PO Data Files

Checklists

Introduction to PO   **1**

Overview

In order to install OSAS Purchase Order, Accounts Payable must be installed first. When Purchase Order is installed, it removes Account Payable from the menu.[1]

Since Purchase Order uses some of the same programs and data files as Accounts Payable, functions that are common to both Accounts Payable and Purchase Order are discussed in the Accounts Payable Training Manual. This manual is a supplement to the Accounts Payable training manual and only covers those functions that are *unique* to Purchase Order.

Purchase Order enhances the performance of Accounts Payable by letting you track purchases from the moment you decide to order through the time the goods are fully received and invoiced. You only pay for the goods that are received and invoiced. You can change purchase order line-items and track returned goods. If Purchase Order is interfaced with Inventory or Sales Order, you can generate purchase requisitions in those applications, then create new purchase orders for the requisitioned items.

Main Menu

---
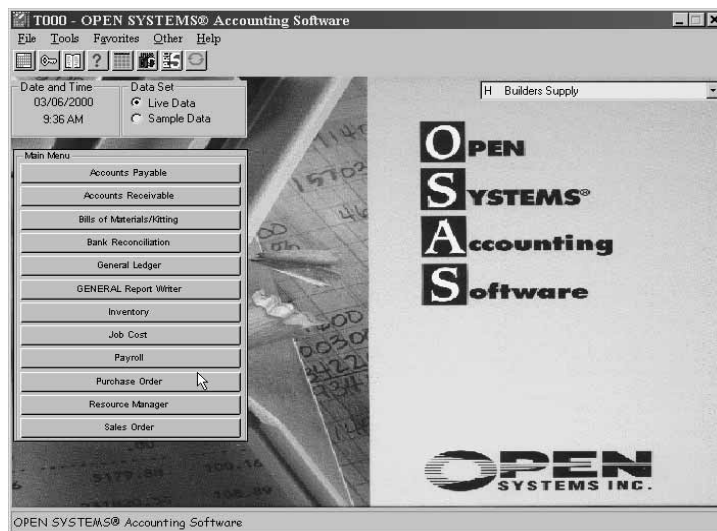
1. If your company needs to use **both** Accounts Payable and Purchase Order, see Reference **A** to place Accounts Payable on the main menu.

Purchase Order Interaction With Interfaced Applications

```
┌──────────────┐                                    ┌──────────────────────┐
│              │                                    │                      │
│  Inventory   │                                    │ Bank Reconciliation  │
│              │                                    │                      │
└──────────────┘                                    └──────────────────────┘
       ▲                 Void Checks
       │                                    Post Checks
  Transaction
    Entry
       │
       ▼
┌──────────────┐   Post Transactions          ┌──────────────────────┐
│              │   Post Checks                │                      │
│ Purchase Order├─────────────────────────────▶│   General Ledger     │
│              │                              │                      │
└──────────────┘                              └──────────────────────┘

                    Post Transactions

                                              ┌──────────────────────┐
                                              │                      │
                                              │      Job Cost        │
                                              │                      │
                                              └──────────────────────┘
```
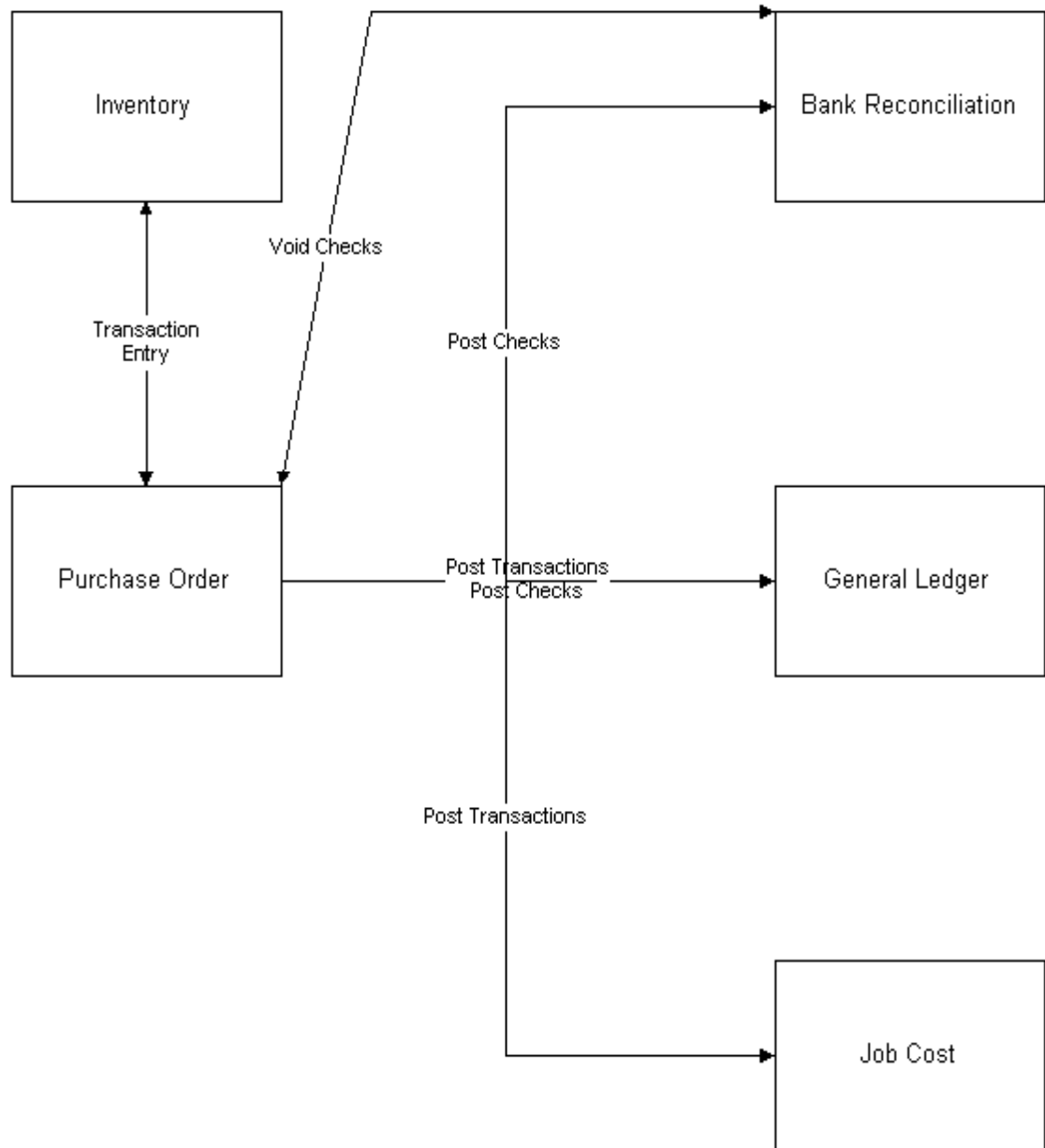
IMPLEMENTING PO | 2

Information in both the Resource Manager and Purchase Order applications should be set up and/or verified when you set up Purchase Order. The selections you make during setup determine how the Purchase Order system operates.

Purchase Order Main Menu

Setup Checklist

Planning

1. Read the *Resource Manager User's Guide*

2. Read the *Purchase Order User's Guide*

3. Read the *Accounts Payable User's Guide*

4. Collect and Organize the Data

5. Plan the Implementation Schedule

6. **Set Up a Backup Schedule**

Set Up in Resource Manager

1. Fiscal year and periods

2. Select Options and Interfaces Used During Setup

3. Tax Information (See **Reference A** in the *Accounts Payable Training Manual*)

Set Up in Accounts Payable:

1. Set Up/Verify Tables (xxx=company ID, t=terminal ID)

APGLxxx	DMtttt
APPDxxx	DISCxxx
MRGLxxx	D1099xxx
APPDxxx	F1099
DFtttt	Q?tttt (?=C, E, ENT, M, MAT, N, R, RET, X, Z)

2. Set Up the Terms Codes

3. Set Up the Distribution Codes

4. Set Up Vendors

5. Set Up Recurring Entries

6. Set Up Ship-to Addresses

7. Enter Initial Balances for Vendors (*Summary or Detail*)

Complete Set Up in Resource Manager for Accounts Payable:

1. Set Up Access Codes

2. Reset Options and Interfaces for Using the System

Adding PO To An Existing AP System

1. Post Accounts Payable transactions (see the *Accounts Payable Training Manual*). If you don't post the transactions entered using the Transactions function on the Daily Work menu in Accounts Payable, the data in the transaction files, APTHxxx and APTDxxx, does not get posted when you use the Post Transactions function on the Daily Work menu in Purchase Order.

2. Use the Resource Manager Backup function on the Data File Maintenance menu to back up the Accounts Payable data files (see the *Resource Manager User's Guide*).

3. Install Purchase Order (see the *Resource Manager User's Guide*).

   When Purchase Order is installed, the system removes Accounts Payable from the Main menu. Purchase Order doesn't appear on the Main menu until the Purchase Order data files are created for the company (see the *Resource Manager User's Guide*).

4. Copy the APTB file to the POTB file, all the tables used in Accounts Payable are copied to the Purchase Order Tables file.

5. Select the options and interfaces settings for Purchase Order.

6. Create the Purchase Order data files (see the *Resource Manager User's Guide*).

7. Setup the quick-entry tables and add the accrual accounts to the APGLxxx table.

8. Set up the Ship-to Addresses.

After you've completed these steps, you can begin processing in the Purchase Order system.

Purchase Order Access Codes

To safeguard the data in the system, unauthorized users should not be allowed to access the Purchase Order system. Use the Resource Manager Access Codes function to set up access codes. You can set up access codes for the Purchase Order system itself, for any menu in the system, or for individual functions.

See the *Resource Manager User's Guide* for more information about access codes.

Resource Manager Access Codes
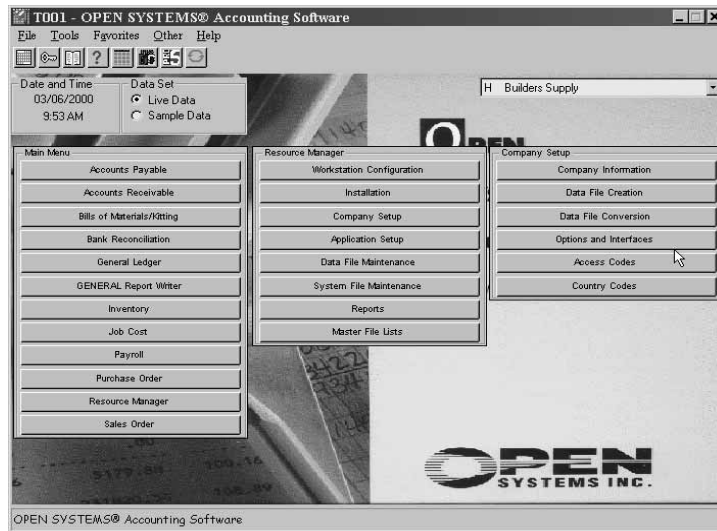
Set Up In Resource Manager

Selecting The PO Options And Interfaces For The Company

Select **Options and Interfaces** from the **Resource Manager Company Setup** menu to select the options and interfaces for Purchase Order.

Resource Manager Company Setup Menu - Start-Style
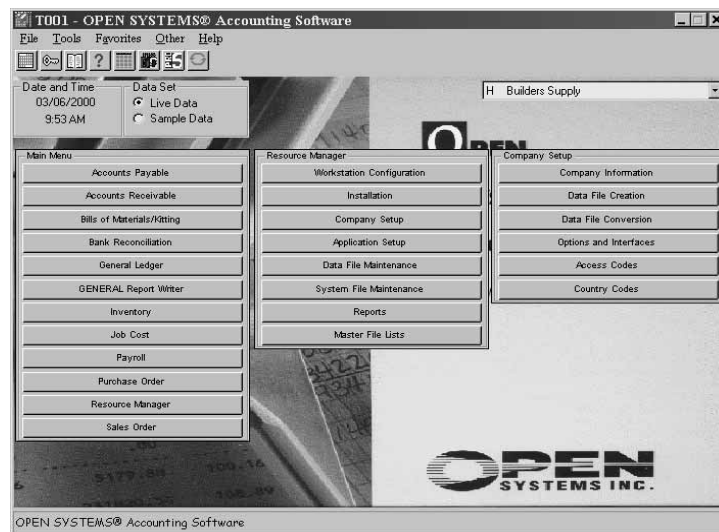
To setup or verify the company's options and interfaces for PO, perform the following steps:

1. Select **Options and Interfaces** from the Company Setup menu.

2. The Options and Interfaces Screen appears.

Options and Interfaces Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                          ─── Options and Interfaces ───




      Company ID H - Builders Supply

      Option Table Type Own

      Application ID PO




  ── Company H ──────────────────── Inquiry ──────── Verify ──
```

3. Make the following Selections:

Field	Description
Option Table Type	**Share** - select this setting if the OSAS Accounts Payable system is used for multiple companies and all companies use the same interfaces and options
	Own - select this setting to set up options and interfaces specifically for this company.
Application ID	Enter **PO**, the two-letter Application ID for Accounts Payable. The **Inquiry** (F2) command is available to select the Application ID from a list of the installed applications.

4. When you press **Enter**, the Purchase Order Options screen appears.

Purchase Order Options and Interfaces Section Screen

```
OSAS T001                                                      _ □ X
Settings  Edit  Print  Help
                        Purchase Order Options
  Description                                            Value
▷ Interface with General Ledger?                         YES
  Interface with Inventory?                              YES
  Interface with Job Cost?                               YES
  Interface with Bank Reconciliation?                    YES
  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:                                       LASER
  Print online Purchase Orders?                          YES
  Use accrual during post?                               YES
  Print company information on plain paper Purchase Orders?  YES
  Do you want to use requested ship dates on line items? NO

                                         Option (001 of 021)

                    Enter = toggle, Goto, Write
 — Company H ———————————————————————————————— Verify —
```

5. The Options and Interfaces discussed below are those that are ***unique*** to Purchase Order. Use the arrow keys to move the cursor to the option you want to change, then press enter to toggle between the option settings:

Interface/ Option	Setting	Effect
Auto-generate purchase order numbers?	YES	The system automatically generates purchase order numbers in sequence.
	NO	A number is entered for each purchase order.
Print online Purchase Orders?	YES/NO	Select **YES** if you need to be able to print a purchase order when entering transactions; otherwise select **NO**.

Purchase Order Options and Interfaces Section Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                        ┌─────── Purchase Order Options ───────┐
 Description                                              Value
 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:                                        LASER
 Print online Purchase Orders?                           YES
 Use accrual during post?                                YES
 Print company information on plain paper Purchase Orders?  YES
 Do you want to use requested ship dates on line items?  NO
 Purchase Order form type?                               LASER
 Post Material Requisition credits to IN item accounts?  YES
 Do you want to keep check history?                      YES
 Print company ID on check stubs?                        NO

                                          Option (021 of 021)

                      Enter = toggle, Goto, Write
  Company H ─────────────────────────────────────── Verify ─
```

Interface/Option	Setting	Effect
Use accrual during post?	YES	Select **YES** to have the system automatically:
		• make accrual entries to the accrual accounts listed in the APGLxxx table when goods are received and posted.
		• reverse the accrual entries to the accrual accounts listed in the APGLxxx table when the invoice is applied to received goods and posted.
	NO	Select **NO** if you do not want the system to automatically generate accrual entries.
		NOTE: If you decide to change this option after you've begun processing in Purchase Order, make sure that you don't have any incomplete orders on file first.
		• If open orders are on file when you change this setting to **NO**, the orders you posted receipt accruals for are not reversed when the invoice for those orders are applied and posted.
		• If open orders are on file and you change the setting to **YES**, the system creates reversing accrual entries when you post the invoices for previously posted receipts.
Print company information on plain paper Purchase Orders?	YES	If you are using plain paper when you print purchase orders, the company's name and address is printed on the purchase order.
	NO	The company's name and address is not printed on the purchase order. If you are using the company's letter head to print purchase orders, use this selection.

Interface/Option	Setting	Effect
Do you want to use requested ship dates on line items?	YES	A field is available to enter a requested ship date for each line-item of a purchase order in addition to the requested ship date entered on the Header Information screen. If a requested ship date is entered for a line-item, it overrides the ship date entered on the Header Information screen.
	NO	A requested ship date can only be entered on the Header Information screen for a purchase order-not on a line-item by line-item basis.
Purchase Order form type?	PLAIN	If you want to print your purchase orders on plain paper, use this selection.
	STANDARD	If you are using preprinted forms that are **NOT** 8 1/2" x 11", select this setting.
	8 1/2 x 11	If you are using forms that are **8 1/2" x 11"**, use this setting.
	LASER	If you are printing your purchase orders on a **laser** printer, select this setting.

Setup In Purchase Order

Setting Up And Maintaining Tables

If you are **adding** Purchase Order to an existing Accounts Payable system, you can use the appropriate operating system command to copy the APTB file to POTB. Then add the accrual accounts to the APGLxxx table, and set up the quick-entry tables for entering orders and returns.

If this is a new installation of both Accounts Payable and Purchase Order, you will need to set up **all** the tables. Refer to the Tables section in the Accounts Payable Training Manual for information about all the tables except the APGLxxx, and quick-entry tables: QNtttt, QEtttt, QRtttt, and QZtttt which are discussed here.

Select **Tables** from the **File Maintenance menu** to set up and maintain the Purchase Order tables.

Purchase Order File Maintenance Menu
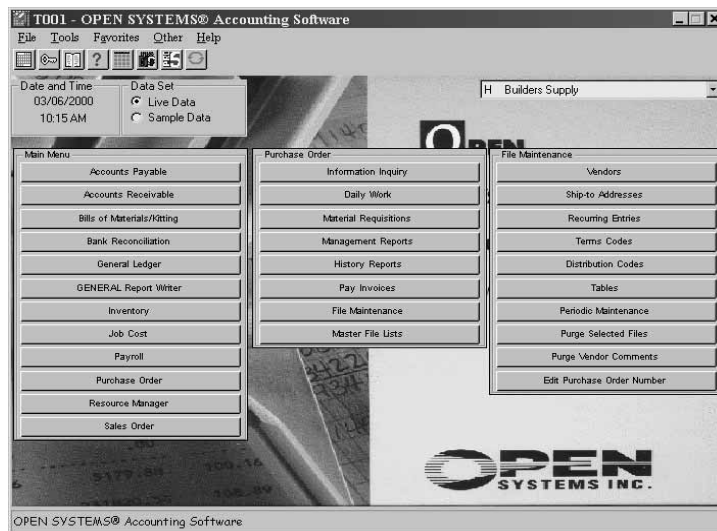
General Ledger Accounts Table, APGLxxx

The APGLxxx table stores the discounts and cash accounts that accounts payable checks are posted to in the General Ledger Journal file.

Purchase Order adds four accounts to the table that is used in Accounts Payable. They are accrual accounts for inventory, expenses, accounts payable and jobs (WIP). These accounts are used when you post orders for goods that have been received but not invoiced if you selected **YES** for the option *Use accrual during post?*. Be sure to use account numbers for the accrual accounts that are not the same as the regular inventory, expenses, accounts payable and jobs (WIP) accounts so that the **Accrual Verification Report** is accurate.

This table is **positional**, so don't delete items or rearrange the rows on the table.

General Ledger Accounts Table, APGLxxx

```
OSAS T001                                                           _ □ ×
Settings  Edit  Print  Help
                          ┌──────── POTB ────────┐
  Table ID APGL        Description General Ledger Accounts
  Number of Cols    2  Column Length  12      Type  A
DESCRIPTION    G/L ACCOUNT
------------   -----------
DISCOUNTS       804000
CASH            100000
IN Accrual      104400
Exp Accrual     806000
AP Accrual      200000
Job Accrual     104200




┌─ Verification ─────────────────────────────────────────────┐
│                      Press <PgDn> to proceed               ■ │
└────────────────────────────────────────────────────────────┘
```

To set up the APGLxxx table, enter the following information:

1. Using the **Enter** or **arrow** keys, move the cursor to the **GL ACCOUNT** column of the **Discounts** row.

2. Enter the number of the general ledger account to credit for the discount amount when the Post Payments function is used, or press **Enter** accept the account number displayed.

3. Move the cursor to the **GL ACCOUNT** column of the **Cash** row.

4. Enter the number of the general ledger account to credit for the cash amount when payments are posted, or press **Enter** accept the account number displayed.

5. Move the cursor to the **GL ACCOUNT** column of the **IN Accrual** row.

6. Enter the number of the general ledger account to debit for the inventory accrual amount when received quantities are posted, or press **Enter** accept the account number displayed.

7. Move the cursor to the **GL ACCOUNT** column of the **Exp. Accrual** row.

8. Enter the number of the general ledger account to debit for the expense accrual amount when received quantities are posted, or press **Enter** accept the account number displayed.

9. Move the cursor to the **GL ACCOUNT** column of the **AP Accrual** row.

10. Enter the number of the general ledger account to credit for the accounts payable accrual amount when received quantities are posted, or press Enter accept the account number displayed.

11. Move the cursor to the **GL ACCOUNT** column of the **Job Accrual** row.

12. Enter the number of the general ledger account to debit for the job accrual amount when received quantities are posted, or press **Enter** accept the account number displayed.

13. Use the **Proceed** (PgDn) command to save the entries.

Quick Entry Tables, - Q?tttt

The Quick Entry tables, **Q?tttt**, store instructions that control where the cursor stops when quick entry is activated in the transactions and material requisitions entry and edit screens. Quick entry tables can be set up to be terminal specific.

The **?** in the quick entry table ID represents the character-abbreviation for the function screen that the quick entry table controls. These are the quick entry table IDs and the function screens that use them:

- QCtttt, Change Material Requisition
- QDtttt, Miscellaneous Debits
- QEtttt, Edit Order
- QENTtttt Edit Order Header
- QMtttt, Material Requisition
- QMATtttt, Material Requisition Header
- QNtttt, Order/Receive Goods
- QPtttt, Purchase Transactions
- QRtttt, Return Debit Memos
- QRETtttt, Enter Return Header
- QXtttt, Return Material Requisitions
- QZtttt, Edit Returns

The **Quick Entry tables are positional**, so don't delete or rearrange the rows.

Tables Selection Screen With Inquiry Window

```
┌──────────────────────────── POTB ────────────────────────────┐
│ Table ID Q▮▮▮▮▮▮     Description                               │
│ Number of Cols      Column Length       Type                  │
│                                                               │
│ ------------ ------------                                      │
│ ┌─< Tables >─────────────────────────────────────────────┐    │
│ │ Table ID Col Type Title                                 │    │
│ │>QC       2   A    Change Mat Req Quick Entry Table       │    │
│ │ QE       2   A    Edit Order Quick Entry Table          │    │
│ │ QENT     2   A    Enter Order Header Quick Entry Table   │    │
│ │ QM       2   A    Material Requisition Quick Entry Table │    │
│ │ QMAT     2   A    Quick Entry Table - Header Mat Req     │    │
│ │ QN       2   A    Order/Receive Goods Quick Entry Table  │    │
│ │ QR       2   A    Return Debit Memos Quick Entry Table   │    │
│ │                                                         │    │
│ │                                                         │    │
│ │                                                         │    │
│ └─────────────────────────────────────────────────────────┘    │
│ └─ Company H ─────────────────────────── Inquiry ──────────┘   │
└───────────────────────────────────────────────────────────────┘
```

Activating Quick Entry

To activate the Quick Entry function, select **Defaults** from the **Workstation Configuration menu** in the **Resource Manager**. Set the Quick Entry default to **Active**. Press **Ctrl-F** to toggle quick-entry on and off when using the transactions and material requisitions entry and edit screens.

Creating A Terminal Specific Quick Entry Table

QMtttt - Material Requisition Quick Entry Table Screen

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                          ──────── POTB ────────
  Table ID QM         Description Material Requisition Quick Entry Table
  Number of Cols   2  Column Length  12     Type  A
 FIELD         DATA
 ------------ ------------
 Description
 Addl Descr 1 E
 Addl Descr 2 E
 GL Descr     E
 Job ID
 GL Account   E
 Requested    T
 Units        E
 Filled       E
 Backordered  E
 Unused
 Ext Cost     E




 ┌─ Verification ─────────────────────────────────────────────┐
 │                    Press <PgDn> to proceed                  ▬ │
```

To create a terminal specific quick entry table, perform the following steps:

1. Enter the quick entry table ID followed by the terminal ID in the Table ID field.

   For example, to create a **QM** quick entry table used only by terminal T000, type QMT000 in the **Table ID** field.

2. Enter the quick entry table ID you want to copy in the **Copy From?** field when it appears. In our example, **QM** .

   The sample quick entry table information defaults on the screen. The fields on the transactions or material requisitions entry/editing screen that the table controls are listed in the **FIELD** column.

3. In the DATA column:

   • type an **E** next to a field if you want the cursor to stop at the field when you press the **Enter** key on the screen that the quick entry table controls.

   • type a **T** if you want the cursor to stop at the field when you press the **Tab** or **Enter** key on the screen the quick entry table controls.

   • leave the **DATA** column blank if you want the cursor to skip the field. During transaction entry, the arrow key can be used to move the cursor to a field that has been skipped.

4. When you have completed selecting the Tab and Enter stops, use the **Proceed** (PgDn) command to save the entries.

Printing A Tables List

To print a list of the tables used in Purchase Order and their settings, select Master File Lists on the Purchase Order menu. Then select Tables List from the Master File Lists menu.

Purchase Order Menu Screen
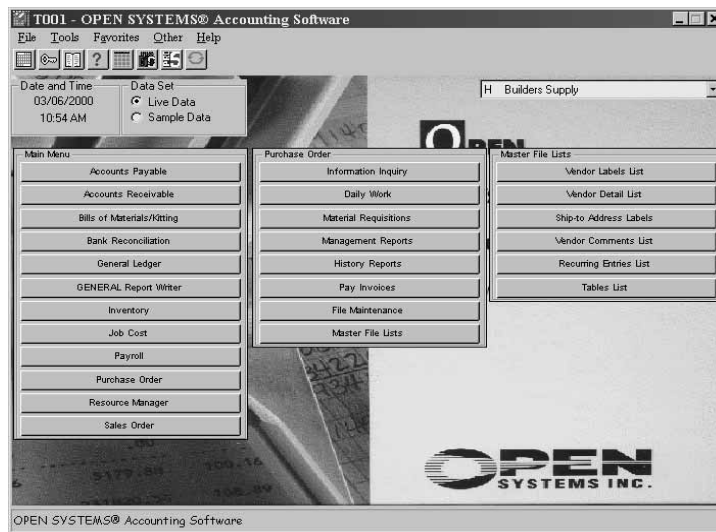
The Tables List selection screen appears.

Tables List Selection Screen

```
OSAS T001                                                          _ □ ✕
Settings  Edit  Print  Help
                         ───────── Tables List ─────────


                    Application From  PO
                             Thru  PO


                    Table ID From  APGL
                             Thru  DM


                Suppress Blank Lines?  YES

                Page Break Per Table?  YES




        Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Select the following:

Selection	Description
Application From/ Thru	**PO** defaults into these fields.
Table ID From/Thru	Enter the range of table IDs you want to include on the list.
Suppress Blank Lines?	To suppress blank lines in the tables on the report select **YES**; otherwise, select **NO**.
Page Break per Table?	To place each table on a separate page select **YES**; otherwise, select **NO**.

Select the output device you want to use:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**E**)nd - to exit from the selection screen without printing the report

Tables List

```
03/06/1999                    Builders Supply              Page    1
9:51 AM                         Tables List
                               Purchase Order

 Table ID APGL      Description General Ledger Accounts
 No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION   G/L ACCOUNT
 -----------  -----------
 DISCOUNTS     804000
 CASH          100000
 IN Accrual    104400
 Exp Accrual   806000
 AP Accrual    200000
 Job Accrual   104200
```

```
03/06/1999                    Builders Supply              Page    2
9:51 AM                         Tables List
                               Purchase Order

 Table ID APPD      Description Fiscal Year/Period Table
 No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  PERIODS/YEAR
 -----------  -----------  ------------
       4.00      1999.00        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
```

```
03/06/1999                    Builders Supply              Page    3
9:51 AM                         Tables List
                               Purchase Order

 Table ID APPDH     Description Fiscal Year/Period Table
 No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  PERIODS/YEAR
 -----------  -----------  ------------
       4.00      1999.00        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
```

Setting Up Ship-to Addresses

To save on purchase order entry time, set up ship-to addresses for the locations where you most frequently have your purchases shipped. Then, when entering purchase orders, enter the Ship-to ID for the ship-to location and the detail address and shipping information for the location defaults into the purchase order header screen.

Hints For Assigning Ids To Ship-To Addresses

- Use the first letters of the location name.

- Use the customer ID set up in accounts receivable if you frequently drop ship merchandise to a customer.

- Use the first letter in the ID to designate categories of ship-to addresses. For example, use one letter to begin IDs for your company's warehouses or store locations and use another to begin IDs of the ship-to locations for your customers.

Purchase Order File Maintenance Menu
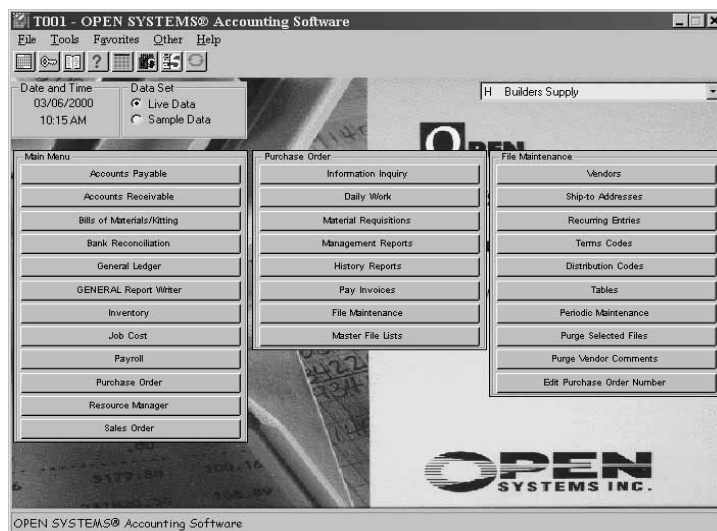
To add or change ship-to address information, select the Ship-to Addresses function on the **Purchase Order File Maintenance menu**.

Adding A Ship-to Address

Ship-to Address Setup Screen

```
OSAS T001                                                      _ □ ✕
Settings  Edit  Print  Help
                            Ship-to Addresses

  Ship to   CA0001

  Name      OAKLAND WAREHOUSE
  Addr 1    47777 NORTH BAYSHORE HWY
  Addr 2    OAKLAND, CA  90000
  Addr 3
  Addr 4
  Ship Via WEST AMERICAN




  Verification
                       Press <PgDn> to proceed
```

To add a Ship-to Address, perform the following steps:

1. Enter the ID of the shipping address you want to work with, or use the **Inquiry** (F2) command to select a Ship-to Address from the list that appears.

2. Enter the name of the location, its address, and the usual means you use to ship goods to that location.

3. Use the **Proceed** (PgDn) command to save the information.

Editing A Ship-to Address

To edit an existing ship-to address, perform the following steps:

1. In the **Ship** to field, enter the Ship-to Address Code or use the **Inquiry** (F2) command to select the code from a list.

2. Change any of the information in the Name, Address or Ship Via fields.

3. Use the **Proceed** (PgDn) command to save the changes made to the ship-to address code.

Deleting a Ship-to Address

To delete a Ship-to Address Code, perform the following steps:

1. In the Ship to field, enter the Ship-to Address Code or use the **Inquiry** (F2) command to select the code from a list.

2. Use the **Delete** (F3) command. The system prompts you to use the **Delete** command again to confirm deleting the ship-to address code.

Printing Ship-to Address Labels

You can print mailing labels or a list of the ship-to addresses you set up:

- To print mailing labels, use 31/2"-by-15/16" single-column mailing labels
- To produce a list of ship-to addresses use plain paper.

To print labels or a list of ship-to addresses, select **Master File Lists** from the Purchase Order menu.

Purchase Order Master File Lists Menu Screen
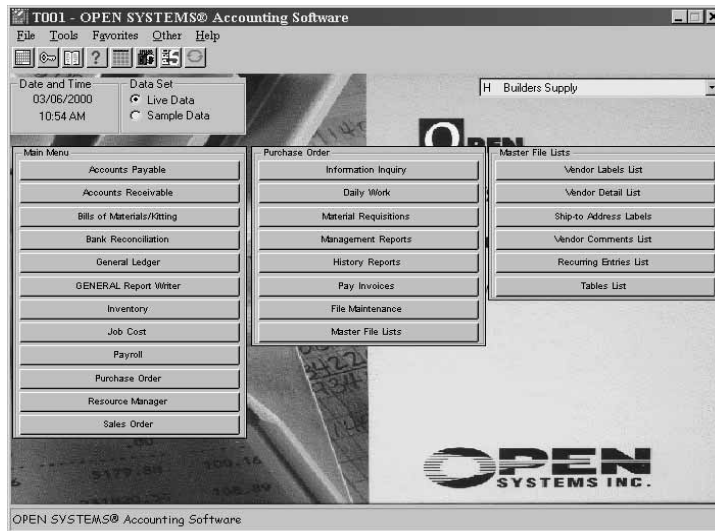
Then, select the Ship-to Address Labels function from the **Master File Lists** menu.

The Ship-to Address Labels selection screen appears.

Ship-to Address Labels Selection Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                    ── Ship-to Address Labels ──

          Pick Ship-to ID From   CA0001
                           Thru   CA0001

          Print Ship Via?  YES




          Are Labels Aligned?






       Output device -  (P)rinter p(R)eview (F)ile (E)nd
```

Make the following selections

Selection	Description
Pick	
Ship-to ID From/Thru	Enter the range of the ship-to address IDs to print on labels or a list.
	The **Inquiry** (F2)command is available to select the ship-to address ID from a list.
	Leave the **From** and **Thru** fields blank to print labels for **all** ship-to addresses--or to include all ship-to addresses on a list.
Print Ship Via?:	Select **YES** if you want to include the **Ship Via** set up for the ship-to address on the labels or list; otherwise, select **NO**.

Select the output device you want to use:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**E**)nd - to exit from the selection screen without printing the report

Confirm whether the labels are aligned.

Ship-to Address Labels

```
ACE0001    KENTUCKY EXPRESS
ACE Builders
1588 SE 31st Street
Paducah, KY  28655-7865     US


CA0001    WEST AMERICAN
Oakland Warehouse
47777 North Bayshore HWY
OAKLAND, CA  90000


MD0001   PATRIOT ROADWAYS
Baltimore Warehouse
3117 Sumter Road
Baltimore, MD  23849


MN0001  NORTHERN VAN
Minneapolis Warehouse
453 Lake Drive
Minneapolis, MN 55355


TX0001  SOUTHWEST CARTAGE
Dallas Warehouse
13302 West Freeway Ct.
Dallas, TX  77099
```

Editing The Next Purchase Order Number Assigned Next

Use the **Edit Purchase Order Number** function to change the number that the system assigns to the next purchase order.

You can only use this function if **YES** is selected for the option **Auto-generate purchase orders?** to have the system automatically generate purchase order numbers when entering purchase orders and returns.

Purchase Order File Maintenance Menu Screen

To set the next purchase order number, select the **Edit Purchase Order Number** function.

Edit Purchase Order Number Screen
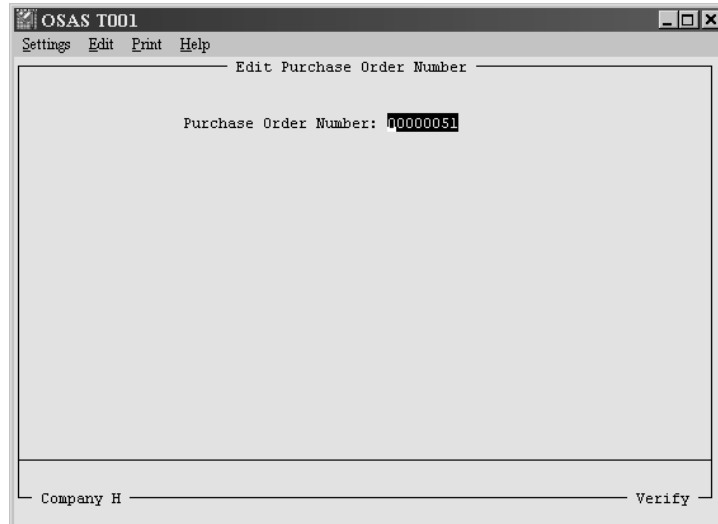
Enter the number you want the system to assign to the **next purchase order or return**.

USING PO 3

The Purchase Order work cycle consists of three parts:

1. Daily work

2. Payment cycle

3. Period-end activity

Since the payment cycle and periodic maintenance are like those in **Accounts Payable**, only **Daily Work** is discussed here. Refer to the *Accounts Payable Training Manual* for more information about the payment cycle and periodic maintenance.

Daily Work Main menu

The Daily Work cycle consists of all the functions used to Enter orders, Enter the Receipt of Goods, Apply invoices to orders, Enter returns and Apply debit memos, Print reports about existing orders, and Post orders.

Since the Material Requisitions functions are common to both the Accounts Payable and Purchase Order applications, information about processing material requisitions is included in the *Accounts Payable Training Manual.*

Daily Work Processing Checklist

1. Use the **Generate Orders** function to enter purchase requisitions and/or prepare purchase requisitions to generate new orders.

2. Print the **Purchase Requisition Report** to review the purchase requisitions selected (to generate new purchase orders) before new orders are generated.

3. Correct any mistakes or omissions for the purchase requisitions.

4. Generate new purchase orders for the purchase requisitions selected.

5. Enter new, goods received or received / invoiced purchase orders using the **Enter Orders** functions.

6. Enter the receipt of goods for goods that arrive before the invoice using the **Receive Goods** function. The order status changes to *goods received*.

7. Apply invoices for received goods using the **Apply Invoices** function. The order status changes to *invoice received*.

8. Record the receipt of goods and the invoices that arrived simultaneously for purchase orders already recorded in the system using the **Receive Goods** and **Invoices function**. The order status changes to *invoice received*.

9. Copy recurring entries that are due to the **Open Order** files using the **Copy Recurring Orders** function.

10. Enter returned goods using the **Enter Returns** functions.

11. Indicate that you received credit from a vendor for returned goods by **Using the Apply Debit Memos** function to record the credit information. The return status changes to *returned debit memo*.

12. After you've entered or copied all the transactions for the day, print the **Open Order Report**, the **Purchases and Returns Journals**, and the **Receipts and Invoices Report**. Use these reports as an audit trail and to check for errors and omissions.

13. If you find mistakes, use the **Edit Orders** or **Edit Returns** functions to change order information without changing the order status. You can add line items, change the ordered quantity on orders, or change the quantity returned on returns. With certain restrictions, you can delete line items. Use the **Receive Goods** and **Apply Invoices** functions to correct receipt and invoice information. Use the **Apply Debit Memos** function to correct debit memo information. *You can also use these functions to cancel orders*.

    Repeat steps 12 and 13 until all entries are correct.

14. **Back up the data files** (see the *Resource Manager User's Guide* for instructions). Never begin an operation that will make major changes to the data without first backing up the files.

15. Use the **Print Orders** function to print order and debit memo forms.

16. Use the **Post Transactions** function to post invoiced line items and debit memos from the **Open Order** and the **Received and Invoiced** files to the **Open Invoice** file. The entire order stays in the files until all line-items are *cancelled or completed*. If **YES** is selected for the option *Use accrual during post?*,

    • accrual entries are made for goods that have been received but *not invoiced*

    • accrual entries are reversed for goods that have been invoiced.

Order and Line Status Information

The Purchase Order system assigns a status to every order. These are the seven order statuses and the numbers the system uses to refer to them in inquiry windows:

1. **New**

2. **Printed**

3. **Goods Received**

4. **Invoice Received**

5. **Returned**

6. **Returned Debit Memo**

7. **Cancelled**

As an order progresses through the system, the status changes to reflect what has happened. Each line item in an order also contains a status. These are the line statuses:

1. **Open**

2. **Cancelled**

3. **Completed**

When an order is entered, each line item has a status of *open*. If the quantities received and invoiced are equal and are greater than or equal to the quantity ordered, the line status changes to *completed* when you **post** transactions. When certain conditions exist, you can cancel a line item. Refer to the **Edit Orders** and **Edit Returns** sections in this manual for details about *cancelling* lines.

Goods Received and Invoiced Orders

- When you enter an order for which you have received the goods but not the invoice, use the Goods Received function. The status of the order is **goods received**.

- If you use the Receive Goods function to enter the quantity of goods received from a vendor for a new order that has already been entered, the status changes from **new** to **goods received**.

- When you enter an order for which you have received the goods and the invoice, use the Goods Received and Invoiced function.

- The status of the order is **invoice received**. If you use the Apply Invoices function to enter the quantity and cost invoiced on a **goods received order**, the status changes to **invoice received**.

- If you use the Receive Goods and Apply Invoices function to enter goods received and invoiced information for a **new** order, the status changes to **invoice received**.

Returned Orders

- When you use the Goods Returned function to enter the return of goods to a vendor, the status is **returned**.

- When you use the Apply Debit Memos function to indicate that you received credit from a vendor for returned goods, the status changes to **returned debit memo.**

- When you enter a return through the Goods Returned and Debited function, the status is **returned debit memo.**

Editing and Cancelling Orders

- Use the Edit Orders or the Edit Returns function to change order or return information *without* changing the order status.

- You can edit the header, add line items, or change the quantity ordered or returned. You can delete line items or entire orders under certain conditions.

- When you delete an order, the status changes to **cancelled**.

> **Note**
>
> You cannot use the Edit Orders or the Edit Returns function to edit receipt, invoice, or debit memo information. You must use the Receive Goods, Apply Invoices, Receive Goods and Invoices, and Apply Debit Memos functions to correct mistakes entered for goods received, invoice received, or returned debit memo information.

Posting Orders

Use the **Post Transactions** function to update the **Open Invoice** file:

- With invoiced line item and debit memo information

  From the **Open Order** and **Received and Invoiced** files.

- Entire orders remain in the files until all line items are cancelled or completed.

- Accrual entries are made for goods that have been received but not invoiced, (if **Yes** is selected for the option **Use Accrual During Post in Option and Interfaces?**)

Daily Work Main Menu
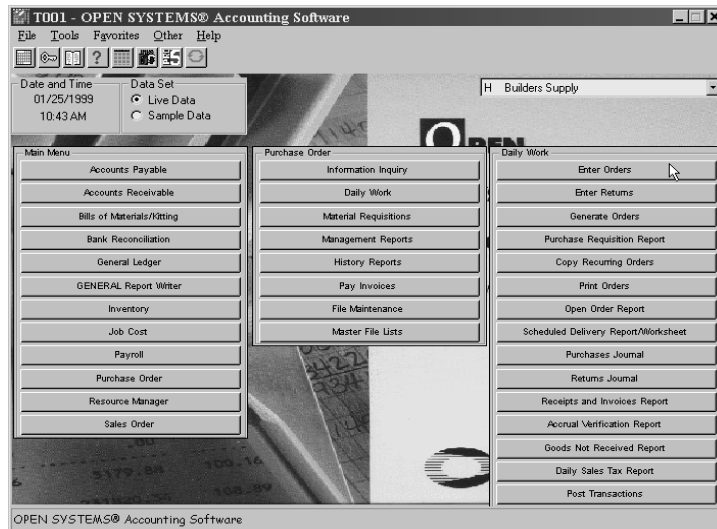
Use the Enter Orders function to enter orders for:

1. Inventory Items

   • Non-Serialized

   • Serialized

   • Lotted Items - both serialized and non-serialized

2. Non-inventory Items

3. Services

Enter Orders with Transaction Type

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                        ─ Enter Orders ─
                      ─ Header Information ─
  Purchase Order No          Date  03/06/2000    Status New

  Loc ID   MN0001
                                    ─ Transaction Type ─
  Vendor ID
                               1. Enter New Orders
                               2. Enter Goods Received Orders
                               3. Enter Goods Received/Invoiced Orders
                               4. Edit Orders
                               5. Receive Goods
  Terms Code        Type       6. Apply Invoices
  Terms Desc                   7. Receive Goods and Invoices
  Terms %   .0  Days    Net Day  0
                 Tax Group
  Notes

                                  Requested Ship Date


 ─ Company H ──────────────────────────────── Verify ─
```

Select the type of transaction you want to work with:

1. Enter new orders for goods you have not received or been billed for

2. Enter new orders for goods you have received but not been billed for

3. Enter new orders for goods you have received and been billed for

4. Edit orders

5. Receive goods for orders without the invoices

6. Apply invoices to orders whose goods you have received

7. Apply invoices to and receive goods for the order at the same time

---

Note

Use the Enter Goods Received/Invoiced function (selection #3 above) to enter invoices for noninventory items such as utility bills or rent payments.

Entering New Order

Enter Orders Header Information Screen

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                        _□×        │
│ Settings  Edit  Print  Help                                  │
│ ┌──────────────────── Enter Orders ────────────────────────┐ │
│ │ ──────────────────── Header Information ──────────────────│ │
│ │ Purchase Order No 00000043   Date  03/06/2000   Status New│ │
│ │                                                           │ │
│ │ Loc ID    MN0001    MINNEAPOLIS WAREHOUSE                 │ │
│ │                                                           │ │
│ │ Vendor ID  ▓▓▓▓            │  Ship-to ID:                 │ │
│ │                            │                              │ │
│ │                            │                              │ │
│ │                            │                              │ │
│ │ Terms Code        Type     │  FOB                         │ │
│ │ Terms Desc                 │                              │ │
│ │ Terms %   .0  Days   Net Days │ Ship Via                  │ │
│ │            Tax Group       │  Ordered By                  │ │
│ │ Notes                      │  Received By                 │ │
│ │                            │                              │ │
│ │                            │  Requested Ship Date         │ │
│ │                                                           │ │
│ │                                                           │ │
│ │ ─ Company H ───────── Info - Maint - Inquiry ──── Verify ─│ │
│ └───────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

After you select the order status, the order header screen appears. This is an example of a new order

Field	Description
Purchase Order No	You can enter your own Purchase Order number, or the Purchase Order number can be generated automatically if **Yes** was selected for the option **Auto-generate Purchase Order Number?** in Options and Interfaces.
Date	The system date is displayed. It can be changed by using the up arrow to access this field.
Loc ID	The Location ID that defaults is based on the selection made in the Resource Manager:
	A default Location ID is set up for the company using the Company Information function on the Company Setup menu.
	A default Location ID can be set up for the workstation using the Defaults function on the Workstation Configuration menu. This default setting overrides the company default set up in Company Information.
	The defaulted Location ID can be changed by using the up arrow to access this field.
	The **Inquiry** (F2) is available to select the location from a list.

Header Information Screen With Vendor Inquiry Window

```
┌─────────────────────────────────────────────────────────────┐
│ OSAS T001                                              _□×   │
│ Settings  Edit  Print  Help                                  │
│ ┌────────────────────── Enter Orders ──────────────────────┐ │
│ │ ──────────────── Header Information ────────────────────  │ │
│ │ Purchase Order No 00000043   Date  03/06/2000   Status New│ │
│ │                                                           │ │
│ │ Loc ID   MN0001   MINNEAPOLIS WAREHOUSE                   │ │
│ │                                                           │ │
│ │ Vendor ID  ████████              │ Ship-to ID:           │ │
│ │  ┌─< Vendor Inquiry >──────────────────────┐             │ │
│ │    Vendor ID Name                                        │ │
│ │     < begin >                                            │ │
│ │  >  ACE001   ACE PLUMBING SUPPLY COMPANY                 │ │
│ │     ATT001   ATLANTIS TELEPHONE CO.                      │ │
│ │ Te  BOR001   BORIS CONSTRUCTION COMPANY                  │ │
│ │ Te  CLE001   CLEVELAND INTERIORS, INC.                   │ │
│ │ Te  EDD001   EDDY APPLIANCE CO.                          │ │
│ │     ELL001   ELLIS ELECTRICAL SUPPLY                     │ │
│ │ No └──────────────────────────────────────────┘         │ │
│ │                                  │ Requested Ship Date   │ │
│ │                                                           │ │
│ │                                                           │ │
│ │ ─ Company H ───────── Info ─ Maint ─ Inquiry ──── Verify ─│ │
│ └───────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

Enter the following information:

Field	Description
Vendor ID	Enter the ID of the vendor you are purchasing goods from.
	The **Inquiry** (F2) is available to select the Vendor ID from a list.
	If this is a new vendor that you will be purchasing items from frequently, the **Maintenance** (F6) is available to add the vendor. You can also use the Maintenance command to make changes to a vendor's information.
	If this is a new vendor that you won't purchase items from frequently, set the vendor up as a temporary vendor:

- enter TEMP in the vendor ID field

- enter the vendor's name and address.

The system automatically assigns each temporary vendor an ID that consists of a plus sign, +, and a five-digit number. The first temporary vendor you set up has an ID of +00001, the second has an ID of +00002, and so on.

Temporary vendors that no longer have invoices or payments in the **Open Invoice** File, APINxxx, or unposted transactions, are **deleted** during periodic processing.

Note

Do not set up a vendor that should receive a 1099 MISC form as a temporary vendor. Set them up as a permanent vendor using the Maintenance command. You **cannot** track 1099 information for temporary vendors

---

Enter Orders Header Information Screen

```
OSAS T001                                                        _□×
Settings  Edit  Print  Help
                              Enter Orders
                           Header Information
 Purchase Order No 00000043    Date  03/06/2000      Status New

 Loc ID    MN0001    MINNEAPOLIS WAREHOUSE

 Vendor ID  ACE001                  Ship-to ID:  DAL001
  ACE PLUMBING SUPPLY COMPANY        DALLAS-FT WORTH DOME HOMES
  6769 GOLDEN GATE DRIVE             1025 37TH AVE SE
                                     DALLAS,  TX   77777


  SAN FRANCISCO   CA    35454-5548
 Terms Code  AP0003    Type Reg      FOB
 Terms Desc  1/10,n/30
 Terms %  1.0  Days  10  Net Days  30  Ship Via    ROCKET EXPRESS
                Tax Group CA          Ordered By  Susan
 Notes                               Received By
  Special Order for Dallas-Ft Worth
  Dome Homes--DROP SHIPPED           Requested Ship Date  03/15/2000

 Verification
                        Press <PgDn> to proceed                       ▬
```

Enter the following information:

Field	Description
Terms Code	The terms code from the vendor's file is displayed. Press **Enter** to accept it.
	The **Inquiry** (F2) is available to select a different terms code from a list.
	The **Maintenance** (F6) is available to edit an existing terms code or add a new one.
Tax Group	The tax group assigned to the vendor is displayed. Press **Enter** to accept.
	The **Inquiry** (F2) is available to select a tax group from a list.
	The **Maintenance** (F6) is available to add a new tax group or edit an existing one.
Notes	You can enter two lines of notes associated with the order. The notes are printed on the purchase order form.
Ship-to ID	Enter the ID of the address you want the order delivered to
	The **Inquiry** (F2) is available to select a Ship-to address from a list.
	Use **Maintenance** (F6) to add a new Ship-to address or edit an existing one.

Enter Orders Header Information Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                         ─── Enter Orders ───
                     ─── Header Information ───
  Purchase Order No 00000043   Date  03/06/2000     Status New

  Loc ID   MN0001   MINNEAPOLIS WAREHOUSE

  Vendor ID  ACE001                  Ship-to ID: DAL001
   ACE PLUMBING SUPPLY COMPANY        DALLAS-FT WORTH DOME HOMES
   6769 GOLDEN GATE DRIVE             1025 37TH AVE SE
                                      DALLAS,  TX   77777


   SAN FRANCISCO   CA    35454-5548
  Terms Code  AP0003      Type Reg    FOB
  Terms Desc   1/10,n/30
  Terms %  1.0  Days  10  Net Days  30   Ship Via    ROCKET EXPRESS
                  Tax Group CA        Ordered By  Susan
  Notes                               Received By
   Special Order for Dallas-Ft Worth
   Dome Homes--DROP SHIPPED           Requested Ship Date  03/15/2000


  ─ Verification ─
                    Press <PgDn> to proceed                   ▬
```

Enter the following information:

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. Common entries are *destination* (vendor pays), and *shipping point* (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 it beyond that point.
Ship Via	If you entered a shipping address ID that is on file, the shipping method is displayed. Accept it, or enter a different method. 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.
Ordered By	Enter a name or description that indicates the person who placed the order.
Received By	If the goods have been received, enter a name or description that identifies 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.

Use the **Proceed** (PgDn) command to save the header information and move to the **Append Line Window** to enter the line-items ordered.

Enter Orders With Append Line Window Screen

```
OSAS T001                                                    _ □ ✗
Settings  Edit  Print  Help
┌─────────────────── Enter Orders ───────────────────┐
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY   Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES    MN0001  Status   New
┌─────── Append Line ──────────────────── Entry 001 ───┐
  Line Status  OPEN          Tax Class 00   Job/Phase ID
  Item ID  ███████████                      Cost Code
  Desc                                      GL Account   104000
  GL Desc                                   INVENTORY - RAW MATERIALS

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

┌─ Order Totals (Memo) ─────────────────────────────────┐
    Subtotal    Sales Tax   Freight/Misc  Disc/Prepaid      Total
        .00          .00          .00           .00          .00
                                  .00           .00

└─ Company H ──IN Search─────────── Maint - Inquiry ──────── Verify ──┘
```

QUICK ENTRY

When *Quick* is displayed at the bottom of a screen, the cursor stops at required fields and the fields designated in the quick entry table for the screen. Press **Ctrl-F** to toggle between quick entry and standard entry.

Quick entry must also be set to **Active** in the Defaults function on the Workstation Configuration menu in Resource Manager in order for Quick to appear.

Enter the following information:

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).

Enter Orders With Append Line Window Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
┌───────────────────── Enter Orders ─────────────────────┐
 Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
 Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES     MN0001  Status   New
┌──────────── Append Line ────────────────────────── Entry 001 ─────┐
  Line Status  OPEN          Tax Class 00   Job/Phase ID
  Item ID  ███████████                      Cost Code
  Desc                                      GL Account   104000
  GL Desc                                   INVENTORY - RAW MATERIALS

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

┌ Order Totals (Memo) ┐
    Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid        Total
        .00            .00             .00            .00           .00
                                       .00            .00

└ Company H ──IN Search──────────── Maint - Inquiry ──────── Verify ─┘
```

Enter the following information:

Field	Description
ITEM ID	
Not **interfaced with IN**	Enter the item number, or press **Enter** to skip this field.
Interfaced with IN	When ordering an inventory item, enter the item number, or press **Enter** to skip this field.
	The **Inquiry** (F2) command is available to select a Item from a list.
	The **Maintenance** (F6) command is available to add a new Item
	If ordering a lotted item, the message "**Do you wish to order lots?**" will be displayed (When the Proceed (PgDn) command is used)
	The **IN SEARCH** commands, **Shift F3** through **Shift F8**, can be used to select an item ID using different types of information.
Desc	If Purchase Order is **not interfaced** with Inventory or if you did not enter an item ID, enter a description of the item
	If Purchase Order is **interfaced** with Inventory and you entered an item ID, the description of the item is displayed. Accept it, or enter a different description.

Enter Orders With Append Line Additional Desc. Screen

```
OSAS T001                                                            _ □ ×
Settings  Edit  Print  Help
                          ─── Edit Orders ───
  Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
  Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES     MN0001  Status   New
  ─────────────── Edit Line ───────────────              ─── Entry 001 ───
   Line Status  OPEN          Tax Class 03   Job/Phase ID
   Item ID   ─── Additional Descriptions ───   Code
   Desc  El                                     count   104000
   GL Desc   Vendor's No: PP0249D04332          ENTORY - RAW MATERIALS
   Requeste  ████████████████████████████████
                                                Unit Cost      Ext Cost
   Ordered                                       343.5500        343.55
   Total Re
   Bal Due
                                                    Invd Ext Cost
   Current                                                   .00
   Posted                                                    .00
  ┌ Order Tot
     Subto                                     /Prepaid          Total
       343.55          20.61         .00          .00          364.16
                                                .00          .00

  └ Company H ──────────────────────────────────────── Verify ─
```

Enter the following information:

Field	Description
Additional Descriptions	If the option **Use Additional Descriptions?** Is set to **Yes** in Options and Interfaces the Additional Descriptions window displays. Enter up to 10 lines of 35 characters each of additional description information for the line-item.
	If the line item is for an inventory item (and Purchase Order is interfaced with Inventory), the vendor's part number from the Inventory file is displayed in the first additional description line
GL Desc	If you elected to post detail information to General Ledger in Options and Interfaces:
	Enter a description that identifies the transaction. The description entered here appears in the **Description** column on the G/L Journal and G/L Activity Reports.
	If you **Do not** enter a description in this field, the system posts the invoice number and the value entered in the **Desc** field to the **Description** field in the GL Journal file, GLJRxxx.
Requested Ship Dates	If the option **Do you want to use requested ship dates on line items?** Is set to **Yes** in Options and Interfaces, the Requested Ship Date appears. Enter the requested ship date for the line-item.

Enter Orders With Append Line Tax Class. Screen

```
┌─ OSAS T001                                                    _ □ X ─┐
│ Settings  Edit  Print  Help                                          │
│ ┌──────────────────── Edit Orders ──────────────────────────────┐   │
│ │ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043 │
│ │ Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES     MN0001  Status   New      │
│ │ ┌──────────────── Edit Line ──────────────────── Entry 001 ──┐ │
│ │ │ Line Status  OPEN            Tax Class 03   Job/Phase ID    │ │
│ │ │ Item ID 100                           Cost Code            │ │
│ │ │ Desc  Electrical Package              GL Account   104000  │ │
│ │ │ GL Desc                               INVENTORY - RAW MATERIALS │
│ │ │ Requested Ship Date 03/15/2000                            │ │
│ │ │ ┌─< Tax Class Inquiry >──┐nits Invoice Qty   Unit Cost    Ext Cost │
│ │ │ │ Class Description      │KG                 343.5500      343.55 │
│ │ │ │ < begin >              │        .0000                          │
│ │ │ │ > 00   Consumer Goods  │       1.0000                          │
│ │ │ │   01   Resale Sales    │                           Invd Ext Cost │
│ │ │ │   02   Exempt Sales    │        .0000                     .00 │
│ │ │ │   03   Ind/Agr Prod.   │        .0000                     .00 │
│ │ │ └─│ 04   Interstate Comm │                                     │
│ │ └ 0 │ 05   Motor Vehicles  │────── Freight/Misc  Disc/Prepaid    Total │
│ │     343.55        20.61          .00          .00          364.16 │
│ │                                  .00          .00                │
│ │                                                                  │
│ └ Company H ───────────── Info - Maint - Inquiry ──────── Verify ─┘ │
└──────────────────────────────────────────────────────────────────┘
```

Enter the following information

Field	Description
Tax Class	Enter the tax class for the line item. You can not change this field if an invoice has been applied against the line.
	The **Inquiry** (F2) command is available to select a Tax Class from a list.
	The **Maintenance** (F6) command is available to add a new Tax Class

Enter Orders With Append Line Job/Phase. Screen

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
───────────────────────── Edit Orders ──────────────────────────
 Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
 Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES     MN0001  Status  New
─────────────────────── Edit Line ─────────────── Entry 001 ──────
  Line Status  OPEN          Tax Class 00   Job/Phase ID  ▓▓▓▓
  Item ID 100                               Cost Code
  Desc  Electrical Package                  GL Account   104000
 ┌─< Jobs Inquiry >──────────────────────────────┐W MATERIALS
 │  Job ID Description                    Template│
 │  < begin >                                     │     Ext Cost
 │> 100001 PLAT 104 LOT 1                    N     │      343.55
 │  100002 PLAT 104 LOT 2                    N     │
 │  100003 PLAT 104 LOT 3                    N     │
 │  100004 PLAT 104 LOT 4                    N     │nvd Ext Cost
 │  TEMPL1 TEMPLATE 1 LOT SETUP              Y     │       .00
 │  < end >                                       │       .00
 └────────────────────────────────────────────────┘
┌─ Order Totals (Memo) ──────────────────────────────────────────┐
│    Subtotal     Sales Tax   Freight/Misc  Disc/Prepaid    Total │
│     343.55        20.61          .00          .00        364.16 │
│                                  .00          .00               │
│                                                                 │
│                                                                 │
└─ Company H ─────────────── Info ─────── Inquiry ────── Verify ──┘
```

Enter the following information

Field	Description
Job and Phase ID	Enter the ID of the job and phase affected by the order or press **Enter** to skip these two fields.
	If Purchase Order is interfaced with Job Cost, the **Inquiry** (F2) command, is available to select the job and phase from a list.
	You cannot change these fields if goods have been received against the order.
	If Purchase Order is interfaced with Job Cost and you enter something in these fields, the system treats the ordered item as related to a job, so the quantity received does not update the quantity on hand in Inventory.

Enter Orders With Append Line Job Cost Code Screen

```
┌─ OSAS T001 ──────────────────────────────────────── _□×
Settings  Edit  Print  Help
                    ┌────────── Edit Orders ──────────
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES     MN0001  Status    New
                    ┌─────── Edit Line ───────────────── Entry 001 ──
  Line Status  OPEN          Tax Class 00   Job/Phase ID 100001 A
  Item ID 100                              Cost Code  [100] Material $
  Desc  Electrical Package                 GL Account    104200
  ┌─< Cost Code Inquiry >────             INVENTORY - WORK-IN-PROCESS
   Code ID Description        Type
   < begin >                          Qty     Unit Cost      Ext Cost
 > 100    Material $          01                343.5500        343.55
   135    Steel Support Pack. 01  0000
   145    Concrete            01  0000
   155    Lumber              01                Invd Ext Cost
   200    Equipment $         02  0000                .00
   210    Generator           02  0000                .00

┌─ Order Totals (Memo) ──────────────
    Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid        Total
     343.55         20.61          .00            .00           364.16
                                   .00            .00
└─ Company H ───────────────── Info ─────── Inquiry ──────── Verify ─┘
```

Enter the following information

Field	Description
COST CODE	
Not **Interfaced to Job Cost9**	You cannot use this field if Purchase Order is not interfaced with Job Cost.
Interfaced to Job Cost	If you entered a Job ID, enter the Cost Code appropriate for the line-item.
	The **Inquiry** (F2) command is available to select the Cost Code from a list.

Enter Orders With Append Line GL Account Numbers

```
OSAS T001                                              _ □ ×
Settings  Edit  Print  Help
─────────────────────── Edit Orders ───────────────────
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS ┌─< General Ledger Inquiry >─────────────┐
                          │ Acct Number  Description               │
  ┌─────────────────────  │> 104200      INVENTORY - WORK-IN-PROCE  │
  │ Line Status  OPEN      │  104400      INVENTORY - FINISHED GOOD  │
  │ Item ID 100            │  105000      PREPAID EXPENSES           │
  │ Desc  Electrical Packag│  106000      MARKETABLE SECURITIES    S │
  │ GL Desc                │  151000      LAND                      │
  │ Requested Ship Date 03/│  152000      MACHINERY & EQUIPMENT    t │
  │               Goods Q   │  152500      ACCUM DEPR-MACHINERY & EQ 5 │
  │ Ordered          1.00   └─────────────────────────────────────┘
  │ Total Recd        .00
  │ Bal Due        1.0000              1.0000
  │                                                 Invd Ext Cost
  │ Current         .0000              .0000                 .00
  │ Posted          .0000              .0000                 .00
  └────────────────────────────────────────────────────────────

 ─ Order Totals (Memo) ──────────────────────────────────
     Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid        Total
       343.55        20.61           .00            .00          364.16
                                     .00            .00

 └─ Company H ───────────── Info ───────── Inquiry ───────── Verify ─┘
```

Enter the following information

Field	Description
GL ACCOUNT	
Using a Job ID	The WIP account entered in the Defaults table, DFtttt, defaults into the field. You can change it.
Without a Job ID	The account number that defaults into the field for a noninventory line-item is the account entered as the INV Account in the Defaults table, DFtttt.
	You can change the account displayed.
	If Purchase Order is interfaced with General Ledger, use the **Inquiry** (F2) command to select the account number from a list.

Enter Orders With Append Line Windows

```
 OSAS T001                                                        _ □ X
Settings  Edit  Print  Help
─────────────────────── Edit Orders ───────────────────────
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES     MN0001  Status   New
────────────── Edit Line ──────────────── Entry 001 ──────
 Line Status  OPEN        Tax Class 00    Job/Phase ID 100001 A
 Item ID 100                             Cost Code    100 Material $
 Desc  Electrical Package                GL Account   104200
 GL Desc                                 INVENTORY - WORK-IN-PROCESS
 Requested Ship Date 03/15/2000
               Goods Qty Units Invoice Qty    Unit Cost       Ext Cost
 Ordered       5.0000    PKG                   343.5500         343.55
 Total Recd       .0000             .0000
 Bal Due        5.0000             5.0000
                                                      Invd Ext Cost
 Current          .0000             .0000                     .00
 Posted           .0000             .0000                     .00

─ Order Totals (Memo) ─────────────────────────────────────
    Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid       Total
     343.55          20.61            .00           .00          364.16
                                      .00           .00

        Current on order=    11.0000, Available=     768.0000
─ Company H ───────────── Info ───────────── Verify ─
```

Enter the following information

Field	Description
QUANTITY	
Not **interfaced with IN**	Enter the quantity ordered. It must be greater than zero.
If Interfaced with IN	If the line entry is for an inventory item, quantity information is displayed at the bottom of the screen. The on-order quantity is updated online by the quantity you enter
	If you entered a job ID, the quantity on order and the quantity committed are increased, and the quantity available is decreased by the quantity you entered.
	If the quantity available for this item plus the quantity ordered for this line is below the order point in the Inventory record, the following message will be displayed: **Below Minimum of x**
	If the quantity available for this item plus the quantity ordered for this line is greater than the maximum in the inventory record the following message will be displayed: **On Hand + On Order Will Exceed Maximum of x**

Enter Orders With Append Line Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
─────────────────────── Enter Orders ───────────────────────
Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES      MN0001  Status    New
─────────── Append Line ───────────────────── Entry 001 ──────
Line Status  OPEN          Tax Class 03    Job/Phase ID 100001 A
Item ID 100                                 Cost Code    100 Material $
Desc  Electrical Package                    GL Account   104200
GL Desc                                     INVENTORY - WORK-IN-PROCESS
Requested Ship Date 03/08/2000
                 Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
Ordered            2.0000  PKG                    343.5500        687.10
Total Recd          .0000             .0000
Bal Due            2.0000             2.0000
                                                          Invd Ext Cost
Current             .0000             .0000                          .00
Posted              .0000             .0000                          .00

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

─ Company H ──────────────── Info ─ Maint ─ Inquiry ──────────── Verify ─
```

Enter the following information

Field	Description
Units	The default Unit of Measure is displayed.
	The **Inquiry** (F2) command is available to select a Unit of Measure from a list.
	The **Maintenance** (F6) command is available to add a Unit of Measure
Unit Cost	Enter the unit cost. The system automatically extends it to the **Ext Cost** field.
If Interfaced with IN	The last unit cost you paid will default, regardless of the costing method. You can change it. The extended cost is calculated and displayed.
Ext Cost	When the value for the **Ext Cost** is edited, the system automatically adjusts the value in the Unit cost field.

The information in the bottom section of the line-item screen is displayed. It is updated when you enter and post receipts and invoices. You cannot change the information. Use the **Proceed** (PgDn) command to save the entry. The subtotal amount is zero because the quantity received is zero for all line items.

Entering Goods Received Orders

Append Line Window With Receive Goods Window

```
OSAS T001                                                      _ □ X
Settings  Edit  Print  Help
──────────────────────── Enter Orders ────────────────────────
Vendor ID    ELL001 ELLIS ELECTRICAL SUPPLY       Loc ID  Order No 00000044
Ship-to ID   MN0001 Minneapolis Warehouse         MN0001  Status   Goods Rcvd
───────────────────── Append Line ─────────────── Entry 001 ──────
 Line Status  OPEN           Tax Class 03   Job/Phase ID
 Item ID 100                                Cost Code
 Desc   Electrical Package                  GL Account   104400
 GL Desc                                    INVENTORY - FINISHED GOODS
 Requested Ship Date
              Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
 Ordered        2.0000 PKG                    343.5500        687.10
 Total Recd       .0000            .0000
 Bal Due         2.0000           2.0000
                                            Invd Ext Cost
 Current          .0000            .0000                         .00
 ┌─ Receive Goods (New ) ──────────────────────────────────
 │ Receipt No   Date    Period   Quantity    Unit Cost    Ext Cost │
 0 │ ▓▓▓▓▓    03/06/2000 03       2.0000      343.5500      687.10  │
                                                                   1
        .00          .00         .00          .00          .00
                                 .00          .00
 ─ Company H ──────────────── Detl ───────── Inquiry ───────── Verify ──
```

When you use the *Enter Goods Received Orders* function to enter a goods received order, a Receive Goods window is displayed after you save the line-item information.

Enter the following information

Field	Description
Receipt No	You can enter a receipt number or press **Enter** to skip this field
Date	The current system date is displayed. You can change it.
Period	The GL Period is displayed. You can change it.
Quantity	The quantity not yet received is displayed. You can change it.
No Job ID	If this is an inventory item (and PO is interfaced with IN) the quantity received decreases the quantity on order, and increases the quantity on hand and the quantity available.
Job ID	If this is an inventory item (and PO is interfaced with IN) the quantity received decreases the inventory on order and the quantity committed. The quantity available is increased
Unit Cost	The **Unit** cost is displayed. This figure can only be changed on the first receipt entry. This amount is used for the accrual entries, which are reversed when the invoice is posted.
Ext Cost	The calculated extended cost is displayed. If the Extended Cost is changed the unit cost is recalculated.

Append Line Window With Receive Goods Window

```
 OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
┌───────────────────── Enter Orders ─────────────────────┐
 Vendor ID   ELL001 ELLIS ELECTRICAL SUPPLY      Loc ID  Order No 00000044
 Ship-to ID  MN0001 Minneapolis Warehouse        MN0001  Status   Goods Rcvd
┌───────────────── Append Line ──────────────────┬── Entry 002 ──┐
 Line Status  OPEN          Tax Class 00   Job/Phase ID
 Item ID 900                Serialized     Cost Code
 Desc  Refrigerator - Black                GL Account   104400
 GL Desc                                   INVENTORY - FINISHED GOODS
 Requested Ship Date
             Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
 Ordered         1.0000 EA                   239.6600        239.66
 Total Recd       .0000          .0000
 Bal Due         1.0000         1.0000
                                                  Invd Ext Cost
 Current          .0000          .0000                  .00
┌─ Receive Goods (New ) ─┐           .0000               .00
│ Receipt No   Date    Period │
 0│ 45-111   03/06/2000  03 │─────ht/Misc  Disc/Prepaid      Total
└──────────────────────┘      .00         .00           728.33
        687.10          41.23       .00         .00
└ Company H ──────────────── Detl ──────────────── Verify ┘
```

When you enter a goods received order for Serialized items, an abbreviated Receive Goods window is displayed.

Enter the following information

Field	Description
Receipt No	You can enter a receipt number or press Enter to slip this field
Date	The current system date is displayed. You can change it.
Period	The GL Period is displayed. You can change it.

Use the **Proceed** (PgDn) command to save the information.

Append Line Window With Serial Number Entry Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                         ── Enter Orders ──
Vendor ID    ELL001 ELLIS ELECTRICAL SUPPLY       Loc ID  Order No 00000044
Shi┌──────────── Receive Serialized Goods Entry ──────────┐Rcvd
   │  Receipt Number 45-111    Date 03/06/2000   GL Period 03│
 L │  Item ID 900              Qty Ordered           1.0000 │
 I │                                                         │
 D │   Serial Number/Comment            Qty Received  Unit Cost│
 G │  ▲                                                       │S
 R │                                                         │
   │                                                         │st
 O │                                                         │66
 T │                                                         │
 B │                                                         │
   │                                                         │t
 C │                                                         │0
   ┌│  (000001 of 000000)          ────────────────────────│0
 ─ O│                       Total          .0000       .0000 │
   │                       Ext Cost                   .0000 │──
   │                                                         │tal
   │            Enter = edit, Append, Done                   │.33
   └─────────────────────────────────────────────────────────┘
└─ Company H ────────────────────────────────── Verify ──
```

Another window is displayed so that you can enter the serial number and the unit cost for each serialized item received.

Enter the following information

Field	Description
Serial number	Enter up to 35 characters for each serial number.
	The quantity received will be updated by the number of serial numbers you enter. You can use the **Exit** (F7) command to leave this screen before you have entered as many serial numbers as you specified in the Ordered field.
Comment	Enter up to 35 characters for each comment line.
Quantity Received	The Quantity Received will always display 1, for a serialized item, and can not be changed.
Unit Cost	The Unit Cost is displayed. You may change it. Each serial number may have a different cost.
Ext Cost	The unit costs are added to arrive at the Extended Cost

After you use the **Proceed** (PgDn) command to save the last serial number, you are returned to the line-item screen where you can add another line item.

Entering Goods Received/Invoiced Orders

Append Line Window With Apply Invoice Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
─────────────────────── Enter Orders ───────────────────────
Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID   Order No 00000045
Ship-to ID  MN0001 Minneapolis Warehouse       MN0001   Status   Inv Rcvd
──────────────── Append Line ──────────────── Entry 001 ─────
 Line Status  OPEN          Tax Class 00   Job/Phase ID
 Item ID 200200                            Cost Code
 Desc  Water Heater                        GL Account   104400
 GL Desc                                   INVENTORY - FINISHED GOODS
 Requested Ship Date
               Goods Qty Units Invoice Qty     Unit Cost       Ext Cost
 Ordered          5.0000 EA                     227.5300        1137.65
 Total Recd         .0000           .0000
 Bal Due          5.0000           5.0000
                                                     Invd Ext Cost
 Current            .0000           .0000                   .00
  ┌─ Receive Goods (New ) ──────────────────────────────────┐
─│  Receipt No  Date    Period   Quantity    Unit Cost    Ext Cost │
─│ 0 I45-8251  03/06/2000 03      3.0000    227.5300 682.59 │ 1
  └──────────────────────────────────────────────────────────┘
       .00          .00         .00         .00          .00
                                .00         .00
─ Company H ─────────────── Detl ─────────────── Verify ─
```

When you use the Goods Received and Invoiced function to enter an **invoice received** order, the Apply Invoice window is displayed after you save the Receive Goods information.

Enter the following information

Field	Description
Invoice No	If this is a new invoice you must enter an invoice number.
	If invoices have already been applied to the order, the last invoice number used is displayed.
	You can have multiple invoice numbers for the same line entry or the same order.
Date	The current system date is displayed. You can change it.
	If this invoice number has been used before, the date from that invoice is displayed, you can not change it here. You can change it on the Invoice Totals screen.
Quantity	The remaining quantity to be invoiced is displayed. You can change the value, so long as the total quantity invoiced does not exceed the total quantity received.
Unit Cost	If invoices have already been applied to the item, the unit cost from the last invoice is displayed; otherwise, the receipt cost is displayed. You can change it.
Ext Cost	If invoices have already been applied to the item, the unit cost from the last invoice is displayed; otherwise, the receipt cost is displayed. You can change it.

Use the **Proceed** (PgDn) command to save the information.

Append Line Window Screen With Receive Goods Window

```
OSAS T001                                              _ □ ✕
Settings  Edit  Print  Help
─────────────────────── Enter Orders ───────────────────────
Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000045
Ship-to ID  MN0001 Minneapolis Warehouse       MN0001  Status   Inv Rcvd
────────────────── Append Line ──────────────── Entry 002 ──
 Line Status  OPEN       Tax Class 00   Job/Phase ID
 Item ID 910003          Serialized     Cost Code
 Desc  Dishwasher - Almond              GL Account   104400
 GL Desc                                INVENTORY - FINISHED GOODS
 Requested Ship Date
                  Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
 Ordered            3.0000 EA                      299.7400        899.22
 Total Recd          .0000          .0000
 Bal Due            3.0000         3.0000
                                                       Invd Ext Cost
 Current             .0000          .0000                      .00
 ┌─ Receive Goods (New ) ───┐      .0000                      .00
 │ Receipt No   Date   Period│
0│ 145-8251  03/06/2000 03  │
 └──────────────────────────┘ht/Misc  Disc/Prepaid      Total
      1137.65          45.51          .00        .00      1183.16
                                      .00        .00
─ Company H ──────────────── Detl ──────── Inquiry ──────── Verify ─
```

When you enter an invoice received line entry for a **Serialized item**, an abbreviated Receive Goods window is displayed.

Enter the following information

Field	Description
Receipt No	You can enter a receipt number or press **Enter** to slip this field
Date	The current system date is displayed. You can change it.
Period	The GL Period is displayed. You can change it.

Append Line Window Screen With Apply Invoice Window

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
─────────────────────── Enter Orders ───────────────────────
Vendor ID   EDD001 EDDY APPLIANCE CO.        Loc ID  Order No 00000045
Ship-to ID  MN0001 Minneapolis Warehouse     MN0001  Status   Inv Rcvd
──────────────── Append Line ──────────────── Entry 002 ─────
 Line Status  OPEN        Tax Class 00    Job/Phase ID
 Item ID 910003           Serialized      Cost Code
 Desc  Dishwasher - Almond               GL Account   104400
 GL Desc                                 INVENTORY - FINISHED GOODS
 Requested Ship Date
                  Goods Qty Units Invoice Qty    Unit Cost     Ext Cost
 Ordered          3.0000 EA                      299.7400       899.22
 Total Recd        .0000          .0000
 Bal Due          3.0000         3.0000
                                                 Invd Ext Cost
 Current           .0000          .0000                .00
         ─── Apply Invoice (New ) ───        .0000          .00
        │ Invoice No   Date     Period │
      0 │ 45-8251   03/06/2000 03       │
        └────────────────────────────────┘ ht/Misc  Disc/Prepaid      Total
           1137.65        45.51           .00        .00      1183.16
                                          .00        .00
 ┌─ Company H ──────────── Detl ────── Inquiry ────── Verify ─┐
```

After you save the receipt information, (for a serialized item) an abbreviated Apply Invoice window is displayed.

Enter the following information

Field	Description
Invoice No	If this is a new invoice you must enter an invoice number.
	If invoices have already been applied to the order, the last invoice number used is displayed.
	You can have multiple invoice numbers for the same line entry or the same order.
Date	The current system date is displayed. You can change it.
	If this invoice number has been used before, the date from that invoice is displayed, you can not change it here. You can change it on the Invoice Totals screen.
Period	The GL Period is displayed. You can change it.

Receive Serialized Goods Entry Window

```
┌─ OSAS T001 ────────────────────────────────────┐ _ □ ×
│ Settings  Edit  Print  Help                     │
│ ┌──────────────── Enter Orders ───────────────┐ │
│  Vendor ID   EDD001 EDDY APPLIANCE CO.      Loc ID   Order No 00000045
│  Shi┌────────── Receive Serialized Goods Entry ──────────┐cvd
│  ──┤│ Receipt Number I45-8251   Date 03/06/2000  GL Period 03 │
│   L│ Item ID 910003              Qty Ordered        3.0000  │
│   I│                                                        │
│   D│   Serial Number/Comment         Qty Received   Unit Cost│
│   G│   RDW23-554-88                       1.0000    299.7400 │S
│   R│      QUIET CYCLE                                        │
│      RDW23-554-81                       1.0000    299.7400 │st
│   O│      QUIET CYCLE                                        │22
│   T│ ⊳ RDW23-554-89                       1.0000    299.7400 │
│   B│      QUIET CYCLE                                        │
│      │                                                       │t
│   C│                                                        │0
│      │ (000003 of 000003)            ───────────────────────│0
│  ──0│                           Total          3.0000    299.7400│
│      │                           Ext Cost                899.2200│tal
│      │                                                        │.16
│      │          Enter = edit, Append, Done                    │
│      └────────────────────────────────────────────────────────┘
│   ── Company H ──────────────────────────────── Verify ──
└─────────────────────────────────────────────────┘
```

Enter the following information

Field	Description
Serial number	Enter up to 35 characters for each serial number.
	The quantity received will be updated by the number of serial numbers you enter. You can use the Done or Exit command,F7 or Esc M to leave this screen before you have entered as many serial numbers as you specified in the Ordered field.
Comment	Enter up to 35 characters for each comment line.
Quantity Received	The Quantity Received will always display 1, for a serialized item, and can not be changed.
Unit Cost	If invoices have already been applied to the item, the unit cost from the last invoice is displayed; otherwise, the receipt cost is displayed. You can change it. Each serial number may have a different cost.
Ext Cost	The unit costs are added to arrive at the Extended Cost

Use the **Proceed** (PgDn) command to save each serial number. After you save the last serial number, you are returned to the line-item screen where you can add another line item.

Invoice Serialized Goods Entry Window

```
┌─────────────────────────────────────────────────────────────┐
│ ▨ OSAS T001                                        _ □ ✕     │
│ Settings  Edit  Print  Help                                  │
│ ┌──────────────────── Enter Orders ─────────────────         │
│  Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000045
│  Shi┌──────────── Invoice Serialized Goods Entry ──────────┐cvd
│  ┌─┤ Invoice Number I45-8251   Date 03/06/2000             │
│  L│ Item ID 910003            Qty Received       3.0000    │
│  I│                                                         │
│  D│  Serial Number/Comment          Tag Invoice   Unit Cost │
│  G│ ▸ RDW23-554-88                   Yes I45-8251    299.7400│S
│  R│     QUIET CYCLE                                          │
│   │   RDW23-554-81                   Yes I45-8251    299.7400│st
│  O│     QUIET CYCLE                                          │22
│  T│   RDW23-554-89                   Yes I45-8251    299.7400│
│  B│     QUIET CYCLE                                          │
│   │                                                          │t
│  C│                                                          │0
│  ┌┤ (000001 of 000003)               --------------         │0
│  │ │                               Average Cost    299.7400  │
│ ─ 0│                               Extended Cost    899.22   │
│   └──────────────────────────────────────────────────────┘tal
│        Enter = tag/untag, Tag all, Untag all, Edit, Done    │.16
│                                                              │
│ ┌─ Company H ───────────────────────────────── Verify ─┐    │
└─────────────────────────────────────────────────────────────┘
```

When you enter an invoice for a serialized item, the **Invoice Serialized Goods Entry** screen appears, with each serial number that has been received on the order.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter =tag/untag	Position the cursor to the left of a serial number and press **Enter**, to toggle from yes to no in the tag column.
	By tagging a serial number you indicate that you have received an invoice for the item.
Tag all	Press **T** to have all of the listed serialized items marked as yes, in the tag column.
Untag	Press **U** to have all of the listed serialized items marked as no in the tag column.
Edit	Press **E** to edit the unit cost or the description field.
Done	Press **D** to Proceed to the *receive goods and invoices* line item screen, or use the **Exit** (F7) command

Recording Lot Numbers

Append Line Window With Order Lots Prompt

```
OSAS T001                                                    _ □ ×
 Settings  Edit  Print  Help
                        ──────── Enter Orders ────────
 Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID   Order No 00000045
 Ship-to ID  MN0001 Minneapolis Warehouse       MN0001   Status   Inv Rcvd
 ┌───────────────────── Append Line ────────────── Entry 003 ────────┐
 │ Line Status  OPEN          Tax Class 00   Job/Phase ID            │
 │ Item ID 811003                            Cost Code               │
 │ Desc   Paint - Ivory - Flat               GL Account   104400     │
 │ GL Desc                                   INVENTORY - FINISHED GOODS │
 │ Requested Ship Date                                               │
 │               Goods Qty Units Invoice Qty     Unit Cost    Ext Cost │
 │ Ordered         10.0000 GAL                     13.9800     139.80  │
 │ Total Recd        .0000           .0000                           │
 │ Bal Due         10.0000          10.0000                          │
 │                                               Invd Ext Cost        │
 │ Current           .0000           .0000                    .00    │
 │ Posted            .0000           .0000                    .00    │
 └──────────────────────────────────────────────────────────────────┘
 ┌ Order Totals (Memo) ─────────────────────────────────────────────┐
 │    Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid    Total │
 │    2036.87          81.47          .00           .00     2118.34  │
 │                                    .00           .00             │
 └──────────────────────────────────────────────────────────────────┘
 │               Do you wish to order lots?  NO                     │
 └ Company H ─────────────── Info ──────────────────── Verify ──────┘
```

When the line entry for a lotted item is completed, the system asks: **Do you wish to order lots?**. Since Purchase Order tracks the process of ordering from beginning to end, you have the option to order a specific lot if you need to. An example of why you would need to do this, would be if you needed to order a particular shade of paint. To match the exact shade that you already have, you would need that specific lot number. Enter **Y** (Yes) to order a specific lot, enter **N** (No) if you do not want to order a specific lot.

For this example, we will enter a lotted item using the *Enter Goods Received/Invoiced Order* function.

Enter Orders Lot Entry Screen

```
OSAS T001                                                    _ □ ×
 Settings  Edit  Print  Help
                        ──────── Enter Orders ────────
 V ┌──────────────────── Lot Entry ─────────────────────────┐
 S │ 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 │
   │ ▸                                                       │
   │                                                         │
   │                                                         │
   │                                                         │
   │                                         ─────────────   │
   │  Lot Number    (000001 of 000000)                 .00  │
   └─────────────────────────────────────────────────────────┘
   │ Posted           .0000            .0000              .00 │
 ┌ Order Totals (Memo) ─────────────────────────────────────┐
 │    Subtotal      Sales Tax   Freight/Misc  Disc/Prepaid   Total │
 │    2036.87          81.47          .00          .00    2118.34  │
 │                                    .00          .00            │
 └───────────────────────────────────────────────────────────┘
 │            Enter = edit, Append, Done                     │
 └ Company H ───────────────────────────────────── Verify ──┘
```

If you choose **Y** (Yes) to order lot numbers, you are brought to the **Lot Entry** Screen. Enter **A** (for Append) to enter a lot number.

Enter Orders Lot Entry Screen With Append Lot Number Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                          ┌──────── Enter Orders ────────┐
 ┌V                       │         Lot Entry            │
 │S│ 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
 │ │
 │ │
 │ │
 │ │
 │ │                                          -------------
 │ │    Lot Number    (000001 of 000000)                         .00
 │ │
 │ │                         ┌──── Append Lot Number ────┐
 │L│ Lot No       789
 │ │ Orig Qty           5.0000 Cost        13.9800 Ext Cost        69.90
 │─│ Fulfill Qty         .0000
 │ │ Backord Qty         .0000
 │ │ Comment    ███████████████████████
 │ │
 │ └─ Company H ────────────────────────────────── Verify ─┘
```

The Append Lot Number Window appears for you to enter the lot numbers.

Enter the following information

Field	Description
Lot No	Enter up to 16 characters for each Lot number.
	The **Inquiry** (F2) command is available to select a Lot Number from a list.
Orig Qty	Enter the Quantity of this lot number that you are ordering.
Cost	The last invoiced cost defaults in. You may change it .
Ext Cost	The Extended cost defaults into this field, to change it, you need to change the Cost.
Comment	Enter up to 35 characters for the comment line.

When you have finished entering lot numbers use the **Exit** (F7) command to return to the Lot Entry screen.

Enter Orders Lot Entry Screen

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                          ─── Enter Orders ───
  V┌─────────────────── Lot Entry ───────────────────┐
  S│ 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 │
   │  789                    5.0000         .0000           69.90  │
   │ ≥ 790                   5.0000         .0000           69.90  │
   │                                                   │
   │                                                   │
   │                                          ─────────────│
   │  Lot Number   (000002 of 000002)              139.80│
   │                                                   │
   │  Posted           .0000          .0000             .00│
   ├─ Order Totals (Memo) ─────────────────────────────┤
   │    Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid      Total │
   │        .00           .00          .00          .00          .00 │
   │                                   .00          .00              │
   │                                                   │
   │              Enter = edit, Append, Done           │
   └─ Company H ─────────────────────────────── Verify ─┘
```

Press **Enter** to Edit the line next to the cursor. This will bring you back to the Append Lot Number window, you may change anything except the lot number.

Press **D** (Done) to continue.

Append Line Window With Receive Goods Window

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                          ─── Enter Orders ───
 Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000046
 Ship-to ID  MN0001 Minneapolis Warehouse       MN0001  Status   Inv Rcvd
 ┌──────────────── Append Line ────────────── Entry 001 ──┐
 │ Line Status  OPEN        Tax Class 00    Job/Phase ID   │
 │ Item ID 811003                           Cost Code      │
 │ Desc   Paint - Ivory - Flat              GL Account   104400│
 │ GL Desc                                  INVENTORY - FINISHED GOODS│
 │ Requested Ship Date                                     │
 │               Goods Qty Units Invoice Qty   Unit Cost      Ext Cost│
 │ Ordered          10.0000 GAL               13.9800        139.80│
 │ Total Recd         .0000         .0000                          │
 │ Bal Due          10.0000        10.0000                         │
 │                                             Invd Ext Cost│
 │ Current            .0000         .0000             .00   │
 │┌─ Receive Goods (New ) ─┐        .0000             .00   │
 ││ Receipt No  Date    Period │                            │
 │0│ 45-111   03/07/2000 03  │                              │
 │└───────────────────────┘ ht/Misc  Disc/Prepaid    Total │
 │       .00          .00          .00          .00     .00 │
 │                                 .00          .00         │
 └─ Company H ──────────── Detl ──────── Inquiry ──── Verify ─┘
```

You are returned to the *Append Line* window, with an abbreviated **Receive Goods** Window displayed.

Enter the following information:

Field	Description
Receipt No	You can enter a receipt number or press **Enter** to skip this field
Date	The current system date is displayed. You can change it.
Period	The GL Period is displayed. You can change it.

Append Line Window With Apply Invoice Window

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
──────────────────────── Enter Orders ────────────────────────
Vendor ID    EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000046
Ship-to ID   MN0001 Minneapolis Warehouse       MN0001  Status   Inv Rcvd
──────────────────── Append Line ────────────── Entry 001 ──────
 Line Status  OPEN          Tax Class 00   Job/Phase ID
 Item ID 811003                            Cost Code
 Desc  Paint - Ivory - Flat                GL Account   104400
 GL Desc                                   INVENTORY - FINISHED GOODS
 Requested Ship Date
                 Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
 Ordered          10.0000 GAL                     13.9800        139.80
 Total Recd         .0000          .0000
 Bal Due          10.0000         10.0000
                                                 Invd Ext Cost
 Current            .0000          .0000                  .00
        ── Apply Invoice (New ) ──        .0000           .00
      ┌ Invoice No   Date     Period ┐
    ─ 0│ I45-8251  03/07/2000  03    │
      └──────────────────────────────┘ht/Misc  Disc/Prepaid      Total
         .00         .00              .00         .00             .00
                                      .00         .00
─ Company H ──────────────── Detl ──────────────── Verify ─
```

Next an abbreviated **Apply Invoice (New) Window** is displayed.

Enter the following information.

Field	Description
Invoice No	If this is a new invoice you must enter an invoice number.
	If invoices have already been applied to the order, the last invoice number used is displayed.
	You can have multiple invoice numbers for the same line entry or the same order.
Date	The current system date is displayed. You can change it.
	If this invoice number has been used before, the date from that invoice is displayed, you can not change it here. You can change it on the Invoice Totals screen.

Receive Lotted Goods Entry Window

```
OSAS T001                                                    _□×
Settings  Edit  Print  Help
                         ── Enter Orders ──
Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
Shi ──────────── Receive Lotted Goods Entry ──────────── cvd
  │  Receipt Number 45-111     Date 03/07/2000  GL Period 03
  L │  Item ID 811003              Qty Ordered      10.0000
  I │
  D │   Lot Number/Comment     Qty Ordered  Qty Received    Unit Cost
  G │   789                        5.0000        5.0000       13.9800  S
  R │
    │ ⋧ 790                        5.0000        5.0000       13.9800  st
  O │                                                                 80
  T │
  B │                                                                 t
  C │                                                                 0
    │   (000002 of 000002)              ─────────────────────        0
    │                          Total        10.0000       13.9800
  O │                          Ext Cost                   139.8000    tal
                                                                      .00
               Enter = edit, Append, Done

  ── Company H ──────────────────────────────── Verify ──
```

The *Receive Lotted Goods Entry Window* is displayed to track the Lot numbers that you receive.

Enter the following information:

Field	Description
Lot No	Enter up to 16 characters for each Lot number.
	The **Inquiry** (F2) command is available to select a Lot Number from a list.
Qty Ordered	The quantity ordered defaults in, you may not change it.
Qty Received	Enter the Quantity Received for this lot number.
Unit Cost	The cost from the order screen defaults in. You may change it.
Comment	The comments from the Lot Entry Screen default in, you may change them.
Total	Totals the Quantity Received; and displays the average cost for that quantity.
Ext Cost	The Extended cost defaults into this field, to change it you need to change the Cost.

Invoice Lotted Goods Entry Window

```
┌─────────────────────────────────────────────────────────────────────┐
│  OSAS T001                                                    _ □ ×   │
│ Settings  Edit  Print  Help                                          │
│ ┌─────────────────────────── Enter Orders ─────────────────────────┐ │
│ Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047│
│ Shi┌──────────────── Invoice  Lotted Goods Entry ──────────────┐cvd │
│  ┌ │ Invoice Number I45-8251   Date 03/07/2000                 │    │
│  L │ Item ID 811003                                            │    │
│  I │                                                           │    │
│  D │   Lot Number/Comment     Qty Received Qty Invoiced   Unit Cost │
│  G │   789                       5.0000       5.0000      13.9800 │S │
│  R │                                                           │    │
│    │ ≥ 790                       5.0000       5.0000      13.9800 │st│
│  O │                                                           │80│
│  T │                                                           │    │
│  B │                                                           │  │
│    │                                                           │t │
│  C │                                                           │0 │
│  ┌ │   (000002 of 000002)              ─────────────────────── │0 │
│ ┌┘ │                         Total        10.0000      13.9800 │  │
│─O  │                         Ext Cost                 139.8000 │──│
│    │                                                           │tal│
│    │         Enter = edit, Append, Done                        │.00│
│    └───────────────────────────────────────────────────────────┘    │
│ ┌─ Company H ────────────────────────────────────── Verify ─┐       │
└─────────────────────────────────────────────────────────────────────┘
```

Enter the following information:

Field	Description
Lot No	You must enter the lot number for an order that has been received.
	The **Inquiry** (F2) command is available to select a Lot Number from a list.
Qty Received	The Quantity Received defaults in, you may not change it here.
Qty Invoiced	Enter the Quantity Invoiced for this lot number. The quantity invoiced can not exceed the quantity received.
Unit Cost	The cost from the Receive Lotted Goods Entry Screen defaults in. You may change it.
Comment	The comments line from *Receive Lotted Goods Entry Screen* defaults in. You can not change it.
Total	Totals the Quantity Invoiced, and displays the average cost for that quantity.
Ext Cost	The Extended cost defaults into this field, to change it you need to change the Cost.

PO Information Menu, Shift F2

Enter Orders Line-Item Scrolling Screen With PO Information Menu

```
OSAS T001                                              _ □ ×
Settings  Edit  Print  Help
                        ─ Enter Orders ─
Vendor ID    EDD001 EDDY APPLIANCE CO.        Loc ID  Order No 00000047
Ship-to ID   MN0001 Minneapolis Warehouse     MN0001  Status   Inv Rcvd

  Item ID                        Quantities Units       Unit Cost
  Description                     Ord/Rcv/Inv Status   Extended Cost
                                                         Last Invoice
  811003          ┌─ PO Information Menu ─┐  L           13.9800
  Paint - Ivory - F │                      │  EN            139.80
                    │ Vendor Information    │              13.9800
                    │ Vendor Comments       │
                    │ Item Information       │
                    │ Receipt Detail Information │
                    │ Invoice Detail Information │
                    │ Invoice Totals Information │
                    └──────────────────────┘   Entry (001 of 001)
 ─ Order Totals (Memo) ─
     Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid        Total
      139.80         5.59          .00           .00            145.39
                                   .00           .00

  Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Next tran
 ─ Company H ──────────── Info ──────────────── Verify ─
```

Use the **Exit** (F7) command when you are finished entering line items to go to the line-item scrolling area.

When Info is displayed at the bottom of the screen, use the Information (Shift F2) command to view:

Field	Description
Vendor Information	Information on the current vendor, is displayed.
Vendor Comments	Comments on the current vendor, are displayed.
Item Information	If PO is **interfaced** with Inventory
Receipt Detail Info	Not available with New Order
Invoice Detail Info	Not available with *New or Goods Received* Order
Invoice Totals Info	Not available with *New or Goods Received* Order

Information windows are available throughout the order entry process.

Vendor Information Screen

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
┌──────────────────────── Enter Orders ────────────────────────┐
Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
Ship-to ID  MN0001 Minneapolis Warehouse       MN0001  Status    Inv Rcvd

  Item ID                        Quantities Units       Unit Cost
  Description              ┌──── Vendor Information ────┐ Extended Cost
  Vendor ID EDD001         │         Terms Code         AP0004
  EDDY APPLIANCE CO.       │         Distribution Code 01
                           │         Vendor Class       PROD
             Date          Amount │  Vendor Hold?        NO
  Last Purchase 03/06/2000  623.46 │  Payment Priority   0
  Last Payment  12/15/1999 1060.00 │  GL Account         104400

     Amount Prepaid          .00   Amount Due          1333.35

              Period to Date  Qtr to Date  Year to Date    Last Year
  Purchases        1333.35      1333.35       1333.35     -27587.07
  Payments       -39172.30    -39172.30     -39172.30      11553.43
  Disc Taken          .00          .00           .00         31.80
  Disc Lost         21.20        21.20         21.20        199.90

              <Enter> for Next ID, F5 for New Vendor
```

Vendor information is displayed for the vendor you are currently working with. You cannot change any information here. Press **Enter** for the next vendor, or press **F5** to enter a new vendor ID.

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Vendor Comments Screen

```
OSAS T001                                                      _ □ ✕
Settings  Edit  Print  Help
                        ───── Enter Orders ─────
Vendor ID    EDD001 EDDY APPLIANCE CO.           Loc ID  Order No 00000047
Ship-to ID   MN0001 Minneapolis Warehouse        MN0001  Status   Inv Rcvd

  Item ID                          Quantities Units      Unit Cost
                        ───── Vendor Comments ─────
 Vendor ID EDD001                            Ref:
 Name      EDDY APPLIANCE CO.                End Date

 Date        Ref  Seq  Comment
 05/06/1998  0    001  EDDY'S NEEDS AT LEAST A PARTIAL PAYMENT SOON.










       <Enter> for Next ID, (N)ew ID, (H)ome, (A)dd/Insert, (E)dit   ▄
```

When you select **Vendor Comments**, the vendor ID and name, from the order, are displayed. You can view vendor comments by reference and enter the date of the most recent comment you want to work with.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter	Press **Enter** for the next vendor file
(N)ew ID	Press **N** to enter a new ID
(H)ome	Press **H** to go to the begging of the comments you are working with
(A)dd/Insert	Press **A** to add or insert a comment.
(E)dit	Press **E** to edit a comment

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Vendor Comment Screen with Add/Insert Window

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                         _ □ ×     │
│ Settings  Edit  Print  Help                                  │
│ ──────────────────────── Enter Orders ───────────────        │
│ Vendor ID   EDD001 EDDY APPLIANCE CO.        Loc ID  Order No 00000047 │
│ Ship-to ID  MN0001 Minneapolis Warehouse     MN0001  Status   Inv Rcvd │
│                                                              │
│   Item ID                       Quantities Units     Unit Cost │
│ ──────────────────── Vendor Comments ──────────             │
│ Vendor ID EDD001                        Ref:                 │
│ Name      EDDY APPLIANCE CO.            End Date             │
│                                                              │
│ Date        Ref  Seq  Comment                                │
│ 05/06/1998   0    001  EDDY'S NEEDS AT LEAST A PARTIAL PAYMENT SOON. │
│                                                              │
│                                                              │
│                                                              │
│                          ── Add/Insert ──                    │
│         ┌─────────────────────────────────────────┐         │
│         │ Date: 03/07/2000    Ref:        Seq No:  │         │
│         │ Comment:                                 │         │
│         └─────────────────────────────────────────┘         │
│                                                              │
│      <Enter> for Next ID, (N)ew ID, (H)ome, (A)dd/Insert, (E)dit │
└─────────────────────────────────────────────────────────────┘
```

Enter the following information

Field	Description
Date	The terminal Date is displayed, you can change it.
Ref	The terminal ID is displayed, you may change it.
Seq No:	The next number, in sequence, is displayed, you may change it. To Insert a comment, use the number the comment should appear as in the sequence, the other comments will shift up in the sequence.
Comment	Enter the comment.

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Item Information Screen

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                            ─── Enter Orders ───
Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
S ┌─────────────────── Item Information ───────────────────┐ vd
  │ Location ID  MN0001                            Cost    │
  │ Item ID      150              Avg            907.5300  │
  │ Last Purch Date  02/03/2000   LIFO           907.5300  │
  │                               FIFO           907.5300  │
  │ Order Point          6.0000   Std               .0000  │
  │ Maximum             25.0000   Method            LIFO   │
  │                                                        │
  │          Alt Units  Conv Factor              Quantity  │
  │ Base Unit PKG   PKG       1.0000  On Hand    265.0000  │
  │ Sales Cat P1               .0000  In Use        .0000  │
  │ Item Type 1               .0000  Committed      .0000  │
  │ Dflt Unit PKG             .0000  Available   265.0000  │
  │                           .0000  On Order      4.0000  │1)
  │                                                        │
─ │  Vendor     Vendor's Item Number   Lead Time   Order Quantity │ al
  │ >ACE001    PP0249D04332              2.0            1.0000     │ 39
  │                                                        │
  │     ENTER = Next Item, New Item, Previous Item, Location │ n
  └────────────────────────────────────────────────────────┘ y
```

If Purchase Order is interfaced with Inventory, you can view item information. Quantities, costs, alternate units of measure, and alternate vendor information are displayed. You cannot change this information.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
ENTER = Next Item	Press **Enter** to go to the next item in the file.
New Item	Press **N** to enter a new item ID
Previous Item	Press **P** to go to the previous Item
Location	Press **L** to change location ID's.

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Receipt Detail Information Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
┌──────────────────── Enter Orders ────────────────────────┐
 Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
 Ship-to ID  MN0001 Minneapolis Warehouse       MN0001  Status   Inv Rcvd

  Item ID                          Quantities Units      Unit Cost
  Description                      Ord/Rcv/Inv Status   Extended Cost
                                                         Last Invoice
  811003            ┌─ PO Information Menu ──────┐  L        13.9800
                    ├──── Receipt Detail Information ────┐
   Purchase Order No 00000047  Entry No 001 Item ID 811003

   Post Receipt      Date          Quantity     Unit Cost      Ext Cost
    No  45-111     03/07/2000       10.0000        13.9800       139.80




  ┤                                                             ├


  ┤                                                             ├
                          F5 for New Entry No
  └────────────────────────────────────────────────────┘
```

When you view *Receipt Detail Information*, receipt records are displayed for the line entry you are working with. Press **F5** to enter a new entry number. When you are in Receive Goods window,

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Invoice Detail Information Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
┌──────────────────── Enter Orders ────────────────────────┐
 Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
 Ship-to ID  MN0001 Minneapolis Warehouse       MN0001  Status   Inv Rcvd

  Item ID                          Quantities Units      Unit Cost
  Description                      Ord/Rcv/Inv Status   Extended Cost
                                                         Last Invoice
  811003            ┌─ PO Information Menu ──────┐  L        13.9800
                    ├──── Invoice Detail Information ────┐
   Purchase Order No 00000047  Entry No 001 Item ID 811003

   Post Invoice      Date          Quantity     Unit Cost      Ext Cost
    No  I45-8251   03/07/2000       10.0000        13.9800       139.80




  ┤                                                             ├


  ┤                                                             ├
                          F5 for New Entry No
  └────────────────────────────────────────────────────┘
```

When you view *Invoice Detail Information*, Invoice records are displayed for the line entry you are working with. Press **F5** to enter a new entry number.

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Invoice Totals Information Screen

```
 OSAS T001                                                    _ □ ✗
Settings  Edit  Print  Help
                          ──── Enter Orders ────
 Vendor ID   EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
 Ship-to ID  MN0001 Minneapolis Warehouse       MN0001  Status   Inv Rcvd

   Item ID                          Quantities Units      Unit Cost
   Description                      Ord/Rcv/Inv Status   Extended Cost
                                                          Last Invoice
   811003            ┌ PO Information Menu ───────┐ L          13.9800
                     ──── Invoice Totals Information ────
    Purchase Order No 00000047

     Invoice    Date    GL Per     Current      Posted Total Invoiced
     I45-8251 03/07/2000 00        145.39          .00        145.39




                                                              )
 ┌ 0                                              ▬
                                                              1
       139.80          5.59          .00           .00        145.39
                                     .00           .00

   Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Next tran
 ─ Company H ─────────────── Info ───────────────── Verify ─
```

When you select *Invoice Totals Information*, the invoices for the order are displayed with current, posted and total invoiced amounts for each invoice.

Press **F7** or **Esc M** to exit from any information window and return to the line-item scrolling area.

Receive Goods and Invoices Line-Entry Scrolling Screen

```
OSAS T001                                                        _ □ X
Settings  Edit  Print  Help
                            ─────── Enter Orders ───────
 Vendor ID   EDD001 EDDY APPLIANCE CO.            Loc ID  Order No 00000047
 Ship-to ID  MN0001 Minneapolis Warehouse        MN0001  Status   Inv Rcvd

   Item ID                          Quantities Units      Unit Cost
   Description                      Ord/Rcv/Inv Status   Extended Cost
                                                          Last Invoice
 ▶ 350                                20.0000 EA            226.9900
   Entry Door                         20.0000 OPEN            4539.80
                                      20.0000                226.9900

   450                                25.0000 EA            161.1400
   Slide by Window 24" x 40"          25.0000 OPEN            4028.50
                                      25.0000                161.1400

   650                                12.0000 PKG         14010.7000
   Steel Supports                     12.0000 OPEN          168128.40
                                      12.0000             14010.7000
                                                   Entry (002 of 004)
 ─ Order Totals (Memo) ──────────────────────────────────────────────
      Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid        Total
    176836.50       10607.39            .00            .00     187443.89
                                        .00            .00

 Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Goto, Next tran
 ─ Company H ──────────────── Info ──────────────── Verify ─
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Receive Goods & Invoice	Press **R** to go to the Receive Goods window if this is a goods *received orde*r
	Press **R** to go to the Receive Goods and Apply Invoices window if this is a *Invoice received* order
Append	Press **A** to add a line to the end of the order.
	You may also insert a line using the Ins key.
Header	Press **H** to go back to the header screen to make changes there.

Receive Goods and Invoices Line-Entry Scrolling Screen

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
─────────────────────── Enter Orders ───────────────────────
Vendor ID    EDD001 EDDY APPLIANCE CO.          Loc ID  Order No 00000047
Ship-to ID   MN0001 Minneapolis Warehouse       MN0001  Status    Inv Rcvd

  Item ID                            Quantities Units      Unit Cost
  Description                        Ord/Rcv/Inv Status    Extended Cost
                                                           Last Invoice
≥ 350                                  20.0000 EA            226.9900
  Entry Door                          20.0000 OPEN            4539.80
                                      20.0000                 226.9900

  450                                 25.0000 EA             161.1400
  Slide by Window 24" x 40"           25.0000 OPEN            4028.50
                                      25.0000                 161.1400

  650                                 12.0000 PKG          14010.7000
  Steel Supports                      12.0000 OPEN          168128.40
                                      12.0000               14010.7000
                                                    Entry (002 of 004)
─ Order Totals (Memo) ─
     Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid      Total
    176836.50       10607.39           .00            .00     187443.89
                                       .00            .00

Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Goto, Next tran
─ Company H ──────────────── Info ──────────────── Verify ─
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Totals	Press **T** to go the totals screen. If this is a *new* or *goods received order*, the **Order Totals** screen appears. If this is an *invoice received* order, you are prompted to select either order totals or invoice totals. Since the invoice totals are always verified for an *invoice received order* (when you exit from an order) or, (press **N** to go to the next transaction), you **don't** have to press **T** to work with the **Invoice Totals**
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Purchase Order	Press **O** to print an online *purchase order, (new* orders only) if selected in Resource Manager's Options and Interfaces.
Goto	Press **G** to go to a particular line item. When the window appears, enter the line item number or use the **Inquiry** (F2) command to look up and select the number from the list that appears. (The **Goto** command is available only if there is more than one screen of line items.)
Next	Press **N** if you are finished with the transaction and are ready to enter another.

Line-item Scrolling Screen With O/I Totals Selection Prompt

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                      _ □ ✕       │
│ Settings  Edit  Print  Help                                  │
│ ────────────────────── Enter Orders ──────────────────       │
│ Vendor ID    EDD001 EDDY APPLIANCE CO.        Loc ID  Order No 00000047 │
│ Ship-to ID   MN0001 Minneapolis Warehouse     MN0001  Status    Inv Rcvd │
│                                                              │
│   Item ID                        Quantities Units     Unit Cost │
│   Description                     Ord/Rcv/Inv Status  Extended Cost │
│                                                      Last Invoice │
│   350                              20.0000 EA          226.9900 │
│   Entry Door                       20.0000 OPEN          4539.80 │
│                                    20.0000              226.9900 │
│   450                              25.0000 EA          161.1400 │
│   Slide by Window 24″ x 40″        25.0000 OPEN         4028.50 │
│                                    25.0000              161.1400 │
│   650                              12.0000 PKG        14010.7000 │
│   Steel Supports                   12.0000 OPEN        168128.40 │
│                          ┌──────────────────────┐    14010.7000 │
│                          │ Order or Invoice Totals?  (O/I) _ │ Entry (002 of 004) │
│   ─ Order Totals (Memo)──└──────────────────────┘              │
│      Subtotal      Sales Tax    Freight/Misc  Disc/Prepaid      Total │
│      176836.50     10607.39          .00          .00      187443.89 │
│                                      .00          .00            │
│                                                              │
│ Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Goto, Next tran │
│ ─ Company H ───────────── Info ─────────────── Verify ─       │
└─────────────────────────────────────────────────────────────┘
```

Pressing **T** (totals) above, on the line-item scrolling screen, will bring up this prompt.

Choose either the **O**rder totals or the **I**nvoice totals.

Order Totals Screen (Memo)

```
OSAS T001                                                                  _ □ ×
Settings  Edit  Print  Help
                                  ── Enter Orders ──
                               ── Order Totals (Memo) ──
                         Order Cls       Curr Invd     Posted Invd     Variance
         Subtotal       176836.50        176836.50           .00           .00

         Freight           .00                 .00           .00           .00
         Misc              .00                 .00           .00           .00
         Sales Tax       10607.39          10607.39          .00           .00
         Total          187443.89         187443.89          .00           .00

         Prepay            .00                 .00           .00           .00
         Check No
         Discount          .00                 .00           .00           .00
         Net            187443.89         187443.89          .00           .00

         Payment 1         .00
         Due Date 1
         Payment 2         .00
         Due Date 2
         Payment 3         .00
         Due Date 3
                                                                             n
     ── Company H ──────────────── Info ──────────────── Verify ──
```

When you select **Order Totals**, the above screen appears. The order totals are simply memo totals.
They are provided for your reference and are not used by the system. You can enter prepayment
information or split the payments for the order. You will enter actual prepayment and split payment
information on the Invoice Totals screen. Only the following information can be changed

Enter the following information:

Field	Description
Freight	Enter the freight amount for the transaction.
	The general ledger account **debited** for this amount during the Post Transactions function is taken from the **distribution code** assigned to the vendor.
Misc.	Enter any miscellaneous expense associated with the purchase.
	The general ledger account **debited** for this amount during the Post Transactions function is also taken from the **distribution code** assigned to the vendor.
Sales Tax	If you edit the sales tax amount, the Sales Tax Breakdown window appears.
	The difference between the original sales tax amount and the edited sales tax value is displayed. If you change this amount, the amount on the Totals/Payments window is automatically updated.
	The tax location is displayed. You can change it, but the tax location you change it to must be one of the tax locations in the tax group entered on the Header screen for the purchase.
	The tax class defaults to **00**, you can change it. The amount of the sales tax variance is included in the totals for the tax class entered here.

Order Totals Screen (Memo)

```
OSAS T001                                                          _ □ X
Settings  Edit  Print  Help
                          ┌──────────── Enter Orders ────────────┐
                          ┌──────────── Order Totals (Memo) ──────┐
                          Order Cls      Curr Invd   Posted Invd     Variance
           Subtotal      176836.50      176836.50          .00          .00

           Freight      .00                   .00          .00          .00
           Misc                .00            .00          .00          .00
           Sales Tax      10607.39       10607.39          .00          .00
           Total         187443.89      187443.89          .00          .00

           Prepay              .00            .00          .00          .00
           Check No
           Discount            .00            .00          .00          .00
           Net           187443.89      187443.89          .00          .00

           Payment 1           .00
           Due Date 1
           Payment 2           .00
           Due Date 2
           Payment 3           .00
           Due Date 3
                                                                             n
           Company H ────────────────── Info ────────────── Verify
```

Enter the following information:

Field	Description
Prepay	If you don't enter a value in this field, the **Check No** field is skipped.
	When an amount is entered in this field, the cursor moves to the **Check No** field.
Check No	If an amount was entered in the **Prepay** field, the cursor stops at this field.
	If you don't enter a number into this field **Cash** will default
Disc	The amount displayed in this field is calculated using the terms code entered on the Header screen. You can accept the calculated amount, or edit it.
Payment 1	**Net** due amount defaults into this field. You may split this invoice into three payments with different due dates.
Payment Date	Enter the date of the payment.
Payment 2	You can split the invoice, with the remaining amount due defaulting into the following payment.
Payment 3	Remaining amount defaults into this field.

Line-item Scrolling Screen With Invoice Number Selection Prompt

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                          ──── Enter Orders ────
Vendor ID    EDD001 EDDY APPLIANCE CO.         Loc ID  Order No 00000047
Ship-to ID   MN0001 Minneapolis Warehouse      MN0001  Status    Inv Rcvd

   Item ID                      Quantities Units       Unit Cost
   Description                  Ord/Rcv/Inv Status   Extended Cost
                                                       Last Invoice
   350                            20.0000 EA             226.9900
   Entry Door                     20.0000 OPEN            4539.80
                                  20.0000                226.9900

   450                            25.0000 EA             161.1400
   Slide by Window 24" x 40"      25.0000 OPEN           4028.50
                                  25.0000                161.1400

   650                            12.0000 PKG          14010.7000
   Steel Supports                 12.0000 OPEN          168128.40
                                                       14010.7000
                      ┌──────────────────────┐
                      │ Invoice No  T45-8251 │     Entry (002 of 004)
  ── Order Totals (Memo) ─└──────────────────────┘
        Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid        Total
      176836.50       10607.39          .00           .00        187443.89
                                        .00           .00

Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Goto, Next tran
── Company H ────────────── Detl ───────── Inquiry ──────── Verify ──
```

When you select **Invoice Totals** (from the above, O/I selection Prompt) you are prompted for the invoice number if more than one exists.

Invoice Totals Screen

```
┌─ OSAS T001 ─────────────────────────────────────────────── _ □ ✕ ┐
│ Settings  Edit  Print  Help                                        │
│                     ──────── Enter Orders ────────                 │
│ Vendor ID   EDD001 EDDY APPLIANCE CO.        Loc ID  Order No 00000047 │
│ Ship-t┌───────────── Invoice Totals ──────────────┐nv Rcvd       │
│    ┌──│ Invoice No I45-8251 Date 03/07/2000 GL Per 03  1099? NO │  │
│  Item │                                            │       Cost  │
│  Desc │            Current Class    Posted    Total Invd │ Cost  │
│       │ Taxable    176836.50          .00      176836.50 │voice  │
│  350  │ Nontaxable      .00           .00            .00 │.9900  │
│  Entr │ Subtotal   176836.50          .00      176836.50 │39.80  │
│       │                                            │     .9900  │
│  450  │ Freight         .00           .00            .00 │.1400  │
│  Slid │ Misc            .00           .00            .00 │28.50  │
│       │ Sales Tax   10607.39          .00       10607.39 │.1400  │
│  650  │ Total      187443.89          .00      187443.89 │.7000  │
│  Stee │                                            │     28.40  │
│       │ Prepayment      .00   Check Number         │     .7000  │
│       │ Discount        .00   Payment Date         │    of 004) │
│ ─ Order│                      Online Check? NO     │           │
│     S │ Payment 1       .00   Due Date 1           │    Total  │
│    17 │ Payment 2       .00   Due Date 2           │   7443.89 │
│       │ Payment 3       .00   Due Date 3           │           │
│       └────────────────────────────────────────────┘           │
│                                                            n    │
│ ─ Company H ──────────────── Info ──────────────── Verify ─     │
└────────────────────────────────────────────────────────────────┘
```

The above screen appears for the invoice you selected. You can access the following fields.

Field	Description
Date	The terminal date defaults in, you can change it.
GL Period	The current GL period defaults in, you can change it .
1099?	Enter **Yes** if this invoice is to be included on the Vendor's 1099 form. Enter **No** to not include on 1099.
	If this vendor is not set up to receive a 1099 you cannot get to the 1099? Field.
Freight	Enter the freight amount for the transaction.
	The general ledger account **debited** for this amount during the Post Transactions function is taken from the **distribution code** assigned to the vendor.
Misc.	Enter any miscellaneous expense associated with the purchase.
	The general ledger account **debited** for this amount during the Post Transactions function is also taken from the **distribution code** assigned to the vendor.
Sales Tax	If you edit the sales tax amount, the Sales Tax Breakdown window appears.
	The difference between the original sales tax amount and the edited sales tax value is displayed. If you change this amount, the amount on the Totals/Payments window is automatically updated.
	The tax location is displayed. You can change it, but the tax location you change it to must be one of the tax locations in the tax group entered on the Header screen for the purchase.
	The tax class defaults to **00**, you can change it. The amount of the sales tax variance is included in the totals for the tax class entered here.

Invoice Totals Screen

```
OSAS T001                                              _ □ X
Settings  Edit  Print  Help
                      ─── Enter Orders ───
Vendor ID    EDD001 EDDY APPLIANCE CO.        Loc ID  Order No 00000047
Ship-t ────────── Invoice Totals ──────────┐  nv Rcvd
      │ Invoice No I45-8251 Date 03/07/2000 GL Per 03  1099? NO │
  Item │                                                        │  Cost
  Desc │            Current Class    Posted     Total Invd │  Cost
        │ Taxable    176836.50          .00    176836.50 │  voice
  350  │ Nontaxable      .00          .00           .00 │  .9900
  Entr │ Subtotal   176836.50          .00    176836.50 │  39.80
        │                                                │  .9900
  450  │ Freight         .00          .00           .00 │  .1400
  Slid │ Misc            .00          .00           .00 │  28.50
        │ Sales Tax   10607.39         .00     10607.39 │  .1400
  650  │ Total      187443.89          .00    187443.89 │  .7000
  Stee │                                                │  28.40
        │ Prepayment      .00   Check Number             │  .7000
        │ Discount        .00   Payment Date             │  of 004)
 Order │                       Online Check? NO          │
     S │ Payment 1       .00   Due Date 1                │   Total
    17 │ Payment 2       .00   Due Date 2                │  7443.89
        │ Payment 3       .00   Due Date 3                │
        │                                                │         n
  Company H ──────────────── Info ──────────────── Verify ──┘
```

Enter the following information:

Field	Description
Prepay	If you don't enter a value in this field, the **Check No** field is skipped.
	When an amount is entered in this field, the cursor moves to the **Check No** field.
Check No	If an amount was entered in the **Prepay** field, the cursor stops at this field.
	If you don't enter a number into this field **Cash** will default
Disc	The amount displayed in this field is calculated using the terms code entered on the Header screen. You can accept the calculated amount, or edit it.
Payment 1	**Net** due amount defaults into this field. You may split this invoice into three payments with different due dates.
Payment Date	Enter the date of the payment.
Payment 2	You can split the invoice, with the remaining amount due defaulting into the following payment.
Payment 3	Remaining amount defaults into this field.

The amount posted, and the total invoiced, for the invoice number are displayed on the right side of the window.

Receiving Goods

Enter Orders Screen With Transaction Type Menu

After an order has been entered, use the options 5, 6, and 7 on the Transaction Type menu to enter the receipt of goods and to apply invoices.

Use the **Receive Goods** function to enter the receipt of goods when part or all of an order arrives before the invoice.

Use the **Apply Invoices** function to apply an invoice when it arrives after the goods have been received. An Invoice may not be applied to an order before the goods have been received.

Use the **Receive Goods and Invoices** function to enter the receipt of goods and invoices that arrive at the same time.

Receive Goods Header Information Screen With Receive All? Prompt

```
OSAS T001                                               _ □ ×
Settings  Edit  Print  Help
                         ── Receive Goods ──
                     ── Header Information ──
   Purchase Order No 00000043    Date  03/06/2000      Status New

   Loc ID    MN0001    MINNEAPOLIS WAREHOUSE

   Vendor ID  ACE001                 Ship-to ID:  DAL001
    ACE PLUMBING SUPPLY COMPANY       DALLAS-FT WORTH DOME HOMES
    6769 GOLDEN GATE DRIVE            1025 37TH AVE SE
                                      DALLAS,  TX   77777

    SAN FRANCISCO   CA    35454-5548
   Terms Code  AP0003     Type Reg    FOB
   Terms Desc  1/10,n/30
   Terms %  1.0  Days  10  Net Days  30   Ship Via    ROCKET EXPRESS
                  Tax Group CA        Ordered By  Susan
   Notes                              Received By
    Special Order for Dallas-Ft Worth
    Dome Homes--DROP SHIPPED          Requested Ship Date  03/08/2000


                          Receive All?      ■
   ── Company H ──────────────── Info ──────────────── Verify ──
```

Select **Receive Goods** from the Transaction Type menu.

Enter the number of the purchase order, for which you received the goods, or the **Inquiry** (F2) command is available to look up and select the number from a list.

The header information is displayed. You cannot change the header here, but you can come back to it from the line-item scrolling area.

The following prompt appears: **Receive All?** (Y/N)

If you enter **N** at the **Receive All?** prompt, you are taken to the line-item scrolling area.

To enter receipt information, for the goods you received, move the cursor to a line item and press **R** (Receive Goods)

Receive Goods Header Information Screen With Receipt Prompt

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                          ┌───── Receive Goods ─────┐
                      ┌──── Header Information ─────┐
   Purchase Order No 00000043    Date  03/06/2000      Status New

   Loc ID   MN0001    MINNEAPOLIS WAREHOUSE

   Vendor ID  ACE001                  │ Ship-to ID: DAL001
    ACE PLUMBING SUPPLY COMPANY       │  DALLAS-FT WORTH DOME HOMES
    6769 GOLDEN GATE DRIVE            │  1025 37TH AVE SE
                                      │  DALLAS, TX   77777

    SAN FRANCISCO   CA   35454-5548
   Terms Code  AP0003    Type Reg       FOB
   Terms Desc  1/10,n/30
   Terms %  1.0  Days  10  Net Days  30 │ Ship Via   ROCKET EXPRESS
            Tax G┌──────────────────────┐san
   Notes          │ Receipt No   Date      GL Per │
    Special Order for Da│ ███████  03/07/2000   03 │
    Dome Homes--DROP SHI│                  Date  03/08/2000 │
                        └──────────────────────┘

   ─ Company H ──────────── Info ────── Inquiry ──────── Verify ─
```

If you enter **Y** at the **Receive All?** prompt, an abbreviated Receive Goods window appears.

Enter the following information:

Field	Description
Receipt No	Enter a receipt number , or press **Enter** to skip this field
Date	Press **Enter** to accept the current date, or change it
GL Period	Press **Enter** to accept the current GL Period, or change it

Use the **Proceed** (PgDn) command to save the information and go to the line-item scrolling area.

Receive Goods Line-Item Scrolling Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
─────────────────────── Receive Goods ───────────────────────
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY   Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES            Status   Goods Rcvd

   Item ID                          Quantities Units      Unit Cost
   Description                      Ord/Rcv/Inv Status   Extended Cost
                                                          Last Invoice
 ≥ 100                                10.0000 PKG          343.5500
   Electrical Package                 10.0000 OPEN          3435.50
                                        .0000                .0000
   200600                              5.0000 EA            75.1500
   Humidifier                          5.0000 OPEN          375.75
                                        .0000                .0000
   200300                              1.0000 EA           429.9500
   Air Conditioner                     1.0000 OPEN          429.95
                                        .0000                .0000
                                                     Entry (001 of 004)
─ Order Totals (Memo) ──────────────────────────────────────────
     Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid        Total
     4571.02         251.55          .00            .00          4822.57
                                     .00            .00

 Enter=edit, Rcv gds, Append, Header, Totals, View, Online, Goto, Next tran
─ Company H ──────────────── Info ──────────────── Verify ─
```

In this example, **Y** was entered at the **Receive All?** prompt.

- The receipt number, date, and general ledger period are assigned to all open line items.

- The total quantity received is adjusted and is equal to the total quantity ordered.

  - If you've already entered a receipt for a line item, the remaining quantity is received at the cost of the first receipt you entered.

  - If you haven't entered a receipt for a line item, the entire quantity is received at the purchase order cost.

  - If you haven't received all the goods for a line item, you can change the quantity received.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Receive Goods & Invoice	Press **R** to go to the Receive Goods window
Append	Press **A** to add a line to the end of the order.
	You may also insert a line using the **Ins** key.

Receive Goods Line-Item Scrolling Screen

```
 OSAS T001                                                    _□×
Settings  Edit  Print  Help
                          ── Receive Goods ──
 Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
 Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES              Status    Goods Rcvd

   Item ID                           Quantities Units      Unit Cost
   Description                       Ord/Rcv/Inv Status   Extended Cost
                                                           Last Invoice
 ≥ 100                                 10.0000 PKG           343.5500
   Electrical Package                  10.0000 OPEN          3435.50
                                         .0000                 .0000
   200600                               5.0000 EA             75.1500
   Humidifier                           5.0000 OPEN           375.75
                                         .0000                 .0000
   200300                               1.0000 EA            429.9500
   Air Conditioner                      1.0000 OPEN           429.95
                                         .0000                 .0000
 ── Order Totals (Memo) ──                          Entry (001 of 004)
     Subtotal     Sales Tax   Freight/Misc  Disc/Prepaid       Total
      4571.02       251.55          .00          .00          4822.57
                                    .00          .00

   Enter=edit, Rcv gds, Append, Header, Totals, View, Online, Goto, Next tran
 ── Company H ──────────── Info ──────────── Verify ──
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Header	Press **H** to go back to the header screen to make changes there. .
Totals	Press **T** to go the totals screen. If this is a *new or goods received order*, the Order Totals screen appears
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Purchase Order	Press **O** to print an online **purchase order, (new** orders only) if selected in Resource Manager's Options and Interfaces.
Goto	Press **G** to go to a particular line item. When the window appears, enter the line item number or use the Inquiry (F2) command to look up and select the number from the list that appears. (The **Goto** command is available only if there is more than one screen of line items.)
Next	Press **N** if you are finished with the transaction and are ready to enter another.

Receive Serialized Goods Entry Window

```
┌────────────────────────────────────────────────────────────┐
│ OSAS T001                                          _ □ ×     │
│ Settings  Edit  Print  Help                                 │
│ ──────────────────────── Receive Goods ──────────────────   │
│ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY   Loc ID  Order No 00000043 │
│ Shi┌───────────── Receive Serialized Goods Entry ──────────┐ Rcvd │
│    │ Receipt Number R111-1     Date 03/07/2000  GL Period 03 │    │
│  L │ Item ID 920002            Qty Ordered        1.0000    │    │
│  I │                                                        │    │
│  D │   Serial Number/Comment          Qty Received  Unit Cost│    │
│  G │ ⌐ TRN-55-35578                       1.0000     329.8200 │    │
│  R │       CERAMIC COOK TOP                                  │    │
│    │                                                        │ st │
│  O │                                                        │ 82 │
│  T │                                                        │    │
│  B │                                                        │    │
│    │                                                        │ t  │
│  C │                                                        │ 0  │
│    │ (000001 of 000001)          ──────────────────────────── │ 0  │
│ ─  │                           Total         1.0000  329.8200 │    │
│  O │                           Ext Cost              329.8200 │    │
│    └────────────────────────────────────────────────────────┘ tal │
│              Enter = edit, Append, Done                        .74 │
│                                                              │
│  ─ Company H ──────────────────────────────── Verify ─       │
└────────────────────────────────────────────────────────────┘
```

If a line entry was for a **serialized item**, you are prompted to enter the serial numbers

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Append	Press **A** to add a serial number to the end of the list.
Done	Press **D** to exit from the Enter Serial Number Window. The quantity received will be updated to correlate with the number of serial numbers that have been entered.

After you save the last serial number, you are brought to the line-item screen for the next serialized item, or you are returned to the line-item scrolling area, if this is the last serialized item.

Receive Goods Line-Item Scrolling Screen

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
                            ─── Receive Goods ───
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES              Status    Goods Rcvd

   Item ID                          Quantities Units       Unit Cost
   Description                      Ord/Rcv/Inv Status    Extended Cost
                                                            Last Invoice
 ≥ 100                                10.0000 PKG            343.5500
   Electrical Package                10.0000 OPEN             3435.50
                                        .0000                   .0000
   200600                              5.0000 EA              75.1500
   Humidifier                          5.0000 OPEN             375.75
                                        .0000                   .0000
   200300                              1.0000 EA             429.9500
   Air Conditioner                     1.0000 OPEN            429.95
                                        .0000                   .0000
                                               Entry (001 of 004)
  ─ Order Totals (Memo) ─
      Subtotal       Sales Tax    Freight/Misc  Disc/Prepaid          Total
      4571.02          251.55          .00           .00            4822.57
                                       .00           .00

   Enter=edit, Rcv gds, Append, Header, Totals, View, Online, Goto, Next tran
  ─ Company H ───────────── Info ─────────────── Verify ─
```

Since **Y** was entered, to receive all goods, for this example, the system created a receipt record equal to the quantity ordered for each line item.

Let's assume that the company really received 8 Electrical packages, (item 100), not 10.

Receive Goods Edit Window

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
                            ─── Receive Goods ───
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY     Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES              Status    Goods Rcvd
  ┌───────────── Receive Goods ────────── Entry 001 ──────┐
  │ Line Status  OPEN          Tax Class 03   Job/Phase ID 100001 A
  │ Item ID 100                              Cost Code   100 Material $
  │ Desc  Electrical Package                 GL Account  104200
  │ GL Desc                                  INVENTORY - WORK-IN-PROCESS
  │ Requested Ship Date 03/08/2000
  │                 Goods Qty Units Invoice Qty    Unit Cost       Ext Cost
  │ Ordered          10.0000 PKG                   343.5500        3435.50
  │ Total Recd       10.0000          .0000
  │ Bal Due            .0000        10.0000
  │                                                          Invd Ext Cost
  │ Current          10.0000          .0000                            .00
  │ ┌─ Receive Goods (Edit) ─
  │ │ Receipt No   Date    Period  Quantity      Unit Cost     Ext Cost
  │0│ R111-1    03/07/2000 03 10.0000           343.5500       3435.50 │
  │ └                                                                  1
  │      4571.02        251.55         .00           .00        4822.57
  │                                    .00           .00
  │
  ─ Company H ───────────── Detl ─────────────── Verify ─
```

Use the **arrow** keys to move the cursor to item 100. Press **R** (Receive Goods) to display the Receive Goods (Edit) window.

Receive Goods Edit Window With Receipt Detail Information

```
 OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                          Receive Goods
Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES              Status   Goods Rcvd
                      Receipt Detail Information
   Purchase Order No 00000043  Entry No 001 Item ID 100

   Post Receipt       Date        Quantity      Unit Cost      Ext Cost
    No  R111-1    03/07/2000        10.0000      343.5500       3435.50




                        F5 for New Entry No

       Receive Goods (Edit)
     Receipt No   Date    Period   Quantity      Unit Cost      Ext Cost
  0  R111-1    03/07/2000 03        10.0000      343.5500       3435.50
                                                                         1
       4571.02        251.55          .00           .00         4822.57
                                       .00           .00

   Company H                          Detl                      Verify
```

Use the **Detl** (Shift F2) command to view the receipt/invoice detail information. It shows the 10 electrical packages received.

The amount received was set to 10 (amount ordered) when we said **Yes** to **Receive All ?**, above.

Receipt Detail Information Using F5

```
 OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                          Receive Goods
Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES              Status   Goods Rcvd
                      Receipt Detail Information
   Purchase Order No 00000043  Entry No ▮  Item ID
   < Line Entry Inquiry >
    Entry No     Item ID              Description
  >  001        100                   Electrical Package
     002        200600                Humidifier
     003        200300                Air Conditioner
     004        920002                Stove - White
     < end >


       Receive Goods (Edit)
     Receipt No   Date    Period   Quantity      Unit Cost      Ext Cost
  0  R111-1    03/07/2000 03        10.0000      343.5500       3435.50
                                                                         1
       4571.02        251.55          .00           .00         4822.57
                                       .00           .00

   Company H                          Detl                      Verify
```

Use the **Abandon** (F5) command (twice) to display the Line Entry Inquiry window.

This window gives the Item ID and description for each of the Entry numbers. The **Inquiry** (F2) command is available.

Receive Goods Edit Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
┌──────────────────────── Receive Goods ────────────────────────┐
│ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043 │
│ Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES             Status   Goods Rcvd │
│┌─────────────────── Receive Goods ──────────── Entry 001 ──┐ │
││ Line Status  OPEN         Tax Class 03   Job/Phase ID 100001 A │ │
││ Item ID 100                              Cost Code   100 Material $ │ │
││ Desc  Electrical Package                 GL Account  104200 │ │
││ GL Desc                                  INVENTORY - WORK-IN-PROCESS │ │
││ Requested Ship Date 03/08/2000 │ │
││             Goods Qty Units Invoice Qty    Unit Cost      Ext Cost │ │
││ Ordered        10.0000 PKG                  343.5500       3435.50 │ │
││ Total Recd     10.0000            .0000 │ │
││ Bal Due          .0000          10.0000 │ │
││                                             Invd Ext Cost │ │
││ Current        10.0000           .0000                 .00 │ │
││┌── Receive Goods (Edit) ──┐ │ │
│└┤ Receipt No  Date   Period  Quantity    Unit Cost   Ext Cost ├─┘ │
│ 0│ R111-1   03/07/2000 03 10.0000         343.5500    3435.50 │ │
│  └────────────────────────────────────────────────────────┘ 1 │
│      4571.02        251.55       .00       .00       4822.57 │
│                                  .00       .00 │
│ └ Company H ──────────── Detl ──────────── Verify ──┘ │
└────────────────────────────────────────────────────────────┘
```

Use the **arrow** keys to move the cursor to item 100 (on the line-item scrolling screen) Press **R** to
display the *Received Goods (Edit) Window.* It shows the 10 electrical packages received.

Receive Goods Edit Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
┌──────────────────────── Receive Goods ────────────────────────┐
│ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043 │
│ Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES             Status   Goods Rcvd │
│┌─────────────────── Receive Goods ──────────── Entry 001 ──┐ │
││ Line Status  OPEN         Tax Class 03   Job/Phase ID 100001 A │ │
││ Item ID 100                              Cost Code   100 Material $ │ │
││ Desc  Electrical Package                 GL Account  104200 │ │
││ GL Desc                                  INVENTORY - WORK-IN-PROCESS │ │
││ Requested Ship Date 03/08/2000 │ │
││             Goods Qty Units Invoice Qty    Unit Cost      Ext Cost │ │
││ Ordered        10.0000 PKG                  343.5500       3435.50 │ │
││ Total Recd     10.0000            .0000 │ │
││ Bal Due          .0000          10.0000 │ │
││                                             Invd Ext Cost │ │
││ Current        10.0000           .0000                 .00 │ │
││┌── Receive Goods (Edit) ──┐ │ │
│└┤ Receipt No  Date   Period  Quantity    Unit Cost   Ext Cost ├─┘ │
│ 0│ R111-1   03/07/2000 03 8.0000          343.5500    2748.40 │ │
│  └────────────────────────────────────────────────────────┘ 1 │
│      4571.02        251.55       .00       .00       4822.57 │
│                                  .00       .00 │
│ └ Company H ──────────── Detl ──────────── Verify ──┘ │
└────────────────────────────────────────────────────────────┘
```

To reduce the quantity received to **8**, edit the receipt record by changing the quantity to 8. The
original receipt cost is displayed and the extended cost is calculated. Use the **Proceed** (PgDn)
command to save the information.

> **Note**
>
> You cannot change the receipt cost after the initial receipt entry.

Receipt Detail Information Screen

```
┌─ OSAS T001 ──────────────────────────────────────────────── _ □ × ─┐
│ Settings  Edit  Print  Help                                         │
│                     ┌──────── Receive Goods ───────┐                │
│  Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY     Loc ID  Order No 00000043 │
│  Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES              Status    Goods Rcvd │
│                                                                     │
│    Item ID                            Quantities Units      Unit Cost │
│    Description                        Ord/Rcv/Inv Status   Extended Cost │
│                                                           Last Invoice │
│    100                  ┌─ PO Information Menu ───────┐ G      343.5500 │
│              ┌───────── Receipt Detail Information ─────────┐        │
│              │ Purchase Order No 00000043  Entry No 001 Item ID 100 │ │
│              │                                           │          │
│              │ Post Receipt    Date       Quantity   Unit Cost    Ext Cost │
│              │  No  R111-1   03/07/2000     8.0000    343.5500     2748.40 │
│  ─           │                                           │          │ ─ │
│              │                                           │          │   │
│              │                                           │          │   │
│              │                                           │          │   │
│  ─           │           F5 for New Entry No             │          │ ▪ │
│              └───────────────────────────────────────────┘        │   │
└─────────────────────────────────────────────────────────────────────┘
```

When you are back at the line-item scrolling area, use the **Info** (Shift F2) command to reveal the *PO Information Menu*.

Use the **arrow** keys to move down to the Receipt Detail Information .This will bring up the *Receipt Detail Information Screen* for this line item.

The receipt is displayed. The total quantity received is 8, and is displayed in the line-item scrolling area.

When the rest of the electrical packages arrive, use the Receive Goods function again to enter that receipt.

Applying Invoices

Enter Orders Transaction Type Menu Screen

```
 OSAS T001                                                _ □ ✕
Settings  Edit  Print  Help
                         ─── Enter Orders ───
                      ─── Header Information ───
  Purchase Order No              Date  03/07/2000      Status New

  Loc ID    MN0001
                                      ─── Transaction Type ───
  Vendor ID
                                 1. Enter New Orders
                                 2. Enter Goods Received Orders
                                 3. Enter Goods Received/Invoiced Orders
                                 4. Edit Orders
                                 5. Receive Goods
  Terms Code          Type       6. Apply Invoices
  Terms Desc                     7. Receive Goods and Invoices
  Terms %   .0  Days    Net Day  ▊
                   Tax Group
  Notes

                                   Requested Ship Date


 ─ Company H ─────────────────────────────── Verify ─
```

Select **Apply Invoices** from the Transaction Type menu to enter invoice information for orders you
have already received the goods for.

Apply Invoices Header Information Screen With Invoice All? Prompt

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                          Apply Invoices
                       Header Information
  Purchase Order No 00000043    Date  03/06/2000     Status Inv Rcvd

  Loc ID   MN0001   MINNEAPOLIS WAREHOUSE

  Vendor ID  ACE001                    Ship-to ID:  DAL001
   ACE PLUMBING SUPPLY COMPANY          DALLAS-FT WORTH DOME HOMES
   6769 GOLDEN GATE DRIVE               1025 37TH AVE SE
                                        DALLAS,  TX   77777


   SAN FRANCISCO   CA    35454-5548
  Terms Code  AP0003     Type Reg      FOB
  Terms Desc  1/10,n/30
  Terms %  1.0  Days  10  Net Days  30  Ship Via    ROCKET EXPRESS
              Tax Group CA             Ordered By  Susan
  Notes                                Received By
   Special Order for Dallas-Ft Worth
   Dome Homes--DROP SHIPPED            Requested Ship Date  03/08/2000


                          Invoice All?       ■
   Company H                       Info                     Verify
```

Enter the number of the purchase order to which you are applying an invoice, or use the **Inquiry** (F2) command to look up, and select the number, from the list that appears.

The header information is displayed. You cannot change the header here, but you can come back to it from the line-item scrolling area.

The following prompt appears: **Invoice All?** (Y/N).

If you enter **N** at the **Invoice All?** prompt, you are taken to the line-item scrolling area. Invoice information can be entered at the line item scrolling area, by moving the cursor to a line item and pressing **A (apply** invoice).

If you enter **Y** at the **Invoice All?** prompt, a window appears.

Apply Invoices Header Screen With Invoice Number Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                            Apply Invoices
                          Header Information
   Purchase Order No 00000043    Date  03/06/2000    Status Inv Rcvd

   Loc ID    MN0001    MINNEAPOLIS WAREHOUSE

   Vendor ID  ACE001                Ship-to ID:  DAL001
    ACE PLUMBING SUPPLY COMPANY       DALLAS-FT WORTH DOME HOMES
    6769 GOLDEN GATE DRIVE            1025 37TH AVE SE
                                      DALLAS,  TX   77777


    SAN FRANCISCO   CA    35454-5548
   Terms Code  AP0003    Type Reg        FOB
   Terms Desc  1/10,n/30
   Terms %  1.0  Days  10  Net Days  30  Ship Via    ROCKET EXPRESS
                  Tax G                           san
   Notes                    Invoice No   Date      GL Per
    Special Order for Da  I1-1    03/07/2000   03
    Dome Homes--DROP SHI                              Date  03/08/2000


   Company H                    Info                       Verify
```

Enter the following information:

Field	Description
Invoice No	Enter the Invoice number. Blank Invoice numbers are not allowed.
Date	The current system date defaults in here. You may change it. If you have worked with this invoice number before, you cannot change the date here. You can change it on the Invoice Totals screen.
GL Period	The current system GL period defaults here. You may change it.

Save the information using the **Proceed** (PgDn) command.

Apply Invoice Line-Item Scrolling Screen

```
OSAS T001                                                          _□X
Settings  Edit  Print  Help
                              Apply Invoices
  Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY     Loc ID  Order No 00000043
  Ship-to ID   DAL001 DALLAS-FT WORTH DOME HOMES              Status   Inv Rcvd

   Item ID                               Quantities Units       Unit Cost
   Description                           Ord/Rcv/Inv Status   Extended Cost
                                                              Last Invoice
   100                                     10.0000 PKG           343.5500
   Electrical Package                       8.0000 OPEN          3435.50
                                            8.0000               343.5500
 > 200600                                   5.0000 EA             75.1500
   Humidifier                               5.0000 OPEN           375.75
                                            5.0000                76.5000
   200300                                   1.0000 EA            429.9500
   Air Conditioner                          1.0000 OPEN          429.95
                                            1.0000               429.9500
 ─ Order Totals (Memo) ─                                   Entry (002 of 004)
      Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid          Total
      4571.02         251.55            .00            .00          4822.57
                                        .00            .00

     Enter=edit, Apply invc, Header, Totals, View, Online, Goto, Next tran
 ─ Company H ─────────────────── Info ─────────────────── Verify ─
```

In this example, **Y** was entered at the **Receive All?** prompt.

- The **invoice number**, **date**, and **general ledger period** are assigned to all open line items, you've received goods for.

- The total **quantity invoiced** is adjusted and is equal to the remaining quantity. (That is the received quantity minus the quantity already invoiced.)

- If the order contains a line for a **serialized item**, the invoice is applied to the serial numbers you entered for the associated receipt.

- You can not enter an **invoiced quantity** greater than the total quantity received.

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

- If you haven't applied an invoice to a line item, the entire quantity you've received goods for is invoiced at the **cost** at which the goods were received.

- If the invoiced cost is different from the receipt cost, or if you didn't receive all the invoices, press **A**.   This allows you to edit the invoice or enter the quantity you have been invoiced for.

Note

You cannot add line items to an order through the Apply Invoices function. Use the *Receive Goods and Invoices* function to add a line item to an **invoice received** order.

Apply Invoice Line-Item Scrolling Screen

```
OSAS T001                                                          _ □ X
Settings  Edit  Print  Help
                         ─ Apply Invoices ─
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY     Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES               Status   Inv Rcvd

  Item ID                          Quantities Units      Unit Cost
  Description                      Ord/Rcv/Inv Status   Extended Cost
                                                         Last Invoice
  100                                 10.0000 PKG          343.5500
  Electrical Package                   8.0000 OPEN          3435.50
                                       8.0000               343.5500
≥ 200600                               5.0000 EA             75.1500
  Humidifier                           5.0000 OPEN           375.75
                                       5.0000                76.5000
  200300                               1.0000 EA            429.9500
  Air Conditioner                      1.0000 OPEN           429.95
                                       1.0000               429.9500
                                                    Entry (002 of 004)
 ─ Order Totals (Memo) ─
    Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid        Total
    4571.02         251.55            .00           .00        4822.57
                                      .00           .00

   Enter=edit, Apply invc, Header, Totals, View, Online, Goto, Next tran
 ─ Company H ──────────────── Info ──────────────── Verify ─
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Apply Invoice	Press **A** to go to the Apply Invoice window
Header	Press **H** to go back to the header screen to make changes there. .
Totals	Press **T** to go the totals screen. You will be prompted to chose the Order or the Invoice Total screen. See the Receive Goods and Invoices section for an explanation of these screens.
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Purchase Order	Press **O** to print an *online purchase order*, (if selected to print online PO in the Resource Manager's Options and Interfaces)
Goto	Press **G** to go to a particular line item. When the window appears, enter the line item number or use the **Inquiry** (F2) command to look up and select the number from the list that appears. (The **Goto** command is available only if there is more than one screen of line items.)
Next	Press **N** if you are finished with the transaction and are ready to enter another.

Apply Invoices Line-Item Scrolling Screen

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
─────────────────────── Apply Invoices ───────────────────────
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES             Status   Inv Rcvd

  Item ID                          Quantities Units      Unit Cost
  Description                      Ord/Rcv/Inv Status    Extended Cost
                                                          Last Invoice
  100                                10.0000 PKG           343.5500
  Electrical Package                  8.0000 OPEN          3435.50
                                      8.0000               343.5500
▸ 200600                              5.0000 EA             75.1500
  Humidifier                          5.0000 OPEN          375.75
                                      5.0000                76.5000
  200300                              1.0000 EA            429.9500
  Air Conditioner                     1.0000 OPEN          429.95
                                      1.0000               429.9500
                                                  Entry (002 of 004)
  ─ Order Totals (Memo) ──────────────────────────────────────
     Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid        Total
     4571.02         251.55           .00            .00         4822.57
                                      .00            .00

    Enter=edit, Apply invc, Header, Totals, View, Online, Goto, Next tran
  ─ Company H ──────────────── Info ──────────────── Verify ─
```

In this example, since **Y** was entered at the **Invoice All?** prompt, invoice records were created for **all** items received. Let's assume that the company was invoiced for 3 Humidifiers (item 200600), not for 5.

Apply Invoices Screen With Apply Invoice (Edit) Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
─────────────────────── Apply Invoices ───────────────────────
Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043
Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES             Status   Inv Rcvd
  ─────────────── Apply Invoices ──────────────── Entry 002 ─
  Line Status  OPEN          Tax Class 00    Job/Phase ID
  Item ID 200600                             Cost Code
  Desc  Humidifier                           GL Account   104000
  GL Desc                                    INVENTORY - RAW MATERIALS
  Requested Ship Date 03/08/2000
                  Goods Qty Units Invoice Qty     Unit Cost        Ext Cost
  Ordered            5.0000 EA                      75.1500          375.75
  Total Recd         5.0000         5.0000
  Bal Due             .0000          .0000
                                                            Invd Ext Cost
  Current            5.0000         5.0000                        382.50
                                            ─ Apply Invoice (Edit) ─
   Invoice No   Date      Period   Quantity   Unit Cost   Ext Cost
  0 I1-1       03/07/2000 03  3.0000            76.5000      382.50
                                                                        1
      4571.02       251.55         .00          .00         4822.57
                                   .00          .00

  ─ Company H ──────────────── Detl ──────────────── Verify ─
```

Use the arrow keys to move the cursor to item 200600. Press **A (apply** invoice), the order information and *Apply Invoice* (Edit) window are displayed; change the quantity to 3.

You may edit the amount invoiced, but total quantity invoiced must be less than the total quantity received.

When you are in the Apply Invoice window, use the **Detl** (Shift F2) command to view the receipt/ invoice detail information.

Apply Invoices Screen With Apply Invoice (Edit) Window

```
┌─ OSAS T001 ──────────────────────────────────────────── _□×┐
│ Settings  Edit  Print  Help                                 │
│ ┌──────────────────── Apply Invoices ─────────────────────┐ │
│ │ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY   Loc ID  Order No 00000043
│ │ Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES            Status   Inv Rcvd │
│ │ ┌──────────── Apply Invoices ─────────── Entry 002 ───┐ │
│ │ │ Line Status  OPEN         Tax Class 00   Job/Phase ID          │
│ │ │ Item ID 200600                           Cost Code            │
│ │ │ Desc  Humidifier                         GL Account   104000  │
│ │ │ GL Desc                                  INVENTORY - RAW MATERIALS │
│ │ │ Requested Ship Date 03/08/2000                               │
│ │ │              Goods Qty Units Invoice Qty    Unit Cost      Ext Cost │
│ │ │ Ordered         5.0000 EA                    75.1500        375.75 │
│ │ │ Total Recd      5.0000          3.0000                             │
│ │ │ Bal Due          .0000          2.0000                             │
│ │ │                                              Invd Ext Cost         │
│ │ │ Current         5.0000          3.0000                      225.45 │
│ │ │                            ┌──────── Apply Invoice (Edit) ──────┐ │
│ │ │   Invoice No   Date    Period   Quantity    Unit Cost     Ext Cost │
│ │ 0 │ I1-1      03/07/2000 03        3.0000  76.50▮▮▮▮          225.45 │
│ │   │                                                            1 │
│ │       4571.02       251.55          .00          .00        4822.57 │
│ │                                     .00          .00                │
│ │                                                               │
│ └─ Company H ───────────────── Detl ──────────────── Verify ─┘ │
└─────────────────────────────────────────────────────────────┘
```

Press **Enter** to edit the unit cost. A change in the unit cost will automatically change the extended cost.

Apply Invoices Screen With Apply Invoice (Edit) Window

```
┌─ OSAS T001 ──────────────────────────────────────────── _□×┐
│ Settings  Edit  Print  Help                                 │
│ ┌──────────────────── Apply Invoices ─────────────────────┐ │
│ │ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY   Loc ID  Order No 00000043
│ │ Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES            Status   Inv Rcvd │
│ │ ┌──────────── Apply Invoices ─────────── Entry 002 ───┐ │
│ │ │ Line Status  OPEN         Tax Class 00   Job/Phase ID          │
│ │ │ Item ID 200600                           Cost Code            │
│ │ │ Desc  Humidifier                         GL Account   104000  │
│ │ │ GL Desc                                  INVENTORY - RAW MATERIALS │
│ │ │ Requested Ship Date 03/08/2000                               │
│ │ │              Goods Qty Units Invoice Qty    Unit Cost      Ext Cost │
│ │ │ Ordered         5.0000 EA                    75.1500        375.75 │
│ │ │ Total Recd      5.0000          3.0000                             │
│ │ │ Bal Due          .0000          2.0000                             │
│ │ │                                              Invd Ext Cost         │
│ │ │ Current         5.0000          3.0000                      225.45 │
│ │ │                            ┌──────── Apply Invoice (Edit) ──────┐ │
│ │ │   Invoice No   Date    Period   Quantity    Unit Cost     Ext Cost │
│ │ 0 │ I1-1      03/07/2000 03        3.0000     76.5000  229.50▮▮▮▮ │
│ │   │                                                            1 │
│ │       4571.02       251.55          .00          .00        4822.57 │
│ │                                     .00          .00                │
│ │                                                               │
│ └─ Company H ───────────────── Detl ──────────────── Verify ─┘ │
└─────────────────────────────────────────────────────────────┘
```

Press **Enter** to edit the extended cost. A change in the extended cost will automatically change the unit cost.

When the invoice arrives for the other 2 Humidifiers, use the **Apply Invoices** function again to enter that invoice.

Apply Invoices Screen With Apply Invoice (Edit) Window

```
 OSAS T001                                          _□×
Settings  Edit  Print  Help
 ──────────────────────── Apply Invoices ────────────────────────
 Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID   Order No 00000043
 Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES               Status   Inv Rcvd
 ─────────────────── Apply Invoices ──────────────── Entry 003 ───
  Line Status  OPEN           Tax Class 00    Job/Phase ID
  Item ID 200300                              Cost Code
  Desc   Air Conditioner                      GL Account   104000
  GL Desc                                     INVENTORY - RAW MATERIALS
  Requested Ship Date 03/08/2000
                     Goods Qty Units Invoice Qty    Unit Cost       Ext Cost
  Ordered            1.0000 EA                       429.9500         429.95
  Total Recd         1.0000           1.0000
  Bal Due             .0000            .0000
                                                    Invd Ext Cost
  Current            1.0000           1.0000                          429.95
                                          ───── Apply Invoice (Edit) ─────
     Invoice No   Date     Period   Quantity       Unit Cost     Ext Cost
  0  I1-1     03/07/2000 03  1.0000              429.9500       429.95
                                                                        1
       4571.02         251.55           .00           .00        4822.57
                                        .00           .00
 ─ Company H ──────────────── Detl ──────────────────── Verify ─
```

Press **Enter** and **PgDn** to advance to the next line-item, if this is the last line-item, on this invoice, you will be returned to the line-item scrolling screen.

Apply Invoices Screen With Serialized Item Apply Invoice (Edit) Window

```
 OSAS T001                                          _□×
Settings  Edit  Print  Help
 ──────────────────────── Apply Invoices ────────────────────────
 Vendor ID    ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID   Order No 00000043
 Ship-to ID  DAL001 DALLAS-FT WORTH DOME HOMES               Status   Inv Rcvd
 ─────────────────── Apply Invoices ──────────────── Entry 004 ───
  Line Status  OPEN           Tax Class 00    Job/Phase ID
  Item ID 920002              Serialized     Cost Code
  Desc   Stove - White                        GL Account   104000
  GL Desc                                     INVENTORY - RAW MATERIALS
  Requested Ship Date 03/08/2000
                     Goods Qty Units Invoice Qty    Unit Cost       Ext Cost
  Ordered            1.0000 EA                       329.8200         329.82
  Total Recd         1.0000           1.0000
  Bal Due             .0000            .0000
                                                    Invd Ext Cost
  Current            1.0000           1.0000                          329.82
               ───── Apply Invoice (Edit) ─────        .0000               .00
     Invoice No   Date     Period                              ───004──004─
  0  I1-1     03/07/2000 03
                                   ht/Misc   Disc/Prepaid          Total
       4571.02         251.55          .00           .00        4822.57
                                        .00           .00
 ─ Company H ──────────────── Detl ────────── Inquiry ───────── Verify ─
```

If you are working with a serialized item in the **Apply Invoices** function, entering **A** (Apply Invoice) will bring up an abbreviated Apply Invoice window.

Use the **Proceed** (PgDn) command to continue to the *Invoice Serialized Goods Entry* Window.

Apply Invoices Screen With Invoice Serialized Goods Entry Window

```
┌─────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                            _ □ ✕     │
├─────────────────────────────────────────────────────────────────┤
│ Settings  Edit  Print  Help                                      │
│ ┌───────────────────── Apply Invoices ──────────────────────┐   │
│ │ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY   Loc ID  Order No 00000043 │
│ │ Shi ┌────────── Invoice Serialized Goods Entry ─────────┐ cvd │
│ │     │ Invoice Number I1-1      Date 03/07/2000          │     │
│ │  L  │ Item ID 920002           Qty Received      1.0000 │     │
│ │  I  │                                                   │     │
│ │  D  │   Serial Number/Comment        Tag Invoice   Unit Cost │
│ │  G  │ ≥ TRN-55-35578                 No             329.8200 │
│ │  R  │       CERAMIC COOK TOP                             │     │
│ │     │                                                   │ st  │
│ │  0  │                                                   │ 82  │
│ │  T  │                                                   │     │
│ │  B  │                                                   │     │
│ │     │                                                   │ t   │
│ │  C  │                                                   │ 2   │
│ │     │ (000001 of 000001)          ----------------      │ 0   │
│ │     │                        Average Cost      .0000    │ 04  │
│ │ ─ 0 │                        Extended Cost       .00    │     │
│ │     │                                                   │ tal │
│ │     │     Enter = tag/untag, Tag all, Untag all, Edit, Done │ .57 │
│ │     └───────────────────────────────────────────────────┘     │
│ │                                                               │
│ │ ─ Company H ───────────────────────────────── Verify ────     │
│ └───────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────┘
```

When you enter an invoice for a serialized item, the Invoice Serialized Goods Entry screen appears, with each serial number that has been received on the order.

All serial numbers will initially display **No** in the tag column.

Apply Invoices Screen With Invoice Serialized Goods Entry Window

```
┌─ OSAS T001 ──────────────────────────────────────── _□✗ ─┐
│ Settings  Edit  Print  Help                               │
│ ┌──────────────── Apply Invoices ─────────────────────┐   │
│ Vendor ID   ACE001 ACE PLUMBING SUPPLY COMPANY    Loc ID  Order No 00000043 │
│ Shi┌────────── Invoice Serialized Goods Entry ──────────┐cvd│
│   ┌│ Invoice Number I1-1      Date 03/07/2000          │  │
│   L│ Item ID 920002          Qty Received       1.0000 │  │
│   I│                                                   │  │
│   D│    Serial Number/Comment        Tag Invoice    Unit Cost │
│   G│ ≥ TRN-55-35578                  Yes I1-1        329.8200 │
│   R│       CERAMIC COOK TOP                             │  │
│    │                                                   │st│
│   O│                                                   │82│
│   T│                                                   │  │
│   B│                                                   │  │
│    │                                                   │t │
│   C│                                                   │2 │
│    │  (000001 of 000001)                       ──────────── │0 │
│  ┌─│                              Average Cost     329.8200 │04│
│ ─ O│                              Extended Cost      329.82 │  │
│    │                                                   │tal│
│    │      Enter = tag/untag, Tag all, Untag all, Edit, Done │.57│
│    └───────────────────────────────────────────────────┘   │
│                                                             │
│  └─ Company H ───────────────────────────────── Verify ──┘  │
└─────────────────────────────────────────────────────────────┘
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter =tag/untag	Position the cursor to the left of a serial number and press **Enter**, to toggle from yes to no in the tag column.
	By tagging a serial number you indicate that you have received an invoice for the item.
Tag all	Press **T** to have all of the listed serialized items be marked as yes, in the tag column.
Untag	Press **U** to have all of the listed serialized items be marked as no in the tag column.
Edit	Press **E** to edit the unit cost or the description field.
Done	Press **D** to Proceed to the *receive goods and invoices* line item screen, or use the **Exit** (F7) command

Receiving Goods And Invoices

Enter Orders Transaction Type Menu

```
┌─────────────────────────────────────────────────────────────┐
│ OSAS T001                                           _ □ X     │
│ Settings  Edit  Print  Help                                   │
│ ┌─────────────────── Apply Invoices ─────────────────────┐   │
│ │ ┌──────────────── Header Information ──────────────┐    │   │
│ │  Purchase Order No          Date  03/07/2000    Status Inv Rcvd │
│ │                                                         │   │
│ │  Loc ID   MN0001                                        │   │
│ │ ┌───────────────────────── Transaction Type ──────────┐ │   │
│ │  Vendor ID                                             │ │   │
│ │                       1. Enter New Orders              │ │   │
│ │                       2. Enter Goods Received Orders   │ │   │
│ │                       3. Enter Goods Received/Invoiced Orders │
│ │                       4. Edit Orders                   │ │   │
│ │                       5. Receive Goods                 │ │   │
│ │  Terms Code       Type   6. Apply Invoices             │ │   │
│ │  Terms Desc              7. Receive Goods and Invoices  │ │   │
│ │  Terms %  .0  Days   Net Day  ▮                        │ │   │
│ │              Tax Group                                  │ │   │
│ │  Notes                                                  │ │   │
│ │                          Requested Ship Date           │ │   │
│ │                                                         │   │
│ │                                                         │   │
│ └─ Company H ────────────────────────────── Verify ──────┘   │
└─────────────────────────────────────────────────────────────┘
```

The Receive Goods and Invoices function combines the Receive Goods and Apply Invoices
functions. Use it when you receive the goods and the invoice for an order at the same time.

Receive Goods & Invoices Header Info With Receive & Invoice All? Prompt

```
┌─────────────────────────────────────────────────────────────┐
│ OSAS T001                                           _ □ X     │
│ Settings  Edit  Print  Help                                   │
│ ┌──────────────── Receive Goods & Invoices ───────────────┐  │
│ │ ┌──────────────── Header Information ──────────────┐     │  │
│ │  Purchase Order No 00000048   Date  03/07/2000   Status Inv Rcvd │
│ │                                                          │  │
│ │  Loc ID   MN0001   MINNEAPOLIS WAREHOUSE                 │  │
│ │                                                          │  │
│ │  Vendor ID  TIM001            Ship-to ID:  MD0001        │  │
│ │   TIMBERLAND WINDOWS, INC       Baltimore Warehouse      │  │
│ │   12035 W. 128TH ST             3117 Sumter Road         │  │
│ │                                 Baltimore, MD  23849      US │
│ │                                                          │  │
│ │   PORTLAND      OR   87888-4566                          │  │
│ │  Terms Code  AP0004    Type Reg    FOB                   │  │
│ │  Terms Desc  2/10,n/30                                   │  │
│ │  Terms %  2.0  Days  10  Net Days  30   Ship Via    PATRIOT ROADWAYS │
│ │              Tax Group CA          Ordered By           │  │
│ │  Notes                             Received By          │  │
│ │                                                          │  │
│ │                                    Requested Ship Date  │  │
│ │                                                          │  │
│ │                 Receive & Invoice All?      ▮▮          │  │
│ │ ─ Company H ──────────── Info ──────────────── Verify ── │  │
│ └──────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

Enter the number of the purchase order you want to work with, the **Inquiry** (F2) command is
available to select a purchase order number from a list. The header information is displayed.

The following prompt appears: **Receive & Invoice All?** (Y/N).

If **N** is entered at the **Receive & Invoice All?** prompt, the line-item scrolling screen is brought up.

Receive Goods & Invoices Line-Item Scrolling Screen

```
OSAS T001                                          _ □ ×
Settings  Edit  Print  Help
                      Receive Goods & Invoices
Vendor ID   TIM001 TIMBERLAND WINDOWS, INC    Loc ID  Order No 00000048
Ship-to ID  MD0001 Baltimore Warehouse        MN0001  Status   Inv Rcvd

 Item ID                          Quantities Units      Unit Cost
 Description                      Ord/Rcv/Inv Status   Extended Cost
                                                        Last Invoice
≥ 811003                            10.0000 GAL           13.9800
  Paint - Ivory - Flat               .0000 OPEN             139.80
                                     .0000                   .0000
  200200                            5.0000 EA             227.5300
  Water Heater                       .0000 OPEN            1137.65
                                     .0000                   .0000
  910003                            3.0000 EA             299.7400
  Dishwasher - Almond                .0000 OPEN             899.22
                                     .0000                   .0000
                                              Entry (001 of 003)
 Order Totals (Memo)
     Subtotal      Sales Tax  Freight/Misc  Disc/Prepaid        Total
      2176.67         87.07          .00          .00         2263.74
                                     .00          .00

  Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Next tran
 Company H                    Info                        Verify
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Receive goods and invoices	Press **R** to go to the Receive Goods and Invoices window
	NOTE: Remember to verify all default amounts before accepting them.
Append	Press **A** to add an item to the order.
Header	Press **H** to go back to the header screen to make changes there. .
Totals	Press **T** to go the totals screen. You will be prompted to chose the Order or the Invoice Total screen. See the Receive Goods and Invoices section for an explanation of these screens.
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Purchase Order	Press **O** to print an online purchase order (if selected in Resource Manager's Options and Interfaces)
Next	Press **N** if you are finished with the transaction and are ready to enter another.

If you enter **Y** at the **Receive & Invoice All?** prompt, abbreviated *Receive Goods* and *Apply Invoice* windows are displayed. Receipt and invoice records are created, as they are when you use the **Receive Goods** and **Apply Invoices** functions.

Receive Goods & Invoices Header Info With Receipt Number Window

```
 OSAS T001                                            _ □ ×
Settings  Edit  Print  Help
                    ┌──── Receive Goods & Invoices ─────
                    ├───── Header Information ─────
  Purchase Order No 00000048    Date  03/07/2000     Status Inv Rcvd

  Loc ID    MN0001    MINNEAPOLIS WAREHOUSE

  Vendor ID  TIM001                 Ship-to ID:  MD0001
   TIMBERLAND WINDOWS, INC           Baltimore Warehouse
   12035 W. 128TH ST                 3117 Sumter Road
                                     Baltimore, MD  23849      US

   PORTLAND        OR    87888-4566
  Terms Code  AP0004    Type Reg      FOB
  Terms Desc  2/10,n/30
  Terms %  2.0  Days  10  Net Days  30 │ Ship Via    PATRIOT ROADWAYS
            Tax G┌─────────────────────────┐
  Notes          │ Receipt No   Date     GL Per│
                 │ R42-1      03/07/2000    03 │
                 └─────────────────────────┘  Date

  ─ Company H ──────────── Info ──────────── Verify ─
```

Enter the following information:

Field	Description
Receipt No	Enter the Receipt number.
Date	The current system date defaults in here. You may change it.
GL Period	The current system GL period defaults here. You may change it.

Receive Goods & Invoices Header Information Screen With Invoice Number Window

```
OSAS T001                                                      _ □ ✕
Settings  Edit  Print  Help
                         Receive Goods & Invoices
                          Header Information
     Purchase Order No 00000048    Date  03/07/2000     Status Inv Rcvd

     Loc ID    MN0001    MINNEAPOLIS WAREHOUSE

     Vendor ID  TIM001                  Ship-to ID:  MD0001
      TIMBERLAND WINDOWS, INC            Baltimore Warehouse
      12035 W. 128TH ST                  3117 Sumter Road
                                         Baltimore, MD  23849      US

      PORTLAND      OR    87888-4566
     Terms Code  AP0004    Type Reg        FOB
     Terms Desc  2/10,n/30
     Terms %  2.0  Days  10  Net Days  30 │ Ship Via    PATRIOT ROADWAYS
                   Tax G
     Notes                      Invoice No
                                I42-1    03/07/2000   ng
                                                          Date

    Company H                    Info                    Verify
```

Enter the following information:

Field	Description
Invoice No	Enter the Invoice number.
Date	The current system date defaults in here. You may change it.
GL Period	The current system GL period defaults here. You may change it.

Receive Goods & Invoices Receive Lotted Goods Entry Window

```
OSAS T001                                                          _ □ X
Settings  Edit  Print  Help
                    ─── Receive Goods & Invoices ───
Vendor ID   TIM001 TIMBERLAND WINDOWS, INC        Loc ID  Order No 00000048
Shi┌─────────── Receive Lotted Goods Entry ────────────┐cvd
   │ Receipt Number R42-1      Date 03/07/2000   GL Period 03 │
 L │ Item ID 811003            Qty Ordered        10.0000     │
 I │                                                          │
 D │  Lot Number/Comment      Qty Ordered  Qty Received   Unit Cost │
 G │ ▶                                                        │
   │                                                          │st
 O │                                                          │80
 T │                                                          │
 B │                                                          │
   │                                                          │t
 C │                                                          │00
 P │  (000001 of 000000)             ───────────────────────  │00
   │                          Total           .0000      13.9800 │
─ Or│                         Ext Cost                     .0000  │
   │                                                          │tal
   │              Enter = edit, Append, Done                  │.74
   └──────────────────────────────────────────────────────────┘
   │ Verifying...                                             │
─ Company H ─────────────────────────────────── Verify ─
```

If the Items you are receiving / invoicing are lotted goods, the **Receive Lotted Goods Entry Window** will appear. Enter the lot number(s) for the items received.

Receive Goods & Invoices Receive Serialized Goods Entry Window

```
OSAS T001                                                          _ □ X
Settings  Edit  Print  Help
                    ─── Receive Goods & Invoices ───
Vendor ID   TIM001 TIMBERLAND WINDOWS, INC        Loc ID  Order No 00000048
Shi┌─────────── Receive Lotted Goods Entry ────────────┐cvd
   │ Receipt Number R42-1      Date 03/07/2000   GL Period 03 │
 L │ Item ID 811003            Qty Ordered        10.0000     │
 I │                                                          │
 D │  Lot Number/Comment      Qty Ordered  Qty Received   Unit Cost │
 G │ ▶ RDW42-554-88               .0000       1.0000      13.9800 │
   │       QUIET CYCLE                                        │
   │                                                          │st
 O │                                                          │80
 T │                                                          │
 B │                                                          │
   │                                                          │t
 C │                                                          │00
 P │  (000001 of 000001)             ───────────────────────  │00
   │                          Total          1.0000     13.9800 │
─ Or│                         Ext Cost                  13.9800  │
   │                                                          │tal
   │              Enter = edit, Append, Done                  │.74
   └──────────────────────────────────────────────────────────┘
   │                                                          │
─ Company H ─────────────────────────────────── Verify ─
```

If the Items you are receiving / invoicing are serialized goods, the **Receive Serialized Goods Entry Window** will appear. Enter the serial number(s) for the items received.

Editing Orders

Enter Orders Transaction Type Menu Screen

```
OSAS T001                                              _ □ X
Settings  Edit  Print  Help
                       ─── Enter Orders ───
                   ─── Header Information ───
 Purchase Order No           Date  03/07/2000     Status Inv Rcvd

 Loc ID    MN0001
                                    ─── Transaction Type ───
 Vendor ID
                               1. Enter New Orders
                               2. Enter Goods Received Orders
                               3. Enter Goods Received/Invoiced Orders
                               4. Edit Orders
                               5. Receive Goods
 Terms Code         Type       6. Apply Invoices
 Terms Desc                    7. Receive Goods and Invoices
 Terms %   .0  Days     Net Day  4
                 Tax Group
 Notes
                                    Requested Ship Date


 ── Company H ──────────────────────────────── Verify ──
```

Select **Edit Orders** from the Transaction Type menu in Daily Work to change header information, line items, unposted receipt records or unposted invoice records.

Edit Orders Header Information Screen

```
OSAS T001                                              _ □ X
Settings  Edit  Print  Help
                       ─── Edit Orders ───
                   ─── Header Information ───
 Purchase Order No 00000041   Date  03/07/2000     Status Inv Rcvd

 Loc ID    MN0001   MINNEAPOLIS WAREHOUSE

 Vendor ID  CLE001                    Ship-to ID:  MN0001
  CLEVELAND INTERIORS, INC.            Minneapolis Warehouse
  4662 SE MAIN                         453 Lake Drive
                                       Minneapolis, MN  55455      US

  CLEVELAND       OH    54566-5789
 Terms Code  AP0004      Type Reg     FOB
 Terms Desc  2/10,n/30
 Terms %  2.0  Days  10  Net Days  30  Ship Via    JONES EXP TRUCKING
                 Tax Group CA         Ordered By  John
 Notes                                Received By

                                      Requested Ship Date  03/10/2000


 ── Company H ──────────── Info ─ Maint ─ Inquiry ────── Verify ──
```

You **can not** change the order status, vendor ID or location ID on the header screen, or the item number on the line item screen.

Edit Orders Line-Item Scrolling Screen

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
───────────────────────── Edit Orders ─────────────────────────
Vendor ID   CLE001 CLEVELAND INTERIORS, INC.     Loc ID  Order No 00000041
Ship-to ID  MN0001 Minneapolis Warehouse         MN0001  Status   Inv Rcvd

  Item ID                          Quantities Units       Unit Cost
  Description                      Ord/Rcv/Inv Status    Extended Cost
                                                           Last Invoice
⌐ 100                                30.0000 PKG             343.5500
  Electrical Package                 20.0000 OPEN          10306.50
                                     20.0000                 343.5500
  150                                20.0000 PKG             907.5300
  Plumbing Package                   10.0000 OPEN          18150.60
                                     10.0000                 907.5300
  450                                10.0000 EA              161.1400
  Slide by Window 24" x 40"          10.0000 OPEN            1611.40
                                     10.0000                 161.1400
                                                  Entry (001 of 003)
── Order Totals (Memo) ─────────────────────────────────────────
     Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid        Total
     30068.50       1804.11            .00          .00        31872.61
                                       .00          .00

  Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Next tran
── Company H ──────────────── Info ──────────────── Verify ──
```

┌──────────────┐
│   **Note**   │
└──────────────┘

The options on the active command bar will be determined by the status of the order being edited. If you edit an order with a status of Goods Received, Receive Goods will display as an option. An order with a status of Invoice Received will display Receive Goods and Invoices as an option.

These commands are the same as those used in the Receive Goods, Apply Invoices, and Receive Goods and Invoices functions.

Edit Orders Screen With Receive Goods (New) Window

```
┌─────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                    _ □ ✕     │
│ Settings  Edit  Print  Help                        �     │
│ ──────────────────────── Edit Orders ──────────────      │
│ Vendor ID   CLE001 CLEVELAND INTERIORS, INC.    Loc ID  Order No 00000041 │
│ Ship-to ID  MN0001 Minneapolis Warehouse        MN0001  Status   Inv Rcvd │
│ ────────────── Receive Goods & Invoices ──────── Entry 001 ──── │
│  Line Status  OPEN          Tax Class 03   Job/Phase ID   │
│  Item ID 100                               Cost Code      │
│  Desc  Electrical Package                  GL Account  104400 │
│  GL Desc                                   INVENTORY - FINISHED GOODS │
│  Requested Ship Date 03/10/2000                          │
│                 Goods Qty Units Invoice Qty   Unit Cost      Ext Cost │
│  Ordered         30.0000 PKG                  343.5500     10306.50 │
│  Total Recd      20.0000        20.0000                   │
│  Bal Due         10.0000        10.0000                   │
│                                              Invd Ext Cost │
│  Current         20.0000        20.0000                    6871.00 │
│  ── Receive Goods (Edit) ──                              │
│  ┌ Receipt No  Date     Period   Quantity   Unit Cost    Ext Cost ┐ │
│ 0│ R1-111   03/07/2000  03      20.0000    343.5500     6871.00 │ │
│  └                                                        ┘1 │
│     30068.50      1804.11         .00         .00       31872.61 │
│                                   .00         .00        │
│                                                          │
│  ─ Company H ──────────── Detl ──────────────── Verify ─ │
└─────────────────────────────────────────────────────────┘
```

You can add a receipt, or edit an unposted receipt, for an order with a status of **Goods Received** or **Invoice Received**.

A posted receipt may not be edited. If a receipt is posted, you must enter a return to reverse the transaction.

Enter the following information:

Field	Description
Receipt No	Enter the number, of the receipt, to be edited.
	If this is the first receipt that you have entered for this order in this data entry session, the receipt number defaults to blank. You may leave it blank.
	If you previously entered a receipt for this line item with a blank receipt number (*Edit*) appears in the title of the Receive Goods window, otherwise (*New*) appears with a blank receipt number
	If you have entered a receipt for another line item in this session, the last receipt number that you specified defaults in the receipt number field.
	If you enter the number of an unposted receipt, (*Edit*) replaces (*New*) in the title of the Receive Goods window.

Edit Orders Screen With Receive Goods (Edit) Window

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help                                          ⇖
┌────────────────────────── Edit Orders ──────────────────────────┐
 Vendor ID   CLE001 CLEVELAND INTERIORS, INC.      Loc ID  Order No 00000041
 Ship-to ID  MN0001 Minneapolis Warehouse          MN0001  Status   Inv Rcvd
┌────────────────── Receive Goods & Invoices ──────────── Entry 001 ──┐
 Line Status  OPEN          Tax Class 03    Job/Phase ID
 Item ID 100                                Cost Code
 Desc  Electrical Package                   GL Account   104400
 GL Desc                                    INVENTORY - FINISHED GOODS
 Requested Ship Date 03/10/2000
                    Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
 Ordered              30.0000 PKG                   343.5500     10306.50
 Total Recd           20.0000       20.0000
 Bal Due              10.0000       10.0000
                                                             Invd Ext Cost
 Current              20.0000       20.0000                      6871.00
┌─ Receive Goods (New ) ──────────────────────────────────────────┐
│  Receipt No   Date    Period   Quantity    Unit Cost    Ext Cost │
└ 0 ▉▉▉▉▉▉▉  03/07/2000 03       10.0000     343.5500     3435.50  ┘
┌────────────────────────────────────────────────────────────────1┐
    30068.50      1804.11         .00          .00        31872.61
                                  .00          .00

└ Company H ──────────────── Detl ─────── Inquiry ─────── Verify ──┘
```

Enter the following information:

Field	Description
Date	You may change the date of an unposted receipt.
GL Period	You may change the GL period of an unposted receipt.
Quantity	You may change the quantity of an unposted receipt.
	You must be working with the original receipt number to reduce the quantity received.
	If the order is Invoice Received, you will have to reduce the amount invoiced, before you may reduce the quantity received (below the amount previously invoiced).
	Receipt records disappear if you change the quantity received to zero.
	You can't enter a negative quantity on a receipt record
Cost	You can not enter a receipt cost, other than the one that was entered on the first receipt, for this line item.

After you press **R** (Receive Goods or Receive Goods and Invoices) use the **Detail** (Shift F2) Command to view receipts detail information for this line item. This information will help to determine whether line item information is posted or unposted.

Posted receipts can not be changed. If a receipt is posted, you must enter a return to reverse the transaction.

Receipt Detail Information Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help                                           ⬉
────────────────────── Edit Orders ──────────────────────
Vendor ID   CLE001 CLEVELAND INTERIORS, INC.     Loc ID  Order No 00000041
Ship-to ID  MN0001 Minneapolis Warehouse         MN0001  Status   Inv Rcvd

  Item ID                        Quantities Units      Unit Cost
  Description                     Ord/Rcv/Inv Status    Extended Cost
                                                        Last Invoice
  100              ┌── PO Information Menu ──┐  G          343.5500
               ───── Receipt Detail Information ─────
   Purchase Order No 00000041  Entry No 001 Item ID 100

   Post Receipt      Date        Quantity     Unit Cost     Ext Cost
    No  R1-111    03/07/2000       20.0000     343.5500      6871.00
    No  R1-112    03/07/2000       10.0000     343.5500      3435.50




                          F5 for New Entry No
```

Check the Post column to verify which receipts have been posted. A **Yes** in the post column indicates that this receipt has been posted. **No** indicates a receipt that has yet to be posted.

Edit Orders With Receive Goods (Edit) Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help                                           ⬉
────────────────────── Edit Orders ──────────────────────
Vendor ID   CLE001 CLEVELAND INTERIORS, INC.     Loc ID  Order No 00000041
Ship-to ID  MN0001 Minneapolis Warehouse         MN0001  Status   Inv Rcvd
────── Receive Goods & Invoices ──────────── Entry 001 ──
  Line Status  OPEN         Tax Class 03   Job/Phase ID
  Item ID 100                              Cost Code
  Desc  Electrical Package                 GL Account   104400
  GL Desc                                  INVENTORY - FINISHED GOODS
  Requested Ship Date 03/10/2000
                 Goods Qty Units Invoice Qty    Unit Cost      Ext Cost
  Ordered          30.0000 PKG                   343.5500      10306.50
  Total Recd       30.0000          30.0000
  Bal Due            .0000            .0000
                                                           Invd Ext Cost
  Current          30.0000          30.0000                    10306.50
   ── Receive Goods (Edit) ──
   Receipt No  Date    Period  Quantity     Unit Cost     Ext Cost
 0 R1-112    03/07/2000 03  10.0000          343.5500      3435.50
                                                                     1
    30068.50       1804.11        .00           .00       31872.61
                                  .00           .00

 ─ Company H ─────────────── Detl ─────────────── Verify ─
```

The balance due defaults into the quantity field. You can enter a different quantity if you didn't receive the balance due on this shipment.

Edit Orders Screen With Apply Invoice (Edit) Window

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help                                      ⬉
─────────────────────── Edit Orders ───────────────────────
Vendor ID   CLE001 CLEVELAND INTERIORS, INC.     Loc ID  Order No 00000041
Ship-to ID  MN0001 Minneapolis Warehouse         MN0001  Status   Inv Rcvd
────────────── Receive Goods & Invoices ──────────── Entry 001 ──────
  Line Status  OPEN          Tax Class 03    Job/Phase ID
  Item ID 100                                Cost Code
  Desc  Electrical Package                   GL Account   104400
  GL Desc                                       INVENTORY - FINISHED GOODS
  Requested Ship Date 03/10/2000
                   Goods Qty Units Invoice Qty     Unit Cost      Ext Cost
  Ordered          30.0000 PKG                     343.5500       10306.50
  Total Recd       30.0000          30.0000
  Bal Due            .0000            .0000
                                                    Invd Ext Cost
  Current          30.0000          30.0000                       10306.50
                                            ── Apply Invoice (Edit) ──
 ┌  Invoice No   Date    Period  Quantity     Unit Cost      Ext Cost
─0 I1-112    03/07/2000 03 ▮0.0000▮           343.5500        3435.50
 └                                                                       1
      30068.50        1804.11        .00         .00          31872.61
                                      .00         .00
 ┌ Company H ──────────── Detl ─────────────── Verify ─┘
```

You can add an invoice or edit an unposted invoice for an order with a status of **Invoice Received.**

You can't edit a posted invoice. If an invoice is posted, you must enter a return to reverse the transaction.

Field	Description
Invoice No	If this is the first invoice that you have entered for this order, in this data entry session, the invoice number defaults to blank
	If you have entered an invoice for another line item in this session, the last invoice number that you specified defaults. (*Edit*) displays in the title of the Apply Invoices window
	If you enter an invoice number that hasn't been specified on this line item, (*New*) replaces (*Edit*) in the title of the Apply Invoices window.
Date	You may change the date of an unposted invoice
GL Period	You may change the GL period of an unposted invoice
Quantity	You may change the quantity of an unposted receipt.
	You can not enter a negative quantity on an invoice record for an inventory item.
Cost	You can edit the cost on an unposted invoice.

Note

If you want to edit an invoice record but not a receipt record, you must press **PgDn** to save the receipt information. Then, you can edit the unposted invoice record.

Edit Orders Screen With Invoice Detail Information Window

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                      _ □ ✕       │
│ Settings  Edit  Print  Help                          ▨        │
│ ───────────────────────── Edit Orders ─────────────          │
│ Vendor ID   CLE001 CLEVELAND INTERIORS, INC.    Loc ID  Order No 00000041 │
│ Ship-to ID  MN0001 Minneapolis Warehouse        MN0001  Status   Inv Rcvd │
│                                                              │
│   Item ID                      Quantities Units      Unit Cost │
│   Description                   Ord/Rcv/Inv Status  Extended Cost │
│                                                     Last Invoice │
│   100              ┌─ PO Information Menu ──┐ G         343.5500 │
│             ───────── Invoice Detail Information ────────      │
│     Purchase Order No 00000041  Entry No 001 Item ID 100      │
│                                                              │
│     Post Invoice       Date        Quantity    Unit Cost    Ext Cost │
│       No  I1-111    03/07/2000      20.0000     343.5500     6871.00 │
│       No  I1-112    03/07/2000      10.0000     343.5500     3435.50 │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                      F5 for New Entry No                     │
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

Use the **Detail** (Shift F2) Command to view invoice records that have been entered for this line item.

The invoice that was entered in the previous example remains unposted.

Edit Orders Line-Item Scrolling Screen

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                      _ □ ✕       │
│ Settings  Edit  Print  Help                          ▨        │
│ ───────────────────────── Edit Orders ─────────────          │
│ Vendor ID   CLE001 CLEVELAND INTERIORS, INC.    Loc ID  Order No 00000041 │
│ Ship-to ID  MN0001 Minneapolis Warehouse        MN0001  Status   Inv Rcvd │
│                                                              │
│   Item ID                      Quantities Units      Unit Cost │
│   Description                   Ord/Rcv/Inv Status  Extended Cost │
│                                                     Last Invoice │
│   100                           30.0000 PKG            343.5500 │
│   Electrical Package            30.0000 OPEN         10306.50 │
│                                 30.0000               343.5500 │
│ ≥ 150                           20.0000 PKG            907.5300 │
│   Plumbing Package              20.0000 OPEN         18150.60 │
│                                 20.0000               907.5300 │
│   450                           10.0000 EA            161.1400 │
│   Slide by Window 24" x 40"     10.0000 OPEN          1611.40 │
│                                 10.0000               161.1400 │
│                                      Entry (002 of 003)       │
│ ┌ Order Totals (Memo) ───────────────────────────────        │
│    Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid      Total │
│    30068.50       1804.11         .00            .00        31872.61 │
│                                   .00            .00         │
│                                                              │
│   Enter=edit, Rcv gds&inv, Append, Header, Totals, View, Online, Next tran │
│ ─ Company H ──────────────── Info ────────────── Verify ─     │
└─────────────────────────────────────────────────────────────┘
```

The line item totals have been updated by the receipt and invoice records that were added.

Editing Orders

In Purchase Order you can edit any order before it's posted. You can't edit a posted invoice or receipt; or enter a receipt cost other than the cost that was entered on the first receipt. If a receipt or invoice has been posted in error, you must enter a return to reverse the transaction. The following instructions provide several options to edit or delete orders in several functions.

NEW AND PRINTED ORDERS

UNPOSTED AND POSTED

You can edit a new order when you are entering it or by selecting Edit Orders after it has been saved.

- To delete an order, press **F3** on the header screen. The status changes to canceled, and the order is cleared when you post.

- To delete a line item, press **F3** in the line item scrolling area.

> **Note**
>
> For a *new* or *printed* order with only one line item, you must **delete the entire order** from the header screen.

- To cancel a line item, change the status of the item from open to canceled or completed. When all the other line items are canceled or completed, the order will be cleared when you post.

GOODS RECEIVED ORDERS

UNPOSTED

You can edit a goods received order when you are entering it or by selecting either **Edit Orders** or **Received Goods**.

- To change the cost of received goods for a line item in the Enter Orders function, move the cursor to the line-item you are working with and press **Enter** to Edit. Use the arrows keys to toggle down and enter the correct cost.

- You can delete, cancel or complete line items if the received quantity is zero.

POSTED

- If you want to change the cost of received goods, if you return goods that you have not been invoiced for, you must invoice the received quantity and enter a returned debit memo. Use the **Apply Invoice** function to apply an invoice for that line item. Enter a returned debit memo for those items and post transactions. The line item from the order is canceled and costs and quantities in inventory are reversed. Then re-enter the order with the correct costs.

INVOICE RECEIVED

UNPOSTED

You can edit an invoice received order when you entering it or by selecting **Edit Orders**, **Apply Invoices**, or **Receive Goods and Invoices**.

- To change the invoice costs for a line item, press **R** in the line item scrolling area. Press **PgDn** past the receipt record and the invoice record is displayed. You can then change the quantity and cost.

Note

The total quantity invoiced cannot be greater than the total quantity received.

POSTED

- If you have entered an invoice with an incorrect cost, you must enter a returned debit memo to reverse the original order. Then reenter the order with the correct cost.

- You can change the line status to *completed* if the quantity invoiced is equal to the quantity received.

Purchase Order Daily Work Menu
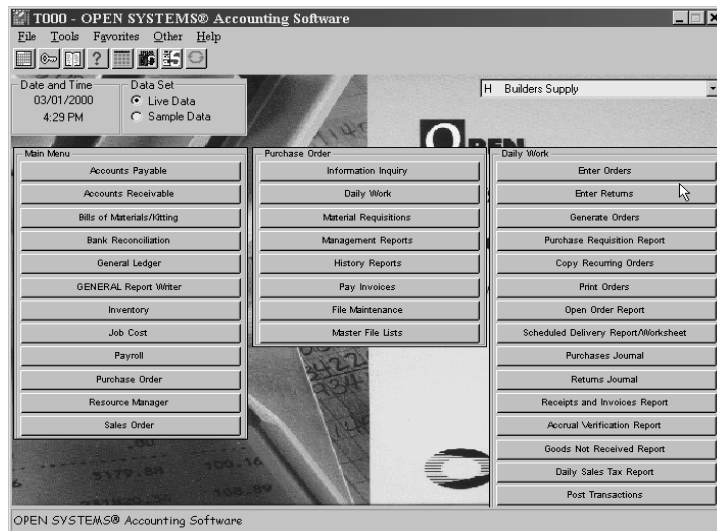
Use the functions on the Enter Returns Transaction Type menu to record the return of goods to a vendor and to make miscellaneous debit entries.

Entering Goods Returned

Enter Returns Transaction Type Menu Screen

```
OSAS T001                                               _ □ ✕
Settings  Edit  Print  Help
                        ┌───── Enter Returns ─────┐
                        ── Header Information ──
   Return No                    Date  03/07/2000      Status Returned

   Loc ID    MN0001
                                    ┌── Transaction Type ──┐
   Vendor ID                        │                       │
                                    │  1. Goods Returned     │
                                    │  2. Goods Returned and Debited │
                                    │  3. Edit Returns       │
                                    │  4. Apply Debit Memos  │
                                    │  ▓                     │
   Terms Code          Type         └───────────────────────┘
   Terms Desc
   Terms %   .0  Days     Net Days   Ship Via
                 Tax Group           Returned By
   Notes                            Shipped By



   ── Company H ────────────────────────────── Verify ──
```

Select the type of transaction you want to work with:

1. Use the **Goods Returned** function to record just the return of goods.

2. Use the **Goods Returned** and **Debited** function to record the return of goods and to apply debit memos to them, or to reverse invoices that have been posted incorrectly

3. The **Edit Returns** function is available to edit returns previously made.

4. **Apply Debit Memos** is used to apply credit to returns previously made.

Enter Returns Header Information Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                        ──── Enter Returns ────
                       ── Header Information ──
  Return No 00000046           Date  03/07/2000     Status Returned

  Loc ID   MN0001   MINNEAPOLIS WAREHOUSE

  Vendor ID  TIM001              Ship-to ID:
   TIMBERLAND WINDOWS, INC
   12035 W. 128TH ST


   PORTLAND        OR    87888-4566
  Terms Code  AP0004     Type Reg      FOB
  Terms Desc  2/10,n/30
  Terms %  2.0  Days  10  Net Days  30  Ship Via    Jones Freight
                  Tax Group CA         Returned By John
  Notes                               Shipped By  ████████████


  ── Company H ─────────── Info ─────────── Verify ──
```

When you select **Goods Returned**, the header displays a status of *returned* .

If you elected to have the system generate your purchase order / return numbers, in the Options table, the next return number will automatically be displayed, otherwise, enter your own return number.

Enter the rest of the information on the header.

Refer to the Enter Orders section, earlier in this manual, for a detailed description of the fields on the header information screen.

Use the **Proceed** (PgDn) command to save the information and go to the line-item entry area.

Enter Returns Screen With Append Line Window

```
┌─ OSAS T001 ──────────────────────────────────────── _ □ ✕ ─┐
│ Settings  Edit  Print  Help                                │
│ ┌──────────────────── Enter Returns ──────────────────────┐│
│ │ Vendor ID  TIM001 TIMBERLAND WINDOWS, INC    Loc ID   Ret No 00000046 │
│ │ Ship-to ID                                   MN0001   Status Returned │
│ │ ┌──────────────── Append Line ──────────── Entry 001 ──┐ │
│ │ │ Line Status  OPEN        Tax Class 00   Job/Phase ID    │
│ │ │ Item  900                Serialized     Cost Code       │
│ │ │ Desc  Refrigerator - Black              GL Account    104400 │
│ │ │ GL Desc                                 INVENTORY - FINISHED GOODS │
│ │ │                                                          │
│ │ │             Goods Qty Units DM Quantity    Unit Cost    Ext Cost │
│ │ │ Returned    1.0000      EA                  239.6600     239.66 │
│ │ │ Total Ship        .0000            .0000                 │
│ │ │ Bal Due         1.0000           1.0000                 │
│ │ │                                         Debit Memo Ext Cost │
│ │ │ Current           .0000            .0000               .00 │
│ │ │ Posted            .0000            .0000               .00 │
│ │ └──────────────────────────────────────────────────────┘ │
│ │ ┌─ Return Totals (Memo) ─┐                                │
│ │    Subtotal    Sales Tax   Freight/Misc  Disc/Prepaid      Total │
│ │        .00          .00           .00          .00          .00 │
│ │                                   .00          .00              │
│ │                                                          │
│ │        Current on Order=      .0000, Available=     4.0000 │
│ └ Company H ─────────────── Info ──────────────── Verify ──┘│
└────────────────────────────────────────────────────────────┘
```

Entering a **returned** order is the opposite of entering a *goods received* order.

Refer to the Enter Orders section earlier in this manual for a detailed description of the fields in a line-item entry area, except for the following:

Enter the quantity of goods returned. The system knows it is a return from the status of the order, so don't enter a negative value.

• If Purchase Order is interfaced with **Inventory**, (in Options and Interfaces) and this entry is for an inventory item, moving the cursor to the quantity field will display the current "on order" and "available", for this item, on the bottom of the screen.

• If Purchase Order is interfaced with **Inventory**, and this entry is for an inventory item, the on hand and available quantities in the Inventory file are reduced by the quantity you entered.

• If Purchase Order is interfaced with **Job Cost** and you entered a job ID, the quantity returned does not reduce the inventory quantity on hand and available.

• If Purchase Order is interfaced with **Inventory** and the line entry is for an inventory item, the last unit cost you paid for the item is displayed, regardless of your choice of costing methods. You can change it.

• If the line entry is for a **noninventory** item, enter the unit cost. The extended cost is calculated and displayed. If you change it, the unit cost is recalculated.

The line entry screen also displays quantity shipped and debited information, both current and posted, and debit memo cost information. You cannot change these fields. They are updated when you enter and post returns.

Enter Returns Append Window With RA Authorization

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                        _ □ ×      │
│ Settings  Edit  Print  Help                                  │
│ ─────────────────────── Enter Returns ────────────────────── │
│ Vendor ID  TIM001 TIMBERLAND WINDOWS, INC   Loc ID  Ret No 00000046 │
│ Ship-to ID                                  MN0001  Status Returned │
│ ──────────────── Append Line ──────────── Entry 001 ──────── │
│  Line Status  OPEN        Tax Class 00   Job/Phase ID        │
│  Item  900                Serialized     Cost Code           │
│  Desc  Refrigerator - Black              GL Account    104400 │
│  GL Desc                                 INVENTORY - FINISHED GOODS │
│                                                              │
│                 Goods Qty Units DM Quantity   Unit Cost    Ext Cost │
│  Returned           1.0000 EA                 239.6600      239.66 │
│  Total Ship          .0000         .0000                     │
│  Bal Due             .0000        1.0000                     │
│                                              Debit Memo Ext Cost │
│  Current             .0000         .0000                     .00 │
│  Posted              .0000         .0000                     .00 │
│  ┌──── Return Authorization ────┐                           │
│ ─R│ RA No       Date      GL Pd │                           │
│   │46-641▪    03/07/2000    03  │t/Misc  Disc/Prepaid   Total │
│   └───────────────────────────┘      .00       .00       .00 │
│                                       .00       .00           │
│                                                              │
│ ─ Company H ───────────── Info ───────────── Verify ──────── │
└─────────────────────────────────────────────────────────────┘
```

If you set up the QRxxx table to stop at the RA #, Date or GL Pd. fields, the Return Authorization window is displayed; otherwise, it is skipped. If it is skipped, you can use the up arrow to display it.
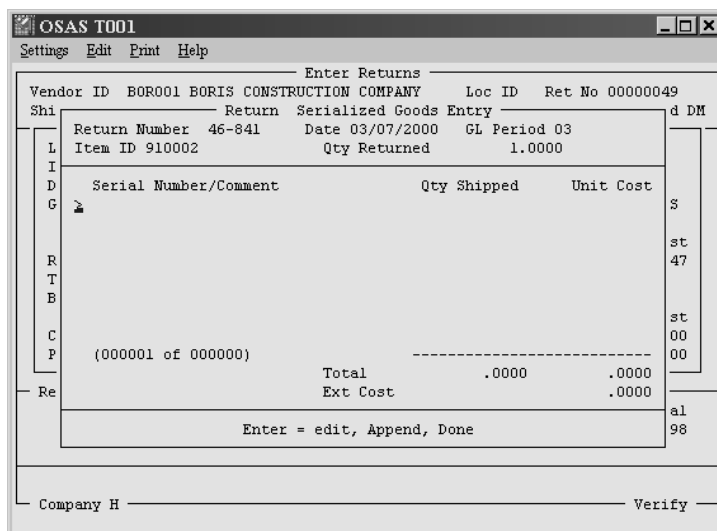
Enter the following information:

Field	Description
RA No	Return Authorization number, given to you by the vendor.
Date	Date the return was authorized.
GL Period	GL Period to post the return.

RETURNING A SERIALIZED ITEM

Return Serialized Goods Entry Window

```
┌─────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                            _ □ ✕    │
│ Settings  Edit  Print  Help                                      │
│ ┌──────────────── Enter Returns ──────────────┐                 │
│ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049 │
│ Shi┌──────── Return  Serialized Goods Entry ────────┐d DM       │
│  ┌─┤ Return Number  46-841    Date 03/07/2000   GL Period 03 │   │
│  L│ Item ID 910002              Qty Returned        1.0000  │   │
│  I│                                                          │   │
│  D│   Serial Number/Comment            Qty Shipped   Unit Cost│  │
│  G│ ⊾                                                        │S  │
│   │                                                          │   │
│   │                                                          │st │
│  R│                                                          │47 │
│  T│                                                          │   │
│  B│                                                          │   │
│   │                                                          │st │
│  C│                                                          │00 │
│  P│  (000001 of 000000)             ───────────────────────  │00 │
│   │                             Total          .0000    .0000│   │
│ ─ Re                            Ext Cost                .0000│   │
│   │                                                          │al │
│   │              Enter = edit, Append, Done                  │98 │
│   └──────────────────────────────────────────────────────────┘   │
│ ─ Company H ────────────────────────────── Verify ─             │
└─────────────────────────────────────────────────────────────────┘
```
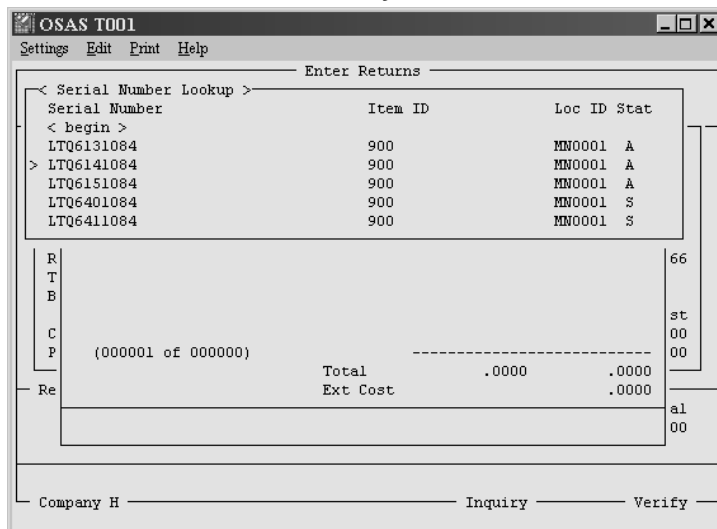
If you are returning a **Serialized Item**, the *Return Serialized Goods Entry Window* is displayed.
Enter the serial numbers being returned.

Return Serialized Goods Entry Window With Serial Number Lookup Window

```
┌─────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                            _ □ ✕    │
│ Settings  Edit  Print  Help                                      │
│ ┌──────────────── Enter Returns ──────────────┐                 │
│ ┌─< Serial Number Lookup >─────────────────────┐                │
│ │  Serial Number           Item ID         Loc ID Stat │         │
│ │  < begin >                                           │┐        │
│ │  LTQ6131084              900            MN0001  A    ││        │
│ │> LTQ6141084              900            MN0001  A    ││        │
│ │  LTQ6151084              900            MN0001  A    ││        │
│ │  LTQ6401084              900            MN0001  S    ││        │
│ │  LTQ6411084              900            MN0001  S    ││        │
│ │                                                      │         │
│  R│                                                    │66       │
│  T│                                                    │         │
│  B│                                                    │         │
│   │                                                    │st       │
│  C│                                                    │00       │
│  P│  (000001 of 000000)       ───────────────────────  │00       │
│   │                       Total          .0000    .0000│         │
│ ─ Re                      Ext Cost                .0000│         │
│   │                                                    │al       │
│   │                                                    │00       │
│   └────────────────────────────────────────────────────┘        │
│ ─ Company H ───────────────── Inquiry ─────── Verify ─          │
└─────────────────────────────────────────────────────────────────┘
```

You may use the **Inquiry** (F2) command to bring up the Serial Number Lookup Window to select the
serial number from the list.

Enter Returns Screen With Return Serialized Goods Entry Window

```
┌ OSAS T001                                                    _ □ ✕ ┐
│ Settings  Edit  Print  Help                                         │
│ ┌─────────────────────── Enter Returns ──────────────────────────┐ │
│ │ Vendor ID   TIM001 TIMBERLAND WINDOWS, INC      Loc ID   Ret No 00000046 │
│ │ Shi┌─────────── Return  Serialized Goods Entry ───────────┐d    │ │
│ │  ──│ Return Number   46-641    Date 03/07/2000  GL Period 03 │── │ │
│ │  L │ Item ID 900                Qty Returned      1.0000     │   │ │
│ │  I │                                                         │   │ │
│ │  D │    Serial Number/Comment          Qty Shipped    Unit Cost │ │
│ │  G │    LTQ6131084                        1.0000      239.6600 │S │ │
│ │    │        Dent in Door                                     │   │ │
│ │    │    LTQ6141084                        1.0000      239.6600 │st │ │
│ │  R │    Wrong Color▮                                         │66 │ │
│ │  T │                                                         │   │ │
│ │  B │                                                         │st │ │
│ │    │                                                         │00 │ │
│ │  C │                                                         │00 │ │
│ │  P │    (000001 of 000001)        ─────────────────────────  │00 │ │
│ │  ──│                             Total        1.0000 239.6600│   │ │
│ │  Re│                             Ext Cost            239.6600└── │ │
│ │    │                                                         │al │ │
│ │    │                                                         │00 │ │
│ │    └─────────────────────────────────────────────────────────┘   │ │
│ │  ── Company H ────────────────────────────── Verify ────────    │ │
│ └─────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────┘
```

You may enter comments in the comment field, to record the information on the returned items.

After you enter **Done**, you are returned to the line-item screen, to enter the next line item.

The quantity of serial numbers entered into the Return Serialized Goods Entry Window, will update the Returned / Shipped numbers, on the line item screen.

RETURNING A LOTTED ITEM

Enter Returns Screen With Append Line and Return Authorization Windows

```
OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
┌─────────────────────── Enter Returns ───────────────────────┐
Vendor ID  TIM001 TIMBERLAND WINDOWS, INC      Loc ID   Ret No 00000046
Ship-to ID                                     MN0001    Status Returned
┌─────────────────── Append Line ─────────────── Entry 002 ───┐
  Line Status  OPEN        Tax Class 00   Job/Phase ID
  Item  800001             Lotted         Cost Code
  Desc   Wallpaper - Contemporary         GL Account    104400
  GL Desc                                 INVENTORY - FINISHED GOODS

              Goods Qty Units DM Quantity      Unit Cost      Ext Cost
  Returned         5.0000 ROLL                  1.7600         1.76
  Total Ship        .0000         .0000
  Bal Due           .0000        5.0000
                                           Debit Memo Ext Cost
  Current           .0000         .0000                        .00
  Posted            .0000         .0000                        .00
┌── Return Authorization ──┐
─ R │ RA No      Date      GL Pd          t/Misc   Disc/Prepaid       Total
    │ F521    03/07/2000    ▓3            .00         .00          .00
    └──────────────────────┘              .00         .00

─ Company H ──────────────── Info ───────────────── Verify ─
```

The Goods Returns function may also be used for the return of lotted items. You may use RA
numbers for the return of lotted items.

Enter Returns With Return Lotted Goods Entry Window

```
OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
┌─────────────────────── Enter Returns ───────────────────────┐
Vendor ID  TIM001 TIMBERLAND WINDOWS, INC      Loc ID   Ret No 00000046
Shi┌──────────── Return  Lotted Goods Entry ────────────┐d
 L │ Return Number  F521      Date 03/07/2000   GL Period 03 │
 I │ Item ID 800001           Qty Returned        5.0000     │
 D │                                                         │
 G │  Lot Number/Comment    Qty Returned Qty Shipped    Unit Cost │ S
   │ ⅀                                                       │
   │                                                         │ st
 R │                                                         │ 76
 T │                                                         │
 B │                                                         │
   │                                                         │ st
 C │                                                         │ 00
 P │  (000001 of 000000)            ─────────────────────── │ 00
─ Re│                          Total          .0000    .0000 │
   │                          Ext Cost              .0000    │ al
   │                                                         │ 00
   │          Enter = edit, Append, Done                     │
   └─────────────────────────────────────────────────────────┘
─ Company H ──────────────────────────────────── Verify ─
```

If you are returning a lotted item, the *Return Lotted Goods Entry Window* is displayed. Enter the lot
number being returned. You may use the **Inquiry** (F2) command to bring up the *Lot Number Lookup
Window* to select the lot number from the list.

A *Return Lotted Goods Entry* may contain entries for multiple lots, for the same item.

Enter Returns Screen With Return Lotted Goods Entry Window

```
OSAS T001                                                         _ □ ✕
Settings  Edit  Print  Help
                        ─── Enter Returns ───
 Vendor ID  TIM001 TIMBERLAND WINDOWS, INC       Loc ID   Ret No 00000046
 Shi┌──────────── Return  Lotted Goods Entry ─────────┐d
    │ Return Number  F521      Date 03/07/2000  GL Period 03 │
  L │ Item ID 800001           Qty Returned        5.0000    │
  I │                                                         │
  D │   Lot Number/Comment    Qty Returned Qty Shipped    Unit Cost │
  G │   274D0714                    .0000     5.0000       1.7600 │S
    │ Wrong Lot #_                                             │
    │                                                         │st
  R │                                                         │76
  T │                                                         │
  B │                                                         │
    │                                                         │st
  C │                                                         │00
  P │  (000001 of 000000)          ───────────────────────── │00
    │                        Total         .0000      .0000   │
 ─ Re│                       Ext Cost                 .0000   ├──
    │                                                         │al
    │                                                         │00
    │                                                         │
    └─────────────────────────────────────────────────────────┘
 ─ Company H ──────────────────────────────── Verify ─
```

You may enter comments in the comment field, to record the information on the returned items.

After you enter **Done**, you are returned to the line-item screen, to enter the next line item. The number of items entered into the *Return lotted Goods Entry Window* for the amount shipped, will update the Returned / Shipped numbers, of the line item screen.

Entering Goods Returned And Debited

Enter Returns Transactions Type Menu With Goods Returned and Debited Selected

```
┌─ OSAS T001 ──────────────────────────────────── _□✕ ─┐
│ Settings  Edit  Print  Help                            │
│ ┌──────────────── Enter Returns ──────────────────┐   │
│ │ ────────────── Header Information ──────────────│   │
│ │  Return No              Date  03/07/2000    Status Returned │
│ │                                                 │   │
│ │  Loc ID    MN0001                               │   │
│ │                           ┌─ Transaction Type ─┐│   │
│ │  Vendor ID                │                    ││   │
│ │                           │  1. Goods Returned ││   │
│ │                           │  2. Goods Returned and Debited ││
│ │                           │  3. Edit Returns   ││   │
│ │                           │  4. Apply Debit Memos ││ │
│ │                           │  ▓                 ││   │
│ │  Terms Code         Type  │                    ││   │
│ │  Terms Desc               └────────────────────┘│   │
│ │  Terms %   .0  Days    Net Days    Ship Via     │   │
│ │              Tax Group             Returned By  │   │
│ │  Notes                             Shipped By   │   │
│ │                                                 │   │
│ │                                                 │   │
│ └─ Company H ────────────────────────── Verify ───┘   │
└──────────────────────────────────────────────────────┘
```

Use the **Goods Returned and Debited** function to record the return of goods and to apply debit memos to them, or to reverse invoices that have been posted incorrectly

Enter Returns Screen With Append Line Window

```
┌─ OSAS T001 ──────────────────────────────────── _□✕ ─┐
│ Settings  Edit  Print  Help                            │
│ ┌──────────────── Enter Returns ──────────────────┐   │
│ │ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY   Loc ID  Ret No 00000049 │
│ │ Ship-to ID                          MN0001  Status Returned DM │
│ │ ┌──────────── Append Line ───────── Entry 001 ─┐│   │
│ │ │ Line Status  OPEN      Tax Class 03  Job/Phase ID ││
│ │ │ Item  150                      Cost Code        ││
│ │ │ Desc  Plumbing Package         GL Account    104400 ││
│ │ │ GL Desc                        INVENTORY - FINISHED GOODS ││
│ │ │                                                 ││
│ │ │         Goods Qty Units DM Quantity  Unit Cost    Ext Cost ││
│ │ │ Returned    1.0000 PKG              907.5300      907.53 ││
│ │ │ Total Ship  1.0000        .0000                          ││
│ │ │ Bal Due      .0000        1.0000                         ││
│ │ │                                  Debit Memo Ext Cost     ││
│ │ │ Current      .0000        .0000                     .00  ││
│ │ │ Posted       .0000        .0000                     .00  ││
│ │ └──────────────────────────────────────────────┘│   │
│ │ ┌─ Return Totals (Memo) ──────────────────────── │   │
│ │   Subtotal      Sales Tax   Freight/Misc  Disc/Prepaid    Total │
│ │     .00           .00          .00          .00      .00 │
│ │                                .00          .00         │
│ │ ┌─ Verification ─────────────────────────────── │   │
│ │            Press <PgDn> to proceed          ▄   │   │
│ └──────────────────────────────────────────────────┘   │
└──────────────────────────────────────────────────────┘
```

Enter the Item information in the same way as in the **Goods Returned** function above.

Enter Returns Screen With Append Line and Returns Authorization Windows

```
┌─────────────────────────────────────────────────────────────────┐
│ OSAS T001                                              _ □ ×      │
│ Settings  Edit  Print  Help                                      │
│ ───────────────────── Enter Returns ──────────────────────────   │
│ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049│
│ Ship-to ID                                      MN0001   Status Returned DM│
│ ──────────────────── Append Line ──────────────── Entry 001 ──── │
│  │ Line Status  OPEN         Tax Class 03   Job/Phase ID        │ │
│  │ Item  150                               Cost Code            │ │
│  │ Desc  Plumbing Package                  GL Account   104400  │ │
│  │ GL Desc                                 INVENTORY - FINISHED GOODS│ │
│  │                                                              │ │
│  │            Goods Qty Units DM Quantity    Unit Cost     Ext Cost│ │
│  │ Returned        1.0000 PKG                907.5300       907.53│ │
│  │ Total Ship      1.0000          .0000                        │ │
│  │ Bal Due          .0000         1.0000                        │ │
│  │                                          Debit Memo Ext Cost │ │
│  │ Current          .0000          .0000                    .00 │ │
│  │ Posted           .0000          .0000                    .00 │ │
│  │ ─── Return Authorization ───                                 │ │
│ ─R│ RA No        Date        GL Pd                              │ │
│  │ 46-841     03/07/2000     ▓▓  t/Misc   Disc/Prepaid     Total│ │
│  └──────────────────────────────┘   .00        .00         .00 │ │
│                                      .00        .00             │ │
│  └────────────────────────────────────────────────────────────┘ │
│ ─ Company H ─────────────── Info ──────────────── Verify ─       │
└─────────────────────────────────────────────────────────────────┘
```

If you set up the QRxxx table to stop at the RA #, Date or GL Pd. fields, the Return Authorization window is displayed; otherwise, it is skipped. If it is skipped, you can use the up arrow to display it.

Enter the following information:

Field	Description
RA No	Return Authorization number, given to you by the vendor.
Date	Date the return was authorized.
GL Period	GL Period to post the return.

Enter Returns Screen With Append Line and Apply Debit Memo (New) Windows

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                        Enter Returns
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049
Ship-to ID                                      MN0001   Status Returned DM
                        Append Line                      Entry 001
  Line Status  OPEN          Tax Class 03   Job/Phase ID
  Item  150                                 Cost Code
  Desc  Plumbing Package                    GL Account    104400
  GL Desc                                   INVENTORY - FINISHED GOODS

              Goods Qty Units DM Quantity     Unit Cost      Ext Cost
  Returned       1.0000 PKG                    907.5300        907.53
  Total Ship     1.0000           1.0000
  Bal Due         .0000            .0000
                                            Debit Memo Ext Cost
  Current         .0000            .0000                         .00
                                      Apply Debit Memo (New )
    Memo No     Date     Period   Quantity    Unit Cost     Ext Cost
  R 45264    03/07/2000 03         1.0000     907.5300       907.53

        .00         .00         .00         .00          .00
                                 .00         .00
  Verification
                     Press <PgDn> to proceed                      ▄
```

If you are using the **Goods Returned and Debited** function, the Apply Debit Memo (*New*) window is displayed after you enter the returned goods information. It is the opposite of applying an invoice to a goods received order.

Enter the following information:

Field	Description
Memo No	Enter the Debit Memo number. The **Inquiry** (F2) command is available to select an invoice number from a list.
Date / GL period	Press **Enter** to accept the displayed date, or change it if this is the first entry for the memo. If you have worked with the memo number before, you can change the date on the **Debit Memo Totals** screen.
Quantity	Enter the quantity you are applying the debit memo to.
Unit Cost	The unit cost you entered for the line item is displayed. Press **Enter** to accept it, or enter the unit cost the vendor gave you credit for.
Ext Cost	The extended cost is calculated. If the **Extended** Cost is entered the **Unit** Cost will be calculated.

Use the **Proceed** (PgDn) command to save the information.

If you previously entered a debit memo for this line item and memo number, (*Edit*) appears in the title of the Apply Debit Memo Window; otherwise, (*New*) appears.

RETURNING AND DEBITING A SERIALIZED ITEM

Enter Returns Screen With Append Line and Return Authorization Windows

```
OSAS T001                                              _ □ X
 Settings  Edit  Print  Help
 ───────────────────── Enter Returns ──────────────────
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049
 Ship-to ID                                      MN0001   Status Returned DM
 ┌──────────────────── Append Line ─────────┬─── Entry 002 ────┐
 │ Line Status  OPEN        Tax Class 00   Job/Phase ID         │
 │ Item 910002              Serialized     Cost Code            │
 │ Desc  Dishwasher - White                GL Account    104400 │
 │ GL Desc                                 INVENTORY - FINISHED GOODS │
 │                                                              │
 │              Goods Qty Units DM Quantity    Unit Cost    Ext Cost │
 │ Returned       1.0000 EA                    291.4700      291.47  │
 │ Total Ship      .0000          .0000                             │
 │ Bal Due         .0000          1.0000                            │
 │                                         Debit Memo Ext Cost       │
 │ Current         .0000          .0000                      .00     │
 │ Posted          .0000          .0000                      .00     │
 ┌───── Return Authorization ─────┐                                 │
 R│ RA No      Date      GL Pd   │                                   │
 │ 46-841    03/07/2000    03    │t/Misc   Disc/Prepaid       Total  │
 └───────────────────────────────┘  .00        .00          961.98  │
                                     .00        .00                  │
 ────────────────────────────────────────────────────────────────
 └ Company H ──────────────── Info ──────────────── Verify ─┘
```

The **Goods Returned And Debited** function can be used with serialized items.

Return Serialized Goods Entry Window

```
OSAS T001                                              _ □ X
 Settings  Edit  Print  Help
 ───────────────────── Enter Returns ──────────────────
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049
 Shi┌───── Return  Serialized Goods Entry ─────┐              d DM
  ──│ Return Number  46-841   Date 03/07/2000   GL Period 03 │
 L  │ Item ID 910002          Qty Returned      1.0000       │
 I  │                                                        │
 D  │  Serial Number/Comment          Qty Shipped  Unit Cost │  S
 G  │ ⅄                                                      │
    │                                                        │  st
 R  │                                                        │  47
 T  │                                                        │
 B  │                                                        │  st
 C  │                                                        │  00
 P  │ (000001 of 000000)          ──────────────────────     │  00
    │                      Total          .0000      .0000   │
 ── Re                     Ext Cost                  .0000   │  al
    │                                                        │  98
    │         Enter = edit, Append, Done                     │
    └────────────────────────────────────────────────────────┘
 ────────────────────────────────────────────────────────────────
 └ Company H ──────────────────────────────────── Verify ─┘
```

If you are returning a **Serialized Item**, the *Return Serialized Goods Entry Window* is displayed.
Enter the serial numbers being returned.

Return Serialized Goods Entry Window with Serial Number Lookup

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                    ─── Enter Returns ───
┌< Serial Number Lookup >──────────────────────────────────┐
│  Serial Number              Item ID          Loc ID Stat │DM
│  < begin >                                               │
│> DSW6482101                 910002           MN0001  A   ┐│
│  DSW6482102                 910002           MN0001  A   ││
│  DSW6482103                 910002           MN0001  A   ││
│  DSW6482104                 910002           MN0001  A   ││
│  DSW6482105                 910002           MN0001  A   ││
└──────────────────────────────────────────────────────────┘
  R│                                                      │47
  T│                                                      │
  B│                                                      │
   │                                                      │st
  C│                                                      │00
  P│   (000001 of 000000)        ─────────────────────── │00
 ──│                       Total           .0000     .0000│
─ Re                       Ext Cost                  .0000 ─al
                                                          98

└ Company H ──────────────── Inquiry ────── Verify ──────┘
```

You may use the **Inquiry** (F2) command to bring up the *Serial Number Lookup Window* to select the serial number from the list.

Return Serialized Goods Entry Window

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                    ─── Enter Returns ───
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID  Ret No 00000049
Shi┌───── Return  Serialized Goods Entry ─────────────────┐d DM
   │  Return Number  46-841     Date 03/07/2000   GL Period 03
  L│  Item ID 910002            Qty Returned      1.0000    │
  I│                                                        │
  D│   Serial Number/Comment        Qty Shipped   Unit Cost│
  G│   DSW6482101                       1.0000    291.4700  │S
   │   Defective Pump▪                                      │
   │                                                        │st
  R│                                                        │47
  T│                                                        │
  B│                                                        │
   │                                                        │st
  C│                                                        │00
  P│   (000001 of 000000)        ─────────────────────── │00
 ──│                       Total           .0000     .0000│
─ Re                       Ext Cost                  .0000 ─al
                                                          98

└ Company H ────────────────────────────── Verify ──────┘
```

The unit cost may be changed for the serial number selected. You may enter comments in the comment field, to record the information on the returned items.

Return Serialized Goods Entry Window

```
┌─ OSAS T001 ──────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                 │
│ ──────────────────── Enter Returns ─────────────────────    │
│ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049 │
│ Shi┌──────────── Return  Serialized Goods Entry ──────────┐d DM│
│    │ Return Number  46-841    Date 03/07/2000   GL Period 03 │   │
│  L │ Item ID 910002            Qty Returned        1.0000     │   │
│  I │                                                          │   │
│  D │   Serial Number/Comment          Qty Shipped    Unit Cost│   │
│  G │ ≥ DSW6482101                         1.0000      291.4700│S  │
│    │        Defective Pump                                    │   │
│    │                                                          │st │
│  R │                                                          │47 │
│  T │                                                          │   │
│  B │                                                          │   │
│    │                                                          │st │
│  C │                                                          │00 │
│  P │   (000001 of 000001)         ──────────────────────────  │00 │
│    │                              Total       1.0000  291.4700│   │
│ ─ Re│                            Ext Cost              291.4700│   │
│    │                                                          │al │
│    │           Enter = edit, Append, Done                     │98 │
│    └──────────────────────────────────────────────────────────┘   │
│                                                             │
│ ── Company H ──────────────────────────────── Verify ──     │
└─────────────────────────────────────────────────────────────┘
```

When you have completed the serial number entry, enter **Done**.

The quantity of serial numbers entered into the *Return Serialized Goods Entry Window*, will update the Returned / Shipped numbers, on the line item screen.

Enter Returns With Append Line and Apply Debit Memo (*New*) Windows

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
                         ── Enter Returns ──
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049
Ship-to ID                                      MN0001   Status Returned DM
                        ── Append Line ──────────── Entry 002 ──
  Line Status  OPEN          Tax Class 00   Job/Phase ID
  Item  910002               Serialized     Cost Code
  Desc  Dishwasher - White                  GL Account    104400
  GL Desc                                   INVENTORY - FINISHED GOODS

                 Goods Qty Units DM Quantity    Unit Cost      Ext Cost
  Returned          1.0000 EA                    291.4700        291.47
  Total Ship          .0000            .0000
  Bal Due             .0000           1.0000
                                                Debit Memo Ext Cost
  Current             .0000            .0000                       .00
       ── Apply Debit Memo (New ) ──           .0000              .00
      │ Memo No      Date     Period │
  ─ R │ 45264     03/07/2000 03      │
      └──────────────────────────────┘ ht/Misc  Disc/Prepaid       Total
        907.53           54.45           .00         .00           961.98
                                         .00         .00
  ─ Verification ──────────────────────────────────────────────────
                      Press <PgDn> to proceed                         ■
```

When the serial number entry is completed an Apply Debit Memo (*New*) box appears.

Field	Description
Memo No	Enter the Debit Memo number. The **Inquiry** (F2) command is available to select an invoice number from a list.
Date / GL period	Press **Enter** to accept the displayed date, or change it if this is the first entry for the memo. If you have worked with the memo number before, you can change the date on the Debit Memo Totals screen.

Use the **Proceed** (PgDn) command to save the information

Enter Returns Screen With Debit Serialized Goods Entry Window

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
                           Enter Returns
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049
 Shi              Debit Serialized Goods Entry                     d DM
     ┌─ Db Memo Number 45264      Date 03/07/2000
   L │  Item ID 910002             Qty Shipped       1.0000
   I │
   D │   Serial Number/Comment            Tag Db Memo     Unit Cost
   G │  ≥ DSW6482101                       No              291.4700  S
     │       Defective Pump
     │                                                              st
   R │                                                              47
   T │
   B │                                                              st
     │                                                              00
   C │                                                              00
     │   (000001 of 000001)              ──────────────
   ┌─│                                   Average Cost        .0000
 ─ R │                                   Extended Cost         .00
     │                                                              al
     │     Enter = tag/untag, Tag all, Untag all, Edit, Done       98
     └─

  ─ Company H ─────────────────────────────────── Verify ─
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter =tag/untag	Position the cursor to the left of a serial number and press **Enter**, to toggle from **Yes** to **No** in the tag column.
	By tagging a serial number you indicate that you are **Applying** a Debit Memo to this item.
Tag all	Press **T** to have all of the listed serialized items be marked as *yes*, in the tag column.
Untag	Press **U** to have all of the listed serialized items be marked as *no* in the tag column.
Edit	Press **E** to edit the unit cost or the comment field.
Done	Press **D** to return to the line item screen, or use the **Exit** (F7) command.

Enter Returns Screen With Debit Serialized Goods Entry Window

```
┌─ OSAS T001 ──────────────────────────────── _□×┐
│ Settings  Edit  Print  Help                      │
│                   ── Enter Returns ──            │
│ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049 │
│ Shi┌─────── Debit Serialized Goods Entry ──────┐ d DM │
│    │ Db Memo Number 45264      Date 03/07/2000 │      │
│  L │ Item ID 910002       Qty Shipped    1.0000│      │
│  I │                                           │      │
│  D │   Serial Number/Comment      Tag Db Memo    Unit Cost │      │
│  G │ ≥ DSW6482101                 Yes 45264     291.4700 │S    │
│    │      Defective Pump                        │      │
│    │                                           │ st   │
│  R │                                           │ 47   │
│  T │                                           │      │
│  B │                                           │      │
│    │                                           │ st   │
│  C │                                           │ 00   │
│    │  (000001 of 000001)              ──────────── │ 00 │
│  ┌─│                          Average Cost    291.4700 │      │
│ ─R │                          Extended Cost      291.47│      │
│    │                                           │ al   │
│    │      Enter = tag/untag, Tag all, Untag all, Edit, Done │ 98 │
│    └───────────────────────────────────────────┘      │
│                                                       │
│  └─ Company H ───────────────────────────── Verify ──┘│
└───────────────────────────────────────────────────────┘
```

When a serial number is tagged to **Yes** the **Unit Cost**, **Average Cost**, and **Extended Cost** are updated. The memo quantity will be updated by the number of serial numbers you tagged. Enter **Done** to be returned to the *Line item scrolling screen*.

Enter Returns Line-Item Scrolling Screen

```
OSAS T001                                                            _ □ ×
Settings  Edit  Print  Help
                              ── Enter Returns ──
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
Ship-to ID                                        MN0001   Status Returned DM

  Item ID                           Quantities Units         Unit Cost
  Description                       Ret/Shp/Dm Status        Extended Cost
                                                             Last Db Memo
  150                                  1.0000 PKG              907.5300
  Plumbing Package                     1.0000 OPEN            907.5300
                                       1.0000                 907.5300
  910002                               1.0000 EA               291.4700
  Dishwasher - White                   1.0000 OPEN            291.4700
                                       1.0000                 291.4700
≥ 811001                               3.0000 GAL              14.4200
  Paint - Ivory - Enamel               3.0000 OPEN             43.2600
                                       3.0000                  14.4200
                                                        Entry (003 of 003)
─ Return Totals (Memo) ─
     Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid        Total
     1242.26          67.84            .00            .00         1310.10
                                       .00            .00

   Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
─ Company H ──────────────── Info ──────────────── Verify ─
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Debit Memo	Press **D** to go to the Debit Memo window, if you need make changes in the debit memo information.(tag / untag a particular serial number)
Append	Press **A** to add a line to the end of the Return.

You *may* also insert a line using the Ins key.

To delete a line item use the **Delete** (F3) key , when the cursor is at the line-item you want to delete. You can only delete an item if it has a **Debit Memo** status of zero.(You will need to use the **Debit Memo** function to change the status to zero.) |
Header	Press **H** to go back to the header screen to make changes there. .
Totals	Press **T** to verify the Return / Debit Memo totals. (See next page).
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Debit Memo	Press **O** to print an online Debit Memo (if selected in Resource Manager Options and Interfaces)
Next Tran	Press **N** to return to the Transaction Type menu screen.

Enter Returns Screen With Return or Debit Memo Totals? Prompt

```
OSAS T001                                                      _ □ ✕
Settings  Edit  Print  Help
                        ─ Enter Returns ─
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
 Ship-to ID                                        MN0001   Status Returned DM

   Item ID                          Quantities Units        Unit Cost
   Description                      Ret/Shp/Dm Status     Extended Cost
                                                            Last Db Memo
   150                                 1.0000 PKG             907.5300
   Plumbing Package                    1.0000 OPEN            907.5300
                                       1.0000                 907.5300
   910002                              1.0000 EA              291.4700
   Dishwasher - White                  1.0000 OPEN            291.4700
                                       1.0000                 291.4700
   811001                              3.0000 GAL              14.4200
   Paint - Ivory - Enamel              3.0000 OPEN             43.2600
                                                               14.4200
                              ┌ Return or Debit Memo Totals? (R/D) ┐ntry (003 of 003)
 ─ Return Totals (Memo └───────────────────────────────────────┘
     Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid         Total
     1242.26          67.84           .00           .00           1310.10
                                      .00           .00

   Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
 ─ Company H ──────────────── Info ──────────────── Verify ─
```

If you select Totals (Press **T**), while working with a *returned debit* memo order from the command bar you are prompted to choose to work with the Return totals or the Debit memo totals.

Press **R** to go to the Returns Totals Screen.

Enter Returns Screen With Return Totals (Memo) Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                        ─── Enter Returns ───
                   ─── Return Totals (Memo) ───
                 Return        Current DM     Posted DM      Variance
Subtotal        1242.26        1242.26             .00           .00

Freight            .00                             .00           .00           .00
Misc               .00             .00             .00           .00
Sales Tax        67.84           67.84             .00           .00
Total              .00             .00             .00           .00

Prepayment
Check No
Discount           .00             .00             .00           .00
Net             1310.10        1310.10             .00           .00

                                3.0000                       14.4200
                                        Entry (003 of 003)
─── Return Totals  (Memo) ───
   Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid        Total
   1242.26          67.84           .00            .00         1310.10
                                    .00            .00

─ Company H ──────────── Info ──────────── Verify ─
```

The return totals are for your reference and are **not** used by the system. The posted and unposted amounts, that had debit memos applied to them, and the difference between the unposted, and total amounts you applied debit memos to, are displayed on the right side of the screen.

Field	Description
Subtotal	The subtotal of all the line items is displayed.
Freight / Misc.	Enter the freight and miscellaneous charges that the vendor must refund.
Tax Class	Enter the tax class you want to apply the charges to. The **Inquiry** (F2) command is available to select a Tax Class from a list. This option will appear only if you enter an amount on the Freight / Misc. line(s).
Sales Tax	Accept the displayed sales tax, which is based on the tax codes you assigned to the line items, or enter a different sales tax. If you change the sales tax, a *Sales Tax Breakdown window* appears.

Enter Returns Screen With Sales Tax Breakdown (Memo) Window

```
OSAS T001                                                          _□×
Settings  Edit  Print  Help
                              Enter Returns
                         Return Totals (Memo)
                  Return          Current DM      Posted DM       Variance
    Subtotal      1242.26          1242.26          .00             .00

    Freight          .00               .00          .00             .00
                        Sales Tax Breakdown (Memo)
    Tax Loc
    CA              67.84            67.84          .00             .00
    Tax Adjust 11.05              Tax Loc       Class
    ------------------------------------------------------------------
    Sales Tax       67.84            67.84          .00             .00

    Net           1310.10          1310.10          .00             .00

                                    3.0000                     14.4200
                                                   Entry (003 of 003)
    Return Totals (Memo)
       Subtotal     Sales Tax   Freight/Misc  Disc/Prepaid       Total
       1242.26        67.84         .00           .00          1310.10
                                    .00           .00

    Company H                    Info                            Verify
```

Field	Description
Tax Loc	The vendor's tax group is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Tax Loc	Enter the tax location for the adjustment.
Class	Accept the displayed tax class, or enter a different tax class

After entering the tax class for the adjustment, the cursor returns to the **Returns Totals** screen.

Enter Returns Screen With Return Totals (Memo) Window

```
 OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
                          ──── Enter Returns ────
                      ── Return Totals (Memo) ──
                  Return        Current DM      Posted DM      Variance
   Subtotal      1242.26        1242.26            .00            .00

   Freight      ▐.00▌                               .00            .00            .00
   Misc           .00                               .00            .00            .00
   Sales Tax     67.84          67.84               .00            .00
   Total          .00            .00                .00            .00

   Prepayment
   Check No
   Discount       .00            .00                .00            .00
   Net          1310.10        1310.10             .00            .00

                                       3.0000                  14.4200
                                                   Entry (003 of 003)
   ── Return Totals (Memo) ──
      Subtotal      Sales Tax    Freight/Misc   Disc/Prepaid        Total
      1242.26         67.84           .00            .00          1310.10
                                      .00            .00

   ── Company H ──────────── Info ──────────────── Verify ──
```

Field	Description
Sales Tax	The adjusted amount is displayed. If you made changes.
Total	The return total is displayed.
Prepayment	If the vendor refunded part of the return, enter the amount.
Check No	If a prepayment was entered, enter the check number that was used, or press **Enter** if paid in Cash, and **CASH** appears. After entering a number (or cash), enter **Y**es or **N**o at the prompt that appears, to indicate whether or not to use the calculated discount.
Discount	If **Y** was entered at the **Use Calculated Discount of n** prompt, the calculated discount is displayed; If **N** was entered, **.00** is displayed. Accept the displayed discount, or enter the cash discount, (or enter the cash discount received, when purchasing the items returned.) The discount reduces the amount the vendor owes you. The discount is based on your inclusion / exclusion selection in the DISCxxx table, the amount the discount is calculated from, includes sales tax, freight charges, and miscellaneous charges.
Net	The balance due (return total minus the prepayment and discount) is displayed.

Save the information using the **Proceed** (PgDn) command and return to the **Returns Screen**.

If you select Totals (Press **T**), while working with a returned debit memo order from the command bar you are prompted to choose to work with the **Return** totals or the **Debit memo** totals.

Press **D** to go to the Debit Memo Totals Screen.

Enter Returns Screen With Memo# Window

```
OSAS T001                                              _ □ X
Settings  Edit  Print  Help
 ──────────────────── Enter Returns ────────────────────
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY     Loc ID    Ret No 00000049
Ship-to ID                                       MN0001    Status Returned DM

  Item ID                        Quantities Units        Unit Cost
  Description                    Ret/Shp/Dm Status    Extended Cost
                                                       Last Db Memo
  150                              1.0000 PKG           907.5300
  Plumbing Package                 1.0000 OPEN          907.5300
                                   1.0000               907.5300
  910002                           1.0000 EA            291.4700
  Dishwasher - White               1.0000 OPEN          291.4700
                                   1.0000               291.4700
  811001                           3.0000 GAL            14.4200
  Paint - Ivory - Enamel           3.0000 OPEN           43.2600
                                        0               14.4200
                               Memo #  45264          Entry (001 of 003)
 ── Return Totals (Memo) ──
     Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid         Total
     1242.26          67.84            .00            .00         1310.10
                                       .00            .00

   Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
 ── Company H ──────────────── Detl ──────── Inquiry ──────── Verify ──
```

When you select **Debit Memo Totals**, you are prompted for the memo number if more than one exists for the return. Enter the memo number you want to work with, the **Inquiry** (F2) command is available to select a Memo Number from a list.

The Debit Memo Totals screen appears.

You will need to run *Debit Memo Totals Verifications* before you can exit this section.

Enter Returns Screen With Debit Memo Totals Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
─────────────────────── Enter Returns ───────────────────────
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY     Loc ID    Ret No 00000049
Ship-t┌───────────────── Debit Memo Totals ──────────────────┐urned DM
      │ Memo No 45264      Date 03/07/2000  GL Per 03 1099? NO│
  Item│                                                      │it Cost
  Desc│                 Current Class      Posted    Total DM │ed Cost
      │ Taxable         1242.26              .00     1242.26  │Db Memo
  150 │ Nontaxable          .00              .00         .00  │07.5300
  Plum│ Subtotal        1242.26              .00     1242.26  │07.5300
      │                                                      │07.5300
  9100│ Freight             .00              .00         .00  │91.4700
  Dish│ Misc                .00              .00         .00  │91.4700
      │ Sales Tax         67.84              .00       67.84  │91.4700
  8110│ Total           1310.10              .00     1310.10  │14.4200
  Pain│                                                      │43.2600
      │ Prepayment          .00    Check No                  │14.4200
      │ Discount            .00    Check Date    03/07/2000  │of 003)
─ Retur│                                                      │
    S │ Net Return      1310.10                              │ Total
      └──────────────────────────────────────────────────────┘310.10
                                    .00            .00

─ Company H ──────────────── Info ──────────────── Verify ─
```

Enter the following information:

Field	Description
Date	The current date defaults in, it can be changed.
GL Period	The current GL Period defaults in, it can be changed
1099?	If the vendor is not set up to receive a 1099 form, **NO** is displayed, you can not change it. If the vendor is set up to receive a 1099 form, **YES** is displayed and you can change it.
Freight	You can add freight charges for the debit memo.
Misc.	You can add miscellaneous charges for the debit memo.
Tax Class	Enter the tax class you want to apply the charges to. The **Inquiry** (F2) command is available to select a Tax Class from a list. This option will appear only if you enter an amount on the Freight / Misc. line(s).
Sales Tax	The sales tax is displayed, based on the tax codes assigned to the line item. Accept it, or enter a different one. If the current sales tax is changed, the *Sales Tax Breakdown (Memo) Window* appears. (See Return Totals description of Sales Tax Breakdown (*Memo*) Window.)
Total	The total (*unposted*) of the debit memo is displayed.
Prepayment	If the vendor refunded part of the return, enter the amount.
Check No	If a prepayment was entered, enter the check number that was used, or press **Enter** if paid in Cash, and *CASH* appears. After entering a number (or cash), enter **Y**es or **N**o at the prompt that appears, to indicate whether or not to use the calculated discount.
Check Date	Enter the date of the prepayment, or press **Enter** if no date applies.

Enter Returns Screen With Debit Memo Totals Window

```
┌─ OSAS T001 ──────────────────────────────────────────── _□X ─┐
│ Settings  Edit  Print  Help                                   │
│                      ──── Enter Returns ────                  │
│ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY    Loc ID   Ret No 00000049 │
│ Ship-t┌───────────── Debit Memo Totals ─────────────┐urned DM │
│       │ Memo No 45264       Date ▐3/07/2000  GL Per 03 1099? NO│        │
│  Item │                                              │it Cost  │
│  Desc │                Current Class     Posted    Total DM│ed Cost│
│       │ Taxable        1242.26            .00     1242.26│Db Memo │
│  150  │ Nontaxable        .00             .00         .00│07.5300 │
│  Plum │ Subtotal       1242.26            .00     1242.26│07.5300 │
│       │                                              │07.5300  │
│  9100 │ Freight           .00             .00         .00│91.4700 │
│  Dish │ Misc              .00             .00         .00│91.4700 │
│       │ Sales Tax       67.84             .00       67.84│91.4700 │
│  8110 │ Total          1310.10            .00     1310.10│14.4200 │
│  Pain │                                              │43.2600  │
│       │ Prepayment        .00      Check No          │14.4200  │
│       │ Discount          .00      Check Date   03/07/2000│of 003)│
│─ Retur│                                              │         │
│    S  │ Net Return     1310.10                       │ Total   │
│       └──────────────────────────────────────────────┘310.10  │
│                              .00            .00               │
│                                                              │
│ ─ Company H ──────────── Info ──────────── Verify ─          │
└──────────────────────────────────────────────────────────────┘
```

Enter the following information:

Field	Description
Discount	If **Y** was entered at the **Use Calculated Discount of n** prompt, the calculated discount is displayed;
	If **N** was entered, **.00** is displayed.
	Accept the displayed discount, or enter the cash discount, (or enter the cash discount received, when purchasing the items returned.)
	The discount reduces the amount the vendor owes you.
	The discount is based on your inclusion / exclusion selection in the DISCxxxx table, the amount the discount is calculated from, includes sales tax, freight charges, and miscellaneous charges.
Net Return	Total amount that the vendor is refunding (total minus prepayment and discount).

The amounts in the Posted and Total DM columns are displayed for your information. They are updated when you post returns.

If you applied another debit memo to the return, the totals information for that debit memo is displayed when the debit memo total is saved. Enter totals information for each debit memo applied to the return

When the totals information is saved, you are returned to the line-item scrolling screen.

Enter Returns Line-Item Scrolling Screen

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
────────────────────── Enter Returns ──────────────────────
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
Ship-to ID                                        MN0001   Status Returned DM

   Item ID                        Quantities Units          Unit Cost
   Description                     Ret/Shp/Dm Status      Extended Cost
                                                            Last Db Memo
   150                               1.0000 PKG              907.5300
   Plumbing Package                 1.0000 OPEN             907.5300
                                    1.0000                  907.5300
   910002                           1.0000 EA               291.4700
   Dishwasher - White               1.0000 OPEN             291.4700
                                    1.0000                  291.4700
 ≥ 811001                           3.0000 GAL               14.4200
   Paint - Ivory - Enamel           3.0000 OPEN              43.2600
                                    3.0000                   14.4200
                                                   Entry (003 of 003)
── Return Totals (Memo) ──────────────────────────────────
     Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid       Total
     1242.26         67.84          .00           .00        1310.10
                                    .00           .00

   Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
── Company H ─────────────────── Info ─────────────────── Verify ──
```

When Info is displayed at the bottom of the screen, you can use the Information (Shift F2) command, to access the *Purchase Order Information windows*

Enter Returns Screen With PO Information Menu

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
────────────────────── Enter Returns ──────────────────────
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
Ship-to ID                                        MN0001   Status Returned DM

   Item ID                        Quantities Units          Unit Cost
   Description                     Ret/Shp/Dm Status      Extended Cost
                                                            Last Db Memo
   150           ┌─ PO Information Menu ─┐              907.5300
   Plumbing Package │                     │   N         907.5300
                  │  Vendor Information▪  │              907.5300
   910002         │  Vendor Comments     │              291.4700
   Dishwasher - Whit│  Item Information    │   N         291.4700
                  │  Receipt Detail Information │         291.4700
   811001         │  Invoice Detail Information │          14.4200
   Paint - Ivory - E│  Invoice Totals Information │   N    43.2600
                  └─────────────────────┘               14.4200
                                                   Entry (001 of 003)
── Return Totals (Memo) ──────────────────────────────────
     Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid       Total
     1242.26         67.84          .00           .00        1310.10
                                    .00           .00

   Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
── Company H ─────────────────── Info ─────────────────── Verify ──
```

The same options are available as earlier in *Enter Goods Received / Invoiced Orders*.

Use the **Info** command to view the receipt and invoice detail information. The receipt and invoice records have been created for the goods returned and debit memos applied.

You *can not* change any of the information on these screens.

Enter Returns Screen With Receipt Detail Information Window

```
OSAS T001                                              _ □ ×
Settings  Edit  Print  Help
                        ─── Edit Returns ───
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
Ship-to ID                                        MN0001   Status Returned DM

  Item ID                          Quantities Units          Unit Cost
  Description                      Ret/Shp/Dm Status      Extended Cost
                                                             Last Db Memo
  150              ┌─ PO Information Menu ───────┐              907.5300
                   ── Receipt Detail Information ──
   Purchase Order No 00000049  Entry No 003 Item ID 811001

   Post Receipt      Date         Quantity     Unit Cost       Ext Cost
    No  46-841    03/07/2000        3.0000       14.4200          43.26




 ─                                                                      ─



 ─                      F5 for New Entry No                            ─
```

To look at information about a different line item, use the **Abandon** (F5) command, and then enter the line item entry number whose receipt information you want to look at; the **Inquiry** (F2) command, is available.

(You can not set up receipts for recurring entries so the **Receipt Detail Information** function is not available in the Recurring Entries function.)

Enter Returns Screen With Invoice Detail Information Window

```
OSAS T001                                              _ □ ×
Settings  Edit  Print  Help
                        ─── Edit Returns ───
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
Ship-to ID                                        MN0001   Status Returned DM

  Item ID                          Quantities Units          Unit Cost
  Description                      Ret/Shp/Dm Status      Extended Cost
                                                             Last Db Memo
  150              ┌─ PO Information Menu ───────┐              907.5300
                   ── Invoice Detail Information ──
   Purchase Order No 00000049  Entry No 003 Item ID 811001

   Post Invoice      Date         Quantity     Unit Cost       Ext Cost
    No  45264     03/07/2000        3.0000       14.4200          43.26




 ─                                                                      ─



 ─                      F5 for New Entry No                            ─
```

To look at information about a different line item, use the **Abandon** (F5) command, and then enter the line item entry number whose Invoice information you want to look at; the **Inquiry** (F2) command is available.

Enter Returns Screen With Invoice Totals Information Window

```
┌─────────────────────────────────────────────────────────────┐
│  OSAS T001                                          _ □ ✕     │
│ Settings  Edit  Print  Help                                   │
│ ┌──────────────────────── Edit Returns ──────────────────┐   │
│ Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY     Loc ID   Ret No 00000049 │
│ Ship-to ID                                       MN0001   Status Returned DM │
│                                                               │
│    Item ID                        Quantities Units      Unit Cost │
│    Description                     Ret/Shp/Dm Status    Extended Cost │
│                                                         Last Db Memo │
│    150               ┌─ PO Information Menu ──────┐       907.5300 │
│                      ┌──── Invoice Totals Information ────┐      0 │
│                      │ Purchase Order No 00000049         │      0 │
│                      │                                    │      0 │
│                      │ Invoice    Date   GL Per   Current       Posted Total Invoiced │ 0 │
│                      │ 45264   03/07/2000 03      1310.10        .00      1310.10 │ 0 │
│                      │                                    │      0 │
│                      │                                    │      0 │
│                      │                                    │      0 │
│                      │                                    │      0 │
│ ┌─ R                 └────────────────────────────────� ■ ┘    ) │
│ │                                                             │
│      1242.26          67.84          .00          .00      1310.10 │
│                                      .00          .00            │
│                                                               │
│    Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran │
│ └─ Company H ─────────────── Info ──────────────── Verify ─┘   │
└─────────────────────────────────────────────────────────────┘
```

The invoice(s) you applied to the order are displayed (up to four). To look at information about the next four invoices, press **Enter**.

You can continue to look at the next four invoices by pressing **Enter** until you reach the end of the list. If you press **Enter** at the end of the list, information about the first four invoices is displayed.

Use the **Exit** (F7) command to leave the information windows and to return to the line-item scrolling area.

RETURNING AND DEBITING A LOTTED ITEM

Enter Returns Screen With Append Line and Return Authorization Windows

```
OSAS T001                                               _ □ X
 Settings  Edit  Print  Help
────────────────────── Edit Returns ──────────────────────
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
 Ship-to ID                                        MN0001   Status Returned DM
 ┌─────────── Append Line ───────────────────── Entry 004 ───┐
 │ Line Status  OPEN         Tax Class 00    Job/Phase ID     │
 │ Item  811001              Lotted          Cost Code        │
 │ Desc  Paint - Ivory - Enamel              GL Account    104400     │
 │ GL Desc                                   INVENTORY - FINISHED GOODS │
 │                                                            │
 │              Goods Qty Units DM Quantity    Unit Cost      Ext Cost │
 │ Returned        3.0000 GAL                  14.4200          14.42  │
 │ Total Ship        .0000          .0000                             │
 │ Bal Due           .0000         3.0000                             │
 │                                           Debit Memo Ext Cost │
 │ Current           .0000          .0000                    .00 │
 │ Posted            .0000          .0000                    .00 │
 ┌─┴─ Return Authorization ──────────────────────────────────┘
 R│ RA No        Date       GL Pd                             │
  │ 46-841    03/07/2000     03  t/Misc   Disc/Prepaid   Total │
  │                                  .00        .00     1310.10│
  │                                  .00        .00            │
  └────────────────────────────────────────────────────────────┘

 └─ Company H ──────────────── Info ──────────────── Verify ─┘
```

The **Goods Returned And Debited** function can be used with lotted items.

Enter Returns Screen With Return Lotted Goods Entry Window

```
OSAS T001                                               _ □ X
 Settings  Edit  Print  Help
────────────────────── Edit Returns ──────────────────────
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
 Shi┌──────── Return  Lotted Goods Entry ─────────────┐ d DM
    │ Return Number  46-841    Date 03/07/2000  GL Period 03 │
  L │ Item ID 811001           Qty Returned        3.0000    │
  I │                                                        │
  D │  Lot Number/Comment      Qty Returned Qty Shipped   Unit Cost │ S
  G │ ▶                                                      │
    │                                                        │ st
  R │                                                        │ 42
  T │                                                        │
  B │                                                        │ st
  C │                                                        │ 00
  P │  (000001 of 000000)            ────────────────────── │ 00
    │                      Total          .0000       .0000 │
 Re │                      Ext Cost                   .0000 │ al
    │                                                        │ 10
    │          Enter = edit, Append, Done                    │
    └────────────────────────────────────────────────────────┘

 └─ Company H ──────────────────────────────────── Verify ─┘
```

If you are returning a Lotted Item, the *Return Lotted Goods Entry Window* is displayed. Enter the Lot number(s) being returned.

Return Lotted Goods Entry Window With Lot Numbers Inquiry Window

You may use the **Inquiry** (F2) command to bring up the *Lot Number Lookup Window* to select the Lot number from the list.

Return Lotted Goods Entry Window In Append Mode

The unit cost may be changed for the lot number selected. You may enter comments in the comment field, to record information on the returned items.

Return Lotted Goods Entry Window In Append Mode

```
OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
┌───────────────────────── Edit Returns ──────────────────────────┐
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY     Loc ID   Ret No 00000049
 Shi ┌─────────── Return  Lotted Goods Entry ────────────┐      d DM
     │ Return Number  46-841     Date 03/07/2000   GL Period 03
   L │ Item ID 811001              Qty Returned       3.0000
   I │
   D │  Lot Number/Comment      Qty Returned Qty Shipped    Unit Cost
   G │  1201                         .0000      2.0000        14.4200  S
     │      Dented Can
     │  1202                         .0000      1.0000        14.4200  st
   R │ Broken Can                                                     42
   T │
   B │                                                               st
   C │                                                               00
   P │  (000002 of 000002)                    ─────────────────────  00
     │                           Total        3.0000        14.4200
  Re │                           Ext Cost                    43.2600
     │                                                              al
     │                                                              10
     └──────────────────────────────────────────────────────────────┘
  Company H ──────────────────────────────────── Verify
```

A **Return Lotted Goods** Entry may contain entries for multiple lots, for the same item. A comment field is available for each of the lot numbers returned. When finished entering lot numbers enter **D** for Done.

Enter Returns Screen With Apply Debit Memo (New) Window

```
OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
┌───────────────────────── Edit Returns ──────────────────────────┐
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY     Loc ID   Ret No 00000049
 Ship-to ID                                    MN0001   Status Returned DM
   ┌─────────── Append Line ───────────┬───── Entry 004 ─────┐
   │ Line Status  OPEN      Tax Class 00   Job/Phase ID
   │ Item  811001           Lotted        Cost Code
   │ Desc  Paint - Ivory - Enamel         GL Account   104400
   │ GL Desc                              INVENTORY - FINISHED GOODS
   │
   │           Goods Qty Units DM Quantity    Unit Cost      Ext Cost
   │ Returned      3.0000 GAL                  14.4200         14.42
   │ Total Ship     .0000        .0000
   │ Bal Due        .0000       3.0000
   │                                        Debit Memo Ext Cost
   │ Current        .0000        .0000                          .00
   │ ┌──── Apply Debit Memo (New ) ────┐    .0000                .00
   │ │ Memo No     Date     Period     │
  R│ │ M46-23   03/08/2000  03         │
     └ └─────────────────────────────┘ ─ ht/Misc   Disc/Prepaid     Total
         1242.26          67.84        .00         .00          1310.10
                                       .00         .00
  Company H ─────────── Detl ─────────────── Verify
```

Enter the following information:

Field	Description
Memo No	Enter the Debit Memo number. The **Inquiry** (F2) command is available to select an invoice number from a list.
Date / GL Period	Press **Enter** to accept the displayed date (GL Period), or change it if this is the first entry for the memo.
	If you have worked with the memo number before, you can change the date (GL Period) on the Debit Memo Totals screen.

Debit Memo Lotted Goods Entry Window

```
OSAS T001                                                    _□×
Settings  Edit  Print  Help
                            ── Edit Returns ──
 Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
 Shi ──────────── Debit Memo  Lotted Goods Entry ─────────── d DM
  │  Db Memo Number M46-23    Date 03/08/2000
  L  Item ID 811001
  I
  D    Lot Number/Comment     Qty Shipped  Qty Debited     Unit Cost
  G    1201                       2.0000      2.0000         14.4200 │S
           Dented Can
     ≥ 1202                       1.0000      1.0000         14.4200 │st
  R        Broken Can                                                42
  T
  B                                                                  │st
                                                                     00
  C                                                                  00
     (000002 of 000002)                       ──────────────────────
 ─ R                            Total          3.0000         14.4200
                                Ext Cost                      43.2600 │al
                                                                     10
                   Enter = edit, Append, Done

 ─ Company H ──────────────────────────────────── Verify ─
```

Field	Description
Lot number / Comment	Enter the lot(s) being debited, , the **Inquiry** (F2) command is available.
	The comments from the Return Lotted Goods Entry Window defaults in here, it can not be changed.
Quantity Shipped	The Quantity Shipped defaults in here from the Return Lotted Goods Entry Window, it can not be changed.
Quantity Debited	Enter the quantity, for which the vendor, is giving you credit.
	Can not exceed the quantity shipped.
Unit Cost	Enter the unit cost, for which the vendor, is giving you credit. A change here will automatically update the total and Ext. total.
Total	The total quantity debited is displayed. The average unit cost, for the debited items is displayed
Ext Cost	The total cost to be debited is displayed.

Applying Debit Memos

Enter Returns Transaction Type Menu Screen

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
                            ── Enter Returns ──
                           ── Header Information ──
  Return No                    Date  03/08/2000      Status Returned

  Loc ID    MN0001

                                              ── Transaction Type ──
  Vendor ID
                                        1. Goods Returned
                                        2. Goods Returned and Debited
                                        3. Edit Returns
                                        4. Apply Debit Memos
                                        4

  Terms Code          Type
  Terms Desc
  Terms %    .0  Days      Net Days      Ship Via
                  Tax Group              Returned By
  Notes                                  Shipped By




  ── Company H ──────────────────────────── Verify ──
```

Use the **Apply Debit Memos** function, from the Transaction Type menu, to apply debit memos to goods that have been returned. The **Apply Debit Memo** option works only with returns whose line items have a status of returned. Use the **Edit Returns** function to correct debit memos that have been applied with the wrong quantity or cost.

Apply Debit Memos Header Information Screen With Debit All? Prompt

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
                         ── Apply Debit Memos ──
                         ── Header Information ──
  Return No 00000051          Date  03/08/2000      Status Returned DM

  Loc ID    MN0001   MINNEAPOLIS WAREHOUSE

  Vendor ID  TH0001            Ship-to ID:
   THOMPSON HEATING &
   AIR CONDITIONING
   P.O. BOX 99388

   MINNEAPOLIS       MN    55555-0545
  Terms Code  AP0004     Type Reg      FOB
  Terms Desc  2/10,n/30
  Terms %  2.0  Days  10  Net Days  30  Ship Via
                  Tax Group CA          Returned By
  Notes                                 Shipped By



                       Debit All?  (Y/N)     ■
  ── Company H ──────────── Info ─────────── Verify ──
```

When you select Apply Debit Memos and enter a Return number, the following prompt appears: **Debit All?** (Y/N). If you enter N at the prompt, you are taken to the line-item scrolling window. Use the **PgDn**, **PgUp**, or **arrow** keys to move the cursor to the individual line item you want to work with.

Press **Y** to apply the credit memo to all line items on a return.

Apply Debit Memos Header Information Screen With Memo No Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                              Apply Debit Memos
                             Header Information
   Return No 00000051          Date  03/08/2000      Status Returned DM

   Loc ID   MN0001    MINNEAPOLIS WAREHOUSE

   Vendor ID  TH0001               Ship-to ID:
    THOMPSON HEATING &
    AIR CONDITIONING
    P.O. BOX 99388

    MINNEAPOLIS       MN     55555-0545
   Terms Code  AP0004     Type Reg       FOB
   Terms Desc  2/10,n/30
   Terms %  2.0  Days  10  Net Days  30 │ Ship Via
                      Tax G┌──────────────────────────────┐
   Notes              │ Memo No                      │
                      │ CR8-334   03/08/2000     ns  │
                      └──────────────────────────────┘



   Company H                    Info                    Verify
```

In this example, **Y** was entered at the **Debit All?** prompt. A *debit memo window* is displayed.

Enter the following information:

Field	Description
Memo No	Enter the debit memo number
Date / GL Period	The current system date is displayed. If this is your first time using this debit memo number, for this return, you can change it
	If you have used this memo number before for the return, the date is skipped. You can change it when you are on the Debit Memo Totals screen.

When you save the debit memo information using the **Proceed** (PgDn) command.

- the debit memo quantity of each line item in the return is changed to equal the quantity returned.

- The unit and extended costs you assigned to each line item, when you entered the return, are used as the cost the vendor gave you credit for.

- If the return contains a line for a serialized (or lotted) item, the debit memo is applied to the serial (lot) numbers you assigned to the line when you entered the return.

If the quantity and/or cost the vendor gave you credit for is different from the quantity and/or costs you entered for a line item, reverse the debit memo.

To reverse a posted debit memo, enter an invoice received order.

Apply Debit Memos Line-Item Scrolling Screen

```
OSAS T001                                                            _ □ ×
Settings  Edit  Print  Help
                              Apply Debit Memos
Vendor ID  TH0001 THOMPSON HEATING &           Loc ID   Ret No 00000051
Ship-to ID                                     MN0001   Status Returned DM

  Item ID                          Quantities Units         Unit Cost
  Description                      Ret/Shp/Dm Status       Extended Cost
                                                            Last Db Memo
  250                                 2.0000 CS               1342.8700
  Exterior Panels                     2.0000 OPEN             2685.7400
                                       .0000                      .0000
≥ 900                                 2.0000 EA                239.6600
  Refrigerator - Black                2.0000 OPEN              479.3200
                                       .0000                      .0000
  800001                              5.0000 ROLL                1.7600
  Wallpaper - Contemporary            5.0000 OPEN                8.8000
                                      5.0000                      1.7600
 ─ Return Totals (Memo) ─                           Entry (002 of 003)
     Subtotal       Sales Tax    Freight/Misc   Disc/Prepaid       Total
     3173.86          180.67            .00            .00       3354.53
                                        .00            .00

  Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
 ─ Company H ──────────────── Info ──────────────── Verify ─
```

If you select **N** at the **Debit All ?**, prompt you go directly to the line-item scrolling screen

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Debit Memo	Press **D** to go to the Apply Debit Memo window.
Append	Press **A** to add a line to the end of the Debit Memo.
	You *may* also insert a line using the Ins key.
	To delete a line item use the **Delete** (F3) key , when the cursor is at the line-item you want to delete. You can only delete an item if it has a DM status of zero.(You will need to use the Debit Memo function to change the status to zero.)
Header	Press **H** to go back to the header screen to make changes there. .
Totals	Press **T** to verify the Return / Debit Memo totals.
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Debit Memo	Press **O** to print an online Debit Memo (if selected in Resource Manager Options and Interfaces)
Next Tran	Press **N** to return to the Transaction Type menu screen.

DEBITING A SERIALIZED ITEM

Apply Debit Memos Screen With Apply Debit Memo (*New*) Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
┌──────────────────── Apply Debit Memos ────────────────────┐
 Vendor ID  TH0001 THOMPSON HEATING &        Loc ID  Ret No 00000051
 Ship-to ID                                  MN0001  Status Returned DM
 ┌──────────── Apply Debit Memos ────────────── Entry 002 ──────┐
  Line Status  OPEN           Tax Class 00   Job/Phase ID
  Item  900                   Serialized     Cost Code
  Desc  Refrigerator - Black                 GL Account   104400
  GL Desc                                    INVENTORY - FINISHED GOODS

                Goods Qty Units DM Quantity    Unit Cost      Ext Cost
  Returned        2.0000 EA                    239.6600        479.32
  Total Ship      2.0000            .0000
  Bal Due           .0000          2.0000
                                               Debit Memo Ext Cost
  Current         2.0000            .0000                       .00
      ┌──── Apply Debit Memo (New ) ───┐        .0000           .00
      Memo No     Date    Period
  ─ R  CR8-334  03/08/2000 03          │
      └────────────────────────────────┘ ht/Misc  Disc/Prepaid     Total
        3173.86        180.67          .00        .00          3354.53
                                       .00        .00
  ┌ Verification ─────────────────────────────────────────────┐
                      Press <PgDn> to proceed                  ■
```

Press **D** to bring up the *Apply Debit Memo Window* (abbreviated for serialized items) for the item next to the cursor.

The following information defaults into these fields:

Field	Description
Memo No	The memo number field can only be accessed by arrowing up. You may change the Debit Memo number. The **Inquiry** (F2) command is available to select a number from a list.
Date / GL period	These fields can not be changed here.

Press **PgDn** to Proceed.

Apply Debit Memos Screen With Debit Serialized Goods Entry Window

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
                        ─── Apply Debit Memos ───
Vendor ID  THO001 THOMPSON HEATING &           Loc ID   Ret No 00000051
Shi┌─────────── Debit Serialized Goods Entry ──────────────┐d DM
   │  Db Memo Number CR8-334   Date 03/08/2000             │
 L │  Item ID 900               Qty Shipped       2.0000   │
 I │                                                        │
 D │    Serial Number/Comment      Tag Db Memo   Unit Cost │
 G │ ≥ LTQ6601084                  No             239.6600 │S
   │       Dent in Door                                     │
   │   LTQ6601085                  No             239.6600 │st
 R │       Wrong Color                                      │32
 T │                                                        │
 B │                                                        │
   │                                                        │st
 C │                                                        │00
   ┌  (000001 of 000002)                      ──────────── │00
 ─ R                                  Average Cost    .0000 │
   │                                  Extended Cost    .00  │al
   │     Enter = tag/untag, Tag all, Untag all, Edit, Done │53
   └────────────────────────────────────────────────────────┘
 Company H ──────────────────────────────────── Verify ──
```

When applying a debit memo to a serialized item a *Debit Serialized Goods Entry Window* appears.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter =tag/untag	Position the cursor to the left of a serial number and press **Enter**, to toggle from **Yes** to **No** in the tag column.
	By tagging a serial number you indicate that you are **Applying** a Debit Memo to this item.
Tag all	Press **T** to have all of the listed serialized items be marked as yes, in the tag column.
Untag all	Press **U** to have all of the listed serialized items be marked as no in the tag column.
Edit	Press **E** to edit the unit cost or the comment field.
Done	Press **D** to return to the line item screen, or use the **Exit** (F7) command.

Apply Debits Memos Screen With Debit Serialized Goods Entry Window

```
 OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                       ─── Apply Debit Memos ───
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID    Ret No 00000051
Shi ┌──────── Debit Serialized Goods Entry ────────┐  d DM
    │  Db Memo Number CR8-334    Date 03/08/2000    │
  L │  Item ID 900             Qty Shipped    2.0000│
  I │                                               │
  D │   Serial Number/Comment       Tag Db Memo    Unit Cost│
  G │ ≥ LTQ6601084                  Yes CR8-334     239.6600│ S
    │     Dent in Door                              │
    │   LTQ6601085                  Yes CR8-334     239.6600│ st
  R │     Wrong Color                               │ 32
  T │                                               │
  B │                                               │
    │                                               │ st
  C │                                               │ 00
    │   (000001 of 000002)                          ──│ 00
  ┌─│                             Average Cost    239.6600│
─ R │                             Extended Cost     479.32│
    │                                               │ al
    │     Enter = tag/untag, Tag all, Untag all, Edit, Done│ 53
    └───────────────────────────────────────────────┘
  └ Company H ──────────────────────────── Verify ─
```

In this example we have changed both serial numbers to tagged. This will record that we have been given credit, by our supplier, for returned items.

Apply Debit Memos Screen With Apply Debit Memo (*Edit*) Window

```
 OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                       ─── Apply Debit Memos ───
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID    Ret No 00000051
Ship-to ID                                    MN0001    Status Returned DM

   Item ID                    Quantities Units        Unit Cost
   Description                Ret/Shp/Dm Status     Extended Cost
                                                     Last Db Memo
   250                        2.0000 CS              1342.8700
   Exterior Panels            2.0000 OPEN            2685.7400
                               .0000                      .0000
   900                        2.0000 EA               239.6600
   Refrigerator - Black       2.0000 OPEN             479.3200
                              2.0000                  239.6600
 ≥ 800001                     5.0000 ROLL               1.7600
   Wallpaper - Contemporary   5.0000 OPEN               8.8000
                              5.0000                     1.7600
                                         Entry (003 of 003)
  ┌ Return Totals (Memo) ────────────────────────────────────
      Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid      Total
      3173.86        180.67         .00            .00        3354.53
                                    .00            .00
  
    Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
  └ Company H ──────────────── Info ───────────────── Verify ─
```

The line item-scrolling area is displayed after the debit memo has been applied to the quantities returned. You will see that the **Apply Debit Memos** screen has been updated to show a **Debit Memo** status of 2 for item number 900.

DEBITING A LOTTED ITEM

Apply Debit Memos Screen With Apply Debit Memo (Edit) Window

```
OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
                          Apply Debit Memos
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM
                       Apply Debit Memos              Entry 003
  Line Status  OPEN        Tax Class 00    Job/Phase ID
  Item  800001             Lotted          Cost Code
  Desc  Wallpaper - Contemporary           GL Account   104400
  GL Desc                                  INVENTORY - FINISHED GOODS

               Goods Qty Units DM Quantity     Unit Cost      Ext Cost
  Returned        5.0000 ROLL                    1.7600          8.80
  Total Ship      5.0000           5.0000
  Bal Due          .0000            .0000
                                              Debit Memo Ext Cost
  Current         5.0000           5.0000                        8.80
           Apply Debit Memo (Edit)            .0000              .00
         Memo No      Date     Period
   R  CR8-334   03/08/2000 03
                                     ht/Misc   Disc/Prepaid      Total
       3173.86        180.67           .00         .00        3354.53
                                       .00         .00
  Verification
                       Press <PgDn> to proceed                    ▬
```

From the **Apply Debit Memos** Line Item Scrolling Screen (Above), press **D** to bring up the *Apply Debit Memo Window* (abbreviated for lotted items) for the item next to the cursor.

The following information defaults into these fields:

Field	Description
Memo No	The memo number field can only be accessed by arrowing up. You may change the Debit Memo number. The **Inquiry** (F2) command is available to select a number from a list.
Date / GL period	These fields can not be changed here.

Apply Debit Memos Screen With Debit Memo Lotted Goods Entry Window

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
                        Apply Debit Memos
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Shi              Debit Memo  Lotted Goods Entry               d DM
   L   Db Memo Number CR8-334   Date 03/08/2000
   I   Item ID 800001
   D
   G     Lot Number/Comment      Qty Shipped  Qty Debited     Unit Cost
         274D0714                   5.0000       5.0000         1.7600  S

   R                                                                   st
   T                                                                   80
   B
                                                                       st
   C                                                                   80
        (000001 of 000001)        ---------------------------    00
 R                                 Total         5.0000         1.7600
                                   Ext Cost                     8.8000  al
                     Enter = edit, Append, Done                        53

  Company H                                              Verify
```

The **Debit Memo Lotted Goods Entry** screen is where the lot numbers for the items included in the **Debit Memo**, will need to be entered.

A **Debit Memo** may include more than one lot number. Enter **Done** to be returned to the line item scrolling screen.

PO Information Menu

Apply Debit Memos Line-Item Screen With PO Information Menu Window

```
OSAS T001                                              _□×
Settings  Edit  Print  Help
────────────────────── Apply Debit Memos ──────────────────────
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM

  Item ID                        Quantities Units        Unit Cost
  Description                     Ret/Shp/Dm Status     Extended Cost
                                                          Last Db Memo
  250          ┌─ PO Information Menu ─┐         N         1342.8700
  Exterior Panels │                    │                   2685.7400
                │  Vendor Information_  │                        .0000
  900           │  Vendor Comments     │                    239.6600
  Refrigerator - B1│ Item Information   │         N         479.3200
                │  Receipt Detail Information │               239.6600
  800001        │  Invoice Detail Information  │   L           1.7600
  Wallpaper - Conte│ Invoice Totals Information │  N           8.8000
                └───────────────────────┘                       1.7600
                                             Entry (003 of 003)
─ Return Totals (Memo) ─
     Subtotal      Sales Tax   Freight/Misc  Disc/Prepaid      Total
     3173.86        180.67          .00          .00         3354.53
                                    .00          .00

  Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
─ Company H ──────────────── Info ──────────────── Verify ─
```

When **Info** is displayed at the bottom of the screen, you can use the **Information** (Shift F2) command to access the *Purchase Order Information windows*.

Apply Debit Memos Screen With Receipt Detail Information Window

```
OSAS T001                                              _□×
Settings  Edit  Print  Help
────────────────────── Apply Debit Memos ──────────────────────
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM

  Item ID                        Quantities Units        Unit Cost
  Description                     Ret/Shp/Dm Status     Extended Cost
                                                          Last Db Memo
  250          ┌─ PO Information Menu ──────┐              1342.8700
           ┌──── Receipt Detail Information ──────┐
           Purchase Order No 00000051  Entry No 003 Item ID 800001

           Post Receipt     Date       Quantity    Unit Cost     Ext Cost
             No  R12-250  03/08/2000      5.0000      1.7600         8.80

                        F5 for New Entry No
```

The *Receipt Detail Information* box shows a receipt quantity of 5 for line entry three (800001) wallpaper.

To look at information about a different line item, use the **Abandon** (F5) command and then enter the line item entry number whose receipt information you want to look at; the **Inquiry** (F2) command command is available.

(You can not set up receipts for recurring entries so the Receipt Detail Information function is not available in the Recurring Entries function.)

Apply Debit Memos Screen With Invoice Detail Information Window

```
┌ OSAS T001                                                    _□✕
Settings  Edit  Print  Help
                        ┌─────── Apply Debit Memos ───────┐
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM

  Item ID                       Quantities Units        Unit Cost
  Description                    Ret/Shp/Dm Status    Extended Cost
                                                       Last Db Memo
  250              ┌─ PO Information Menu ─────┐          1342.8700
                  ┌─ Invoice Detail Information ─┐
   Purchase Order No 00000051  Entry No 003 Item ID 800001

   Post Invoice       Date        Quantity     Unit Cost      Ext Cost
    No  CR8-334    03/08/2000       5.0000        1.7600          8.80




                        F5 for New Entry No                     ▪▪
```

The **Invoice Detail Information** screen shows an Invoice quantity of 5 for item 3 (800001) wallpaper.

To look at information about a different line item, use the **Abandon** (F5) command and then enter the line item entry number whose invoice information you want to look at; the **Inquiry** (F2) command is available.

Apply Debit Memos Screen With Invoice Totals Information

```
┌ OSAS T001                                                    _□✕
Settings  Edit  Print  Help
                        ┌─────── Apply Debit Memos ───────┐
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM

  Item ID                       Quantities Units        Unit Cost
  Description                    Ret/Shp/Dm Status    Extended Cost
                                                       Last Db Memo
  250              ┌─ PO Information Menu ─────┐          1342.8700  0
                  ┌─ Invoice Totals Information ─┐                   0
   Purchase Order No 00000051                                       0
                                                                    0
   Invoice   Date      GL Per    Current    Posted Total Invoiced   0
   CR8-334  03/08/2000 03        507.64        .00       507.64     0
                                                                    0
                                                                    0
                                                                    0
                                                                    )
─ R ┌                                                    ▪     ┐
      3173.86        180.67          .00         .00      3354.53
                                    .00         .00

  Enter=edit, Debit memo, Append, Header, Totals, View, Online, Next tran
─ Company H ──────────────── Info ──────────────── Verify ─
```

The Invoice Totals Information screen shows the current, posted, and total invoiced amounts for this return.

In this example, let's assume that the company received credit for two of the exterior panels, item 250. Exit from the information window using the **Exit** (F7) command. Use the **PgDn**, **PgUp**, or **arrow** keys to move the cursor to item 250 and press **D** (debit memo).

Apply Debit Memos Screen With Apply Debit Memo (New) Window

```
OSAS T001                                              _ □ ✕
Settings  Edit  Print  Help
                    ─── Apply Debit Memos ───
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM
                ─── Apply Debit Memos ───        ──── Entry 001 ────
  Line Status  OPEN           Tax Class 03    Job/Phase ID
  Item   250                                  Cost Code
  Desc   Exterior Panels                      GL Account    104400
  GL Desc                                     INVENTORY - FINISHED GOODS

             Goods Qty Units DM Quantity    Unit Cost       Ext Cost
  Returned        2.0000 CS                  1342.8700        2685.74
  Total Ship      2.0000         .0000
  Bal Due          .0000        2.0000
                                                    Debit Memo Ext Cost
  Current         2.0000         .0000                           .00
                                          ── Apply Debit Memo (New ) ──
   Memo No     Date    Period   Quantity    Unit Cost     Ext Cost
 R CR8-334  03/08/2000 03 2.0000            1342.8700      2685.74

     3173.86        180.67         .00         .00        3354.53
                                   .00         .00

 ── Company H ─────────────── Detl ──────────────── Verify ──
```

The *Apply Debit Memo window* appears. Use the same memo number and enter a quantity of 2. Use
the same unit cost. The extended cost is calculated. Use the **Proceed** (PgDn) command to save the
entry.

Apply Debit Memos Screen With Invoice Detail Information Window

```
OSAS T001                                              _ □ ✕
Settings  Edit  Print  Help
                    ─── Apply Debit Memos ───
Vendor ID  TH0001 THOMPSON HEATING &          Loc ID   Ret No 00000051
Ship-to ID                                    MN0001   Status Returned DM

  Item ID                       Quantities Units        Unit Cost
  Description                    Ret/Shp/Dm Status    Extended Cost
                                                      Last Db Memo
  250              ┌─ PO Information Menu ──┐           1342.8700
             ──── Invoice Detail Information ────
   Purchase Order No 00000051  Entry No 001 Item ID 250

   Post Invoice     Date        Quantity    Unit Cost     Ext Cost
    No  CR8-334   03/08/2000      2.0000    1342.8700      2685.74








                  F5 for New Entry No
```

Use the **Information** command to view the receipt/invoice detail information, to verify the change in
quantity to 2.

Use the **Exit** (F7) command to return to the line-item scrolling screen.

Apply Debit Memos Line-Item Scrolling Screen with Totals Verification Prompt

```
OSAS T001                                              _ □ ×
Settings  Edit  Print  Help
                    ─── Apply Debit Memos ───
Vendor ID  TH0001 THOMPSON HEATING &        Loc ID   Ret No 00000051
Ship-to ID                                  MN0001   Status Returned DM

  Item ID                     Quantities Units        Unit Cost
  Description                 Ret/Shp/Dm Status     Extended Cost
                                                     Last Db Memo
  250                           2.0000 CS              1342.8700
  Exterior Panels               2.0000 OPEN            2685.7400
                                2.0000                 1342.8700
  900                           2.0000 EA               239.6600
  Refrigerator - Black          2.0000 OPEN             479.3200
                                2.0000                  239.6600
  800001                        5.0000 ROLL               1.7600
  Wallpaper - Contemporary      5.0000 OPEN               8.8000
                                5.0000                     1.7600
                                          Entry (003 of 003)
 ─ Return Totals (Memo) ─
     Subtotal     Sales Tax   Freight/Misc   Disc/Prepaid      Total
     3173.86        180.67         .00            .00        3354.53
 ─ Verification ─
                        Press <PgDn> to proceed
                  With debit memo totals verification              ▄
```

The quantity returned and shipped for item 250 is 2. The quantity debited is also 2. Press **N** (Next tran) to exit the line-item scrolling screen.

You are prompted to use the **Proceed** (PgDn) command to proceed with the debit memo totals verification.

Debit Memo Totals Window With Discount Verification Prompt

```
┌─ OSAS T001 ──────────────────────────────────  _□×
 Settings  Edit  Print  Help
                      ┌──── Apply Debit Memos ────
 Vendor ID  TH0001 THOMPSON HEATING &        Loc ID   Ret No 00000051
 Ship-t┌─────────── Debit Memo Totals ───────────┐urned DM
       │ Memo No CR8-334    Date 03/08/2000  GL Per 03 1099? YES │
  Item │                                          │it Cost
  Desc │              Current Class    Posted      Total DM│ed Cost
       │ Taxable      3173.86            .00      3173.86 │Db Memo
   250 │ Nontaxable       .00            .00          .00 │42.8700
  Exte │ Subtotal     3173.86            .00      3173.86 │85.7400
       │                                          │42.8700
   900 │ Freight          .00            .00          .00 │39.6600
  Refr │ Misc             .00            .00          .00 │79.3200
       │ Sales Tax     180.67            .00       180.67 │39.6600
  8000 │ Total        3354.53            .00      3354.53 │ 1.7600
  Wall │                                          │ 8.8000
       │ Prepayment       .00    Check No         │ 1.7600
       │ Discount         .00     ┌──────────────────────┐
 ─ Retur                         │ Use Calculated Discount of 67.09?  No │
      S │ Net Return   3354.53    └──────────────────────┘
       └──────────────────────────────────────┘354.53
                          .00            .00
 ─ Company H ──────────── Info ──────────────── Verify ─
```

You are forced to verify the debit memo totals

Field	Description
Date	The current date defaults in, it can be changed.
GL Period	The current GL Period defaults in, it can be changed
1099?	If the vendor is not set up to receive a 1099 form, **NO** is displayed, you can not change it. If the vendor is set up to receive a 1099 form, **YES** is displayed and you can change it.
Freight	You can add freight charges for the debit memo.Enter the tax class you want to apply the charges to.
Misc.	You can add miscellaneous charges for the debit memo. Enter the tax class you want to apply the charges to.
Sales Tax	The sales tax is displayed, based on the tax codes assigned to the line item. Accept it, or enter a different one.
	If the current sales tax is changed, a window appears.
Total	The total (*unposted*) of the debit memo is displayed.
Prepayment	If the vendor refunded part of the debit memo enter the amount.
Check No	If a prepayment was entered, now enter the number of the check used, or press **Enter** if paid in cash; *CASH* appears.
Check Date	Enter the date of the prepayment, or press **Enter** if no date applies.
Discount	At the prompt enter **Y** or **N** to indicate the use of the calculated discount.
	If you pressed **Y** at the **Use Calculated Discount of n** prompt, the calculated discount is displayed.
	If you entered **N**, **.00** is displayed. Accept the displayed discount, or enter the cash discount you received when purchasing the items that are being returned.
	The discount reduces the amount you owe.
Net Return	Total amount that the vendor is refunding (total minus prepayment and discount).

Editing Returns

Header Information Screen With Transaction Type Menu

```
 OSAS T001                                                    _ □ ✕

Settings  Edit  Print  Help
                          ─── Enter Returns ───
                        ─── Header Information ───
     Return No              Date  03/08/2000     Status Returned

     Loc ID   MN0001
                                      ─── Transaction Type ───
     Vendor ID
                                      1. Goods Returned
                                      2. Goods Returned and Debited
                                      3. Edit Returns
                                      4. Apply Debit Memos
                                      ▊
     Terms Code        Type
     Terms Desc
     Terms %   .0  Days     Net Days    Ship Via
                  Tax Group             Returned By
     Notes                              Shipped By




   ── Company H ─────────────────────────────────── Verify ──
```

Use the Edit Returns functions to:

• Change return information without changing the return status.

• Add or delete line items

• Correct quantity mistakes.

You **can not**:

• Edit posted returns.

• Edit posted debit memos

Edit Returns Header Information Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                          ── Edit Returns ──
                        ── Header Information ──
  Return No 00000049          Date  03/07/2000     Status Returned DM

  Loc ID   MN0001

  Vendor ID  BOR001                   Ship-to ID:
   BORIS CONSTRUCTION COMPANY
   34 EAST MOCKINGBIRD LANE



   EDEN PRAIRIE     MN    55344-0034
  Terms Code  AP0005     Type Reg       FOB
  Terms Desc  0/0,n/30
  Terms %   .0  Days      Net Days  30  Ship Via
                  Tax Group CA          Returned By
  Notes                                 Shipped By



  ┌─ Verification ──────────────────────────────────────
  │               Press <PgDn> to proceed               _
```

Enter the number of the order you want to work with, or use the **Inquiry** (F2) command to look up and select the order from the list that appears. You can change some information on the header.

Use the **Proceed** (PgDn) command to save the information and go to the line-item scrolling area.

Edit Returns Line Item Scrolling Screen

```
OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
                        ──────── Edit Returns ────────
Vendor ID   BOR001 BORIS CONSTRUCTION COMPANY       Loc ID    Ret No 00000049
Ship-to ID                                          MN0001    Status Returned DM

  Item ID                              Quantities Units       Unit Cost
  Description                          Ret/Shp/Dm Status      Extended Cost
                                                              Last Db Memo
≥ 150                                     1.0000  PKG             907.5300
  Plumbing Package                        1.0000  OPEN            907.5300
                                          1.0000                  907.5300
  910002                                  1.0000  EA              291.4700
  Dishwasher - White                      1.0000  OPEN            291.4700
                                          1.0000                  291.4700
  811001                                  3.0000  GAL              14.4200
  Paint - Ivory - Enamel                  3.0000  OPEN             43.2600
                                          3.0000                   14.4200
 ─ Return Totals (Memo) ─                             Entry (001 of 005)
     Subtotal      Sales Tax   Freight/Misc   Disc/Prepaid         Total
     1525.18          79.16          .00           .00           1604.34
                                     .00           .00

Enter=edit, Debit memo, Append, Header, Totals, View, Online, Goto, Next tran
 ─ Company H ──────────────── Info ──────────────── Verify ─
```

To edit a line, use the **PgDn**, **PgUp**, or the **arrow** keys to move the cursor to the line entry you want to work with.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item the cursor is located at. The line item box will be displayed, and you can make changes.
Debit Memo	Press **D** to go to the Debit Memo window. The maximum number for the debit memos defaults in here.
	To edit a previous debit memo, enter to the memo number that you want to edit.
Append	Press **A** to add a line to the end of the Return.
	You *may* also insert a line using the Ins key.
	To delete a line item use the **Delete** (F3) key , when the cursor is at the line-item you want to delete. You can only delete an item if it has a DM status of zero.(You will need to use the Debit Memo function to change the status to zero.)
Header	Press **H** to go back to the header screen to make changes there. .
Totals	Press **T** to bring up the **Return or Debit Memo totals?** prompt.
View line item	Press **V** to view the line item that is at the prompt. You can not change it.
Online Debit Memo	Press **O** to print an online Debit Memo (if selected in Resource Manager Options and Interfaces)
Next Tran	Press **N** to return to the Transaction Type menu screen.

Edit Returns With Edit Line Entry Window

```
 OSAS T001                                                      _ □ ×
Settings  Edit  Print  Help
                            Edit Returns
Vendor ID  BOR001 BORIS CONSTRUCTION COMPANY      Loc ID   Ret No 00000049
Ship-to ID                                        MN0001   Status Returned DM
                            Edit Line                      Entry 001
  Line Status  OPEN          Tax Class 03    Job/Phase ID
  Item  150                                  Cost Code
  Desc  Plumbing Package                     GL Account    104400
  GL Desc                                    INVENTORY - FINISHED GOODS

               Goods Qty Units DM Quantity    Unit Cost      Ext Cost
  Returned     1.0000      PKG                  907.5300       907.53
  Total Ship       1.0000            1.0000
  Bal Due           .0000             .0000
                                              Debit Memo Ext Cost
  Current          1.0000            1.0000                     907.53
  Posted            .0000             .0000                        .00

 Return Totals (Memo)
     Subtotal        Sales Tax    Freight/Misc   Disc/Prepaid      Total
      1525.18           79.16            .00           .00       1604.34
                                         .00           .00

       Current on Order=       4.0000, Available=      284.0000
 Company H                        Info                        Verify
```

To edit a line-item, press **Enter** to bring up the edit line window.

When you edit an unposted line item, you **can not** change:

• The Item,

• Job/Phase ID,

• Cost Code fields;

If you've applied a debit memo to an unposted line, you **can not** change:

• The Tax Class

• Unit Cost field

• Ext. Cost fields

You **can not** edit a line that you've applied a posted debit memo to.

Editing Returns

RETURNED GOODS

UNPOSTED

You can edit a returned order when you are entering it or by selecting **Edit Returns** after it has been saved.

- You cannot delete the whole return. You must change the line item status to *cancelled*.

- To delete the item, press **F3** in the line-item scrolling area. You cannot delete the last line item of a return. You must change the line item status to *cancelled*.

- You cannot change the line item status to *complete* unless the returned quantity is equal to the debit memo.

POSTED

- You cannot delete a return (or line item) after it has been posted. You must change the line status to *cancelled*.

- You cannot change the line status to *completed* unless the returned quantity is equal to the debit memo quantity.

GOODS RETURNED AND DEBITED

UNPOSTED

You can edit a returned debit memo when you are entering it or by selecting **Edit Returns** after it has been saved.

- You cannot delete a returned debit memo. You must change the line status to *cancelled*.

Note

You cannot delete or cancel line items unless the debit memo quantity is equal to zero.

POSTED

- Since returned debit memos are purged from the system at post there is nothing to edit.

Generating Orders

Daily Work Menu With Generate Orders Selected
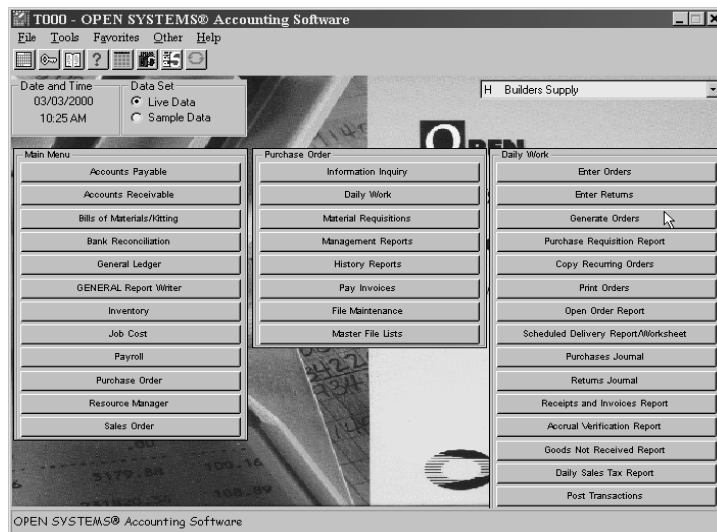
The Generate Orders function is used to select and generate purchase orders. This function can help you find the most efficient, cheapest or fastest way to restock items or satisfy a particular demand.

Orders entered on this screen are not purchase orders; they are just *proposed* orders. These proposed orders are stored in the POPQxxx (Purchase Requisition) file until the order is generated and created in the POOHxxx and POORxxx (Open Order) files.

| **Note** |

The interfaces from Purchase Order to Inventory, and from Inventory to Purchase Order need to be set to **YES** for the Generate Orders function to work.

Generate Orders Screen

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                    ──── Generate Orders ────
 Item ID          Init Date  Sc Vendor Loc ID Flag   Quantity      Ext Cost
▶100              11/03/1999 PO ACE001 MN0001 N        3.0000       1030.65
 100              11/03/1999 PO ACE001 MN0001 N        1.0000        343.55
 450              11/03/1999 PO MIL001 MN0001 N        5.0000        805.70
 460              11/03/1999 PO MIL001 MN0001 N        5.0000        882.35




        Enter = edit, Append, Toggle flag, Flag/Unflag all, Sort, View
   Determine vendor, Enter vendor, Generate, cLear vendors, Combine lines
  ── Company H ─────────────────────────────────────────── Verify ──
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = edit	Press **Enter** to edit the line item where the cursor is located. The edit line box will be displayed, and you can make changes.
Append	Press **A** to add a line to the list. The append line box will be displayed, and you can add the line.
Toggle flag	Press **T** to change the flag on the item, where the cursor is located
	All flagged orders will become open orders, when you use the Generate Orders function. When orders are generated, all orders with the same vendors and location ID's, are printed in one purchase order.
Flag/ Unflag all	Press **F** to change all the line items, without vendors, to flagged,
	Press **U** to change all the line items, without vendors to unflagged.
Sort	Press **S** to view the options for sorting line items.
	• Item ID
	• Location ID
	• Source Application
	• Initialization Date
	• Vendor ID
View	Press **V** to display the view box, showing the line item detail. You may not make changes to the order here.

Generate Orders Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                        ─── Generate Orders ───
  Item ID            Init Date  Sc Vendor Loc ID Flag   Quantity      Ext Cost
▶100                 11/03/1999 PO ACE001 MN0001 N        3.0000       1030.65
  100                11/03/1999 PO ACE001 MN0001 N        1.0000        343.55
  450                11/03/1999 PO MIL001 MN0001 N        5.0000        805.70
  460                11/03/1999 PO MIL001 MN0001 N        5.0000        882.35




       Enter = edit, Append, Toggle flag, Flag/Unflag all, Sort, View
    Determine vendor, Enter vendor, Generate, cLear vendors, Combine lines
 ── Company H ─────────────────────────────────────────── Verify ──
```

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Determine Vendor	Press **D** to display the Determine Vendor box, with criteria that may be used to determine the vendor to be used.
	• Lowest Last Cost
	• Fastest Lead Time
	• Best Break Point Cost
	NOTE: The item in question will need to have to have vendor information assigned to it through Inventory to determine the best vendor. The item needs to be set up on the Vendor Information Screen.
Enter Vendor	Press **E** to display the Enter Vendor box: you may enter the vendor to assigned to all flagged items. The **Inquiry** (F2) command is available to select the Vendor from a list.
Generate	Press **G** to generate flagged orders with a vendor.
	NOTE: Orders with the same Location and Vendor will be put on the same order when generated. If separate orders are desired, generate the orders separately.
CLear Vendors	Press **L** to clear the vendor ID's for all flagged items
Combine Lines	Press **C** to combine flagged lines with identical vendor ID's, item ID's, location ID's and requested shipping dates.
	Lines that are combined, have ** in the Source Application field.

Generate Orders With Append Line Window

```
OSAS T001                                                    _□×
Settings  Edit  Print  Help
                         ── Generate Orders ──
Item ID            Init Date  Sc Vendor Loc ID Flag   Quantity      Ext Cost
100                11/03/1999 PO ACE001 MN0001 N       3.0000       1030.65
100                11/03/1999 PO ACE001 MN0001 N       1.0000        343.55
                         ── Append Line ──                                0
  Vendor ID  B0R001                                                      5

  Location ID MN0001
  Item ID     810002
  Desc        Paint - White - SemiGloss
  Requested Ship Date 03/08/2000
  Quantity        5.0000    Units PT      Unit Cost        1.8000
                                          Ext. Cost           9.00

  Date Initiated  03/08/2000             Source Application PO
  Entered By  Mike H                           Reference ID 44


└─ Company H ──────────────────────────────────── Verify ─┘
```

Enter the following information:

Field	Description
Vendor ID	Enter the ID of the vendor that you will be ordering from. The **Inquiry** (F2) command is available. This field may be left blank.
Location ID	The location ID defaults in here, you may change it. The **Inquiry** (F2) command is available.
Item ID	Enter the ID for the item that you are ordering. . The **Inquiry** (F2) command is available.
Description	The description of the Item defaults in here, you may change it.
Requested Ship Date	Enter the date that you are asking for the items to be shipped on.
Quantity	Enter the quantity of the item that you are ordering
Units	The default unit of measure defaults in here, you may change it. The **Inquiry** (F2) command is available.
Unit cost	Enter the unit cost for this Item, or leave this field blank. If the extended cost is entered, the Unit cost will be computed.
Extended Cost	Enter the extended cost, or leave this field blank. If the Unit Cost is entered, the Extended cost will be computed.
Date Initiated	The station date defaults in here, you may change it.
Entered by	Enter the name of the person entering this transaction, or leave this field blank.
Source Application	PO will default in here, you may change it.
Reference ID	Enter an ID to reference this transaction or leave this field blank.

Generate Orders With Edit Line Window

```
┌─ OSAS T001 ──────────────────────────────────────── _□X ─┐
│ Settings  Edit  Print  Help                                │
│              ┌──────────── Generate Orders ──────────┐     │
│  Item ID          Init Date  Sc Vendor Loc ID Flag    Quantity     Ext Cost   │
│  100              11/03/1999 PO ACE001 MN0001 N        3.0000       1030.65    │
│  100              11/03/1999 PO ACE001 MN0001 N        1.0000        343.55    │
│      ┌──────────────────── Edit Line ─────────────┐ 0                          │
│      │ Vendor ID  ▇▇▇▇                             │ 5                          │
│      │                                             │ 5                          │
│      │ Location ID MN0001                          │ 0                          │
│      │ Item ID    460                              │                            │
│      │ Desc       Slide by Window 30" X 40"        │                            │
│      │ Requested Ship Date 03/08/2000              │                            │
│      │ Quantity        5.0000   Units EA     Unit Cost      176.4700 │          │
│      │                                       Ext. Cost       882.35  │          │
│      │                                                       │                  │
│      │ Date Initiated  03/08/2000       Source Application PO │                 │
│      │ Entered By  Jackie W.                    Reference ID 43 │               │
│      └────────────────────────────────────────────┘                            │
│                                                                                 │
│                                                                                 │
│  ─ Company H ─────────────────────── Inquiry ─────── Verify ─                   │
└─────────────────────────────────────────────────────────────┘
```

The Fields are the same as the Append Line above.

Generate Orders With Select Sort Method Box

```
┌─ OSAS T001 ──────────────────────────────────────── _□X ─┐
│ Settings  Edit  Print  Help                                │
│              ┌──────────── Generate Orders ──────────┐     │
│  Item ID          Init Date  Sc Vendor Loc ID Flag    Quantity     Ext Cost   │
│  100              11/03/1999 PO ACE001 MN0001 N        3.0000       1030.65    │
│  100              11/03/1999 PO ACE001 MN0001 N        1.0000        343.55    │
│  450              11/03/1999 PO MIL001 MN0001 N        5.0000        805.70    │
│  460              11/03/1999 PO MIL001 MN0001 N        5.0000        882.35    │
│  460              03/08/2000 PO        MN0001 N        5.0000        882.35    │
│  810002           03/0 ┌──────────────────────────┐   5.0000          9.00    │
│                        │ Select Sort Method:       │                           │
│                        │                           │                           │
│                        │ 1.  Item ID               │                           │
│                        │ 2.  Location ID           │                           │
│                        │ 3.  Source Application     │                          │
│                        │ 4.  Initialization Date    │                          │
│                        │ 5.  Vendor ID             │                           │
│                        │ ▇                         │                           │
│                        └──────────────────────────┘                           │
│                                                                                │
│  ─ Company H ─────────────────────────────────── Verify ─                      │
└────────────────────────────────────────────────────────────┘
```

Choose from the list the method that is to be used to sort the line-items.

1. Item ID

2. Location ID

3. Source Application

4. Initialization Date

5. Vendor ID

Generate Orders With Determine Vendor Box

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
                            Generate Orders
 Item ID           Init Date  Sc Vendor Loc ID Flag   Quantity      Ext Cost
 100               11/03/1999 PO ACE001 MN0001 N        3.0000       1030.65
 100               11/03/1999 PO ACE001 MN0001 N        1.0000        343.55
 450               11/03/1999 PO MIL001 MN0001 N        5.0000        805.70
 460               11/03/1999 PO MIL001 MN0001 N        5.0000        882.35
 460               03/0 ┌──── Determine Vendor ────┐    5.0000        882.35
 810002            03/0 │                           │    5.0000          9.00
                        │  1. Lowest Last Cost      │
                        │  2. Fastest Lead Time     │
                        │  3. Best Break Point Cost │
                        │  ▮                        │
                        └───────────────────────────┘




 └ Company H ─────────────────────────────────── Verify ─┘
```

Choose the criteria, to be used, to determine the vendor.

1. Lowest Last Cost

2. Fastest Lead Time

3. Best Break Point Cost

Note

The item in question will need to have to have vendor information assigned to it through Inventory to determine the best vendor. The item needs to be set up on the Vendor Information Screen.

Generate Orders With Enter Vendor Box

```
OSAS T001                                                        _ □ ✕
Settings  Edit  Print  Help
                            Generate Orders
 Item ID           Init Date  Sc Vendor Loc ID Flag   Quantity      Ext Cost
 100               11/03/1999 PO ACE001 MN0001 N        3.0000       1030.65
 100               11/03/1999 PO ACE001 MN0001 N        1.0000        343.55
 450               11/03/1999 PO MIL001 MN0001 N        5.0000        805.70
 460               11/03/1999 PO MIL001 MN0001 N        5.0000        882.35
 460               03/08/2000 PO         MN0001 N        5.0000        882.35
 810002        ┌───────────── Enter Vendor ─────────────┐             9.00
               │                                         │
               │ Enter vendor to assign to all flagged lines: ▬      │
               │                                         │
               │                               ┌─Inquiry─┘
               └───────────────────────────────┘




 └ Company H ──────────────────── Inquiry ─────── Verify ─┘
```

Enter the vendor to be assigned to all flagged lines. The **Inquiry** (F2) command is available to choose a vendor from a list.

Daily Work Menu With Purchase Requisition Report Selected
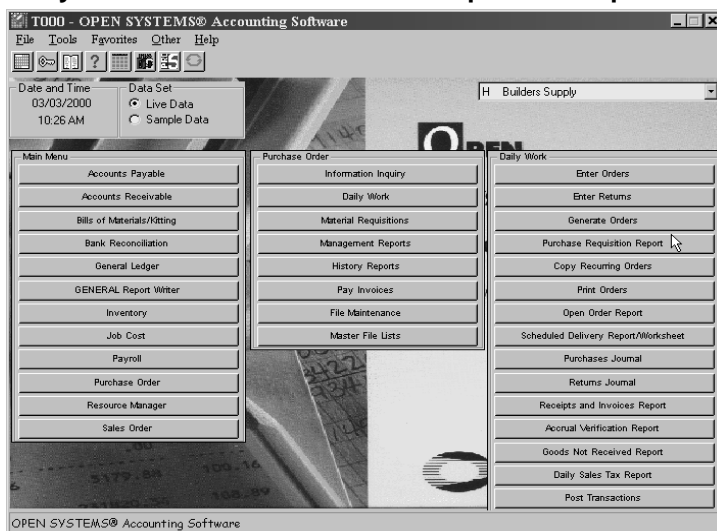
You can use the Purchase Requisition Report to view requisitions that are on file (without having to scroll to them in the Generate Orders function), and to view totals for the orders you select.

Purchase Requisition Report Selection Screen

```
OSAS T001                                                    _□×
Settings  Edit  Print  Help
                    ─── Purchase Requisition Report ───

 Pick Item ID     From 100             Print:
                  Thru 100                1. Requisitions with vendors
        Location ID From MN0001           2. Requisitions without Vendors
                  Thru MN0001             3. Both
        Source App  From PO               1
                  Thru PO
        Init Date  From 01/01/1999     Select:
                  Thru 03/31/1999         1. Flagged Requisitions
        Vendor ID  From ACE001            2. Unflagged Requisitions
                  Thru ACE001             3. Both
                                          1

                                       Print By:
                                          1. Item ID
                                          2. Location ID
                                          3. Vendor ID
                                          1


         Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Enter the following information:

Field	Selection
Item ID From/Thru:	Enter the range of Item ID's you want in the report. The **Inquiry** (F2) command is available, if interfaces with Inventory are activated in Options and Interfaces.
Location ID From/ Thru	Enter the range of Item ID's you want in the report. The **Inquiry** (F2) command is available.
Source Application From/Thru	Enter the range of Source Applications you want in the report. The **Inquiry** (F2) command is available.
Initial Date From/ Thru	Enter the range of Initial Dates you want in the report.
Vendor ID From/ Thru	Enter the range of Vendor ID's you want in the report. The **Inquiry** (F2) command is available.
Print By:	

1. **Requisitions with vendors** to have requisitions, which include vendors, printed

2. **Requisitions w/o vendors** to have requisitions, which do not include vendors printed.

3. **Both** to print requisitions without regard to vendor.

Select:

1. **Flagged Requisition to** have flagged requisitions included in the print

2. **Unflagged Requisitions** to have the Unflagged requisitions included in the print.

3. **Both** to have both the flagged and unflagged requisitions printed.

Print By:

1. **Item ID** to have the print organized by the Item ID's

2. **Location ID** to have the print organized by the Location ID's

3. **Vendor ID** to have the print organized by the Vendor ID's

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an Example of a Purchase Requisition Report

```
07/15/1999                              Builders Supply                                    Page    1
2:14 PM                            Purchase Requisition Report
                              Flagged Requisitions with Vendors by Item ID

Item ID          Loc. ID  Units Vendor ID              Source Date Initiated   Quantity   Unit Cost  Extended Cost
Item Description                 Vendor Name            Entered By
-------------------------------------------------------------------------------------------------------------------

100              MN0001   PKG   ACE001                 PO    03/31/1999         1.0000    343.5500       343.55
Electrical Package               ACE PLUMBING SUPPLY COMPANY
                                                                                                     ------------
                                                        Item 100 TOTAL                                   343.55

                                                                                                     ============
                                                        GRAND TOTAL                                      343.55


    End of Report
```

Copying Recurring Entries

Daily Work Menu With Copy Recurring Orders Selected
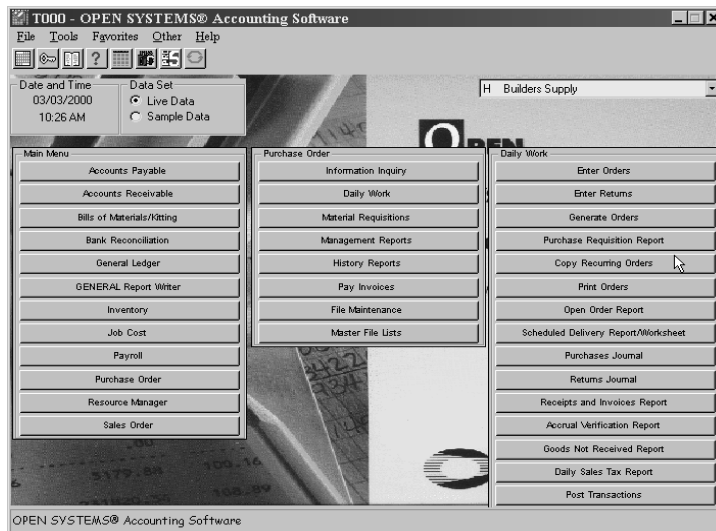
Use the **Copy Recurring Orders** function to copy recurring entries from the Recurring Entries file to the Open Order file. Use the run codes and cutoff dates that you set up to copy batches according to your schedule.

Recurring orders are copied to the Open Order file as *invoice received* orders. Receipts and invoice records will be created in the Received and Invoiced file for each line of a recurring order. The system assigns the order number R + PO # (received order) to every recurring order that you didn't assign an invoice number to.

Copy Recurring Orders Selection Screen

```
OSAS T001                                                          _ □ ×
Settings  Edit  Print  Help
┌──────────────────── Copy Recurring Orders ────────────────────┐
│                                                               │
│                                                               │
│                   Run Code From                               │
│                           Thru                                │
│                                                               │
│              Copy to GL Period 03                             │
│                                                               │
│                  Cutoff Date 03/08/2000                       │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
├───────────────────────────────────────────────────────────────┤
│      Output device -  (P)rinter p(R)eview (F)ile (E)nd        │
└───────────────────────────────────────────────────────────────┘
```

Enter the following information:

Field	Selection
Run Code From / Thru	Enter the range of run codes that you want to copy.
Copy to GL Period	Enter the GL period that you want the recurring entries copied to. The current system GL period defaults in, you may change it.
Cutoff Date	Enter the date that you want the recurring entries to be cut off at. The current system date defaults in, you may change it.
	Orders that have a cutoff date, before the date you entered here, will not be copied to the POOHxxx and POORxxx files.

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**E**)nd - to exit from the selection screen without printing the report

The report shows the total amount of recurring orders that were copied to the POOHxxx and POORxxx files, and a log of errors (such as a recurring order for a vendor whose record has been deleted from the APVExxx file) is produced.

This is a sample of a Recurring Entry Log

```
10/14/1999                              Builders Supply                      Page    1
2:18 PM                            Copy Recurring Orders Report
                               Run Codes 0 - 99,  Cutoff Date 10/31/1999

Recur. No.  To P.O. No. Error Messages
-------------------------------------------------------------------------------------------------

01         R15655      Remaining balance = 0. Recurring entry not copied.
10         R155888     No errors occurred during copy.
11         R32135      Past cutoff date. Recurring entry not copied.
12         R5666       No errors occurred during copy.
35         R0000012    No errors occurred during copy.

Total amount copied to Purchase Order file.        780.00

    End of Report
```

Daily Work Menu With Print Orders Selected
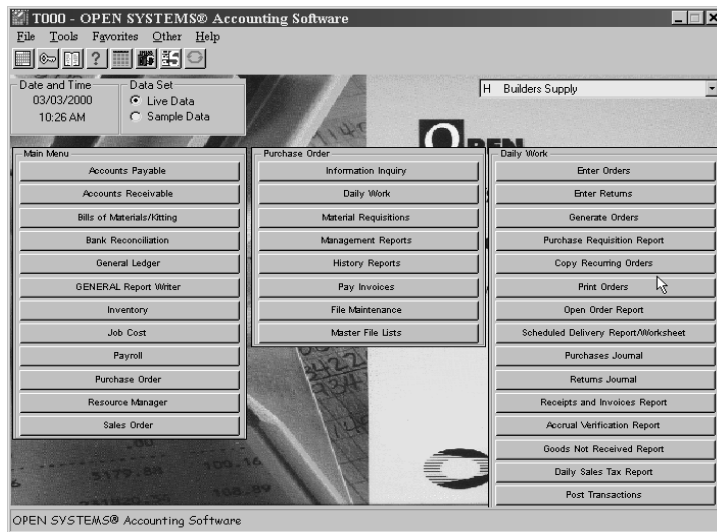
Use the **Print Orders** function to print purchase orders and debit memos (for returned goods) on forms.

This function changes the status of the new purchase orders to printed, but it does not change the status of the returns.

Print Orders Selection Screen

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                         ── Print Orders ──

          Has Purchase Order Entry Been Completed?    YES

          Print Additional Descriptions?   YES

                    Print Purchase Orders For
                       1.  New Orders
                       2.  Lost Orders
                       3.  A List of Orders
                       ■

                    Last Good Order Number
                         (If Restart)

                    Pick Order Date From
                                    Thru


                    Is Form Aligned?



── Company H ──────────────────────────────────── Verify ──
```

Enter the following information:

Field	Selection
Has Purchase Order Entry Been Completed?	Enter **Y**es on **N**o to indicate whether or not you have entered all of the orders you want to print.
	If you enter **No**, you will be prompted to press F7 to return to the main menu to continue the order entry.
Print Additional Descriptions	Enter **Y**es or **N**o to indicate if you wish to have Additional Descriptions Printed on the Order forms.
	You can make this choice only if you elected to use additional descriptions in the Resource Manager Options and interfaces function.
Print Purchase Orders For	1. New Orders (The status of the Purchase Order changes to printed).
	2. Lost Orders (The status of the Purchase Order remains the same)
	3. A List of Orders (you are prompted to **PgDn** to a screen where you can specify up to 100 orders that you want to print.
Last Good Order Number (If Restart)	If you are restarting, enter your last good order number.
	If you are at the beginning of your printing job and are printing only new orders, press **Enter**.
	If you are reprinting all new and printed orders, enter **ALL**.
Pick Order Date From / Thru	Specify the range of dates for the purchase orders you want to print.
	To print orders for all dates, for the type you selected, press **Enter** at both From and Thru.

Print Orders Purchase Order Number Selection Screen

```
┌─────────────────────────────────────────────────────────┐
│ ▓ OSAS T001                                    _ □ ✕     │
│ Settings  Edit  Print  Help                              │
│ ┌──────────────────── Print Orders ──────────────────┐   │
│ │                                                      │  │
│ │         Print Purchase Orders for a List of Orders   │  │
│ │                                                      │  │
│ │   00000049  00000050  00000051                       │  │
│ │                                                      │  │
│ │                                                      │  │
│ │                                                      │  │
│ │                                                      │  │
│ │                                                      │  │
│ │                                                      │  │
│ │                                                      │  │
│ │                    Is Form Aligned?                  │  │
│ │                                                      │  │
│ ├──────────────────────────────────────────────────────┤ │
│ │    Output device -  (P)rinter p(R)eview (F)ile (E)nd  │ │
│ └──────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────┘
```
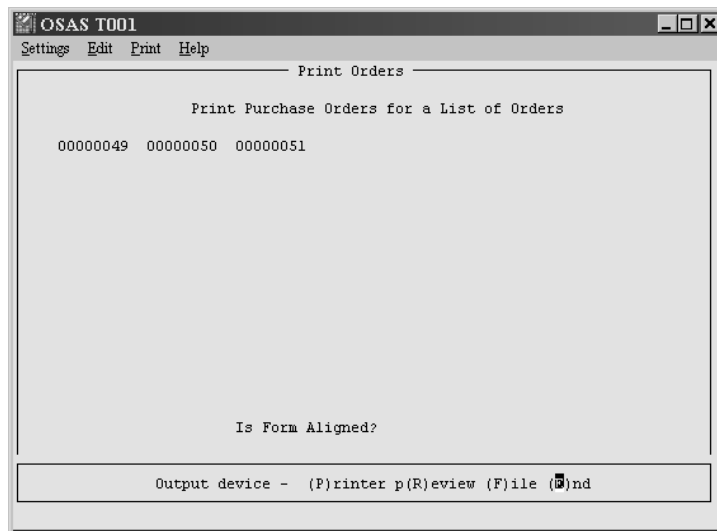
When you elect to print a list of orders, this screen is displayed, so that you can enter the number for the orders you want to print (**up to 100**). Press **Enter** at a blank order number field when you have entered all the order numbers you want to print.

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**E**)nd - to exit from the selection screen without printing the report

This is a sample Purchase Order form

```
   Builders Supply                              Purchase Order
   1157 Valley Park Dr
   Shakopee  MN 55379                   PO Number    Page
                                        00000302     1

                                        Req. Ship Date


------------------------------------------------------------------------------------
 Ord. Date  Ordered By      Terms          F.O.B.          Ship Via
07/15/1999 Jackie W.        2/10,n/30
------------------------------------------------------------------------------------

     V  MILLWORK LUMBER & CABINETS           S
     E  3300 SO. 3RD ST.                     H
     N  HOUSTON TX 34242-0333                I
     D                                       P
     O                                       T
     R                                       O
       43

====================================================================================
Line Item/Description                 Unit Price  Units    Ordered    Received    Backordered
------------------------------------------------------------------------------------
001  450                              161.1400  EA        5.0000      .0000        .0000
     Slide by Window 24" x 40"        Req Date 07/20/1999
002  460                              176.4700  EA        5.0000      .0000        .0000
     Slide by Window 30" X 40"        Req Date 07/20/1999

















    Subtotal         Tax       Freight       Misc.      Prepaid        Total
    1688.05        101.28          .00         .00          .00       1789.33
====================================================================================
Comments:

                             _____
                                        Received By

                             _____
                                     Authorized Signature
```

Open Order Report

Daily Work Menu With Open Order Report Selected
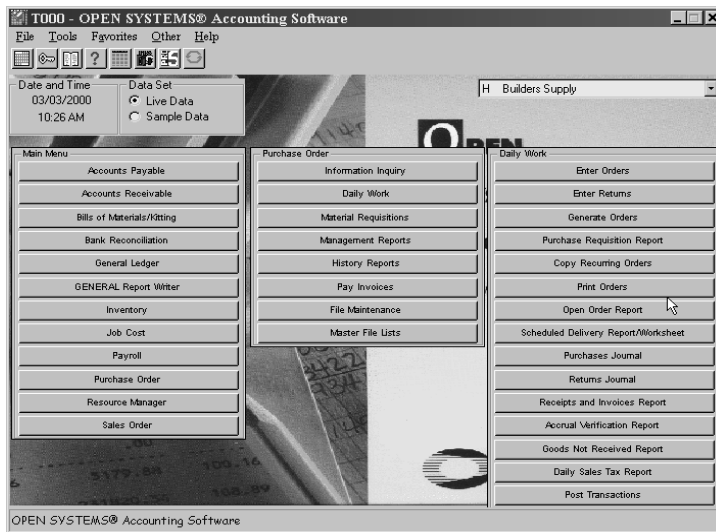
The Open Order Report lists the items and orders that have been entered into the Open Order files (POOHxxx, POORxxx). You can use this report in several ways, depending on the orders you select:

- Print a list of new orders every time you enter them. It serves as a written reference and as an audit trail and is more compact and easier to use than a stack of purchase orders 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 particular vendor or item. It will help you analyze your purchases.

- If you enter job information, you can print all the items you ordered for a particular job or phase.

- Use the second page of the report to get an aged breakdown of the orders you are scheduled to receive over the next 90 days.

Open Order Report Selection Screen

```
OSAS T001                                                      _ □ ✕
Settings  Edit  Print  Help
                            ─ Open Order Report ─

Pick Order No  From                          Print By:
               Thru                             1. Order No
     Vendor ID From                             2. Vendor ID
               Thru                             3. Item ID
     Item ID   From                             4. Job and Phase
               Thru                             5. Requested Date
     Job and   From                             6. Status
     Phase     Thru                             1
     Requested From
     Date      Thru
                                             Select:
     Status:  1. New                      Current Receipts   YES
              2. Printed                   Posted Receipts    YES
              3. New and Printed (1 and 2) Current Invoices   YES
              4. Active                    Posted Invoices    YES
              5. Returned                  Completed Lines    YES
              6. Cancelled                 Cancelled Orders   YES
              7. All                       Cancelled Lines    YES
              7

        Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Enter the following information:

Field	Selection
Pick Order No From / Thru	Enter the range of order numbers you want in the report. The **Inquiry** (F2) command is available.
Pick Vendor ID From / Thru	Enter the range of Vendor IDs you want in the report. The **Inquiry** (F2) command is available.
	IDs for temporary vendors consist of a "+" sign and a five digit number. To Print a report for all temporary vendors, enter a range of +00000 through +99999.
Pick Item ID From / Thru	Enter the range of Items you want in the report. The **Inquiry** (F2) command is available.
Pick Job and Phase From / Thru	Enter the range of jobs and phases you want in the report. The **Inquiry** (F2) command is available, if Purchase Order is interfaced with Job Cost.
Pick Requested Ship dates From / Thru	Enter the range of requested ship dates whose orders you want in the report.
Select the Status	Enter the statuses you want in the report
	1) New
	2) Printed
	3) New and Printed (1 and 2)
	4) Active
	5) Returned
	6) Cancelled
	7) All

Field	Selection
Select the Print Options	Enter the option by which to organize the report.

        1) Order No

        2) Vendor ID

        3) Item ID

        4) Job and Phase

        5) Requested Date

        6) Status

Field	Selection
Select the Receipts / Invoices	Choose the kinds of receipts and invoices you want in the report.

        Current Receipts **Y**es / **No**

        Posted Receipts   **Y**es / **No**

        Current Invoices **Y**es / **No**

        Posted Invoices   **Y**es / **No**

        Completed Lines **Y**es / **No**

        Cancelled Orders **Y**es / **No**

        Cancelled Lines   **Y**es / **No**

The selections you make are cumulative; that is, if you select one vendor and one inventory item, the report will include only the orders from that vendor for that inventory item.

Select an output device for the report:

    (**P**)rinter - to send the report to a printer

    p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

    (**F**)ile - to print the report to a file

    (**S**)creen - to print the report to the screen

    (**E**)nd - to exit from the selection screen without printing the report

This is an example of an Open Order Report

```
06/30/1999                              Builders Supply                            Page    1
2:29 PM                                Open Order Report
                                   By Order No. for All Status

                   -Dates-
Vendor      Entry  Ordered    Ordered By      Job    Location Qty. Available Units  -------------- Quantity/Dollars -----------
Order No.   Status Requested  Received By     Phase  Item ID                        Ordered        Received        Invoiced
Order Stat.                                   Cost Code Description
                                                     GL Description
--------------------------------------------------------------------------------------------------------------------------

TIM001      001    12/21/1999                        CA0001      12.0000 EA         5.0000         5.0000          5.0000
00000030    OPEN                                     450                            760.00         760.00          760.00
INRCD                                                Slide by Window 24" x 40"

TIM001      002    12/21/1999                        CA0001      17.0000 EA         6.0000         6.0000          6.0000
00000030    OPEN                                     460                            1058.82        1058.82         1058.82
INRCD                                                Slide by Window 30" X 40"

TIM001      003    12/21/1999                        CA0001       8.0000 EA         3.0000         3.0000          3.0000
00000030    OPEN                                     600                            363.09         363.09          363.09
INRCD                                                Standard Window 24" X 40"

                                                                                  ---------------------------------------------
                                                     TOTALS                        2181.91        2181.91         2181.91

                                                                                  =============================================
                                                     GRAND TOTAL                    2181.91        2181.91         2181.91
```

```
06/30/1999                              Builders Supply                            Page    2
2:29 PM                                Open Order Report
                                   By Order No. for All Status




Scheduled receipts dollar volume totals
for orders with the status of new or printed

                   Late        0-30        31-60       61-90       Over 90   No Scheduled
                   Shipments   Days        Days        Days        Days      Date            Total

Purchases          .00         .00         .00         .00         .00       .00             .00
Tax, Frt., Misc.   .00         .00         .00         .00         .00       .00             .00
Prepaid            .00         .00         .00         .00         .00       .00             .00
                  -------------------------------------------------------------------------------------
TOTAL DUE          .00         .00         .00         .00         .00       .00             .00




Scheduled receipts dollar volume totals
for orders with the status of received or invoiced

                   Late        0-30        31-60       61-90       Over 90   No Scheduled
                   Shipments   Days        Days        Days        Days      Date            Total

Purchases          .00         .00         .00         .00         .00       2181.91         2181.91
Tax, Frt., Misc.   .00         .00         .00         .00         .00       .00             .01
Prepaid            .00         .00         .00         .00         .00       .00             .00
                  -------------------------------------------------------------------------------------
TOTAL DUE          .00         .00         .00         .00         .00       2181.91         2181.92

    End of Report
```

Scheduled Delivery Report/Worksheet

Daily Work Menu With Scheduled Delivery Report/Worksheet Selected
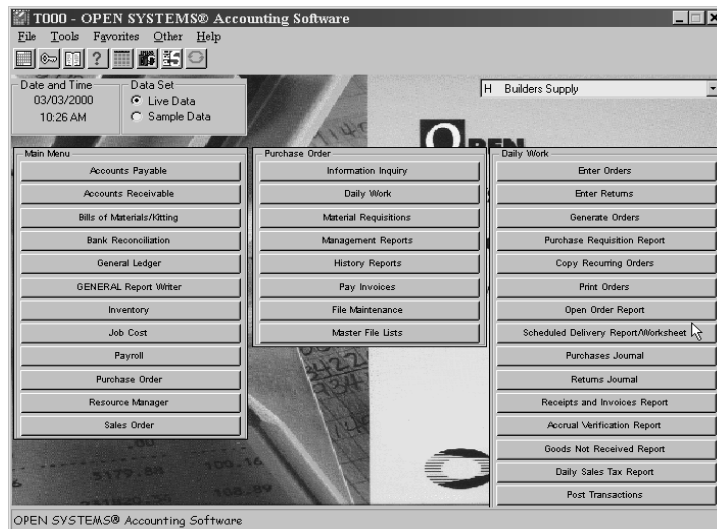
The Scheduled Delivery Report/Worksheet shows which orders you are supposed to received on the date you enter. This report is valuable if the end of a posting or other important time period is approaching, and you want to see what inventory you are to have received by then.

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.

Scheduled Delivery Report/Worksheet Selection Screen

Enter the following information:

Field	Selection
Pick Requested Ship Date From/ Thru	Select the dates to use in the compilation of the report (The dates within which you are scheduled to receive goods.)
Select the Print Options	Enter the option by which to organize the report.

        1) Order Number

        2) Vendor ID

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an example of a Scheduled Delivery Report/Worksheet

```
06/30/1999                              Builders Supply                            Page   1
3:22 PM                          Scheduled Delivery Report/Worksheet

Order No.  Vendor ID   Requested Ship Date Item ID          Expected Quantity  Units   Unit Cost   Extended Cost
Entry No.  Vendor Name                     Description       Received Quantity
-------------------------------------------------------------------------------------------------------------------

00000301   ACE001      01/07/1999          100                        3.0000   PKG      343.5500        1030.65
001        ACE PLUMBING SUPPLY COMPANY     Electrical Package     _____
                                                                                       ---------------
                                                                               ORDER 00000301 TOTAL     1030.65
                                                                                       ---------------
                                                                               TOTAL FOR 01/07/1999     1030.65

00000303   ACE001      03/31/1999          100                        5.0000   PKG      343.5500        1717.75
001        ACE PLUMBING SUPPLY COMPANY     Electrical Package     _____
                                                                                       ---------------
                                                                               ORDER 00000303 TOTAL     1717.75
                                                                                       ---------------
                                                                               TOTAL FOR 03/31/1999     1717.75
                                                                                       ===============
                                                                               GRAND TOTAL              2748.40

    End of Report
```

Daily Work Menu With Purchases Journal Selected
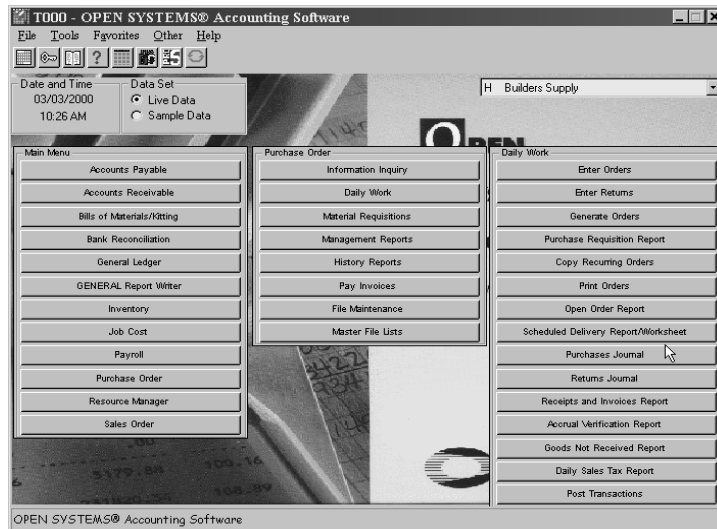
The Purchases Journal is a record of *invoice received* orders. Only unposted invoices appear in this report. To see posted invoices for orders that have not been completed, print the Receipts and Invoices Report.

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.

Purchases Journal Selection Screen

Enter the following information:

Field	Selection
Pick Vendor ID From / Thru	Enter the range of Vendor IDs you want in the report. The **Inquiry** (F2) command is available.
	IDs for temporary vendors consist of a "+" sign and a five digit number. To Print a report for all temporary vendors, enter a range of +00000 through +99999.
Print:	Select the amount of detail you want in the journal.
	1) Full Detail (Line Item Detail)
	2) Summary Detail (Invoice Totals)
Print By:	Organize the Journal by:
	1) Order Number
	2) Vendor ID
	3) GL Period and Account
	4) Inventory
	5) Job and Phase

Select an output device for the report:

(**P**)rinter - to send the report to a printer

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an example of a Purchase Journal

```
07/22/1999                              Builders Supply                          Page    1
9:20 AM                                 Purchases Journal
                                      Summary by Order Number
Order No. Ent. Vendor        GL
          Invoice    Date    Period

00000030  TOT  TIM001 TIMBERLAND WINDOWS, INC                                    2181.91

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
CA        12152     05/06/1999 05  2181.91    130.91          .00          .00      2312.82            .00
          Check No.       1099? Y  Discount   Amount 1  Date 1   Amount 2  Date 2   Amount 3    Date 3
                                   46.26     2266.56  05/16/1999
00000199  TOT  ELL001 ELLIS ELECTRICAL SUPPLY                                    1917.28

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
CA        44        05/13/1999 05  1917.28     76.69          .00          .00      1993.97            .00
          Check No.       1099? N  Discount   Amount 1  Date 1   Amount 2  Date 2   Amount 3    Date 3
                                   39.88     1954.09  05/23/1999
00000200  TOT  ELL001 ELLIS ELECTRICAL SUPPLY                                    5796.96

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
CA        555       05/13/1999 05  5796.96    307.46          .00          .00      6104.42            .00
          Check No.       1099? N  Discount   Amount 1  Date 1   Amount 2  Date 2   Amount 3    Date 3
                                   122.09    5982.33  05/23/1999
R0000012  TOT  TEL001 TELL & JACOBY                                               200.00

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
CA        REC ORD   07/15/1999 12   200.00      8.00          .00          .00       208.00            .00
          Check No.       1099? Y  Discount   Amount 1  Date 1   Amount 2  Date 2   Amount 3    Date 3
                                     .00       208.00  08/14/1999
R155888   TOT  HEN001 HENNEPIN MUNICIPAL UTILITIES                                500.00

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
CA        122       07/15/1999 12   500.00     20.00          .00          .00       520.00            .00
          Check No.       1099? N  Discount   Amount 1  Date 1   Amount 2  Date 2   Amount 3    Date 3
                                     .00       520.00  07/25/1999
R5666     TOT  MIN001 MINNEAPOLIS WATER DEPARTMENT                                 50.00

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
CA        878       07/15/1999 12    50.00      2.00          .00          .00        52.00            .00
          Check No.       1099? N  Discount   Amount 1  Date 1   Amount 2  Date 2   Amount 3    Date 3
                                     .00        52.00  07/25/1999

                             Amount       Sales Tax      Freight        Misc.        Total        Prepaid
                             =======================================================================
GRAND TOTAL                 10646.15     545.06          .00          .00     11191.21            .00

     End of Report
```

Returns Journal

Daily Work Menu With Returns Journal Selected
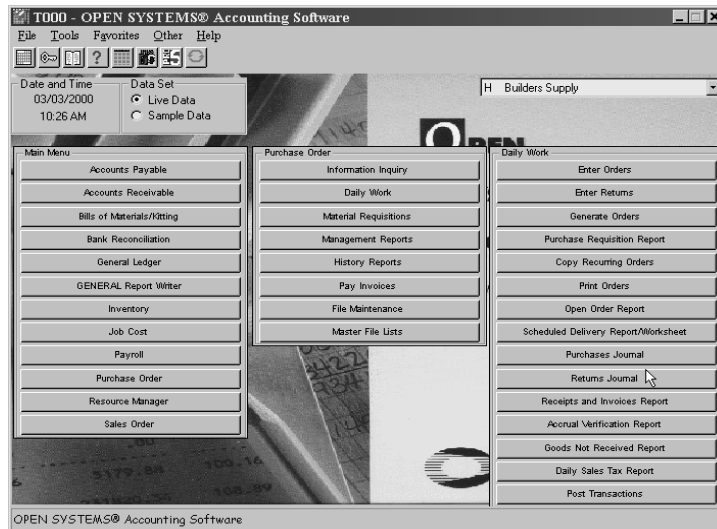
The Returns Journal is a record of debit memos and miscellaneous debits. Only **unposted** debit memos appear in this report. To see posted debit memos for returns that have not been completed, print the *Receipts and Invoices Report*.

The Returns Journal serves as an audit trail. The detailed version of the journal can serve as a compact paper record of your debit memos.

Print the journal every day after 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** function or the **Enter Returns** function to edit or delete them.

Returns Journal Selection Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
┌───────────────────────── Returns Journal ─────────────────────┐
│                                                                │
│            Pick Vendor ID From ██████                          │
│                           Thru                                 │
│                                                                │
│            Print:                                              │
│                    1.  Full Detail                             │
│                    2.  Summary Only                            │
│                                                                │
│                                                                │
│            Print By:                                           │
│                    1.  Order Number                            │
│                    2.  Vendor ID                               │
│                    3.  GL Period and Account                   │
│                    4.  Inventory                               │
│                    5.  Job and Phase                           │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
└─ Company H ──────────────────────── Inquiry ────── Verify ─────┘
```

Enter the following information:

Field	Selection
Pick Vendor ID From / Thru	Enter the range of Vendor IDs you want in the report. The **Inquiry** (F2) command is available.
	IDs for temporary vendors consist of a "+" sign and a five digit number. To Print a report for all temporary vendors, enter a range of +00000 through +99999.
Print:	Select the amount of detail you want in the journal.
	1) Full Detail (Line Item Detail)
	2) Summary Detail (Invoice Totals)
Print By:	Organize the Journal by:
	1) Order Number
	2) Vendor Number
	3) GL Period and Account
	4) Inventory
	5) Job and Phase

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an example of a Returns Journal

```
07/22/1999                               Builders Supply                                    Page    1
9:45 AM                                   Returns Journal
                                      Summary by Order Number
Order No. Ent. Vendor          GL
          Db. Memo    Date      Period

00000255  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             907.53

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        69       06/24/1999 06   907.53      54.45            .00            .00         961.98          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    961.98 06/24/1999
00000256  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             226.99

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        69       06/24/1999 06   226.99      13.62            .00            .00         240.61          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    240.61 06/24/1999
00000258  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             231.02

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        69       06/24/1999 06   231.02       9.24            .00            .00         240.26          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    240.26 06/24/1999
00000259  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             231.02

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        123      06/24/1999 06   231.02       9.24            .00            .00         240.26          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    240.26 06/24/1999
00000260  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             231.02

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        33       06/24/1999 06   231.02       9.24            .00            .00         240.26          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    240.26 06/24/1999
00000261  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             231.02

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        44       06/24/1999 06   231.02       9.24            .00            .00         240.26          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    240.26 06/24/1999
00000263  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             306.97

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        88       06/24/1999 06   306.97      12.28            .00            .00         319.25          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00    319.25 06/24/1999
00000266  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                                .00

00000277  TOT  BOR001 BORIS CONSTRUCTION COMPANY                                             120.78

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        44       06/29/1999 06    40.26       1.61            .00            .00          41.87          .00
          Check No.        1099? N    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00     41.87 06/29/1999
Amount     Sales Tax       Freight       Misc.        Total        Prepaid
CA        999      06/29/1999 06    40.26       1.61            .00            .00          41.87          .00
          Check No.        1099? Y    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00     41.87 06/29/1999
                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
CA        88       06/29/1999 06    40.26       1.61            .00            .00          41.87          .00
          Check No.        1099? Y    Discount   Amount 1    Date 1    Amount 2   Date 2   Amount 3   Date 3
                                          .00     41.87 06/29/1999

                               Amount       Sales Tax        Freight          Misc.        Total        Prepaid
                               ================================================================================
GRAND TOTAL                       2486.35     122.14            .00            .00        2608.49          .00

    End of Report
```

Daily Work Menu With Receipts and Invoices Report Selected
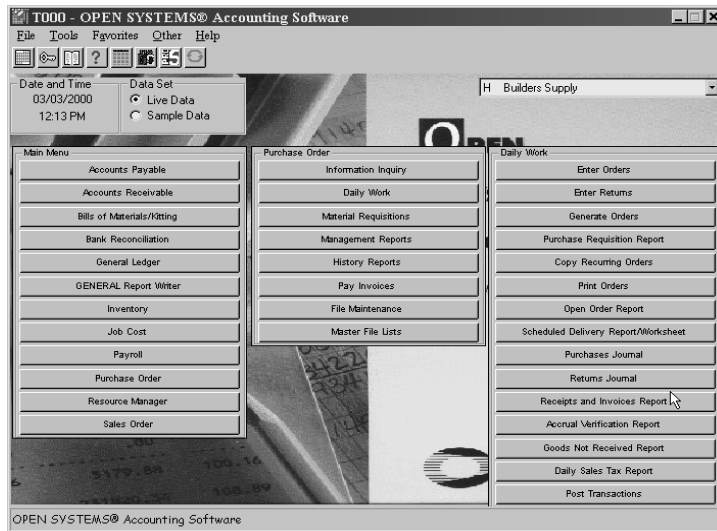
The Receipts and Invoices Report lists the receipts and the invoices that are on file. Posted and unposted receipts and invoices can be included in the report.

This report is useful when you are verifying what you have paid and want to see which payments were posted.

Receipts and Invoices Report Selection Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                      ── Receipts and Invoices Report ──
  Pick Order No    From                       Type:
                   Thru                          1. Receipts
         Rcpt/Inv No   From                      2. Invoices
                   Thru                          3. Both
         Rcpt/Inv Date From                      3
                   Thru
         Vendor ID     From                    Status:
                   Thru                          1. Current
         Item ID       From                      2. Posted
                   Thru                          3. Both
         GL Period     From                      3
                   Thru

         Print By:  1. Order No                Print:
                    2. Rcpt/Inv No               1. Orders
                    3. Status                    2. Returns
                    4. Type                      3. Both
                    5. GL Period                 3
                    1

         Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Enter the following information:

Field	Selection
Pick Order No From / Thru	Enter the range of order numbers you want in the report. **Inquiry** (F2) command is available.
Receipt/Invoice No From/Thru	Enter the range of Receipt / Invoice numbers you want in the report.
Receipt/Invoice Date From/Thru	Enter the range of Receipt / Invoice Dates you want in the report.
Pick Vendor ID From / Thru	Enter the range of Vendor IDs you want in the report. The **Inquiry** (F2) command is available.
	IDs for temporary vendors consist of a "+" sign and a five digit number. To Print a report for all temporary vendors, enter a range of +00000 through +99999.
Pick Item ID From / Thru	Enter the range of Items you want in the report. The **Inquiry** (F2) command is available.
Pick GL Period From / Thru	Enter the GL Periods you want in the report.
Select the Print Options	Enter the option by which to organize the report.
	1) Order No
	2) Receipt / Invoice No
	3) Status
	4) Type
	5) GL Period
Select type	Enter the type of documents you want in the report.
	1) Receipts
	2) Invoices
	3) Both

Field	Selection
Select Status	Enter the statuses you want in the report
	1) Current
	2) Posted
	3) Both
Select Print	Enter the information you want in the report
	1) Orders
	2) Returns
	3) Both

The selections you make are cumulative; that is if you select one vendor and one inventory item, the report will include only the orders from that vendor for that inventory item.

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an example of a Receipts and Invoice Report

```
07/22/1999                              Builders Supply                              Page    1
11:28 AM                            Receipts and Invoices Report
                      By Order No. for Current and Posted Receipts and Invoices


Order No. Ent. Vendor Receipt/     Status  Type Date      GL   Job    Location   Quantity  Units   Unit Cost      Extended
                      Invoice Number                      Period Phase Item                                           Cost
                                                                       Description
-------------------------------------------------------------------------------------------------------------------------

00000030  001  TIM001 575          CURRENT GDS  05/04/1999 5           CA0001      5.0000  EA      152.0000       760.00
                                                                       450
                                                                       Slide by Window 24" x 40"

00000030  001  TIM001 12152        CURRENT INV  05/06/1999 5           CA0001      5.0000  EA      152.0000       760.00
                                                                       450
                                                                       Slide by Window 24" x 40"

00000030  002  TIM001 575          CURRENT GDS  05/04/1999 5           CA0001      6.0000  EA      176.4700      1058.82
                                                                       460
                                                                       Slide by Window 30" X 40"

00000030  002  TIM001 12152        CURRENT INV  05/06/1999 5           CA0001      6.0000  EA      176.4700      1058.82
                                                                       460
                                                                       Slide by Window 30" X 40"

00000030  003  TIM001 575          CURRENT GDS  05/04/1999 5           CA0001      3.0000  EA      121.0300       363.09
                                                                       600
                                                                       Standard Window 24" X 40"

00000030  003  TIM001 12152        CURRENT INV  05/06/1999 5           CA0001      3.0000  EA      121.0300       363.09
                                                                       600
                                                                       Standard Window 24" X 40"

                                                                                                  ---------------
                                                                       TOTAL RECEIPTS                   2181.91
                                                                       TOTAL INVOICES                   2181.91

                                                                                                  ===============
                                                                       GRAND TOTAL RECEIPTS             2181.91
                                                                       GRAND TOTAL INVOICES             2181.91


       End of Report
```

The Accrual Verification Report

Daily Work Menu With Accrual Verification Report Selected
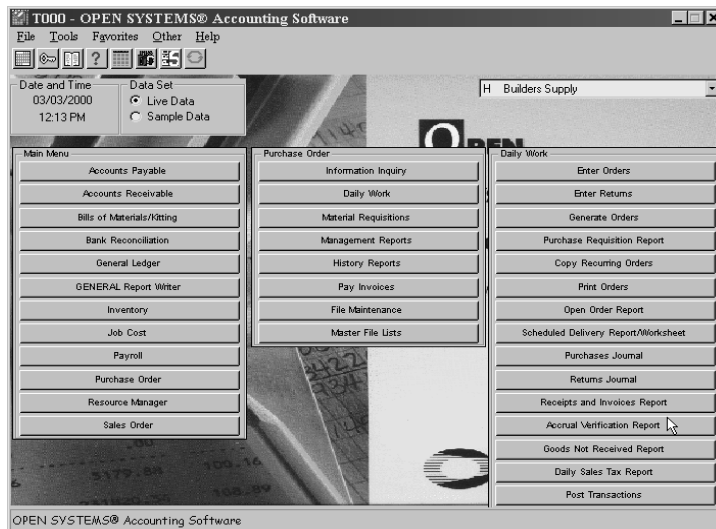
The Accrual Verification Report lists the amounts accrued for orders. The summary report lists only the general ledger and purchase order accrual amounts and the variance for each account. The detailed version of the report lists each accrual for each order's line item.

You set up the accrual accounts in the APGLxxxx table. If Purchase Order is not interfaced with General Ledger or if you elected not to use accruals in the Resource Manager Options and Inter faces function, the general ledger account accruals are zero.

Accrual Verification Report Selection Screen

```
OSAS T001                                                    _ □ ×
Settings  Edit  Print  Help
┌──────────────── Accrual Verification Report ────────────────┐
│                                                             │
│        Print:                                               │
│              1. Detail                                      │
│              2. Summary                                     │
│              1                                              │
│                                                             │
│                                                             │
│                                                             │
│        Select:                                              │
│              1. Inventory Accrual                           │
│              2. Expense Accrual                             │
│              3. Job Accrual                                 │
│              4. All                                         │
│              4                                              │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
├─────────────────────────────────────────────────────────────┤
│     Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd │
└─────────────────────────────────────────────────────────────┘
```

Enter the following information:

Field	Selection
Print:	Select the amount of detail that you want in the report
	1) **Detail** summary; lists the line item detail of the individual accruals, in addition to the verification summary.
	2) **Summary**: includes the GL account balances and unposted GL journal entries for the accrual accounts.
Select Accrual	Enter the Accrual that you want in the report.
	1) Inventory Accrual
	2) Expense Accrual
	3) Job Accrual
	4) All

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an example of a Accrual Verification Report

```
07/22/1999                              Builders Supply                          Page    1
12:44 PM                          Accrual Verification Report
                                     Detail for Job Accrual


Order No.  Ent.  Vendor Job    Item ID                  Rcvd. Qty. Pstd.  Units  Accrued Qty.    Unit Cost   Accrued Amt.
Order Date Stat.        Phase  Item Description          Inv. Qty. Pstd.
-----------------------------------------------------------------------------------------------------------------------

00000093   001   IBM    ZZZZOOM 799                          12.0000  EACH      12.0000     250.0000         3000.00
02/15/2000 GDRCD        1      YEAR 2000 MONITOR              .0000

00000093   002   IBM    ZZZZOOM 499                          12.0000  EACH      12.0000      25.0000          300.00
02/15/2000 GDRCD        1      YEAR 2000 COMPUTER MOUSE       .0000

00000093   003   IBM    ZZZZOOM 599                          12.0000  EACH      12.0000       1.5000           18.00
02/15/2000 GDRCD        1      YEAR 2000 POWER BAR            .0000

00000093   004   IBM    ZZZZOOM 699                          12.0000  EACH      12.0000      22.5000          270.00
02/15/2000 GDRCD        1      YEAR 2000 KEYBOARD             .0000

00000093   005   IBM    ZZZZOOM 899                          12.0000  EACH      12.0000     500.0000         6000.00
02/15/2000 GDRCD        1      YEAR 2000 CPU                  .0000
                                                                                                        --------------
                                                   TOTAL FOR GOODS RECEIVED                                    9588.00
                                                                                                        ==============
                                                   GRAND TOTAL                                                 9588.00
```

```
07/22/1999                              Builders Supply                          Page    2
12:44 PM                          Accrual Verification Report
                                     Detail for Job Accrual




                     ------------------------ Verification Summary --------------------------

Accrual Type        GL Account       GL Accrued Amt.    PO Accrued Amt.        Variance
-----------------------------------------------------------------------------------------------


Inventory           104400             1048288.01          29034.08          1019253.93
Expense             806000               18736.79           1376.64            17360.15
Job                 104200             1079950.50           9588.00          1070362.50
Accounts Payable    200000              125640.89-         39998.72           165639.61-




     End of Report
```

Daily Work Menu With Good Not Received Report Selected

The **Goods Not Received Report** lists orders that goods haven't been fully received for. If an order contains a line item that hasn't been received-or has been only partially received-it will be listed in the report along with the detail for each incomplete line item.

Goods Not Received Report Selection Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                        ┌── Goods Not Received Report ──────────────
   Pick Order No  From                        Status:
                  Thru                          1. New
          Vendor ID From                        2. Printed
                  Thru                          3. New and Printed (1 and 2)
          Item ID  From                         4. Active
                  Thru                          5. All
          Job and  From                         5
          Phase    Thru
          Requested From
          Date     Thru

                              Print By:
                                1. Order Number
                                2. Vendor ID
                                3. Item ID
                                4. Job and Phase
                                5. Requested Date
                                6. Status
                                1

        Output device -  (P)rinter p(R)eview (F)ile (S)creen (E)nd
```

Field	Selection
Pick Order No From / Thru	Enter the Order numbers that you want included in the report. The **Inquiry** (F2) command is available
Pick Vendor No From / Thru	Enter the vendor numbers that you want included in the report. The **Inquiry** (F2) command is available.
Pick Item ID From / Thru	Enter the Item ID's you want included in the report. The **Inquiry** (F2) command is available.
Pick Job and Phase From / Thru	Enter the range of jobs and phases you want in the report. The **Inquiry** (F2) command is available, if Purchase Order is interfaced with Job Cost.
Pick Requested Ship Date	Enter the range of Requested Ship Dates that you want included in the report.
Select the Status	Enter the statuses you want in the report

1) **New**

2) **Printed**

3) **New and Printed (1 and 2)**

4) **Active**

5) **All**

Field	Selection
Select the Print Options	Enter the option by which to organize the report.

1) **Order Number**

2) **Vendor ID**

3) **Item ID**

4) **Job and Phase**

5) **Requested Date**

6) **Status**

The selections you make are cumulative; that is if you select one vendor and one inventory item, the report will include only the orders from that vendor for that inventory item.

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is an example of a Goods Not Received Report

```
07/22/1999                          Builders Supply                              Page    1
1:02 PM                          Goods Not Received Report
                                 By Order No for All Status


                 -Dates-
Vendor        Entry Ordered   Ordered By      Job    Location Qty. Available Units  -------------- Quantity/Dollars -----------
Order No.     Status Requested Received By     Phase  Item ID                         Ordered       Received      Unreceived
Order Stat.                                           Description
                                                      GL Description
------------------------------------------------------------------------------------------------------------------------------

ACE001        001   04/06/1999                        MN0001       41.0000 PKG        1.0000          .0000         1.0000
00000102      OPEN                                    100                            343.55           .00          343.55
PRINT                                                 Electrical Package


                                                      ------------------------------------------------
                                                      TOTALS                         343.55           .00          343.55

ACE001        001   04/20/1999                        MN0001       73.0000 PKG        2.0000         1.0000         1.0000
00000105      OPEN                                    150                           1815.06         907.53         907.53
GDRCD                                                 Plumbing Package


                                                      ------------------------------------------------
                                                      TOTALS                        1815.06         907.53         907.53

ACE001        001   04/20/1999                        MN0001       41.0000 PKG       12.0000          .0000        12.0000
00000111      OPEN                                    100                           4200.00           .00         4200.00
PRINT                                                 Electrical Package

ACE001        002   04/20/1999                        MN0001         .0000 EA         1.0000          .0000         1.0000
00000111      OPEN                                                                    .00             .00           .00
PRINT


                                                      ------------------------------------------------
                                                      TOTALS                        4200.00           .00         4200.00

                                                      ------------------------------------------------
                                                      GRAND TOTAL                    6358.61         907.53        5451.08
```

Daily Sales Tax Report

Daily Work Menu With The Daily Sales Tax Report Selected
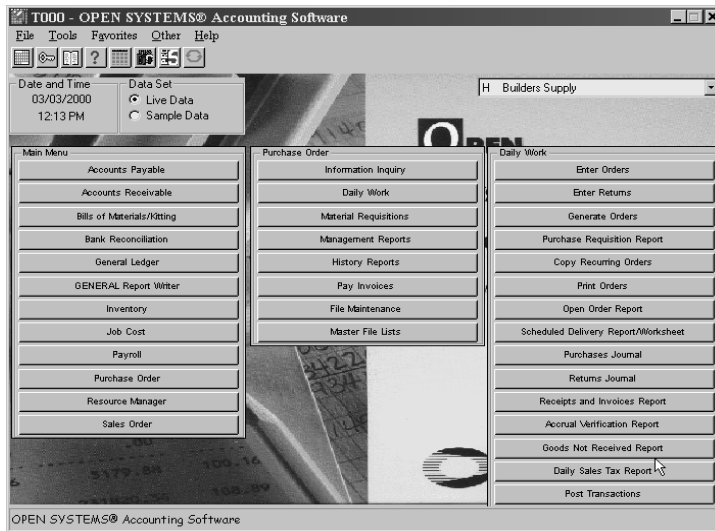
If you are tracking sales tax amounts for your purchases, use this report. This report is used to print and review the sales tax amounts calculated for Purchase Order transactions, for the range of tax locations specified on the report's selection screen.

Print the Daily Sales Tax Report before you use the Post Transactions function.

Daily Sales Tax Selection Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                    ── Daily Sales Tax Report ──
                    Pick Tax Group ID From  ▮▮▮▮▮
                                     Thru
┌─< Group Code Inquiry >──────────────────────────┐
│   Group  Description                             │
│   < begin >                                      │
│ > CA     California                              │
│   MD     Maryland                                │
│   MN     Minnesota                               │
│   MNMPLS Minneapolis, MN                         │
│   TX     Texas                                   │
│   TXHOUS Houston, TX                             │
└──────────────────────────────────────────────────┘




└─ Company H ──────────────────── Inquiry ──────── Verify ─┘
```

Enter the following information:

Field	Selection
Pick Tax Group ID From / Thru	Enter the Tax Group ID range you want to appear on the report. The **Inquiry** (F2) command is available.

If you leave the fields blank all tax groups ID's are included in the report.

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screen

(**E**)nd - to exit from the selection screen without printing the report

This is a sample of a Daily Sales Tax Report

```
07/22/1999                              Builders Supply                                 Page    1
3:49 PM                               Daily Sales Tax Report
                                          By Tax Group

                                                                     ---- Tax -----
Tax Loc. Description                 Tax Auth. Tax ID        Tax Refundable Account   Freight? Misc.?
-----------------------------------------------------------------------------------------------------
         Not On File                                                                    NO

Class Description   ----Percent----
     Expense Acct.   Tax   Ref.     Taxable    Nontaxable   Calculated      Paid    Over/Short   Refundable
-----------------------------------------------------------------------------------------------------
                                  --------------------------------------------------------------------
TOTAL FOR LOCATION                      .00          .00          .00         .00         .00         .00


                                                                     ---- Tax -----
Tax Loc. Description                 Tax Auth. Tax ID        Tax Refundable Account   Freight? Misc.?
-----------------------------------------------------------------------------------------------------
         Not On File                                                                    NO

Class Description   ----Percent----
     Expense Acct.   Tax   Ref.     Taxable    Nontaxable   Calculated      Paid    Over/Short   Refundable
-----------------------------------------------------------------------------------------------------
                                  --------------------------------------------------------------------
TOTAL FOR LOCATION                      .00          .00          .00         .00         .00         .00


                                                                     ---- Tax -----
Tax Loc. Description                 Tax Auth. Tax ID        Tax Refundable Account   Freight? Misc.?
-----------------------------------------------------------------------------------------------------
         Not On File                                                                    NO

Class Description   ----Percent----
     Expense Acct.   Tax   Ref.     Taxable    Nontaxable   Calculated      Paid    Over/Short   Refundable
-----------------------------------------------------------------------------------------------------
                                  --------------------------------------------------------------------
TOTAL FOR LOCATION                      .00          .00          .00         .00         .00         .00


                                                                     ---- Tax -----
Tax Loc. Description                 Tax Auth. Tax ID        Tax Refundable Account   Freight? Misc.?
-----------------------------------------------------------------------------------------------------
CA      California Sales Tax          CA   45-983459823      203800                      NO   NO

Class Description   ----Percent----
     Expense Acct.   Tax   Ref.     Taxable    Nontaxable   Calculated      Paid    Over/Short   Refundable
-----------------------------------------------------------------------------------------------------
 00 Consumer Goods
    806000          4.000   .000   5451.81       16.25-      218.07                                  .00
 01 Resale Sales
                     .000   .000       .00          .00          .00                                 .00
 02 Exempt Sales
                     .000   .000       .00          .00          .00                                 .00
 03 Ind/Agr Prod.
    806000          6.000   .000  63595.46          .00      3815.73                                 .00
```

```
07/22/1999                              Builders Supply                              Page    2
3:49 PM                              Daily Sales Tax Report
                                         By Tax Group

                                                               ---- Tax -----
Tax Loc. Description              Tax Auth. Tax ID        Tax Refundable Account  Freight? Misc.?
------------------------------------------------------------------------------------------------
CA      California Sales Tax         CA    45-983459823      203800                 NO      NO

Class Description   ----Percent----
       Expense Acct.  Tax   Ref.    Taxable    Nontaxable   Calculated      Paid    Over/Short    Refundable
------------------------------------------------------------------------------------------------
 04 Interstate Comm
    806000         8.000  .000        .00          .00          .00                                    .00
 05 Motor Vehicles
                    .000  .000        .00          .00          .00                                    .00
 06 Food Products
                    .000  .000        .00          .00          .00                                    .00
 07 Clothing
                    .000  .000        .00          .00          .00                                    .00
 08 Gasoline
                    .000  .000        .00          .00          .00                                    .00
 09 Services
                    .000  .000        .00          .00          .00                                    .00
                                 -------------------------------------------------------------------
 TOTAL FOR LOCATION CA             69047.27       16.25-     4033.80     4033.80          .00          .00


                                  Taxable    Nontaxable   Calculated      Paid  Over/(Short)  Refundable
                                 ===================================================================
 GRAND TOTAL                       69047.27       16.25-     4033.80     4033.80          .00          .00


End of Report
```

Posting Transactions

Daily Work Menu With Post Transactions Selected

When you post transactions, the orders, receipts, invoices, returns, and debit memos update the APVExxx (Vendor), APINxxx (Open Invoice), APHIxxx (Detail History), and APHS (Summary History) files.

If Purchase Order is interfaced with General Ledger and Job Cost.

- If Purchase Order is interfaced with **Job Cost**, the extended amount of each item purchased for a job is transferred to the appropriate job, phase, and job type in the Jobs file. If job history is being kept, line-item detail and history is transferred to the Job Cost History File.

- If Purchase Order is interfaced with **General Ledger**, the system posts the necessary debit and credit entries to the Journal file in either summary or detail format (Set up in Options and Interfaces).

Note

Inventory is updated online when you enter orders, so it is not affected by posting.

For every invoiced order and debit memo, an open invoice is created in the APINxxx and APIXxxx files. Open invoices (what you owe your vendors) and open debit memos (what your vendors owe you) are created and are kept on file until you post payments.

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 Open Order file (POOHxxx and POORxxx) at the end of the post.

Here is a list of things to do before posting orders:

1. If you are in a multiuser system, make sure that no one else is using the Purchase Order system. **You can not post if someone else is using Purchase Order functions.**

2. Make sure that all the orders for the day are entered, and that all the purchase orders are printed.

3. **Print a detailed Purchase Journal for all vendors**. It provides an audit trail of the current invoiced orders.

4. **Print a Returns Journal for all vendors**. It provides an audit trail of the current debit memos to be posted.

5. **Print the Receipts and Invoices Report**.

6. A) If there are mistakes in the **Purchases** Journal, use the *Edit Orders*, *Receive Goods*, and *Apply Invoices* functions to correct the mistakes.

   B) If there are mistakes in the **Returns** Journals, use the *Edit Returns* and *Apply Debit* memos function to correct the mistakes.

7. Repeat Steps 3, 4, 5, and 6 until all items are correct.

8. **Back up the accounting data files**, as insurance in case something goes wrong during posting.

9. Run the **Post Transactions** function to post the orders and print the posting totals.

Post Transactions Selection Screen

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
┌────────────────────── Post Transactions ──────────────────────┐
│                                                                │
│     Have You Completed PO Transaction Entry?                   │
│          YES                                                   │
│                                                                │
│     Have You:                                                  │
│                                                                │
│          -- Printed Purchase Orders                            │
│          -- Printed the Purchases and the Returns Journals     │
│          -- Printed the Receipts and Invoices Report           │
│          -- Backed Up Your Data Files                          │
│          YES                                                   │
│                                                                │
│     Do You Want to Post All Invoices as Held?                  │
│          NO                                                    │
│                                                                │
│     Post To:                                                   │
│          1.  Current Fiscal Year (2000)                        │
│          2.  Last Fiscal Year   (1999)                         │
│          1                                                     │
│                                                                │
├────────────────────────────────────────────────────────────────┤
│     Output device -  (P)rinter p(R)eview (F)ile (E)nd           │
└────────────────────────────────────────────────────────────────┘
```

Enter the following information:

Field	Selection
Have you Completed PO Transaction Entry ?	If you have completed transaction entry, enter **Yes**
	If you have not completed transaction entry, enter **No**, you will be prompted to **Exit** (F7) command to return to the Daily Work Menu to complete this function.
Have You:	Printed Purchase Orders
	Printed the Purchase and the Returns Journals
	Printed the Receipts and Invoiced Report
	Backed up your Data Files
	If you have completed these functions, enter **Yes**
	If you have not completed these, enter **No**, you will be prompted to **Exit** (F7) command to return to the Daily Work Menu to complete these functions.
Do you Want to Post all Invoices as held?	Enter **Yes** to indicate you will use the Hold/Release Invoice function to **release** each invoice for payment individually.
	Use **No** to indicate you will use the Hold/Release Invoice function to **hold** individual Invoices.
Post To: **1. Current Fiscal Year**	If Purchase Order is not interfaced with General Ledger, or if you have not created last-year data in General Ledger, **1** is displayed in the post to field.
2. Last Fiscal Year	If Purchase Order is interfaced with General Ledger and you have created last-year data in General Ledger, you may select **1** to post the transactions to the **current-year** GLJRxxx file or **2** to post them to the **last-year** GLJRxxx file.

Posting Goods Received Orders

(Accrual accounts used only if the option Accrual During Post is set)

1. When you post *goods received* orders (inventory or noninventory items) for a job, these accrual entries are made:

```
    JOB ACCRUAL              AP  ACCRUAL
   ─────────────            ─────────────
    DEBIT  │                       │ CREDIT
           │                       │
```

2. When you post a *goods received* order for an inventory item that you didn't purchase for a job, these accrual entries are made.

```
  INVENTORY ACCRUAL
 ───────────────────          AP  ACCRUAL
    DEBIT  │                 ─────────────
           │                        │ CREDIT
                                    │
```

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

```
  EXPENSE ACCRUAL              AP  ACCRUAL
 ─────────────────            ─────────────
    DEBIT  │                         │ CREDIT
           │                         │
```

Note

The accrual accounts come from the APGLx table. When you receive the invoice for these goods and post the invoice line entries, these accrual entries are reversed.

Posting Returns without Debit Memos

1. When you post returns without debit memos (Inventory or Noninventory items) for a job, these accrual entries are made:

<pre>
   JOB ACCRUAL   AP ACCRUAL
           CREDIT   DEBIT
</pre>

2. When you post a return for an inventory item that you didn't purchase for a job, these accrual entries are made:

<pre>
  INVENTORY ACCRUAL   AP ACCRUAL
           CREDIT   DEBIT
</pre>

3. When you post a return for a noninventory item that you didn't purchase for a job, these accrual entries are made:

<pre>
  EXPENSE ACCRUAL   AP ACCRUAL
           CREDIT   DEBIT
</pre>

Note

The accrual accounts come from the APGLxxx table. When you apply a debit memo to a return and post the line entries, these accrual entries are reversed.

Posting Invoice Received Orders

Accounts Payable	Sales Tax	Freight	Misc Expense
CREDIT	DEBIT	DEBIT	DEBIT

Accounts specified in APGLx table

Purchases or Inventory
DEBIT

Account(s) specified
on order

Posting Debit Memos

Accounts Payable	Sales tax	Freight	Misc Expense
DEBIT	CREDIT	CREDIT	CREDIT

Accounts specified in APGLx table

Purchases or Inventory
CREDIT

Account(s) Specified
on order

When the necessary information has been transferred to other files, the system makes room for new orders by removing completed and cancelled orders and debit memos from the Open Order and Received and Invoiced files.

When posting is completed, the posting totals are printed. Here is an example

```
08/03/1999                                 Builders Supply                              Page    1
8:54 AM                                Post Purchase Orders to A/P
                                          Current Fiscal Year


Amount posted to open invoice file         65844.49
                  Vendor file              65844.49

                  History file             65844.49


08/03/1999                                 Builders Supply                              Page    2
8:54 AM                                  Post to GL and Jobs
                                          Current Fiscal Year



Amount posted to GL period 01           GL Account       Debit         Credit

    5554    Plumbing Package            104000         31763.55
    AP                                  200000                        31763.55
    885     Plumbing Package            104000         31763.55
    AP                                  200000                        31763.55
    88      Electrical Packa            104000           343.55
    AP                                  200000                          343.55
    Tax loc CA cls 03                   806000          1905.81
    AP                                  200000                         1905.81
    Tax loc CA cls 03                   806000          1905.81
    AP                                  200000                         1905.81
    Tax loc CA cls 03                   806000            20.61
    AP                                  200000                           20.61
    GOODS RCVD-IN Accrual               104400         64797.41
    GOODS RCVD-AP Accrual               200000                        64797.41
    INV RCVD-IN Accrual                 104400                        63870.65
    INV RCVD-AP Accrual                 200000         63870.65

    Balance                                           196370.94      196370.94


Total posted to jobs           .00

    End of Report
```

What Are Accruals?

Accruals are general ledger entries that are made so that your expense, WIP, inventory and accounts payable accounts are accurate for general ledger reporting.

In Purchase Order you post to an accrual account when the goods are received and posted. When the invoice is received and posted, you reverse the entry made to the accrual account and update the regular expense, WIP, inventory and accounts payable accounts. For any post the total of the expense, WIP, and inventory accrual accounts equal the accounts payable amount. There is one account for each accrual type, and the accounts are located in the APGLxxxx table.

The following posting summary and T-accounts show how the inventory and accounts payable accrual accounts are updated when you receive goods for a total of $300. The inventory accrual account was debited for $300, and the accounts payable accrual account was credited for $300. In General Ledger you add these accounts to your regular inventory and accounts payable accounts, to more accurately report them.

```
08/03/1999                              Builders Supply                        Page    1
8:54 AM                                 Post to GL and Jobs
                                        Current Fiscal Year


Amount posted to GL period 01          GL Account         Debit        Credit

    GOODS RCVD-IN Accrual              104400            300.00
    GOODS RCVD-AP Accrual             200000                         300.00

    Balance                                               300.00     300.00


Total posted to jobs           .00

    End of Report
```

```
          Goods Received              Goods Received
      Inventory Accrual 104400        AP Accrual 200000

            $300.      |                      |  $300.
                       |                      |
```

The following posting summary, and T-accounts, show how the inventory and accounts payable accrual accounts are reversed out and the inventory and accounts payable accounts are updated.

Notice that the inventory accrual account is credited and the regular inventory account is debited. Also notice that the accounts payable accrual account is debited and the regular account payable is credited.

The regular accounts payable account was credited for $400. and the regular inventory account was debited for $400., because the order was received at a cost of $300., and invoiced at a cost of $400.

```
08/03/1999                                  Builders Supply                            Page    1
8:54 AM                                     Post to GL and Jobs
                                            Current Fiscal Year


Amount posted to GL period 01        GL Account        Debit        Credit

     GOODS RCVD-IN Accrual              104400          300.00
     GOODS RCVD-AP Accrual              200000                       300.00
     INV RCVD-IN Accrual                104400                       400.00
     INV RCVD-AP Accrual                200000          400.00

     Balance                                           700.00       700.00

Total posted to jobs          .00

     End of Report
```

Goods Received Inventory Accrual 104400		Goods Received AP Accrual 200000		Invoice Received Inventory Accrual 104400		Invoice Received AP Accrual 200000	
$300.			$300.	400.			400.

The following journal shows the general ledger entries that where made when the received goods and the invoices received were posted. Entries 1889 and 1890 were made when the received goods were posted. Entries 1891 through 1894 were made when the invoices received were posted.

```
08/31/1999                                    Builders Supply                                    Page    1
Period 08 Thru 08
9:20 AM                                    GENERAL LEDGER JOURNAL
Company H                                        08/31/99


 Entry  Per. Tran. Date  GL Account  Description              Srce. Cflow  Ref.  Post        Debit           Credit  Alloc.
 --------------------------------------------------------------------------------------------------------------------------

  1889  08  08/31/1999  104400    GOODS RCVD-IN Accrual        AP    Yes  AP    No          300.00                    Yes
  1890  08  08/31/1999  200000    GOODS RCVD-AP Accrual        AP    Yes  AP    No                           300.00   Yes
  1891  08  08/31/1999  104400    GOODS RCVD-IN Accrual        AP    Yes  AP    No                           300.00   Yes
  1892  08  08/31/1999  200000    GOODS RCVD-AP Accrual        AP    Yes  AP    No          300.00                    Yes
  1893  08  08/31/1999  104400    INV RCVD-IN Accrual          AP    Yes  AP    No          400.00                    Yes
  1894  08  08/31/1999  200000    INV RCVD-AP Accrual          AP    Yes  AP    No                           400.00   Yes

                                                                               ------------------  ------------------
                                   ENDING BALANCE PERIOD 08                           1,000.00         1,000.00


                                                                               ------------------  ------------------
                                   BALANCE                                            1,000.00         1,000.00
                                                                               ==================  ==================

End of Report
```

The above general ledger entries are created whether the order was entered as **new**, **goods received**, or **invoice received**. In other words, the system always posts to the accrual account for the receive phase. It reverses out the accrual and updates the regular accounts during the invoice phase.

Information Inquiry | **4**

Use the functions on the Information Inquiry menu to view vendor information, invoice information, detail history, or summary history. There is only one new menu item added with Purchase Order Application, and that is the Purchase Orders option.

You cannot change any information when you use these functions.

Information Inquiry Menu Screen
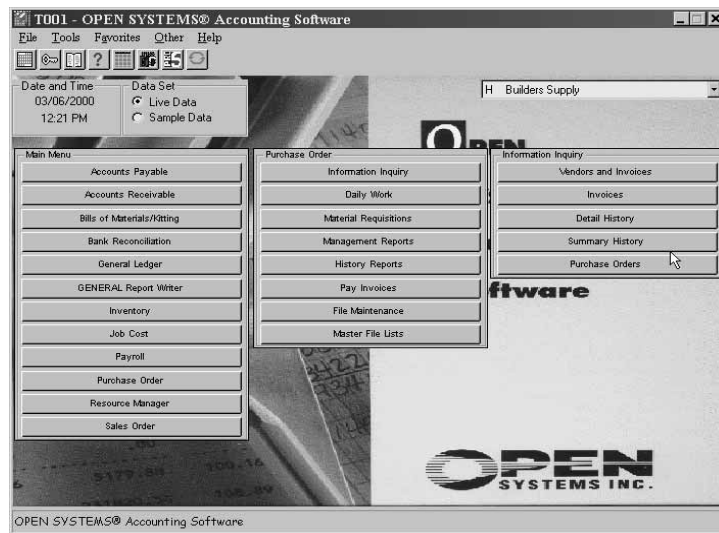
When you select Purchase Orders, the Purchase Order Inquiry screen appears.

Purchase Order Inquiry Screen

```
OSAS T001                                                    _ □ X
Settings  Edit  Print  Help
                          ─── Purchase Orders ───
PO No     ▮▮▮▮▮▮▮          Vendor              Invoice No
PO Date                    Loc ID              Receipt No
Ship Via                   Req Date            Status

      PO No    PO Date   Vendor Loc ID Req Date   Status      Ship Via




└─ Company H ──────────────────────── Inquiry ──────── Verify ─┘
```

Enter the following information:

Command	Action
PO No.	• Enter in the Purchase Order you want to look at or, • Use the **Inquiry** (F2) command to look up and select the PO from the list that appears or, • Entering through will place an * in that field, to include **all** PO in the file
PO Date	• Enter in the Purchase Order date you want to look at or, • Entering through will leave the date open
Ship Via	• Enter in the Ship Via you want to look at or, • Entering through will place an * in that field, to include **all** Ship Via
Vendor	• Enter in the Vendor you want to look at or, • Use the **Inquiry** (F2) command to look up and select the Vendor from the list that appears
Loc ID	• Enter in the Location ID you want to look at or, • Use the **Inquiry** (F2) command to look up and select the Location ID from the list that appears
Req Date	• Enter in the Req date you want to look at or, • Entering through will leave the date open
Invoice No	• Enter in the Invoice Number you want to look at or, • Use the **Inquiry** (F2) command to look up and select the Invoice from the list that appears or, • Entering through will place an * in that field, to include **all** Invoices in the file

Command	Action
Receipt No	• Enter in the Receipt Number you want to look at or, • Use the **Inquiry** (F2) command to look up and select the Receipt Number from the list that appears or, • Entering through will place an * in that field, to include **all** Receipts in the file
Status	This field is required, you are given eight status's to choose from. They are: Press **N** to view Invoices with a status of **new** Press **P** to view Invoices with a status of being **printed** Press **G** to view Invoices with a status of having **Goods Received** Press **I** to view Invoices with of having an **Invoice Received** status Press **R** to view all Invoices that have a **Returned** status Press **D** to view Invoices with a **Return Debit Memo** status Press **C** to view Invoices that have been **Cancelled** Press **A** to view **All** of the Invoices, regardless of the status

Purchase Orders Inquiry Including All Invoices

```
OSAS T001                                                        _ □ ×
Settings  Edit  Print  Help
                          ┌─────────── Purchase Orders ───────────
PO No    *                │  Vendor                 Invoice No   *
PO Date                   │  Loc ID                 Receipt No   *
Ship Via *                │  Req Date               Status       All

   PO No    PO Date    Vendor Loc ID Req Date   Status      Ship Via

 ➤ 00000030 12/21/1999 TIM001 CA0001            Printed
   00000031 12/21/1999 MIL001 MD0001            Goods Rcvd
   00000032 12/21/1999 PLA001 MN0001            Printed
   00000033 12/21/1999 BOR001 MD0001            Printed
   00000034 12/21/1999 ELL001 MN0001            Goods Rcvd
   00000035 12/21/1999 MIL001 CA0001            Invc Rcvd
   00000040 01/19/2000 ACE001 MN0001            Goods Rcvd
   00000044 01/19/2000 ACE001 MN0001            Return
   00000045 01/21/2000 ACE001 MN0001            Goods Rcvd
   00000050 03/02/2000 ACE001 MN0001            New




      Goto, Enter = line items, New search, Sort, View header detail
 └─ Company H ─────────────────────────────────────────── Verify ─┘
```

The command keys are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized. You can move to previous screens by using the **Tab** key.

Using Both AP and PO   A

Resource Manager Application Setup Menu
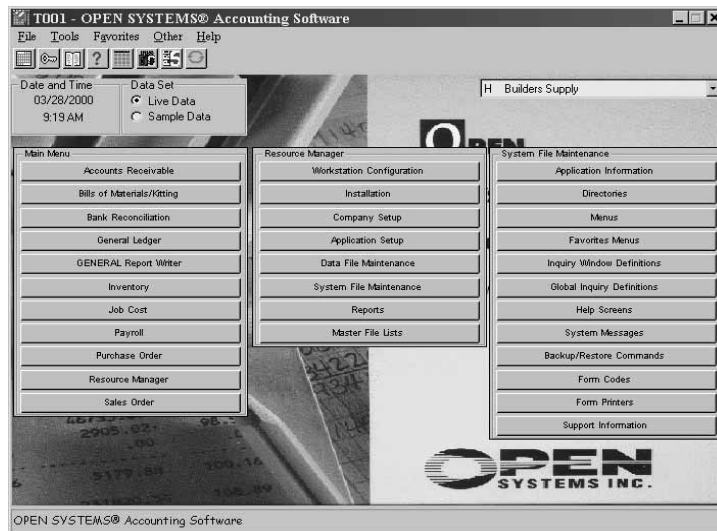
There may be times and situations that your company will want or need to use both Accounts Payable and Purchase Order. When you install Purchase Order, the system will automatically take AP off the main menu. You can add it back to the menu by going into System File Maintenance in Resource Manager and then into Application Setup. You can use the **Inquiry** (F2) command to bring up a list of the applications installed. Select Accounts Payable and the Application Information screen will appear. It is here that you can add or remove an application from the menu.

> **Note**
>
> Using both Accounts Payable and Purchase Order is **not** support nor is it recommended.

Application Information Screen

```
OSAS T001                                              _ □ ×
Settings  Edit  Print  Help
                         ─ Application Information ─


         Application Code  AP

         Description      Accounts Payable

         Base Application

         Installed        NO

         Version          6.02

         Date Installed   12/31/1999

         Program Directory
         C:/OSAS602/progAP/

         Verification File APVEx



 ─ Company H ──────────────────────────────── Verify ─
```

Field	Definitions
Applications Code	A two character field defining the Application ID.
Description	Description of the application that will appear on the menu. Up to 40 characters are allowed for the description.
Base Application	If the this application code is based off another application, the base application code will appear here.
Installed	Whether or not this application will appear on the screen as being installed. Yes will have it appear on the menu if data files exist.
Date Installed	Date this application was installed in the system.
Program Directory	What pathing points to the programs for this application.
Verification File	Points to a data file that will be used to verify that this application is installed.

Use the **PgDn** key to save any changes you made to the Application Information screen.

If you are using both Accounts Payable and Purchase Order you will notice that there are data files that are used for both. So when you are trying to Post or Enter in transactions in one application you may get a message that the file is in use, if someone else is trying to Post or Enter in transactions in the other application. The only functionality that is different in AP and PO is the Daily Work functions.

You will want to be cautious when posting in either application, that no other activity is going to be accessing the needed data files.

Purchase Order Daily Work menu
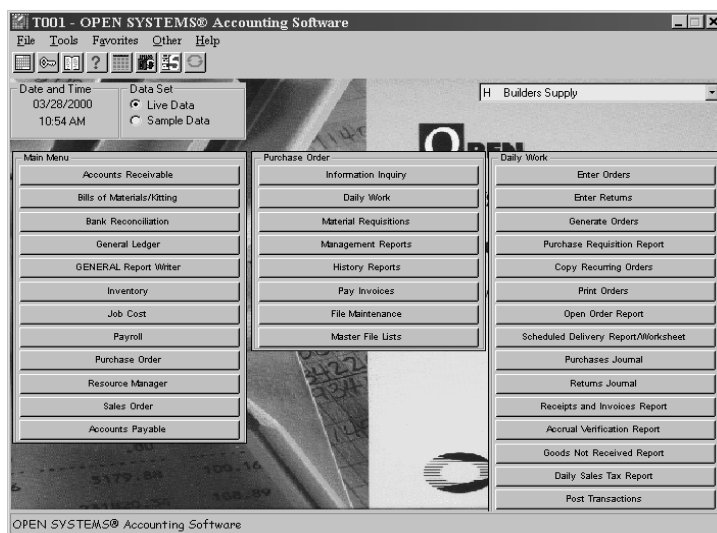
Periodic Processing Considerations

When using both Accounts Payable and Purchase Order you will only need to go through Periodic Processing in one of the applications. Because AP and PO run off the a lot of the same tables and data files, these tables will be incremented with the first Periodic Processing. It is recommended that you do not do Periodic Processing in either application until both are ready.

Purchase Order Periodic Processing

```
OSAS T001                                                    _ □ ✕
Settings  Edit  Print  Help
                        ┌─── Periodic Maintenance ───┐
 Have You Printed the Vendor Analysis Report and Backed Up Your Data Files?
                      YES

                      Choose One:
                            1.  Period-End Maintenance
                            2.  Quarter-End Maintenance
                            3.  Year-End Maintenance
                            3




                  Move 1099 Payments YTD to Last Year?   YES

                  Current Period/Fiscal Year   12/1999
┌ Verification ─────────────────────────────────────────────────
                      Press <PgDn> to proceed                    ■
```

PO Data Files B

All the files of the **Accounts Payable** system are used in the **Purchase Order** system except the Transaction file (**APTRx**), the Serialized Item file (**APOSx**), and the Control file (**APCTx**).

Purchase Order **adds** these tables and files to the Accounts Payable system:

General Information Files

Purchase Order Tables File (POTB)

The Purchase Order Tables file stores the tables used by the Purchase Order programs.

All Accounts Payable tables are included except the quick-entry tables used for entering purchases, (**QPtttt**), miscellaneous debits, (**QDtttt**), and editing transactions (**QEtttt**). They are replaced with four quick-entry tables used when entering orders and returns.

The **QNtttt** table is used when you enter orders and when you add a line through the Receive Goods and Receive Goods and Invoices functions.

The **Qetttt** table is used by the Edit Orders function.

The **QRtttt** table is used by the Enter Returns and Apply Debit Memos functions.

The **QZtttt** table is used by the Edit Returns function.

> **Note**
>
> The quick-entry tables used when entering, changing or returning material requisitions are the same as those used in Accounts Payable.

The **APGLxss** table is changed from the one used in Accounts Payable to include four accrual accounts that are used when posting orders for goods that have been received but not invoiced.

Purchase Order Ship-to Address File (POSHxxx)

The Ship-to Address file stores shipping addresses for use on purchase orders.

Transaction Files

Before Posting

Control file (POCTx)

The Control file stores the order number for orders being processed on any terminal. It also stores the next order number to be used if you elected to have the system generate order numbers.

Purchase Order Additional Descriptions file (PODExxx)

The Additional Descriptions file contains the additional description entered during transaction entry. There is one record for each line of additional description.

Purchase Order Lot/Serial Invoiced file (POLIxxx)

The Lot/Serial Invoiced file stores the information for invoiced lotted and serialized items that links the Invoices Received file, PORIxxx, to the Serialized/Lotted Item file, POLSxxx .

Purchase Order Lot/Serial Received File (POLRxxx)

The Lot/Serial Received file stores the information for received lotted and serialized items that links the Goods Received file, PORGxxx, to the Serialized/Lotted Item file, POLSxxx.

Purchase Order Serialized/Lotted Item File (POLSxxx)

The Serialized/Lotted Item file stores the serial/lot numbers entered in the Purchase Order system so that you can change and delete serial/lot numbers entered through Purchase Order.

Purchase Order Open Order Header File (POOHxxx)

The Open Order Header file stores the purchase order header information from the time of entry until they are fully invoiced. Completed, deleted, and canceled orders are removed from the file during posting. The unfilled portions of orders are retained until the orders are fully completed or canceled. There is one record for each order header.

Purchase Order Open Order Detail File (POORxxx)

The Open Order Detail file stores the line-items for the purchase orders from the time of entry until they are fully invoiced. Completed, deleted, and canceled line-items are removed from the file during posting. The unfilled quantity for the line-items is retained until the line-item is fully completed or canceled. There is one record for each line-item.

Purchase Order Restart File (POPOxxx)

The Restart file temporarily stores the purchase orders printed in the last run of the Print Orders function so that you can restart printing if necessary. The information is replaced the next time you print purchase orders without specifying a last good order number.

There is one record for each purchase order printed the last time the Print Orders function was used. The first record of the file, Index Number 0, indicates which option was selected the last time purchase orders were printed—New Orders, Lost Orders, or A List of Orders. The logical end of the file is indicated by a record with an order number of **END**.

Purchase Order Purchase Requisition File (POPQxxx)

The Purchase Requisition file stores information entered through the Generate Orders function for purchase requisitions. Purchase requisition records are also created in this file when you use either the Generate Purchase Requisitions function on the Reorder Processing menu in Inventory or the Enter Purchase Requisition window during line-item entry in Sales Order. Purchase requisition records remain in this file until the Generate command is used to create New Orders from the requisitions.

Purchase Order Goods Received File (PORGxxx)

The Goods Received file stores records for each receipt recorded for purchase order line-items.

Purchase Order Invoices Received File (PORIxxx)

The Invoices Received file stores records for each invoice recorded for purchase order line items.

Purchase Order Invoice Totals File (PORTxxx)

The Invoice Totals file stores invoice totals for each order. If multiple invoices are applied to an order, the total for the invoices is stored .

Checklists C

Setup Checklist

Planning

1. Read the *Resource Manager User's Guide*

2. Read the *Purchase Order User's Guide*

3. Read the *Accounts Payable User's Guide*

4. Collect and Organize the Data

5. Plan the Implementation Schedule

6. **Set Up a Backup Schedule**

Set Up in Resource Manager

1. Fiscal year and periods

2. Select Options and Interfaces Used During Setup

3. Tax Information (See **Reference A** in the *Accounts Payable Training Manual*)

Set Up in Accounts Payable:

1. Set Up/Verify Tables (xxx=company ID, t=terminal ID)

APGLxxx	DMtttt
APPDxxx	DISCxxx
MRGLxxx	D1099xxx
APPDxxx	F1099
DFtttt	Q?tttt (?=C, E, ENT, M, MAT, N, R, RET, X, Z)

2. Set Up the Terms Codes

3. Set Up the Distribution Codes

4. Set Up Vendors

5. Set Up Recurring Entries

6. Set Up Ship-to Addresses

7. Enter Initial Balances for Vendors (*Summary or Detail*)

Complete Set Up in Resource Manager for Accounts Payable:

1. Set Up Access Codes

2. Reset Options and Interfaces for Using the System

Daily Work Processing Checklist

1. Use the **Generate Orders** function to enter purchase requisitions and/or prepare purchase requisitions to generate new orders.

2. Print the **Purchase Requisition Report** to review the purchase requisitions selected (to generate new purchase orders) before new orders are generated.

3. Correct any mistakes or omissions for the purchase requisitions.

4. Generate new purchase orders for the purchase requisitions selected.

5. Enter new, goods received or received / invoiced purchase orders using the **Enter Orders** functions.

6. Enter the receipt of goods for goods that arrive before the invoice using the **Receive Goods** function. The order status changes to *goods received*.

7. Apply invoices for received goods using the **Apply Invoices** function. The order status changes to *invoice received*.

8. Record the receipt of goods and the invoices that arrived simultaneously for purchase orders already recorded in the system using the **Receive Goods** and **Invoices function**. The order status changes to *invoice received*.

9. Copy recurring entries that are due to the **Open Order** files using the **Copy Recurring Orders** function.

10. Enter returned goods using the **Enter Returns** functions.

11. Indicate that you received credit from a vendor for returned goods by **Using the Apply Debit Memos** function to record the credit information. The return status changes to *returned debit memo*.

12. After you've entered or copied all the transactions for the day, print the **Open Order Report**, the **Purchases and Returns Journals**, and the **Receipts and Invoices Report**. Use these reports as an audit trail and to check for errors and omissions.

13. If you find mistakes, use the **Edit Orders** or **Edit Returns** functions to change order information without changing the order status. You can add line items, change the ordered quantity on orders, or change the quantity returned on returns. With certain restrictions, you can delete line items. Use the **Receive Goods** and **Apply Invoices** functions to correct receipt and invoice information. Use the **Apply Debit Memos** function to correct debit memo information. *You can also use these functions to cancel orders.*

    Repeat steps 12 and 13 until all entries are correct.

14. **Back up the data files** (see the *Resource Manager User's Guide* for instructions). Never begin an operation that will make major changes to the data without first backing up the files.

15. Use the **Print Orders** function to print order and debit memo forms.

16. Use the **Post Transactions** function to post invoiced line items and debit memos from the **Open Order** and the **Received and Invoiced** files to the **Open Invoice** file. The entire order stays in the files until all line-items are *cancelled or completed*. If **YES** is selected for the option *Use accrual during post?*,

    •   accrual entries are made for goods that have been received but *not invoiced*

    •   accrual entries are reversed for goods that have been invoiced.