Menu 7: Purchasing

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                                  Enter a Menu Path or <Enter>:
```

Figure 7-1. Main screen of Purchasing

Purpose

The purpose of DBS Purchasing is to create, maintain, receive, report, and fax purchase orders to your vendors.

Basic Procedure

Many features such as the Dashboard and the '**?**' command found in Purchasing are similar to those in Order Entry, so please reference that section if necessary. The flowchart on the next page gives you a visual understanding of the *basic* Purchasing process. To help differentiate the menus within the process, the diagram consists of various elements; they are

    = required step

    = optional step

    = process

    = document

1)   Input
2)   Inquiries
3)   Receiving

Menu 7.23
PO Audit

Menu 7.4
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Menu 7.1
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Figure 7-2. Basic Purchasing process

7.1 Purchase Order Entry & Edit

Use Menu 7.1 to create, maintain, or cancel a purchase order. Some of the screens, as you will notice, are very similar to those in Order Entry, beginning with Step 1.

Basic Procedure

The flowchart on the next page gives you a visual understanding of the Purchase Order Entry and Entry process.

Figure 7-3. Purchase Order Entry & Edit process

Step 1: Operator Screen

Fill in the introductory screen:

```
OPERATOR CD:      ***

COMPANY NBR:

PO NUMBER:

VENDOR NBR:


ENTER OPERATOR CD, or END to exit:
```
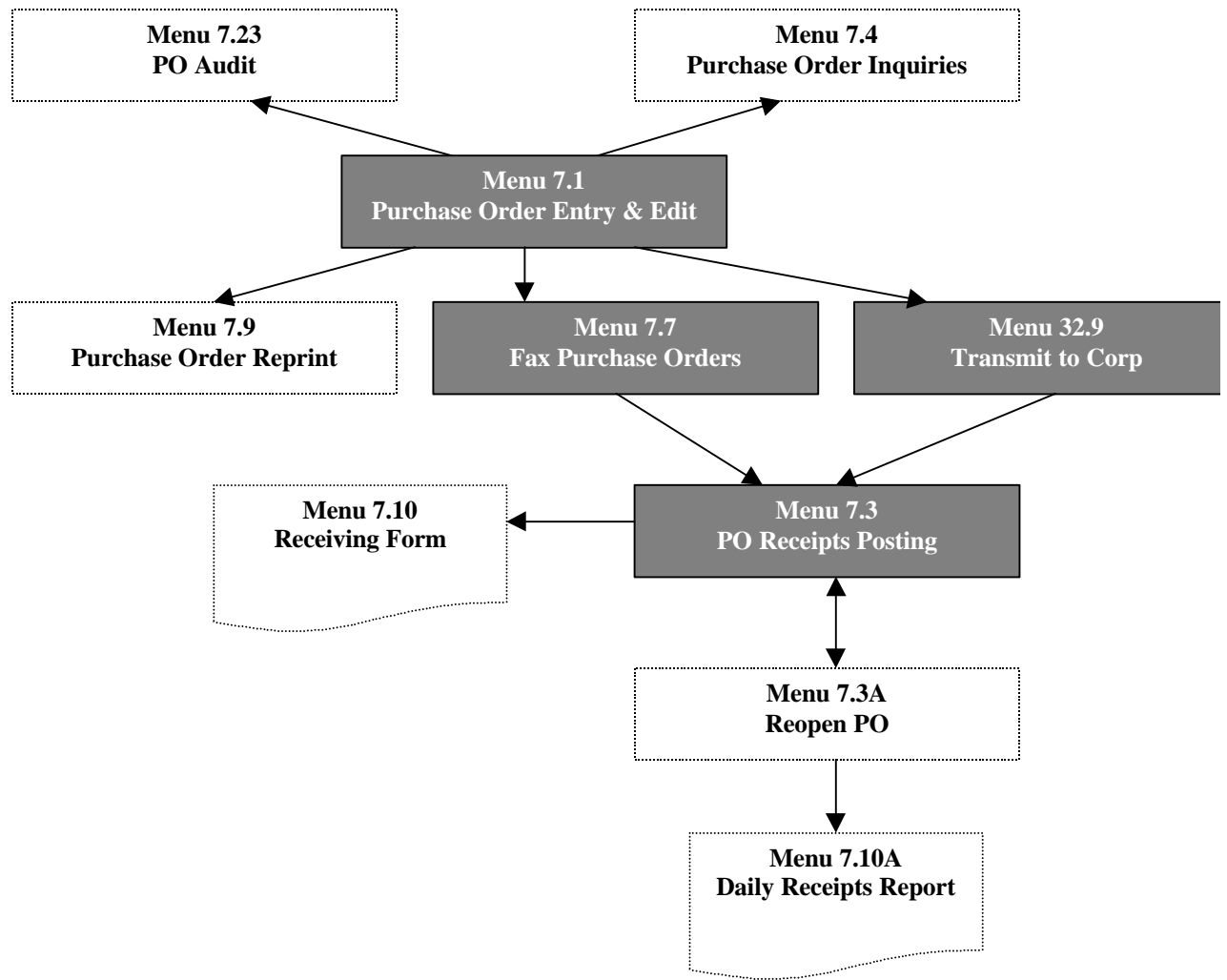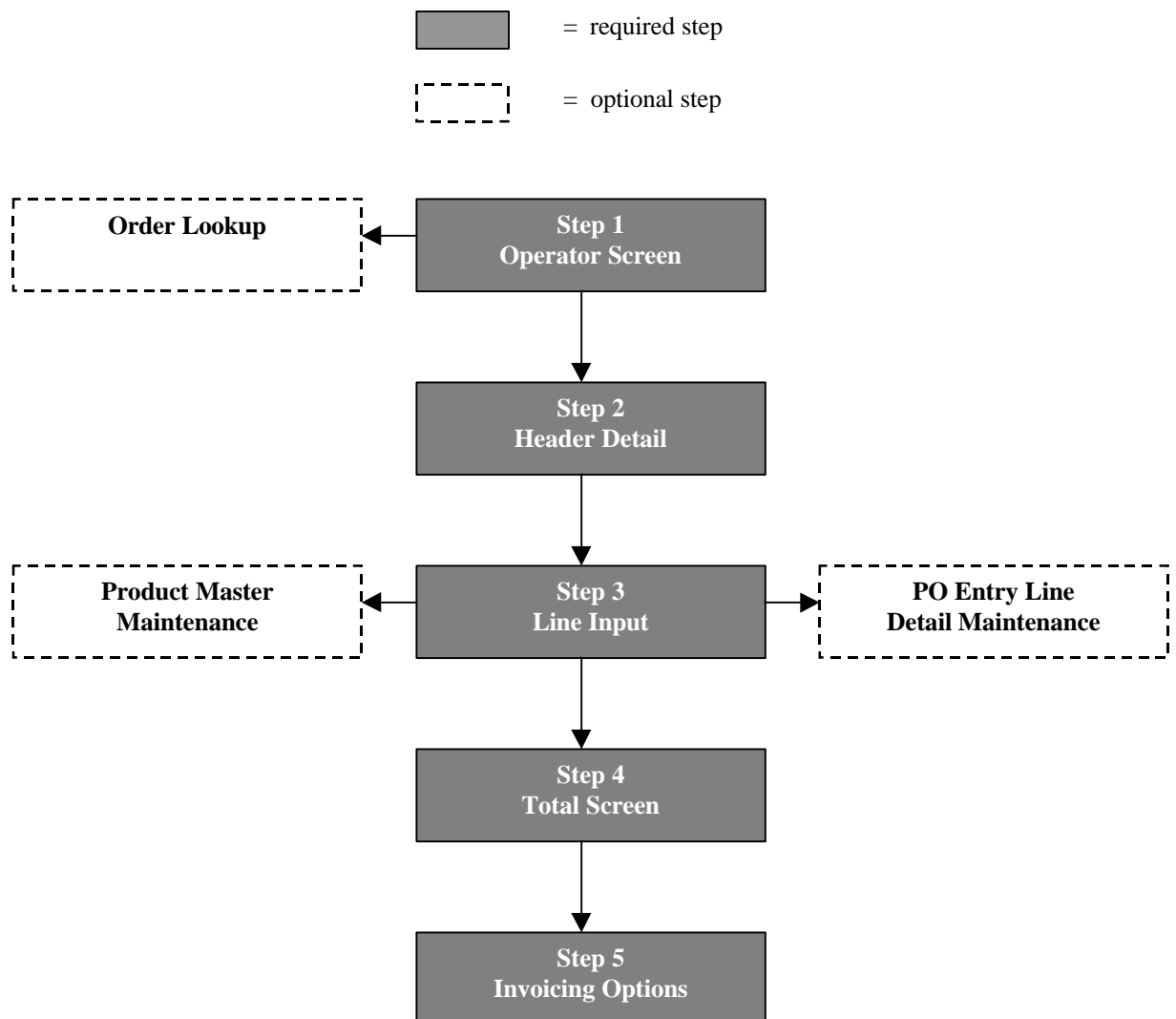
Figure 7-4. Introductory screen, similar to the one in Menu 1.2

a. OPERATOR CD Enter your personal operator code. For security purposes, the code does not display as you enter it, but is verified for authorization.

b. COMPANY NBR This defaults if your port is automatically set to log on to a specific company (see Menu 12.10, Port Maintenance). If this is not the case, the program displays the same company number you selected when you signed on. **Enter** to select it, or enter a different company number.

c. PO NUMBER Enter any of the following options:

- **Enter** to input a *new* purchase order

- *Existing* six-digit purchase order

- **L** to lookup an *existing* purchase order by vendor (see Purchase Order Lookup below)

- '**-**' to access the Dashboard (see Menu 1)

- **PARAM** to modify the Purchase Order Entry parameters that control the flow of the Purchase Order Entry module; you must have operator clearance to use this option; see section on Parameter Entry Maintenance in Menu 1.

- '**End**' to exit the program

d. VENDOR NBR If you enter a purchase order number above, the program skips this prompt. Otherwise, enter any of the following options (or enter '*?*'):

- Vendor number

- Vendor phone number

- Part of a vendor's name (the program automatically searches the lookup file)

- **L** for lookup

- '**-**' for the Dashboard

- '**End**' to back up to the PO Number prompt

- Other inquiry options: **S**, **INQ**, **CPR**, **LS**, **NSF**, or **X**. (See Appendix B.)

Purchase Order Lookup

This is an option to enter or lookup existing vendor *open* purchase orders. You can view or maintain an order.

Step 1

Enter **L** at the menu prompt, and then enter the vendor number. If you enter an invalid number, Vendor Lookup Inquiry screen displays and you are prompted for a lookup code (see Figure 7-4).

Step 2

Enter one of three choices:

- Enter a line number to maintain an existing order. The Line Input screen appears as Purchase Order Entry (see Step 3, page 6).

- **Enter** to view the next page(s).

- Type '***end***' to exit the file without any changes.

```
            *****   VENDOR LOOKUP INQUIRY   *****

LN# VENDOR     NAME          CITY STATE      PHONE#






    ENTER LOOKUP CODE OR 'E' TO END :
```

**Figure 7-5. This screen displays if you enter an invalid vendor
number**

```
VEND  001                      VENDOR OPEN P/O
PHONE# 503-256-3663
JOHNSTONE SUPPLY
PO BOX 3010
PORTLAND, OR  97220

LN ORDER#  CUST-P/O          ORD DT DUE DT WHS STATUS  DS OPER     ORDER$

01 01101070  DBS             121997 122997  001  OPEN    ND David M   359.64
02 01101059  DBS             121097 032598  001  OPEN    ND TSA        52.42
03 01101057  DBS             120897 121897  001  OPEN    ND DATABAS 56.48
04 01101056  DBS             120597 121597  001  OPEN    ND David M   524.20
06 01101033  DBS             012697 012598  001  OPEN    ND TSA     1,155.45
07 01101022  12345 A TESTER  101597 102597  001  OPEN    DS DATABAS  12.83
08 01101021  DATABASE BUSINES 101597 102597 001  OPEN    ND David M   193.69
09 01100680  DATABASE BUSINES 012097 012097 001  OPEN    ND Jeff      898.56
10 01101014  DATABASE BUSINES 091997 092997 001  OPEN    ND DATABAS    5.65
13 01TESTS   DATABASE BUSINES 040897 040897 001  OPEN    ND Tests      0.00
14 01TESTSS  DATABASE BUSINES 040897 040897 001  OPEN    ND Tests     16.77
15 01P10001  DATABASE BUSINES 100896 101596 001  OPEN    ND DATABAS    5.65
                     NUM ORDERS   12    3,281.34



Enter Line# to Maintain, <Enter> to Continue, or End
```

Figure 7-6. Sample of open purchase orders for vendor 001

Step 2: Header Detail

Right after you enter the vendor number on the Operator Screen, the Header Detail screen appears.

```
VEND CUST#  123456      PHONE 503-256-3663    PO CO 01 WHSE 001 P/O DT12/23/97
BUYER A                 FAX # 285-8958        MIN REQ:$2500
VEND JOHNSTONE SUPPLY           SHIP 1. DBS                      P/ORDER#
001 PO BOX 3010                 TO:  2. 700 N HAYDEN ISLAND DR.   101075*NEW
                                     3. SUITE 250         CUST#
                                     4.
   PORTLAND, OR  97220                5. PORTLAND          OR    97217
= = = = = = =  PURCHASE ORDER ENTRY   = = = = = = = = = = = = = = = = =

 1. P/O DATE  12/23/97
 2. REQ DATE  01/02/98
 3. DISCOUNT%
 4. CUST PO#
 5. DRPSHP FL ND
 6. VND TERMS
 7. TERMS DT
 8. PROM DATE
 9. SHP INST1
10. SHP INST2
11. WRITER
12. PURCH AGT


Enter Line#, Ship to, Backout, 0 to accept :
```

Figure 7-7. Header Detail screen in Purchasing

1. P/O DATE This field automatically defaults to the current date, but you can change it to any date.

2. REQ DATE This field defaults to 14 days out, unless it is set otherwise in Vendor Detail (Menu 12.4.1.3, field 8). Setting the required date to more than 30 days prevents the purchase order quantity from being included in the forecast calculation until within 30 days of current date. In other words, if you create a big preseason PO, the forecast program will forecast the products until you get within 30 days of that preseason PO.

3. DISCOUNT% The vendor discount is automatically loaded if there is one. Otherwise, you can enter a discount percentage in this field, which will affect all the pricing on the order.

4. CUST PO# This is the customer's purchase order for *dropship orders*. It helps the accounts payable department identify the order to the customer, and ties it to the dropship invoice. Keep this field empty if this PO is part of a store transfer.

5. DRPSHP FL The dropship flag is for orders that ship directly from the vendor to the customer. The default is '*nd*' for standard PO; '*ds*' is a dropship PO. Setting this field to '*ds*' automatically activates the Ship-To Maintenance program to enter the customer's shipping address.

```
                 SHIP-TO MAINTENANCE


 ENTER:
  M-MANUAL ENTRY
  W-WAREHOUSE #
  C-CUSTOMER #




ENTER OPTION: ###
```

Figure 7-8. Ship-To initiated by 's' or ds'

Enter one of these options:

- **M**-MANUAL ENTRY Manually enter the ship-to address

- **W**-WAREHOUSE# Ship to a specific warehouse

- **C**-CUSTOMER# Display ship-to information by customer number; use the 'L'ookup function to search for the number, if necessary.

6. VND TERMS The accounts payable terms from the vendor file automatically displays. If you want to change terms, type '*?*' at the field to bring up the A/R Terms display help window to select an alternate terms code.

```
 TERMS CODE      DESCRIPTION
 1 01   *****COD ONLY*******
 2 02   NET 10 DAYS
 3 03   NET 30 DAYS
 4 04   NET 60 DAYS
 5 05   NET 10TH FOLL PURCH
 6 06   NET 30TH
 7 07   2% 10TH NET 30TH
 8 08   5% 10TH NET 30TH
 9 09   DO NOT SELL
10 10    *** CASH ONLY ***

Enter Line# to select, <Enter> to skip
Next, Previous:
```

Figure 7-9. Accounts Payable Terms Code screen

7. TERMS DT This field is the effective date of the terms. It is used for special billing situations such as preseason orders.

8. PROM DATE This field is an informational promise date, not a high school date. If the vendor promises delivery by a certain date, enter it in this field.

9. SHIP INST1 Type in the first line of special instructions, which print in the header of the purchase order. These instructions may pertain to anything about the purchase order.

> **The instructions may also print as message lines in the main part of the purchase order.**

10. SHIP INST2 Type in the second line of special instructions.

11. WRITER This field represents the name of the person at your store who wrote up the order, so you know who to blame for typos.

12. PURCH AGT This field is for the name of the purchasing agent at your store who authorized the order, so you know who to blame for cost overruns.

Step 3: Line Input

The next screen, Line Input, is very similar to the one in Order Entry. It has the same purposes: 1) to enter product quantities and messages into the order, and 2) to check stock and pricing on a product.

This screen displays the product number and order quantity, up to six lines of data at a time:

```
VEND CUST#  123456         PHONE 503-256-3663    PO CO 01 WHSE 001 P/O DT12/23/97
BUYER A                    FAX # 285-8958                      MIN REQ:$2500
VEND JOHNSTONE SUPPLY        SHIP 1. DBS                 P/ORDER#
 001 PO BOX 3010            TO:  2. 700 N HAYDEN ISLAND DR.   101077*NEW
                                 3. SUITE 250                     CUST#
                                 4.
   PORTLAND, OR  97220            5. PORTLAND         OR     97217
 = = = = = = =   PURCHASE ORDER ENTRY    = = = = = = = =SUBTOTAL >
   --ITEM NUMBER-- -------QUANTITIES------- --------COSTS----------==========
 LN  DESCRIPTION   ORDER   RECVD  OPEN     COST DISC%    DCOST REQ DATE
 001 b10-120           1            1     5.650            5.650 01/02/98
    PURALATOR                Change Cost ########     D=DETAIL  C=CANCEL




 BRANCH           1                  VOQ    ROP SP  M      AVAIL
    5.650        5.290                17     34  25 C 472      60
```

Figure 7-10. Sample of the Purchasing Line Entry screen

> **Message lines: Enter message lines by typing '*m*' and** Enter**. Then type the text or a message code from Menu 12.1.15 that contains scripted messages.**

At the Line Input screen, enter

1. the product number,
2. the quantity to order, and
3. **Enter** to accept the displayed cost (or a new dollar amount).

1. Product Number

Check stock and cost breaks by simply entering a product number (without the dash) or the stock number. If you do not know the part number, press **L** to access the Lookup screen to find the number based on part of its number or description. (See page 3, Purchase Order Lookup)

Another way of finding a product number is by using the cross-reference program in Menu 19.8A (or use '**-**' or '*x*').

Non-stock products. The number you enter depends on the type of non-stock product you want: one-time miscellaneous or full-time in stock. To create a non-stock product you want to keep in stock full-time, preface the product number with the letters "ns." The non-stock designation, "*ns*" triggers the non-stock entry program, Product Master Maintenance. Type "*ns*" and the product number as you want it to be referenced in your inventory.

> *Example*   ns1015-j-005

The program displays a prompt to confirm that the entry is valid:

> PRODUCT 'NS1015J005' IS NOT ON FILE. IS IT A SPECIAL ITEM (Y/<ENTER>)?

- **Enter** to clear the entered number and enter a new one; or

- Press **Y** and the Product Master Maintenance screen appears. See Menu 12 for complete detail on this screen. Stops and required fields for the "NS" products are set in Menu 12.3.2.2 as "nsstops" and "nsrequired."

Be sure to always fill in the prices, costs and vendor number when initially setting up.

```
                    PRODUCT MASTER MAINTENANCE
WAREHOUSE   001                                          ESC TO END
EX PROD #:  ns1015j005          INT PROD #:126958
1.DESC. 1  ------------------------            20.DISCOUNTABLE Y
2.DESC. 2
3.CVEND#                                       22.DISCONTINUED N
4.VEND DESC  1015j005                          23.ACCEPT B/O   Y
5.A/S/W CODE                                   24.PART SHIP    Y
6.BOX QTY   1                                  25.INV BYPASS   N
7.STOCK UM   EA       QTY  1                   26.STK STAT IND Y
8.PRC/CST UM EA       QTY  1                   27.TEMP ITEM    T
9.STD SEL UM EA       QTY  1                   28.PROD CLASS
10.PURCH UM   EA       QTY  1                  29.PROD TYPE   015 DBS-HARDWARE
11.COR CHG                                     30.WEIGHT
12.COR CST
13.CNTRCT CST                                  32.ADD-ONS
14.EACH PRICE                                  33.CAT PAGE    TEST
15.RETAIL                                      34.LEAD TIME
16.BR CRP CST                                  35.SUB IND
17.PRC HLD EX                                  36.SUB PROD#
18.DIR CST                                     37.SUB PROD#
19.DIR QTY                                     38.SUB PRC IND  N
```

Figure 7-11. Product Master Maintenance prompted by 'ns…'

a. Enter a quantity.

b. '*0*' to accept

c. Enter '*all*' warehouses or **Enter** for the default warehouse.

d. The Product Detail Maintenance screen displays and stops at Field 16, VENDOR NUM (vendor number). See Menu __ for complete detail on this screen.

```
                        PRODUCT DETAIL MAINTENANCE

      WAREHOUSE      001
      EX PROD #      ns10-120          TEST PART              CAT PAGE:

      2. AVG COST                                   -----FY SALES HISTORY----
      3. ROP        00                                    1998  1997  1996
      4. REORDER QTY                              JAN
      5. DAYS SUPPLY                              FEB
      6. VELOCITY                                  MAR
               ONHAND                             APR
      8. WAREHOUSE LOC 1        VOQ   *           MAY
      9. WAREHOUSE LOC 2        CBO               JUN
      10. WAREHOUSE LOC 3       INPICK            JUL
      11. WAREHOUSE LOC 4        SEASON  A        AUG
      12. OH NEGATIVE IND Y                       SEP
      13. LOT LOGIC IND                           OCT
      14. SERIALIZED INV                          NOV
      15. STANDARD PACK                           DEC
      16. VENDOR NUMBER  001    STONE SUPPLY, INC.  TOT   0   0    0
      17. TAX FLAG      N
      18. CREATE DATE    03/01/98
      19. ABC RANKING


      Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

Figure 7-12. Product Detail Maintenance

e.   Type '*0*' to return to Line Entry screen at the Cost field.

For a miscellaneous product (like a roll of tape) enter '*c99-100*'. The miscellaneous product number is useful in buying a product for which you do not plan to carry or track the sales history. However, if you buy more of the product, consider entering it into the system as a non-stock number.

Choosing the C99-100 product prompts you for the product description, then the quantity to order. The PO Entry Line Detail Maintenance screen appears immediately.

Another way to access PO Entry Line Detail Maintenance fields is by typing 'D'.

```
                    PO ENTRY LINE DETAIL MAINTENANCE

                             STATUS MESSAGES
ORDER LINE #:  1                        Part Ships and Backorders ok.
1. PRODUCT #..  c99-100                  Substitutes ok
2. DESCRIPTION
3.ORDER QTY..  1
4. RCVD QTY…                       QUANTITIES IN OTHER WAREHOUSES
5. OPEN QTY…   1                   001 002 003 004 005 006 007 008 009 010
6. WHSE…....                          0              0
7. COST…....    ####.###  DISC COST     SUBSTITUTE PRODUCTS
8. DISC %…..            0.000    LN PROD NBR   DESCRIPTION   PRICE  AVL
9. DS-PRICE…
10. CORE COST..
11. REQ DATE…  01/03/98
12. DS-ORDER#..                      No Substitutes Available
13. ND-CUSTNO..


                   CALCULATED        ORDER   PICK     BACKORD
                     DEFAULT            1       0            1
                   QUANTITIES
```

**Figure 7-13. PO Line Entry Detail Maintenance prompted by a
miscellaneous product number**

a. The parameters are automatically set to stop the cursor at
    Field 7, COST. Enter the cost (use the decimal to separate
    whole dollars from cents).

b. Type '*0*' to accept and the Line Entry screen reappears.

Other PO Line Entry Detail Maintenance fields:

1.PRODUCT# This number cannot be changed. Cancel the line
and start over.

2.DESCRIPTION Type in a description, which prints on the
purchase order form.

3.ORDER QTY You can change this quantity to cancel
backorders by line, however, it cannot be less than the quantity
already received. Changing this field also affects open quantity.

4.RCVD QTY The received quantity cannot be overridden; this
value is determined by receiving done in Menu 7.3 or Menu 34.1.

5.OPEN QTY You can override the open, or backorder, quantity
by changing the order quantity, or directly by reducing the
backorder quantity.

6.WHSE This field defaults to the company entered at the
beginning of the order.

7.COST The cost comes from the product file. Cost is calculated
and displayed to three decimal places, but can be entered as two
decimal places.

8.DISC% The discount percentage is loaded automatically if the Header discount field has a percentage. You can also discount individual lines. The discount is displayed with two decimal places (10% is displayed as 10.00). The discounted cost is calculated and displayed under the DISC COST field.

9.DS-PRICE This is the price charged to the dropship customer on the invoice. This is an informational field only.

10.CORE COST Displays the core cost of a product. It can be modified.

11.REQ DATE This field defaults to the required date on the Header screen. You can change it on a line-by-line basis.

12.DS-ORDER# For a dropship order, this is the customer order number used for tracking.

13.ND-CUSTNO This field is helpful for flagging PO lines that are on backorder for a specific customer. When the product is received in your warehouse, receiving personnel know immediately that someone is waiting for the product. This entry prints on the Receiving form (Menu 7.10).

2. **Order Quantity**

When and if input resumes at the order quantities prompt, enter either an order quantity or **C** to cancel input for the current line.

3. **Accept Cost**

The last step in Line Input is to accept the cost. After you have entered a product and quantity, the information is processed through the cost module to verify the correct cost depending on whether it is a Corporate order or a direct order from a vendor. After the costs are calculated and displayed, the following prompt appears:

> CHANGE COST ######## D=DETAIL C=CANCEL

You have four choices at this point:

a.   Press **Enter** to accept the line as entered and the cost as calculated. Proceed with entry of the next product.

b.   Enter a new amount to change the cost.

c.   Press **D** to access PO Entry Line Detail Maintenance (Figure 7-13).

d.   Press **C** to cancel the line.

Continue entering lines until you are satisfied with your entry. Choose from the next prompt line:

LINE#, **H**DR, **A**DD, **INS**ERT, **^**-SCRL-UP, **V**-SCRL-DN, **B**ACKOUT, **N**OTES, **0** TO ACCEPT:

See Appendix B for for prompt line definitions.

If satisfied with your entries, press '*0*' to accept and the program moves to the next step in the purchase order entry process: Total Screen.

Step 4: Total Screen

The Total screen provides a summary of the purchase order, including the name of the last operator, the date the PO was filed, and whether or not the PO was printed. The Total screen provides the total PO amount, total *open* PO amount (the value left open on PO's after receiving or canceling lines), options to input PO discounts, ship method, freight and weight, as well as one last chance to make any changes to the Header or product lines.

```
VEND CUST#              PHONE           PO CO 01 WHSE 001 P/O DT12/16/97
BUYER                   FAX #           MIN REQ:
VEND   TEST OF TEMP VENDOR      SHIP  1. JOHNSTONE SUPPLY SEATTLE  P/ORDER#
 123                            TO:   2. 18205 ANDOVER PARK WEST      100205
                                      3.                       CUST#
                                      4.
   PORTLAND, OR  13414                 5. SEATTLE      WA   98188
= = = = = = =  PURCHASE ORDER ENTRY    = = = = = = =SUBTOTAL >  1428.80
 STATUS OF P/O     Printed        ORDERED   OPEN    TOTAL ORDER OPEN RCVD
 Last Operator Jeff's Tester      DOLLARS DOLLARS  LINES QUAN  QUAN QUAN
 Last Access 10:12:46  19 Feb 1998   1428.80    385.20      2    20     5    15
1. TOTAL DISC%                       0.00


 4. SHIP METHOD
 5. WEIGHT          80.0

 7. FREIGHT


              TOTAL:  1428.80  385.20

Line#, CL-Chg-Lines,CH-Chg-Hdr,CANcel,Backout,Preseason,Notes,0 to accept:
```

Figure 7-14. "Total picture" screen

Total Screen fields:

1. TOTAL DISC% You can apply a total discount to the order total, rather than applying individual line discounts. Type a percentage number at this prompt. The purchase order total amount is reduced by this percentage.

4. SHIP METHOD This code determines the ship method by which the order is sent from the vendor. Remember to type '**?**' for a list.

5. WEIGHT This field automatically calculates the weight based on weights stored in the product record. You can manually override it.

7. FREIGHT You can enter the freight cost manually if the vendor can tell you what it will be.

**The 'CAN'cel option is for canceling an existing PO.
The 'P'reseason option is to flag a preseason PO. In Stock Status, the
products display a "P" in the On Order quantity column.**

**Please reference Appendix B for explanation of other prompt options
used throughout DBS programs.**

If you are satisfied with your entry(ies), choose the last option of Total
screen: '*0*' to accept. The next screen appears: Invoicing Options.

Step 5: Invoicing Options

```
   OPTIONS
1. HOLD & PRINT
2. HOLD - NO PRINT




ENTER Option# or Press <Enter>:
```

Figure 7-15. Last screen in Menu 7.1

Choose one of two invoicing options:

1.HOLD & PRINT This option holds the order and displays the printer
   select screen. After you select the printer, the program prompts
   whether you want to print costs on the order. When you **Enter**
   for "yes", the purchase order prints.

2.HOLD-NO PRINT This is similar to option 1 except that no document
   prints.

**If you press *Enter* at this screen, you will return to the Total Screen
prompt.**

**When the HOLD options have been processed, the purchase order
number displays at the bottom of the screen so you can note it if
necessary.**

7.1A Rolldown to OE

Use this menu to transfer—rolldown—an existing purchase order into an
Order Entry order (Menu 1.2). This function is used in store transfers
between branches as well as in conjunction with rotational buybacks.

Step 1

Enter the purchase order number.

Step 2

Enter your operator code.

Step 3

Enter the printer number to print to.

Step 4

Once the processing is complete, **Enter** when you see the following prompt:

ORDER # 01000339 NOW ON FILE

ENTER <CR>, AND COLLECT PICK/PACK FROM PRINTER# 1?

```
PO ROLLDOWN TO ORDER ENTRY PROCESSING

ENTER PO TO ROLLDOWN (8N) ?01101093

ENTER COMPANY NUMBER TO ORDER FROM 01

ENTER CUSTOMER NUMBER TO ORDER FOR S01

ENTER OPERATOR CODE ?

ENTER PRINTER # TO PRINT PICK/PACK ON ?1
```

Figure 7-16. Processing screen for Rolldown

7.1B Convert OE to PO

This menu is the reverse of the preceding menu: it is to create a purchase order *from* an existing Pick ticket. This, too, is used in store transfers, however not as often. Menu 7.1B is more commonly used with special orders with items from vendors of specific customers.

Step 1

Enter the printer number or **Enter** for the default.

Step 2

Enter your operator code, then company number, then warehouse.

Step 3

Enter a new date or **Enter** for today's date.

```
                        MDS PURCHASE ORDER ENTRY


1. OPERATOR  ---

2. COMPANY   01       JOHNSTONE SUPPLY

3. WAREHOUSE 001       DBS

4. ORDER DT  12/26/97
```

Figure 7-17. MDS PO screen—sample

Step 4

Enter the order number to convert.

7.2 In-Transit Posting

In-transit is for shipments overseas that take weeks to arrive. Such shipments must be manually posted and removed. This menu is seldom, if ever, used.

7.3 PO Receipts Posting

Menu 7.3 is for receiving products from online purchase orders.

Step 1

1. Enter your operator code. If you do not have clearance, you will return to the main menu.

2. Enter the company number of the purchase order you are receiving (the main store is usually 01, while the branches are 02, 03, etc.).

3. **Enter** to default the warehouse number; otherwise enter a different one.

4. **Enter** to default to today's date or enter a different date. Product quantities are updated immediately with Receiving regardless of the date input.

5. **Enter** and the receiver number is assigned automatically as an audit device. You may also enter a number manually.

6. Enter the six-digit PO number (8-digit minus the first two company numbers) that you will be receiving. You can receive multiple POs in one receiving session, however, we recommend that you receive no more than three POs at a time.

```
OPERATOR ---            PURCHASE ORDER RECEIPTS POSTING
CO #   01  JOHNSTONE SUPPLY
WHSE #  001 JOHNSTONE SUPPLY WHSE001       *** DISPLAYED QUANTITIES ARE ***
DATE      12/26/97                 *** IN STOCKING U/M FORMAT   ***
RCVR #      001459
PO #         101096

                                 ORD  TREC  INTR  --RECEIVING QTY--  CST  TOTAL
LN# PRODUCT NUMBER  WHSLOC  QTY  QTY  QTY  UM PURCH  UM STOCK  UM COST C
```

Figure 7-18. PO Receipts Posting

Step 2

When you enter the PO number, the following prompt appears:

DO YOU WANT TO RECEIVE THE PO COMPLETE (Y/N): #

Your answer depends on whether you want to receive by exception or by individual PO line number or product number. If the vendor shipped *more* products than were backordered, receive by exception. However, if you received *fewer* products than backordered, then receive by line or product number.

Receiving by Exception

To receive a purchase order by exception, answer **Y** to the prompt above. The program calculates and displays the total number of items and total dollar amount open on the purchase order. The program prompts

IS P/O QTY CORRECT ('RTN'-YES,N-NO) ?

If you **Enter** for "yes" at this prompt, the PO is received complete and there is nothing more to do with this PO. If you answer **N**, the program prompts for your exceptions:

'LINE NUMBER TO CHANGE','CANCEL', 'OE' OR 'END' ?

Options:

- **LINE#** Enter a line number.

    1. You have three choices: a) Enter the correct quantity received, *even if the amount is more than you ordered,* b) enter '*0*' if no items were received, or c) **Enter** to accept the quantity after all, or to receive this line complete.

    2. At the COST prompt, enter the correct cost and **Enter**; otherwise, press **Enter** to accept the cost as displayed.

    3. The cursor then stops at the Completion Flag column. If the quantity received is *equal to or greater than the quantity*

ordered, this column displays a "C" to indicate that the line is complete. However, if you received only part of the line, or the vendor has indicated that no items are shipped for this line, enter '**C**' to complete the line and cancel the remaining open quantities.

If you receive 0 items or a partial quantity (as if the product is on backorder), be sure the "C" is not present in the column so the line is not complete.

4. *Repeat this process for all lines that are exceptions on the order.*

- **CANCEL** Type in this *entire* word to abort the receiving process without updating quantities.

- **OE** The Order Entry and Invoicing screen appears, allowing you to process a customer order during a receiving process. Once the customer order is complete, the receiving process resumes where you left off.

- **END** Type '*end*' to complete the receiving process.

5. Press **Enter** when the program asks if the quantity is correct.

6. The next prompt appears:

    FREIGHT & MISC AMTS CORRECT ? ('RTN'-YES,N-NO) ?

    Enter **N** to add freight or miscellaneous amounts associated with this purchase order, or **Enter** if the amounts are correct or there are none. These fields are typically entered through Accounts Payable.

7. Enter '*end*' at the PO # prompt to end the receiving session or enter another purchase order number.

8. The total for the receiver number displays with the following prompt:

    IS THE RECEIVER TOTAL CORRECT ('RTN'-YES,N-NO) ?

    Enter if correct.

9. Otherwise, type **N** and the program prompts for the PO number to correct:

    ENTER 'CANCEL',P/O # TO CORRECT OR 'S' FOR SEQUENTIAL

    Enter the PO number, or **s** to list the purchase orders sequentially. The program updates the purchase order and asks if you want to print the receiving report.

10. When the cursor returns to the RCVR# prompt, type '*end*' again to return to the main Purchasing menu.

Receiving by Line Number or Product Number

1. At the prompt, DO YOU WANT TO RECEIVE THE PO COMPLETE (Y/N): type **N** and **Enter**.

2. Enter a PO line number. If you do not know which line number the product is on, **Enter** to bypass it to the Product Number prompt.

3. Enter the product number, and the program locates the PO line number for you. You can also enter **?** to display the entire product line. **Enter** to accept the product number, or press **N** to input a new product number.

4. Enter the quantity received for this product, or **Enter** if the quantity displayed is correct.

5. If the displayed cost is correct, **Enter** to accept it. Otherwise enter the correct cost.

6. The cursor then stops at the Completion Flag column. If the quantity received is equal to or greater than the ordered quantity, this column display a "C" to indicate that the line has been received complete. If you only received part of the line, or the vendor has indicated that no items are shipped for this line, enter '**C**' to complete the line, canceling the open quantities on that line.

7. Repeat this process until you enter all Received lines, then '*end*.'

8. At the prompt IS P/O QTY CORRECT ('RTN'-YES,N-NO) ? press **Enter** to accept. Type **N** if the quantity is not correct and repeat the steps beginning with the line number to change.

To verify if the received purchase orders processed correctly, run the Daily Receipts Report (Menu 7.10A) or wait until it is printed at end-of-day.

7.3A ReOpen PO

With this menu, you can correct purchase order receiving errors, and re-open or un-receive purchase order lines. The program backs out of a PO receiving and returns the purchase order line(s) to the pre-received status.

Step 1

Enter your operator code. The Reopen PO screen appears:

```
                 PROGRAM TO REOPEN PO LINES


   COMPANY#  01   JOHNSTONE SUPPLY

WAREHOUSE#  001   DBS

          PO#  101096     VEND# 001   JOHNSTONE SUPPLY

   RECEIVER#     5

        LINE#  001470

B10-275   68-200300 ORIFICE #0        QTY REINSTATED = 5


BE SURE AND USE MENU 12.3.2.6 AND CORRECT THE SERIAL#'S
ENTER <CR> TO CONTINUE: : ALL
```

Figure 7-19. Reopen PO lines

a. COMPANY#. Enter the company number of the PO that you want to reopen.

b. WAREHOUSE# Enter the warehouse associated with the PO.

c. PO# Enter the six-digit purchase order number.

d. RECEIVER# Enter the receiver number to reopen for a specific PO, or enter '*all*'.

e. LINE# Enter the line number of the PO you want to reopen. Or, enter '*all*' if the *entire* purchase order was received in error.

You must *re-receive* what you reopen.

f. RCPT#. This is the PO receipt number that is automatically loaded based on the line number entered from above.

Step 2

The program retrieves the transaction from inventory history and displays the selected line(s) and the quantity received.

▪ Enter the quantity to reinstate. You cannot re-open more than you received.

If the product is flagged as serialized inventory, a reminder displays:

BE SURE AND USE MENU 12.3.2.6 AND CORRECT THE SERIAL#'S

ENTER <CR> TO CONTINUE: :

7.4   Purchase Order Inquiries

You have three purchase order inquiries to choose from. They are located in Menu 19, Inquiries; please reference Section 19 for further instructions.

```
MENU-19                      INQUIRY MENU
09:41:25  31 Dec 1997                                    15 JSS.TEST dbs
Customer / Order                         Accounts Receivable
----------------                         ------------------
 1. Customer Orders Not Purged           9. Summary A/R Inquiry
1A.Price Quote Lookup                    9A.Print Accounts Receivable Detail
 2. Detailed Order Inquiry               10. Open Accounts Receivable Inquiry
2A.Customer Pricing (CPR)
 3. Open Inpick Or Backorders By Cust    Purchasing
 4. Open Inpick Or Backorders By Item    ----------
 5. Detailed Invoice/Release Inq         11. Vendor Open Purchase Order Inquiry
                                         12. Detail Open Purchase Order Inquiry
                                         13. Open Purchase Order by Item
Inventory / Product
-------------------
 6. Stock Status Inquiry                 Other
 7. Inventory Inquiry                    -----
7A.Inventory Transaction By Customer     14. View Maintenance Menu
7B.Inventory Transaction by Product
 8. Serial Number Inquiry
8A.Crossref
```

Figure 7-20. Note the three Purchasing inquiries in Menu 19

19.11 Vendor Open Purchase Order Inquiry

Lists all open purchase order numbers for a specific vendor, for a selected company, or for all companies. Information includes

- Purchase order number
- Date PO was created
- PO due date
- PO value
- Value still open
- Number of lines still open
- PO type
- Summary totals for all open lines for this vendor
- Total dollars on order

19.12 Detail Open Purchase Order Inquiry

Lists detail of purchase orders on screen only, therefore changes are not allowed.

19.13 Open Purchase Order by Item

Tracks down an open purchase order by product number. Information includes order date, due date, quantities ordered, quantities open and received, cost, and vendor name.

7.5   Vendor Receipts/Sales Inquiry

Check receipt history up to the last two years. This inquiry shows 1) total receipts by vendor by company number, 2) receipts by vendor if that number is in the PROD.MAST record, 3) receipts by vendor if that number is in PROD.DET record, and 4) sales by vendor.

```
CO#  01              VENDOR RECEIPTS INQUIRY
TYPE 4    VENDOR TYPES: 1) RECEIPTS  2)PROD.MAST  3)PROD.DET 4)SALES
VENDOR : 001      JOHNSTONE SUPPLY, INC.


                    RCVNG-$          RCVNG-$          RCVNG-$
                    THIS-YR          LAST-YR          2 YRS AGO-YR
                    -------          -------          -----------
JAN                 7055
FEB
MAR
APR
MAY
JUN                 769
JUL                 272
AUG
SEP
OCT                 1428
NOV                 276
DEC                                  26342

TOTAL               9800             26342
HIT RETURN TO CONTINUE.
```

Figure 7-21. Vendor Receipts Inquiry

Step 1

Enter your company number

Step 2

Enter the vendor type:

- Receipts
- Prod.Mast
- Prod.Det
- Sales

Step 3

Enter the vendor number.

7.5A Vendor Sales Initial Setup

This is a one-time utility-only that builds the preceding inquiry file (Menu 7.5) from inventory history records. Run it only once.

THIS PROGRAM WILL UPDATE THE VENDOR.SALES FILE FOR PAST DATA

****THIS PROGRAM SHOULD ONLY BE RUN ONCE****

**** ALREADY RAN PROGRAM ON 16 May 1997, CANNOT RUN AGAIN ****?

Figure 7-22. Vendor Sales Setup

7.7   Fax Purchase Orders

With the use of the Desqtop program, you can fax purchase orders to vendors and receive confirmation of the transmission.

1.   Enter the purchase order number that you want faxed.

2.   **Enter** to confirm that the PO is for the correct vendor.

3.   Choose to send overnight ('*o*') or immediately ('*i*').

4.   Enter the fax number, or **Enter** for the default number from vendor master, Menu 12.4.1.2, field 33.

5.   Enter your operator code or **Enter** for the default.

6.   Wait for the files to be processed, then enter a contact option:

     1.Order Dept to send PO to the attention of the Order Department
     2.Contact name from vendor file to send to the contact preset in the
          vendor file, Menu 12.4.1.2, field 6
     3.Enter contact name to manually type in contact name

7.   **Enter** to default your Desqtop user ID or type in a new one.

8.   Type **Y** to add a special message; otherwise **Enter** to initiate the fax.

7.8   Purchase Order Print

This program prints all *open* purchase orders that have not yet printed.

1.   Type **C** to print *all* open purchase orders that have not printed.
2.   Select a printer, or **Enter** for the default.
3.   Verify if your orders printed. **Enter** if they did; enter **N** if they did not to start over.

Once the purchase orders print, they no longer appear in this report.

7.9   Purchase Order Reprint

Use this menu to reprint purchase orders without having to access Purchase Order Entry.

1. Enter to begin the reprint program.
2. Select your printer.
3. Choose a sort option:

> 1) SORT IN LINE NUMBER ORDER
> 2) SORT IN PART NUMBER ORDER

4. **Enter** to print costs, or **N** to *not* print costs.
5. Enter one or more purchase order numbers.
6. Enter at the PO# prompt to begin the reprint process.

7.10 Receiving Form

Receiving Form is a document (form) used to receive stock. It prints only lines left *open* on the PO.

1. Confirm that you want to proceed with the receiving form program.
2. Select your printer.
3. Enter your purchase order number(s).

```
PURCHASE ORDER NUMBER: 01023364    VENDOR: 391 GEM PRODUCTS, INC.  800-421-9939    PO DATE: 09/08/97

                                                   -------QTY RECEIVED--------   CUST CUST CUST
LN#        ITEM NUMBER        DESCRIPTION        OPEN WHSE LOC                    QTY  NUM  NAME

6          B11-452            CC802 TIMER-CLEAR     8      ----------------------------    8

7          B11-456            CC806 TIMER-CLEAR     2      ----------------------------    2

8          F16-433            RR101 CONTACT BLOCK  312     ---------------------------- 17

9          G22-071            8051 REPAIR MASTER    1      ----------------------------    1


RECEIVED BY         _____              SHIP INST 1 :

DATE                _____              SHIP INST 2 :

CHECKED BY          _____
```

Figure 7-23. Receiving Form—sample

7.10A Daily Receipts Report

This is an end-of-day report that lists products received by receiver number and by purchase order number. It is often printed after receiving an order to confirm receiving.

1. Select a printer.
2. Enter a two-digit company number, or '***all***' for all of them.
3. Enter a receiver number, or '***all***.'
4. Enter a PO number, or '***all***.'
5. **Enter** to return to the main menu once the report is completed.

```
14:43:14 08 Jun 1998                RECEIPTS FOR COMPANY  all                          PAGE   1

CO RCVR#. VEND.PROD#... VENDR TERMS........ WHS # PO #.. LN # OP.NAME... RCPT DATE A.PROD.NO  QTY COST......
EXT.COST.... COMP.DT. C

01 000097 68Z3204                             001   NPO  NPO TSA    10/10/97 B10-222  10  26.210    262.100    C
01 001443 PS677-011                           001 100973  002       08/07/97 L36-036   2   0.680      1.360    C
01 001443 1.50X60A        JOHNS $2500         001 100973  001 DBS   08/07/97 L37-037   5   1.840      9.200    C

                                    ***
                                                                                      7          10.560

   ***
                                                                                     27          24.160
```

Figure 7-24. Daily Receipts Report sample

7.11 Purchase Orders Not Yet Printed

1. **Enter** to proceed with this process.
2. Select a printer.

7.12 POs With No Promise Date

1. **Enter** to proceed with this process.
2. Select a printer

7.13 Open PO Report by Vendor

This report provides detailed or summary information on all open purchase orders for input vendors.

1. Enter the two-digit company number, or '***all**.*'

2. Enter a vendor number, **all**, or several vendor numbers separated by semicolons (;).

3. Choose a detailed (**D**) or summary (**S**) report. The detailed report contains information for each open PO, by vendor, including open lines, open quantities, cost, open value. The summary report prints by individual PO the open order quantity and the ext cost open value. It also provides the vendor's phone number and a summary of the total order quantity, ext cost, quantities received, and open values.

4. Select a printer.

5. **Enter** when the report is finished.

7.14 Open PO Report by Product

Report lists all purchase orders still open for reasons including product input, vendor printing, purchase order number, open quantity on PO, and total of open quantity for product number.

1. Enter the two-digit company number, or '*all*.'
2. Enter the product number (include the dash), or '*all*.'
3. Select a printer.
4. **Enter** when the report is finished.

7.15 Purchase Commit Rpt-by Due Date

This shows value of open purchase order lines to determine remainder amount of money to invoice.

1. **Enter** to proceed with this process.
2. Select a printer.
3. Enter the cutoff date of the purchase orders (use slashes).

7.16 Purchase Commit $ Rpt-by Due Date

Prints PO commitment dollar report by month. Same as previous menu, but more emphasis on the dollar amount.

1. **Enter** to proceed with this process.
2. Enter the cutoff date of the purchase orders.

7.17 Overdue Purchase Order Report

This menu reports purchase orders not yet received and past their due date. The report lists open products, including open and received quantities.

1. Enter the two-digit company number, or **Enter** for all.
2. Enter the vendor number, or **Enter** for all.
3. Enter the cutoff date for overdue purchases.
4. Select a printer.

7.18 Purchase Order Exception Report

Lists purchase orders that have been received, invoiced, and vouchered if the voucher amount does not equal the received amount. Use this menu to reconcile payables to inventory value.

1. **Enter** to continue process.
2. Select a printer.

7.19 PO Close and Cancel Report

Lists purchase orders either closed or cancelled and ready for deletion.

▪ **Enter** to proceed with the report.

7.20 Purchase Order Purge

Purges PO records that have been flagged for deletion. The Delete Flag
sets when a PO is received complete and vouchered (enter the PO number
in Voucher Entry). PO's received but not vouchered, and cancelled PO's,
cannot be deleted using this program; use Menu 28 instead. PO numbers
not entered in Payables will not initiate a Delete flag, and therefore will
not purge.

▪ **Enter** to proceed with the deletion.

7.21 PO/Received/Invoiced Report

Lists purchase orders with "received" values.

1. Select a printer.
2. **Enter** to continue with process.
3. Enter start date of PO date range (use slashes).
4. Enter end date or range.
5. Enter the company number or **Enter** for all.

7.22 Backorder Allocation Menu

This menu allocates products received into stock to fill existing customer
backorders. This process builds the allocation file and prints the backorder
report, allowing for exceptions or additions to the allocation file. It also
creates and prints the backorder releases.

```
MENU-7.22              BACKORDER ALLOCATION MENU
 11:55:18  31 Dec 1997                          15 JSS.TEST dbs
 1. Allocation Report
 2. Auto Backorder Exceptions/Additions
 3. Auto Create Backorder Releases
 4. Auto Print Backorder Releases
 5. Auto Backorder Parameter Maintenance
```
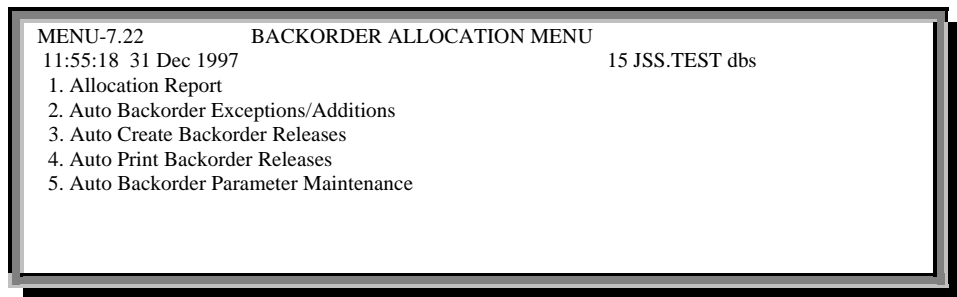
Figure 7-25. Backorder Allocation Menu

Step 1 Allocation Report

The Allocation Report lists the current backorder releases and the
quantities available to allocate. Run this report for all backorders or just
backorders ready for allocation (based on receiving).

**Run this report after all receiving is complete for the day.
Make sure to run the following steps in order.**

1. Select printer.

2.   Select 1) released backorders, or 2) all backorders. "Released backorders" are all backorders that have been filled by the day's receiving. These include products that have come into stock and are ready to go onto existing customer orders. "All backorders" are just that: all backorder releases print, whether or not tickets have quantities to release.

3.   Enter three-digit warehouse number.

4.   Enter vendor number or **Enter** for all.

Step 2 Auto Backorder Exceptions/Additions

Optional step. Run this option after reviewing the Allocation Report to decide whether or not to allocate certain releases (exceptions) or to add releases to be allocated later (additions).

1.   Enter **E** for exceptions or **A** for additions. Exceptions are releases you want to exclude from allocated products. For example, a customer does not want a partial shipment (wants a complete shipment), or you want to ship tomorrow because you know a product will be on the release. Additions are releases you want to allocate despite their backorder status showing no products to ship. For example, stock sitting on the dock was not checked in before the Allocation Report ran.

2.   Enter eight-digit order number from the Allocation Report.

Step 3 Auto Create Backorder Releases

Required step. It creates the releases based on the allocation file from Step 1 and any exceptions and additions from Step 2. This step moves products on selected releases from the backorder status to in-pick.

1.   Enter the warehouse number. **Enter** if you get the following message:

THERE ARE SOME BACKORDER RELEASES ON CREDIT HOLD

<ENTER> TO PRINT LISTING ?

2.   Select a printer.

Step 4 Auto Print Backorder Releases

Required step. Prints all the pick tickets generated in Step 3 to a selected pick ticket printer.

1.   Select a printer.
2.   Enter a warehouse number.

Step 5 Auto Backorder Parameter Maintenance

This step controls the creation of the backorder releases, and determines certain stops and overall flow of Step 3 and 4.

1.   Enter your operator code.
2.   The following screen appears:

```
                AUTO BACKORDER PARAMETER MAINTENANCE

QUESTIONS FOR AUTO CREATE BO RELEASES (7.22.3)
 1. ADD QTYS TO OPEN RELEASES                                      Y
 2. AUTO PRINT LIST OF ORDERS ON CREDIT HOLD                       Y
 3. STOP FOR CREDIT AUTHORIZATION                                  N
 4. RELEASE ENDING MESSAGE LINES                                   Y
QUESTIONS FOR PRINT BO RELEASES (7.22.4)
 5. PRINT ALL RELEASED BACKORDERS (EVEN IF ON CREDIT HOLD)         Y




Enter Line#, Backout, DELETE, Edit, 0 to Accept
```

Figure 7-26. Auto Backorder Parameter Maintenance

Auto Backorder Maintenance screen fields:

1. Allows you to add quantities to open releases. If there is an open pick ticket, typing '*y*' adds to the ticket and prints an updated copy. This field must be set to 'Y'.

2. Setting this field to **N** prompts you to print the report of orders on credit hold; **Y** automatically prints the list.

3. This is an option to stop and authorize each order that shows up on credit hold.

4. Releases messages on backorders that pertain to shipping information. For example, "Call when ready to ship."

5. Allows you to print all releases, even if they are not on credit hold. '**N**' does not print the credit hold tickets

7.23 PO Audit

PO Audit is a tracking option similar to the Order Entry audit. The audit field is updated on the purchase order record to track operator access to the PO. It also tracks the status of completed fax transmissions in Menu 7.7.

1. Enter the eight-digit purchase order number.

2. Enter '**P**' to print the report or '**C**' to display only. The report includes the following information: PO number, operator name, date and time the operator accessed the PO, port number the operator was on at the time, and what the operator did ("H" means PO was filed and held, and "HP" means the PO was filed and printed).

3. **Enter** to return to the main screen.

Appendix

Screen Columns

Name	Meaning
BACK QUAN	Backorder quantity
C	Complete
COST DISC%	Discount percentage
CUST-P/O	Customer name
DCOST	Direct cost
DISC%	Discount percentage
DS	Dropship indicator
DUE DT, DUE DATE	Due date
EXT.COST	Cost times qty ordered
INTR QTY	No longer used.
LN#	Line number of item
OPEN DOLLARS	Dollar amount still open on PO
OPEN, OPEN QUAN	Quantity open
OPER	Operator name; person who created the purchase order
ORD DT	Date of order
ORD QTY	Quantity ordered on PO
ORD RCV TD	Quantity received to date
ORDER DOLLARS, ORDER$	Order quantity x line cost
ORDER QUAN, ORD QUAN	Quantity ordered on PO
ORDER#, ORDER	Purchase order number
QTY	Quantity
RCVD QUAN, RECVD	Quantity received
RCVNG-$	Qty received times cost on PO
REQ DATE	Date PO is needed
SHIP QUAN	Quantity to ship x line value
SHIPPED DOLLARS	Dollar value of items shipped.
STATUS	Status of order: *Finalized* is an order has not gone through day-end processing. You can bring the order up, unfinalize it, and maintain it. *Invoiced* is an order has gone through day-end processing and cannot be accessed. *Pick/Pack* is an order on hold that has not been finalized.

Name	Meaning
	C/Memo Pick is a credit memo on hold that has not been finalized.
	Credit Memo is the total of orders less than zero.
	Credit Hold orders require you to have a credit release password to access them.
	Cancelled orders are cancelled by an operator.
	Deposit orders have open deposit amounts
	Unknown orders are those that fit none of the above
TOTAL COST	Total cost of PO
TOTAL LINES	Total lines on PO
TREC QTY	Received Qty
VENDOR	Vendor number
WHS, WHSLOC	Warehouse number

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