



TRAINING BULLETIN

***Correcting a Purchase Order on a Store ***

If your company utilizes the Purchase Order (PO) module within the RSSS System and your company has a Home Office that does remote communications with the stores, below are some steps you can take to resolve a discrepancy on a PO.

An example would be that the store received inventory in on a PO and used the wrong model number for an item of inventory and now they cannot receive on that model number. Or maybe the store received in something not using the "Receive on a PO number" and they still show that as an open PO at the store.

1. On the Home Office server, go into the Purchase Order by selecting the "Show Purchase Order" option off of the Purchasing (PO) Menu or press the F10 key off any menu and on the command line type in POSHO and press the ENTER key. Make sure the PO Status shows 'Received'. See Figure 1.

Show P/O		RSSS Appliances		3/19/07 12:24 pm	
Ship from: 39623 SIMMONS COMPANY P. O. BOX 945655		Ship to: S [REDACTED]		Number: [REDACTED]	
ATLANTA Ph		GA 303945655 Fax		[REDACTED] Ph Fax	
P/O Number: 22055		Payment Terms: N30			
Type: Purchase Order		FOB Point: Shipping			
Date: 11/02/06		Freight: Prepaid			
Status: Received		Ship via: N/A			
Buyer: 2191					
Approved: 44369		Total Amount:		1,684.00	
Required:		Total Received:		1,510.00	
		Total Paid:		1,510.00	
MINIMUM ORDERS: 4 SETS. ORDER FRAMES WITH SET					
F1-Next F2-Prev F3-Print F4-Details F5-Worksheet F6-List Inv F10-Done					

Figure 1

- Press the F10 key off any menu and on the command line type in PODSQLST. Obtain the sequence number off the purchase order that needs correcting. Note the sequence number is either 512 or 1024 in the Figure 2 example.

RSSS Appliances						3/20/07 2:53 pm					
List By: P		Stat: A		Vend:		Loc:		Model:		P/O: 22055	
P/O Date:											
						==== QUANTITIES ====					
NUMBER	T	S	VENDOR	ITEM	SEQ#	LOC	ORDER	RECEIVE	CANCEL		
22055	P	R	39623	MKSIMMB41278.40NF	512	2386	1	0	0		
22055	P	R	39623	MQSIMM09534.30	1024	2386	3	3	0		
22056	P	R	1527	FBASHB437-56-58-94	512	2386	1	1	0		
22056	P	R	1527	FWASHW566-42B	1024	2386	1	1	0		
22056	P	R	1527	LAASHL288154	1536	2386	1	1	0		
22056	P	R	1527	LAASHL293181	2048	2386	1	1	0		
22056	P	R	1527	LAASHL293184	2560	2386	1	1	0		
22056	P	R	1527	LAASHL342714	3072	2386	1	1	0		
22056	P	R	1527	LAASHL134774	3584	2386	1	1	0		
22056	P	R	1527	FBASHB235-06	4096	2386	1	1	0		
22056	P	R	1527	BAASHQ045005Q	4608	2386	1	1	0		
22056	P	R	1527	FLASH34003-3	5120	2386	1	1	0		
22056	P	R	1527	FLASH64263 38/35	5632	2386	1	1	0		
22057	P	R	78320	SMPHIMCD718-SBL	512	2398	2	2	0		
22057	P	R	78320	THPHI60PP9200D	1024	2398	1	1	0		

F1-Next Page F2-Prev Page F10-Exit

Figure 2

- Next get into the store server and once connected to the store server, at a menu press the F10 key and at the command line prompt type in PODCHG1 and press the ENTER key. The purchase order is for one item for that model number as you can see the RECEIVED QTY field shows a zero in it in Figure 3. By changing this field to a 1, it drops this particular PO off of the store Purchase Order Inventory Load (POINLOAD) program. By changing the RECEIVED QTY to 0 (zero), it adds this back to the POINLOAD program.

Clear Received Qtys on PO Records

Input the P.O. Number: 22055
 Input the Seq Number: 512

Model Number: MKSIMMB41278.40NF
 Received Qty: 0

Change the Received Qty to a 1.

Figure 3