OSAS®

OPEN SYSTEMS® Accounting Software

Purchase Order Guide

Version 7.5

2210.PO75

Document Number 2210.PO750

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.

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CHAPTER 1

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Introduction

Welcome to OSAS

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

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

Purchase Order 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.

About This Guide

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

- Chapter 1 introduces OSAS and the Purchase Order 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 Purchase Order 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 Purchase Order.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Purchase Order menu.
- The Appendixes contain supplementary material not directly related to Purchase Order functionality.
- 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 1-26 and page 1-30 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.

The Purchase Order System

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

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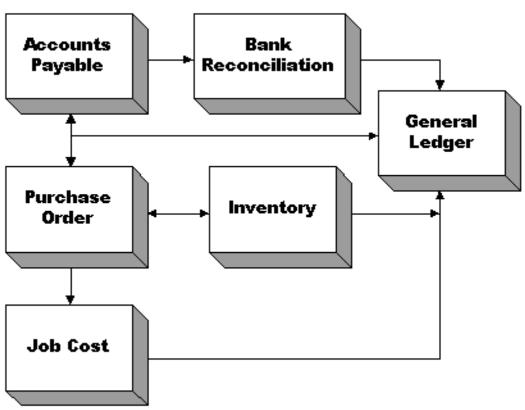
Application Interaction

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



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

Menu Structure

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

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

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

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

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

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

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

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

File Information

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

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

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

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

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

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

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

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

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

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

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

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

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

File Interaction

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

Transactions

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

Orders and Returns

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

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

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

- You received the goods and paid the bill.

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

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

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

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

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

When you post orders and returns, several things happen:

- Information about orders and returns is moved from the **POOHxxx**, **POORxxx**, **PORGxxx**, **PORIxxx**, and **PORTxxx** files to the **APHSxxx** and **APINxxx** files.

- Each vendor’s company and vendor records are updated in the **APHSxxx** file.

- The amount due, amount prepaid, and purchase and payment history fields are updated in the **APVExxx** file.

- Serial numbers are removed from the **POLSxxx** file when the order is removed.

- If you keep detail and summary history, the **APHIxxx** file is updated by detailed line-item and totals information, and the **APHSxxx** file is updated by summary line-item and totals information. This information comes from the **POOHxxx**, **POORxxx**, **PORGxxx**, **PORIxxx**, and **PORTxxx** files.

- If Purchase Order interfaces with General Ledger, debit and credit entries are made to accounts payable, sales tax, freight, miscellaneous, and expense accounts in the **GLJRxxx** file.

- If Purchase Order interfaces with Job Cost, the **PORGxxx**, **PORIxxx**, **PORTxxx**, **POOHxxx**, and **POORxxx** files update the cost information in the **JOBSxxx** and **JOHIxxx** files.

Batching

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

Material Requisitions

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

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

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

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

When you post material requisitions, several things happen:

- Backorders are created in the **APMDxxx** and **APMHxxx** files for partially filled requisitions.

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

Preparing Payments and Paying Invoices

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

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

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

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

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

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

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

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

Producing Reports

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

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

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

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

Posting Payments

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

- Invoices that are paid in full change to **paid** status in the **APINxxx** file.
- The totals in the **APVExxx** file are updated for the invoices you paid.
- The **APCHxxx** file is cleared for the next check cycle.
- The invoice information is transferred to the **APHIxxx** and **APHSxxx** files.
- The **APHCxxx** file is updated with the checks' general ledger account numbers if you elected to keep check history in the Resource Manager **Options and Interfaces** function.
- If Purchase Order interfaces with General Ledger, entries are made in the cash, accounts payable, and discount accounts in the **GLJRxxx** file.
- If Purchase Order interfaces with Bank Reconciliation, disbursement entries are created in the **BRTRxxx** file for the checks that were posted.

Periodic Maintenance

When you do periodic maintenance, several things happen:

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

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

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the **Customers** function		
Customer Comments	Use the **Customers** function		
Purchases PTD, QTD, YTD, and LY		Post orders	Post returns
Payments PTD, QTD, YTD, and LY		Post payments	Post payments
Discount Taken PTD, QTD, YTD, and LY		Post orders	Post returns
Discount Lost PTD, QTD, YTD, and LY		Post orders	Post returns
Last Purchase Number		Post orders	Post returns
Last Purchase Date		Post orders	Post returns
Last Purchase Amount		Post orders	Post returns
Last Payment Date		Post orders	Post returns
Last Check Number		Post orders	Post returns
Last Payment Amount		Post orders	Post returns
YTD 1099 Payments		Post orders	Post returns
Last-Year 1099 Payments		Post orders	Post returns

Purge Selected Files

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

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

Productivity Reports

Purchase Order includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS 7.5) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.

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.

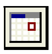
This screen appears only after you have set up users and access codes for the OSAS system.

Access Codes

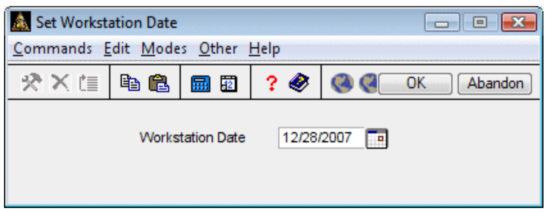
Access codes limit use of the system and protect sensitive information. Each code allows access to specific applications, menus, and functions. If you cannot select a menu or function, your access code is not authorized for it. Use the **Access Codes** function in Resource Manager to set up access codes.

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

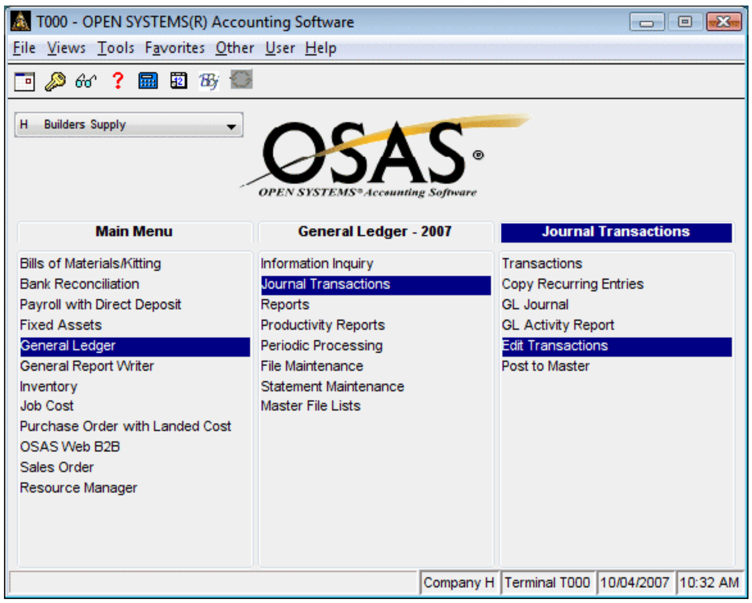
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

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.

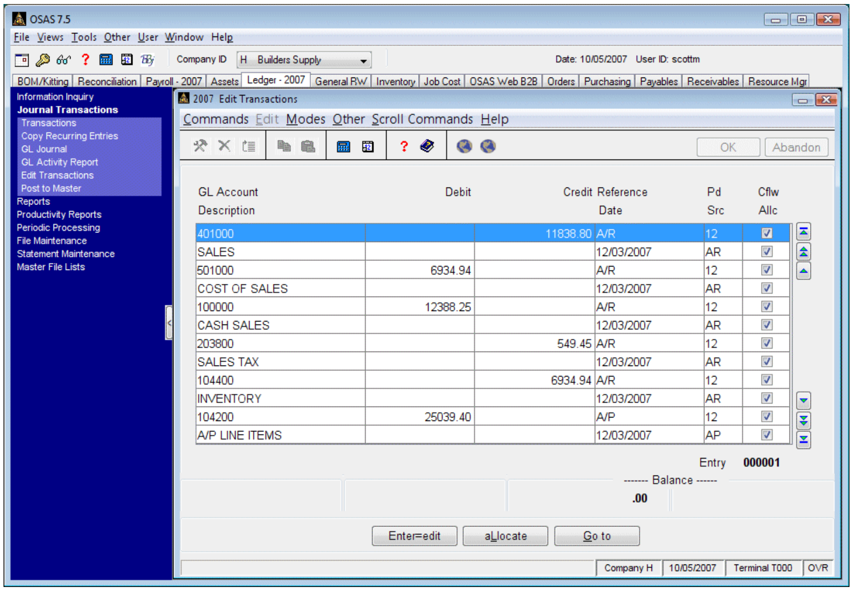


You can move around the graphical menu in these ways:

- 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.

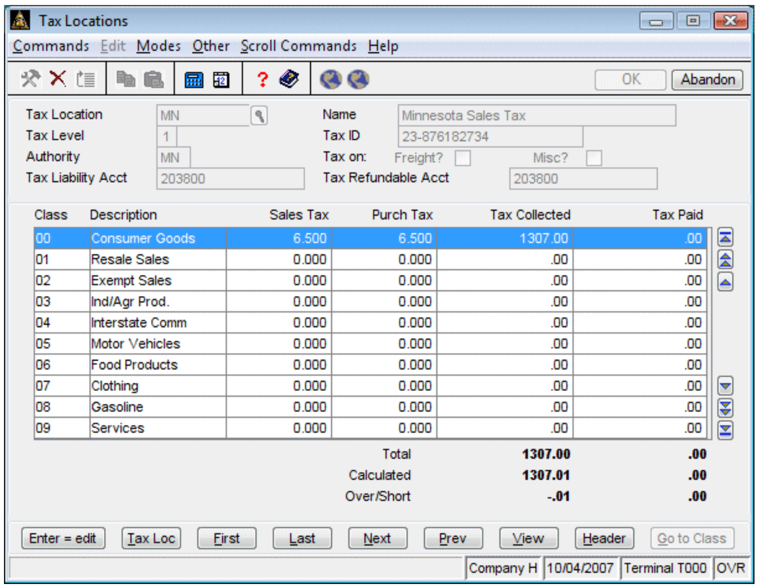


You can move around the MDI menu these ways:

- 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.

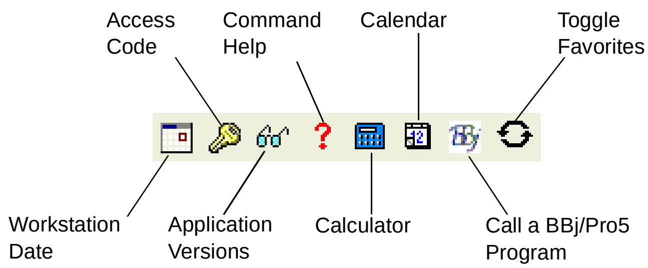
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

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.

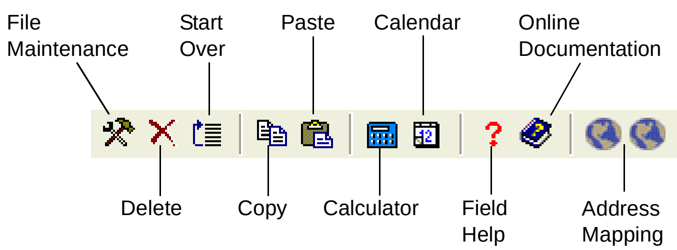
Main Menu Toolbar

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.

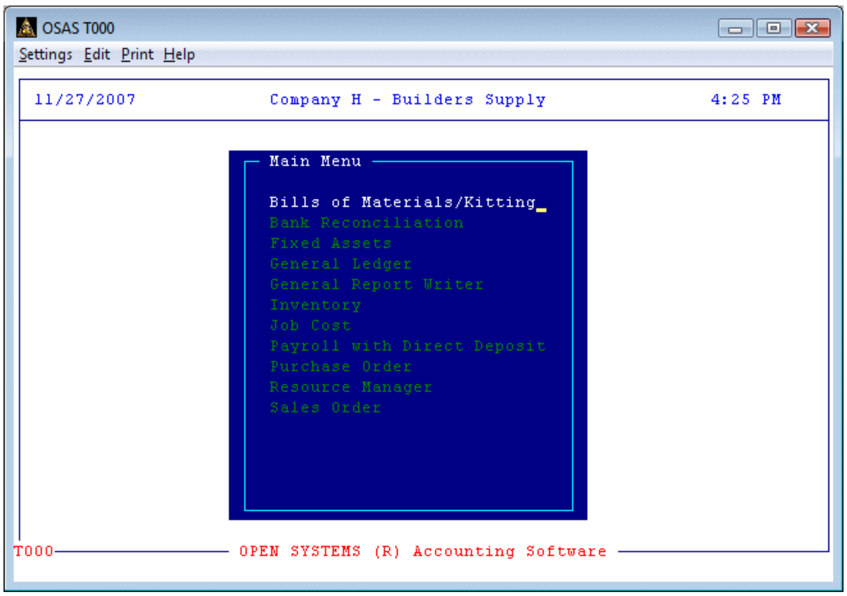
Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults**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

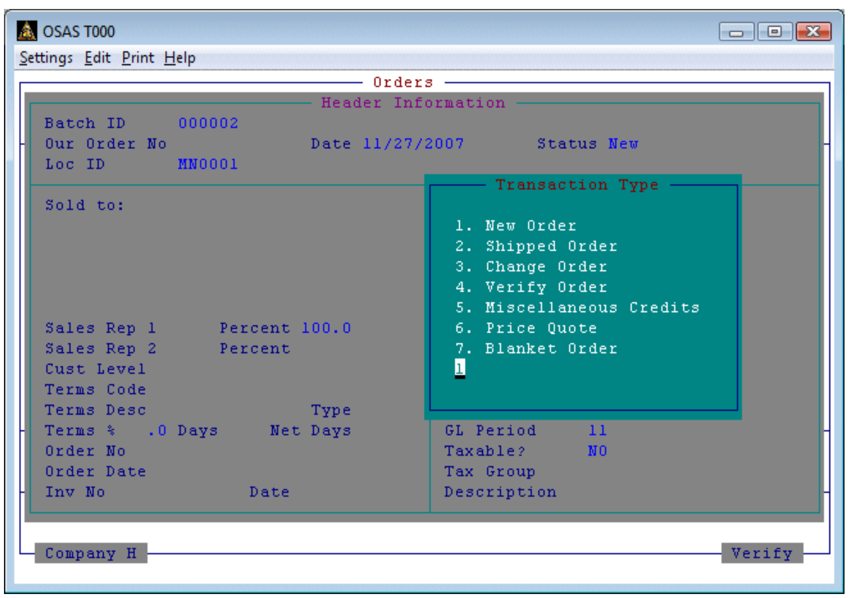
You can move around the text main menu in these ways:

- 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 1-23 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 1-23 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 1-24 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 1-23 for more information on this menu.

Maint

- 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.

Inquiry

- 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.

```
Enter = edit, Append, Header, Totals, View, Online, Next trans
```

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.

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

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 and Conversion

Installation

Before You Install Purchase Order

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

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

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

Installing Purchase Order

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

2. Install the current version of Purchase Order.

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

Setting up Purchase Order

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

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

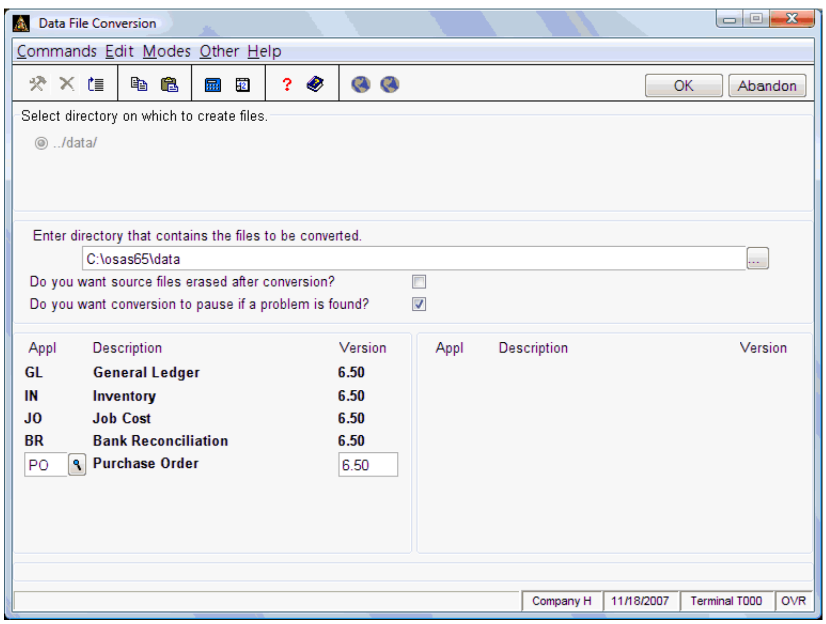
Consider Your Setup

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 **PO** in the **Appl** column; **Purchase Order** appears.

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

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

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

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

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

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

12. When the process finishes, the files are converted. Select the output device for the error log. See “Reports” on page 1-32 for more information on output devices.

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

CHAPTER 3

3

Setup

Introduction

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

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

Setup Considerations

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

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

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

Codes and IDs

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

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

— — — — — 0

— — — — — 1

— — — — — Z

— — — — — a

— — — — 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.

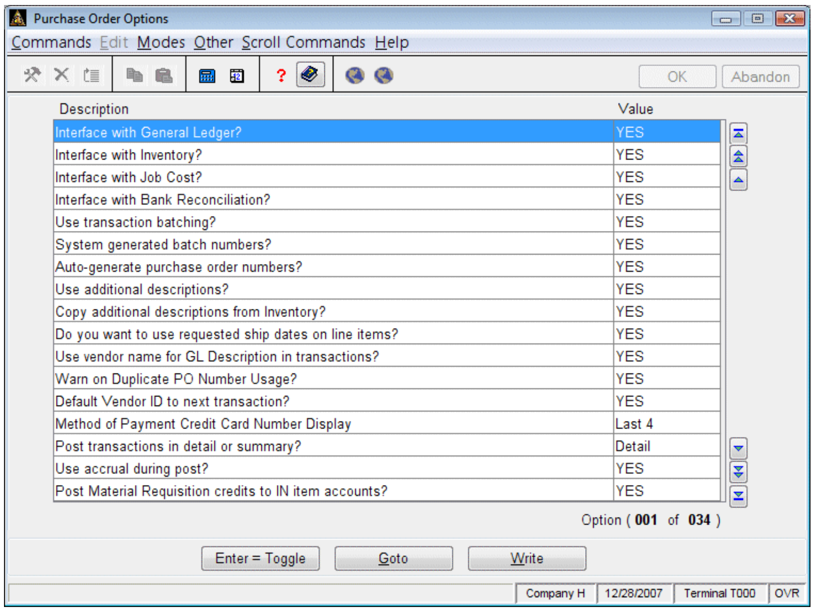
Bank Reconciliation

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 **PO** 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 be able to print online checks during order entry. If you select **NO**, the **APCHxxx** (Checks) file is not used.

23. 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.

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

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

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

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

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

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

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

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

Tables

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

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

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

- APGLxxxx
- APPDxxxx
- DFxxxxxx
- DMxxxxxx
- DISCxxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxxx
- QCxxxxxx
- QExxxxxx

- QENTxxxx
- QMxxxxxx
- QMATxxxx
- QNxxxxxx
- QRxxxxxx
- QRETxxxx
- QXxxxxxx
- QZxxxxxx

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ship-to Addresses

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

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

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

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

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

Initial Balances

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

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

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

Summary Method

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

The summary method consists of these steps:

1. Enter purchase and payment history information for each vendor in the **Vendors** function (see the *Accounts Payable User's Manual*).

2. Use the **Enter Orders** function (see on page 5-3) to enter outstanding purchase orders. Use the **Enter Goods Received/Invoiced Orders** option for unpaid invoiced orders. (If you made payments against invoices, enter them in the **Prepayment** field.) Use the **Enter Goods Received Orders** option for orders for which you have received goods but no invoices. Use the **Enter New Orders** option for orders whose goods or invoices you have not yet received.

3. Use the **Enter Returns** function (see on page 5-47) to enter outstanding miscellaneous debits and returns for which you have not fully received credit from the vendor. Use the **Goods Returned and Debited** option to enter returns for which you have received partial credit. Use the **Goods Returned** option for returns whose credit you have not received yet.

4. Back up the accounting data files (see the Resource Manager guide).

5. Post the transactions to update the vendor records and to build the **APINxxx** (Open Invoice) file.

6. Produce the Open Invoice Report and check it to make sure that all the invoices are included. Produce the Vendor Analysis Report and check it to make sure that the amount due each vendor matches your records. (See the *Accounts Payable User's Manual* for these functions.)

7. Post the requisitions (see the *Accounts Payable User's Manual*).

Detail Method

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

The detail method consists of these steps:

1. Leave the history fields (except last-year's values) in the vendor records blank.

2. Use the **Enter Orders** function (page 5-3) to enter the purchase orders for the first general ledger period. Use the **Enter Goods Received/Invoiced Orders** option for invoiced orders. Use the **Enter Goods Received Orders** option for orders for which you have received goods but no invoices. Use the **Enter New Orders** option for orders whose goods or invoices you have not yet received.

3. Use the **Enter Returns** function (page 5-47) to enter miscellaneous debits and returns for the first general ledger period. Use the **Goods Returned and Debited** option for fully and partially credited returns. Use the **Goods Returned** option for uncredited returns.

4. Back up the accounting data files (see the Resource Manager guide).

5. Post the transactions to update the vendor records and to build the **APINxxx** (Open Invoice) file.

6. Produce the Open Invoice Report and make sure that all the invoices are included. Produce the Vendor Analysis Report and make sure that the amount due each vendor matches your records. (See the *Accounts Payable User's Manual* for these functions.)

7. Enter material requisitions and returned requisitions for the first period in the **Enter Material Requisitions** function (see the *Accounts Payable User's Manual*).

8. Post the requisitions (see the *Accounts Payable User's Manual*).

9. Repeat steps 2–8 until you reach the current date.

Access Codes

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

A Code for Each Company

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

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

What Should Be Protected

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

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

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

Backup Schedule

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

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

Backing up Data Files

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

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

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

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

Backing up Programs

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

Media

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

CHAPTER 4

4

Information Inquiry

Introduction

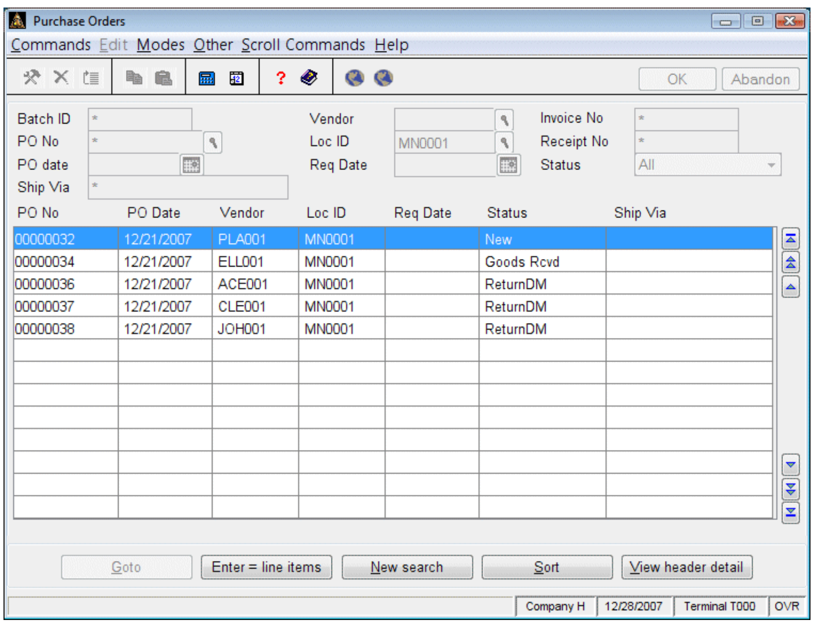
Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry**, **Daily Work**, **File Maintenance**, and **Master File Lists**. Refer to the *Accounts Payable User's Manual* for questions on these shared menus, or for questions on functions not covered in this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

Purchase Orders

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

Purchase Orders Screen

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



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.

Inquiry

	Field	Description
Inquiry	**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 **?**).
Inquiry	**Vendor**	Enter the vendor ID from whom you are ordering goods, or press **Enter** to skip this field.
Inquiry	**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

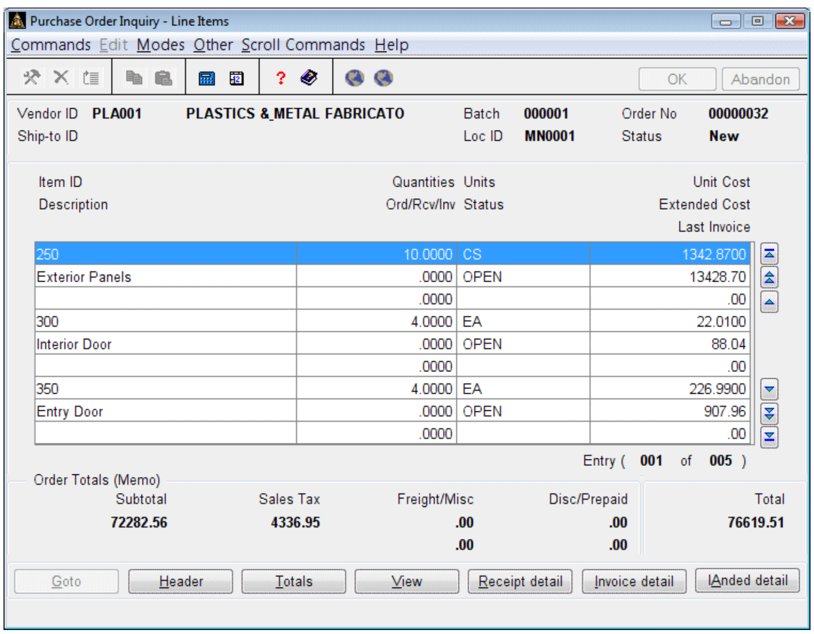
Use these commands to work with the information in the scroll region:

- 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.



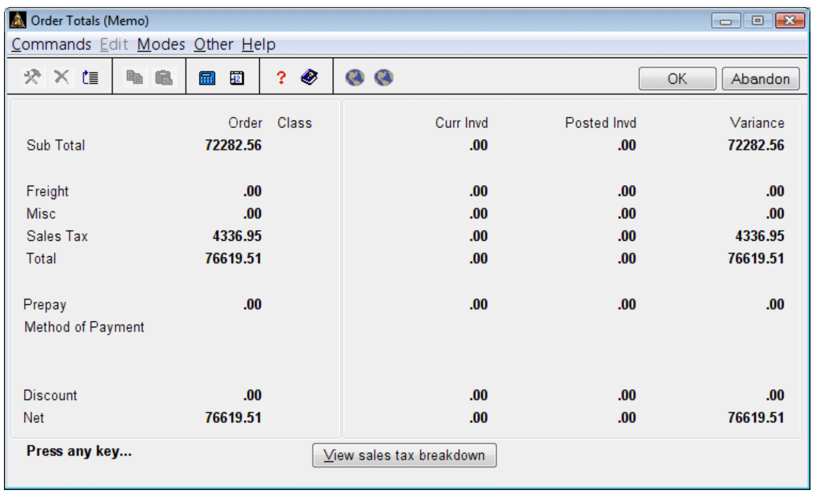
Use these commands to work with the line items:

- 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.

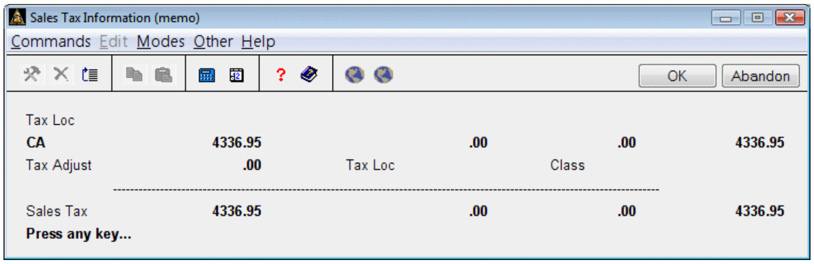
- Press **H** to return to the Purchase Orders screen.
- Press **T** to view order totals for the line. The Order Totals screen appears.
- Press **V** to view detailed information about the selected line. The View Detail screen appears.
- Press **R** to view receipt detail. The Receipt Detail screen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

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.



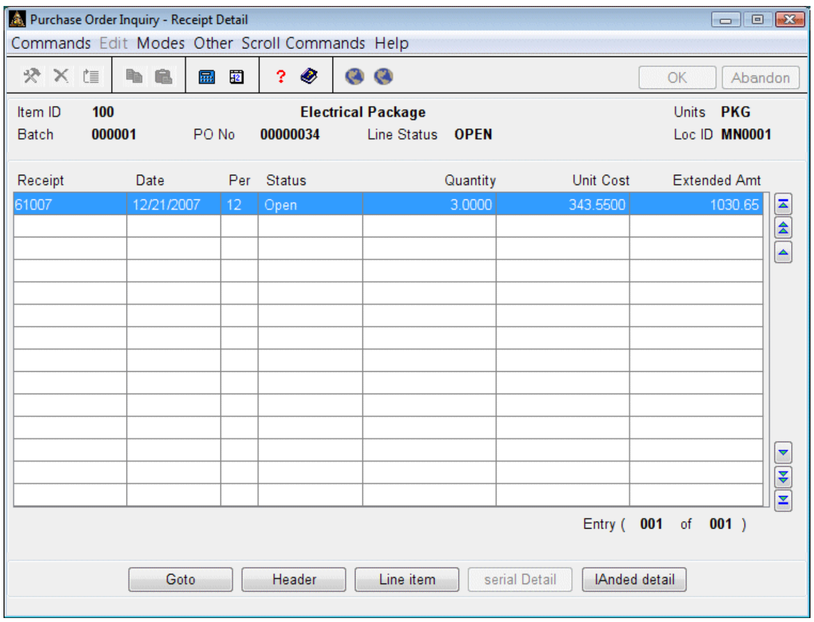
Press **V** to view sales tax information for the order. The Sales Tax Information screen appears.



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.

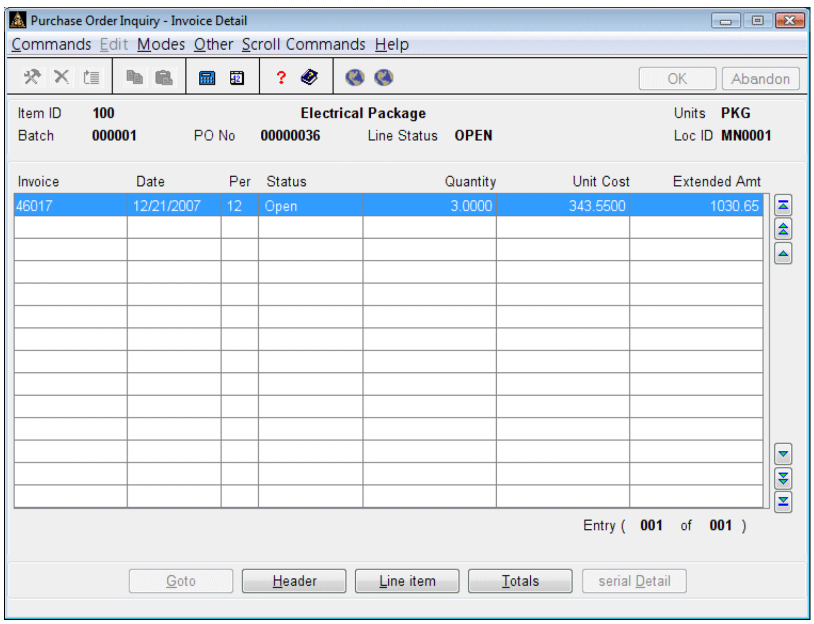


Use these commands to work with receipt detail items:

- 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**.

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:

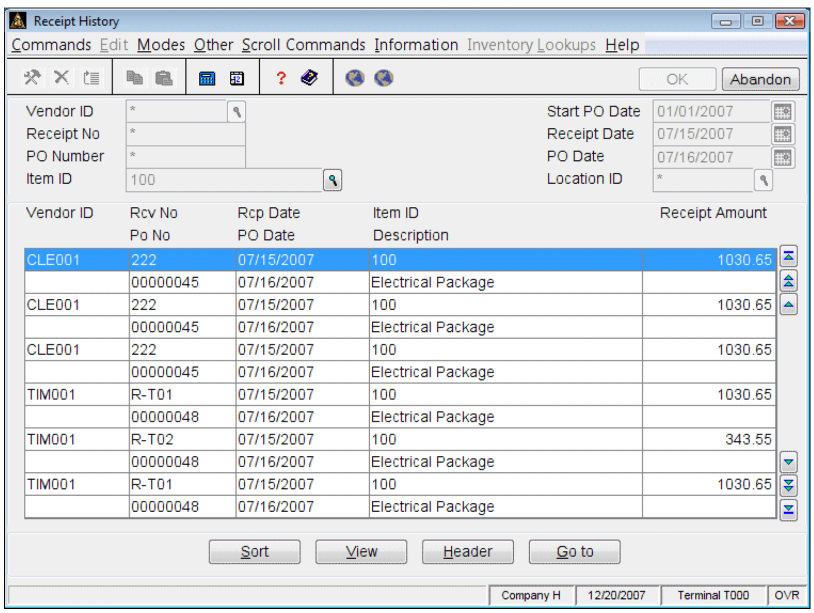
- Press **G** to go directly to a particular line item, then enter the line number. This command is available only when there is more than on screen of items.

- 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**.

Receipt History Inquiry

Use the **Receipt History Inquiry** to view receipts in the receipt history file (**PORHx**).

Select **Receipt History Inquiry** from the **Information Inquiry** menu. The Receipt History Inquiry screen appears.



Inquiry

1. Enter the **Vendor ID** whose information you want to view. Leave the field blank to view receipts from all vendors.

2. Enter the **Receipt No.** for the receipt you want to view, or leave the field blank to view all receipt numbers for the selected range.

3. Enter the **PO Number** for the receipt you want to view, or leave the field blank to view all available PO Numbers for the selected range.

4. Enter the **Item ID** for the receipts you want to view, or leave the field blank to view all available item ID numbers for the selected range.

5. Enter the **Start PO Date** for the receipts you want to view, or leave the field blank to view all available starting PO dates for the selected range.

6. Enter the **Receipt Date** for the receipts you want to view, or leave the field blank to view all available receipt dates for the selected range.

7. Enter the **PO Date** for the receipts you want to view, or leave the field blank to view all available PO dates for the selected range.

8. Enter the **Location ID** for the receipts you want to view, or leave the field blank to view all available location IDs for the selected range.

After establishing the search criteria, press **PgDn** to continue, or click **OK**. The receipts matching your history criteria appear.

Press **S** to sort the results by a different column heading.

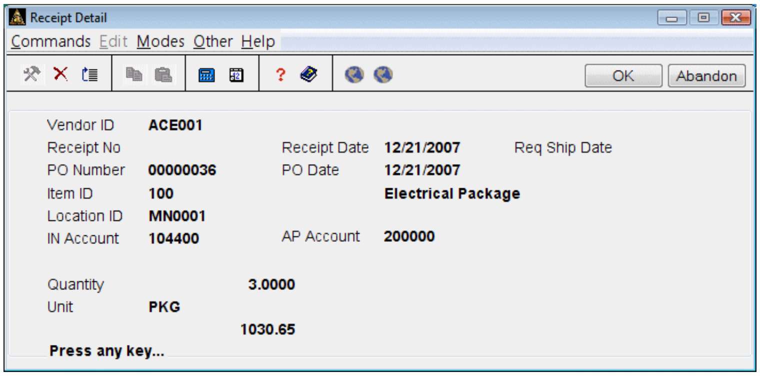
Press **V** to view receipt detail for the currently highlighted receipt. See “Receipt Detail Dialog Box” on page 4-13.

Press **H** to revisit the header to adjust the receipt search parameters and perform the search again.

Press **G** to go to a specific receipt by entering the invoice number.

Receipt Detail Dialog Box

Press **V** to open the receipt detail dialog box. This box displays expanded information on selected receipts.



Press any key to return to the **Receipt History Inquiry** function.

CHAPTER 5

5

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.

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

Enter Orders

Use the **Enter Orders** function to:

- enter new orders for which you have not yet received goods.
- enter new orders for which you have received goods but not invoices.
- enter new orders for which you have received 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 5-47). 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.

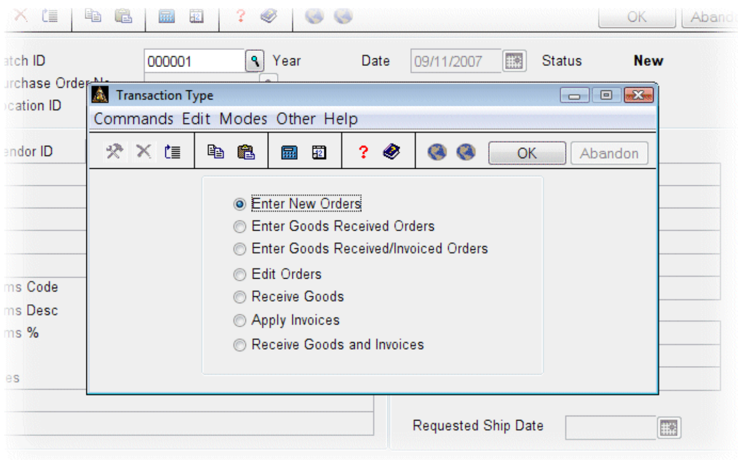
You can assign **Cancel** status only to orders with **New** or **Printed** status.

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.

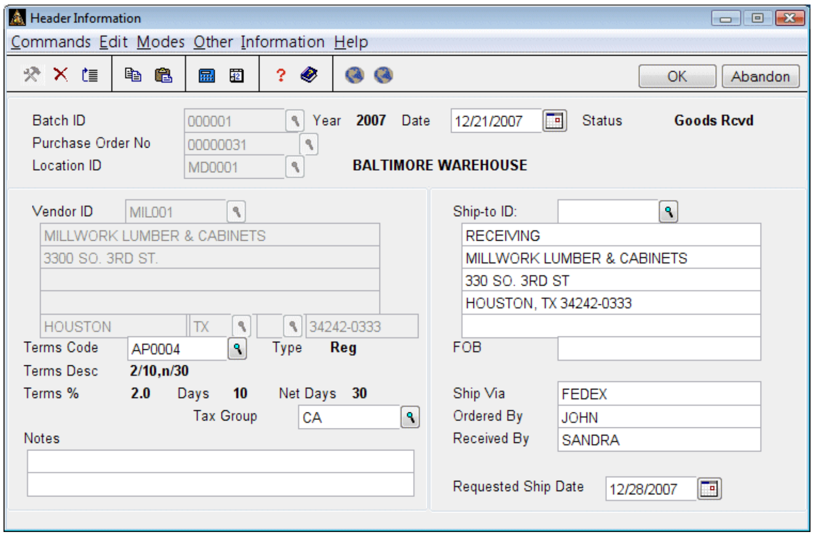
You can cancel a line item only if the quantity received is zero and you have not applied an invoice to the line item.

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

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

Entering Header Information

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.

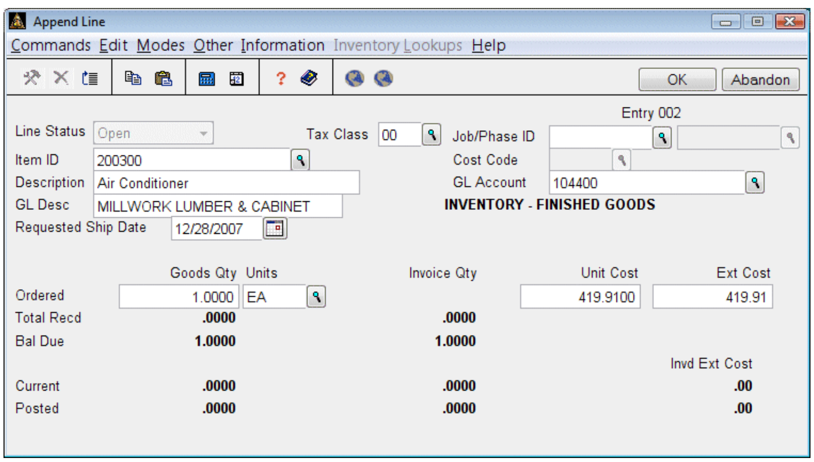
Field	Description
Inquiry Maint **Ship-to ID**	Enter the ID of the address to which you want the order delivered. Use the **Maintenance** (**F6**) command to open the **Ship-to Addresses** function to enter or edit shipping addresses. If the shipping address is on file, the name and address appear after 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 5-39).

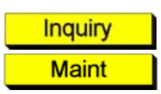
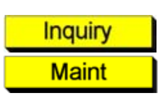
Entering or Editing Line Items

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.
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.
 **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.

	Field	Description
		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. 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.

Field	Description
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. If the vendor is set up for the item, Purchase Order uses the unit of measure you ordered as the default.

Field	Description
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.
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.

Field	Description
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).

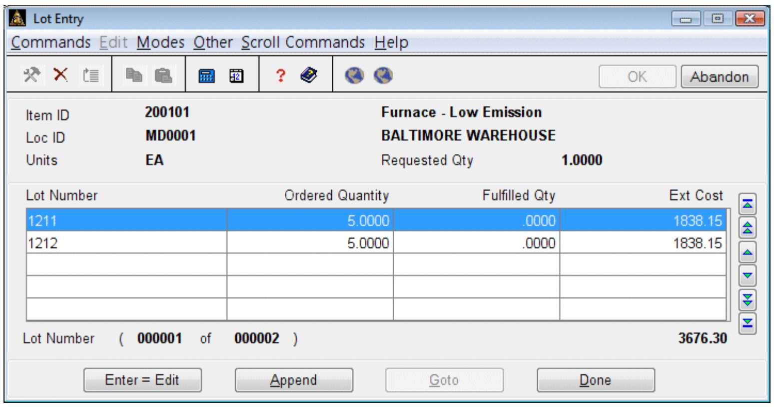
Use the **Proceed** (**OK**) command to save the information, then enter another line item or use the **Exit** (**F7**) command to exit from the line item entry screen.

When you exit, the Transactions screen (page 5-39) 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 5-23 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 5-23 and “Applying Invoices” on page 5-32 for more information.

Lot Entry Screen

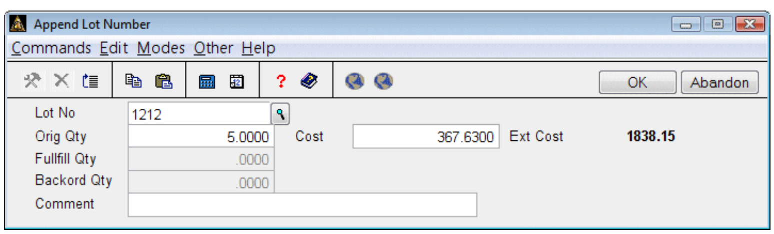
If you selected **Yes** (or entered **Y** in text mode) at the **Do you wish to order lots?** prompt, the Lot Entry screen appears.



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
Inquiry **Lot No**	Enter the lot number for the item.
Orig Qty	Enter or change the ordered quantity of the item.

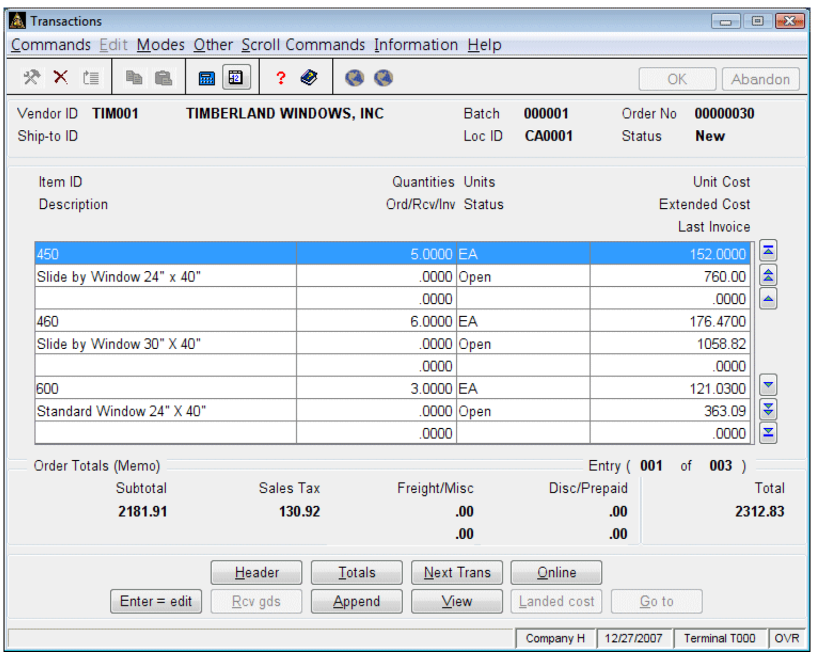
Field	Description
Cost	The cost of the item appears.
Ext Cost	The extended cost of the item appears.
Fulfill Qty/Backord Qty	You cannot change these quantities on a new order.
Comment	Enter additional information about the item.

- 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 5-23 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 5-39) 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.

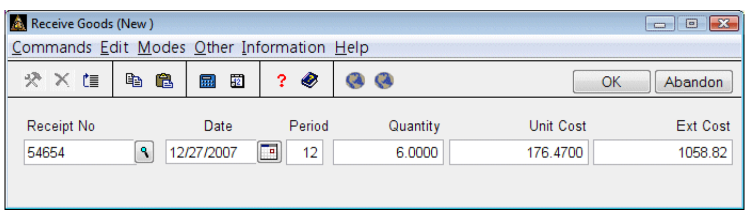
When you save the receipt information, the receipt number, date, and GL period you entered are assigned to all open line items. The system also sets the quantity received equal to the quantity ordered minus any quantity received you entered previously.

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 5-21) 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 5-28 or “Receiving Lotted/Serialized Goods” on page 5-29, or exit to the Transactions screen (page 5-39) 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.

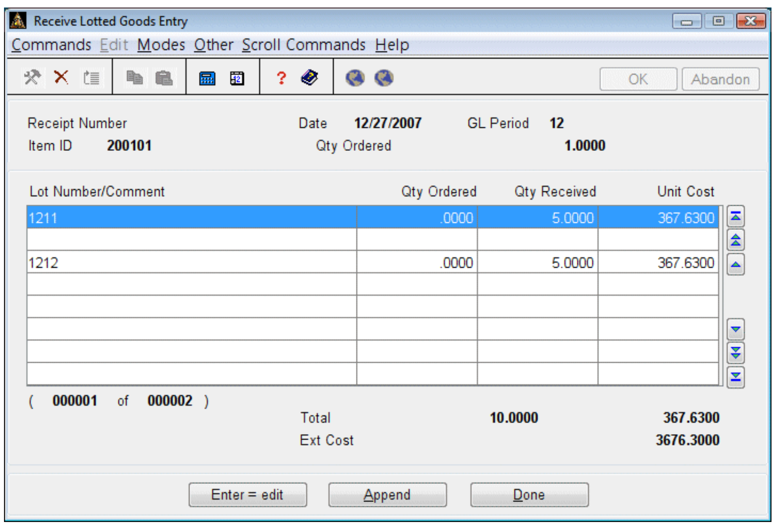
If the line item for which you are entering a receipt is lotted, serialized, or both, additional screens appear where you can enter the lot and serial numbers for the items received.

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 5-39).

If you selected the **Enter Goods Received/Invoiced Orders** option, the Apply Invoice screen (page 5-32) appears after you save the line item's receipt information.

Receiving Lotted Goods

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

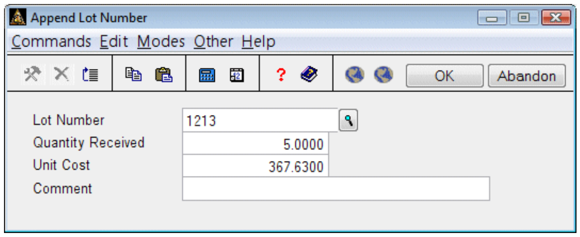


The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the items for which you've entered lot numbers, the total, and the extended cost of the item. Totals and extended costs are updated when you finish line item entry.

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.



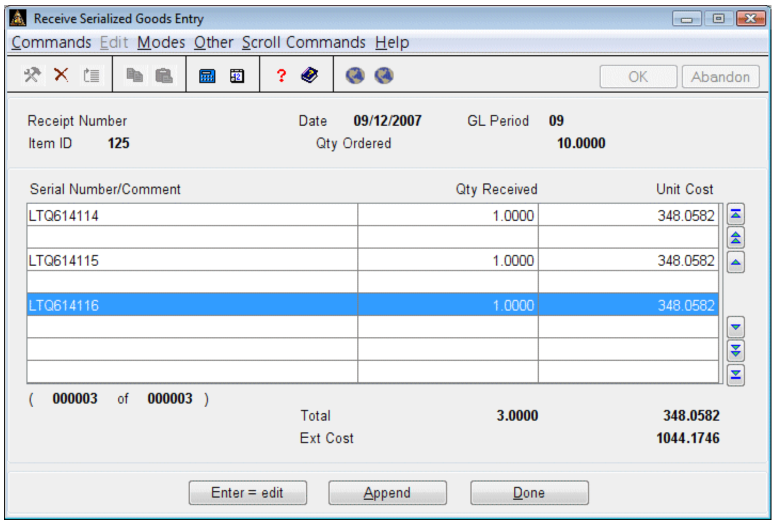
Inquiry

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.



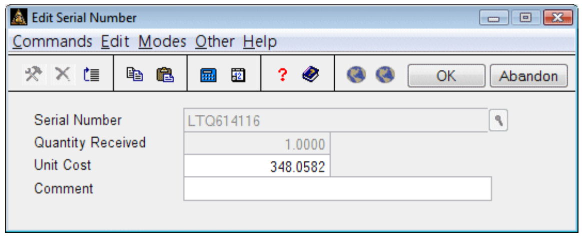
The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the items for which you've entered serial numbers, the total, and the extended cost of the item. The system updates totals when you finish line item entry.

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.

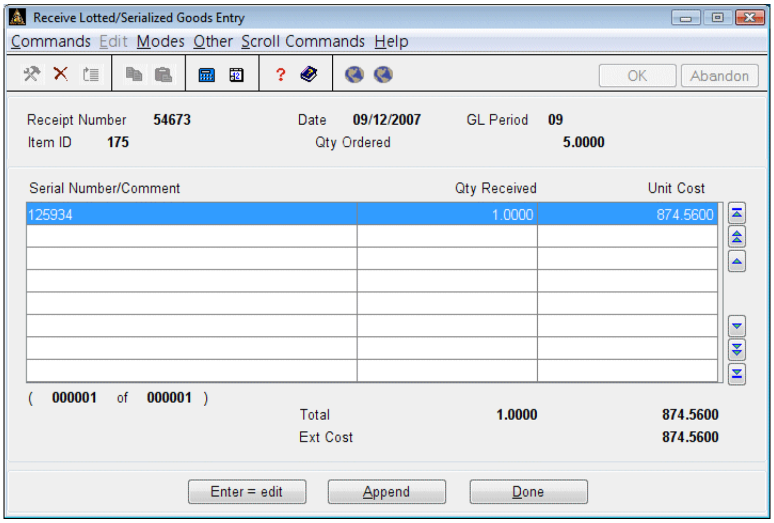
After you enter the information for the last serial number or when you exit from the **Serial Number** field, the system updates the receipt quantities to match the number of serial numbers you entered.

- 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.



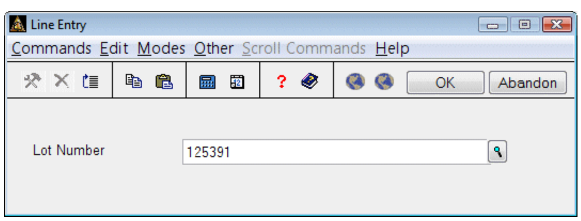
The receipt number, date, GL Period, item ID, and quantity ordered you entered for the order appear. The screen also lists a running total of the lot numbers you've entered for the line item, the total, and the extended cost of the item. The system updates totals and extended costs when you finish line 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 5-31 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.

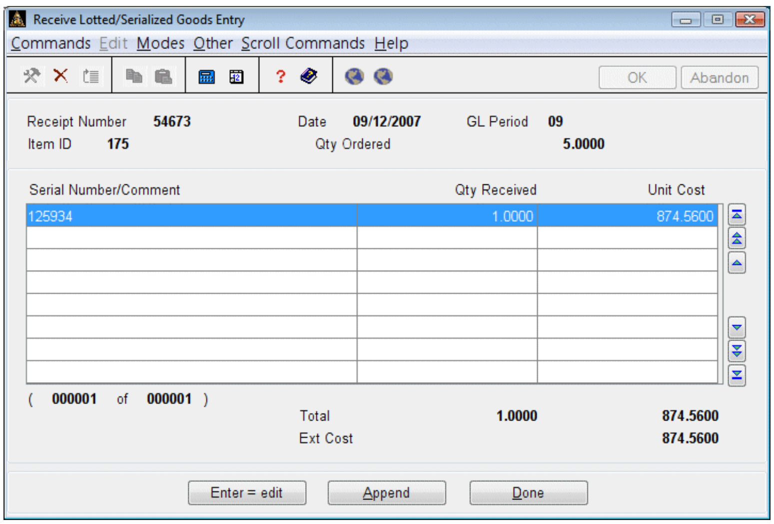


After you enter lot information, the system automatically moves you to the second Receive Lotted/Serialized Goods Entry screen where you must enter the individual serial numbers for the items in the lot you received. See page 5-31 for more information.

- 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.



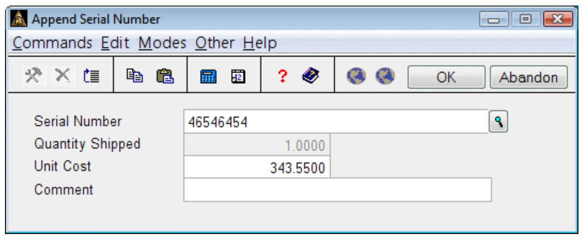
The quantity ordered defaults to **1** for serial items until you enter the serial numbers for each individual item, because individual serialized items cannot share serial numbers (unlike individual lotted items).

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.

Inquiry

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 5-34, 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.

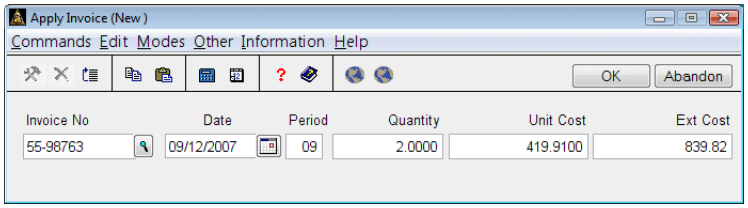
  After you save the invoice information, the invoice number and date are assigned to the line items for which you have received goods, and the invoice quantity is set equal to the remaining quantity. If the order has serialized items, the invoice is applied to the serial numbers you entered for the receipt.

  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 5-21) 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.



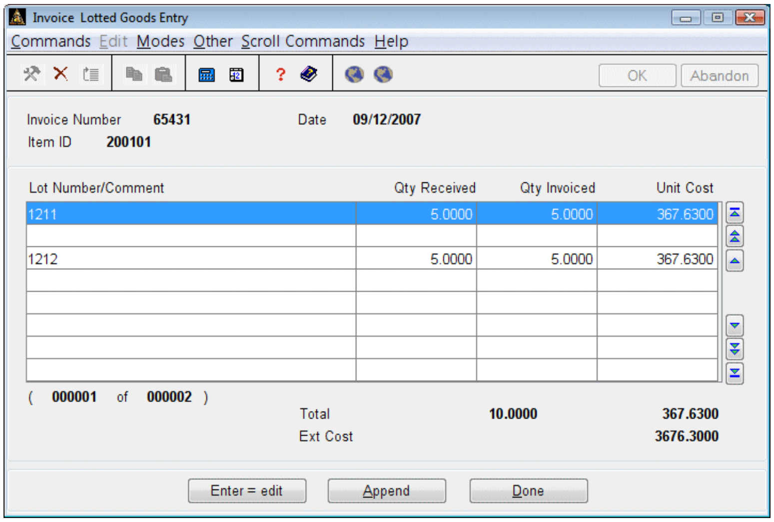
Field	Description
Invoice No	Enter the number of the vendor's invoice.
Date	The system uses the date of the vendor's invoice to calculate when the payment is due. Accept the current date, or enter a different date. If this is a serialized or lotted item, the **Quantity**, **Unit Cost**, and **Ext Cost** fields are not available. Use the **Proceed** (**OK**) command to save the data; then skip to "Receiving Serialized Goods" on page 5-28 or "Receiving Lotted/Serialized Goods" on page 5-29, or exit to the Transactions screen (page 5-39) 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.

Inquiry

When you save the information, the Transactions screen appears (page 5-39).

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:

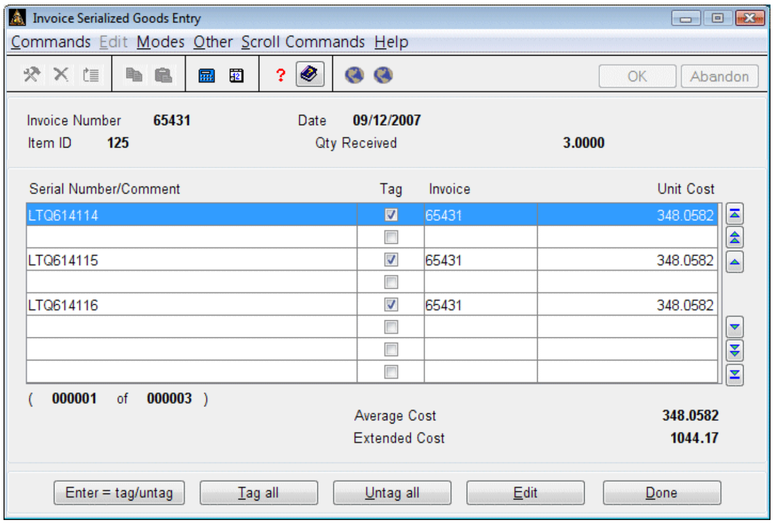
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

  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.

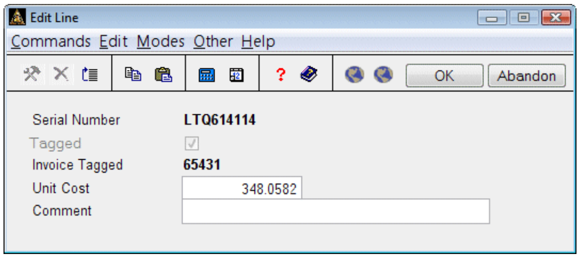
The **Tag** field indicates whether the item is included in the invoice you entered on the Apply Invoices screen. If the item is tagged (the check box is selected or **YES** appears in text mode), the item is included in the invoice; if the item is not tagged (the check box is clear or **NO** appears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

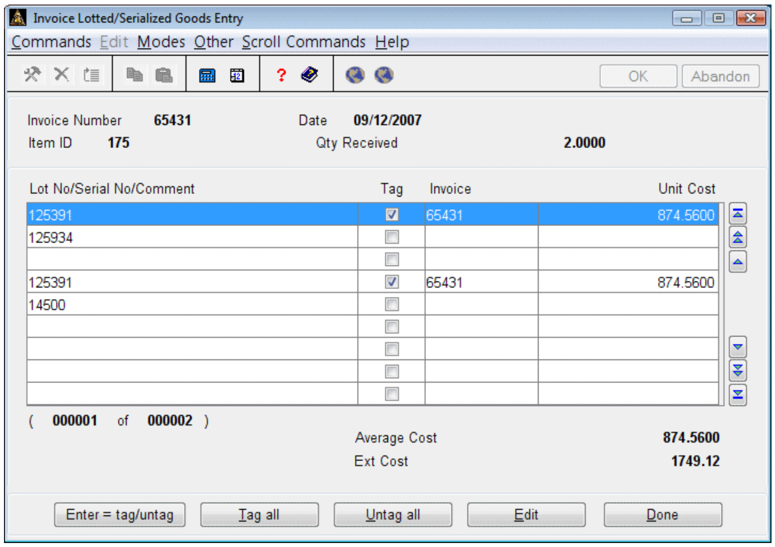
  

  Edit the unit cost of the item received, if necessary, and enter a comment (if desired). Use the **Proceed** (**OK**) command to save your changes and return to the Invoice Serialized Goods Entry screen.

- 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.

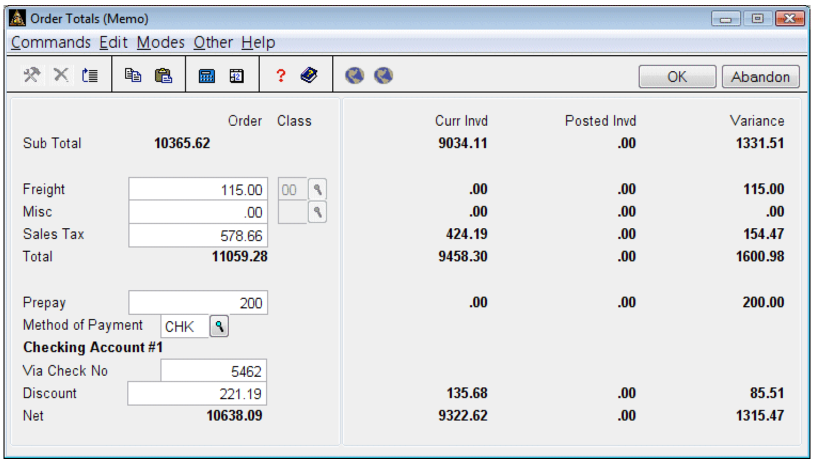
Use these commands to work with the information on the screen:

- 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.

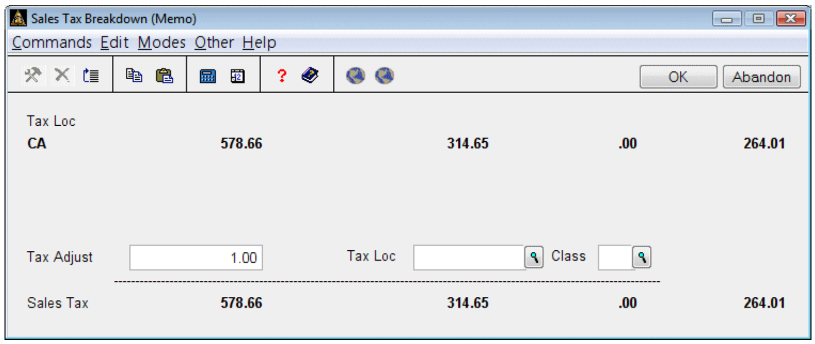
The order's posted and unposted amounts that are invoiced, the total amounts that are invoiced, and the difference between the unposted and total amounts that are invoiced appear on the right side of the screen.

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

Inquiry
Maint

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

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



Inquiry
Maint

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

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

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

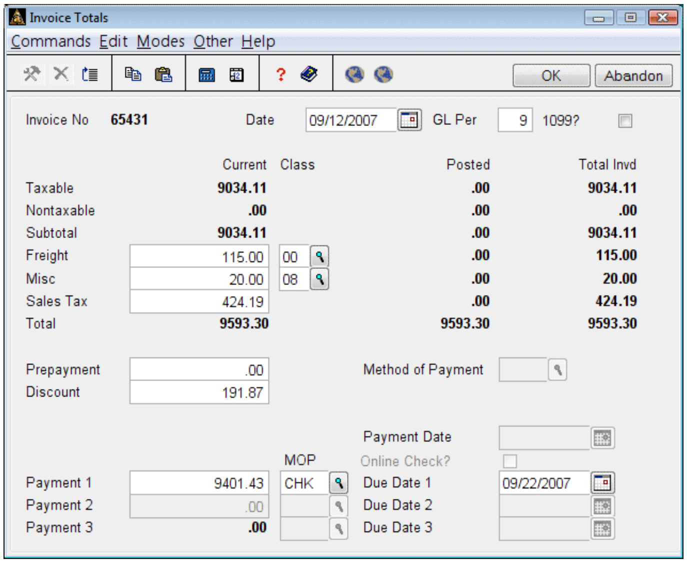
5. If you entered a discount percentage on the header screen, the amount of the discount appears in the **Discount** field; if not, **.00** appears. Accept this discount amount or enter a new value.

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

6. The 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 5-40 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 5-45); otherwise, you are returned to the Transactions screen.

Printing Online Checks

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

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

If you elected to print checks, the message **Mount forms for copy 1** appears. After you mount the forms, press **Enter**, then select the output device for the checks. See “Reports” on page 1-32 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 5-48) 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

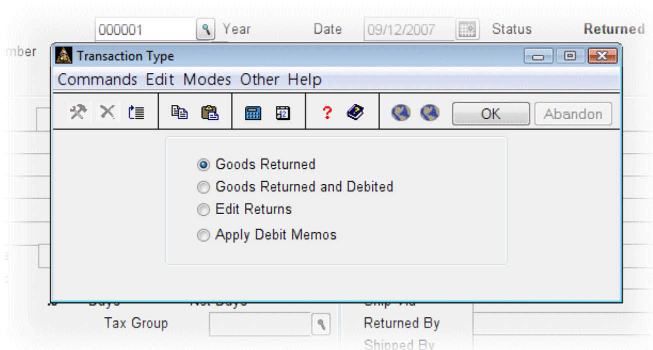
6Returned Debit Memo

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 5-49 for more information.
- Select **Goods Returned and Debited** to enter returns for which you received credit. See “Entering and Editing Returns” on page 5-49 for more information.
- Select **Edit Returns** to edit return goods transactions. See “Entering and Editing Returns” on page 5-49 for more information.
- Select **Apply Debit Memo** to apply a debit memo to a return goods transaction. See “Applying Debit Memos” on page 5-73 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.

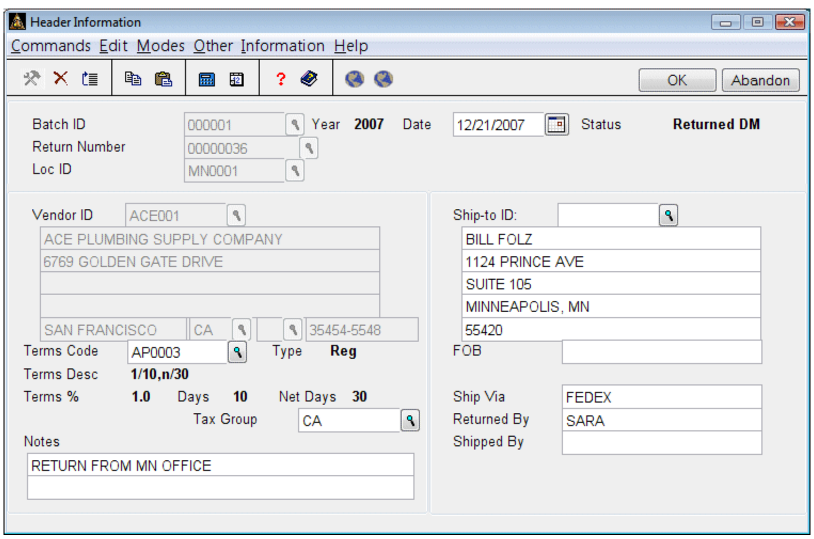
Entering and Editing Returns

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

Entering Header Information

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



	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.

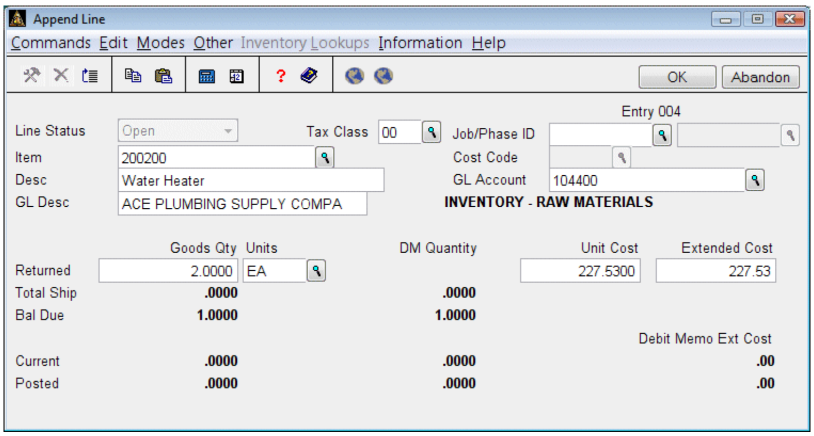
	Field	Description
		If you did not enter a default location ID, enter the ID of the location whose items you are returning. The **Inquiry** (**F2**) command is available if Purchase Order interfaces with Inventory. If Purchase Order does not interface with Inventory, you can skip this field.
Inquiry Maint	**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.
Inquiry Maint	**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.
Inquiry Maint	**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
Inquiry Maint	**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 5-66).

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*.

Inquiry
Maint

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.)
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.)

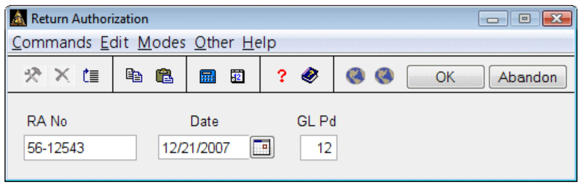
	Field	Description
Inquiry Maint	**Job/Phase ID**	Enter the ID of the job and phase affected by the return, or press **Enter** to skip these fields. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with Job Cost. You cannot change these fields if 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. 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.

Field	Description
Returned Goods Qty	Enter the number of units you are returning of the item. Enter serialized items in whole units. If Purchase Order interfaces with Inventory and you entered an item ID, the quantity on hand in the item record is reduced by the quantity you enter here (unless you entered a job ID).
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. 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.

Field	Description
	When you enter the extended cost, the Return Authorization screen appears (see “Authorizing Returns” on page 5-58 for more information.
Total Ship	The total quantity (posted and unposted) of goods you shipped to the vendor appears.
DM Quantity	The total goods quantity (posted and unposted) to which you applied debit memos appears.
Bal Due Goods Qty	The quantity you have not shipped (**Returned Goods Qty** minus **Total Ship**) appears.
Bal Due DM Qty	The quantity to which you have not applied debit memos (**Returned Goods Qty** minus **Total Ship**) appears.
Current Goods Quantity	The unposted quantity of goods you shipped appears.
Current DM Quantity	The unposted quantity to which you applied debit memos appears.
Current Debit Memo Ext Cost	The extended cost of the unposted debit memos appears.
Posted Goods Quantity	The posted quantity of goods you shipped appears.
Posted DM Quantity	The posted quantity to which you applied debit memos appears.
Posted Debit Memo Ext Cost	The extended cost of the posted debit memo appears.

Authorizing Returns

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



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

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

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

Finishing Line Item Entry

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

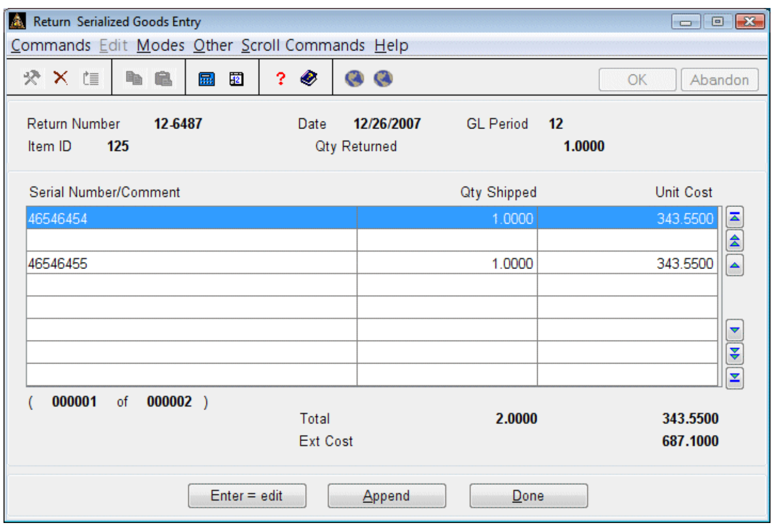
If you selected the **Goods Returned and Debited** option on the Transaction Type selection screen, the Apply Debit Memo screen appears (see “Applying Debit Memos to a Line Item” on page 5-65 for more information).

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 5-75. If the line is not for a serialized item, see “Returns Screen” on page 5-66.

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:



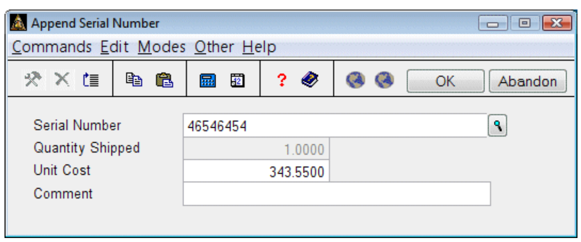
The screen lists the return number and the date and GL period the item’s return was authorized. The screen also lists information about the item returned, such as item ID, quantity returned, total and average unit cost, and extended costs. A running total of serial numbers entered for individual items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

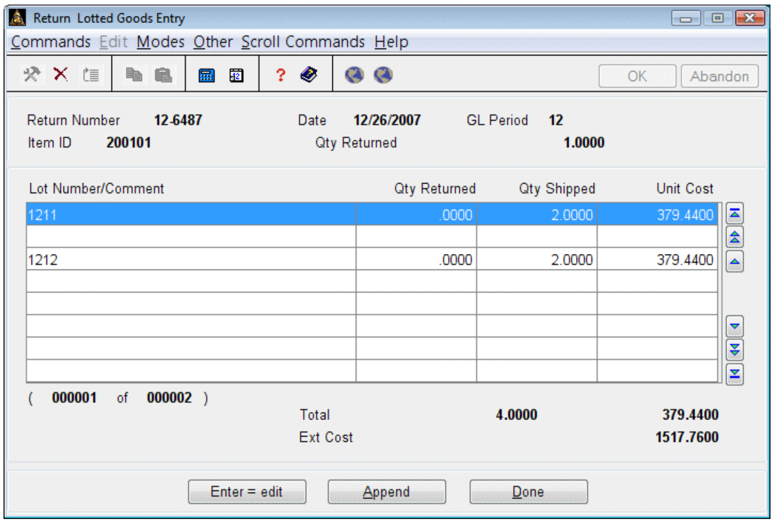
Select the serial number for the returned item, then adjust the unit cost (if necessary) and add a comment. Use the **Proceed** (**OK**) command to save your changes and return to the Return Serialized Goods Entry screen.

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:



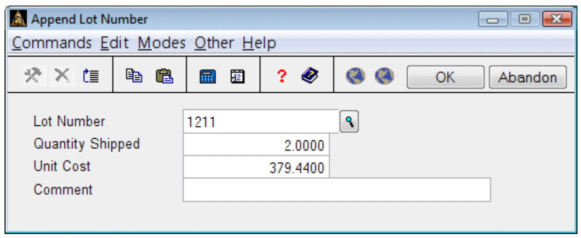
The screen lists the return number and the date and GL period the item's return was authorized. The screen also lists information about the item returned, such as item ID, quantity returned, total and average unit cost, and extended costs. A running total of the lot numbers you enter appears in the lower-left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



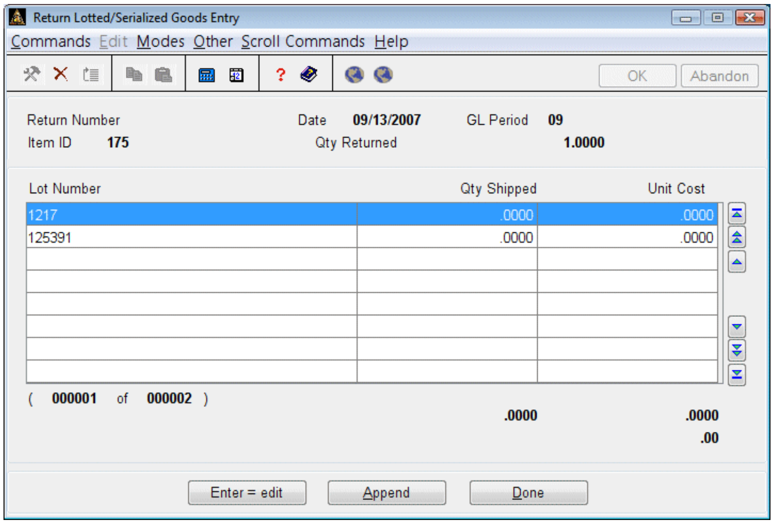
Inquiry

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.

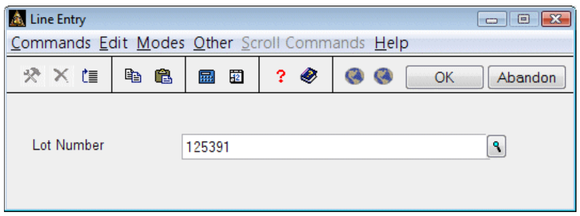
  If you edit a lot number line, the screen changes to list the serial numbers you entered for that lot number. If you edit a serial number line, the Line Entry screen appears.

- 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.



Inquiry

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

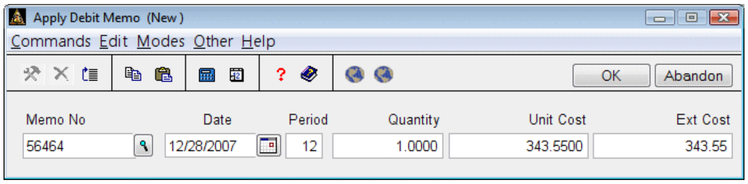
The quantity shipped for serialized items is always **1** as you need to enter a serial number for each item shipped. Use the value in the **Qty Returned** field and the running total on the Return Lotted/Serialized Goods Entry screen to determine when you have entered serial numbers for all items returned.

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

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

Applying Debit Memos to a Line Item

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

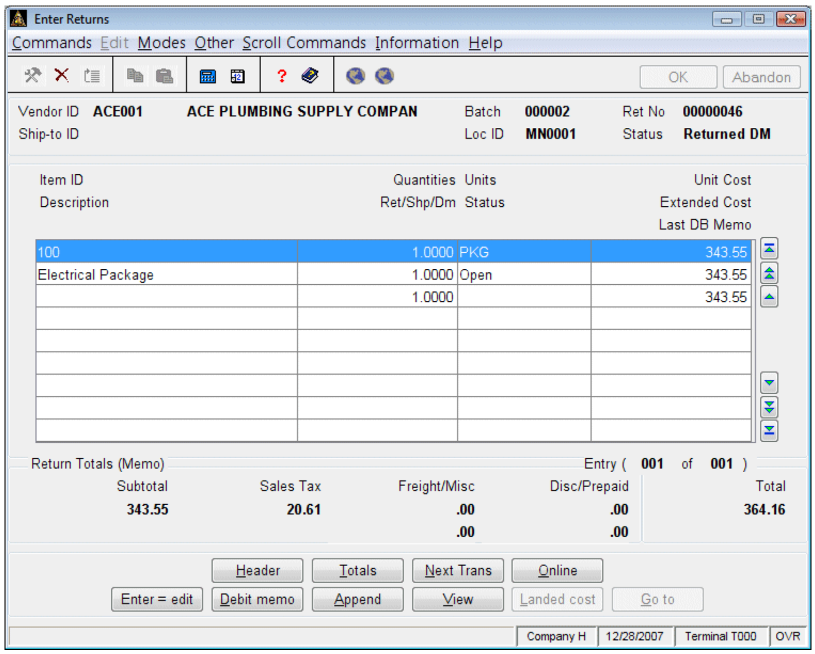


Field	Description
Inquiry **Memo No**	Enter the number of the debit memo you are applying to the line item. If you enter the number of an existing debit memo, **Edit** replaces **New** in the title of the Apply Debit Memo screen.
Date/GL Period	Press **Enter** if the correct debit memo date appears, 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 5-66).

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 **Enter** to edit the selected line item. See “Entering or Editing Line Items” on page 5-53 for more information.

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

- Press **A** to add a line item to the end of the return. See “Entering or Editing Line Items” on page 5-53 for more information.

- Press **D** to apply a debit memo to the selected line item. See “Applying Debit Memos to a Line Item” on page 5-65 for more information.

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

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

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

  For orders with **Returned** status, the Return Totals screen (page 5-68) appears. For orders with **Returned Debit Memo** status, you are prompted to select return totals (**R**) or debit memo totals (**D**); then the screen for the totals you selected appears.

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

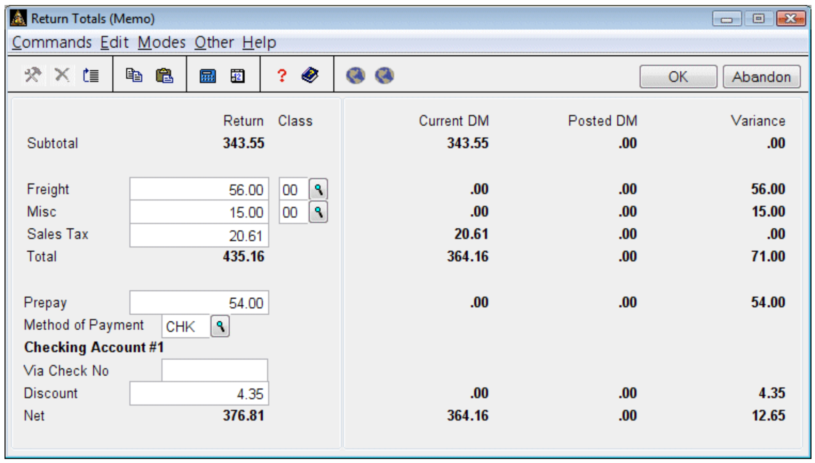
- Press **O** to print a debit memo online. The **Print Online Debit Memo** prompt appears. To print the debit memo, select **Yes** (or enter **Y** in text mode); you are taken to the **Print Orders** function. To cancel the print instruction, select **No** (or enter **N** in text mode); you are returned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

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

- Press **N** to return to the Transaction Type selection screen (page 5-48).

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.



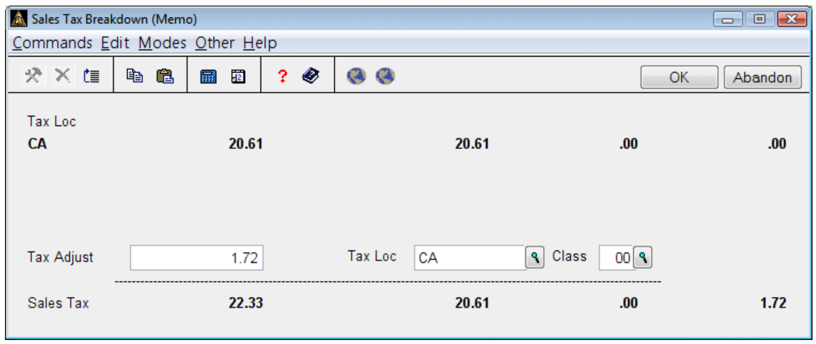
The return totals are memo totals—the system does not use them. The current and posted amount to which debit memos are applied and the difference between the two appear on the right side of the screen.

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.

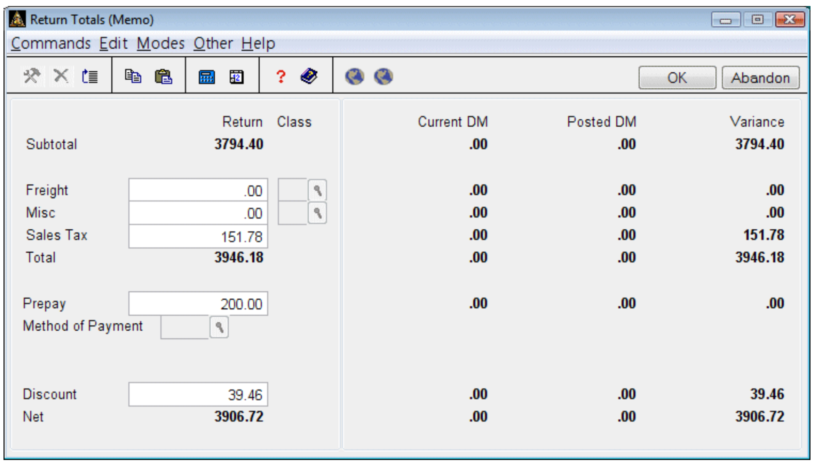
   If you do not want to use the calculated discount, select **No** (or enter **N** in text mode), then enter the amount of the discount you received when you purchased the items you are returning. The discount reduces the amount the vendor owes you.

   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.
Inquiry Maint **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 5-69 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.
Method of Payment	If you entered a prepayment/refund, enter the method of payment to be used for the refund, or press **Enter** if you were paid cash.
Check No	If you entered a prepayment/refund and chose a checking account as a method of payment, enter the number of the check used for the refund.
Via CC	If you entered a prepayment/refund and chose a credit card account as a method of payment, the credit card number appears in this field.
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 5-65.

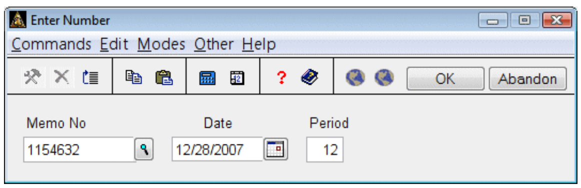
When you select the **Apply Debit Memos** option, the Apply Debit Memos header screen appears. In the **Return No** field enter the number of the return whose goods you want to return and to which you want to apply a debit memo. The return information appears; you cannot edit any of the other fields.

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

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

Debit Memo Screen

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



Inquiry

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

2. Enter the date of the debit memo.

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

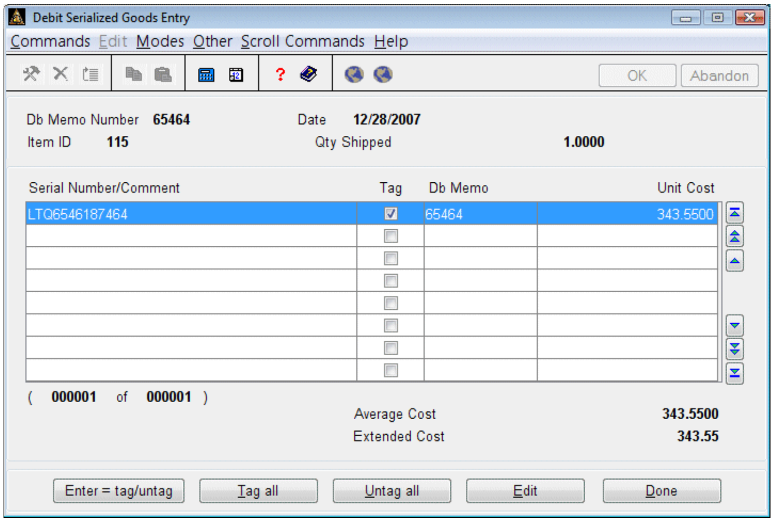
If the information the vendor gave you credit for is different from the information you entered for a line item, edit the debit memo. You can edit only unposted debit memos. To edit a debit memo, enter the number of the unposted debit memo, and change the quantity to the correct quantity.

Apply Debit Memos Screen

The Apply Debit Memos screen appears when you elect not to use the **Debit All** option, or when you save the information on the line item entry screen. This screen is identical to the Returns screen. See “Returns Screen” on page 5-66 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

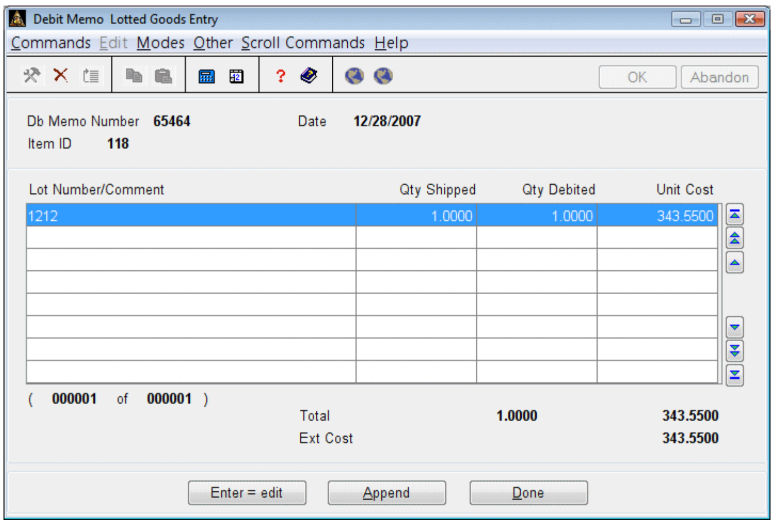
When you are finished working with serial numbers, use the **Exit** (**F7**) command to exit from the Debit Serialized Goods Entry screen. The debit memo quantity is updated by the number of serial numbers you tagged. If you applied a debit memo to a selected line item (or tagged a line item), one of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

- If the return contains another line, the Debit Memo screen appears for that line. See “Debit Memo Screen” on page 5-74 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 5-70 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.

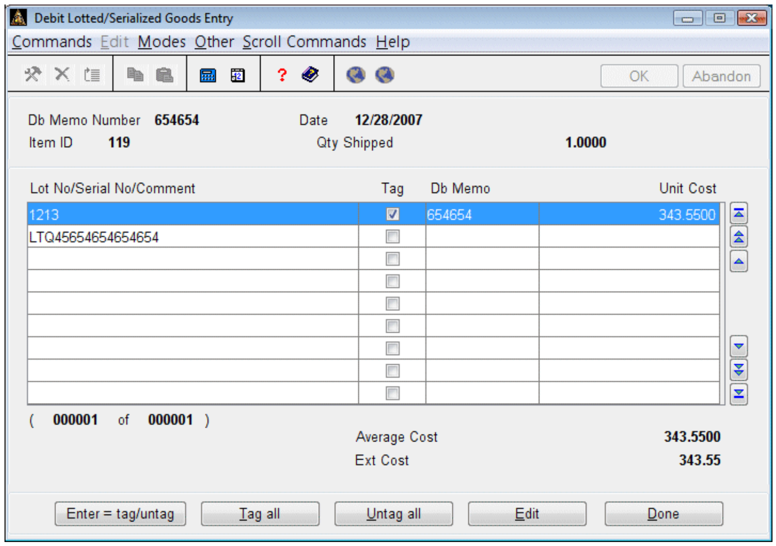


Use these commands to work with the lot number line items on the screen:

- 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.

Generate Orders

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

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

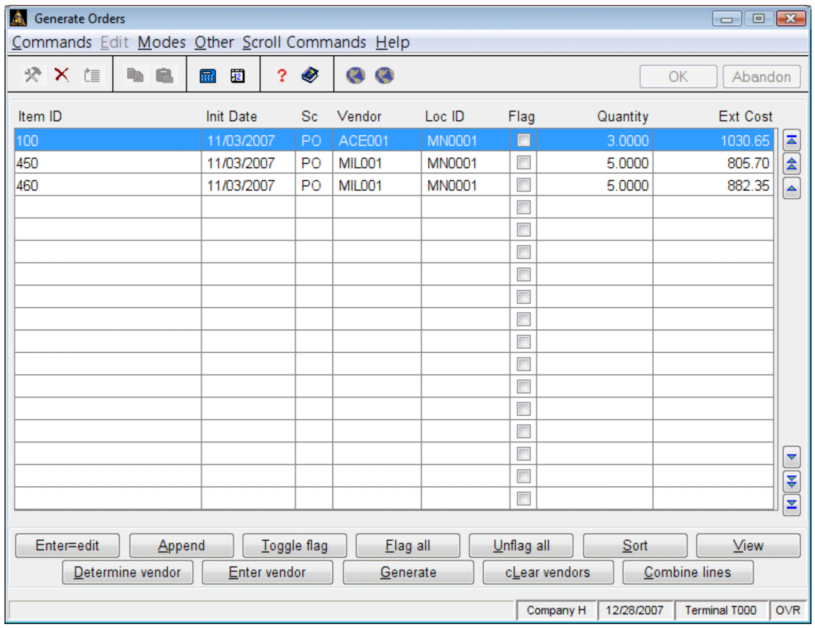
Once the orders are determined and stored as requests, you can generate them as actual orders sent directly to the **POOHxxx** and **POORxxx** files. If you choose not to generate them as orders, they are kept in the **POPQxxx** file indefinitely. You can use the **Delete** (**F3**) command to delete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

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

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

Generate Orders Screen

Select **Generate Orders** from the **Daily Work** menu. The Generate Orders screen appears and lists the item ID, date information was entered, and related location and amount information.



The **Source** field lists the application that is the source of the item information. If lines have been combined, ** appears.

The **Flag** check box indicates whether the item is to be included in processing (such as combining orders, generating orders, assigning vendors, or determining vendors). If the check box is selected (or **Y** appears in text mode), the item is included. If it is clear (or **N** appears in text mode), it is not included in processing.

Commands

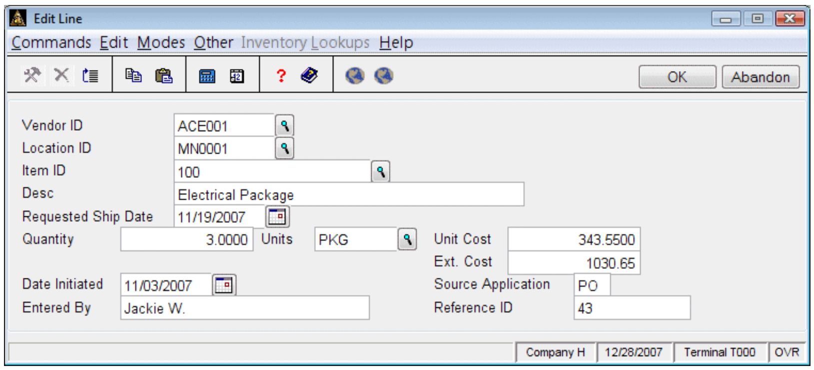
Use these commands to work with the line items on the screen:

- Press **Enter** to edit the selected line item. See “Edit or Append Line” on page 5-84 for more information.

- Press **A** to add a line item. See “Edit or Append Line” on page 5-84 for more information.
- Press **T** to flag an item so that it can be combined with another, generated, or used to determine a vendor.
- Press **F** to flag all items without vendors.
- Press **U** to unflag all items.
- Press **S** to sort the information on the screen differently—by item ID, location ID, source application, initialization date, or vendor ID.
- Press **V** to view information for the selected line item. Press any key to return to the Generate Orders screen.
- Press **D** to determine which vendor best suits your needs in filling an order for the selected item. If Purchase Order interfaces with Inventory, the Determine Vendor screen appears. Select the vendor with the lowest last cost, fastest lead (delivery) time, or best break point cost.
- Press **E** to assign a particular vendor to all flagged lines.
- Press **G** to generate flagged orders with a vendor. You are returned to the **Daily Work** menu.
- Press **L** to clear vendor IDs for all flagged line items, then use the **Proceed** (**OK**) command to clear the vendor IDs.
- Press **C** to combine flagged lines with identical vendor IDs, item IDs, location IDs, and requested shipping dates.

Edit or Append Line

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



	Field	Description
Inquiry Maint	**Vendor ID**	Enter the ID of the vendor from whom you want to purchase the item.
Inquiry	**Location ID**	This field appears only if you set up a default location ID in the Resource Manager **Company Information** function.
Inquiry Maint	**Item ID**	Enter the item ID you want to include in the order. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with Inventory.
	Desc	The item's description appears.
	Requested Ship Date	This field appears only if you elected to use requested ship dates on line items in the Resource Manager **Options and Interfaces** function. Accept the current date, or enter the requested ship date for the order.
	Quantity	Enter the quantity of the item you want to include in the order.

Field	Description
Units	Accept the current unit of measure, or enter the unit of measure for the item. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Purchase Order interfaces with Inventory.
Unit Cost	Enter the unit cost of the item, or press **Enter** to skip this field.
Ext Cost	The extended cost of the item appears.
Date Initiated	Accept the current date, or enter the date the item information was entered.
Entered By	Enter the name of the person who entered the item information, or press **Enter** to skip this field.
Source Application	Accept the current source ID, or enter the ID of the application that is the source of the item information.
Reference ID	Enter the reference name associated with the vendor, or press **Enter** to skip this field.

Inquiry
Maint

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

Copy Recurring Orders

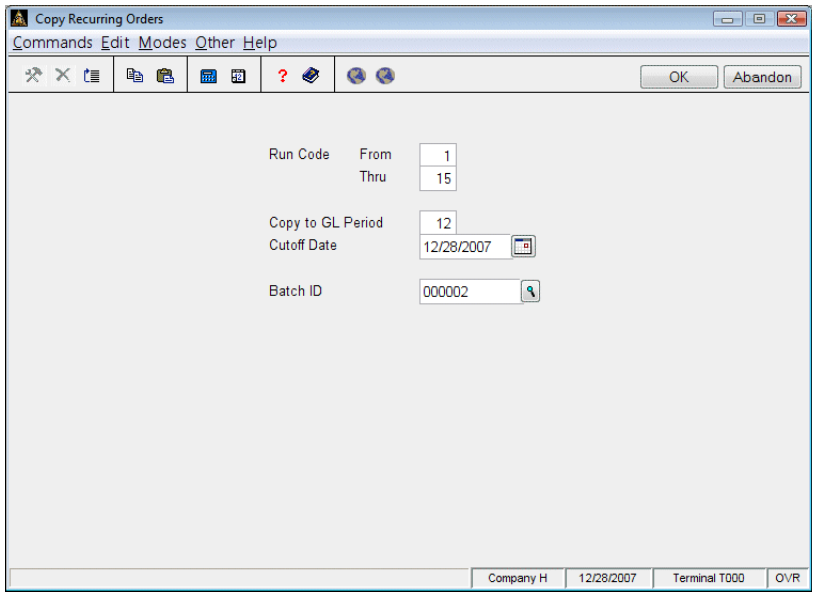
Use the **Copy Recurring Orders** function to copy recurring orders from the **APRHxxx** (Recurring Entries) file to the **POOHxxx** and **POORxxx** (Open Order) files when you enter orders. Use the run codes and cutoff dates that you set up to copy the batches according to your schedule.

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

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

Copy Recurring Orders Screen

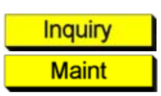
Select **Copy Recurring Orders** from the **Daily Work** menu. The Copy Recurring Orders screen appears.



1. Enter the run codes whose recurring orders you want to copy.

2. Press **Enter** to copy the orders to the current period, or enter a different period.

3. When you entered recurring orders, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Orders that have cutoff dates before the date you enter here are not copied to the **POOHxxx** and **POORxxx** files.



4. Select the batch ID to which you want the orders copied.

5. Select the output device for the Copy Recurring Orders Log. See “Reports” on page 1-32 for more information on output devices.

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

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

Copy Recurring Orders Log

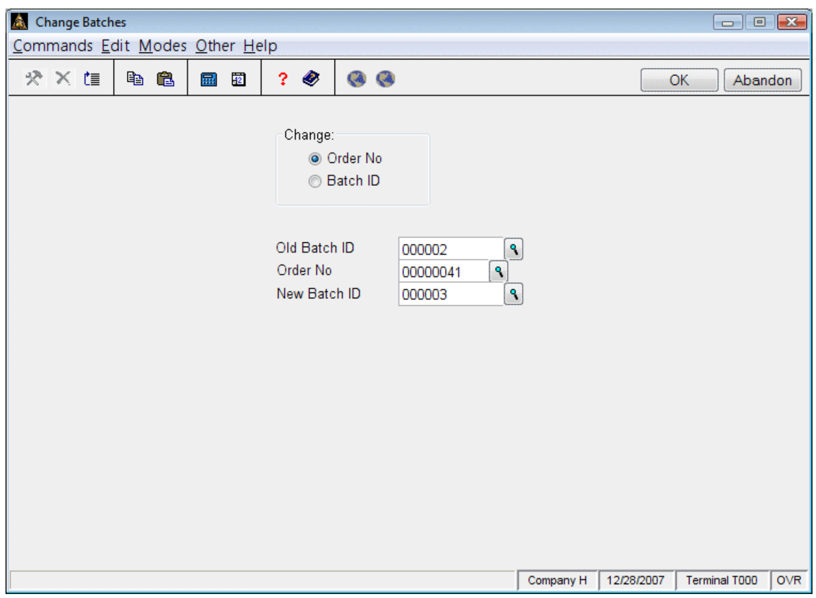
```
12/28/2007                                            Builders Supply                                              Page    1
12:01 PM                                         Copy Recurring Orders Report
                                             Run Codes 1 - 15,  Cutoff Date 12/28/2007
                                                         Batch 000002

Recur. No.  To P.O. No. Error Messages
------------------------------------------------------------------------------------------------------------------------------------

01          R15655      Remaining balance = 0. Recurring entry not copied.
10          R155888     No errors occurred during copy.
11          R32135      No errors occurred during copy.
12          R5666       No errors occurred during copy.
35          R0000012    No errors occurred during copy.

Total amount copied to Purchase Order file.            988.00

    End of Report
```

Change Batches

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

Change Batches Screen

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



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

Inquiry

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

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

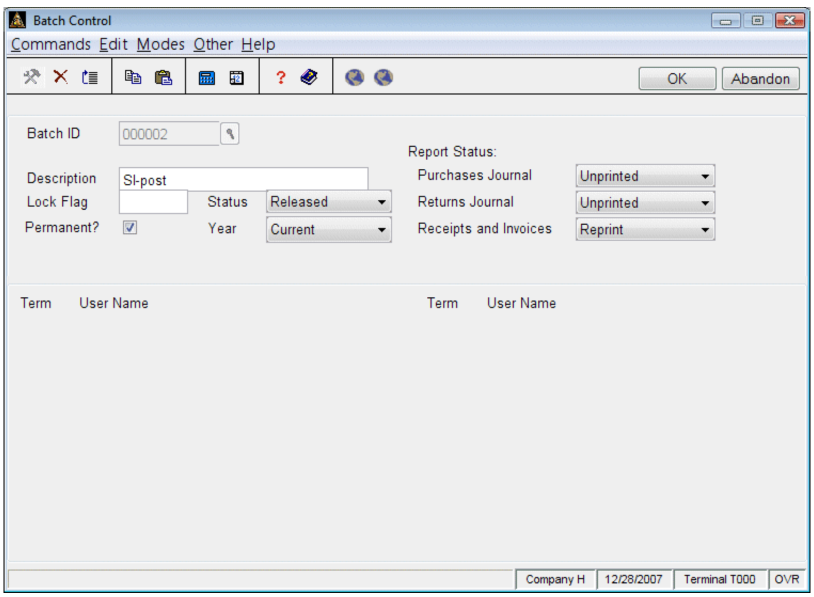
4. Enter the batch number to which you want to move the order or group of orders. Use the **Maintenance** (**F6**) command to open the **Batch Control** function to add or edit batch IDs.

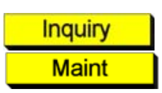
5. Press **PgDn** to copy the orders. After the orders are moved, the **Daily Work** menu appears.

Batch Control

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

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





1. Enter the batch ID with which you want to work in the **Batch ID** box. If you elected to use automatic batch number generation in the **Options and Interfaces** function, you can create a new batch ID by using the **Proceed** (**OK**) command.

2. If a terminal ID appears in the **Lock Flag** box, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.

3. Enter a description of the transactions in this batch in the **Description** text box.

4. Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you place the batch on hold, you can print or post it, but you cannot enter or edit transactions in it.

5. Check the **Permanent?** box to make the keep the batch from being deleted upon processing.

6. Toggle the year to **Current** or **Last** to set the GL year for this batch.

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

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

8. If you selected a batch that is in use, the terminal ID and the user name of the person entering transactions are displayed.

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

9. After you save the information, enter information about a different batch ID, or exit to the **Daily Work** menu.

CHAPTER 6

6

Transaction Reports

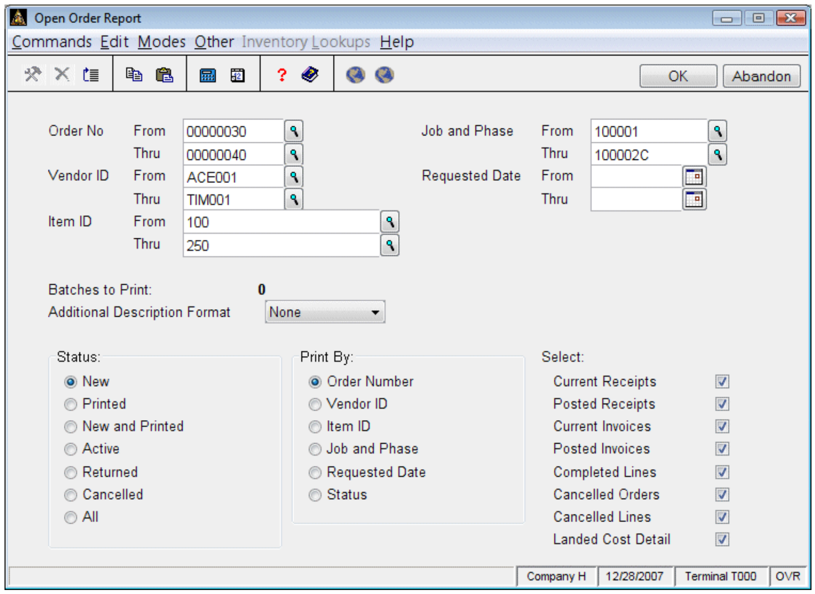
Printing a Transaction Report

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.



Inquiry

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

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

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

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

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

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

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

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

8. Select the output device to begin printing the report. See “Reports” on page 1-32 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

```
12/28/2007                                          Builders Supply                                                Page    1
12:41 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     11/03/2007           3.0000       343.5500        1030.65
Electrical Package                 ACE PLUMBING SUPPLY COMPANY  Jackie W.
                                                                                                                 ---------------
                                                                Item 100 TOTAL                                           1030.65

450                 MN0001   EA    MIL001                       PO     11/03/2007           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     11/03/2007           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
```

Print Orders

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

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

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

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

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

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

Purchase Order

Builder's Supply

Builders Supply
4301 Dean Lakes Blvd.
Shakopee MN 55379

PURCHASE ORDER

P.O. NUMBER	P.O. DATE
00000043	11/14/2007

REQUESTED SHIP DATE	LOCATION	PAGE
	MN0001	1

VENDOR
ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE
SAN FRANCISCO CA 35454-5548

SHIP TO

ORDERED BY	SHIP VIA	F.O.B	TERMS DESCRIPTION	
			1/10,n/30	

ENTRY#	ITEM ID	UNIT OF MEASURE	UNIT PRICE	ORDERED QTY	EXTENSION
001	100 Electrical Package Includes Electrical Outlets and Breaker Box	PKG	343.5500	100.0000	34355.00 Req Date
				Subtotal :	34355.00

TAX	FREIGHT	MISC	PREPAID	GRAND TOTAL
2061.30	.00	.00	.00	36416.30

RECEIVED BY

AUTHORIZED SIGNATURE

Open Order Report

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

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

Open Order Report

```
11/19/2007                                               Builders Supply                                        Page    1
2:08 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
--------------------------------------------------------------------------------------------------------------------------------------

v2          001    11/14/2007 ordered by                MN0001        423.0000 PKG           100.0000            .0000           .0000
000003      OPEN   11/28/2007 Received By               100                                  34355.00              .00             .00
00000040                                                Electrical Package
NEW
                   Landed Cost ID  ChinaImport          Landed Cost                          37275.88              .00

v2          002    11/14/2007 ordered by                MN0001          4.0000 EA            100.0000            .0000           .0000
000003      OPEN   11/28/2007 Received By               900                                  23966.00              .00             .00
00000040                                                Refrigerator - Black
NEW
                   Landed Cost ID  ChinaImport          Landed Cost                          26562.59              .00


v2          003    11/14/2007 ordered by                MN0001        145.0000 ROLL          100.0000            .0000           .0000
000003      OPEN   11/28/2007 Received By               800001                                 176.00              .00             .00
00000040                                                Wallpaper - Contemporary
NEW
                   Landed Cost ID  ChinaImport          Landed Cost                            213.23              .00


                                                                                  ----------------------------------------------
                                                        TOTALS             Dollars    58497.00              .00             .00
                                                                           Landed     64051.70              .00

                                                                                  ==============================================
                                                        GRAND TOTAL        Dollars    58497.00              .00             .00
                                                                           Landed     64051.70              .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       58497.00             .00            .00            .00            .00        58497.00
Tax, Frt., Misc.         .00        3056.98             .00            .00            .00            .00         3056.98
Prepaid                  .00            .00             .00            .00            .00            .00             .00
                  ------------------------------------------------------------------------------------------------------------
TOTAL DUE                .00       61553.98             .00            .00            .00            .00        61553.98

    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 1
2:21 PM Scheduled Delivery Report/Worksheet

Batch Ent. / Order No.	Vendor ID Requested Ship Date / Vendor Name	Item ID / Description	Expected Quantity / Received Quantity	Units	Unit Cost	Extended Cost
000001 001 / 00000033	BOR001 / BORIS CONSTRUCTION COMPANY	100 / Electrical Package	5.0000	PKG	348.0600	1740.29
000001 002 / 00000033	BOR001 / BORIS CONSTRUCTION COMPANY	150 / Plumbing Package	3.0000	PKG	874.5600	2623.68
000001 003 / 00000033	BOR001 / BORIS CONSTRUCTION COMPANY	250 / Exterior Panels	6.0000	CS	1298.2400	7789.44
				VENDOR BOR001 TOTAL		12153.41
000001 001 / 00000034	ELL001 / ELLIS ELECTRICAL SUPPLY	100 / Electrical Package	1.0000	PKG	343.5500	343.55
000001 004 / 00000034	ELL001 / ELLIS ELECTRICAL SUPPLY	100 / Electrical Package	5.0000	PKG	343.5500	1717.75
				VENDOR ELL001 TOTAL		2061.30
000001 001 / 00000035	MIL001 / MILLWORK LUMBER & CABINETS	300 / Interior Door	2.0000	EA	19.8900	39.78
000001 003 / 00000035	MIL001 / MILLWORK LUMBER & CABINETS	400 / Interior Materials	2.0000	PKG	840.8300	1681.66
000001 004 / 00000035	MIL001 / MILLWORK LUMBER & CABINETS	550 / Millwork Package	5.0000	PKG	1036.1000	5180.50
				VENDOR MIL001 TOTAL		6901.94
000001 001 / 00000032	PLA001 / PLASTICS & METAL FABRICATORS	250 / Exterior Panels	10.0000	CS	1342.8700	13428.70
000001 002 / 00000032	PLA001 / PLASTICS & METAL FABRICATORS	300 / Interior Door	4.0000	EA	22.0100	88.04
000001 003 / 00000032	PLA001 / PLASTICS & METAL FABRICATORS	350 / Entry Door	4.0000	EA	226.9900	907.96
000001 004 / 00000032	PLA001 / PLASTICS & METAL FABRICATORS	650 / Steel Supports	4.0000	PKG	14010.7000	56042.80
000001 005 / 00000032	PLA001 / PLASTICS & METAL FABRICATORS	150 / Plumbing Package	2.0000	PKG	907.5300	1815.06
				VENDOR PLA001 TOTAL		72282.56

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
2:24 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  MIL001  03            104400                                   CA0001  300                   EA            6.0000
00000035  198307       12/21/2007 12                                          Interior Door                               119.34

000001    002  MIL001  03            104400                                   CA0001  350                   EA            4.0000
00000035  198307       12/21/2007 12                                          Entry Door                                  840.12

000001    003  MIL001  03            104400                                   CA0001  400                   PKG          10.0000
00000035  198307       12/21/2007 12                                          Interior Materials                         8408.30

000001    004  MIL001  03            104400                                   CA0001  550                   PKG           2.0000
00000035  198307       12/21/2007 12                                          Millwork Package                           2072.20

000001    TOT  MIL001 MILLWORK LUMBER & CABINETS                                                                        11439.96
00000035
                                             Amount       Sales Tax         Freight           Misc.           Total         Prepaid
CA        198307       12/21/2007 12       11439.96          686.40             .00             .00        12126.36             .00
                              1099? N      Discount      Amount 1     Date 1        Amount 2   Date 2        Amount 3     Date 3
                                             242.53       11883.83  12/31/2007

                                             Amount       Sales Tax         Freight           Misc.           Total         Prepaid
TOTAL - Batch 000001                       11439.96          686.40             .00             .00        12126.36             .00

                                             Amount       Sales Tax         Freight           Misc.           Total         Prepaid
                                     ==============================================================================================
GRAND TOTAL                                11439.96          686.40             .00             .00        12126.36             .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
2:35 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  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        3.0000  PKG        343.5500        1030.65
00000034                                                                   100
                                                                           Electrical Package

000001    002  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        3.0000  PKG        907.5300        2722.59
00000034                                                                   150
                                                                           Plumbing Package

000001    003  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        1.0000  PKG        907.5300         907.53
00000034                                                                   150
                                                                           Plumbing Package

000001    004  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        3.0000  PKG        343.5500        1030.65
00000034                                                                   100
                                                                           Electrical Package

000001    005  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        3.0000  PKG        343.5500        1030.65
00000034                                                                   100
                                                                           Electrical Package

000001    006  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        2.0000  PKG        343.5500         687.10
00000034                                                                   100
                                                                           Electrical Package

000001    007  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        1.0000  PKG        907.5300         907.53
00000034                                                                   150
                                                                           Plumbing Package

000001    008  ELL001 61007          CURRENT GDS  12/21/2007  12           MN0001        1.0000  PKG        907.5300         907.53
00000034                                                                   150
                                                                           Plumbing Package

                                                                                                                    ---------------
                                                                           TOTAL RECEIPTS                                   9224.23

                                                                                                                    ---------------
                                                                           BATCH 000001 TOTAL RECEIPTS                      9224.23

                                                                                                                    ===============
                                                                           GRAND TOTAL RECEIPTS                             9224.23

    End of Report
```

Accrual Verification Report

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

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

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

Accrual Verification Report

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
2:55 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
-------------------------------------------------------------------------------------------------------------------------------------

PLA001      001    12/21/2007                           MN0001         222.0000 CS            10.0000            .0000         10.0000
000001      OPEN                                        250                                  13428.70              .00        13428.70
00000032                                                Exterior Panels
NEW
PLA001      002    12/21/2007                           MN0001          33.0000 EA             4.0000            .0000          4.0000
000001      OPEN                                        300                                     88.04              .00           88.04
00000032                                                Interior Door
NEW
PLA001      003    12/21/2007                           MN0001           2.0000-EA             4.0000            .0000          4.0000
000001      OPEN                                        350                                    907.96              .00          907.96
00000032                                                Entry Door
NEW
PLA001      004    12/21/2007                           MN0001          12.0000 PKG            4.0000            .0000          4.0000
000001      OPEN                                        650                                  56042.80              .00        56042.80
00000032                                                Steel Supports
NEW
PLA001      005    12/21/2007                           MN0001          16.0000 PKG            2.0000            .0000          2.0000
000001      OPEN                                        150                                   1815.06              .00         1815.06
00000032                                                Plumbing Package
NEW
                                                                              ----------------------------------------------
                                                        TOTALS             Dollars       72282.56              .00        72282.56

                                                                              ----------------------------------------------
                                                        Batch 000001 TOTAL Dollars       72282.56              .00        72282.56

                                                                              ----------------------------------------------
                                                        GRAND TOTAL        Dollars       72282.56              .00        72282.56


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       72282.56       72282.56
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       72282.56       72282.56

    End of Report
```

Post Transactions

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

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

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

Interfaces

Accounts Payable

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

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

Job Cost

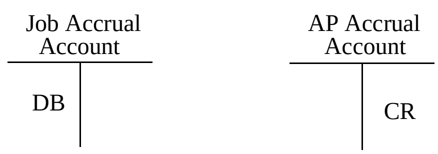
If Purchase Order interfaces with Job Cost, the cost information in the **JOHIxxx** (Detail History) file is automatically updated and the **JOBSxxx** (Jobs) file is optionally updated when you post.

General Ledger

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

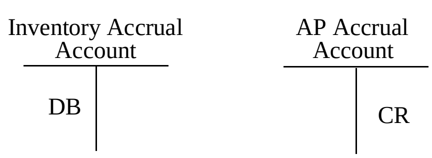
If you elected to use accruals in the Resource Manager **Options and Interfaces** function, accrual entries are created in General Ledger when you receive goods without the invoice.

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



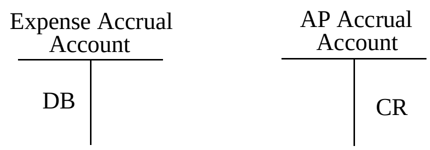
The job accrual and AP accrual accounts come from the **APGLxxxx** table.

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



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

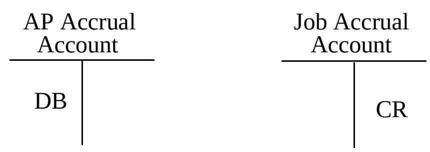
When you post goods received for a noninventory item that you did not purchase for a job, these accrual entries are made:



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

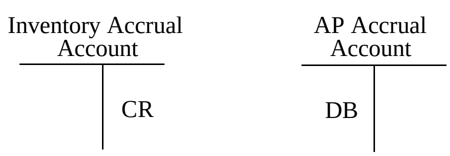
If you elected to use accruals in the Resource Manager **Options and Interfaces** function, the original accrual entries are reversed in General Ledger when you invoice the goods that have accrued.

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



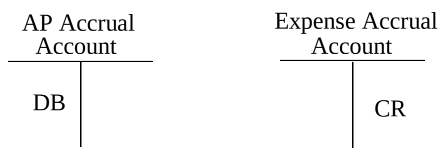
The AP accrual and job accrual accounts come from the **APGLxxxx** table.

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



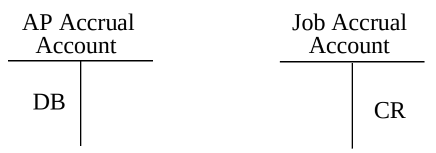
The inventory accrual and job accrual accounts come from the **APGLxxxx** table.

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



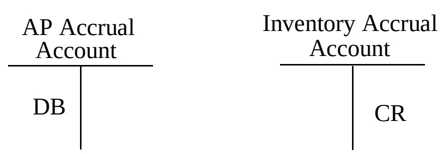
The AP accrual and expense accrual accounts come from the **APGLxxxx** table.

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



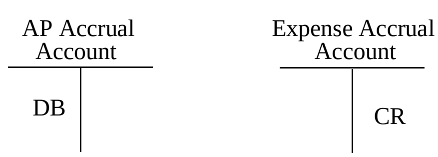
The AP accrual and job accrual accounts come from the **APGLxxxx** table.

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



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

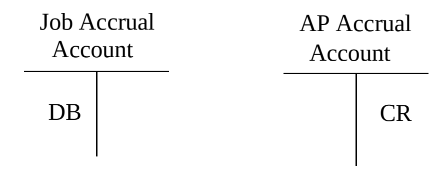
When you post a return for noninventory items that do not affect a job, these entries are made:



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

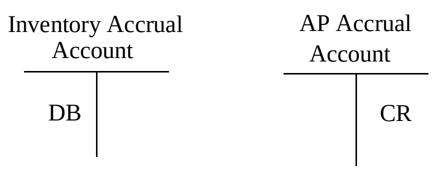
If you elected to use accrual entries in the Resource Manager **Options and Interfaces** function, accrual entries are created in General Ledger when you post a debit memo for a return you accrued.

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



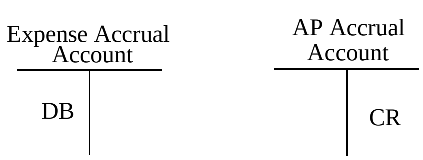
The job accrual and AP accrual accounts come from the **APGLxxxx** table.

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



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

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



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

Before Posting

Before you post, perform these tasks:

- If you have a multiuser system, make sure that no one else is using the Purchase Order system. You cannot post if someone else is using Purchase Order functions in the batches you are posting.

- Print the Purchases Journal (see page 6-13).

- Print the Returns Journal (see page 6-15).

- Print the Receipts and Invoices Report (see page 6-17). This report is optional; you do not need to print it in order to post transactions.

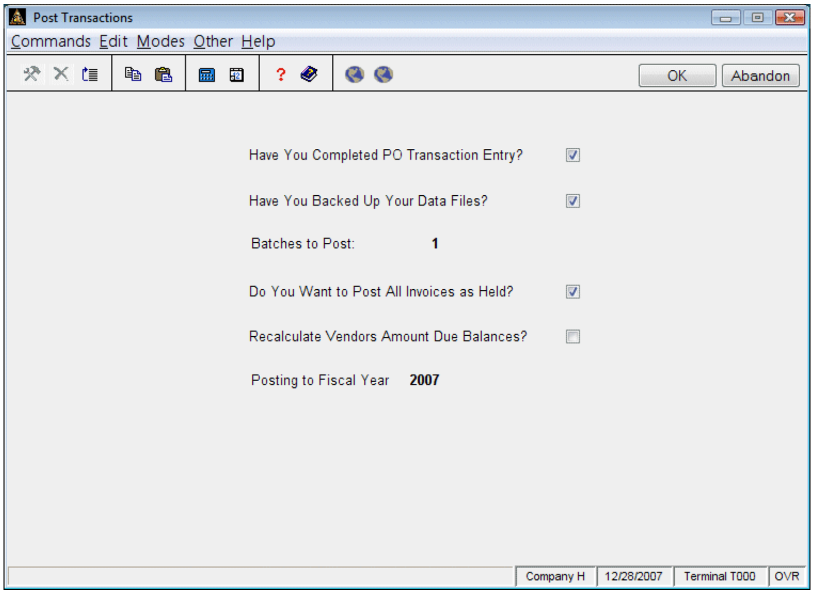
- Back up all your data files.

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

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

Post Transactions Screen

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



1. If you entered and reviewed the purchase order transactions, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode), return to the **Transaction Reports** menu, and do so before continuing.

2. If you printed the purchase orders, the Purchases Journal, the Returns Journal, and backed up the data files, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode), return to the **Transaction Reports** menu, and do so before continuing.

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

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

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

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

5. If you want to recalculate all vendors amount due balances, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

6. Select the output device to produce the posting log. See “Reports” on page 1-32 for more information on output devices. After posting completes and the log is produced, the **Transaction Reports** menu appears.

Post Transactions Log

```
12/28/2007                                         Builders Supply                                              Page    1
3:01 PM                                       Post Purchase Orders to A/P
                                                  Current Fiscal Year
Terminal:       T000



Batches Posted:

000001

Amount posted to open invoice file        3732.34
                      Vendor file         3732.34

                      History file        3732.34

Amount posted to GL period 12            GL Account           Debit          Credit

   198307   Interior Door                104400              119.34
   198307   Entry Door                   104400              840.12
   198307   Interior Materia             104400             8408.30
   198307   Millwork Package             104400             2072.20
   46017    Electrical Packa             104400                             1030.65
   46017    Plumbing Package             104400                             1815.06
   46017    Electrical Packa             104400                              343.55
   4100     Interior Materia             104400                             1711.22
   4100     Slide by Window              104400                              805.70
   4100     Millwork Package             104400                             7252.70
   50700    Standard Window              104400                              726.18
   ACE PLUMBING SUPPLY COMPA             104400              343.55
   ACE PLUMBING SUPPLY COMPA             104400              242.11
   ACE PLUMBING SUPPLY COMPA             104400             5180.50
   Tax loc CA cls 03                     806000              686.40
   Tax loc CA cls 03                     806000                              191.35
   Tax loc CA cls 03                     806000                              586.17
   Tax loc CA cls 03                     806000                               43.57
   Tax loc CA cls 03                     806000              345.97
   AP                                    200000                             3521.06
   GOODS RCVD-IN Accrual                 104400            13781.39
   GOODS RCVD-AP Accrual                 200000                            15158.03
   GOODS RCVD-Exp Accrual                806000             1376.64
   INV RCVD-IN Accrual                   104400                             3521.06
   INV RCVD-AP Accrual                   200000             3521.06
   AP                                    200000                              211.28

   Balance                                                 36917.58        36917.58


Total posted to jobs           .00

    End of Report
```

CHAPTER 7

7

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 User's Manual* for questions on these shared menus, or for questions on functions not covered in this manual.

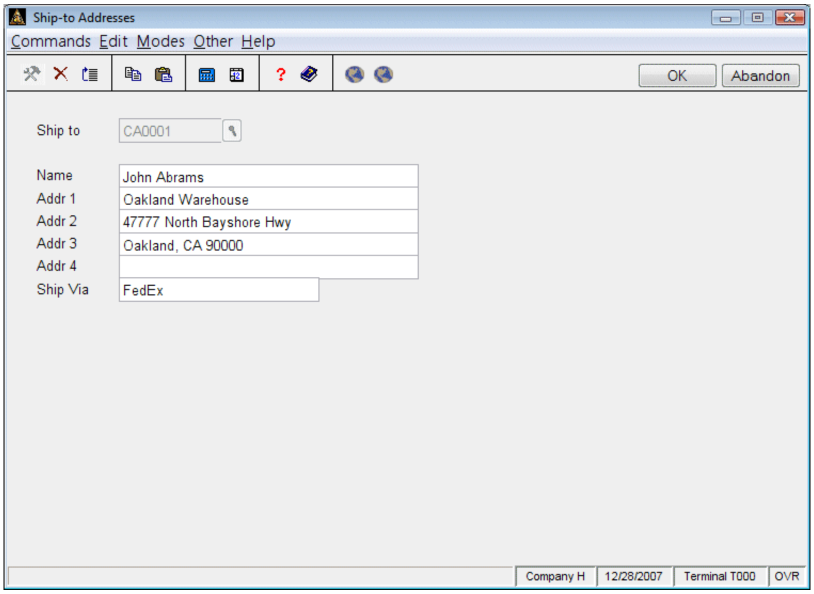
Ship-to Addresses

Use the **Ship-to Addresses** function to add or change addresses of locations to which you ship your orders. The addresses (and the ship-to IDs you assign to them) are saved in the **POSHxxx** (Ship-to Address) file. When you enter the ship-to ID for a purchase order, the address appears on the screen.

To print the ship-to addresses on mailing labels or in a list, use the **Ship-to Address Labels** function. See “Ship-to Address Labels” on page 8-3 for more information.

Ship-to Addresses Screen

Select **Ship-to Addresses** from the **File Maintenance** menu. The Ship-to Addresses screen appears.



Inquiry

1. Enter the ID of the shipping address you want to add or edit. If you are entering a new address, enter a descriptive ID to make the ID easy to remember.

2. Enter the ship-to location. If the address is for a drop-ship customer, enter the customer name.

3. Enter the shipping address.

4. Enter the means by which you normally send the goods to the site in the **Ship Via** field.

5. Use the **Proceed** (**OK**) command to save the ship-to address record, then enter another ship-to ID or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Tables

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

Many Purchase Order tables have the same name as those in Accounts Payable, but to use them in Purchase Order, you must build them again so that the correct information is accessed when you use Purchase Order. Information about Accounts Payable and Purchase Order tables is kept in the **APTB** file and the **POTB** file, respectively.

The following tables are related to Purchase Order:

- APGLxxxx
- APPDxxxx
- D1099xxx
- DFxxxxxx
- DISCxxxx
- DMxxx
- F1099
- FORMxxx
- MRGLxxxx
- QCxxxxxx
- QExxxxxx
- QENTxxxx
- QMxxxxxx
- QMATxxxx
- QNxxxxxx
- QRxxxxxx
- QRETxxxx
- QXxxxxxx
- QZxxxxxx

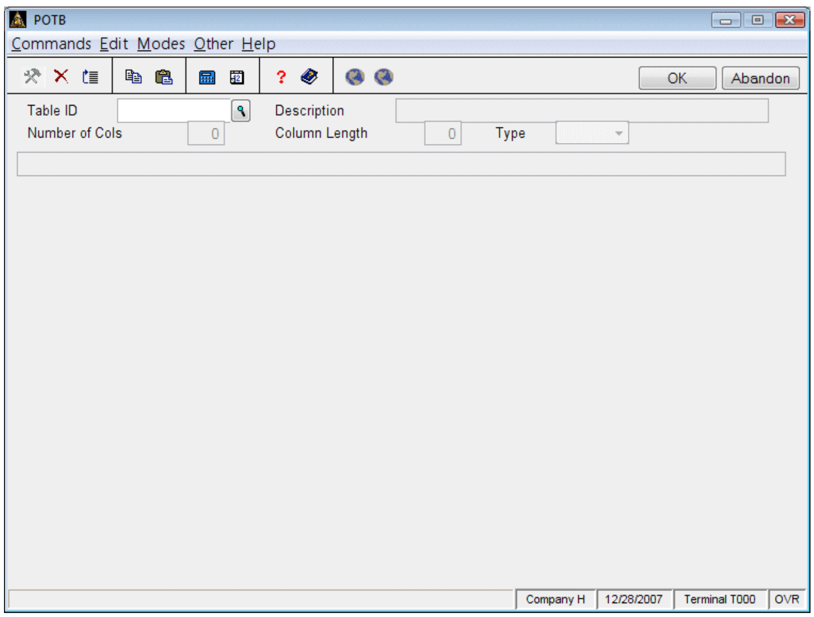
For more information about each of these tables, see their individual descriptions in this section.

For information about shareable, unshared, and terminal tables, see “Tables” on page 3-12.

The **OPTxxx** (Options) table stores options and interfaces settings. Maintain the information stored in this table by using the Resource Manager **Options and Interfaces** function, rather than editing the table itself.

Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank Tables screen appears.



Inquiry

1. To add or edit a table, enter the **Table ID**. To set up a company-specific table, enter the table ID plus the one-character to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete** (**F3**) command.

2. If you enter a new table ID, the **Copy From** field appears. To copy a company-specific or terminal-specific table, enter the table ID plus the company ID or terminal ID.

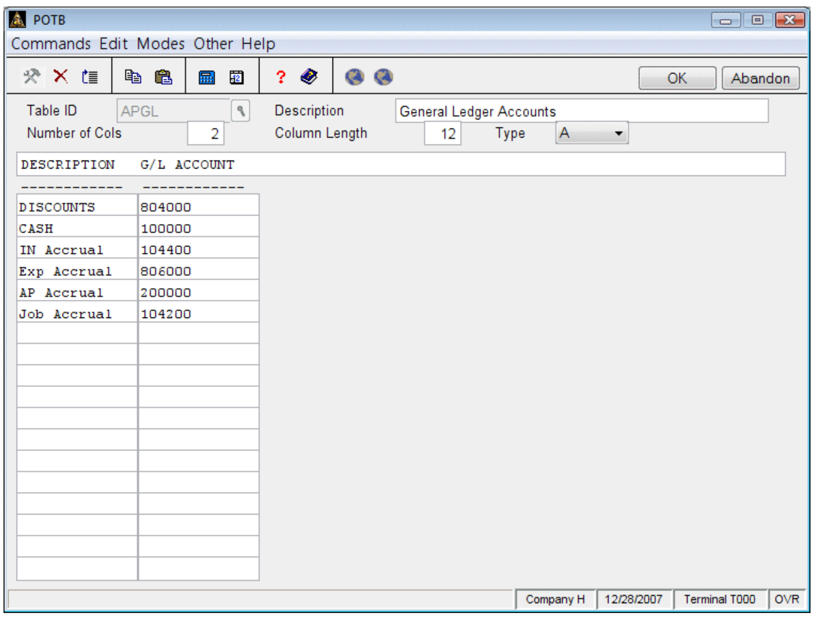
A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Accept the current description of the table, or enter a different description.

   The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (**A**), numeric with two decimals (**N**), numeric with three decimals (**3**), or numeric with four decimals (**4**)—appear.

APGLxxxx Table

The **APGLxxxx** table stores the accounts to which purchase order transactions and checks are posted in the **GLJRxxx** (Journal) file. When you enter the table ID, the rest of the **APGLxxxx** table appears.

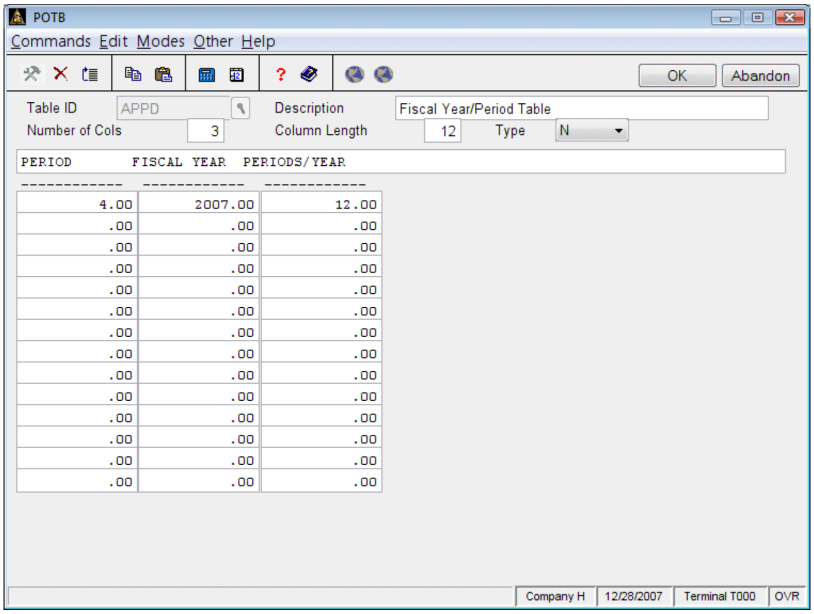


Field	Description
Description	Purchase Order posts to several accounts: • discounts taken • cash - checking • inventory accruals for goods that are received but not invoiced • expense accruals for goods that are received but not invoiced • AP accruals for goods that are received but not invoiced • job accruals for goods that are received but not invoiced Accept each description, or change the descriptions of the accounts.
GL Account	For each account description, accept the current General Ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions. This practice ensures that amounts are posted to the correct accounts.

APPDxxxx Table

The **APPDxxxx** table stores a company’s current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

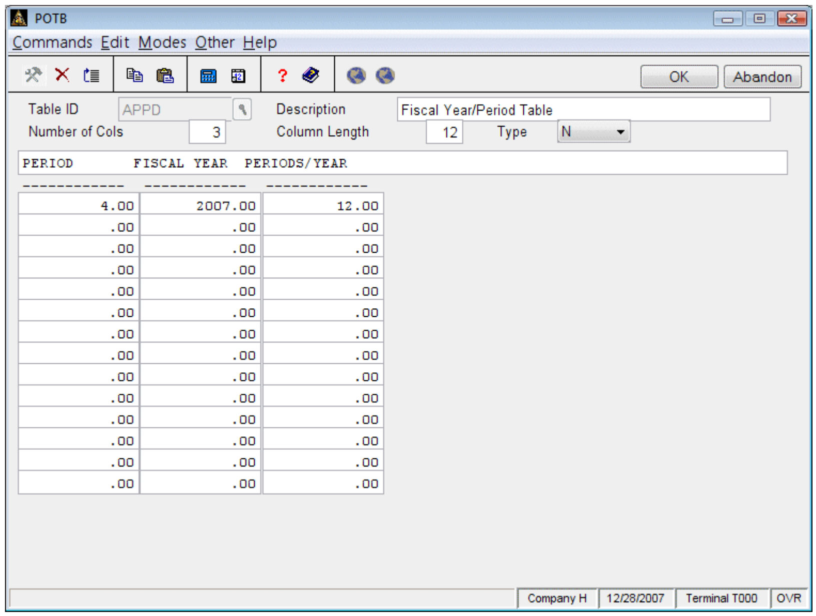
When you enter the table ID, the rest of the **APPDxxxx** table appears.



Field	Description
Period (1.00-13.00)	Enter the number of the current period. This period is incremented when you perform periodic maintenance.
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you perform year-end maintenance.
Periods/Year	Enter the number of accounting periods your company uses in a year.

D1099xxx Table

The **D1099xxx** table stores a company's federal and state tax identification numbers. When you enter the table ID, the rest of the **D1099xxx** table appears.

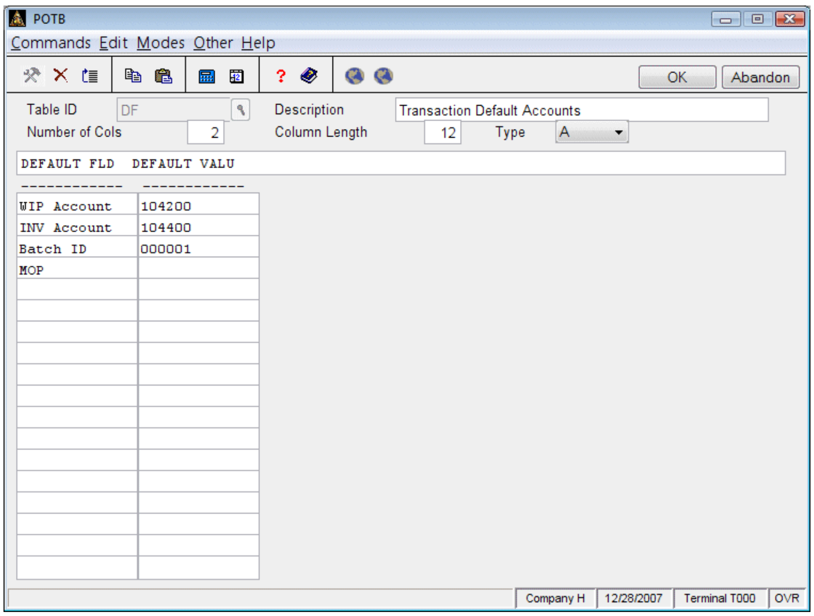


Field	Description
Description	The descriptions **Federal TIN** and **State TIN** appear, Accept each description, or change the descriptions. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as the company's federal tax identification number and the item on the second line as the company's state tax identification number.
Tax ID	Enter the company's federal tax ID on the first line and state tax ID on the second line. These tax IDs are used as the default IDs when you prepare 1099 forms.

DFxxx and DMxxx Tables

The **DFxxx** and **DMxxx** tables store default information associated with jobs. Both store the WIP account for jobs. The **DFxxx** stores the inventory account for purchase order transactions and posting payments. The **DMxxx** table stores the inventory account for material requisitions.

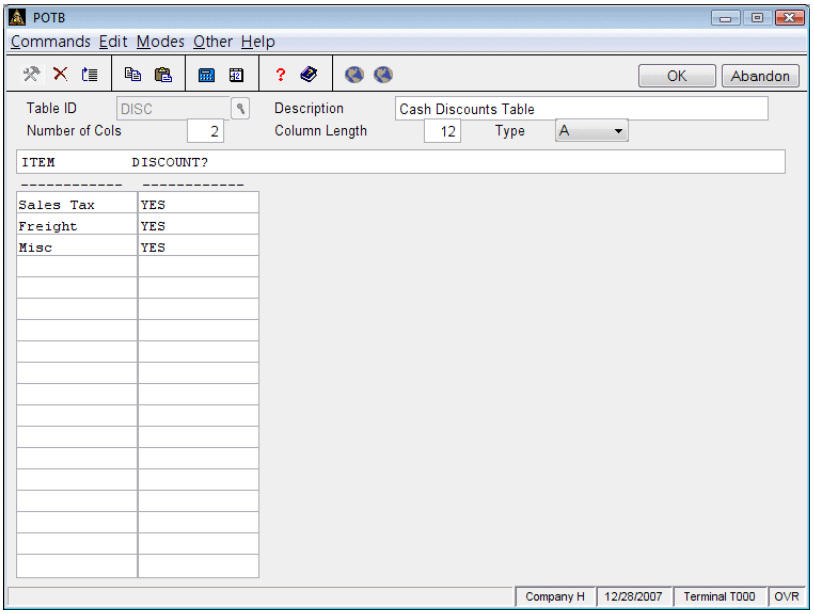
After you enter the table ID, its entries appear. A **DFxxx** table is shown below.



Field	Description
Default Fld	The fields you can enter defaults for appear. Accept or change the current values.
Default Valu	For each field, accept the current General Ledger account number or batch ID, or enter a different value. Make sure that any account numbers you enter match the account mask for the descriptions so that amounts are posted to the correct accounts.

DISCxxxx Table

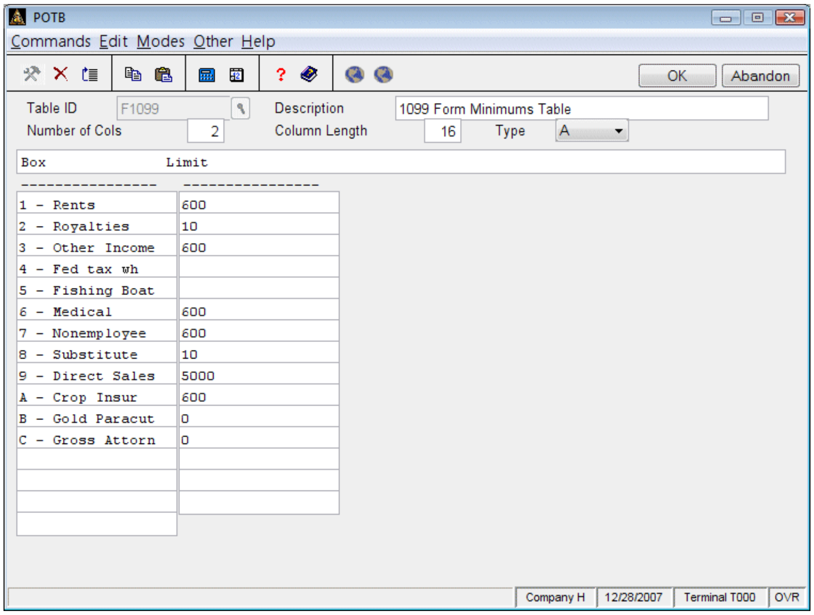
The **DISCxxxx** table stores the fields you can include or exclude from vendor discounts—sales tax, freight, and miscellaneous charges. When you enter the table ID, the rest of the **DISCxxxx** table appears.



Field	Description
Item	The three fields—**Sales Tax**, **Freight**, and **Misc**—you can include or exclude from discounts appear. Accept each description, or enter different descriptions. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as sales tax, the item on the second line as freight, and the item on the third line as miscellaneous charges.
Discount	For each field, enter **YES** to include the field in discount calculations or **NO** to exclude the field.

F1099 Table

The **F1099** table stores the minimum amounts for preparing 1099 forms for your vendors. When you enter the table ID, the rest of the **F1099** table appears.

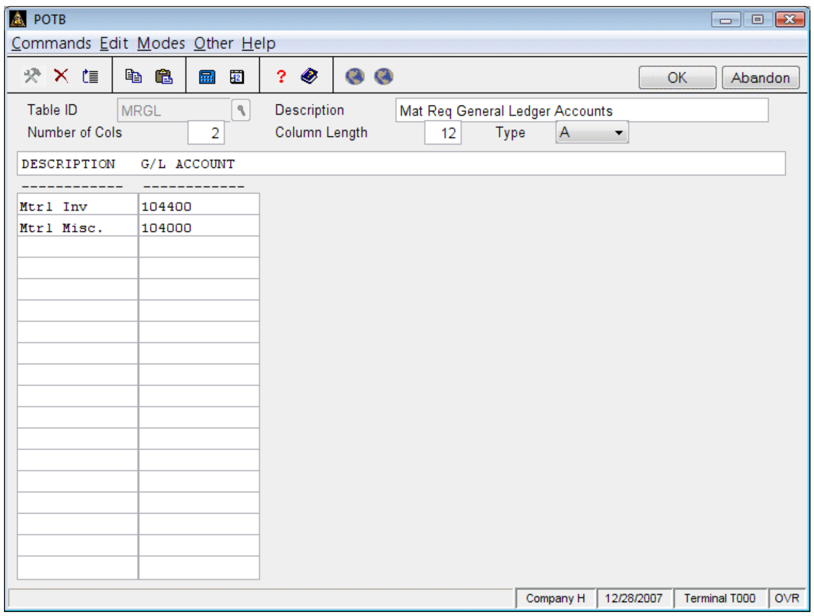


Field	Description
Box	The descriptions of the payment boxes on the 1099-MISC form appear. Accept or change each description. Do not delete lines or rearrange the descriptions. The system looks for these items by their position in the table; it treats the item on the first line as rent information, the item on the second line as royalties information, and so forth.
Limit	Enter the 1099 limit for each type of payment. See the appropriate year's instruction booklet for the 1099–MISC forms issued by the Internal Revenue Service for the correct limits.

MRGLxxxx Table

The **MRGLxxxx** table stores the accounts to which material requisitions are posted in the **GLJRxxx** (Journal) file.

When you enter the table ID, the rest of the **MRGLxxxx** table appears.



Field	Description
Description	Material requisitions are posted to two accounts: material requisitions from inventory and material requisitions for miscellaneous materials. Accept each description, or change the descriptions of the accounts. Do not delete lines or rearrange the descriptions. The system looks for these accounts by their position in the table; it treats the account on the first line as the material requisitions account for inventory items and the item on the second line as the material requisitions account for noninventory items.

Field	Description
GL Account	For each account description, accept the current General Ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions so that amounts are posted to the correct accounts.

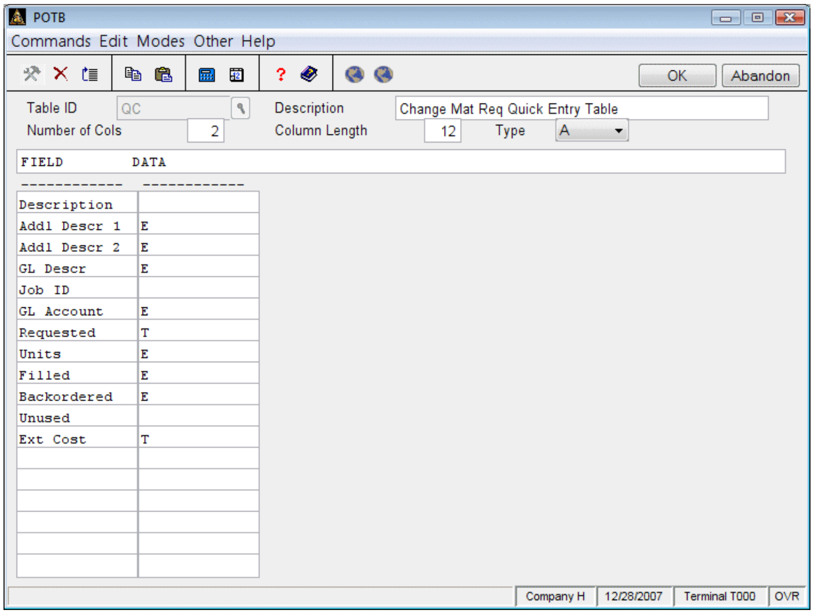
QCxxxxxx, QMxxxxxx, and QXxxxxxx Tables

The **QCxxxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function (see the *Accounts Payable User's Manual*) when you change material requisitions.

The **QMxxxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you enter material requisitions.

The **QXxxxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you return material requisitions.

When you enter the table ID, the rest of the table appears. A **QCxxxxxx** table is shown below.



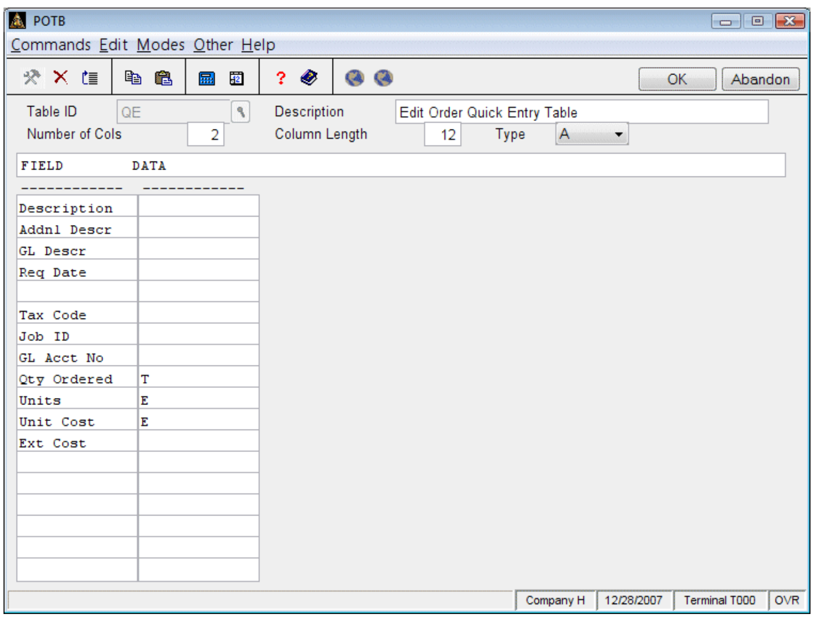
Field	**Description**
Field	The fields that appear in the line-item entry area when you add or change material requisitions are listed. Accept the current fields, or change them. Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so on.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QExxxxxx, QENTxxxx, and QNxxxxxx Tables

The **QExxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you edit an order. The **QENTxxxx** table stores the quick-entry stops used in order headers.

The **QNxxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you enter an order and when you enter a line item through the **Receive Goods** or the **Receive Goods and Invoices** option.

When you enter the table ID, the rest of the table appears. A **QExxxxxx** table is shown below.

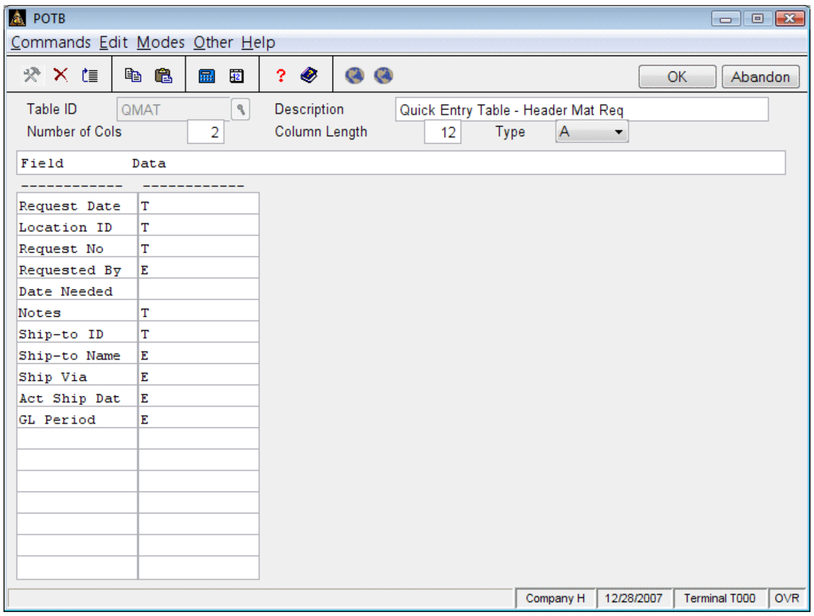


Field	Description
Field (A12)	The fields that appear in the line-item entry area when you add or change line items are listed. Accept the current fields, or change them.

Field	Description
	Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the information on the first line as the description, the information on the second line as the additional description, and so on.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QMATxxxx Table

The **QMATxxxx** table stores the quick-entry stops used by the **Enter Material Requisitions** function when you enter header information. When you enter the table ID, the rest of the table appears.



Field	Description
Field	The fields that appear in the line-item entry area when you add or change line items are listed. Accept the current fields, or change them. Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the information on the first line as the request date, the information on the second line as the location ID, and so on.

Field	Description
Data	If you want the cursor to stop at a field when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

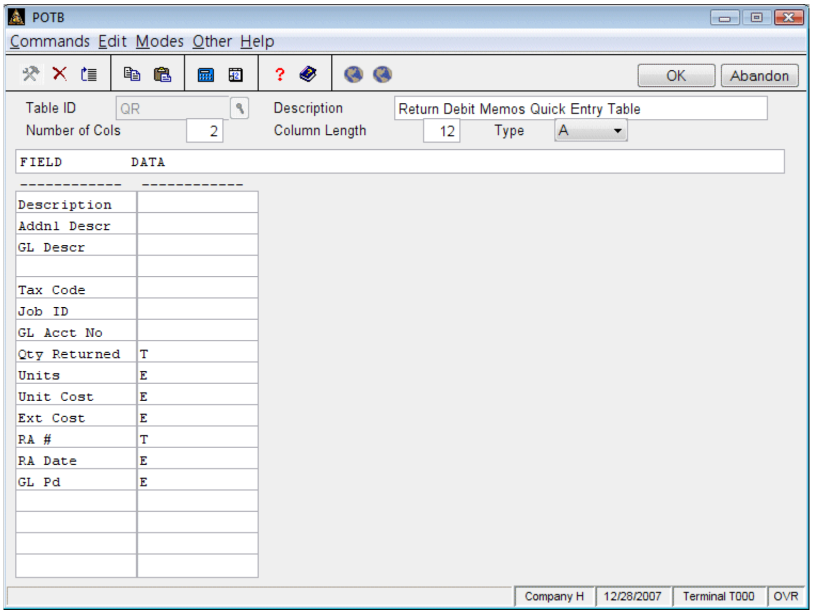
QRxxxxxx, QRETxxxx, and QZxxxxxx Tables

The **QRxxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you add a return and when you enter a line item through the **Apply Debit Memos** option.

The **QRETxxxx** table stores the quick-entry stops used by the **Enter Returns** function when you enter header information for the return.

The **QZxxxxxx** table stores the quick-entry stops used by the **Enter Orders** function when you use the **Edit Returns** option.

When you enter the table ID, the rest of the table appears. A **QRxxxxxx** table is shown below.



Field	Description
Field	The fields that appear in the line-item entry area when you add or change orders or returns are listed. Accept the current fields, or change them. Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so on.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you use the **Jump** command or when you press **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

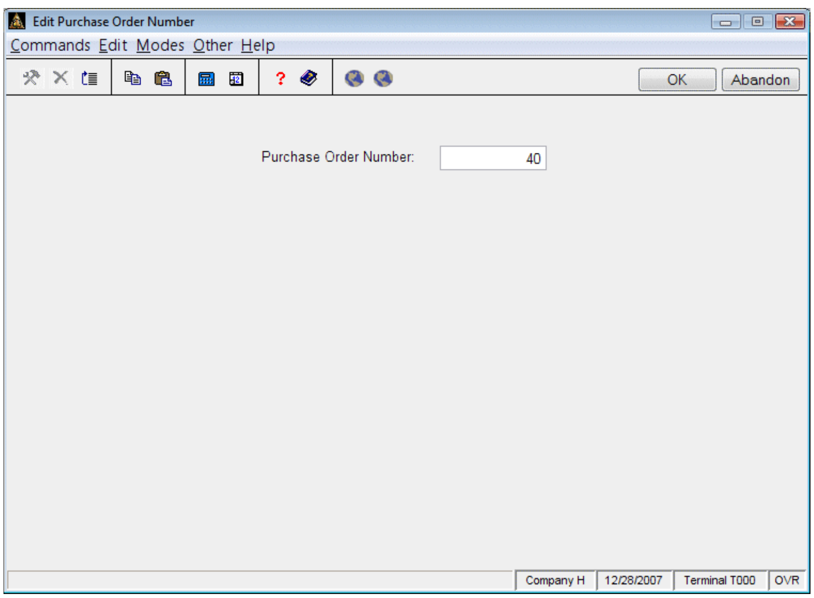
Edit Purchase Order Number

Use the **Edit Purchase Order Number** function to change the number the system assigns to the next purchase order or return. You can use this function only if you elected to have the system generate purchase order numbers in the Resource Manager **Options and Interfaces** function.

This function is useful if you use preprinted purchase order forms and want the system-generated purchase order number to match the number on the form.

Edit Purchase Order Number Screen

Select **Edit Purchase Order Number** from the **File Maintenance** menu. The function screen appears.

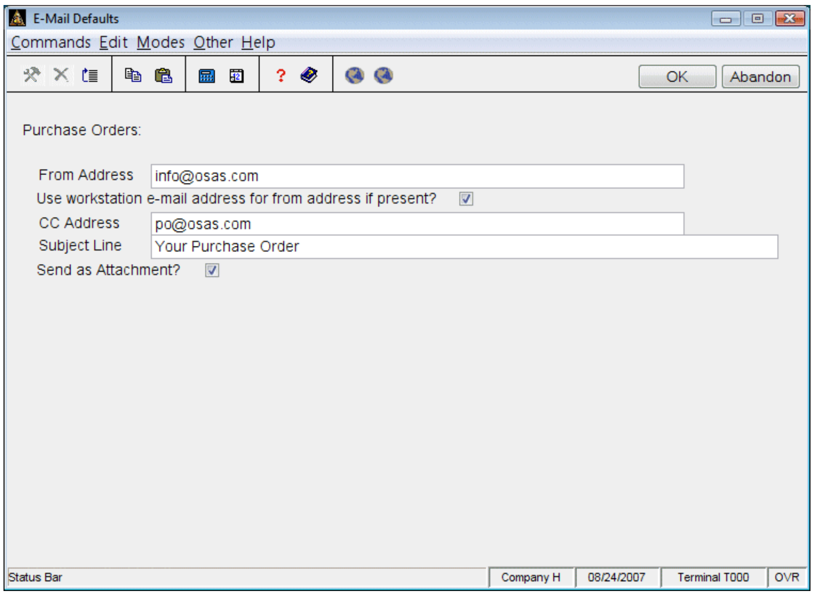


Enter the number you want the system to assign to the next purchase order or return. The system starts with this number and increments it by one each time you enter a purchase order or return. Use the **Proceed** (**OK**) command to save the number and return to the **File Maintenance** menu.

E-Mail Defaults

Use the E-Mail Defaults function to set the default From and CC addresses, subject line, and attachment status for e-mailed purchase orders.

Select **E-Mail Defaults** from the **File Maintenance** menu. The E-Mail Defaults screen appears.



1. Enter the **From Address** as it should appear to the recipients of e-mailed purchase orders.

2. Alternatively, check **Use workstation e-mail address for from address if present?** to use your workstation e-mail default for the from e-mail address.

3. Enter a **CC Address** to send a copy of all e-mailed purchase orders to a dedicated e-mail address.

4. Enter a default **Subject Line** for the purchase order e-mails, if desired.

5. To send the purchase order as an attachment to the e-mail, check the **Send as Attachment?** box.

6. Click **OK** to save the default e-mail settings.

CHAPTER 8

8

Master File Lists

Introduction

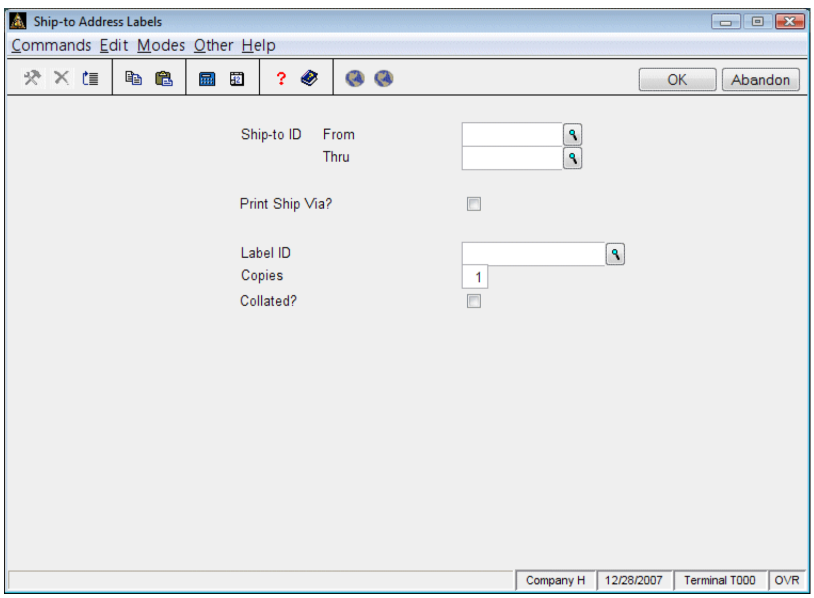
Purchase Order shares some Accounts Payable menus with some of its own functions: **Information Inquiry**, **Daily Work**, **File Maintenance**, and **Master File Lists**. Refer to the *Accounts Payable User's Manual* for questions on these shared menus, or for questions on functions not covered in this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

Ship-to Address Labels

Use the **Ship-to Address Labels** function to print a list of the IDs and addresses to which you ship orders or to print these addresses on mailing labels. The list is a helpful reference when you enter orders.

Ship-to Address Labels Screen

Select **Ship-to Address Labels** from the **Master File Lists** menu. The Ship-to Address Labels screen appears.



Inquiry

1. Enter the range of ship-to IDs for which you want to produce labels.

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

3. Enter the Label ID for the labels you want to use.

4. Enter the number of copies of the labels you would like to print.

5. 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).

6. Select the output device. See “Reports” on page 1-32 for more information on output devices.

7. If you selected **Printer** or **Print Preview** as the output device, a message appears prompting you to mount the labels. To print a list, place standard printer paper in the printer. To print mailing labels, place 3-1/2-by-15/16-inch, single-column mailing labels in the printer. When the printer is ready, press **Enter** to continue.

8. If you selected **Printer** or **Print Preview** as the output device, five lines of **X**s print as a test pattern. If the labels are not properly aligned, adjust the labels or the printer and select **No** (or enter **N** in text mode) to reprint the test pattern. Continue reprinting the test pattern until the labels are aligned. Then select **Yes** (or enter **Y** in text mode) to begin printing the labels.

   After the list or labels are produced, the **Master File Lists** menu appears.

Ship-to Address Labels

```
001       FedEx
Bill Folz
1124 Hennepin Ave
Suite 105
Minneapolis, MN   55420

002       FedEx
Gina Morrison
15454 College Ave.
Goshen, MN  55122


CA001     FedEx
John Abrams
Oakland Warehouse
47777 North Bayshore Hwy
Oakland, CA  90000

MD001     FedEx
Joel Sanchez
49838 N 65th Street Suite 498
Baltimore, MD  21211


TX001     UPS
Mary Johansen
4662 SE Main
Dallas, TX  75206
```

GL Account Audit Report

The **GL Account Audit Report** List shows Purchase Order tables and data files with invalid or missing GL account numbers.

Sample List

```
10/11/2007                                        Builders Supply                                              Page    1
2:52 PM                                       GL Account Audit Report


Application  Description                         Interfaced to GL?
--------------------------------------------------------------------------------------------------------------------------------
PO           Purchase Order                      No

No Errors Found in GL Accounts for Purchase Order

End of Report
```

APPENDIX A

A

System Messages

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

A valid GL account is required.

Because Purchase Order interfaces with General Ledger, you must enter an account number that is set up in the **GLMAxxx** (Master) file for the company.

Basic Error = *{error}* Host Error = *{error}* Line = *{line}* Program = *{program}*.
Basic Error = *{error}* Line = *{line}* Program = *{program}*.

A serious error has occurred. Write down the information that is listed and get help from a support technician.

Below minimum of *{number}*.

The on-hand quantity of the item you are ordering has fallen below the desired minimum level, and the quantity you are ordering will not bring it above that level. Increase the quantity you are ordering, or press **Enter** to order the original quantity.

Blank invoice numbers not allowed.
Blank memo numbers not allowed.

You must enter an invoice number or a debit memo number.

Cannot access orders here.
Cannot access returns here.

You must use the **Edit Orders** option to edit or cancel an order. You must use the **Edit Returns** option to edit a return.

Cannot change a serial number that is debited and posted.
Cannot change a serial number that is invoiced and posted.

You cannot change the information about a serial number if you posted an invoice or a debit memo for it.

Cannot change cost on posted debit item.
Cannot change cost on posted invoiced item.

You cannot change the unit cost of a serial number that you posted an invoice or a debit memo for.

Cannot delete a serial number that is debited and posted.
Cannot delete a serial number that is invoiced and posted.

You cannot delete a serial number if you posted an invoice or a debit memo for it.

Cannot delete a serial number that is debited. Untag it first.
Cannot delete a serial number that is invoiced. Untag it first.

You cannot delete a serial number if you applied an invoice or a debit memo to it. You must untag the serial number before you can delete it. See Chapter 5 for more information.

Cannot delete last line of order.
Cannot delete last line of return.

An order or a return must have at least one item. You can reenter the order or return number, view the header information, or delete the entire order or return.

Cannot delete order if goods have been received.

You can delete an order only if the quantity received is zero. If you did not post the order yet, you can return the order's items and then delete the order. You cannot delete a posted order.

Cannot delete return if goods have been returned.

You cannot delete a return if you applied a debit memo to it.

Cannot delete this line.

You cannot delete a line item to which you applied a posted debit memo.

Cannot remove debit tag from posted/debited serial number.
Cannot remove invoice tag from posted/invoiced serial number.

You cannot untag a serial number that you posted an invoice or a debit memo for.

Changing line status on new entry is not allowed.

You cannot change the status of a new line. You can exit to the line-item scroll region, move to the line whose status you want to change, press **Enter** to edit the line, and then change the status.

Copy date prior to start date.

The recurring entry was not copied because the copy date you entered is earlier than the entry's start date for being copied. Enter a different copy date.

Cost must be positive.

You must enter a positive number for a cost.

Debit memo *{number}* does not exist for return *{number}*.

The number of the debit memo you entered has not been applied to the return shown in this message. Enter a different debit memo number.

Discount cannot exceed total less prepayment.

The difference between the total and the prepayment is the largest amount the discount can be.

Extended cost is too large.

The extended amount of the line item is too large to fit in the space provided. Check the quantity and unit cost you entered. If they are correct, you must enter the line item as two line items to accommodate the total.

Field size is too large.

The amount of the invoice is too large to fit in the space provided. Check the amounts you entered in the **Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the invoice as two invoices to accommodate the total.

File unavailable *(file name).*

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.
- The function you are trying to access needs one or more files that are not on your system. Use the **Options and Interfaces** function on the Resource Manager **Company Setup** menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company** (**F3**) command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account *(#)* is a memo account.

You cannot use a memo account as the expense account for a line item.

GL account *(#)* is not in Master file.

The account number you entered is not in the **GLMAxxx** (Master) file. Enter the correct account number; the **Inquiry** (**F2**) command is available.

Goods record is missing.

A critical error has occurred. Get help from a support technician.

Insert not allowed when applying invoices only.

You cannot use the **Apply Invoices** option on the Transaction Type selection screen to insert a line item. You cannot apply invoices to goods you have not received or not entered, which is what an **Insert** command here would do. Similarly, the **Append** command is not available on the Apply Invoices screen.

You can use any other option on the menu.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to nn)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: **010102** or **01012002**.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid Period Conversion table.

The **CNVTxxx** table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the **Tables** function (see on page 7-5) to make adjustments.

Invoice *{number}* does not exist for order number *{number}*.

The number of the invoice you entered has not been applied to the order shown in this message. Enter a different invoice number.

Item is discontinued.

You cannot enter a transaction with a discontinued item. Someone may have removed the item record. Press **Enter** to remove the message. Then make sure that you have the correct item.

Item *{item ID}* not found in warehouse *{ID}*.

The number of the item that you entered is not in the warehouse shown in this message.

Job *{job ID}* not found.
Job *{job ID}* is not on file.

The job number you entered is not on file in the Job Cost system. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

List contains more than 100 entries.

When you print purchase orders and debit memos, you can print a maximum of 100 orders at a time. Print remaining orders in the next batch.

Location *{ID}* is not on file.
Location *{ID}* not found.

The location you entered is not on file in the Inventory system. Enter a location ID that is on file, or add the location ID to the **INQLxxx** (Quantity Locations) file.

Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 997 line items.

Must be *(within range).*

You must enter a value within the range specified in this message.

Must build *{table ID}* first.

You must build the table shown in this message before you can use the function.

Must delete serial numbers before entry can be deleted.

You must delete the serial numbers that you entered for a serialized item before you can delete the line item.

Must enter 1-*{number}.*

You must enter a value within the range specified in this message.

Must enter *{values}.*

You must enter the kind of value specified in this message.

Must first reduce DM quantity to zero.

To cancel a line you applied a debit memo to, you must first reverse all the debit memos you applied to the line so that the debit memo quantity is equal to zero.

Must receive goods before applying invoices.

You cannot apply an invoice to an order with **new** or **printed** status.

Must use negative quantities when making adjustments.

To reverse a receipt, an invoice, or a debit memo, you must enter a negative quantity, a positive unit cost, and a negative extended cost.

Nonzero receipt/invoice quantities exist. Cannot delete line item.

You can delete only the line items whose net unposted receipt/invoice quantities are zero.

No processing allowed on cancelled or completed lines.

If the status of the line item is not **open**, you cannot receive goods for it or apply invoices to it.

On hand + on order will exceed maximum of *(mask).*

The quantity on hand plus the quantity on order will exceed the mask shown in this message. Enter a smaller quantity, or relieve your inventory of this item. Another option is to use the Items function in Inventory to copy the attributes of this item to a new item ID, and use the new ID for this order and beyond. See the *Inventory User's Manual* for more information.

Order cancelled.

You cannot print a purchase order for an order with **cancelled** status.

Order has been cancelled.

You cannot change or restore an order that you cancelled through the **Edit Orders** option. If you change your mind, you must reenter the order from scratch.

Order in process on terminal T*n.*

Someone at another terminal is changing or updating the order you want to use. Try again later.

Order is already on file.

The order number you want to use for the new order is already on file. Make sure that you selected the right company, or enter a different order number.

Order not found.

The number of the order you entered is not on file. Enter a different order number.

Order quantity *nnn*, current on order *nnn*, available *nnn.*

When you are in the **Ordered Goods Qty** field of a line item, the quantity you usually order from the vendor, the quantity on order, and the quantity available for sale are displayed. This message can help you make purchasing decisions.

Order total is too large.

The total of the order is too large to fit in the space provided. Check the amounts in the **Sales Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the order as two orders to accommodate the total.

Past cutoff date.

The recurring entry was not copied because the entry's cutoff date is older than the cutoff date you entered.

Phase *{ID}* is not on file.

The phase ID is not set up for the job. Enter a different phase ID; the **Inquiry** (**F2**) command is available.

Posted debit memos exist. Cannot edit.

You cannot edit a line item to which you applied a posted debit memo.

Posted receipts/invoices exist. Cannot delete line item.

You cannot delete a line item if the total quantity received/invoiced is not zero or if you posted a receipt/invoice for the line item.

Prepayment cannot exceed total.

You cannot enter a prepayment that is greater than the order total.

Printer busy.

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry, and try again later.

Purchase order already exists.

The recurring entry was not copied because an order in the **POORxxx** (Open Order) file has the same order number. You must receive and post the invoice for the order before the recurring order can be copied.

Qty returned cannot be less than the total ship DM quantity.

The amount in the **Returned Goods Qty** field must be greater than or equal to the amount in the **Total Ship DM Quantity** field. See Chapter 5 for more information.

Quantity cannot be less than zero.

You cannot enter a negative value for the quantity.

Quantity must be an integer.

You must order quantities in whole units for serialized items.

Quantity must be greater than zero.

You must order or return a quantity that is greater than zero.

Receipt records exist. Cannot cancel this line.

You can cancel a line item only if the quantity received is zero.

Record in use.

Another terminal is using the record you are trying to access. Exit from the function. Then try to access the record again when the other terminal is finished with it.

Recurring entry has no line items.

The recurring entry was not copied because the entry does not have any line items. Use the **Recurring Entries** function (see the *Accounts Payable User's Manual*) to enter line items or to delete the entry.

Recurring entry not copied.

Some recurring entries within the cutoff date were not copied. The message printed above this one explains why the entry was not copied. See that message in this appendix.

Remaining balance cannot be greater than starting balance.

A recurring entry's remaining balance is the starting balance minus an amount. Therefore, the recurring entry's balance cannot be greater than its starting balance.

Remaining balance = 0.

The recurring entry was not copied because the remaining balance is zero. Use the **Recurring Entries** function (see the *Accounts Payable User's Manual*) to delete the recurring entry from the file.

Remaining balance less than purchase amt.

The recurring entry was copied even though the remaining balance is less than the amount of the recurring purchase. Use the **Recurring Entries** function to adjust or delete the recurring entry. Use the **Edit Orders** option to check the order that was created when the entry was copied and to make changes if necessary.

Remaining payment = 0.

The recurring entry was not copied because the remaining payment is zero. Use the **Recurring Entries** function to delete the recurring entry from the file.

Return total is too large.

The total of the return is too large to fit in the space provided. Check the amounts in the **Sales Tax**, **Freight**, and **Misc** fields. If they are correct, you must enter the return as two returns to accommodate the total.

Serial number already in stock.

The serial number you entered is already in stock in the warehouse. Enter a different serial number.

Serial number already used in this return.

You cannot delete a material requisition or a serial number that has been sold from your inventory. Delete the return first.

Serial number has already been entered.

You already entered the serial number for the line item. You cannot have duplicate serial numbers.

Serial number is in Inventory. Cannot return it from a job.

To return a serial number you purchased for a job, the status of the number must be **sold**.

Serial number is in stock at warehouse *{ID}*.

The warehouse in the message already has the item with this serial number in stock. Enter a different serial number.

Serial number is in use. Cannot delete.

You cannot delete a serial number to which you applied an invoice.

Serial number is in use. Cannot return it.

You can return only serial numbers with **available** status.

Serial number is not in Inventory file.

You can return only the serial numbers that are in your inventory. Make sure that you entered the right number. If you did, exit from the Purchase Order system and use the functions on the Inventory **Reports** and **File Maintenance** menus to find and correct the problem.

Serial number is not in stock. Return the material requisitions to inventory.

Because the number is not in Inventory, you cannot return the serial number. First, use the **Return Material Requisitions** option (see the *Accounts Payable User's Manual*) to return the number to stock (enter the number of the job in the Job field). Then use the **Enter Returns** function to return the number to the vendor. (Do not enter a job ID in the **Job/Phase ID** fields.)

Serial number not found in warehouse *{ID}*.

The serial number you entered is not in the warehouse. Enter a different serial number.

Serial numbers on file - must be deleted first.

The line item you are trying to delete has serial numbers on file. You must delete the serial numbers before you can delete the line item.

System-generated purchase order numbers not implemented.

You cannot use the **Edit Purchase Order Number** function because you elected not to use system-generated numbers in the Resource Manager **Options and Interfaces** function.

Terms code *{ID}* is not on file.

The terms code you entered is not on file. Use the **Terms Codes** function (see the *Accounts Payable User's Manual*) or the **Maintenance** (**F6**) command to add a terms code.

This *{type}* number has already been used.

The invoice or memo number you entered has been posted to the **APINxxx** (Open Invoice) or **APHIxxx** (Detail History) file. Accept it as a duplicate invoice or memo number, or enter a different number.

Thru value cannot be less than From value.

The value you entered at **Thru** is smaller than the value you entered in the **From** field. Press **Enter**; then enter the correct value in the **Thru** field.

Total amount of the *{entry}* is greater than 9999999.99. Cannot verify order.

You cannot receive or apply an invoice or a debit memo to all the line items because the order or return total will exceed its mask. Press **N** at the **Receive All**, **Invoice All**, **Receive and Invoice All**, or **Debit All** prompt. Then process the line items manually.

Total DM quantity must be zero before entry can be cancelled.

Before you can cancel a line item, you must reverse the debit memos you applied to the line so that the debit memo quantity is zero.

Total quantity applied cannot exceed quantity returned.

You cannot apply a debit memo to a return for a greater quantity than was assigned to the original return.

Total quantity invoiced cannot be greater than total quantity received.

The total quantity (posted and unposted) you applied invoices to for the line cannot be greater than the total quantity (posted and unposted) you received for the line.

Total quantity received and invoiced must be equal to *{type}* entry.

You cannot cancel a line item if the quantity received is not equal to zero or if you applied an invoice to the line item. You cannot complete a line item unless the quantities received and invoiced are equal.

Total returned quantity and debit memo quantity must be equal to complete entry.

The returned quantity and the debit memo quantity must be equal before you can change the status of the line to **completed**.

Unit cost is too large.

The unit cost of the line item is too large to fit in the space provided. See the *Inventory User's Manual* for information about how to reduce an item's unit cost or the *Job Cost User's Manual* for information about how to reduce a job's cost.

Use Receive Goods to delete the serial number.

You must use the **Receive Goods** option to delete serial numbers.

Valid entries are *{range}.*
Valid units are: *{number}.*

Enter one of the valid selections shown in this message.

Vendor *{ID}* is missing.
Vendor *{ID}* is missing from the Vendor file.
Vendor *{ID}* is not on file.

The vendor ID associated with the record has been deleted. You can add the vendor ID to the **APVExxx** (Vendor) file if necessary.

Vendor *{ID}* record in use.

The vendor record is being accessed by another user. Try to access the record again later.

Warning: *{job or phase}* has a finish date.

The Job Cost job or phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job or phase after that date.

Warning: last line has no serial numbers. Return will be abandoned.

The return contains only a serialized line, but no serial numbers are assigned to it; they may have been deleted. The return will be removed from the system when you exit.

Warning: phase has a finish date.

The Job Cost phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the phase after that date.

Wrong debit memo number. Can change cost only for debit memo *{number}.*

You already applied a debit memo to the serial number. To change the unit cost of the serial number, first enter the same debit memo number as the one you applied.

Wrong *{type}* number. Can remove tag only for *{type} {number}.*

You applied a different invoice or debit memo number to the serial number you are trying to untag. You can untag the serial number for only the invoice or debit memo listed in this message.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files and try again.

APPENDIX B

B

Common Questions

These commonly asked questions about the Purchase Order system are divided into the following categories: Installation, Purchase Orders, Receiving Orders, Order Entry, Serial Numbers, and Posting.

Installation

How do I use Accounts Payable after I install Purchase Order?

When you install Purchase Order, Accounts Payable is not on the main menu. You must enter your Accounts Payable transactions through the Purchase Order system as invoiced orders.

Purchase Orders

How can I enter a prepaid order?

You can enter a prepayment on the Order Totals screen when you enter the order. Order totals are just memo totals; the system does not use them in any calculations.

When you receive the invoice for the items you prepaid, copy the amount from the Order Totals screen to the **Prepayment** field on the Invoice Totals screen. This amount is subtracted from the amount due on the vendor's invoice. When you prepare checks, only the outstanding amount (if any) is paid. The general ledger cash account is updated when you post payments and not before.

The prepayment is posted from the **APINxxx** (Open Invoice) file the next time you post payments. The unpaid amount is not posted until an invoice is received and a check is prepared.

How can I use Purchase Order to enter a payment that does not need a purchase order?

Use the **Enter Orders** function to enter utility payments and other transactions as invoice received orders (use the **Enter Goods Received/Invoiced Orders** option). On the line-item entry screen, skip the **Item ID** field and enter the description of the utility payment in the **Desc** field. The invoice is posted to the **APINxxx** file at the end of the day for payment in the appropriate check cycle.

How do I handle recurring purchases?

Use the **Recurring Entries** function (see the *Accounts Payable User's Manual*) to set up recurring purchases in the **APRLxxx** and **APRHxxx** (Recurring Entries) files. Then use the **Copy Recurring Orders** function to copy entries to the **POOHxxx** and **POORxxx** (Open Order) files.

Can I enter blanket purchase orders?

You cannot enter a true blanket order. You can set up a new order for the entire quantity of a blanket order, receiving goods and applying invoices as you go. The procedure requires some estimation: guess what you expect to receive and pay for, receive the goods and apply the invoices as they come, and add or change the status of extra line items to **cancelled** (subtract) if necessary.

This method does not handle multiple releases of an order, and you cannot enter a cutoff date or a maximum dollar limit.

Receiving Orders

How do I receive partial shipments?

Part of receiving goods is specifying quantities, so you can receive a partial quantity at any point.

To receive goods for a new order, use the **Enter Goods Received Orders** option in the **Enter Orders** function. To receive goods for an existing order, use the **Receive Goods** option in the **Enter Orders** function. To receive goods and apply an invoice to an existing order, use the **Receive Goods and Invoices** option in the **Enter Orders** function.

I entered the wrong unit cost for goods I received. How can I change it?

Once you enter a receipt for a line item, you cannot change the receipt unit cost. If you chose to use accruals in the Resource Manager **Options and Interfaces** function, the following receipts you enter for the line item must use the same unit cost because the receipt unit cost is used for goods accrual. It must be consistent so that the correct accrual entries are reversed when you post the associated invoice.

When you receive the invoice for the goods, enter the actual cost from the invoice. Your accounts payable, inventory, jobs, and expense accounts are correctly updated when you post the invoice.

How can I change the cost of an item that is already received and invoiced?

If you applied an invoice but did not post it, you can edit the invoice. In the Apply Invoice window, enter the number of the unposted invoice in the **Invoice No** field, and then make the necessary changes.

If you applied and posted an invoice, enter a return with **returned debit memo** status to remove the item from Inventory at the incorrect unit cost. Then enter an order with **invoice received** status at the correct unit cost.

I entered a receipt and/or an invoice against the wrong line item. How can I correct my mistake?

To change an unposted invoice entry, use the **Edit Orders** option in the **Enter Orders** function. On the Edit Orders screen, press **R**. In the Apply Invoice window, enter the number of the unposted invoice and enter the adjustments.

To change or back out a receipt entry, use the **Receive Goods** or **Edit Orders** option in the **Enter Orders** function. In the line-item scroll region, press **R**. Then apply another receipt to the line item with the correct information.

How can I void an invoice?

If you have not posted the invoice, you can edit it. In the Apply Invoice window, enter the number of the unposted invoice in the **Invoice No** field, and make the necessary changes.

If you posted the invoice, enter a return with **returned debit memo** status. You can enter the original invoice number in the **Note**, **Additional Descriptions**, or **GL Desc** field for reference on the Debit Memo screen in the **Enter Returns** function.

I am going to delay payment on some invoices. How do I eliminate the cash discounts?

You do not have to do anything special. The cash discount is applied only if you print the check before the due date.

Order Entry

Why are some order numbers missing?

The system assigns order numbers in sequence. If you cancel an order or if you cancel or exit out of an order while you are entering it, the number will not correspond to anything.

I see a vendor +00001 in my Open Order Report. What is it?

It is a temporary vendor. Temporary vendors are assigned a “+” sign in front of the ID. You can use the system-assigned vendor ID when you select orders for the Open Order Report or when you return goods.

Serial Numbers

Can I enter serial numbers for reference even if Purchase Order and Inventory are not interfaced?

You can enter serial numbers in the Additional Descriptions window. You must set up this option in the Resource Manager **Options and Interfaces** function.

What if my individual serialized items have different unit costs?

If the actual cost of the serial number is different from the unit cost, you can enter the actual cost in the **Unit Cost** field when you enter serial numbers.

Posting

I had a failure while I was posting. What should I do?

If the posting process fails because of a power surge or an error, you must start over, because the system did not keep track of which orders and entries were posted before the failure. If you backed up the accounting data files before you posted, restore the files affected by posting, including those in interfaced applications. Then run the **Post Transactions** function again.

When I post transactions, I see entries in the posting log for GOODS RCVD and INV RCVD. What are these entries?

The **GOODS RCVD** entries are created for accruing goods you have received but not invoiced. The amount accrued is the quantity received times the unit cost at which they were received. When you receive the invoice for the accrued goods and then post the transaction, **INV RCVD** entries are created to reverse the amounts that were posted when you received the goods. See Chapter 5 for information about posting accrual entries.

If you elect to use accruals in the Resource Manager **Options and Interfaces** function, you set up the accrual accounts—accounts payable, inventory, jobs, and expense—in the **APGLxxxx** table. Set up unique accrual accounts instead of using the accounts you use to track inventory, accounts payable, and so forth. See Chapter 6 for information about the **APGLxxxx** table.

What happens if I turn the accrual option on (or off) after I start to process purchase order transactions?

You must manually adjust General Ledger to reverse the partial accruals that were or will be created when you turn the accrual option on or off. However, you can toggle the switch at any point.

If you turn off the accrual option after you begin processing, you must reverse the receipts that accrued without the accompanying invoices. The process consists of a few steps:

1. Post transactions.
2. Print the detail version of the Accrual Verification Report. Look for receipt accruals that do not have the accompanying invoice accruals.
3. Use the General Ledger **Transactions** function to reverse the accruals.
4. Use the Resource Manager **Options and Interfaces** function to turn off the switch.

If you turn on the accrual option after you begin processing, the next time you post transactions, you must reverse the accruals that are created for invoices that are posted without the accompanying receipts. The process consists of a few steps:

1. Use the Resource Manager **Options and Interfaces** function to turn off the switch.
2. Post transactions.
3. Print the detail version of the Accrual Verification Report. Look for negative accruals that do not have the accompanying receipt accruals—you need to reverse these entries.
4. Use the General Ledger **Transactions** function to reverse the accruals.

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