a different value. Make sure that any account numbers you enter match the account mask for the descriptions so that amounts are posted to the correct accounts.

QExxxxxx, QENTxxxx, and QNxxxxxx Tables

The **QExxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you edit an order. The **QENTxxxx** table stores the quick-entry stops used in order headers.

The **QNxxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you enter an order and when you enter a line item through the **Receive Goods** or the **Receive Goods and Invoices** option.

When you enter the table ID, the rest of the table appears. A **QExxxxxx** table is shown below.

FIELD	DATA
Description	
Addnl Descr	
GL Descr	
Req Date	
Tax Code	
Job ID	
GL Acct No	
Qty Ordered	T
Units	E
Unit Cost	E
Ext Cost	

Field

Description

Field (A12)

The fields that appear in the line-item entry area when you add or change line items are listed. Accept the current fields, or change them.

Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the information on the first line as the description, the information on the second line as the additional description, and so on.

Data

If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

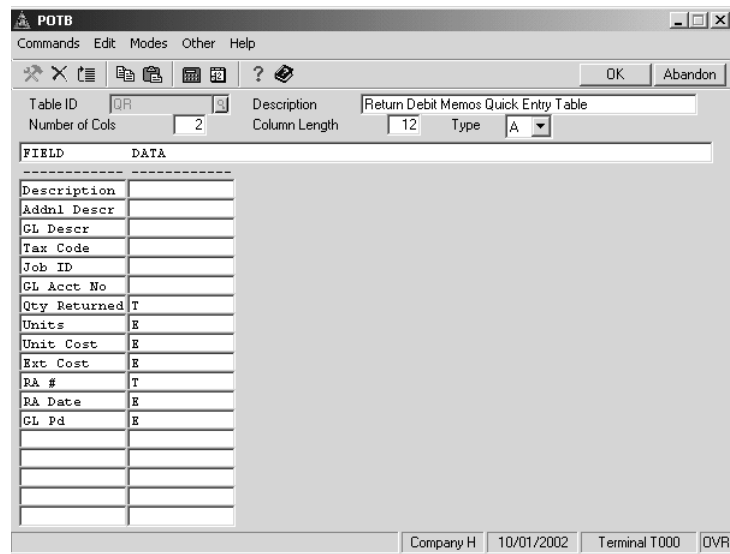
QRxxxxxx, QRETxxxx, and QZxxxxxx Tables

The **QRxxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you add a return and when you enter a line item through the **Apply Debit Memos** option.

The **QRETxxxx** table stores the quick-entry stops used by the **Enter Returns** function when you enter header information for the return.

The **QZxxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you use the **Edit Returns** option.

When you enter the table ID, the rest of the table appears. A **QRxxxxxx** table is shown below.



Field Description

Field The fields that appear in the line-item entry area when you add or change orders or returns are listed. Accept the current fields, or change them.

Field	Description
Data	<p>Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so on.</p> <p>If you want the cursor to stop at a field only when you press Enter, enter E. If you want the cursor to stop at a field when you use the Jump command or when you press Enter, enter T. If you do not want the cursor to stop at a field, leave the field blank.</p>

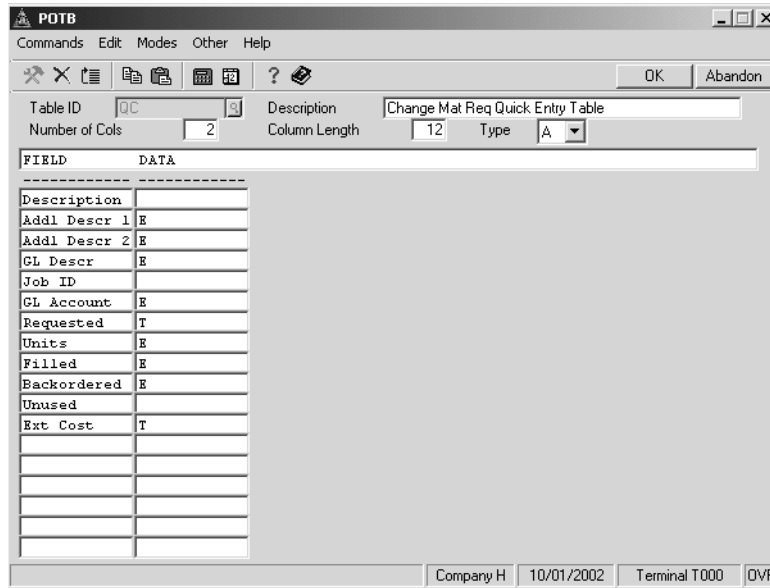
QCxxxxxx, QMxxxxxx, and QXxxxxxx Tables

The **QCxxxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function (see the *Accounts Payable User's Manual*) when you change material requisitions.

The **QMxxxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you enter material requisitions.

The **QXxxxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you return material requisitions.

When you enter the table ID, the rest of the table appears. A **QCxxxxxx** table is shown below.



- Field** **Description**
- Field** The fields that appear in the line-item entry area when you add or change material requisitions are listed. Accept the current fields, or change them.
- Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so on.
- Data** If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QMATxxxx Table

The **QMATxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you enter header information. When you enter the table ID, the rest of the table appears.

Field	Data
Request Date	T
Location ID	T
Request No	T
Requested By	E
Date Needed	E
Notes	T
Ship-to ID	T
Ship-to Name	E
Ship Via	E
Act Ship Dat	E
GL Period	E

Field

Description

Field

The fields that appear in the line-item entry area when you add or change line items are listed. Accept the current fields, or change them.

Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the information on the first line as the request date, the information on the second line as the location ID, and so on.

Field**Description****Data**

If you want the cursor to stop at a field when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Edit Purchase Order Number

Use the **Edit Purchase Order Number** function to change the number the system assigns to the next purchase order or return. You can use this function only if you elected to have the system generate purchase order numbers in the Resource Manager **Options and Interfaces** function.

This function is useful if you use preprinted purchase order forms and want the system-generated purchase order number to match the number on the form.

Edit Purchase Order Number Screen

Select **Edit Purchase Order Number** from the **File Maintenance** menu. The function screen appears.

The screenshot shows a software window titled "Edit Purchase Order Number". The window has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with several icons: a back arrow, a forward arrow, a magnifying glass, a question mark, and a refresh icon. To the right of the toolbar are two buttons: "OK" and "Abandon". The main area of the window is a light gray color. In the center, there is a text label "Purchase Order Number:" followed by a text input field containing the number "55". At the bottom of the window, there is a status bar with the text "Company H", "10/01/2002", "Terminal T000", and "OVR".

1. Enter the number you want the system to assign to the next purchase order or return. The system starts with this number and increments it by one each time you enter a purchase order or return.
2. Use the **Proceed (OK)** command to save the number and return to the **File Maintenance** menu.

Master File Lists

8

Ship-to Address Labels

8-3

Introduction

Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry, Daily Work, File Maintenance,** and **Master File Lists**. Refer to the *Accounts Payable User's Manual* for questions on these shared menus, or for questions on functions not covered in this manual.

Ship-to Address Labels

Use the **Ship-to Address Labels** function to print a list of the IDs and addresses to which you ship orders or to print these addresses on mailing labels. The list is a helpful reference when you enter orders.

Ship-to Address Labels Screen

Select **Ship-to Address Labels** from the **Master File Lists** menu. The Ship-to Address Labels screen appears.

Ship-to Address Labels

Commands Edit Modes Other Help

OK Abandon

Pick Ship-to ID From 001
Thru TX001

Print Ship Via?

Company H | 10/01/2002 | Terminal T000 | QVR

Inquiry

1. Enter the range of ship-to IDs for which you want to produce labels.
2. If you want to include the shipping method in the list, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
3. Select the output device. See “Output the Report” on page 1-68 for more information on output devices.

4. If you selected **Printer** or **Print Preview** as the output device, a message appears prompting you to mount the labels. To print a list, place standard printer paper in the printer. To print mailing labels, place 3-1/2-by-15/16-inch, single-column mailing labels in the printer. When the printer is ready, press **Enter** to continue.
5. If you selected **Printer** or **Print Preview** as the output device, five lines of **Xs** print as a test pattern. If the labels are not properly aligned, adjust the labels or the printer and select **No** (or enter **N** in text mode) to reprint the test pattern. Continue reprinting the test pattern until the labels are aligned. Then select **Yes** (or enter **Y** in text mode) to begin printing the labels.

After the list or labels are produced, the **Master File Lists** menu appears.

Ship-to Address Labels

```
001      FedEx
Bill Folz
1124 Hennepin Ave
Suite 105
Minneapolis, MN  55420

002      FedEx
Gina Morrison
15454 College Ave.
Goshen, MN  55122

CA001    FedEx
John Abrams
Oakland Warehouse
47777 North Bayshore Hwy
Oakland, CA  90000

MD001    FedEx
Joel Sanchez
49838 N 65th Street Suite 498
Baltimore, MD  21211

TX001    UPS
Mary Johansen
4662 SE Main
Dallas, TX  75206
```

System Messages

A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

A valid GL account is required.

Because Purchase Order interfaces with General Ledger, you must enter an account number that is set up in the **GLMAxxx** (Master) file for the company.

Basic Error = {error} Host Error = {error} Line = {line} Program = {program}.
Basic Error = {error} Line = {line} Program = {program}.

A serious error has occurred. Write down the information that is listed and get help from a support technician.

Below minimum of {number}.

The on-hand quantity of the item you are ordering has fallen below the desired minimum level, and the quantity you are ordering will not bring it above that level. Increase the quantity you are ordering, or press **Enter** to order the original quantity.

Blank invoice numbers not allowed.
Blank memo numbers not allowed.

You must enter an invoice number or a debit memo number.

System Messages

**Cannot access orders here.
Cannot access returns here.**

You must use the **Edit Orders** option to edit or cancel an order. You must use the **Edit Returns** option to edit a return.

**Cannot change a serial number that is debited and posted.
Cannot change a serial number that is invoiced and posted.**

You cannot change the information about a serial number if you posted an invoice or a debit memo for it.

**Cannot change cost on posted debit item.
Cannot change cost on posted invoiced item.**

You cannot change the unit cost of a serial number that you posted an invoice or a debit memo for.

**Cannot delete a serial number that is debited and posted.
Cannot delete a serial number that is invoiced and posted.**

You cannot delete a serial number if you posted an invoice or a debit memo for it.

**Cannot delete a serial number that is debited. Untag it first.
Cannot delete a serial number that is invoiced. Untag it first.**

You cannot delete a serial number if you applied an invoice or a debit memo to it. You must untag the serial number before you can delete it. See Chapter 5 for more information.

**Cannot delete last line of order.
Cannot delete last line of return.**

An order or a return must have at least one item. You can reenter the order or return number, view the header information, or delete the entire order or return.

Cannot delete order if goods have been received.

You can delete an order only if the quantity received is zero. If you did not post the order yet, you can return the order's items and then delete the order. You cannot delete a posted order.

Cannot delete return if goods have been returned.

You cannot delete a return if you applied a debit memo to it.

Cannot delete this line.

You cannot delete a line item to which you applied a posted debit memo.

**Cannot remove debit tag from posted/debited serial number.
Cannot remove invoice tag from posted/invoiced serial number.**

You cannot untag a serial number that you posted an invoice or a debit memo for.

Changing line status on new entry is not allowed.

You cannot change the status of a new line. You can exit to the line-item scroll region, move to the line whose status you want to change, press **Enter** to edit the line, and then change the status.

Copy date prior to start date.

The recurring entry was not copied because the copy date you entered is earlier than the entry's start date for being copied. Enter a different copy date.

Cost must be positive.

You must enter a positive number for a cost.

Debit memo {number} does not exist for return {number}.

The number of the debit memo you entered has not been applied to the return shown in this message. Enter a different debit memo number.

System Messages

Discount cannot exceed total less prepayment.

The difference between the total and the prepayment is the largest amount the discount can be.

Extended cost is too large.

The extended amount of the line item is too large to fit in the space provided. Check the quantity and unit cost you entered. If they are correct, you must enter the line item as two line items to accommodate the total.

Field size is too large.

The amount of the invoice is too large to fit in the space provided. Check the amounts you entered in the **Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the invoice as two invoices to accommodate the total.

File unavailable (*file name*).

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.
- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager **Company Setup** menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company (F3)** command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account (#) is a memo account.

You cannot use a memo account as the expense account for a line item.

GL account (#) is not in Master file.

The account number you entered is not in the **GLMAxxx** (Master) file. Enter the correct account number; the **Inquiry (F2)** command is available.

Goods record is missing.

A critical error has occurred. Get help from a support technician.

Insert not allowed when applying invoices only.

You cannot use the **Apply Invoices** option on the Transaction Type selection screen to insert a line item. You cannot apply invoices to goods you have not received or not entered, which is what an **Insert** command here would do. Similarly, the **Append** command is not available on the Apply Invoices screen.

You can use any other option on the menu.

Invalid date - mm/dd/yyyy.

Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to nn)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: **010102** or **01012002**.

System Messages

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help (F1)** command for information.

Invalid Period Conversion table.

The **CNVTxxx** table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the **Tables** function (see on page 7-5) to make adjustments.

Invoice {number} does not exist for order number {number}.

The number of the invoice you entered has not been applied to the order shown in this message. Enter a different invoice number.

Item is discontinued.

You cannot enter a transaction with a discontinued item. Someone may have removed the item record. Press **Enter** to remove the message. Then make sure that you have the correct item.

Item {item ID} not found in warehouse {ID}.

The number of the item that you entered is not in the warehouse shown in this message.

Job {job ID} not found.

Job {job ID} is not on file.

The job number you entered is not on file in the Job Cost system. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

List contains more than 100 entries.

When you print purchase orders and debit memos, you can print a maximum of 100 orders at a time. Print remaining orders in the next batch.

**Location {ID} is not on file.
Location {ID} not found.**

The location you entered is not on file in the Inventory system. Enter a location ID that is on file, or add the location ID to the **INQLxxx** (Quantity Locations) file.

**Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.**

You cannot insert a line item if the transaction already has 997 line items.

Must be (*within range*).

You must enter a value within the range specified in this message.

Must build {table ID} first.

You must build the table shown in this message before you can use the function.

Must delete serial numbers before entry can be deleted.

You must delete the serial numbers that you entered for a serialized item before you can delete the line item.

Must enter 1-*{number}*.

You must enter a value within the range specified in this message.

Must enter *{values}*.

You must enter the kind of value specified in this message.

Must first reduce DM quantity to zero.

To cancel a line you applied a debit memo to, you must first reverse all the debit memos you applied to the line so that the debit memo quantity is equal to zero.

Must receive goods before applying invoices.

You cannot apply an invoice to an order with **new** or **printed** status.

System Messages

Must use negative quantities when making adjustments.

To reverse a receipt, an invoice, or a debit memo, you must enter a negative quantity, a positive unit cost, and a negative extended cost.

Nonzero receipt/invoice quantities exist. Cannot delete line item.

You can delete only the line items whose net unposted receipt/invoice quantities are zero.

No processing allowed on cancelled or completed lines.

If the status of the line item is not **open**, you cannot receive goods for it or apply invoices to it.

On hand + on order will exceed maximum of (mask).

The quantity on hand plus the quantity on order will exceed the mask shown in this message. Enter a smaller quantity, or relieve your inventory of this item. Another option is to use the Items function in Inventory to copy the attributes of this item to a new item ID, and use the new ID for this order and beyond. See the *Inventory User's Manual* for more information.

Order cancelled.

You cannot print a purchase order for an order with **cancelled** status.

Order has been cancelled.

You cannot change or restore an order that you cancelled through the **Edit Orders** option. If you change your mind, you must reenter the order from scratch.

Order in process on terminal Tn.

Someone at another terminal is changing or updating the order you want to use. Try again later.

Order is already on file.

The order number you want to use for the new order is already on file. Make sure that you selected the right company, or enter a different order number.

Order not found.

The number of the order you entered is not on file. Enter a different order number.

Order quantity *nnn*, current on order *nnn*, available *nnn*.

When you are in the **Ordered Goods Qty** field of a line item, the quantity you usually order from the vendor, the quantity on order, and the quantity available for sale are displayed. This message can help you make purchasing decisions.

Order total is too large.

The total of the order is too large to fit in the space provided. Check the amounts in the **Sales Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the order as two orders to accommodate the total.

Past cutoff date.

The recurring entry was not copied because the entry's cutoff date is older than the cutoff date you entered.

Phase {ID} is not on file.

The phase ID is not set up for the job. Enter a different phase ID; the **Inquiry (F2)** command is available.

Posted debit memos exist. Cannot edit.

You cannot edit a line item to which you applied a posted debit memo.

System Messages

Posted receipts/invoices exist. Cannot delete line item.

You cannot delete a line item if the total quantity received/invoiced is not zero or if you posted a receipt/invoice for the line item.

Prepayment cannot exceed total.

You cannot enter a prepayment that is greater than the order total.

Printer busy.

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry, and try again later.

Purchase order already exists.

The recurring entry was not copied because an order in the **POORxxx** (Open Order) file has the same order number. You must receive and post the invoice for the order before the recurring order can be copied.

Qty returned cannot be less than the total ship DM quantity.

The amount in the **Returned Goods Qty** field must be greater than or equal to the amount in the **Total Ship DM Quantity** field. See Chapter 5 for more information.

Quantity cannot be less than zero.

You cannot enter a negative value for the quantity.

Quantity must be an integer.

You must order quantities in whole units for serialized items.

Quantity must be greater than zero.

You must order or return a quantity that is greater than zero.

Receipt records exist. Cannot cancel this line.

You can cancel a line item only if the quantity received is zero.

Record in use.

Another terminal is using the record you are trying to access. Exit from the function. Then try to access the record again when the other terminal is finished with it.

Recurring entry has no line items.

The recurring entry was not copied because the entry does not have any line items. Use the **Recurring Entries** function (see the *Accounts Payable User's Manual*) to enter line items or to delete the entry.

Recurring entry not copied.

Some recurring entries within the cutoff date were not copied. The message printed above this one explains why the entry was not copied. See that message in this appendix.

Remaining balance cannot be greater than starting balance.

A recurring entry's remaining balance is the starting balance minus an amount. Therefore, the recurring entry's balance cannot be greater than its starting balance.

Remaining balance = 0.

The recurring entry was not copied because the remaining balance is zero. Use the **Recurring Entries** function (see the *Accounts Payable User's Manual*) to delete the recurring entry from the file.

System Messages

Remaining balance less than purchase amt.

The recurring entry was copied even though the remaining balance is less than the amount of the recurring purchase. Use the **Recurring Entries** function to adjust or delete the recurring entry. Use the **Edit Orders** option to check the order that was created when the entry was copied and to make changes if necessary.

Remaining payment = 0.

The recurring entry was not copied because the remaining payment is zero. Use the **Recurring Entries** function to delete the recurring entry from the file.

Return total is too large.

The total of the return is too large to fit in the space provided. Check the amounts in the **Sales Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the return as two returns to accommodate the total.

Serial number already in stock.

The serial number you entered is already in stock in the warehouse. Enter a different serial number.

Serial number already used in this return.

You cannot delete a material requisition or a serial number that has been sold from your inventory. Delete the return first.

Serial number has already been entered.

You already entered the serial number for the line item. You cannot have duplicate serial numbers.

Serial number is in Inventory. Cannot return it from a job.

To return a serial number you purchased for a job, the status of the number must be **sold**.

Serial number is in stock at warehouse {ID}.

The warehouse in the message already has the item with this serial number in stock. Enter a different serial number.

Serial number is in use. Cannot delete.

You cannot delete a serial number to which you applied an invoice.

Serial number is in use. Cannot return it.

You can return only serial numbers with **available** status.

Serial number is not in Inventory file.

You can return only the serial numbers that are in your inventory. Make sure that you entered the right number. If you did, exit from the Purchase Order system and use the functions on the Inventory **Reports** and **File Maintenance** menus to find and correct the problem.

Serial number is not in stock. Return the material requisitions to inventory.

Because the number is not in Inventory, you cannot return the serial number. First, use the **Return Material Requisitions** option (see the *Accounts Payable User's Manual*) to return the number to stock (enter the number of the job in the Job field). Then use the **Enter Returns** function to return the number to the vendor. (Do not enter a job ID in the **Job/Phase ID** fields.)

Serial number not found in warehouse {ID}.

The serial number you entered is not in the warehouse. Enter a different serial number.

Serial numbers on file - must be deleted first.

The line item you are trying to delete has serial numbers on file. You must delete the serial numbers before you can delete the line item.

System Messages

System-generated purchase order numbers not implemented.

You cannot use the **Edit Purchase Order Number** function because you elected not to use system-generated numbers in the Resource Manager **Options and Interfaces** function.

Terms code {ID} is not on file.

The terms code you entered is not on file. Use the **Terms Codes** function (see the *Accounts Payable User's Manual*) or the **Maintenance (F6)** command to add a terms code.

This {type} number has already been used.

The invoice or memo number you entered has been posted to the **APINxxx** (Open Invoice) or **APHIxxx** (Detail History) file. Accept it as a duplicate invoice or memo number, or enter a different number.

Thru value cannot be less than From value.

The value you entered at **Thru** is smaller than the value you entered in the **From** field. Press **Enter**; then enter the correct value in the **Thru** field.

Total amount of the {entry} is greater than 9999999.99. Cannot verify order.

You cannot receive or apply an invoice or a debit memo to all the line items because the order or return total will exceed its mask. Press **N** at the **Receive All, Invoice All, Receive and Invoice All**, or **Debit All** prompt. Then process the line items manually.

Total DM quantity must be zero before entry can be cancelled.

Before you can cancel a line item, you must reverse the debit memos you applied to the line so that the debit memo quantity is zero.

Total quantity applied cannot exceed quantity returned.

You cannot apply a debit memo to a return for a greater quantity than was assigned to the original return.

Total quantity invoiced cannot be greater than total quantity received.

The total quantity (posted and unposted) you applied invoices to for the line cannot be greater than the total quantity (posted and unposted) you received for the line.

Total quantity received and invoiced must be equal to {type} entry.

You cannot cancel a line item if the quantity received is not equal to zero or if you applied an invoice to the line item. You cannot complete a line item unless the quantities received and invoiced are equal.

Total returned quantity and debit memo quantity must be equal to complete entry.

The returned quantity and the debit memo quantity must be equal before you can change the status of the line to **completed**.

Unit cost is too large.

The unit cost of the line item is too large to fit in the space provided. See the *Inventory User's Manual* for information about how to reduce an item's unit cost or the *Job Cost User's Manual* for information about how to reduce a job's cost.

Use Receive Goods to delete the serial number.

You must use the **Receive Goods** option to delete serial numbers.

Valid entries are {range}.

Valid units are: {number}.

Enter one of the valid selections shown in this message.

Vendor {ID} is missing.

Vendor {ID} is missing from the Vendor file.

Vendor {ID} is not on file.

The vendor ID associated with the record has been deleted. You can add the vendor ID to the **APVExxx** (Vendor) file if necessary.

System Messages

Vendor {ID} record in use.

The vendor record is being accessed by another user. Try to access the record again later.

Warning: {job or phase} has a finish date.

The Job Cost job or phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job or phase after that date.

Warning: last line has no serial numbers. Return will be abandoned.

The return contains only a serialized line, but no serial numbers are assigned to it; they may have been deleted. The return will be removed from the system when you exit.

Warning: phase has a finish date.

The Job Cost phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the phase after that date.

Wrong debit memo number. Can change cost only for debit memo {number}.

You already applied a debit memo to the serial number. To change the unit cost of the serial number, first enter the same debit memo number as the one you applied.

Wrong {type} number. Can remove tag only for {type} {number}.

You applied a different invoice or debit memo number to the serial number you are trying to untag. You can untag the serial number for only the invoice or debit memo listed in this message.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files and try again.

Common Questions

B

These commonly asked questions about the Purchase Order system are divided into the following categories: Installation, Purchase Orders, Receiving Orders, Order Entry, Serial Numbers, and Posting.

Installation

How do I use Accounts Payable after I install Purchase Order?

When you install Purchase Order, Accounts Payable is not on the main menu. You must enter your Accounts Payable transactions through the Purchase Order system as invoiced orders.

Purchase Orders

How can I enter a prepaid order?

You can enter a prepayment on the Order Totals screen when you enter the order. Order totals are just memo totals; the system does not use them in any calculations.

When you receive the invoice for the items you prepaid, copy the amount from the Order Totals screen to the **Prepayment** field on the Invoice Totals screen. This amount is subtracted from the amount due on the vendor's invoice. When you prepare checks, only the outstanding amount (if any) is paid. The general ledger cash account is updated when you post payments and not before.

The prepayment is posted from the **APINxxx** (Open Invoice) file the next time you post payments. The unpaid amount is not posted until an invoice is received and a check is prepared.

Common Questions

How can I use Purchase Order to enter a payment that does not need a purchase order?

Use the **Enter Orders** function to enter utility payments and other transactions as invoice received orders (use the **Enter Goods Received/Invoiced Orders** option). On the line-item entry screen, skip the **Item ID** field and enter the description of the utility payment in the **Desc** field. The invoice is posted to the **APINxxx** file at the end of the day for payment in the appropriate check cycle.

How do I handle recurring purchases?

Use the **Recurring Entries** function (see the *Accounts Payable User's Manual*) to set up recurring purchases in the **APRLxxx** and **APRHxxx** (Recurring Entries) files. Then use the **Copy Recurring Orders** function to copy entries to the **POOHxxx** and **POORxxx** (Open Order) files.

Can I enter blanket purchase orders?

You cannot enter a true blanket order. You can set up a new order for the entire quantity of a blanket order, receiving goods and applying invoices as you go. The procedure requires some estimation: guess what you expect to receive and pay for, receive the goods and apply the invoices as they come, and add or change the status of extra line items to **cancelled** (subtract) if necessary.

This method does not handle multiple releases of an order, and you cannot enter a cutoff date or a maximum dollar limit.

Receiving Orders

How do I receive partial shipments?

Part of receiving goods is specifying quantities, so you can receive a partial quantity at any point.

To receive goods for a new order, use the **Enter Goods Received Orders** option in the **Enter Orders** function. To receive goods for an existing order, use the **Receive Goods** option in the **Enter Orders** function. To receive goods and apply an invoice to an existing order, use the **Receive Goods and Invoices** option in the **Enter Orders** function.

I entered the wrong unit cost for goods I received. How can I change it?

Once you enter a receipt for a line item, you cannot change the receipt unit cost. If you chose to use accruals in the Resource Manager **Options and Interfaces** function, the following receipts you enter for the line item must use the same unit cost because the receipt unit cost is used for goods accrual. It must be consistent so that the correct accrual entries are reversed when you post the associated invoice.

When you receive the invoice for the goods, enter the actual cost from the invoice. Your accounts payable, inventory, jobs, and expense accounts are correctly updated when you post the invoice.

How can I change the cost of an item that is already received and invoiced?

If you applied an invoice but did not post it, you can edit the invoice. In the Apply Invoice window, enter the number of the unposted invoice in the **Invoice No** field, and then make the necessary changes.

If you applied and posted an invoice, enter a return with **returned debit memo** status to remove the item from Inventory at the incorrect unit cost. Then enter an order with **invoice received** status at the correct unit cost.

I entered a receipt and/or an invoice against the wrong line item. How can I correct my mistake?

To change an unposted invoice entry, use the **Edit Orders** option in the **Enter Orders** function. On the Edit Orders screen, press **R**. In the Apply Invoice window, enter the number of the unposted invoice and enter the adjustments.

To change or back out a receipt entry, use the **Receive Goods** or **Edit Orders** option in the **Enter Orders** function. In the line-item scroll region, press **R**. Then apply another receipt to the line item with the correct information.

How can I void an invoice?

If you have not posted the invoice, you can edit it. In the Apply Invoice window, enter the number of the unposted invoice in the **Invoice No** field, and make the necessary changes.

Common Questions

If you posted the invoice, enter a return with **returned debit memo** status. You can enter the original invoice number in the **Note, Additional Descriptions**, or **GL Desc** field for reference on the Debit Memo screen in the **Enter Returns** function.

I am going to delay payment on some invoices. How do I eliminate the cash discounts?

You do not have to do anything special. The cash discount is applied only if you print the check before the due date.

Order Entry

Why are some order numbers missing?

The system assigns order numbers in sequence. If you cancel an order or if you cancel or exit out of an order while you are entering it, the number will not correspond to anything.

I see a vendor +00001 in my Open Order Report. What is it?

It is a temporary vendor. Temporary vendors are assigned a “+” sign in front of the ID. You can use the system-assigned vendor ID when you select orders for the Open Order Report or when you return goods.

Serial Numbers

Can I enter serial numbers for reference even if Purchase Order and Inventory are not interfaced?

You can enter serial numbers in the Additional Descriptions window. You must set up this option in the Resource Manager **Options and Interfaces** function.

What if my individual serialized items have different unit costs?

If the actual cost of the serial number is different from the unit cost, you can enter the actual cost in the **Unit Cost** field when you enter serial numbers.

Posting

I had a failure while I was posting. What should I do?

If the posting process fails because of a power surge or an error, you must start over, because the system did not keep track of which orders and entries were posted before the failure. If you backed up the accounting data files before you posted, restore the files affected by posting, including those in interfaced applications. Then run the **Post Transactions** function again.

When I post transactions, I see entries in the posting log for **GOODS RCVD** and **INV RCVD**. What are these entries?

The **GOODS RCVD** entries are created for accruing goods you have received but not invoiced. The amount accrued is the quantity received times the unit cost at which they were received. When you receive the invoice for the accrued goods and then post the transaction, **INV RCVD** entries are created to reverse the amounts that were posted when you received the goods. See Chapter 5 for information about posting accrual entries.

If you elect to use accruals in the Resource Manager **Options and Interfaces** function, you set up the accrual accounts—accounts payable, inventory, jobs, and expense—in the **APGLxxxx** table. Set up unique accrual accounts instead of using the accounts you use to track inventory, accounts payable, and so forth. See Chapter 6 for information about the **APGLxxxx** table.

What happens if I turn the accrual option on (or off) after I start to process purchase order transactions?

You must manually adjust General Ledger to reverse the partial accruals that were or will be created when you turn the accrual option on or off. However, you can toggle the switch at any point.

If you turn off the accrual option after you begin processing, you must reverse the receipts that accrued without the accompanying invoices. The process consists of a few steps:

1. Post transactions.

Common Questions

2. Print the detail version of the Accrual Verification Report. Look for receipt accruals that do not have the accompanying invoice accruals.
3. Use the General Ledger **Transactions** function to reverse the accruals.
4. Use the Resource Manager **Options and Interfaces** function to turn off the switch.

If you turn on the accrual option after you begin processing, the next time you post transactions, you must reverse the accruals that are created for invoices that are posted without the accompanying receipts. The process consists of a few steps:

1. Use the Resource Manager **Options and Interfaces** function to turn off the switch.
2. Post transactions.
3. Print the detail version of the Accrual Verification Report. Look for negative accruals that do not have the accompanying receipt accruals—you need to reverse these entries.
4. Use the General Ledger **Transactions** function to reverse the accruals.

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