OSAS®

OPEN SYSTEMS® Accounting Software

Landed Cost Guide

Version 7.5

2210.LC75

Document Number 2210.LC750

Printed in U.S.A. This manual is recyclable.

November 2007, Release 7.5

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

Open Systems, Inc.
4301 Dean Lakes Boulevard
Shakopee, Minnesota 55379

General Telephone	(952) 403-5700
General Fax	(952) 496-2495
Support Telephone	(800) 582-5000
Support Fax	(952) 403-5870
Internet Address	www.osas.com

CONTENTS

Chapter 1 Introduction 1-1

Starting OSAS 1-5
Navigating OSAS 1-9

Chapter 2 Installation and Conversion 2-1

Conversion 2-3

Chapter 3 Setup 3-1

Setup Considerations 3-3
Setup Checklist and Functions 3-7

Chapter 4 Information Inquiry 4-1

Purchase Orders 4-3

Chapter 5 Daily Work 5-1

Enter Orders 5-3
Enter Returns 5-49

Chapter 6 Transaction Reports 6-1

Purchase Requisition Report 6-5
Open Order Report 6-7
Scheduled Delivery Worksheet 6-9
Purchases Journal 6-11
Returns Journal 6-13
Receipts and Invoices Report 6-15
Accrual Verification Report 6-17
Goods Not Received Report 6-19

Chapter 7 File Maintenance 7-1

Landed Cost 7-3

Chapter 8 Master File Lists **8-1**

Landed Cost List 8-3

CHAPTER 1

1

Welcome to OSAS 1-1
Starting OSAS 1-5
Starting OSAS 1-5
Navigating OSAS 1-9

Introduction

Welcome to OSAS

Welcome to the Landed Cost application for OPEN SYSTEMS Accounting Software® (OSAS®). Landed Cost helps you account for orders you place with vendors. Landed Cost encompasses the capabilities of Accounts Payable; you can record purchases you made from vendors and orders you have not yet paid. Landed Cost lends its tracking capabilities to other applications associated with tracking assets (Inventory for example).

The Landed Cost functionality added to Purchase Order enables you to distribute indirect cost of international shipping to Inventory items. These costs include import duties, tariffs, taxes, shipping costs, brokerage fees, and customs fees.

This guide covers Purchase Order functions that have been enhanced to support landed cost functionality. Refer to the **Purchase Order Guide** for more information on the Purchase Order application.

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

Landed Cost plugs into Resource Manager, the foundation of OSAS. Consult the Resource Manager guide for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

Landed Cost shares some Accounts Payable menus with some of its own functions. Refer to the **Accounts Payable Guide** for questions on these shared menus, or for questions on functions not covered in this manual.

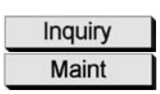
About This Guide

This guide describes the functions that make up the Landed Cost application and gives details on how Landed Cost fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Landed Cost application, and describes the basics of the Purchase Order system and how to navigate around OSAS.
- Chapter 2, Installation and Conversion, details how to install Landed Cost using Resource Manager and how to create or convert the data files it requires.
- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Landed Cost.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Landed Cost menu.
- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

Conventions

This guide uses the following conventions to present information.



When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-16 and page 1-20 for more information on these commands.

When you see the phrase “use the **Proceed** (**OK**) command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.

Starting OSAS

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

In Windows

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

In Other Operating Systems

To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

Using Parameters

You can use the -u, -c, -a, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, company ID, and access code to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

C:\basis\bin\bbj.exe osasstrt.txt -q -tT00 **-c**D:\osas70\progrm\config.bbx **- -u**Sam **-a**apple **-c**H

Note: In Windows, the **-u**, **-c**, and **-a** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

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

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Refer to the Resource Manager guide for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Access Code**. If you want to save your access code so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. Finally, click **OK** or press **Enter** to log in.

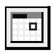
This screen appears only after you have set up users and access codes for the OSAS system.

Access Codes

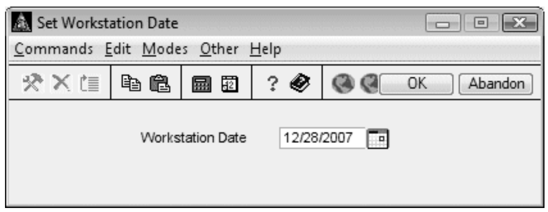
Access codes limit use of the system and protect sensitive information. Each code allows access to specific applications, menus, and functions. If you cannot select a menu or function, your access code is not authorized for it. Use the **Access Codes** function in Resource Manager to set up access codes.

To change access codes, select **Access code** from the **File** menu, click the **Access Code** button on the toolbar, or press **F4** on the main menu. When the Access Code box appears, enter the access code to change to and press **Enter**.

Workstation Date



To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.



When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

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

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

Graphical Mode

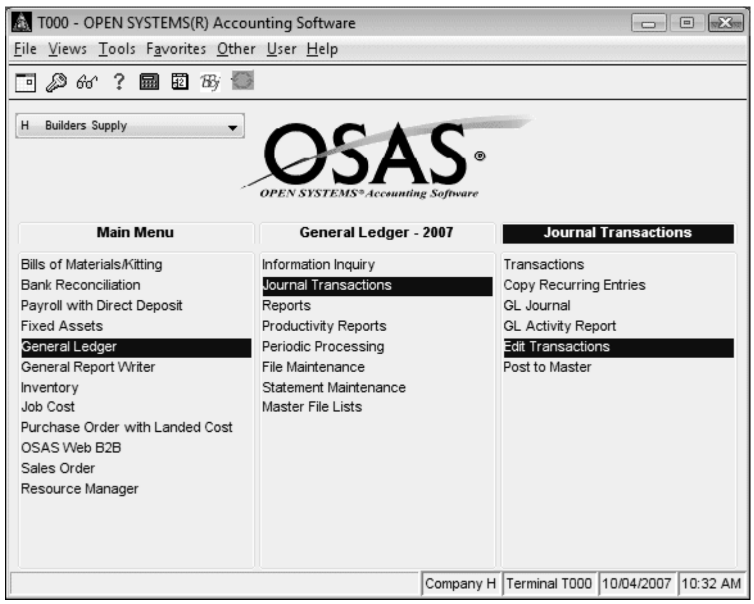
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

If you use BBj in graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**. If you use Visual PRO/5, the graphical main menu is the only graphical menu available.

Graphical Main Menu

The graphical main menu is shown below.

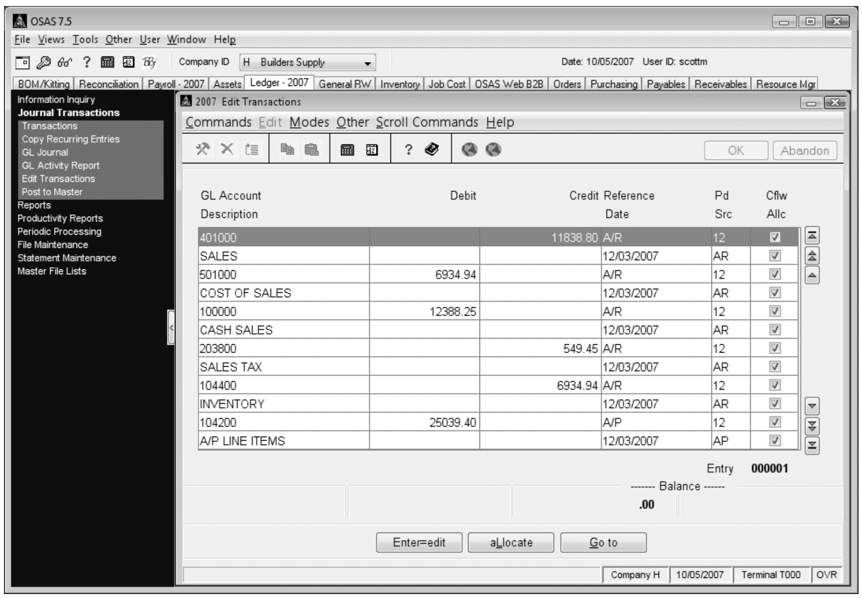


You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.
- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.
- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.

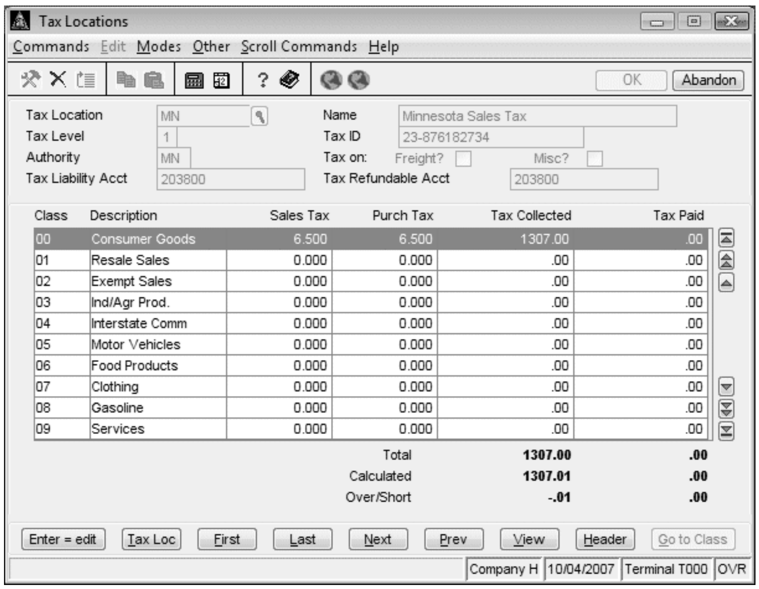


You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.
- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.
- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.



You can move around the screen in these ways:

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

Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the Resource Manager guide for more information on the menus available in OSAS and their commands.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult Appendix A in the Resource Manager guide for more information on the commands available on the **Other Commands** menu.

Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

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

Consult Appendix A in the Resource Manager guide for more information on how to use the functions on the **Information** menu.

Favorites Menu

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

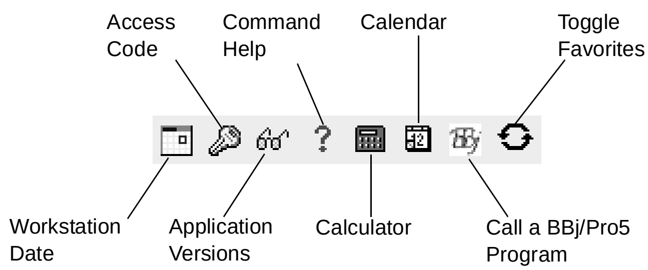
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

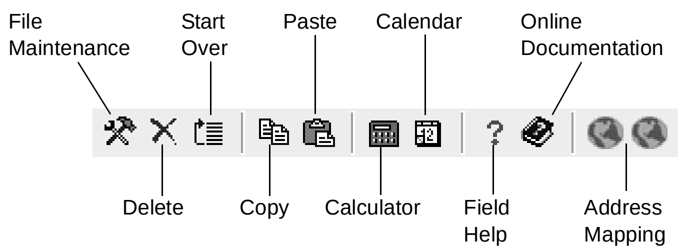
Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.

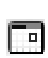


Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.



Date Fields



If you use BBj in graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Browse

If you use BBj in graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/ File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry

The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance

The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

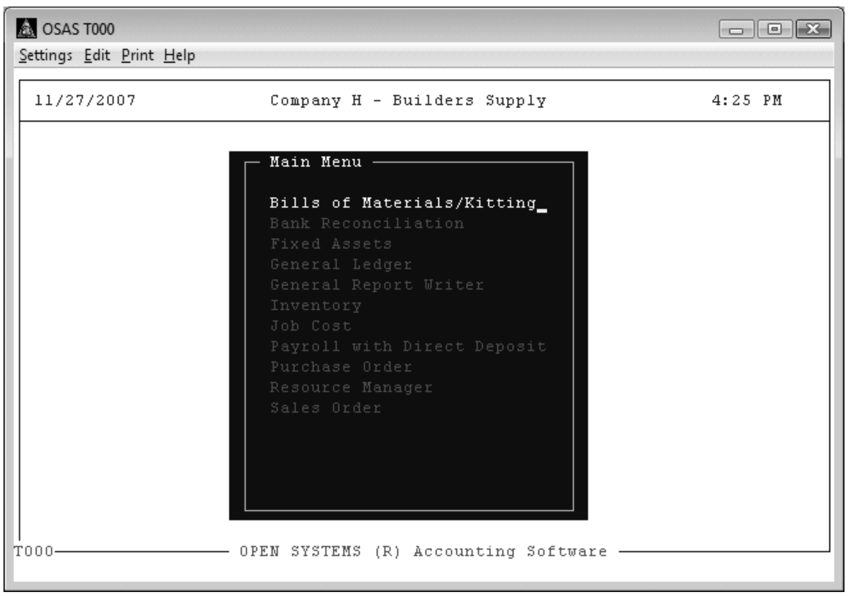
Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation’s web browser in the Resource Manager **Defaults** function.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.



When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

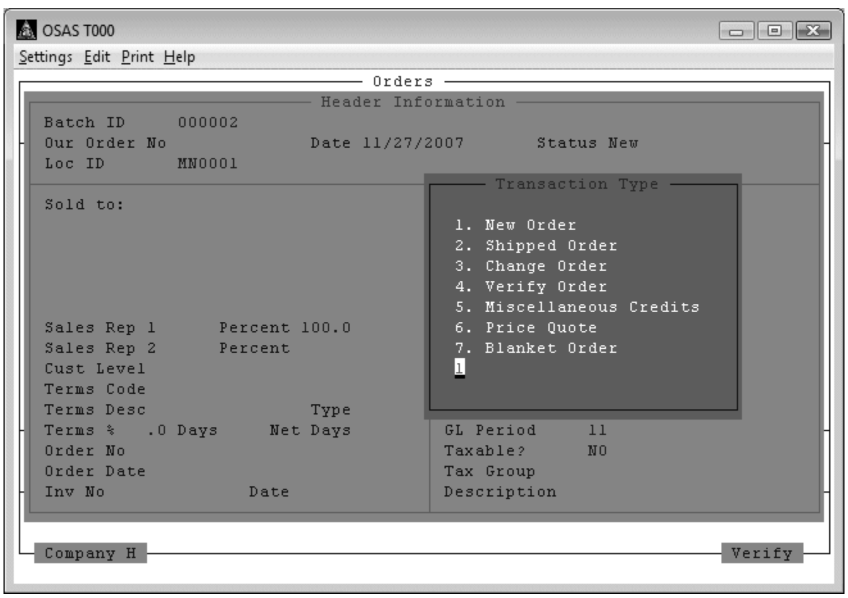
You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.
- Use the mouse to click an application to view that application's menu.
- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.
- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.
- To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.



You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.
- To use a command that is listed in the command bar, press the highlighted letter.
- Use hot key commands to access information screens or to toggle commands on and off. Refer to Appendix B in the Resource Manager guide for more information on these commands and their corresponding hot keys.
- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.
- To exit the screen and return to the menu, press **F7**.

Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to Appendix A in the Resource Manager guide for full details about the menus available in OSAS.

Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-13 for more information on this menu.

Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-13 for more information.

Favorites Menu

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-14 for more information on this menu.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies or access codes, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

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

Refer to Appendix B in the Resource Manager guide for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.

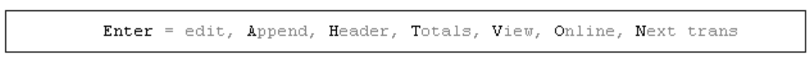
- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-13 for more information on this menu.

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one "on the fly." When you finish, press **F7** to return to the function you were using.

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.
- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed** (**OK**) command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

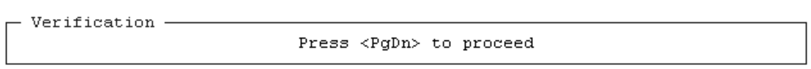
The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.



The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

Messages

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



Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Reports

All OSAS applications contain a variety of reports to help you view and analyze your business data. Each report function includes a selection screen that allows you to select the range of information to include in the report, which appears in alphabetical order when the report is produced. After you select the information to include, use one of these options to output the report:

- Select **Printer** (or enter **P** in text mode) to send the report to a printer, then select the printer to use.
- Select **Print Preview** (or enter **R**) to view the report in a preview window, from which you can print the report later. This option is only available on Windows or graphical Linux workstations running BBj.
- Select **File** (or enter **F**) to save the report to a file, then change the directory path and file name (followed by the .txt extension), if necessary. Directory paths and file names must be less than 35 characters in length.

  Note: To preserve formatting, view the reports you save to a text file with a fixed-width or monospaced font (Courier or Lucida Console, for example).
- In text mode, enter **S** to view the report directly in an OSAS function screen, then select whether to view it in Standard or Compressed width.
- When available, select **Email** (or enter **M**) to e-mail the report, then enter the e-mail address to sent the message to, the subject for the message, and whether to include the report as an attachment to the message.

Generally, reports or forms that make up part of your audit trail cannot be e-mailed. You also must set up your e-mail system in Resource Manager before you can e-mail reports.

Note: To preserve formatting, view e-mailed reports (or attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Consult the Resource Manager guide for more information about reports.

CHAPTER 2

2

Installation 2-1
Conversion 2-3

Installation and Conversion

Installation

Before You Install Landed Cost

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

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

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

Installing Purchase Order

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

2. Install the current version of Purchase Order.

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

Setting up Landed Cost

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

You can prepare files for use with Accounts Payable and Purchase Order in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the Resource Manager **Company Setup** menu (see the Resource Manager guide). For instructions on converting your files, see "Conversion" on page 2-3.

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

Conversion

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

When you are ready to convert files, use the **Data File Conversion** function on the Resource Manager **Company Setup** menu (see the *Resource Manager User's Manual*) to upgrade Purchase Order data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.xx. If you want to convert to version 7.5 from a version earlier than 3.2, contact a client support representative.

If you are converting from version 6.5x to 7.5, no conversion is necessary. You should still use the **Data File Conversion** function to copy data files from the old data directory to the new directory, however.

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

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

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

> Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

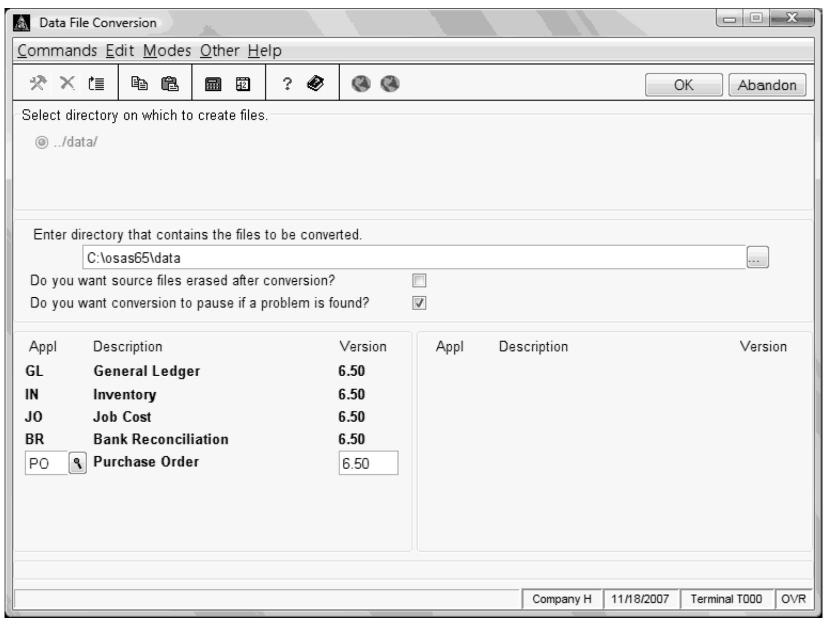
Consider Your Setup

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

Converting to Version 7.5

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

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



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **LC** in the **Appl** column; **Purchase Order with Landed Cost** appears.

6. Enter your earlier version number of Purchase Order, and press **Enter**. You can determine the version by looking at the copyrights screen when you start the old version of OSAS, or in most versions, by clicking the **Application Versions** tool button (or pressing **Shift+F2** in text mode) on the menu screen.

7. If data files already exist for Purchase Order in the intended destination path, the **PO data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. Accounts Payable and its version number appear automatically. You must convert the AP data files as well in order to use Purchase Order. If data files already exist for Accounts Payable in the intended destination path because you already converted them, the **AP data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

9. Use the **Proceed** (**OK**) command to begin the conversion process.

10. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode). If you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Purchase Order files, your answer to this prompt makes no difference.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process finishes, the files are converted. Select the output device for the error log. See “Reports” on page 1-22 for more information on output devices.

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

CHAPTER 3

3

Setup Considerations 3-3
Setup Checklist and Functions 3-7

Setup

Introduction

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

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

Setup Considerations

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

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

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

Codes and IDs

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

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

— — — — — 0

— — — — — 1

— — — — — Z

— — — — — a

— — — — 0 1

— — a — — —

0 0 0 0 0 0

0 0 0 0 0 1

1

The organization of these codes illustrates the following principles:

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

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

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

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

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

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

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. However, if you already use a numbered system, you might want to stick with it.

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name in the vendor ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three vendors in between.

Setup Checklist and Functions

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

1. Set up the options and interfaces.

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

Options and Interfaces

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

General Ledger

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

Inventory

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

Job Cost

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

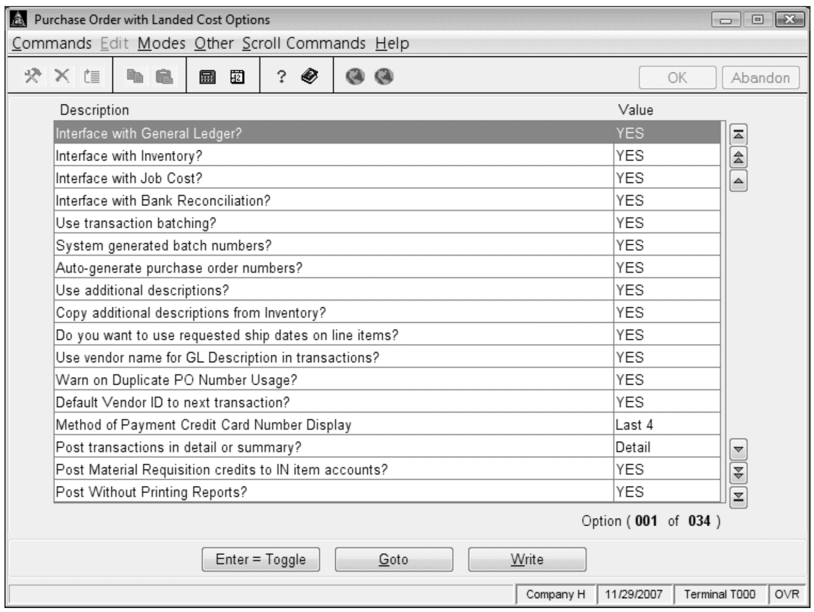
Bank Reconciliation

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

Options and Interfaces Screen

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

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



1. Press **Enter** to toggle between **YES** or **NO** to indicate whether you want to interface Purchase Order with General Ledger, Inventory, Job Cost and Bank Reconciliation.

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

2. Press **Enter** to toggle between **YES** or **NO** to indicate whether you want to use transaction batching to group orders and returns by user, by entry period, or by any other method that applies to your operations.

3. Toggle between **YES** or **NO** to indicate whether you want the system to assign numbers to new batches automatically. (You can select **YES** only when you elect to use transaction batching.)

4. Toggle between **YES** or **NO** to indicate whether you want the system to automatically generate purchase order numbers.

5. Toggle between **YES** or **NO** to indicate whether you want to be able to enter 1 to 10 lines of additional descriptions for line items. If you select **NO**, the **PODExxx** (Additional Descriptions) file is not used.

6. Toggle between **YES** or **NO** to indicate whether you want additional descriptions entered in Inventory to be copied to a line item during order entry. You can select **YES** only if Purchase Order interfaces with Inventory and you elected to use additional descriptions.

7. Toggle between **YES** or **NO** to indicate whether you want to enter requested ship dates when you enter line items.

8. Toggle between **YES** or **NO** to indicate whether you want to use the vendor name for the description when you post transactions to General Ledger.

9. Toggle between **YES** or **NO** to indicate whether you want the system to warn you when a duplicate PO number is entered in order entry.

10. Toggle to YES or NO to indicate whether or not you want the Vendor ID used in a transaction to default to the next transaction in Purchase Order.

11. Toggle between **Last 4, Hide All,** and Show All to choose credit card number display in method of payment screens.

12. Toggle between **Detail** or **Summary** to indicate whether you want to post transactions in detail or summary.

13. Toggle between **YES** or **NO** to indicate whether you want material requisitions to be posted to inventory item accounts.

14. Toggle between **YES** or **NO** to indicate whether you want to be able to post batches of transactions for which the Purchases Journal, Returns Journal, and Receipts and Invoices Journal have not been printed.

15. Toggle between **YES** or **NO** to indicate whether to post all invoices as **Held** by default when you post.

16. Toggle between **YES** or **NO** to indicate whether you want to allow posting transactions without printing checks.

17. Toggle between **YES** or **NO** to indicate whether you want to keep history information for each line item of each purchase. If you select **NO**, the **APHIxxx** (Detail History) file is not used.

18. Toggle between **YES** or **NO** to indicate whether you want to keep additional description history. If you select **NO**, the **PODExxx** file and the **APRDxxx** (Recurring Additional Descriptions) file are not used.

19. Toggle between **YES** or **NO** to indicate whether you want to keep purchase history.

20. Toggle between **YES** or **NO** to indicate whether you want to keep payment history.

21. Toggle between **YES** or **NO** to indicate whether you want to keep receipt history.

22. Toggle between **YES** or **NO** to indicate whether you want to keep Landed Cost history.

23. Toggle between **YES** or **NO** to indicate whether you want to be able to print online checks during order entry. If you select **NO**, the **APCHxxx** (Checks) file is not used.

24. Toggle among **PREPRINTED**, **BLANK STUB**, **CANADA**, or **LASER** to indicate whether you want to print checks on preprinted stubs, blank stubs, laser forms, or in compliance with the Canadian Payment Association (CPA) requirements.

25. Toggle between **YES** or **NO** to indicate whether you want to print the company ID on check stubs.

26. Toggle between **YES** or **NO** to indicate whether you want to be able to print online purchase orders during order entry.

27. Toggle between **YES** or **NO** to indicate whether you want to print the company name and address on plain paper purchase orders.

28. Toggle among **PLAIN, STANDARD, 8 1/2 x 11,** or **LASER** to select the type of purchase order forms you want to use.

29. Toggle between **Last 4, Hide All,** and Show All to choose how 1099 recipient IDs are displayed.

30. Toggle between **YES** or **NO** to indicate whether you want to allow e-mailed purchase orders to vendors.

31. Toggle between **YES** or **NO** to indicate whether you want to create a user document link for e-mailed purchase orders.

32. When you are finished selecting options, press **W** to save your entries. Then use the **Exit** (**F7**) command to return to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or use the **Exit** (**F7**) command to return to the Resource Manager **Company Setup** menu.

CHAPTER 4

4

Purchase Orders 4-3

Information Inquiry

Introduction

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

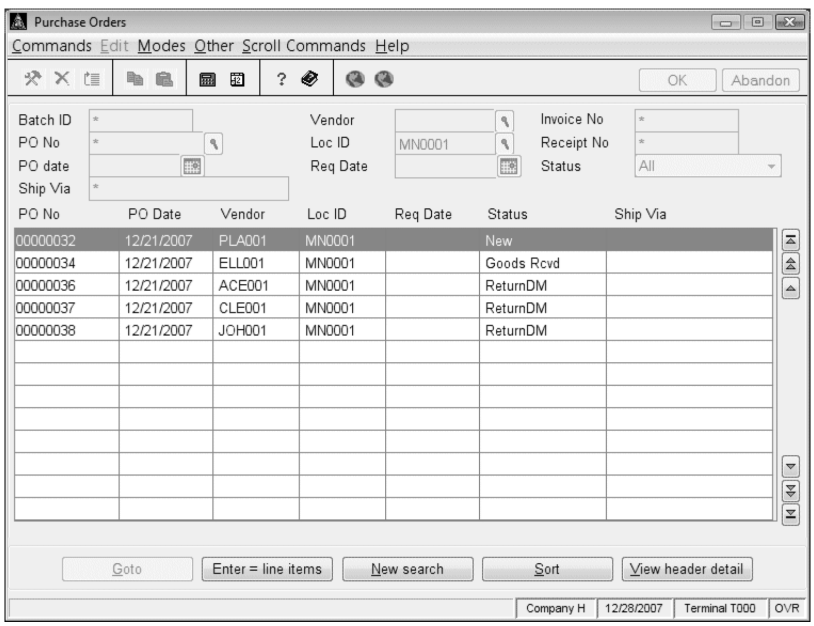
Some Landed Cost functions are unchanged from regular Purchase Order menus: **Detail History** and **Receipt History**. Refer to the **Purchase Order Guide** for questions on these shared menus, or for questions on functions not covered in this manual.

Purchase Orders

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

Purchase Orders Screen

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



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

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

Commands

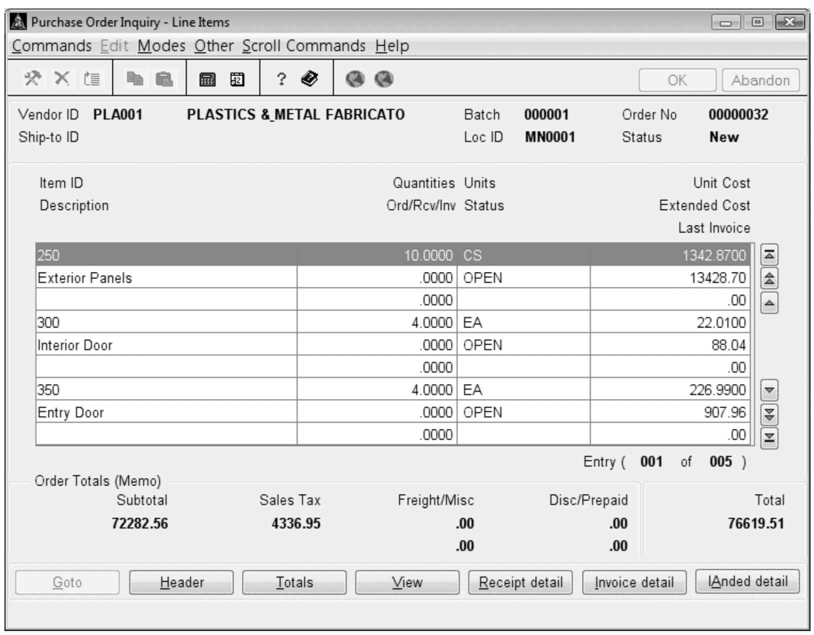
Use these commands to work with the information in the scroll region:

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

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

Line Items

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



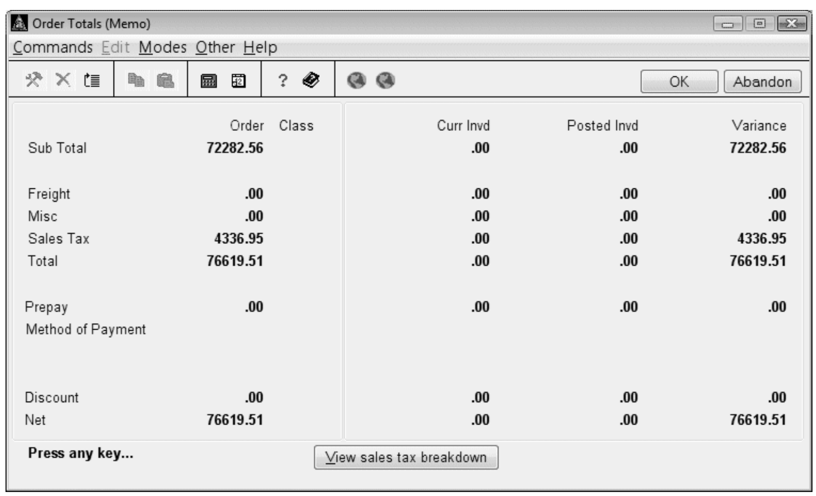
Use these commands to work with the line items:

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

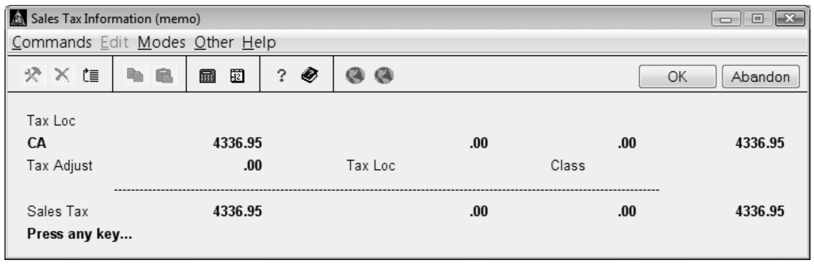
- Press **H** to return to the Purchase Orders screen.
- Press **T** to view order totals for the line. The Order Totals screen appears.
- Press **V** to view detailed information about the selected line. The View Detail screen appears.
- Press **R** to view receipt detail. The Receipt Detail screen appears.
- Press **I** to view invoice detail. The Invoice Detail screen appears.
- Press **A** to view landed cost detail. The Landed Cost Detail screen appears.

Order Totals

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



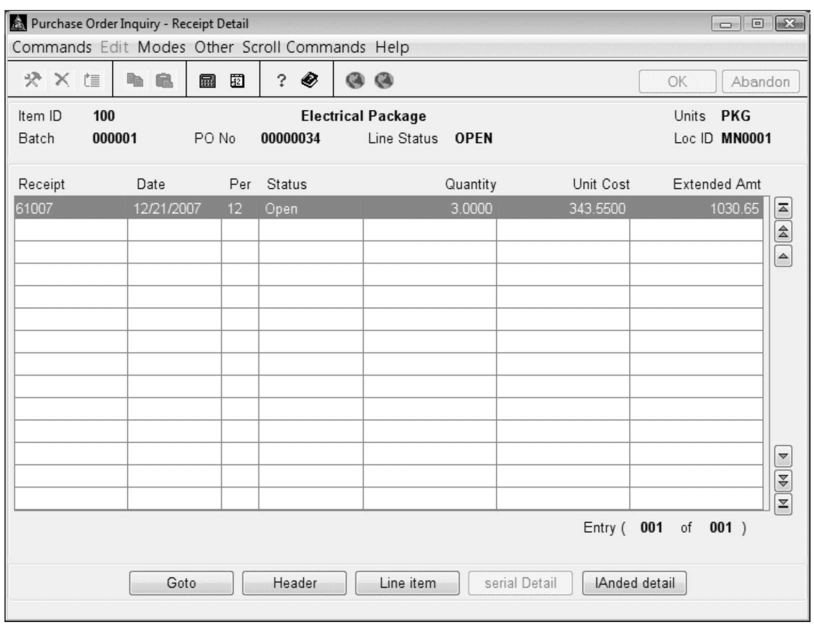
Press **V** to view sales tax information for the order. The Sales Tax Information screen appears.



Press **Enter** to return to the Order Totals screen, then press **Enter** again to return to the Line Items screen.

Receipt Detail

The Receipt Detail screen appears when you press **R** on the Line Items screen and lists receipt information about ordered items.

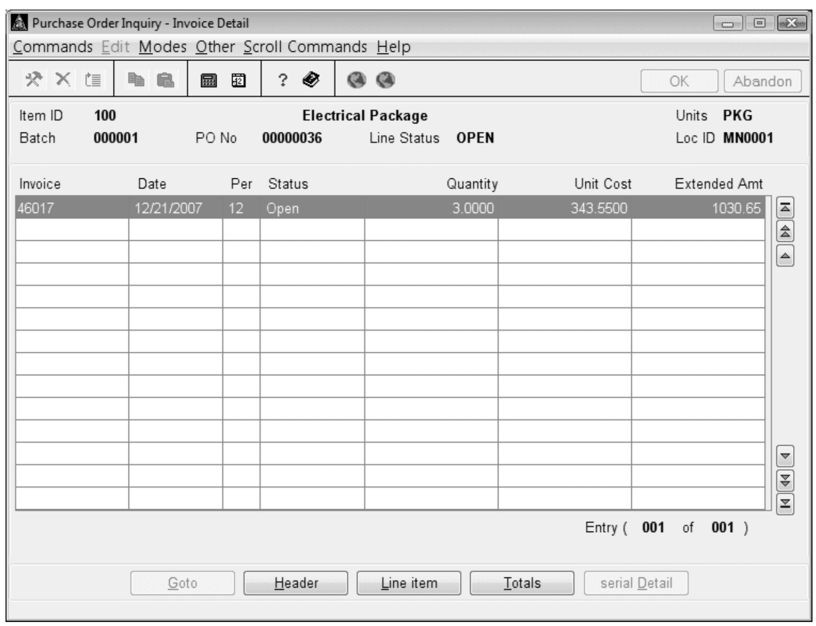


Use these commands to work with receipt detail items:

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

Invoice Detail

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

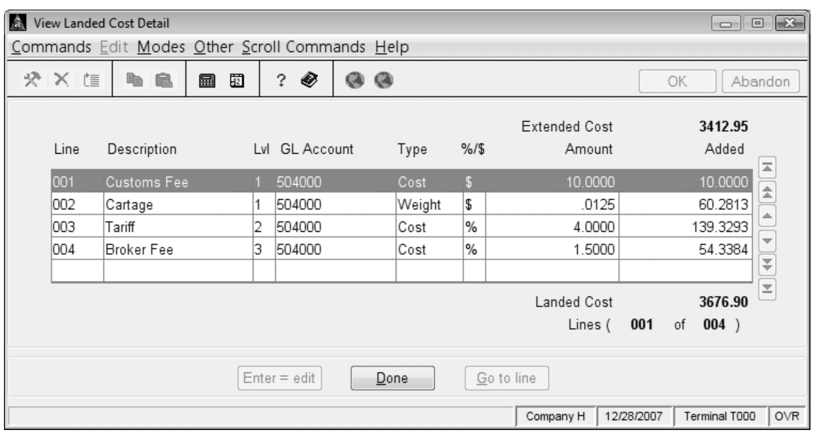


Use these commands to work with receipt detail items:

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

Landed Cost Detail

The Landed Cost Detail screen appears when you press A on the Line Items and Receipt Detail screen.



See “Edit or Append Line Screen” on page 7-5 for more information about editing Landed Cost detail.

CHAPTER 5

5

Enter Orders 5-3
Enter Returns 5-49

Daily Work

Introduction

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

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

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

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

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

Some Landed Cost functions are unchanged from regular Purchase Order menus: **Generate Orders, Copy Recurring Orders, Change Batches,** and **Batch Control**. Refer to the **Purchase Order Guide** for questions on these shared menus, or for questions on functions not covered in this manual.

Enter Orders

Use the **Enter Orders** function to:

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

  You can enter orders for inventory items (taking serialized or lotted items into account as necessary) and noninventory items. However, Purchase Order must interface with Inventory before you can enter orders for lotted, serialized, or lotted/serialized items.
- edit and cancel orders.
- enter the receipt of goods when part or all of an order arrives before an invoice.
- apply an invoice when it arrives after the ordered goods.
- enter the receipt of goods and invoices that arrive at the same time (including serialized and lotted items).

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

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

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

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

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

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

You can cancel an order in these ways:

- Use the **Edit Orders** option to delete the order from the system. When you post orders, the deleted order is erased from the **POOHxxx** and **POORxxx** files.
- If you want an audit trail that is more detailed than the Open Order Report and the order you want to cancel has been posted, enter a return to back out the order (see "Enter Returns" on page 5-49). To cancel an order that has not been posted, enter a return for the order with **Invoice Received** status so that it is posted at the same time as the return.

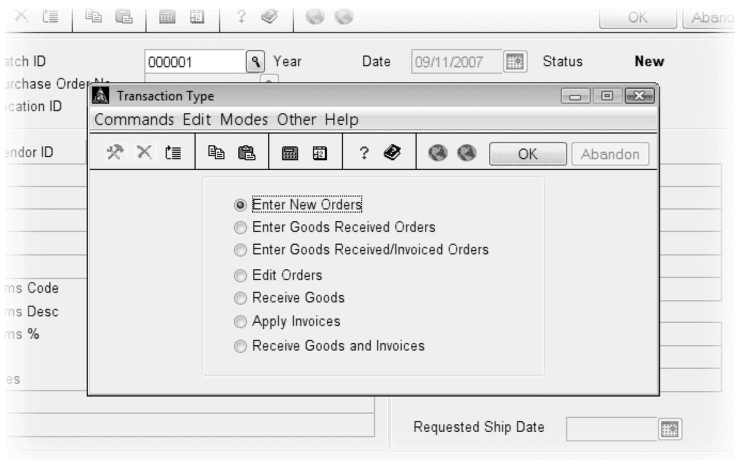
You can assign **Cancel** status only to orders with **New** or **Printed** status.

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

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

Transaction Type Selection Screen

Select **Enter Orders** from the **Daily Work** menu. The Transaction Type selection screen appears on top of the Transactions and Header Information screens.



Select the type of action you want to perform:

- Select **Enter New Order** to enter new order information. You enter vendor information first in the Header Information screen that appears, then you can enter the line items ordered.
- Select **Enter Goods Received Orders** to enter the items ordered and their receipt information at the same time.
- Select **Enter Goods Received/Invoiced Orders** to enter line item, receipt, and invoice information all at once. The system uses the invoice totals to calculate costs.
- Select **Edit Orders** to make changes to orders on file. Depending on what changes you made to the order you are editing and the status the order has, you might be able to receive goods, apply invoices, both, or neither.

- Select **Receive Goods**, **Apply Invoices**, or **Receive Goods and Invoices** for orders that have been entered. If you receive goods for an order, the status of the order changes to **Goods Received** and the memo totals screen appears. If you apply an invoices to an order, the status of the order changes to **Invoice Received** and the invoice totals screen appears.

Entering and Editing Orders

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

- Manually change the status. The quantities received and invoiced must be equal.

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

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

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

- If you want to assign a cost to the extra items, enter the invoice number you want to edit. Then change the quantity to match the number of invoiced items.

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

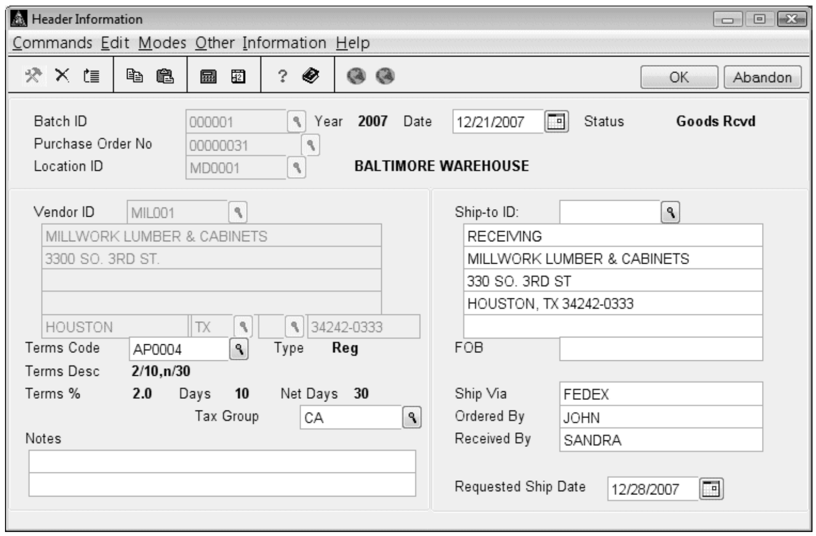
You can cancel a line item only if the quantity received is zero and you have not applied an invoice to the line item.

Before you edit or cancel orders or line items, print the Purchases Journal (see page 6-11) and the Returns Journal (see page 6-13) so that you have the correct order numbers.

After you edit or cancel orders, produce the Open Order Report (see page 6-7), the Purchases Journal (see page 6-11), and the Returns Journal (see page 6-13) to make an audit trail. This step is especially important if you cancelled some orders.

Entering Header Information

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



Field	Description
Batch ID	Enter the batch ID. Use the batch ID to group orders by purchasing agent, by time entered, or in any other way that fits your operations.

Inquiry

Maint

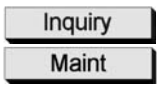
You can print and post batches of purchase orders while others are working with different batches at the same time.

If you have entered previous orders, the batch ID you entered previously appears to speed data entry.

If you are editing an order, you may leave the batch ID blank and look up the order by the order number.

	Field	Description
Inquiry	**Purchase Order No**	If you are entering an order for the first time and you elected in the Resource Manager **Options and Interfaces** function to have the system generate purchase order numbers for you, the number appears and you cannot change it. If you did not elect the option, or if you are working with an existing purchase order, enter the purchase order number you want to view or edit. To delete the entire order, use the **Delete** (**F3**) command.
	Date	If you are entering the first order in a group, the system date appears; otherwise, the date you assigned to the last order appears. Accept the current date, or enter a different date.
	Status	The status that appears depends on which option you selected on the selection screen. You cannot change this status.
Inquiry	**Loc ID**	If you entered a default location ID when you set up the company, that ID appears. If you change the ID of the location for which you are purchasing the items, the description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location for which you are purchasing the items. The **Inquiry** (**F2**) command is available if Purchase Order interfaces with Inventory. If Purchase Order does not interface with Inventory, you can skip this field.

	Field	Description
Inquiry Maint	**Vendor ID**	Enter the ID of the vendor from whom you are ordering goods. Use the **Maintenance** (**F6**) command to open the **Vendors** function to edit or enter vendor information. You can change a vendor ID only for orders with **new** status. After you enter the ID, the vendor's name and address appear. To enter a vendor you plan to deal with only once, enter **TEMP** and then the vendor's name and address. The system assigns each temporary vendor an ID that consists of a "**+**" sign and a five-digit number. This ID prints in the Purchases Journal. Temporary vendors that have balances of zero are removed from the **APVExxx** (Vendor) file when you do periodic maintenance.
Inquiry Maint	**Terms Code**	Enter the terms code. If you use the **Maintenance** (**F6**) command, the **Terms Codes** function opens where you can enter or edit terms code information. See the *Accounts Payable User's Manual* for information about this function. After you enter the terms code, the description and the percent for the payment terms of the transaction appear.
Inquiry Maint	**Tax Group**	Enter the vendor's tax group. Use the **Maintenance** (**F6**) command to open the **Tax Groups** function to enter or edit tax group information. See the *Resource Manager User's Manual* for information about this function.
	Notes	Enter up to two lines of notes to associate with the order. The notes print on the purchase order form.



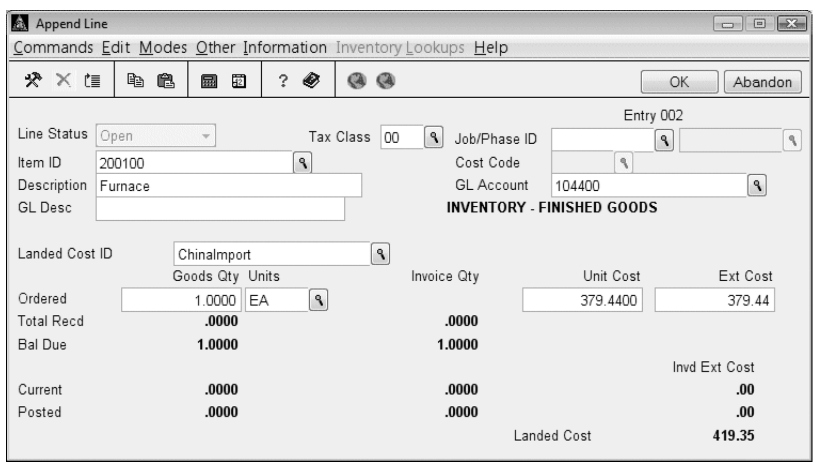
Field	Description
Ship-to ID	Enter the ID of the address to which you want the order delivered. Use the **Maintenance** (**F6**) command to open the **Ship-to Addresses** function to enter or edit shipping addresses. If the shipping address is on file, the name and address appear after you enter the ship-to ID. If the shipping address is not on file, enter the name and address.
FOB	Enter the free-on-board terms, or press **Enter** to skip this field. This term usually indicates who pays for the shipment of the goods or the insurance on the shipment. Common entries are **destination** (the vendor pays) and **shipping point** or **origin** (you pay). Another common entry is the name of a city, meaning that the vendor pays to move the goods to that city and you pay to move it beyond that point.
Ship Via	If you entered a ship-to ID that is on file, the shipping method appears. Accept it or enter a different shipping method. If you entered a ship-to ID that is not on file or if you did not enter an ID, enter the shipping method, or press **Enter** to skip this field.
Ordered By	Enter a name or description identifying the person who placed the order.
Received By	If the goods have been received, enter a name or description identifying the person who received them.
Requested Ship Date	Enter the date you want the vendor to ship the order. This date is used in the Open Order Report to forecast receipts.

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

When you save the header information, the Append Line screen appears if you are entering a new order (see “Entering or Editing Line Items” on page 5-12 for more information). If you are working with an existing order with line items, the Transactions screen appears (page 5-42).

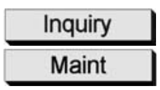
Entering or Editing Line Items

The line item entry screen appears if you selected the **Enter New Orders**, **Enter Goods Received Orders**, or **Enter Goods Received/Invoiced Orders** option on the Transaction Type selection screen, or when you press **Enter** or **A** on the Transactions screen.

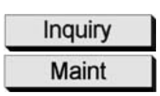


If you are editing a line item, this screen is titled Edit Line. If you are adding a line item, this screen is titled Append Line.

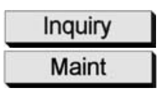
Field	Description
Line Status	When you add a line item, the status of the line is **open** and you cannot change it. When you edit or cancel a line item, you can change the status of the line to **Open**, **Completed**, or **Cancelled**. **Open** status means that the line item was ordered but not received. **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).
Item ID	If Purchase Order interfaces with Inventory and you are ordering an inventory item, enter the item number, or press **Enter** to skip this field. If you use the **Maintenance** (**F6**) command, the **Items** function opens where you can enter or edit item numbers. (See the *Inventory User's Manual* for more information.) If Purchase Order does not interface with Inventory, enter the item number, or press **Enter** to skip this field.
Desc	If Purchase Order interfaces with Inventory and you entered an item ID, the description of the item appears. Accept it, or enter a different description. If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter a description.
Additional Descriptions	If you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function, you can enter up to 10 lines of information. If you also elected to use Inventory additional descriptions, the item's additional descriptions (if any) appear from Inventory.



Field	Description
GL Desc	If you elected to post summary information to General Ledger in the Resource Manager **Options and Interfaces** function, this field is skipped. If you elected to post detailed information to General Ledger in the Resource Manager **Options and Interfaces** function, enter a description to identify the order, or press **Enter** to skip this field. If you elected to use the vendor name as the GL description in the Resource Manager **Options and Interfaces** function, the vendor name appears. Press **Enter** to use the name, or enter a different description. If Purchase Order interfaces with General Ledger, the description you enter appears in the **Description** column of the **GLJRxxx** (Journal) file when you post the order. If you do not enter a description, the invoice number and item description appear in the **Description** column of the **GLJRxxx** file when you post.
Landed Cost ID	To apply a Landed Cost calculation to the purchase order, select the Landed Cost ID. You can set up Landed Cost ID definitions with the Landed Cost function in File Maintenance (see “Landed Cost” on page 7-3).
Requested Ship Date	This field appears only if you elected to use requested ship dates on line items in the Resource Manager **Options and Interfaces** function. Enter the requested ship date for the order.
Tax Class	Enter the tax class for the line item. If you use the **Maintenance** (**F6**) command, the **Tax Classes** function opens. See the *Resource Manager User’s Manual* for information about this function. You cannot change this field if an invoice has been applied against the line.



	Field	Description
Inquiry Maint	**Job/Phase ID**	Enter the ID of the job and phase affected by the order, or press **Enter** to skip these two fields. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with Job Cost. You cannot change these fields if goods have been received against the line. If Purchase Order interfaces with Job Cost and you enter values in these fields, the system treats the ordered item as related to a job, and does not update the quantity on hand in Inventory.
Inquiry Maint	**Cost Code**	If you entered a job ID and Purchase Order interfaces with Job Cost, select a cost code to assign to the item. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available. If you entered a job ID and Purchase Order does not interface with Job Cost, enter a cost code or press **Enter** to skip this field.
Inquiry Maint	**GL Account**	If Purchase Order interfaces with Job Cost and you entered a job ID, the WIP account from the **DFxxxxxx** table appears. If Purchase Order does not interface with Job Cost or if you did not enter a job ID, the account number is selected in this order: 1.If you assigned an account number in the vendor's record, that number appears. 2.If Purchase Order interfaces with Inventory and you entered an item ID, the inventory account from the item location appears. 3.If Purchase Order does not interface with Inventory or if the line is for a noninventory item and no account number is entered in the vendor record, the inventory account from the **DFxxxxxx** table appears.

Field	Description
	Accept the current account number, or enter a different account number. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with General Ledger.
Ordered Goods Qty	Enter the number of units you are ordering. If Purchase Order interfaces with Inventory and you entered an item ID, the quantity on order in the item record is increased by the quantity you enter here (unless you entered a job ID). If the vendor is set up for the item, Purchase Order uses the last ordered quantity as the default.
 **Units**	If Purchase Order interfaces with Inventory and you entered an item ID, accept the current base unit of measure, or enter an alternate unit of measure. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with Inventory. If Purchase Order does not interface with Inventory or if you are purchasing a noninventory item, **EA** appears. Accept it, or enter the unit of measure by which you order the item; for example, you might enter **DZ** if you measure the item by the dozen. If Purchase Order interfaces with Inventory, messages that help you make purchasing decisions appear at the bottom of the screen when you enter the ordered quantity and units. For example, a message might tell you the quantity you usually order for the item, the quantity on order, and the quantity available for resale. If the order will overstock the item or if you are not ordering enough to replenish stock, a message states that you are above a maximum or below a minimum. After you have read the message, press **Enter**. Then change the ordered quantity or units, if necessary.

Field	Description
	If the vendor is set up for the item, Purchase Order uses the unit of measure you ordered as the default.
Unit Cost	If Purchase Order interfaces with Inventory and you entered an item ID, the last unit cost you paid for the item appears, regardless of your choice of inventory costing methods. Accept that unit cost, or enter a different unit cost. If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter the unit cost of the item. If the vendor is set up for the item in Inventory, Purchase Order uses the last purchase cost for that vendor as the default.
Ext Cost	Accept the current extended cost (the quantity times the unit cost), or enter a different extended cost. If you change the extended cost, the unit cost is updated accordingly.

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

Field	Description
Total Rcvd Goods/ Invoice Qty	The total quantity (posted and unposted) of goods you received and applied invoices for appears.
Bal Due Goods/ Invoice Qty	The quantity yet to be received (**Ordered Goods Qty** minus **Total Rcvd Goods Qty**) and invoiced (**Ordered Goods Qty** minus **Total Rcvd Invoice Qty**) appears.
Current Goods/ Invoice Qty	The unposted quantity of goods you received and invoiced appears.

Field	Description
Current Invd Ext Cost	The extended cost of the unposted invoices appears. This value is the unit costs of the goods for which you applied invoices multiplied by the quantity.
Posted Goods/ Invoice Qty	The posted quantity of goods you received and invoiced appears.
Posted Invd Ext Cost	The extended cost of the posted invoices appears.

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

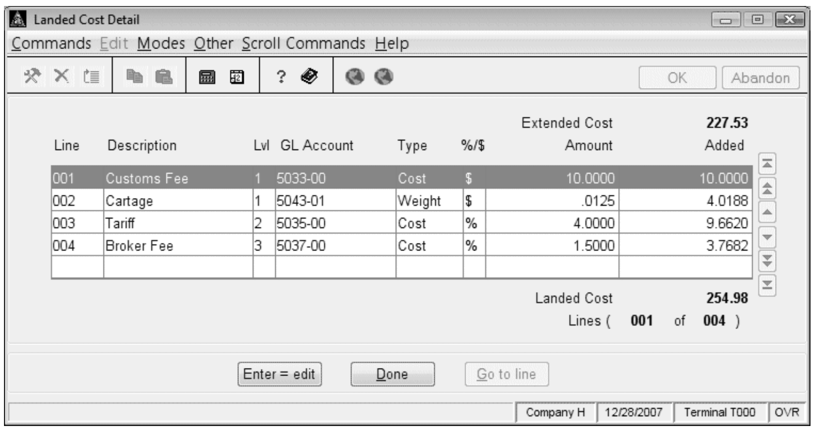
Use the **Proceed** (**OK**) command to save the information, then enter another line item or use the **Exit** (**F7**) command to exit from the line item entry screen.

When you exit, the Transactions screen (page 5-42) appears if you selected **Enter New Orders** on the selection screen. The Receive Goods screen appears if you selected the **Enter Goods Received Orders** or the **Enter Goods Received/ Invoiced Orders** option on the Transaction Type selection screen. See "Receiving Goods" on page 5-25 for more information.

If you selected the **Receive Goods**, **Apply Invoices**, or **Receive Goods and Invoices** option, the process is slightly different since the system assumes you have already entered the line items. See "Receiving Goods" on page 5-25 and "Applying Invoices" on page 5-35 for more information.

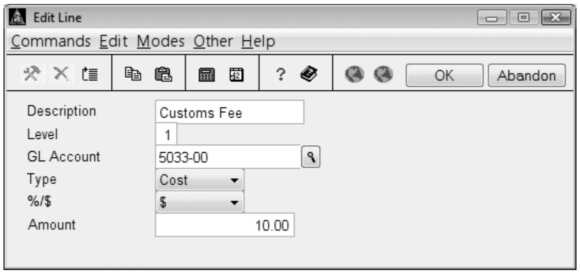
Landed Cost Detail Screen

If you choose a Landed Cost definition to be applied to the purchase order, the Landed Cost Detail screen appears after entering or editing a line item for a purchase order.



You can use the Landed Cost Detail screen to edit details of the landed cost calculation for the purchase order line item. Changes made to the landed cost definition will apply only to that line item; they will not alter the original Landed Cost ID.

To edit a line of the Landed Cost Detail, highlight the line and press **Enter**. The Edit Line screen appears.

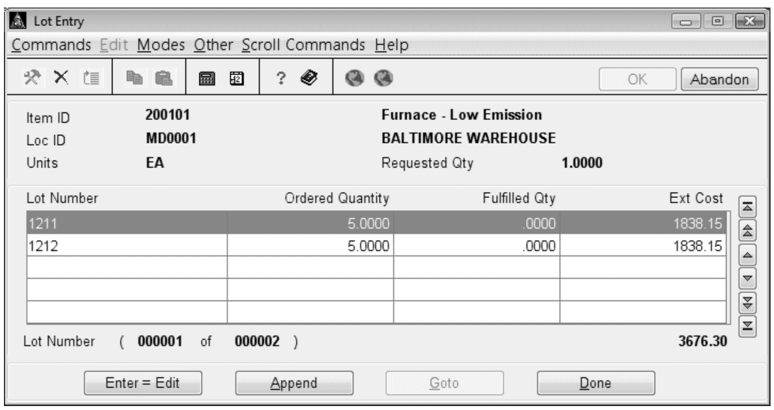


Field	Description
Description	Enter the name for the landed cost you wish to apply.
Level	Choose a level to specify a basis for calculation. You can use a level as often as necessary as follows: • Level one items are calculated using the extended cost as a base. • Level two items are calculated using the extended cost plus the level one calculation values. • Level three items are calculated using the extended cost plus the level one plus the level two calculation values as the base, and so forth.
GL Account	Enter the GL Account to be adjusted for that particular cost.
Type	Choose whether you want to apply the Landed Cost by **Weight**, **Quantity**, or **Cost**
%/$	Use the **%/$** field to choose whether the amount of the type should be applied as a percentage or dollar amount.

Field	Description
Amount	Depending on the **Type** you chose, use the **Amount** field to enter the amount, percentage, or weight per base unit

Lot Entry Screen

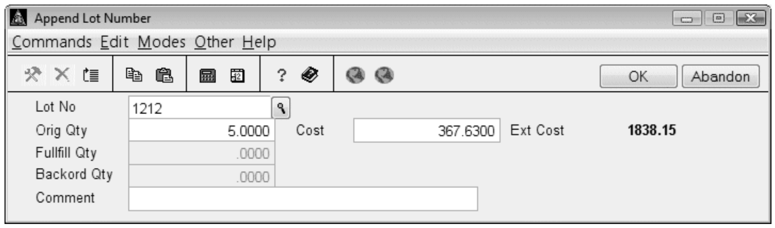
If you selected **Yes** (or entered **Y** in text mode) at the **Do you wish to order lots?** prompt, the Lot Entry screen appears.



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

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

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



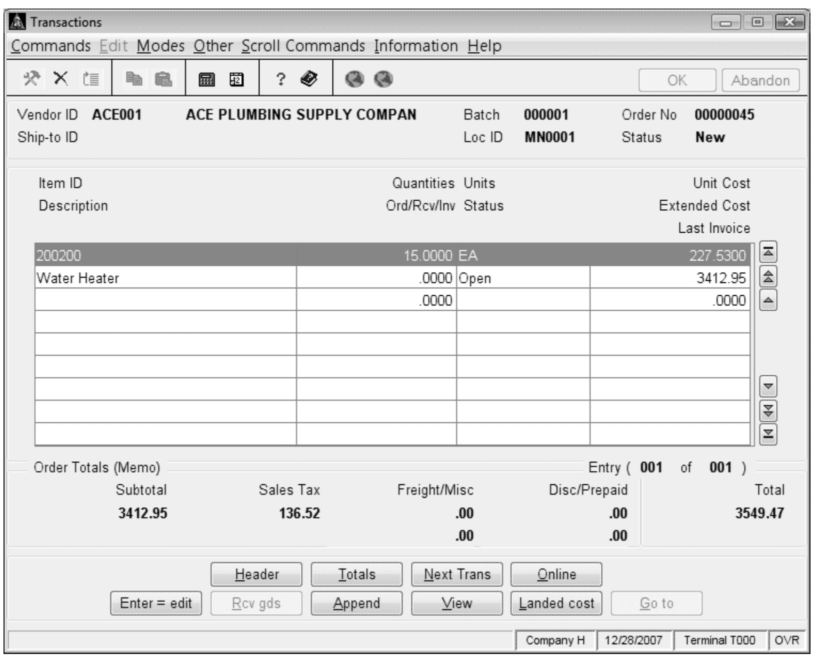
Field	Description
Lot No	Enter the lot number for the item.
Orig Qty	Enter or change the ordered quantity of the item.
Cost	The cost of the item appears.
Ext Cost	The extended cost of the item appears.
Fulfill Qty/Backord Qty	You cannot change these quantities on a new order.
Comment	Enter additional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

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

Transactions Screen

The Transactions screen appears under several circumstances:

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



The Transactions screen is divided into these sections:

- Header screen information is summarized at the top of the screen.

- The line item scroll region appears in the middle of the screen.
- Memo totals appear at the bottom of the screen.

Commands

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

- Press **Enter** to edit the selected line. See “Entering or Editing Line Items” on page 5-12 for more information.

- Press **A** to add a line item to the end of the list. See “Entering or Editing Line Items” on page 5-12 for more information.

- Press **R** to enter receipts and apply invoices to the selected line item. See “Receiving Goods” on page 5-25 for more information.

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

- Press **A** to apply invoices to received line items. This command is only available (and the **Append** command is unavailable) when the order has a status of **Invoice Received**.

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

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

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

  For orders with **New** or **Goods Received** status, the Order Totals screen (page 5-42) appears. For orders with **Invoice Received** status, the system prompts you to select order totals (**O**) or invoice totals (**I**); then the screen for the total you selected appears.

- Press **V** to view information for the selected line item. Press any key to return to the Transactions screen.

- Press **O** to print a purchase order online. The **Print Online Purchase Order** prompt appears. To print the order, select **Yes** (or enter **Y** in text mode); you are taken to the **Print Orders** function. To cancel the print instruction, select **No** (or enter **N** in text mode).

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

- Press **N** to return to the Transaction Type selection screen.

Receiving Goods

You can receive goods for an order as many times as necessary. When you receive goods for an order with **New** or **Printed** status, the status of the order changes to **Goods Received**.

If you selected the **Enter Goods Received Orders** or **Enter Goods Received/ Invoiced Orders** option on the Transaction Type selection screen, the Receive Goods screen appears after you exit the Append Line screen for each line item you enter. An example of this screen appears on the next page, along with its field descriptions.

Receiving All Goods

If you selected the **Receive Goods** or **Receive Goods and Invoices** option on the Transaction Type selection screen, the **Receive All?** or **Receive & Invoice All?** message appears after you enter the order number on the Header Information screen.

- If you have received all items in the order and you want to apply the same receipt number to those items, select **Yes** (or enter **Y** in text mode). When the Enter Number screen appears, enter the receipt number and change the date and period, if necessary. Use the **Proceed** (**OK**) command to continue. If the order contains lotted or serialized line items, additional screens appear where you can enter the lotted and serialized numbers of the items you received.

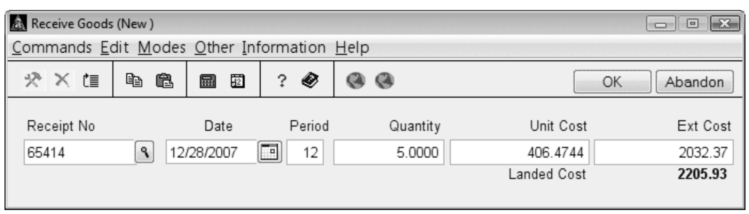
When you save the receipt information, the receipt number, date, and GL period you entered are assigned to all open line items. The system also sets the quantity received equal to the quantity ordered minus any quantity received you entered previously.

If you did not enter a receipt for a line item, the entire quantity is received at the purchase order cost. If you did not receive all the goods for a line item, you can change the receipt to reflect only the quantity that was received.

- If you have not received all items in the order, or if you do not want to apply the same receipt number to all line items, select **No** (or enter **N** in text mode). The Transactions screen (page 5-23) appears. Press **R** to enter receipt information for the line items in the order. The Receive Goods screen appears.

Receive Goods Screen

This screen appears when you receive goods for an order or when you press **R** on the Transactions screen to enter or edit receipt information for line items. The screen's title contains either (**New**) or (**Edit**), depending on the task you are performing.

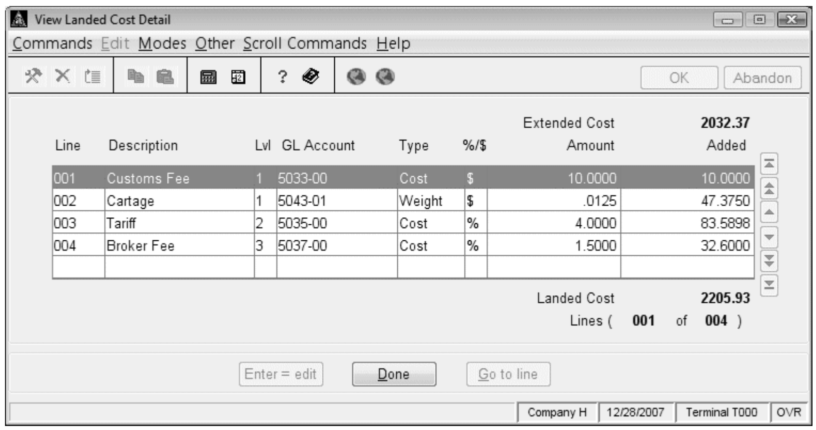


Field	Description
Inquiry **Receipt No**	Enter the number of the receiving document, or press **Enter** to skip this field.
Date	Press **Enter** if you received the goods on the current date, or enter a different date.
Period (1-13)	Press **Enter** to post the receipt to the current period, or enter a different period.

Field	Description
	If this is a serialized or lotted item, the **Quantity**, **Unit Cost**, and **Ext Cost** fields are not available. Use the **Proceed** (**OK**) command to save the data; then skip to “Receiving Serialized Goods” on page 5-31 or “Receiving Lotted/Serialized Goods” on page 5-32, or exit to the Transactions screen (page 5-42) to cancel the entire task.
Quantity	For the first receipt of a line item, the ordered quantity appears. For receipts after that, the remaining quantity on order appears. Press **Enter** if you received the current quantity, or enter the quantity you received. If Purchase Order interfaces with Inventory, the line is for an inventory item, and no job is involved, the quantity you receive decreases the inventory quantity on order and increases the quantity available. If the inventory item is purchased for a job, the quantity you receive decreases the inventory quantity on order and the quantity committed; the quantity available is not affected.
Unit Cost	The unit cost you entered for the item on the line item entry screen appears. You can change the unit cost only for the first receipt of goods for the line item. If you do not know the unit cost of the received items, enter the most accurate estimate possible so that a large COGS adjustment in Inventory is not necessary.
Ext Cost	The extended cost (the quantity times the unit cost) appears. You can change the extended cost only for the first receipt of goods for the line item. If you change the extended cost, the unit cost is updated accordingly.
Landed Cost	The landed cost shows the extended cost plus the costs applied by the landed cost calculation.

Landed Cost Entry Screen

The Landed Cost Detail Screen will appear if you have applied a landed cost calculation to the received good.



See “Edit or Append Line Screen” on page 7-5 for more information about editing Landed Cost detail. Changes made to Landed Cost Detail within the Enter Orders function apply only to the transaction; they are not written back to the Landed Cost ID permanently.

Additional Screens

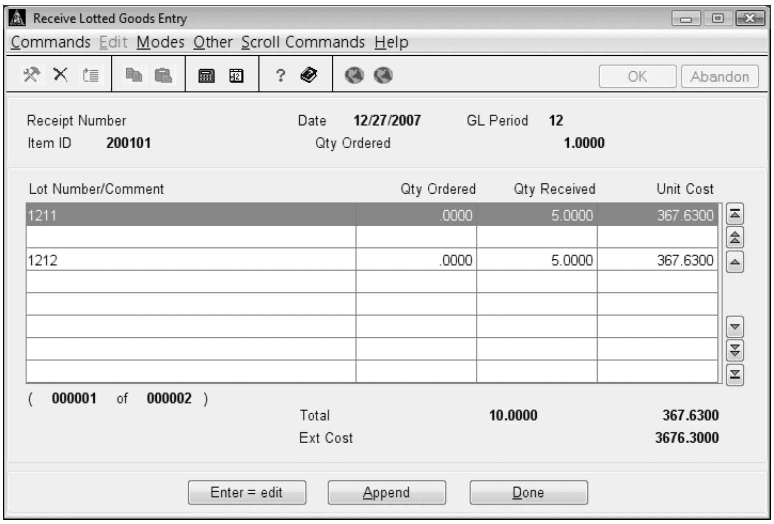
If the line item for which you are entering a receipt is lotted, serialized, or both, additional screens appear where you can enter the lot and serial numbers for the items received.

If you selected the **Enter Goods Received Orders** option on the selection screen, the line item entry screen (page 5-12) appears after you save receipt information for all line items. Enter the next line item, or exit to the Transactions screen (page 5-42).

If you selected the **Enter Goods Received/Invoiced Orders** option, the Apply Invoice screen (page 5-35) appears after you save the line item’s receipt information.

Receiving Lotted Goods

If you are receiving a lotted line item, this screen appears:

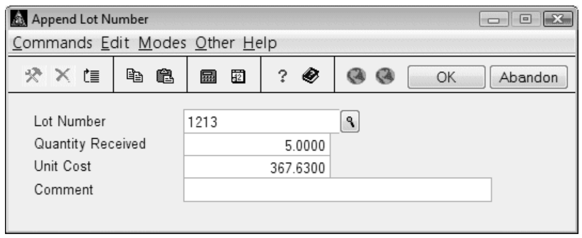


The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the items for which you've entered lot numbers, the total, and the extended cost of the item. Totals and extended costs are updated when you finish line item entry.

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

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

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



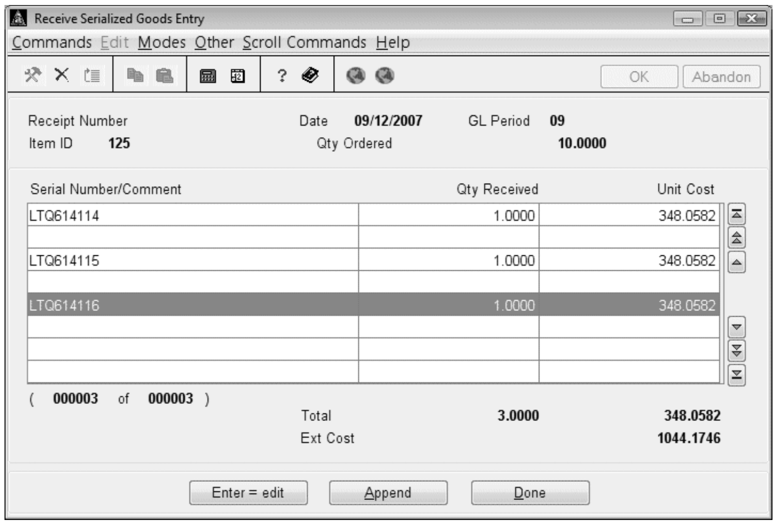
Inquiry

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

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

Receiving Serialized Goods

If you are receiving goods for serialized line items, the Receive Serialized Goods Entry screen appears after you save the receipt on the Receive Goods screen.



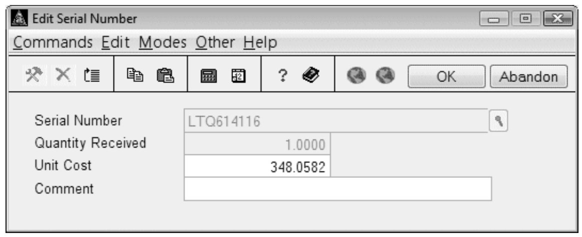
The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the items for which you’ve entered serial numbers, the total, and the extended cost of the item. The system updates totals when you finish line item entry.

You must enter different serial numbers for each item in the order.

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

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

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



Inquiry

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

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

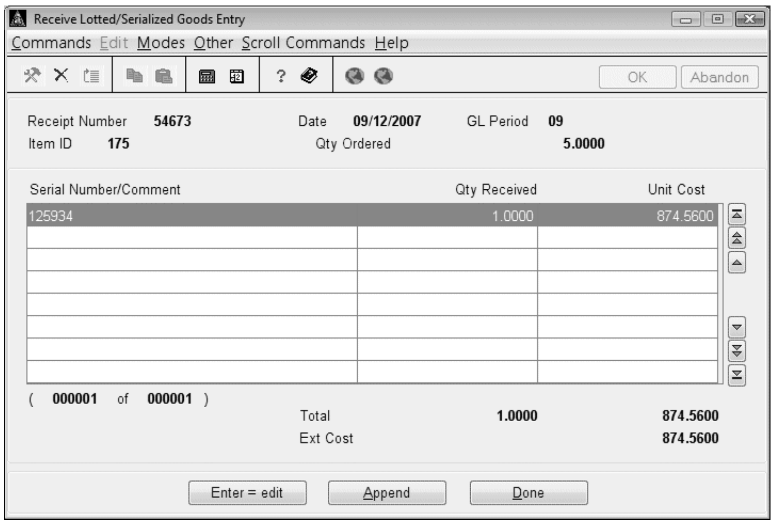
After you enter the information for the last serial number or when you exit from the **Serial Number** field, the system updates the receipt quantities to match the number of serial numbers you entered.

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

Receiving Lotted/Serialized Goods

If you are receiving goods for lotted and serialized line items, the Receive Lotted/Serialized Goods Entry screen appears after you save the receipt on the Receive Goods screen. This screen is composed of two steps: first you enter the lot number for the lotted and serialized item, then you enter the individual serial numbers for all items shipped in that lot.

Use the first screen to enter the lot numbers for the lotted and serialized item.



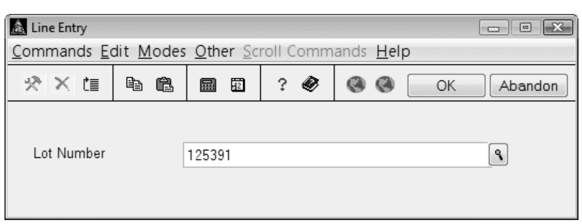
The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the lot numbers you've entered for the line item, the total, and the extended cost of the item. The system updates totals and extended costs when you finish line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

Use these commands to work with the line item's lot numbers:

- Press **Enter** to edit the serial numbers you entered for items in the selected lot. See "Entering Serial Numbers for Lotted and Serialized Items" on page 5-34 for more information.

Inquiry

- Press **A** to add a new lot number to the list. When the Line Entry screen appears, enter the new lot number and use the **Proceed**/**OK** command to continue.

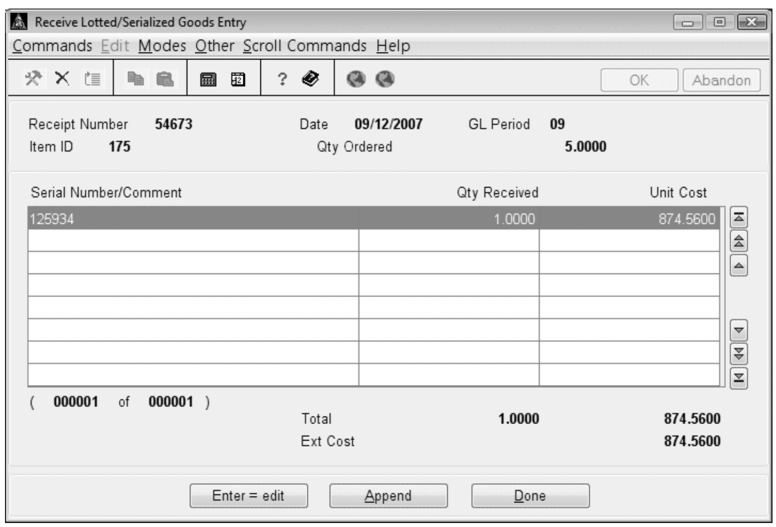


After you enter lot information, the system automatically moves you to the second Receive Lotted/Serialized Goods Entry screen where you must enter the individual serial numbers for the items in the lot you received. See page 5-34 for more information.

- Press **D** to exit from the Receive Lotted/Serialized Goods Entry lot information screen.

Entering Serial Numbers for Lotted and Serialized Items

The Receive Lotted/Serialized Goods Entry serial information screen appears when you edit a lot or after you add a new lot on the first Receive Lotted/ Serialized Goods Entry screen.

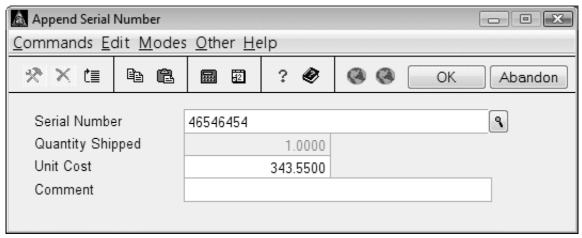


The quantity ordered defaults to **1** for serial items until you enter the serial numbers for each individual item, because individual serialized items cannot share serial numbers (unlike individual lotted items).

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

- Press **Enter** to edit the selected line’s unit cost or to add a comment.
- Press **A** to add a new serial number for each item in the lot.

When the Line Entry screen appears, enter the serial number for each item you received in the lot.



- Press **D** to return to the first Received Lotted/Serialized Goods Entry to view lot information or enter another lot.

Applying Invoices

When you apply invoices to an order with **Goods Received** status, the status of the order changes to **Invoice Received**. You cannot apply an invoice to an order before you receive goods.

If you selected the **Enter Goods Received/Invoiced Orders** option on the Transaction Type selection screen, the Apply Invoice screen appears after you exit the Append Line and Receive Goods screens for each line item you enter. An example of this screen appears on page 5-37, along with its field descriptions.

Applying All Invoices

If you selected the **Apply Invoices** or the **Receive Goods and Invoices** option on the Transaction Type selection screen, the **Invoice All?** or **Receive & Invoice All?** message appears after you enter the order number on the Header Information screen.

- If you want to apply the same invoice number to all line items in the order, select **Yes** (or enter **Y** in text mode). When the Enter Number screen appears, enter the invoice number and change the date and period, if necessary. Use the **Proceed** (**OK**) command to continue. If the order contains lotted or serialized line items, additional screens appear where you can enter the lotted and serialized numbers of the items to invoice.

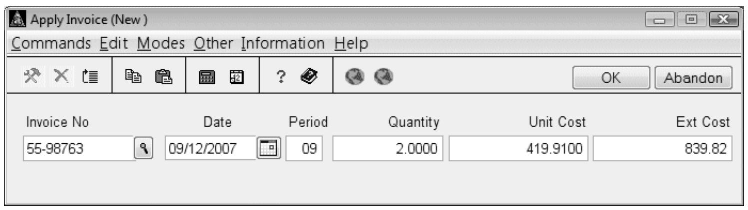
  After you save the invoice information, the invoice number and date are assigned to the line items for which you have received goods, and the invoice quantity is set equal to the remaining quantity. If the order has serialized items, the invoice is applied to the serial numbers you entered for the receipt.

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

- If you do not want to apply the same invoice number to all line items, select **No** (or enter **N** in text mode). The Transactions screen (page 5-23) appears. Press **A** to enter invoice information for the line items in the order. The Apply Invoice screen appears.

Apply Invoice Screen

This screen appears when you invoice goods for an order or when you press **A** on the Transactions screen to enter or edit invoice information for line items. The screen's title contains either (**New**) or (**Edit**), depending on the your task.



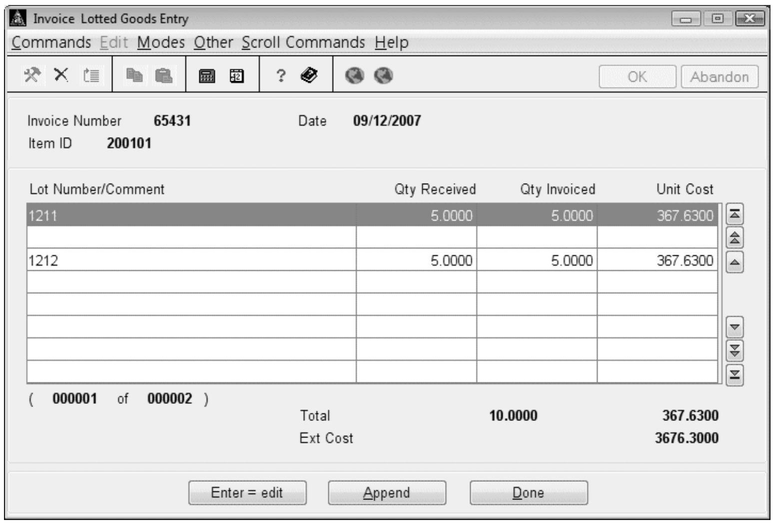
Inquiry

Field	Description
Invoice No	Enter the number of the vendor's invoice.
Date	The system uses the date of the vendor's invoice to calculate when the payment is due. Accept the current date, or enter a different date. If this is a serialized or lotted item, the **Quantity**, **Unit Cost**, and **Ext Cost** fields are not available. Use the **Proceed** (**OK**) command to save the data; then skip to "Receiving Serialized Goods" on page 5-31 or "Receiving Lotted/Serialized Goods" on page 5-32, or exit to the Transactions screen (page 5-42) to cancel the entire task.
Quantity	Enter the invoice quantity. You cannot enter a quantity that is greater than the total received.
Unit Cost	The unit cost you entered for the receipt appears. Accept it, or enter the unit cost from the invoice.
Ext Cost	Accept the current extended cost (the quantity multiplied by the unit cost), or enter a different extended cost. If you change the extended cost, the unit cost is updated accordingly.

When you save the information, the Transactions screen appears (page 5-42).

Applying Invoices for Lotted Goods

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



The invoice number, date, and item ID you entered on the Apply Invoices screen appear. The screen also lists the total and the extended cost of the item. The system updates totals when you finish the line item entry.

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

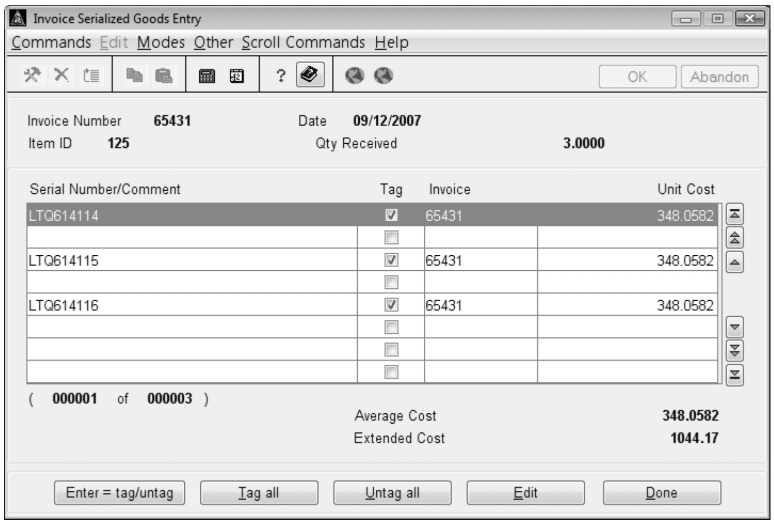
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

  If you edit or add a line item, the Append/Edit Lot Number entry screen appears. Enter the lot number, quantity to invoice, unit cost, and a comment (if desired).

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

Applying Invoices for Serialized Goods

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



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

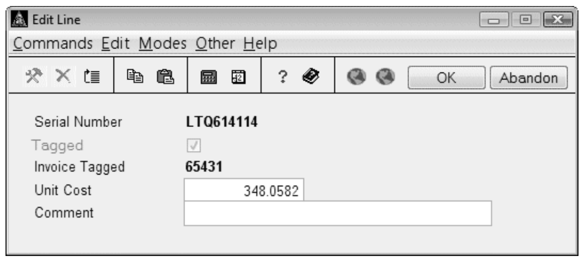
The **Tag** field indicates whether the item is included in the invoice you entered on the Apply Invoices screen. If the item is tagged (the check box is selected or **YES** appears in text mode), the item is included in the invoice; if the item is not tagged (the check box is clear or **NO** appears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

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

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

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

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

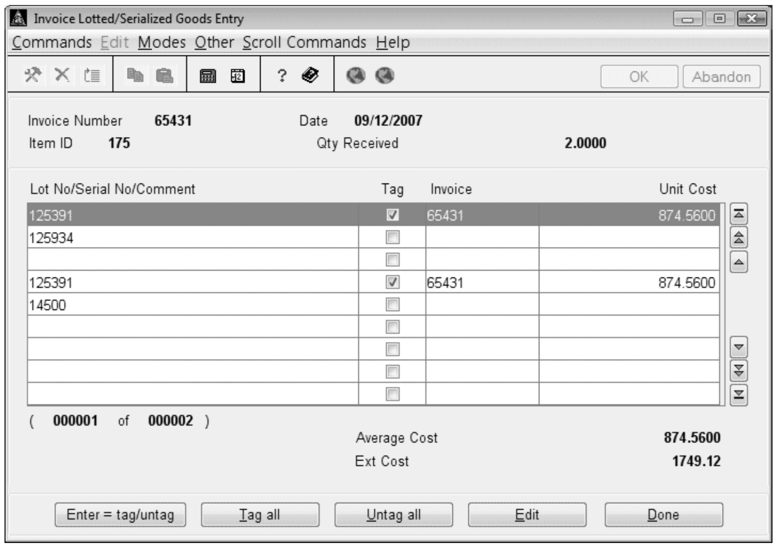


  Edit the unit cost of the item received, if necessary, and enter a comment (if desired). Use the **Proceed** (**OK**) command to save your changes and return to the Invoice Serialized Goods Entry screen.

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

Applying Invoices for Lotted/Serialized Goods

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



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

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

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

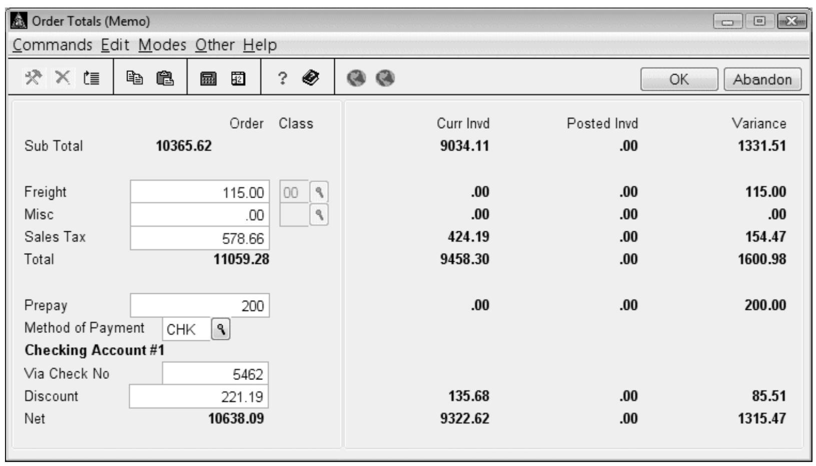
- Press **Enter** to tag the selected serialized item as included in the invoice you entered.
- Press **T** to tag all serialized items listed as included in the invoice.
- Press **U** to untag all items listed for the invoice.
- Press **D** to exit from the Invoice Serialized Goods Entry screen.

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

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

Order Totals

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

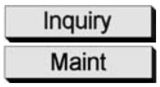


The order totals are memo totals—the system does not use them. You can indicate that the order was prepaid and track a payment schedule upon which you and the vendor agree.

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

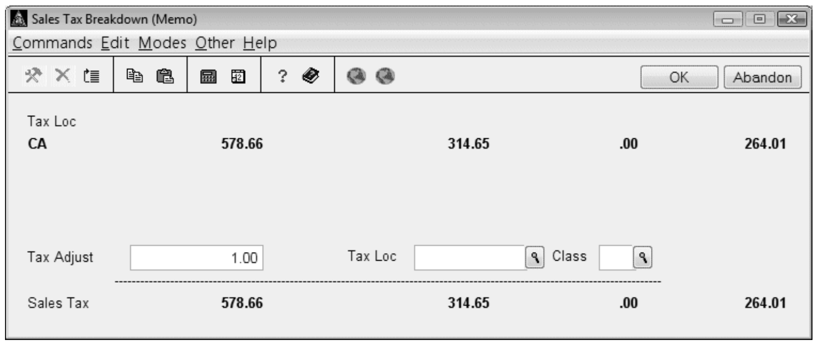
The order's posted and unposted amounts that are invoiced, the total amounts that are invoiced, and the difference between the unposted and total amounts that are invoiced appear on the right side of the screen.

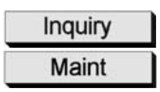
Follow these steps to use the entry fields on the screen:



1. In the **Freight** and **Misc** fields, enter any shipping and miscellaneous charges and the tax class to which you want to apply them.

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





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

3. If you prepaid a portion of the order, enter the amount in the **Prepay** field.

4. If you entered a prepayment, enter the number of the check you used for payment or press **Enter** if you paid cash–**CASH** appears.

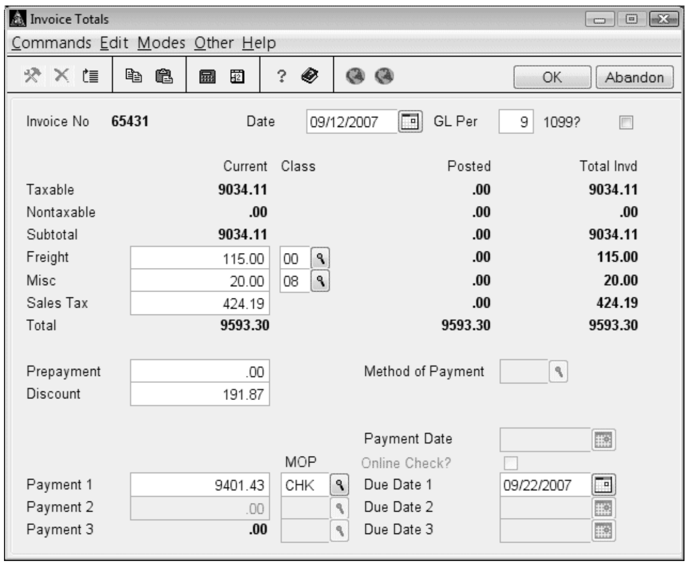
5. If you entered a discount percentage on the header screen, the amount of the discount appears in the **Discount** field; if not, **.00** appears. Accept this discount amount or enter a new value.

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

6. The net amount due appears in the **Net** field.

Invoice Totals

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



Field	Description
Invoice No	The invoice number you selected appears.
Date	The system uses the date of the vendor’s invoice to calculate when the payment is due. Accept the current date, or enter a different date.
Adjust Due Dates?	This field appears only if you change the date. If you want to recalculate the due dates based on the date you entered, select **Yes** (or enter **Y** in text mode). If you due dates to remain as calculated, select **No** (or enter **N** in text mode).

Field	Description
GL Per (1-13)	Press **Enter** if you want to post the invoice to the current period, or enter a different period.
1099?	If the vendor does not receive a 1099-MISC form, the check box is cleared (or **NO** appears in text mode) and you cannot change it. If the vendor receives a 1099-MISC form, the check box is selected (or **YES** appears in text mode). If you want the invoice to update the **1099 Payments Year to Date** field in the vendor's record, press **Enter**; if not, clear the box (or enter **N** in text mode). For more information about 1099 forms, see the *Accounts Payable User's Manual*.
Current Taxable/ Nontaxable/Subtotal	The unposted taxable and nontaxable amounts and the subtotal of the invoice appear.
Posted Taxable/ Nontaxable/Subtotal	The posted taxable and nontaxable amounts and the subtotal of the invoice appear.
Total Invd Taxable/ Nontaxable/Subtotal	The total taxable and nontaxable amounts and the subtotal of the invoice appear.
Current Freight/Misc	Enter the shipping and miscellaneous charges from the invoice. Then enter the tax class to which you want to apply the charges.
Current Sales Tax	The sales tax that appears is based on the tax codes you assigned to the invoiced line items. Accept it, or enter a different sales tax. If you change the current sales tax, the Sales Tax Breakdown screen appears. See page 5-43 for more information on this screen.
Current Total	The total amount of the invoice (the unposted subtotal plus the unposted freight charges, miscellaneous charges, and sales tax) appears.
Posted Freight/Misc/ Sales Tax/Total	The posted freight charges, miscellaneous charges, sales tax, and total of the invoice appear.

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

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

When you approve the totals, you exit from the Totals screen. If you elected to print an online check, the **Output device** prompt appears (see "Printing Online Checks" on page 5-48); otherwise, you are returned to the Transactions screen.

Printing Online Checks

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

To inspect your new purchase orders before you print the checks, print the Open Order Report (see page 6-7). If you need to change some orders, select the **Edit Orders** option on the selection screen.

If you elected to print checks, the message **Mount forms for copy 1** appears. After you mount the forms, press **Enter**, then select the output device for the checks. See “Reports” on page 1-22 for information on output devices.

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

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

Enter Returns

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

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

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

To add, delete, or cancel line items or correct quantity mistakes you discover after you have entered the return, use the **Edit Returns** option on the Transaction Type selection screen (page 5-50) if you do not want to change the status of the return information. (You cannot edit a line item to which you have applied a posted memo.)

These return statuses appear in inquiry windows:

1New

2Printed

3Goods Received

4Invoice Received

5Returned

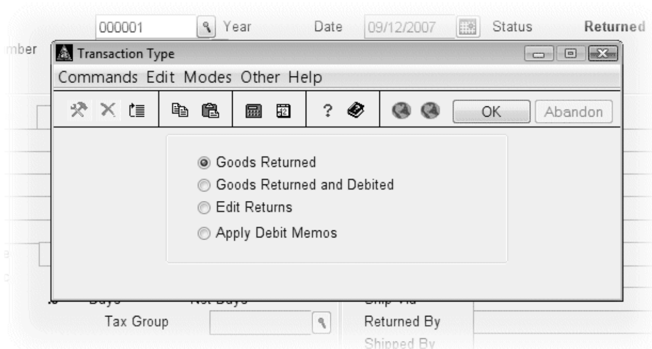
6Returned Debit Memo

7Cancelled

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

Transaction Type Selection Screen

Select **Enter Returns** from the **Daily Work** menu. The Transaction Type selection screen appears on top of the Enter Returns and Header Information screens.



Select the type of transaction you want to work with:

- Select **Goods Returned** to enter returns for which you did not receive credit. See “Entering and Editing Returns” on page 5-51 for more information.
- Select **Goods Returned and Debited** to enter returns for which you received credit. See “Entering and Editing Returns” on page 5-51 for more information.
- Select **Edit Returns** to edit return goods transactions. See “Entering and Editing Returns” on page 5-51 for more information.
- Select **Apply Debit Memo** to apply a debit memo to a return goods transaction. See “Applying Debit Memos” on page 5-76 for information.

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

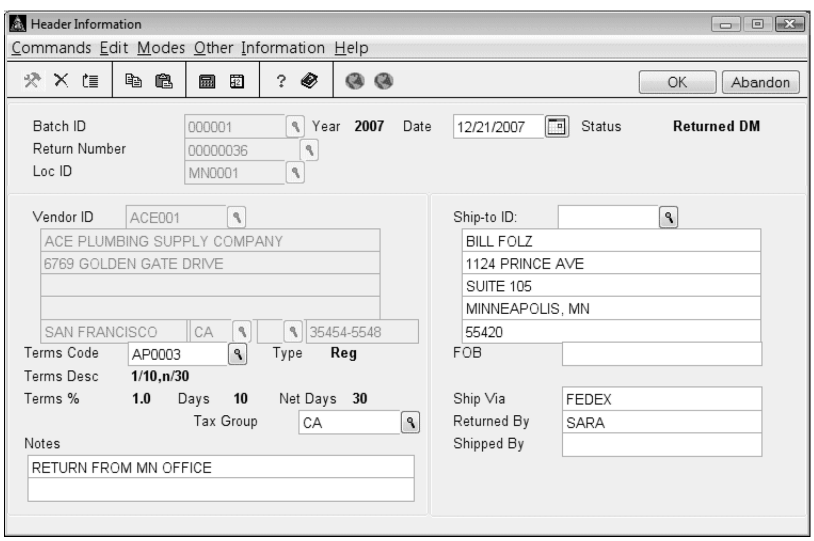
Entering and Editing Returns

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

Before you edit or cancel returns or line items, print the Open Order Report (see page 6-7) so that you have the correct order numbers, and print the Purchases Journal (see page 6-11) and the Returns Journal (see page 6-13) so that you can look up the numbers of the returns and entry numbers of the line items you want to edit. After you make the changes, print the report and journals again so that the audit trail is accurate.

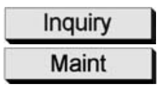
Entering Header Information

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



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

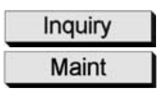
Field	Description
	If you did not enter a default location ID, enter the ID of the location whose items you are returning. The **Inquiry** (**F2**) command is available if Purchase Order interfaces with Inventory. If Purchase Order does not interface with Inventory, you can skip this field.



Vendor ID

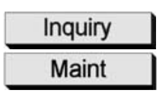
Enter the ID of the vendor to whom you are returning the goods. Use the **Maintenance** (**F6**) command to open the **Vendors** function where you can enter or edit vendor information. You can change a vendor ID only for returns with **new** status. After you enter the ID, the vendor's name and address appear.

To return goods to a temporary vendor, enter the code you assigned to the vendor. In the inquiry window, temporary vendors are designated with a "**+**" sign and a five-digit number. If you cannot find the code, enter **TEMP** and then the vendor's name, address, and distribution code to create a temporary vendor record.



Terms Code

Enter the terms code, or press **Enter** to skip this field. Use the **Maintenance** (**F6**) command to open the **Terms Codes** function to enter or edit terms codes. If you enter a code, the term type, description, percent, days, and net due days for the term appear.

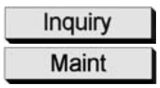


Tax Group

Enter the tax group. Use the **Maintenance** (**F6**) command to open the **Tax Groups** function to enter or edit tax groups. (See the *Resource Manager User's Manual* for information about this function.)

Notes

You can enter two lines of notes to associate with the return. The notes are printed on the debit memo form.

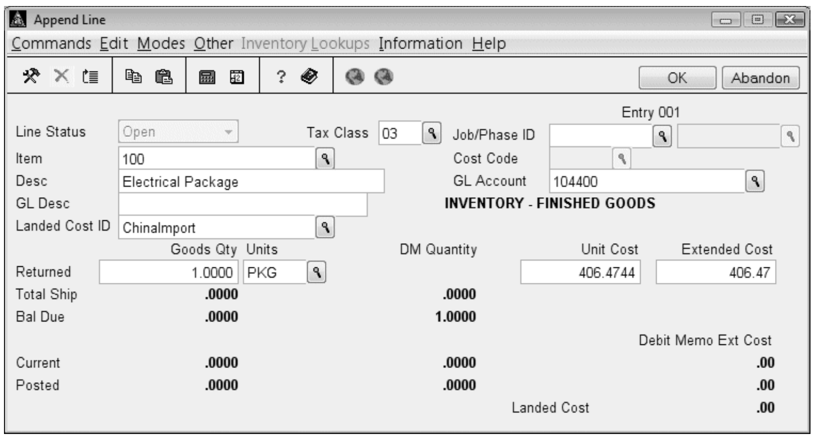


Field	Description
Ship-to ID	Enter the ID of the address from which you are returning the goods. Use the **Maintenance** (**F6**) command to open the **Ship-to Addresses** function. If the shipping address is on file, the name and address appear after you enter the ship-to ID. If the shipping address is not on file, enter the name and address.
FOB	Enter the free-on-board terms, or press **Enter** to skip this field. This term usually indicates who pays for the shipment of the goods. Common entries are **destination** (the vendor pays) and **shipping point** or **origin** (your business pays). Another common entry is the name of a city, meaning that the vendor pays to move the goods to the city and you pay to move them beyond that point.
Ship Via	If you entered a shipping address ID that is on file, the shipping method appears. Accept it, or enter a different shipping 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.
Returned By	Enter the name of the person authorizing the return.
Shipped By	Enter the name of the person who shipped the goods back to the vendor.

When you save the header information, the line item entry screen appears if no line items are associated with the return. If the return has line items, the Returns screen appears (page 5-69).

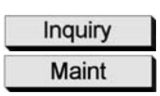
Entering or Editing Line Items

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



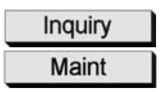
If you are editing a line item, this screen is called the Edit Line screen. If you are adding a line item, this screen is called the Append Line screen.

Field	Description
Line Status	When you add a line item, the status of the line is **Open** and cannot be changed. When you edit a line item, valid statuses are **Open**, **Completed**, or **Cancelled**. **Open** means that the line item was returned but not credited. **Completed** means that the line item was returned and credited. **Cancelled** means that the return was cancelled (as though no return had been entered).
Item	If Purchase Order interfaces with Inventory and you are returning an inventory item, enter the item number, or press **Enter** to skip this field. Use the **Maintenance** (**F6**) command to open the **Items** function to edit item information. See the *Inventory User's Manual*.



Field	Description
	If Purchase Order does not interface with Inventory, enter the item number, or press **Enter** to skip this field.
Desc	If Purchase Order interfaces with Inventory and you entered an item ID, the description of the item appears. Accept it, or enter a different description. If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter a description of the item you are returning.
Additional Descriptions	If you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function, you can enter up to 10 lines of information. If you also elected to use Inventory additional descriptions, additional descriptions (if any) from Inventory appear.
GL Desc	If you elected to post summary information to General Ledger in the Resource Manager **Options and Interfaces** function, this field is skipped. If you elected to post detailed information to General Ledger in the Resource Manager **Options and Interfaces** function, enter a description to identify the return, or press **Enter** to skip this field. If Purchase Order interfaces with General Ledger, the description you enter appears in the **Description** column of the **GLJRxxx** (Journal) file when you post the return. (If you do not enter a description, the debit memo number and the item description appear in the **Description** column when you post the return.)
Landed Cost ID	To apply a Landed Cost calculation to the return, select the Landed Cost ID. You can set up Landed Cost ID definitions with the Landed Cost function in File Maintenance (see “Landed Cost” on page 7-3)

	Field	Description
Inquiry Maint	**Tax Class**	Enter the tax class for the return. Use the **Maintenance** (**F6**) command to open the **Tax Classes** function to enter or edit tax classes. (See the *Resource Manager User's Manual* for information about this function.)
Inquiry Maint	**Job/Phase ID**	Enter the ID of the job and phase affected by the return, or press **Enter** to skip these fields. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with Job Cost. You cannot change these fields if you are editing a line item. If Purchase Order interfaces with Job Cost and you enter something in these fields, the system treats the returned item as related to a job and does not update the quantity on hand in the **INVExxx** (Items) file.
Inquiry Maint	**Cost Code**	If you entered a job ID and Purchase Order interfaces with Job Cost, enter a cost code. If you entered a job ID and Purchase Order does not interface with Job Cost, enter a cost code, or press **Enter** to skip this field.
Inquiry Maint	**GL Account**	If Purchase Order interfaces with Job Cost and you entered a job ID, the WIP account from the **DFxxxxxx** table appears. If Purchase Order does not interface with Job Cost or if you did not enter a job ID, the account number is selected in this order: 1.If you assigned an account number in the vendor's record, that number appears. 2.If Purchase Order interfaces with Inventory and you entered an item ID, the inventory account from the item record appears. 3.If Purchase Order does not interface with Inventory or if the line is for a noninventory item, the account from the **DFxxxxxx** table appears.

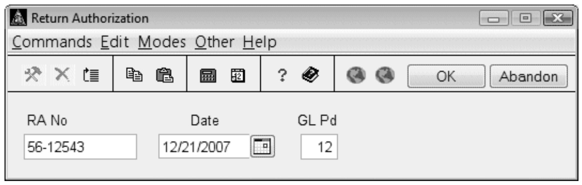


Field	Description
	Accept that account number, or enter a different account number. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with General Ledger.
Returned Goods Qty	Enter the number of units you are returning of the item. Enter serialized items in whole units. If Purchase Order interfaces with Inventory and you entered an item ID, the quantity on hand in the item record is reduced by the quantity you enter here (unless you entered a job ID).
Units	If Purchase Order interfaces with Inventory and you entered an item ID, accept the base unit of measure, or enter an alternate unit of measure. If Purchase Order does not interface with Inventory or if you did not enter an item ID, **EA** appears. Accept it, or enter the unit of measure by which you purchased the item; for example, you might enter **DZ** if you purchased the item by the dozen.
Unit Cost	If Purchase Order interfaces with Inventory and you entered an item ID, the last unit cost you paid for the item appears, regardless of your choice of inventory costing methods. Accept the current unit cost, or enter a different unit cost. You cannot change this field for returns with **Returned Debit Memo** status. If Purchase Order does not interface with Inventory or if you did not enter an item ID, enter the unit cost.
Ext Cost	Accept the current extended cost (the quantity times the unit cost), or enter a different extended cost. If you change the extended cost, the unit cost is updated accordingly.

Field	Description
	You cannot change this field for returns with **Returned Debit Memo** status. The unit and extended costs you enter here appear in the Apply Debit Memo screen of the first debit memo you enter for the line item. When you enter the extended cost, the Return Authorization screen appears (see “Authorizing Returns” on page 5-60 for more information.
Total Ship	The total quantity (posted and unposted) of goods you shipped to the vendor appears.
DM Quantity	The total goods quantity (posted and unposted) to which you applied debit memos appears.
Bal Due Goods Qty	The quantity you have not shipped (**Returned Goods Qty** minus **Total Ship**) appears.
Bal Due DM Qty	The quantity to which you have not applied debit memos (**Returned Goods Qty** minus **Total Ship**) appears.
Current Goods Quantity	The unposted quantity of goods you shipped appears.
Current DM Quantity	The unposted quantity to which you applied debit memos appears.
Current Debit Memo Ext Cost	The extended cost of the unposted debit memos appears.
Posted Goods Quantity	The posted quantity of goods you shipped appears.
Posted DM Quantity	The posted quantity to which you applied debit memos appears.
Posted Debit Memo Ext Cost	The extended cost of the posted debit memo appears.

Authorizing Returns

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



1. Enter the return authorization number or press **Enter** to skip this field.

2. Enter the date the items were authorized to be returned or press **Enter** to skip this field.

3. Press **Enter** to post the return to the current period or enter a different period.

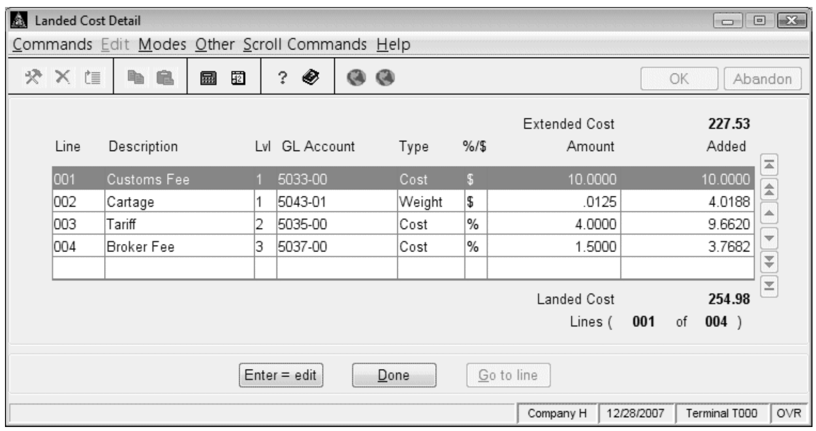
These fields on the Append/Edit Line screen are updated when you enter and post returns and debit memos:

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

Finishing Line Item Entry

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

If you choose a Landed Cost definition to be applied to the return, the Landed Cost Detail screen appears after entering or editing a line item for a return.



You can use the Landed Cost Detail screen to edit details of the landed cost calculation for the return line item. Changes made to the landed cost definition will apply only to that line item; they will not alter the original Landed Cost ID.

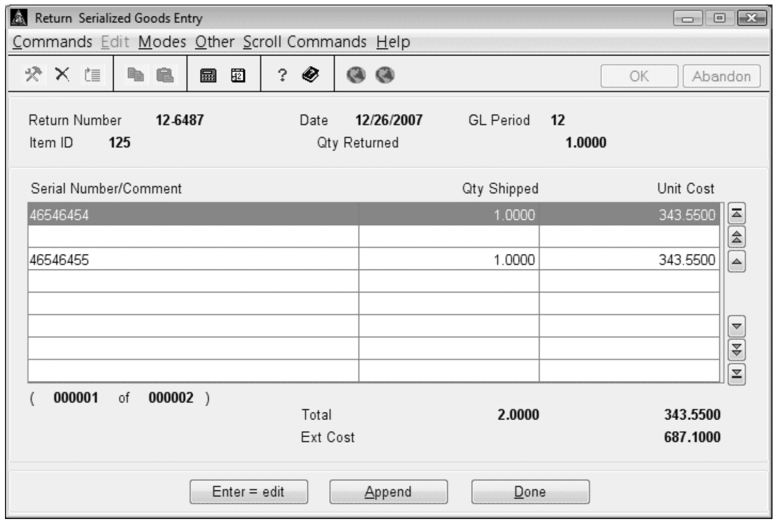
If you selected the **Goods Returned and Debited** option on the Transaction Type selection screen, the Apply Debit Memo screen appears (see “Applying Debit Memos to a Line Item” on page 5-68 for more information).

If you selected the **Goods Returned** or **Edit Returns** option on the Transaction Type selection screen or if you pressed **Enter** or **A** on the Returns screen, and the line is for a serialized item, skip to “Applying Debit Memos to Serialized Goods” on page 5-78. If the line is not for a serialized item, see “Returns Screen” on page 5-69.

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

Returning Serialized Goods

If you are returning serialized goods, this screen appears:



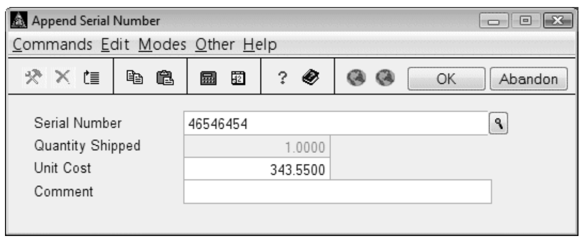
The screen lists the return number and the date and GL period the item's return was authorized. The screen also lists information about the item returned, such as item ID, quantity returned, total and average unit cost, and extended costs. A running total of serial numbers entered for individual items appears in the lower left corner.

Use these commands to work with the serial numbers in the scroll region:

- Press **Enter** to edit the selected line. The Edit Serial Number screen appears.
- Press **A** to add a serial number. The Add Serial Number screen appears.
- Press **D** to exit from the Return Serialized Goods Entry screen.

Append/Edit Serial Number Screen

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



Inquiry

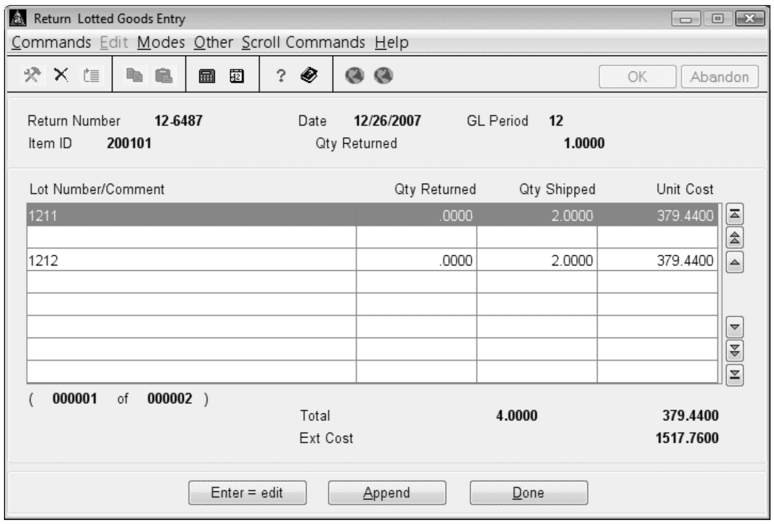
Select the serial number for the returned item, then adjust the unit cost (if necessary) and add a comment. Use the **Proceed** (**OK**) command to save your changes and return to the Return Serialized Goods Entry screen.

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

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

Returning Lotted Goods

If you are returning lotted goods, this screen appears:



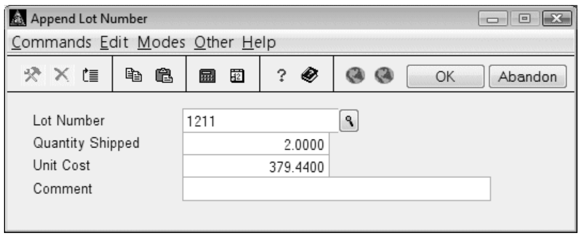
The screen lists the return number and the date and GL period the item's return was authorized. The screen also lists information about the item returned, such as item ID, quantity returned, total and average unit cost, and extended costs. A running total of the lot numbers you enter appears in the lower-left corner.

Use the commands to work with the lot numbers in the scroll region:

- Press **Enter** to edit the selected line. The Edit Lot Number screen appears.
- Press **A** to add a lot number. The Add Lot Number screen appears.
- Press **D** to exit from the Return Lotted Goods Entry screen.

Append/Edit Lot Number Screen

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



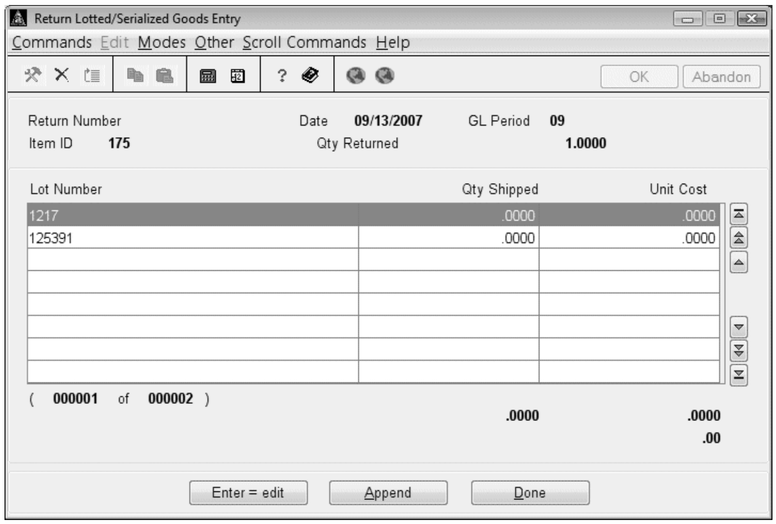
Inquiry

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

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

Returning Lotted/Serialized Goods

When you return lotted/serialized goods, this screen appears:



The screen lists the return number and the date and GL period the item's return was authorized. The screen also lists information about the item returned, such as item ID, quantity returned, total and average unit cost, and extended costs.

You must enter the lot number for the lotted/serialized item first, then enter the serial number for each item returned in that lot. The screen changes after you add or edit a lot number so that you can enter serial numbers for each item in that lot.

Use the commands to work with the lot or serial numbers in the scroll region:

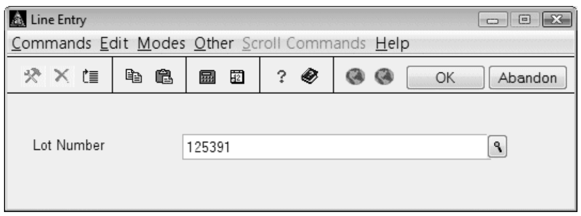
- Press **Enter** to edit the selected line.

  If you edit a lot number line, the screen changes to list the serial numbers you entered for that lot number. If you edit a serial number line, the Line Entry screen appears.

- Press **A** to add a lot or serial number. The Line Entry screen appears.
- Press **D** to exit from the Return Lotted/Serialized Goods Entry screen.

Line Entry Screen

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



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

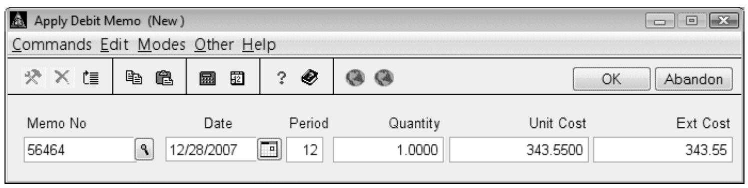
The quantity shipped for serialized items is always **1** as you need to enter a serial number for each item shipped. Use the value in the **Qty Returned** field and the running total on the Return Lotted/Serialized Goods Entry screen to determine when you have entered serial numbers for all items returned.

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

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

Applying Debit Memos to a Line Item

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

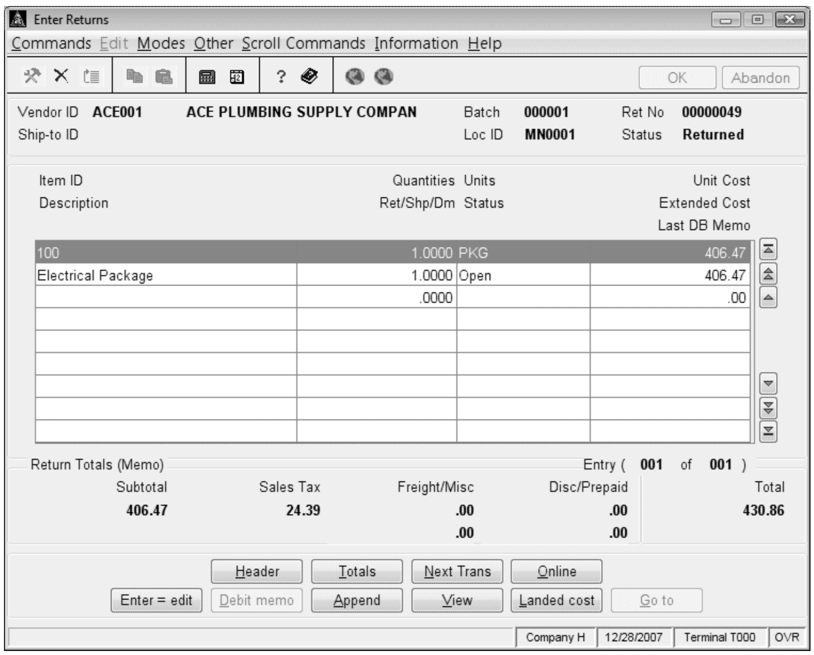


Field	Description
 **Memo No**	Enter the number of the debit memo you are applying to the line item. If you enter the number of an existing debit memo, **Edit** replaces **New** in the title of the Apply Debit Memo screen.
Date/GL Period	Press **Enter** if the correct debit memo date appears, or enter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

Use the **Proceed** (**OK**) command to save the information, then apply a debit memo to another item or use the **Exit** (**F7**) command to return to the Returns screen (page 5-69).

Returns Screen

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



The Returns screen is divided into three sections:

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

Commands

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

- Press **H** to return to the header screen, press **H**.

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

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

  For orders with **Returned** status, the Return Totals screen (page 5-71) appears. For orders with **Returned Debit Memo** status, you are prompted to select return totals (**R**) or debit memo totals (**D**); then the screen for the totals you selected appears.

- Press **N** to return to the Transaction Type selection screen (page 5-50).

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

- Press **Enter** to edit the selected line item. See "Entering or Editing Line Items" on page 5-55 for more information.

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

- Press **D** to apply a debit memo to the selected line item. See "Applying Debit Memos to a Line Item" on page 5-68 for more information.

- Press **A** to add a line item to the end of the return. See "Entering or Editing Line Items" on page 5-55 for more information.

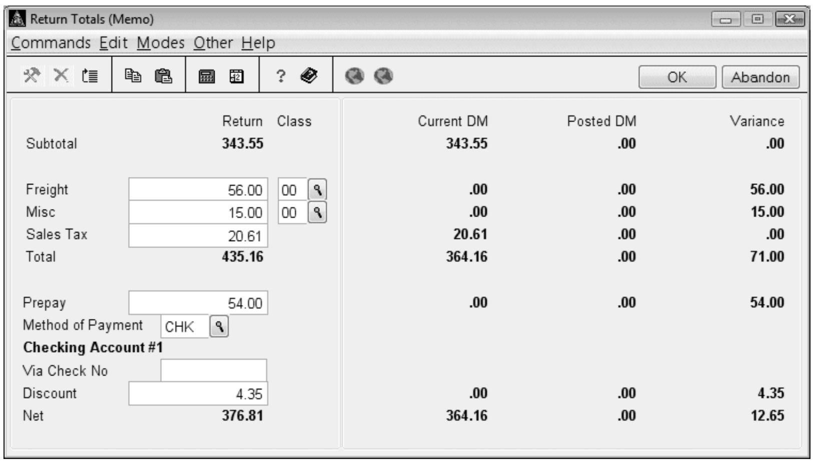
- Press **V** to view information for the selected line item. Press any key to return to the Returns screen.

- Press **L** to open the **Landed Cost Detail** screen (see "Landed Cost Detail Screen" on page 5-19) to view and edit Landed Cost information for the return.

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

Return Totals

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



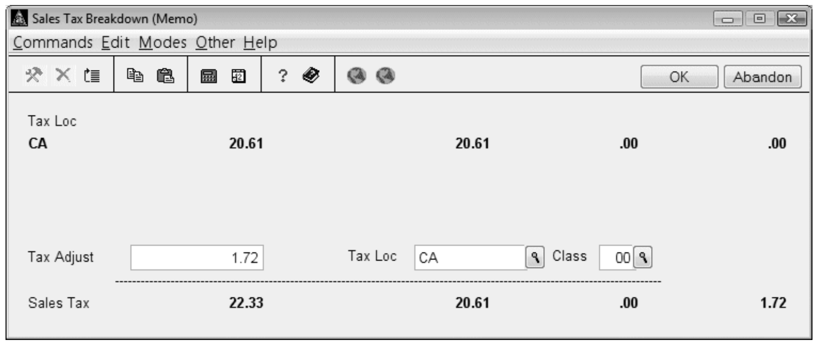
The return totals are memo totals—the system does not use them. The current and posted amount to which debit memos are applied and the difference between the two appear on the right side of the screen.

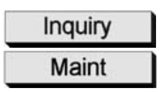
Follow these steps to use the entry fields on the screen:

Inquiry
Maint

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

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





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

3. If the vendor refunded part of the return, enter the amount of the refund in the **Prepayment** field.

4. If you entered a prepayment/refund, enter the number of the check used for the refund or press **Enter** to leave the field blank if you paid cash.

5. The prompt **Use Calculated Discount of n?** appears.

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

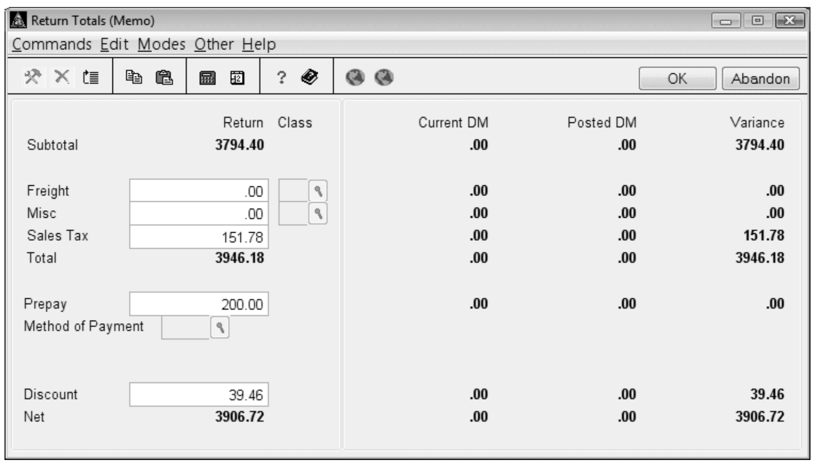
   If you do not want to use the calculated discount, select **No** (or enter **N** in text mode), then enter the amount of the discount you received when you purchased the items you are returning. The discount reduces the amount the vendor owes you.

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

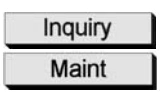
6. Use the **Proceed** (**OK**) command to save your changes and return to the Returns screen.

Debit Memo Totals

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



Field	Description
Memo No	The number you entered appears.
Date	Press **Enter** if the correct debit memo date appears, or enter a different date.
GL Per (1-13)	Press **Enter** if you want to post the debit memo to the current period, or enter a different period.
1099?	If the vendor does not receive a 1099-MISC form, the check box is cleared (or **NO** appears in text mode) and you cannot change it.

Field	Description
	If the vendor receives a 1099-MISC form, the check box is selected (or **YES** appears in text mode). If you want the debit memo to update the **1099 Payments Year to Date** field in the vendor's record, press **Enter**; if not, clear the check box (or enter **N** in text mode). For more information about 1099 forms, see the *Accounts Payable User's Manual*.
Current Taxable/ Nontaxable/Subtotal	The unposted taxable and nontaxable amounts and the subtotal of the debit memo appear.
Posted Taxable/ Nontaxable/Subtotal	The posted taxable and nontaxable amounts and the subtotal of the debit memo appear.
Total DM Taxable/ Nontaxable/Subtotal	The total taxable and nontaxable amounts and the subtotal of the debit memo appear.
 **Current Freight/Misc.**	Enter the shipping and miscellaneous charges from the debit memo. Enter the tax class to which you want to apply the charges.
Current Sales Tax	The calculated sales tax is based on the tax codes you assigned to the line items to which you applied the debit memo. Accept it, or enter a different sales tax. If you change the current sales tax, the Sales Tax Breakdown screen appears. See page 5-72 for more information on this screen.
Current Total	The total amount of the debit memo (the unposted subtotal plus the unposted sales tax, freight charges, and miscellaneous charges) appears.
Posted Freight/Misc/ Sales Tax/Total	The posted freight charges, miscellaneous charges, sales tax, and total of the debit memo appear.
Total DM Freight/ Misc/Sales Tax/Total	The total sales tax, freight charges, miscellaneous charges, and total of the debit memo appear.

Field	Description
Prepayment	If the vendor refunded part of the debit memo, enter the amount of the refund. If a prepayment value was entered in a return memo, it will appear here.
Check No	If you entered a prepayment/refund, enter the number of the check used for the refund, or press **Enter** if you were paid cash—**CASH** appears.
Payment Date	Enter the date of the prepayment/refund, or press **Enter** if no date applies.
Discount	The **Use Calculated Discount of n?** appears. If you want to use the calculated discount, select **Yes** (or enter **Y** in text mode). Then press **Enter** to accept the calculated amount. If you don't want to use the calculated amount, select **No** (or enter **N** in text mode). Then accept the discount amount shown or enter the cash discount you received when you purchased the items you are returning. The discount reduces the amount owed you by the vendor. The discount is based on your inclusion/exclusion selections in the **DISCxxxx** table. If you did not set up a **DISCxxxx** table, the amount the discount is calculated from includes sales tax, freight charges, and miscellaneous charges.
Net Return	The total amount the vendor is refunding (total minus prepayment and discount) appears.

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

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

Applying Debit Memos

You can apply debit memos in one of three ways:

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

Select **Apply Debit Memos** on the Transaction Type selection screen only if you want the information to take effect for a return you have entered. To apply a debit memo to a new line item, select the **Goods Returned** or the **Goods Returned and Debited** option, then see “Applying Debit Memos to a Line Item” on page 5-68.

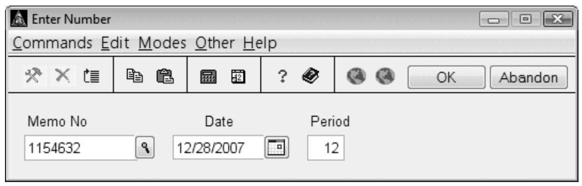
When you select the **Apply Debit Memos** option, the Apply Debit Memos header screen appears. In the **Return No** field enter the number of the return whose goods you want to return and to which you want to apply a debit memo. The return information appears; you cannot edit any of the other fields.

When the **Debit All?** prompt appears, select **No** (or enter **N** in text mode) if you do not want to apply the debit memo to all the line item quantities; then see “Apply Debit Memos Screen” on page 5-77. If you want to apply the debit memo to all the line item quantities, select **Yes** (or enter **Y** in text mode); then see “Debit Memo Screen” below.

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

Debit Memo Screen

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



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

2. Enter the date of the debit memo.

After you use the **Proceed** (**OK**) command to save the information, the Apply Debit Memos screen (page 5-77) appears. The debit memo quantity of each line item on the return is set equal to the quantity returned. The unit and extended costs you assigned to each line item when you entered the return are used as the costs for which the vendor gave you credit. If the return has a line for a serialized item, the debit memo is applied to the serial numbers you assigned to the line when you entered the return.

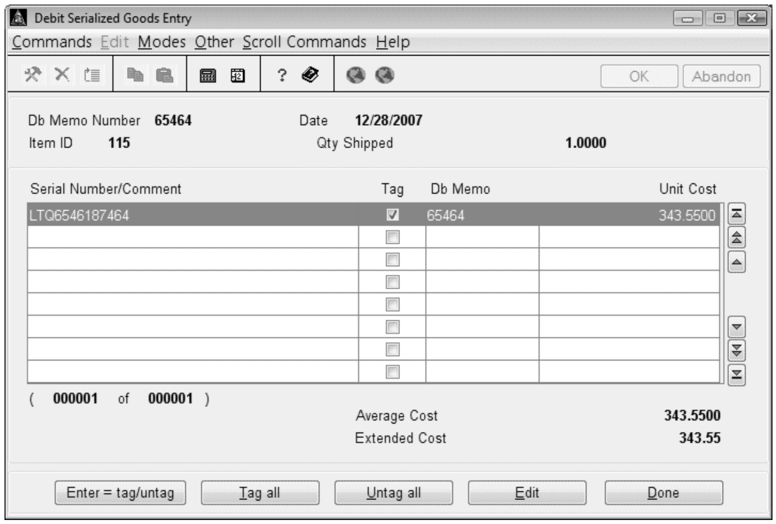
If the information the vendor gave you credit for is different from the information you entered for a line item, edit the debit memo. You can edit only unposted debit memos. To edit a debit memo, enter the number of the unposted debit memo, and change the quantity to the correct quantity.

Apply Debit Memos Screen

The Apply Debit Memos screen appears when you elect not to use the **Debit All** option, or when you save the information on the line item entry screen. This screen is identical to the Returns screen. See “Returns Screen” on page 5-69 for more information on the screen and its commands.

Applying Debit Memos to Serialized Goods

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



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

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

Commands

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

- Press **Enter** to tag the selected serialized item as included in the debit memo.
- Press **T** to tag all serialized items listed as included in the debit memo.

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

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

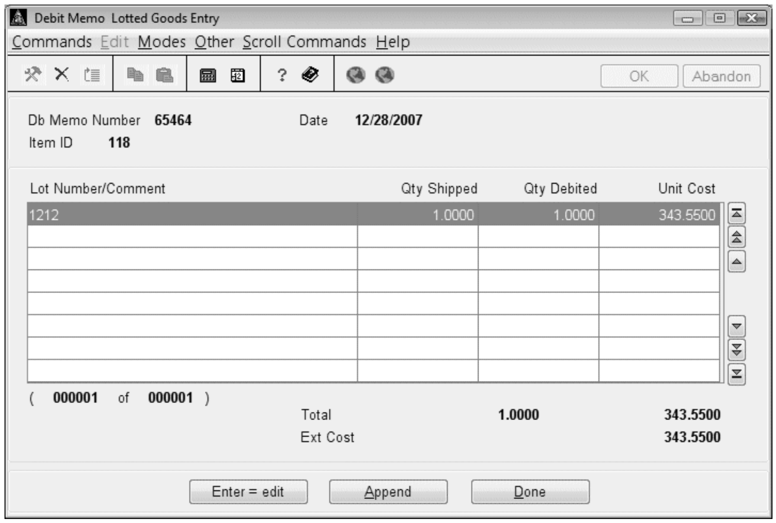
Finishing Debit Memo Entry for Serial Numbers

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

- If the return contains another line, the Debit Memo screen appears for that line. See “Debit Memo Screen” on page 5-77 for more information.
- If the return does not contain another line, the Apply Debit Memos screen appears. Apply a debit memo to a different line item, press **N** to apply a debit memo to a different return (see “Debit Memo Totals” on page 5-73 for more information), or exit from the **Enter Returns** function.

Applying Debit Memos to Lotted Goods

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

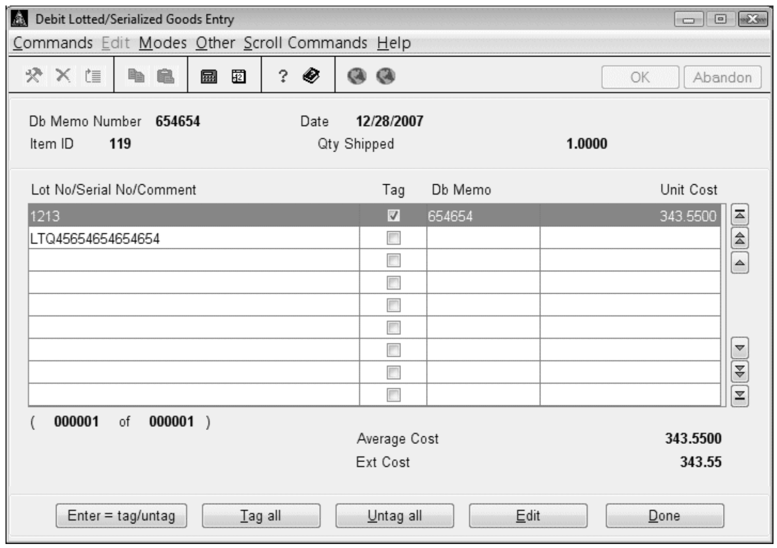


Use these commands to work with the lot number line items on the screen:

- Press **Enter** to edit the selected line. Edit the quantity debited and the unit cost, then use the **Proceed** (**OK**) command to save your changes and return to the Debit Memo Lotted Goods Entry screen.
- Press **A** to add a lot number to the end of the list of numbers. Enter the lot number, quantity debited, and the unit cost (if necessary), then use the **Proceed** (**OK**) command to save your changes.
- Press **D** to exit to the Apply Debit Memos screen.

Applying Debit Memos to Lotted/Serialized Goods

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



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

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

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

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

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

CHAPTER 6

6

Printing a Transaction Report 6-1
Purchase Requisition Report 6-5
Open Order Report 6-7
Scheduled Delivery Worksheet 6-9
Purchases Journal 6-11
Returns Journal 6-13
Receipts and Invoices Report 6-15
Accrual Verification Report 6-17
Goods Not Received Report 6-19

Transaction Reports

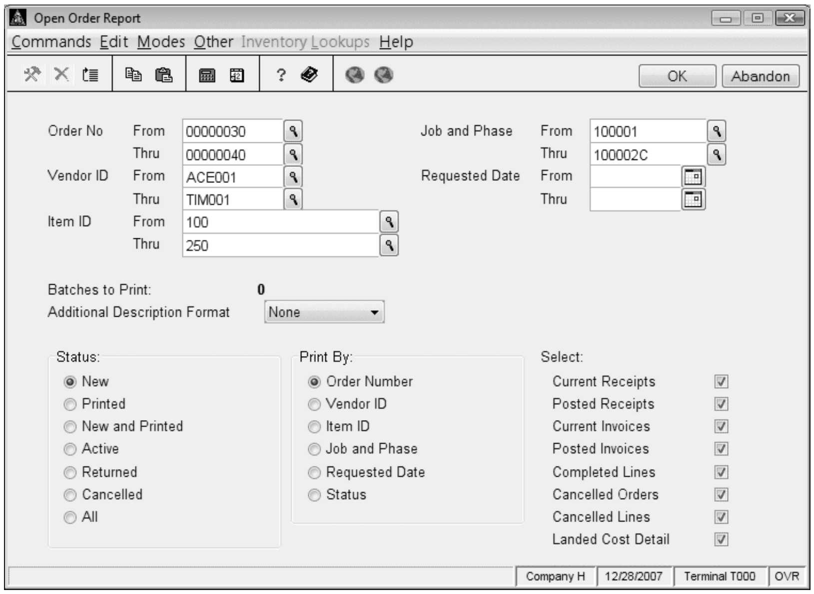
Printing a Transaction Report

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

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

Follow these steps to print a transaction report:

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



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

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

3. If the screen contains entry fields (for example, for entering date ranges), enter the appropriate values to use when printing the report.

4. If you elected to use transaction batching in the Resource Manager **Options and Interfaces** function, select the batches you want to include in the report.

5. If the screen contains options that control what type of information is included in the report (for example, print only the orders with a certain status or a certain category), select the option you want to use to print the report.

6. If the screen contains options that control how information is sorted or printed on the report (for example, organize the report by order number), select the option you want to use to sort the information.

7. If the screen contains options or Yes/No fields that control how additional information prints on the report (for example, additional descriptions or summary information), select the option (or enter **Y** in text mode) to print that information when printing the report. Clear the option (or enter **N** in text mode) if you do not want to use that option or print that information.

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

8. Select the output device to begin printing the report. See “Reports” on page 1-22 for more information. After you produce the report, the **Transaction Reports** menu appears.

Purchase Requisition Report

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

Purchase Requisition Report

```
08/18/2005                                         Builders Supply                                         Page    1
12:08 PM                                      Purchase Requisition Report
                              Flagged/Unflagged Requisitions with and without 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     11/03/2005           3.0000       343.5500        1030.65
Electrical Package                  ACE PLUMBING SUPPLY COMPANY       Jackie W.
                                                                                                                         ---------------
                                                                      Item 100 TOTAL                                            1030.65

450                  MN0001   EA    MIL001                            PO     11/03/2005           5.0000       161.1400         805.70
Slide by Window 24" x 40"           MILLWORK LUMBER & CABINETS        Jackie W.
                                                                                                                         ---------------
                                                                      Item 450 TOTAL                                             805.70

460                  MN0001   EA    MIL001                            PO     11/03/2005           5.0000       176.4700         882.35
Slide by Window 30" X 40"           MILLWORK LUMBER & CABINETS        Jackie W.
                                                                                                                         ---------------
                                                                      Item 460 TOTAL                                             882.35

                                                                                                                         ===============
                                                                      GRAND TOTAL                                               2718.70


End of Report
```

Open Order Report

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

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

Open Order Report

```
12/28/2007                                        Builders Supply                                              Page    1
3:55 PM                                          Open Order Report
                                            By Order No. for New Status


                  -Dates-
Vendor      Entry Ordered    Ordered By         Job   Location Qty. Available Units   -------------- Quantity/Dollars -----------
Batch ID    Status Requested  Received By       Phase  Item ID                              Ordered        Received       Invoiced
Order No.                                   Cost Code  Description
Order Stat.                                            GL Description
-----------------------------------------------------------------------------------------------------------------------------------

ACE001      001   12/28/2007                           MN0001          23.0000 EA          15.0000           .0000          .0000
000001      OPEN                                       200200                              3412.95             .00            .00
00000050                                               Water Heater
NEW
                  Landed Cost ID  ChinaImport          Customs Fee                           10.00
                                                       Cartage                               60.28
                                                       Tariff                               139.33
                                                       Broker Fee                            54.34
                                                                                   -------------------------------
                                                       Landed Cost                         3676.90             .00

                                                                                   ----------------------------------------------
                                                       TOTALS             Dollars          3412.95             .00            .00
                                                                          Landed           3676.90             .00

                                                                                   ==============================================
                                                       GRAND TOTAL        Dollars          3412.95             .00            .00
                                                                          Landed           3676.90             .00


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        3412.95        3412.95
Tax, Frt., Misc.            .00              .00             .00             .00            .00         136.52         136.52
Prepaid                     .00              .00             .00             .00            .00            .00            .00
                  --------------------------------------------------------------------------------------------------------------
TOTAL DUE                   .00              .00             .00             .00            .00        3549.47        3549.47

    End of Report
```

Scheduled Delivery Worksheet

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

You can also use the Scheduled Delivery Worksheet 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 Worksheet

```
12/28/2007                                       Builders Supply                                              Page    2
3:44 PM                                 Scheduled Delivery Report/Worksheet

Batch   Ent. Vendor ID Requested Ship Date  Item ID                        Expected Quantity  Units     Unit Cost   Extended Cost
Order No.    Vendor Name                    Description                    Received Quantity
-------------------------------------------------------------------------------------------------------------------------------------

000001 001   BOR001                         100                                       7.0000  PKG        343.5500         2404.85
00000039     BORIS CONSTRUCTION COMPANY     Electrical Package                   _____________
                                            Landed Cost ID ChinaImport            Customs Fee                               10.00
                                                                                  Cartage                                   94.75
                                                                                  Tariff                                   141.61
                                                                                  Broker Fee                                55.23
                                                                                                               ---------------
                                                                                          Landed Cost                     3737.09
                                                                                                               ---------------
                                                                                          ORDER 00000039 TOTAL            2404.85

000001 001   ELL001                         100                                       7.0000  PKG        343.5500         2404.85
00000042     ELLIS ELECTRICAL SUPPLY        Electrical Package                   _____________
                                            Landed Cost ID ChinaImport            Customs Fee                               10.00
                                                                                  Cartage                                   94.75
                                                                                  Tariff                                   141.61
                                                                                  Broker Fee                                55.23
                                                                                                               ---------------
                                                                                          Landed Cost                     3737.09
                                                                                                               ---------------
                                                                                          ORDER 00000042 TOTAL            2404.85

000001 001   ACE001                         100                                       7.0000  PKG        374.1612         2619.13
00000043     ACE PLUMBING SUPPLY COMPANY    Electrical Package                   _____________
                                            Landed Cost ID ChinaImport            Customs Fee                               10.00
                                                                                  Cartage                                   94.75
                                                                                  Tariff                                   153.85
                                                                                  Broker Fee                                60.00
                                                                                                               ---------------
                                                                                          Landed Cost                     4060.22
                                                                                                               ---------------
                                                                                          ORDER 00000043 TOTAL            2619.13

000001 002   ACE001                         125                                       5.0000  PKG        406.4744         2032.37
00000046     ACE PLUMBING SUPPLY COMPANY    Electrical Package                   _____________
                                            Landed Cost ID ChinaImport            Customs Fee                               10.00
                                                                                  Cartage                                   47.38
                                                                                  Tariff                                    83.59
                                                                                  Broker Fee                                32.60
                                                                                                               ---------------
                                                                                          Landed Cost                     2205.93
                                                                                                               ---------------
                                                                                          ORDER 00000046 TOTAL            2032.37
                                                                                                               ---------------
                                                                                          BATCH 000001 TOTAL            105042.32
                                                                                                               ---------------
                                                                                          TOTAL FOR                     105042.32
                                                                                                               ===============
                                                                                          GRAND TOTAL                   105042.32
   End of Report
```

Purchases Journal

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

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

Purchases Journal

```
12/28/2007                                             Builders Supply                                             Page    1
4:18 PM                                               Purchases Journal
                                                    Detail by Order Number
Batch ID  Ent. Vendor  Tax Class  GL Account              Cost      Job     Loc. ID Item ID               Units       Quantity
Order No. Invoice      Date       Period and Description  Code      Phase   Description                                Amount
-----------------------------------------------------------------------------------------------------------------------------------


000001    001  ACE001  00            104400                                 MN0001  200200                EA           15.0000
00000045  98643        12/28/2007 12                                        Water Heater                               3412.95

000001    TOT  ACE001 ACE PLUMBING SUPPLY COMPANY                                                                      3412.95
00000045
                                            Amount       Sales Tax         Freight           Misc.           Total         Prepaid
CA        98643        12/28/2007 12       3412.95          136.52             .00             .00         3549.47             .00
                              1099? N     Discount       Amount 1     Date 1       Amount 2   Date 2       Amount 3     Date 3
                                             35.49        3513.98  01/07/2008

                                            Amount       Sales Tax         Freight           Misc.           Total         Prepaid
TOTAL - Batch 000001                       3412.95          136.52             .00             .00         3549.47             .00

                                            Amount       Sales Tax         Freight           Misc.           Total         Prepaid
                                     =============================================================================================
GRAND TOTAL                                3412.95          136.52             .00             .00         3549.47             .00

    End of Report
```

Returns Journal

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

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

Returns Journal

```
12/28/2007                                                     Builders Supply                                                 Page    1
2:27 PM                                                        Returns Journal
                                                            Detail by Order Number
Batch ID  Ent. Vendor   Tax Class  GL Account              Cost      Job     Loc. ID Item ID              Units        Quantity
Order No. Db. Memo      Date       Period and Description  Code      Phase   Description                                 Amount
-------------------------------------------------------------------------------------------------------------------------------------


000001    001  ACE001   03            104400                                 MN0001  100                  PKG            3.0000
00000036  46017         12/21/2007 12                                        Electrical Package                         1030.65

000001    002  ACE001   03            104400                                 MN0001  150                  PKG            2.0000
00000036  46017         12/21/2007 12                                        Plumbing Package                           1815.06

000001    003  ACE001   03            104400                                 MN0001  100                  PKG            1.0000
00000036  46017         12/21/2007 12                                        Electrical Package                          343.55

000001    TOT  ACE001 ACE PLUMBING SUPPLY COMPANY                                                                       3189.26
00000036
                                            Amount       Sales Tax        Freight          Misc.          Total          Prepaid
CA        46017         12/21/2007 12      3189.26          191.35            .00            .00        3380.61              .00
                               1099? N    Discount      Amount 1     Date 1       Amount 2   Date 2        Amount 3     Date 3
                                               .00        3380.61  12/21/2007

                                            Amount       Sales Tax        Freight          Misc.          Total          Prepaid
TOTAL - Batch 000001                       3189.26          191.35            .00            .00        3380.61              .00

                                            Amount       Sales Tax        Freight          Misc.          Total          Prepaid
                                     ==============================================================================================
GRAND TOTAL                                3189.26          191.35            .00            .00        3380.61              .00

    End of Report
```

Receipts and Invoices Report

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

Receipts and Invoices Report

```
12/28/2007                                              Builders Supply                                                  Page    1
4:27 PM                                            Receipts and Invoices Report
                                               By Order No. for Current Receipts


Batch ID  Ent. Vendor Receipt/       Status  Type Date       GL     Job    Location    Quantity  Units     Unit Cost       Extended
Order No.              Invoice Number                        Period Phase  Item                                                Cost
                                                                           Description
-------------------------------------------------------------------------------------------------------------------------------------

000001    001  ACE001 6546           CURRENT GDS  12/28/2007  12           MN0001       15.0000  EA        227.5300         3412.95
00000045                                                                   200200
                                                                           Water Heater
                                     Landed Cost ID  ChinaImport           Customs Fee                                       10.00
                                                                           Cartage                                           60.28
                                                                           Tariff                                           139.33
                                                                           Broker Fee                                        54.34
                                                                                                                    ---------------
                                                                           Landed Cost                                     3676.90

                                                                                                                    ---------------
                                                                           TOTAL RECEIPTS                                  3412.95
                                                                           TOTAL LANDED COST                               3676.90

000001    001  ACE001 65414          CURRENT GDS  12/28/2007  12           MN0001        5.0000  PKG       406.4744         2032.37
00000046                                                                   100
                                                                           Electrical Package
                                     Landed Cost ID  ChinaImport           Customs Fee                                       10.00
                                                                           Cartage                                           47.38
                                                                           Tariff                                            83.59
                                                                           Broker Fee                                        32.60
                                                                                                                    ---------------
                                                                           Landed Cost                                     2205.93

                                                                                                                    ---------------
                                                                           TOTAL RECEIPTS                                  2032.37
                                                                           TOTAL LANDED COST                               2205.93

                                                                                                                    ---------------
                                                                           BATCH 000001 TOTAL RECEIPTS                     5445.32
                                                                           BATCH 000001 TOTAL LANDED COST                  5882.83

                                                                                                                    ===============
                                                                           GRAND TOTAL RECEIPTS                            5445.32
                                                                           GRAND TOTAL LANDED COST                         5882.83

    End of Report
```

Accrual Verification Report

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

If Purchase Order does not interface with General Ledger, or if you elected not to use accruals in the Resource Manager **Options and Interfaces** function, the General Ledger account accruals are zero.

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

Accrual Verification Report

09/01/2005 Builders Supply Page 2
8:51 AM Accrual Verification Report
Detail for All Accrual Types

Batch ID Order No. Order Date	Ent. Stat.	Vendor	Job Phase	Item ID Item Description	Rcvd. Qty. Pstd. Inv. Qty. Pstd.	Units	Accrued Qty.	Unit Cost	Accrued Amt.
000001 00000034 08/21/2005	008 GDRCD	ELL001		150 Plumbing Package	1.0000 .0000	PKG	1.0000	907.5300	907.53
000002 00000039 08/26/2005	001 GDRCD	ATT001		900 Refrigerator - Black	8.0000 .0000	EA	8.0000	239.6600	1917.28
					TOTAL FOR GOODS RECEIVED				12518.15
000001 00000035 08/21/2005	004 INRCD	MIL001		550 Millwork Package	3.0000 2.0000	PKG	1.0000	1036.1000	1036.10
000001 00000042 08/26/2005	001 INRCD	BOR001		700500 Series Number	5.0000 4.0000	EA	1.0000	2.2500	2.25
000003 00000041 08/26/2005	002 INRCD	ACE001		900 Refrigerator - Black	1.0000 .0000	EA	1.0000	239.6600	239.66
					TOTAL FOR INVOICES RECEIVED				1278.01
					GRAND TOTAL				13796.16

-------------------------- Verification Summary ---------------------------

Accrual Type	GL Account	GL Accrued Amt.	PO Accrued Amt.	Variance
Inventory	104400	.00	12419.52	.00
Expense	806000	.00	1376.64	.00
Job	104200	.00	.00	.00
Accounts Payable	200000	.00	13796.16	.00

Goods Not Received Report

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

Goods Not Received Report

```
12/28/2007                                                Builders Supply                                               Page    1
4:35 PM                                              Goods Not Received Report
                                                     By Order No for New Status


                   -Dates-
Vendor      Entry  Ordered   Ordered By          Job    Location Qty. Available Units   -------------- Quantity/Dollars -----------
Batch ID    Status Requested Received By         Phase  Item ID                                Ordered         Received      Unreceived
Order No.                                               Description
Order Stat.                                             GL Description
-----------------------------------------------------------------------------------------------------------------------------------

ACE001      001    12/28/2007                           MN0001          23.0000 EA             15.0000            .0000         15.0000
000001      OPEN                                        200200                                 3412.95              .00         3412.95
00000050                                                Water Heater
NEW
                  Landed Cost ID  ChinaImport           Customs Fee                              10.00
                                                        Cartage                                  60.28
                                                        Tariff                                  139.33
                                                        Broker Fee                               54.34
                                                                                ------------------------------
                                                        Landed Cost                            3676.90              .00

                                                                                -----------------------------------------------
                                                        TOTALS            Dollars              3412.95              .00         3412.95
                                                                          Landed               3676.90              .00

                                                                                -----------------------------------------------
                                                        Batch 000001 TOTAL Dollars             3412.95              .00         3412.95
                                                                          Landed               3676.90              .00

                                                                                -----------------------------------------------
                                                        GRAND TOTAL       Dollars              3412.95              .00         3412.95
                                                                          Landed               3676.90              .00


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         3412.95         3412.95
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         3412.95         3412.95

    End of Report
```

CHAPTER 7

7

Landed Cost 7-3

File Maintenance

Introduction

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

Some Landed Cost functions are unchanged from regular Purchase Order menus: **Ship-To Addresses, Tables, Edit Purchase Order Number,** and **E-Mail Defaults**. Refer to the **Purchase Order Guide** for questions on these shared menus, or for questions on functions not covered in this manual.

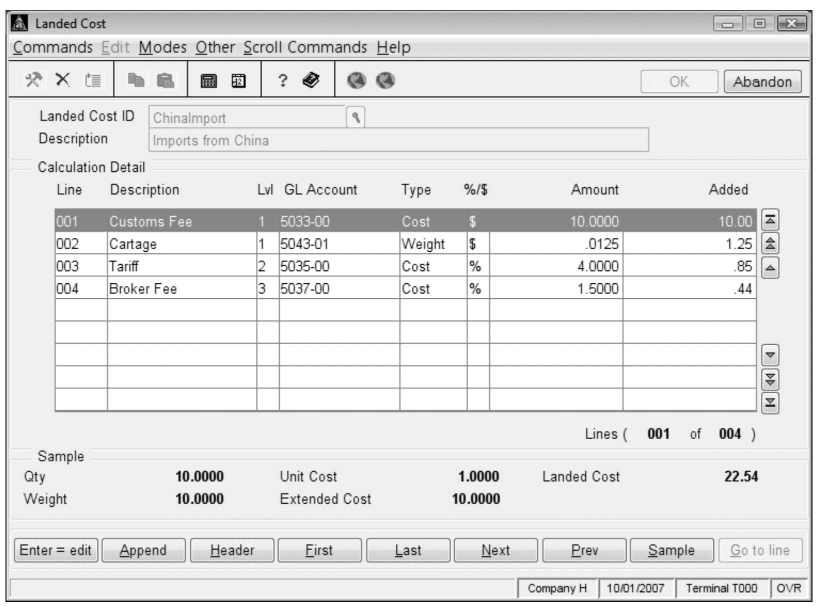
Landed Cost

Landed cost is the end-cost of an internationally shipped item. This includes shipping costs, entry costs, duties, and taxes. The OSAS **Landed Cost** function allows you to distribute the indirect costs of international shipping to Inventory items.

Landed Cost Screen

Use the Landed Cost function to create and edit Landed Cost definitions.

Select **Landed Cost** in the **Purchase Order** menu open the Landed Cost Maintenance screen. The Landed Cost screen appears.



The Landed Cost screen is divided into these sections:

- The Landed Cost ID and description are listed at the top of the screen.
- The calculation detail, detailing the specific costs associated with the Landed Cost ID, appears in the middle of the screen.
- A sample section at the bottom of the screen displays an example of how the landed costs are calculated while landed cost information is entered.

Enter the name of the **Landed Cost ID** you want to add or edit. This will be the name used to identify the parameter set while using Landed Cost Transactions. Add or edit additional identifying information in the **Description** field.

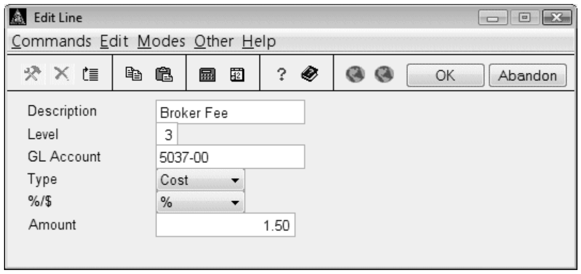
Commands

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

- Press **Enter** to edit the selected line. See (page 7-5) for more information.
- Press **A** to add a line item to the end of the list. See (page 7-5) for more information.
- Press **H** to return to the header screen. You do not lose the line item entries, because you already saved them.
- Press **F** to view the first landed cost ID.
- Press **L** to view the last landed cost ID.
- Press **N** to view the next landed cost ID.
- Press **P** to view the previous landed cost ID.
- Press **S** to edit the parameters for the sample calculation on the bottom of the screen. See “Sample Screen” on page 7-6 for more information.

Edit or Append Line Screen

The edit line screen appears when you press **Enter** or **A** on the Landed Cost screen.



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

1. In the **Description** field, enter the name for the landed cost you wish to apply.

2. Choose a **Level** to specify a basis for calculation. You can use a level as often as necessary as follows:

   - Level one items are calculated using the extended cost as a base.

   - Level two items are calculated using the extended cost plus the level one calculation values.

   - Level three items are calculated using the extended cost plus the level one plus the level two calculation values as the base, and so forth.

3. Enter the **GL Account** to be adjusted for that particular cost.

4. In the **Type** field, choose whether you want to apply the Landed Cost by **Weight**, **Quantity**, or **Cost.**

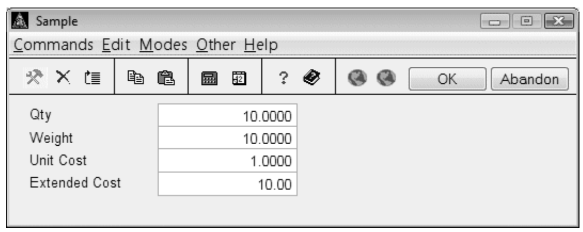
5. Use the **%/$** field to choose whether the amount of the type should be applied as a percentage or dollar amount.

6. Depending on the **Type** you chose, use the **Amount** field to enter the amount, percentage, or weight per base unit.

See “Enter Orders” on page 5-3 or “Enter Returns” on page 5-49 for the use of **Landed Cost** calculations in the **Daily Work** menu.

Sample Screen

The sample line screen appears when you press **S** on the Landed Cost screen.



Use this screen to edit the **Qty**, **Weight**, and **Unit Cost** use in the sample calculation at the bottom of the Landed Cost screen. The Extended Cost updates to represent the Landed Cost based on the Landed Cost ID you are currently viewing and the data entered into the sample screen.

CHAPTER 8

8

Landed Cost List 8-3

Master File Lists

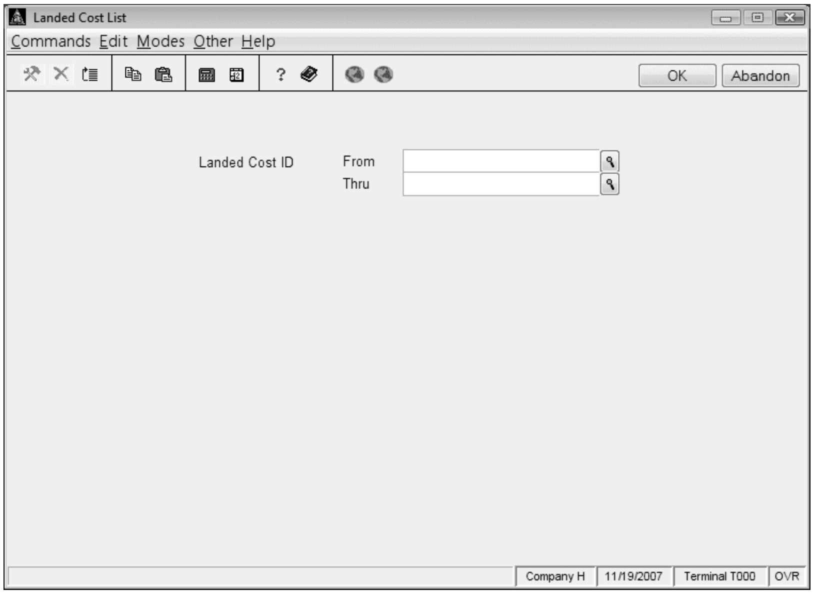
Introduction

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

Some Landed Cost functions are unchanged from regular Purchase Order menus: **Ship-To Address Labels** and **GL Account Audit Report**. Refer to the **Purchase Order Guide** for questions on these shared menus, or for questions on functions not covered in this manual.

Landed Cost List

The Landed Cost List prints out a list of your Landed Cost definition detail.



1. Enter the range of **Landed Cost IDs** for which you want to produce a list.

2. If you want to include the collate the pages in the printer, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device. See “Reports” on page 1-22 for more information on output devices.

After the list is produced, the **Master File Lists** menu appears.

Sample List

```
11/19/2007                                     Builders Supply                                     Page    1
8:21 PM                                        Landed Cost List

Landed Cost ID       Description
Line Description     Level  GL Account    Type       %/$         Amount
--------------------------------------------------------------------------------

ChinaImport          Imports from China
001  Customs Fee       1    105000        Cost       $          10.0000
002  Cartage           1    200000        Weight     $            .0125
003  Tariff            2    523000        Cost       %           4.0000
004  Broker Fee        3    532000        Cost       %           1.5000

Europe               Freight Hauler from Europe
001  Freight           1    503000        Weight     $            .2500
002  Tariff            2    523000        Cost       %           3.0000

    End of Report
```

INDEX

IX

Numerics

1099 form, 5-73
1099-MISC form, 5-73

A

access codes
  changing, 1-6
  command, 1-6
  entering, 1-6
  setting up, 3-7
Accounts Payable
  before you install, 2-1
  installation, 2-1
  installing new version before converting, 2-3
Accrual Verification Report
  function, 6-17
Additional Descriptions
  entering for line items, 3-10
  history, 3-11
Address Lookup, 1-16, 1-21
address mapping, 1-16, 1-21
addresses, 1-16, 1-21
alphabetical sorting, 3-4
Apply Debit Memos, 5-49, 5-68
  for returns, 5-76
Apply Invoice, 5-35
  for line item, 5-37
  for line items, 5-24
  lotted goods, 5-38
  lotted/serialized goods, 5-41
  serialized goods, 5-39
authorizing returns, 5-60

B

backup schedule
  setting up, 3-7
Bank Reconciliation
  interface with Purchase Order, 3-8
batch numbers
  system-generated, 3-9
Browse, 1-16

C

cancel
  line items, 5-4, 5-6
  orders, 5-6
cancelled status, 5-4, 5-13
  for returns, 5-49
checks
  printing on forms, 3-11
  printing online, 5-48
codes
  access codes, changing, 1-6
  setting up, 3-3
  sorting, 3-3
commands
  access code, 1-6
  flags, 1-20
  hot keys, 1-20
  Proceed (OK), 1-3
company ID
  printing on check stubs, 3-11
completed status, 5-4, 5-13
conversion
  before converting, 2-4
  setup considerations, 2-4
converting to OSAS version 6.1, 2-4

D

data dictionaries, 2-1
Data File Conversion
    function, 2-3, 2-4
Data File Creation
    function, 2-2
date fields, 1-15
Debit Memo Totals window, 5-73
Debit Memos
    applying, 5-49, 5-68
    applying for returns, 5-76
    editing for returns, 5-77
    entering for lotted goods, 5-80
    entering for lotted/serialized goods, 5-81
    entering for serialized goods, 5-78
    entering totals, 5-73
    printing online, 5-70
discounts, 5-46, 5-75

E

Edit
    debit memos for returns, 5-77
    line items, 5-12
    line items for returns, 5-51, 5-55
    orders, 5-6
    returns, 5-51
Enter
    debit memo totals, 5-73
    invoice totals, 5-44
    line items, 5-12
    line items for returns, 5-55
    lotted goods for debit memos, 5-80
    lotted/serialized goods for debit memos, 5-81
    receipts and invoices, 5-17
    return totals, 5-71
    serialized goods, 5-31
    serialized goods for debit memos, 5-78
Enter Orders
    function, 5-3
Enter Returns
    function, 5-49

F

F2 Inquiry
    button, 1-16
    flag, 1-21
F6 Maintenance
    flag, 1-21
    icon, 1-16
flags, in text mode, 1-20

G

General Ledger
    interface with Purchase Order, 3-7
Goods Not Received Report
    function, 6-19
goods received status, 5-4
    for returns, 5-49
graphical mode
    drop-down menus, 1-13
    function screens, 1-12
    graphical main menu, 1-10
    Inquiry button, 1-16
    Maintenance icon, 1-16
    MDI menu, 1-11
    shortcut menu, 1-13
    toolbars, 1-15

H

history information
    keeping for landed costs, 3-11
    keeping for line items, 3-11
    keeping for payments, 3-11
    keeping for purchases, 3-11
    keeping for receipts, 3-11
hot keys, 1-20

I

IDs
    setting up, 3-3
    sorting, 3-3
initial balances
    setting up, 3-7

Inquiry (F2)
button, 1-16
flag, 1-21
Install Applications
function, 2-1, 2-3
installing Accounts Payable, 2-1
installing Purchase Order, 2-1
and Accounts Payable, 2-1
interfaces with Purchase Order
Bank Reconciliation, 3-8
General Ledger, 3-7
Inventory, 3-7, 5-3, 5-6
Job Cost, 3-8
Inventory
interface with Purchase Order, 3-7, 5-3, 5-6
invoice received status, 5-4
for returns, 5-49
invoices
applying, 5-35
applying all, 5-36
applying for line items, 5-24
applying for lotted goods, 5-38
applying for lotted/serialized goods, 5-41
applying for serialized goods, 5-39
entering, 5-17
entering totals, 5-44

J

Job Cost
interface with Purchase Order, 3-8

L

Landed Cost Detail Screen, 5-28
landed costs
keeping history, 3-11
launching
OSAS in other operating systems, 1-5
OSAS in Windows, 1-5
line item
receiving goods for, 5-24
line items
applying invoices to, 5-24
cancelling, 5-4
editing, 5-12
editing for returns, 5-51
entering, 5-12
lotted goods
applying invoices, 5-38
entering for debit memos, 5-80
receiving, 5-29
returning, 5-64
lotted/serialized goods
applying invoices for, 5-41
entering for debit memos, 5-81
receiving, 5-32
returning, 5-66

M

main menu
graphical, 1-10
MDI, 1-11
navigating graphical, 1-10
navigating MDI, 1-11
navigating text, 1-17
text, 1-17
toolbars, 1-15
Maintenance (F6)
flag, 1-21
icon, 1-16
mapping, 1-16, 1-21
Material Requisitions
posting to inventory item accounts, 3-10
menus
drop-down menus, 1-13
graphical main menu, 1-10
MDI, 1-11
shortcut, 1-13
text main menu, 1-17
Transaction Type
Enter Orders, 5-5
Enter Returns, 5-50
messages
in text mode, 1-21
miscellaneous debits, 5-49
modes
graphical, 1-9
text, 1-17

N

navigating
- graphical function screens, 1-12
- graphical main menu, 1-10
- MDI menu, 1-11
- text function screens, 1-19
- text main menu, 1-17
- to directories and files, 1-16

new status, 5-4
- for returns, 5-49

numbers
- sorting, 3-4

O

online
- checks, 3-11, 5-48
- debit memos, 5-70
- purchase orders, 3-11

Open Order Report
- function, 6-7

open status, 5-4, 5-13

options
- 1099 Recipient ID Display, 3-12
- create user document link for e-mailed purchase orders, 3-12
- credit card number display, 3-10
- e-mail purchase orders to vendors, 3-12
- entering additional descriptions for line items, 3-10
- entering requested ship dates for line items, 3-10
- generating purchase order numbers, 3-10
- keeping additional description history, 3-11
- keeping history for line items, 3-10, 3-11
- keeping landed cost history, 3-11
- keeping payment history, 3-11
- keeping purchase history, 3-11
- keeping receipt history, 3-11
- post all invoices as held, 3-10
- post without print reports, 3-10
- posting material requisitions to inventory item accounts, 3-10
- posting transactions in detail or summary, 3-10
- posting without printing check, 3-11
- printing checks on forms, 3-11
- printing company ID on check stubs, 3-11
- printing company name on purchase orders, 3-11
- printing online checks during order entry, 3-11
- printing online purchase orders during order entry, 3-11
- purchase order form type, 3-12
- selecting type of purchase order forms, 3-12
- system-generated batch numbers, 3-9
- transaction batching, 3-9
- using vendor name in journal entries, 3-10
- Vendor ID default to next transaction, 3-10
- warn on duplicate PO number, 3-10

Options and Interfaces
- setting up, 3-7
- writing (saving) specifications, 3-12

order entry
- system-generated batch numbers, 3-9
- transaction batching, 3-9
- warning on duplicate PO numbers, 3-10

Orders
- deleting, 5-9
- editing, 5-6

OSAS
- MDI menu, 1-11
- modes, 1-9
  - graphical, 1-9
  - text, 1-17
- setup considerations, 2-4
- starting in other operating systems, 1-5
- starting in Windows, 1-5

P

payments
- keeping history, 3-11

PO number
- warning on duplicate, 3-10

POSHxxx file
- setting up, 3-7

Post Transactions
- in detail or summary, 3-10

posting
- material requisitions, 3-10
- post all invoices as held, 3-10

post without printing reports, 3-10
transactions in detail or summary, 3-10
vendor name in journal entries, 3-10
printed status, 5-4
for returns, 5-49
printing
checks on forms, 3-11
company ID on check stubs, 3-11
company name on purchase orders, 3-11
online checks, 5-48
online debit memos, 5-70
Proceed (OK) command, 1-3
Purchase Order
before converting, 2-4
converting to version 7.5, 2-4
installation, 2-1
installing new version before converting, 2-3
interfaces
Bank Reconciliation, 3-8
General Ledger, 3-7
Inventory, 3-7
Job Cost, 3-8
setting up, 3-3
setup considerations, 2-4
system requirements, 2-1
purchase order forms, 3-12
purchase order numbers
generating, 3-10
Purchase Orders
function, 4-3
screen, 4-3
Purchase Requisition Report
function, 6-5
purchases
keeping history, 3-11
Purchases Journal
function, 6-11

R

receipts
entering, 5-17
keeping history, 3-11
Receipts and Invoices Report
function, 6-15
Receive Lotted Goods Entry
window, 5-29
receiving all goods, 5-25
receiving goods, 5-25
receiving goods and applying invoices, 5-25, 5-36
receiving goods for line item, 5-24
receiving lotted goods, 5-29
receiving lotted/serialized goods, 5-32
Reports
printing, 6-1
requested ship dates
entering for line items, 3-10
Resource Manager
Data File Conversion function, 2-3, 2-4
Install Applications function, 2-1, 2-3
Return Authorization window, 5-60
return statuses, 5-49
returned debit memo status for returns, 5-49
returned status for returns, 5-49
returning
goods, 5-49
lotted goods, 5-64
lotted/serialized goods, 5-66
serialized goods, 5-62
returns
authorizing, 5-60
editing line items for, 5-55
entering and editing, 5-51
entering line items for, 5-55
entering totals, 5-71
Returns Journal
function, 6-13
sample, 6-13
right-click menu *See* shortcut menu, 1-13

S

Scheduled Delivery Report/Worksheet
function, 6-9
screens
graphical function, 1-12
graphical main menu, 1-10
navigating graphical, 1-12
navigating text function, 1-19
OSAS MDI menu, 1-11

text function, 1-18
text main menu, 1-17
serialized goods
applying invoices for, 5-39
entering, 5-31
entering for debit memos, 5-78
returning, 5-62
serialized/lotted goods
applying invoices for, 5-41
entering for debit memos, 5-81
receiving, 5-32
returning, 5-66
setting up Purchase Order, 3-3
checklist, 3-7
codes and IDs, 3-3
information to gather, 3-3
options and interfaces, 3-7
Ship-to Address file
setting up, 3-7
Ship-to Address Labels
sample, 8-3
shortcut menu, 1-13
sorting
alphabetical, 3-4
codes and IDs, 3-3
starting
OSAS
in other operating systems, 1-5
in Windows, 1-5
statuses
cancelled, 5-4
completed, 5-4
for line items, 5-4
for orders, 5-4
for returns, 5-49
goods received, 5-4
invoice received, 5-4
line items, 5-13
new, 5-4
open, 5-4
printed, 5-4

T

temporary vendors, 5-10
text mode
command line, 1-21
commands, 1-20
flags, 1-20
function screens, 1-18
main menu, 1-17
messages, 1-21
toolbars, 1-15
function screens, 1-15
main menu, 1-15
totals
debit memos, 5-73
invoices, 5-44
returns, 5-71
transaction batching
option for, 3-9
system-generated batch numbers, 3-9
Transaction Reports
printing, 6-1
transactions
posting in detail or summary, 3-10

V

vendor name
posting to GL, 3-10
vendors
temporary, 5-10
viewing line items, 5-25

W

workstation date, 1-7