



# Purchase Order Manual

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## **Chapter 1 - PO Overview and Introduction**

### ***RSSS Purchase Order System***

The RSSS Purchase Order System is designed to integrate the Purchase Order System with the Stock Level Report in order to prevent ordering excess or surplus serialized inventory. Other programs are available to manage miscellaneous item inventory.

The Purchase Order process will also validate against pre-defined vendor minimum order or free shipping requirements. There are new security measures that are in place to allow specific users to only create purchase orders while reserving authority to modify pre-existing purchase orders and specific requisition fields to a different set of specified users.

There new Stock Level Report and Stock Level maintenance programs analyze the data by purchase order and/or class/sub-class.

### **Online Inventory Ordering Process**

A stock level report is run by the store to determine what needs to be ordered. Then a requisition for the exact items that are needed is entered by the store. Once the requisition 'approved by:' field is changed to the regional manager number, the regional manager continues through the requisition process; then once the regional manager changes the 'approved by:' field to the purchase order department number, then the requisition is considered approved and it becomes an actual purchase order. The purchase order department then places the order with the vendors and has the items shipped to the appropriate store.

In addition to having the frame, fabric code, color code, and description, you can make comments that can be entered in a comment line that is available for the purchase order as a whole or for each item on the purchase order.

You will be able to enter up to 50 lines of comments for two purposes:

1. If you are entering a comment for your own internal information, you will precede the comment with a dot (.). An example would be:  
Call John when this sofa comes in. We need to deliver it immediately.
2. If you are entering a comment specifically to the vendor, you just enter the comment. An example would be: No back orders.

Some other notes you will be able to enter in the comment section are things like:

Cancel if not shipped by....

- OR -

Order was phoned in, do not duplicate

Also, you will be able to note if the item is stain treated, self decked, has arm covers or wood trim (maple, pine, oak, cherry, painted, etc.). Or you can note if it is skirted, and what type pleat it is, such as drop pleat, sheared, dressmaker or box pleated.

## ***RSSS Buying Process Overview***

You will enter a requisition first at the store for all the items you are requesting bought or that you are buying that week. You will have only one requisition that you will be adding to all week and working with all week. You will leave the approved by number as your employee number until you are ready to submit it to your upper management so he can roll up all his requisitions to the next level, usually the Purchasing Department. You will change the approved by number to your upper management's designated employee number once you are ready for him to order the items for your store.

The PO program will eliminate the first 5 digits when it prints the purchase order that is sent to the vendor if you set the purchase order parameter "Drop Character" which will be explained in Chapter 2. The vendor will only see the numbers and letters that are his specific model numbers. When this PO has arrived at your dock, you can receive the merchandise on the receiving screen displaying your purchase order. Barcodes can automatically be printed out to place on the items during the receive process if you utilize the RSSS Barcoding solution.

## ***RSSS Buying Process***

- 1 This is where you initially buy the merchandise using the RSSS PO Module. You can either enter a PO for the merchandise or a requisition which can later be turned into a PO by management's authorization. During the process of making the first PO for this merchandise you will enter all the pertinent information for this model number. (Example: FUCAR9000) The PO program will eliminate the first 5 digits when it prints the purchase order that is sent to the vendor. The vendor will only see the numbers and letters that are his specific model numbers. When this PO has arrived at your dock, you can receive the merchandise on the receiving screen displaying your purchase order.
- 2 Reordering merchandise can be handled three ways:
  - A. You can look at numerous RSSS Inventory Reports that indicate sales for any period by location and gross profit on each sale or in summary form. Your exact on hand position will be available in real time. With this information, you will know the items you need to reorder. This is called a manual comparison.
  - B. The RSSS program allows you to set up minimum and maximum stock levels of miscellaneous merchandise. When you get within a designated range of the minimum reorder level, the RSSS system will alert you to reorder the model numbers in the stock level reorder report. This report can be requested at any time.
  - C. You can use the RSSS Buy Report to get recommendations on exactly what to buy. This report will analyze past performance of model or frames that you select for the time frames you select and make recommendations based on up to five comparative time frames (such as 1/1/07 through 1/31/07 and

2/1/07 compared to 1/1/08 through 1/31/08 and 2/1/08 through 2/28/08 or the last five consecutive months). You can also figure any projected needs.

- 3** The “Open to Buy” part of the RSSS program is set up so that you know how much open to buy you have left for certain categories that you designate with an open to buy. The open to buy will fluctuate automatically as you receive and sell merchandise.

**NOTE:** One of the most important features of the RSSS Furniture System is that the PO system and the inventory system are integrated together. As a result, when you set up a PO, the quantity on order in the model number maintenance automatically gets set up. On the other hand, as you receive merchandise, the quantity on hand increases and the quantity on order decreases. You can run on order reports as you desire through the RSSS inventory reporting system.

At this time, the delivery schedule module is in the process of being written in conjunction with the use of the RSSS Calendar program. This module will set up specific trucks and vans with the weight and cubic feet space required to schedule specific trucks for specific deliveries.

### ***RSSS Vendor Maintenance***

The RSSS Vendor Maintenance file will be invaluable to you in allowing you to know everything you need to know about all of your vendors. You will be able to pull up a listing of whatever vendors you made a purchase from over the last 24 months (or whatever time period you designate).

Information available in the RSSS Vendor Maintenance can include: Vendor name, address, phone number, fax number, sales manager, customer service person, shipping person, sales rep (including the rep’s home address and phone number), terms, terms of shipping, freight costs (if available), floor plan agent, floor plan costs, and more.

### ***PO Menus***

There are two PO Menus, one for the Home Office and one for the store. See Figure 1-1 and Figure 1-2 for examples of these menus.

Purchasing Menu	1 BOB'S RTO UC DATA	5/05/10 4:05 pm																														
<table> <tr><td>Add a new Purchase Order</td><td>POADD</td></tr> <tr><td>Change a Purchase Order</td><td>POCHG</td></tr> <tr><td>COpy a Purchase Order</td><td>POCOPY</td></tr> <tr><td>CaNcel a Purchase Order</td><td>POCAN</td></tr> <tr><td>Show a Purchase Order</td><td>POSHO</td></tr> <tr><td>List Purchase Orders</td><td>POLST</td></tr> <tr><td>List Purchase Order Items</td><td>PODLST</td></tr> <tr><td>Purchase Order Report</td><td>PORPT</td></tr> <tr><td>Worksheets for Receiving</td><td>POWRKSHT</td></tr> <tr><td>AllocatE/LookUp Spec Ord &amp; PO's</td><td>INVORDMT</td></tr> <tr><td>PRint Spec Orders/Open PO's</td><td>PINORDRT</td></tr> <tr><td>PO Utilities</td><td>POUTIL</td></tr> <tr><td>Inventory Return for Credit</td><td>INVCRED</td></tr> <tr><td>InVentory Menu</td><td>INVMENU</td></tr> <tr><td>Change Cost Inventory Received</td><td>INVMNTAP</td></tr> </table>			Add a new Purchase Order	POADD	Change a Purchase Order	POCHG	COpy a Purchase Order	POCOPY	CaNcel a Purchase Order	POCAN	Show a Purchase Order	POSHO	List Purchase Orders	POLST	List Purchase Order Items	PODLST	Purchase Order Report	PORPT	Worksheets for Receiving	POWRKSHT	AllocatE/LookUp Spec Ord & PO's	INVORDMT	PRint Spec Orders/Open PO's	PINORDRT	PO Utilities	POUTIL	Inventory Return for Credit	INVCRED	InVentory Menu	INVMENU	Change Cost Inventory Received	INVMNTAP
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InVentory Menu	INVMENU																															
Change Cost Inventory Received	INVMNTAP																															
F1-DFM	F2-MAIL	F4-CALENDAR	F5-HELP	F7-SECURITY	F8-Prev																											

**Figure 1- 1 Home Office Purchasing Menu**

## Store's PO Menu

POMENU	1 BOB'S RTO UC DATA	5/04/10 11:31 am												
<table> <tr><td>1. Receive Inventory From PO</td><td>POINLOAD</td></tr> <tr><td>2. List Details Open PO</td><td>PODLST</td></tr> <tr><td>3. Add a Requisition</td><td>POADD</td></tr> <tr><td>4. Look up Requisition</td><td>POLST</td></tr> <tr><td>5. Change Requisition</td><td>POCHG</td></tr> <tr><td>6. Stock Level Report</td><td>STKRERDR</td></tr> </table>			1. Receive Inventory From PO	POINLOAD	2. List Details Open PO	PODLST	3. Add a Requisition	POADD	4. Look up Requisition	POLST	5. Change Requisition	POCHG	6. Stock Level Report	STKRERDR
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F1-DFM	F2-MAIL	F4-CALENDAR	F5-HELP	F7-SECURITY	F8-Prev									

**Figure 1- 2 Store PO Menu**

## Chapter 2 – Parameter Settings & Utilities

Your company has to set up and establish the purchase order parameters necessary to meet their criteria and ordering process. And will also set up the minimum ship requirements and/or maximum stock levels for purchase order requisitions to be processed within their allowable limits.

### Purchase Order Parameters - POPARAMS

To get to this program, press the F10 key off any menu and at the command line, type in POPARAMS. You will be taken to a screen similar to Figure 2-1.

Control File Main	1 BOB'S RTO UC DATA	5/05/10 4:27 pm
Drop Characters? <b>Yes</b>	Bar Code Labels Per Item: 1 1	
Update A/P? No	Bar Code Prices to Print: Yes No No	
Print 2nd Desc? Yes	Default PO Type: Requisition	
AP Status? Open	Update Item Cost to PO?: No updates	
	Sort by Ship To: Yes	
Form to Print? 1	Update Warehouse Loc?: No	
Laser Form File: poform1	Invoice by Location: No	
Vendor Comments? No		
Freight in Cost? No	Auto Verify Stock Levels/Use Class: Yes Yes	
Update Cost? Yes	Default Approver: 99	
Default Vendor: 1 FUSION (CONVER		
Input (Y)es if the prefix to the model nbr should be dropped		

**Figure 2- 1 Purchase Order Parameters (POPARAMS)**

**Drop Characters** Enter a Y if the first 5 character prefix of the model number should be dropped on the vendor order; otherwise, leave an N.

#### Bar Code Labels Per Item

Enter the number of barcode labels you want to print for miscellaneous items.  
Enter the number of barcode labels you want to print for serialized items.

**Update A/P** Enter a Y to automatically update Accounts Payable (A/P) from the Purchase Order Update (POUPDT) process; otherwise enter a N.

#### Bar Code Prices to Print

Input Y to print the list price on barcode labels; otherwise, enter a N.  
Input Y to print the regular price on the barcode labels; otherwise enter a N.  
Input Y to print the sale price on barcode labels; otherwise, enter a N.

**Print 2nd Desc** Enter a Y to print the second description on the purchase order; otherwise, enter a N.

**Default PO Type** Enter an R for requisition or a P for purchase order for the purchase order default type.

**Update Item Cost to PO** Enter one of the following to update the item cost on the purchase order:

- N** – no updates
- R** – requisition only
- P** – purchase order only
- B** – both requisition and purchase order

**AP Status** Enter H for hold or O for open for the default Accounts Payable invoice status created from the purchase order

**Sort by Ship To** Enter Y to sort by ship to location when printing the purchase order(s)

**Form to Print** Enter one of the printing choices

- 1) 17.5 cpi (characters per inch)
- 2) 10 cpi
- 3) 10 cpi
- 4) 17.5 cpi #2
- 5) Laser

**Update Warehouse Loc** Enter Y to automatically link to "Inventory Warehouse Location Maintenance" from the Purchase Order Inventory Load (POINLOAD) receiving program.

**Laser Form File** Name of the laser form file to use for the laser purchase orders.

**Vendor Comments** Enter Y to move the vendor comments to the PO comments when adding a PO; otherwise, enter a N.

**Invoice by Location** Enter a Y if you want to create separate invoice for each location; otherwise, enter a N.

**Freight in Cost** Enter a Y to add freight cost into the cost of the inventory; otherwise, enter a N.

**Auto Verify Stock Levels/Use Class**

**Auto Verify Stock Levels** Enter a Y if you want to verify stock levels when converting a requisition to a purchase order; otherwise, enter a N. This indicator will determine if the PO program will invoke optimum level checking using the Stock Level Reorder Report (STKRERDR) when a PO is created or converted from a requisition.

**Use Class** Enter a Y if you want to use class/sub-class when verifying stock levels; otherwise, enter a N. This indicator will determine if the Stock Level Reorder Report (STKRERDR) will analyze by class/sub-class when called from the PO system. This can be overridden manually if the report is run manually. This indicator also affects



**Update Cost** Enter a Y to update the cost on the model number when inventory is received; otherwise, enter a N.

**Default Approver** Enter the default approver's employee number to auto populate purchase orders when they are submitted.

**Default Vendor** Enter the default vendor number to automatically populate the requisition/purchase order when it is created.

Press F9 and the changes will be saved and you will be returned to the Security Entry screen.

## Security Maintenance Parameters - SECMNT

Updates to requisitions and purchase orders are restricted in that only users with authority to change a purchase order can update certain fields regardless of whether it is a requisition or a purchase order.

Security Change 05/06/10

Employee Nbr: 1 0001	EMPLOYEE	Common Programs #2
POINLOAD OK: Y ChgCost POINLOAD: N	Chg PO OK: N Chg PO ShipTo OK: N	
Chg Comm Hist OK: Y Del Comm Hist OK: Y	Chg Inv Comm OK: Y Chg InvRefurb OK: N	
Add Emp Check OK: N Chg Emp Check OK: N	Del Emp Check OK: N Add PetCash Rcpt: N	
Chg PetCash Rcpt: N Del PetCash Rcpt: N	Chg CurrInv Indr: Y Chg Inv HoldDate: N	
Chg Req Cost OK: <b>Y</b>	View Mfg Cost OK: Y HO Inv C/O Codes: Y	Add PO OK: Y
Chg H/P PayTo OK: Y Add Agmt BadCust: Y	Override PO OK: N	Chg AP Inv OK: N

Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm

**Figure 2-1 Security Maintenance Purchase Order Indicators**

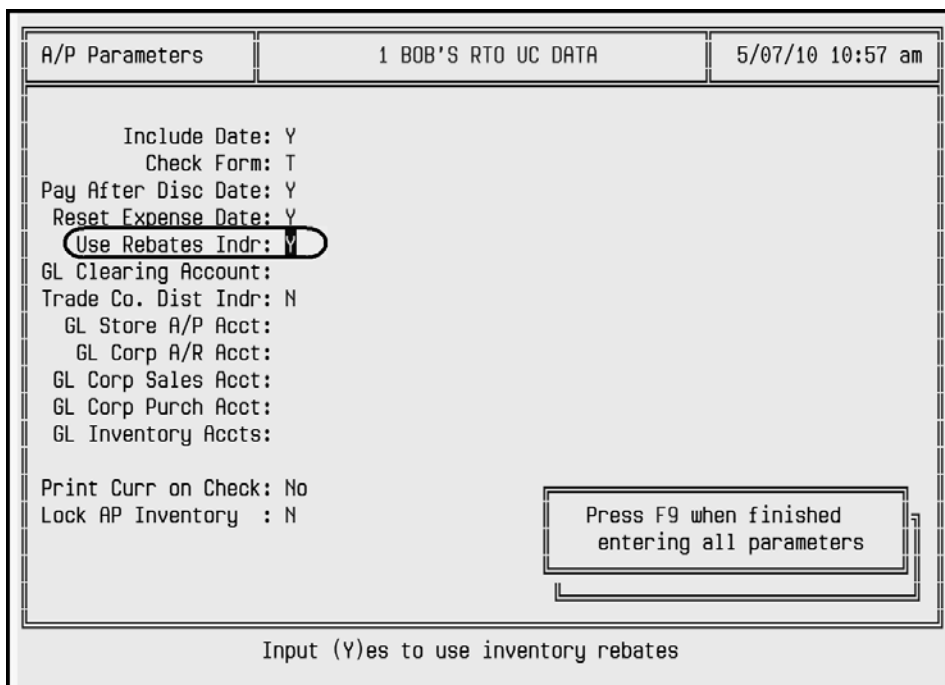
**Chg Req Cost OK** Enter a Y to give this employee authority to change the requisition cost field; otherwise, leave as an N.

**Add PO OK** Enter a Y to give this employee authority to add a purchase order or change a requisition a requisition to a purchase order.

**Override PO OK** Enter a Y to give this employee authority to override the requisition or purchase order even if it was 'not approved'; otherwise, enter a N.

## Account Payable Parameters - APPARAMS

The Accounts Payable Parameters Program (APPARAMS) has a field that needs to be set to Y if your company creates and uses rebate codes and uses the RSSS Account Payable module. See Figure 2-3. This program can be accessed by pressing the F10 key and typing APPARAMS.



**Figure 2- 3 Accounts Payable Parameters (APPARAMS)**

Please refer to the *RSSS Accounting Manual* section on AP Parameters for more information on how to set this up.

## Vendor Terms Code Maintenance - GETVTERM

The new Vendor Terms program (GETVTERM) has been designed to allow multiple due dates along with standard net items with discounts. When a multiple due date term is setup and assigned to an invoice, the system will automatically add multiple invoices based on however many due dates have been selected and the amounts of each invoice will be based on the %'s assigned within the vendor term. This program can be accessed by pressing the F10 key and typing in GETVTERM or you can access this program from the Accounts Payable Menu (AP), select File Maintenance Menu (APUTIL), then select Terms Code Maintenance (GETVTERM);

VENDOR TERMS FILE MAINTENANCE

Description: \_\_\_\_\_

Enter the vendor terms description and/or press return

F7-Report F10-Exit

**Figure 2- 4 Vendor Terms Code Maintenance Screen**

**Description** Enter the description for the vendor terms. If you enter a description that exists a popup window will appear listing with this vendor term item first in the list. If you enter a description that does not exist the Vendor Terms File Add screen will appear where you can add the new vendor term. If you leave this field blank a list will appear and you can press F3-Delete, F4-Change or F6-Add to update the vendor terms code record.

VENDOR TERMS FILE UPDATE

Description: NET 30

Number of Payments: 1 (1-6)

	Due Month	Due Day(s)	Due Percent
1st Payment		30	100.0000
2nd Payment			
3rd Payment			
4th Payment			
5th Payment			
6th Payment			
Total:			100.0000

Discount Percentage:

Discount Expiration Month:

Discount Expiration Day:

Any More Changes: N

This is the Description of Vendor Terms

F8-BackOut F9-Update

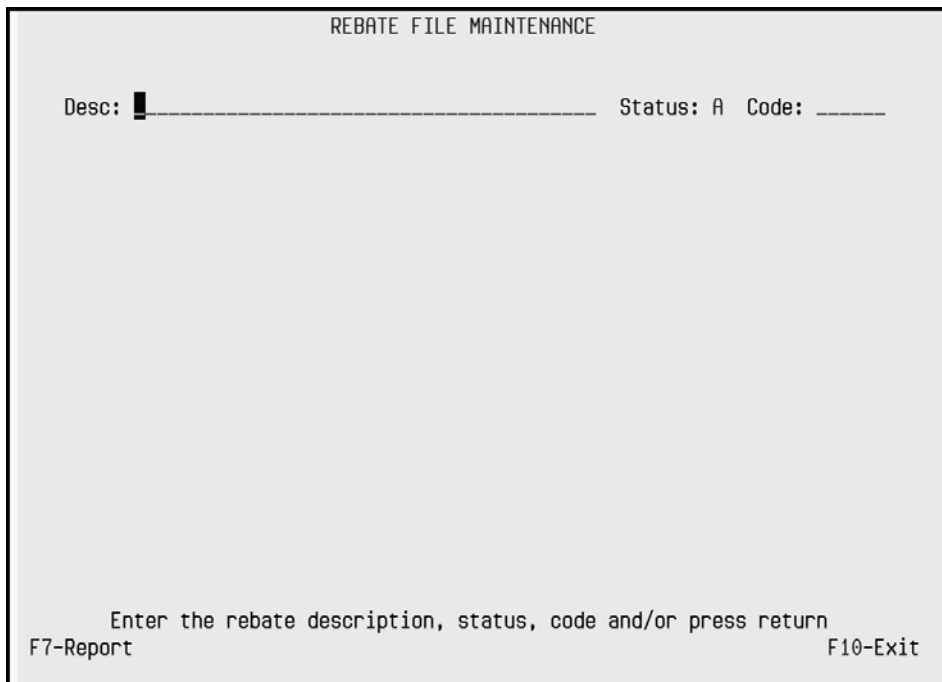
**Figure 2- 5 Vendor Terms Code Maintenance Update Screen**

Note that vendor terms codes may also be added when adding a Purchase Order or an AP invoice.

Please refer to the *RSSS Accounting Manual* section on Terms Code Maintenance for more information on how to set this up.

## Rebate Code Maintenance – GETRBTEC

The Rebate Code Program (GETRBTEC) has been designed to allow multiple rebate codes to be setup and be used by Vendor and by individual Purchase Order. This program can be accessed by pressing the F10 key and typing GETRBTEC or from the Accounts Payable menu (AP), select File Maintenance menu (APUTIL), then Rebate Code Maintenance (GETRBTEC). See Figure 2-6.



REBATE FILE MAINTENANCE

Desc:  Status: A Code:

Enter the rebate description, status, code and/or press return

F7-Report F10-Exit

**Figure 2- 6 Rebate Codes File Maintenance Screen**

**Desc/Status/Code** Enter the rebate description, status, code and or press enter through the fields to get a listing. Status must be A (active), I (inactive) or B (both). If that rebate codes or not codes exist, you will get the rebate file add screen. See Figure 2-7.

REBATE FILE ADD

Status: A  
Description: REBATE 1

Percent or Per Unit: U  
Rebate Percent:  
Rebate Per Unit: \$ 1.00  
Accrual: Y

Receivable Debit Acct: 4015  
Expense Credit Acct: 8138

Any More Changes: ☐

F8-Prev F10-Exit

**Figure 2- 7 Rebate Codes File Add Screen**

Note that rebate codes may also be added or changed while adding a Purchase Order.

Please refer to the *RSSS Accounting Manual* section on Rebate Codes Maintenance for more information on how to set this up.

### **Stock Level Maintenance – GETSTKL V**

Stock Levels will need to be defined so the Stock Level Report has stock levels to compare to for ordering minimums and maximums. To define stock levels, press F10 at any menu and type in GETSTKL V.

You can add, change, delete or copy a stock level record.

If the 'Use Class' indicator is set to Y in the Purchase Order Parameters (POPARAMS), then the Stock Level Maintenance Screen will appear like Figure 2-8 and your company will need to define the various stock levels with description 1 and class/sub-class codes for the company's stores. See Figure 2-9 also.

**STOCK LEVEL MAINTENANCE**

Description 1: Class/Sub-Class: 0-0000 Sort By: C  
Store: \_\_\_\_ (zero for all stores) All/Default/Override: A (A, D or O)

Store	Description 1	Class-Sub Class	Min	Max
0	AIR CONDITIONER	1-0001	3	5
0	DRYER	2-0002	2	4
0	FREEZER	2-0003	2	4
0	APPLIANCE MISC	2-0005	2	4
0	WASHER DRYER PEDESTAL	2-0005	2	4
0	RANGE	2-0006	2	6
0	REFRIGERATOR	2-0007	4	8
0	WASHER	2-0008	1	3
0	WASHER FRONT LOAD	2-0008	2	4
0	WASHER XX LARGE	2-0008	1	2
0	BEDDING	3-0001	1	3
0	BEDROOM	3-0002	1	4
0	BEDROOM CHEST	3-0003	1	2

F1-Forward F2-Back F3-Delete F4-Change F6-Add F7-Copy F8-BackOut ENTER-Select

**Figure 2- 8 Stock Level Maintenance Screen with Class/Sub-Class**

**Store** A zero (0) defines this stock level set for all stores. If you need a particular store to have a different stock level, press F6 to add the new stock level record for that store and this override will be used for that store's stock level; otherwise, the Store 0 record stock level is used.

**Description 1** The description for the stock level report.

**Class/Sub-Class** The product class and sub-class defined for this product.

**Min** Normal minimum number to have in store inventory before having to order.

**Max** Normal maximum number to have in store inventory before you can not order anymore for the store.

STOCK LEVEL FILE UPDATE

Store: 0

Description 1: AIR CONDITIONER

Description 2:

Product Class: 1-0001 AIR CONDITIONERS

Normal Min: 3

Normal Max: 5

Seasonality: N

Low Min: 0

Low Max: 1

High Min: 4

High Max: 7

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
L	L	L	N	N	H	H	H	N	N	L	L

Any More Changes: N

This is the Product Class for this Description

F8-BackOut F9-Update

**Figure 2- 9 Stock Level Record to Update**

**Store** A zero (0) defines this stock level set for all stores. If you need a particular store to have a different stock level, press F6 to add the new stock level record for that store and this override will be used for that store's stock level; otherwise, the Store 0 record stock level is used.

**Description 1** The description 1 for the stock level report.

**Description 2** The description 2 for the stock level report.

**Product Class/Sub-Class** The product class and sub-class defined for this product for description 1.

**Normal Min** Minimum stock level number to have in store inventory before having to order during a normal demand period.

**Normal Max** Maximum stock level number to have in store inventory during a normal demand period before you can not order anymore for the store.

**Seasonality** Enter a Y to allows you to adjust stock levels for seasons; otherwise, answer N.

**Low Min** Minimum stock level to have in store inventory during a low demand period.

**Low Max** Maximum stock level number to have in store inventory during a low demand period before you can not order anymore for the store.

**High Min** Minimum stock level to have in store inventory during a high demand period.

**High Max** Maximum stock level number to have in store inventory during a high demand period before you can not order anymore for the store.

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Enter the demand level for each calendar month of the year for seasonal usage.

**L – Low**

**H** – High

**N** – Normal

Press the F9 key to get the "Any More Changes" prompt. Press enter at the N to save and return back to the previous screen.

If the 'Use Class' indicator is set to N in the Purchase Order Parameters (POPARAMS), then the Stock Level Maintenance Screen will appear like Figure 2-10 and your company will need to define the various stock levels with description 1 for the company's stores.

Note: The Class/Sub-classes do not need to be defined for this option.

```

STOCK LEVEL MAINTENANCE

Description 1: _____
Store: ____ (zero for all stores)  All/Default/Override: A (A, D or O)


F7-Report      Enter beginning description to list      F10-Exit

```

**Figure 2-10 Stock Level Maintenance Screen**

## ***Vendor Maintenance – VENDOR***

Certain fields within vendor need to be set up also to work with the Purchase Order System. To update the vendor record, at any menu, press F10 and on the command line type in VENDCHG and press enter.

Enter the vendor number or leave the vendor prompt blank and press enter. A list of vendors will display so you can choose the vendor you need to make the change to. Use the F1-Forward, F2-Back, F5-Fold/Unfold (press F5 to also view addresses for



the vendors listed then press F5 again to unfold the addresses back) if necessary to find the vendor you will be changing. See Figure 2-11.

Change Vendor		1 BOB'S RTO UC DATA	5/06/10 3:32 pm
Vendor:			
	ALLISON-ERWIN CO	133	
	AMANA	202	
	AMERICAN ABODE	55	
	AMERICAN BEDDING	175	
	AMERICAN FURN	185	
	AMERICAN RUG	161	
	AMERICAN WEAVERS	186	
	ANTHONY OF CALIF.	224	
	ANTONIO IGLESIAS	195	
	APA MARKETING	275	
	ARACHNID	136	
	ARMSTRONG	213	
	ARTISTIC RESOURCE	298	
	ARTISTIC WAY	215	
	ASHLEY	225	

F1-Forward    F2-Back    F5-Fold/Unfold    F10-Exit    ENTER-Select

**Figure 2-11 Change Vendor Listing**

Once you have selected the vendor to change, the screen will appear similar to Figure 2-12.

Update the following fields on the vendor screen:

<b>Minimum Qty</b>	Input the minimum vendor order quantity.
<b>Minimum Amt</b>	Input the minimum vendor order amount.
<b>Free Ship Qty</b>	Input the quantity required to receive free shipping.
<b>Free Ship Amt</b>	Input the amount required to receive free shipping.

Change Vendor		1 BOB'S RTO UC DATA		5/06/10 3:38 pm	
Vendor: 175		FOB Point: Shipping			
Name: AMERICAN BEDDING		Buyer:			
Address: 500 S. FAULKENBURG ROAD		Vendor Group:			
TAMPA, FL 33619		Country: USA			
City:		Delivery days: 0			
SalesRep/Fax:		Returns? Yes			
Phone #:		1099 Required? No			
Fax #:		Separate Chck? No			
FIN:		Shutdown From:			
Remit to: 0		Thru:			
Our account:		Chg Inv Taxes: N/N/N/N			
Freight Calc: N Fr Amt:		Fr %:			
Exchg/Bump %:		Vendor Rebates: N			
Terms: NET		Minimum Qty:			
Ship Via: THEIR TRUCK		Minimum Amt: 2000.00			
Lookup name: AMERICAN BEDDING		Free Ship Qty:			
		Free Ship Amt: 2000.00			
F1-Fwrd F2-Back F9-Done F10-Abort HOME-Top PG DN-Del Line PG UP-Ins Line					

**Figure 2-12 Change Vendor Parameters**

Press F9 twice to accept the change and then press F8 to take you back to a menu.

## **Class Maintenance – CLASSMNT**

To maintain the Class/Sub-Class codes, at any menu press F10 and type in CLASSMNT. These codes need to be maintained if your company sets the Class/Sub-Class indicator to Y on the Purchase Order Parameters (POPARAMS).

Use the function keys at the bottom to maintain this class/sub-class list: F4- Delete, F6 – Add, F3 – Toggle the Listing between Class and Description.

See Figure 2-13.

Class Change			05/06/10
CLASS	SUB-CLASS	DESCRIPTION	LISTED BY: CLASS
1 - 0001		AIR CONDITIONERS	
2 - 0001		DISWASHER	
2 - 0002		DRYER	
2 - 0003		FREEZER	
2 - 0004		MICROWAVE	
2 - 0005		MISC	
2 - 0006		RANGE	
2 - 0007		REFRIGERATOR	
2 - 0008		WASHER	
3 - 0001		BEDDING	
3 - 0002		BEDROOM	
3 - 0003		BEDROOM FURNITURE	
4 - 0001		CAMCORDERS	
4 - 0002		COMPUTERS	
4 - 0004		DVD/VCR	
4 - 0005		ELECTRONIC FURNITURE	

F1-Next Page F2-1st Page (F4-Del F6-Add) F8-Menu  
F3-Toggle Listing Class/Desc. CMD-Exit

**Figure 2-13 Class Maintenance Screen**

## Ship Via – SHIPVIA

To maintain the Ship Via field choices for the Purchase Order, at any menu press F10 and type in SHIPVIA and you will get the ship via menu choices where you can add, change, delete, list, print or show the ship via codes that are used on purchase orders. See Figure 2-14.

Please refer to the *RSSS Accounting Manual* section on Rebate Codes Maintenance for more information on how to set this up.

List Ship Via	1 BOB'S RTO UC DATA	5/07/10 3:23 pm
DESCRIPTION AAA AVERITT EXPRESS BEST WAY CUST CARRY IN FOOTHILLS FROM STORE N/A NON OUR TRUCK RAPID TECH PICK UP THEIR TRUCK UPS WAY		
F1-Next Page	F2-Prev Page	F10-Exit

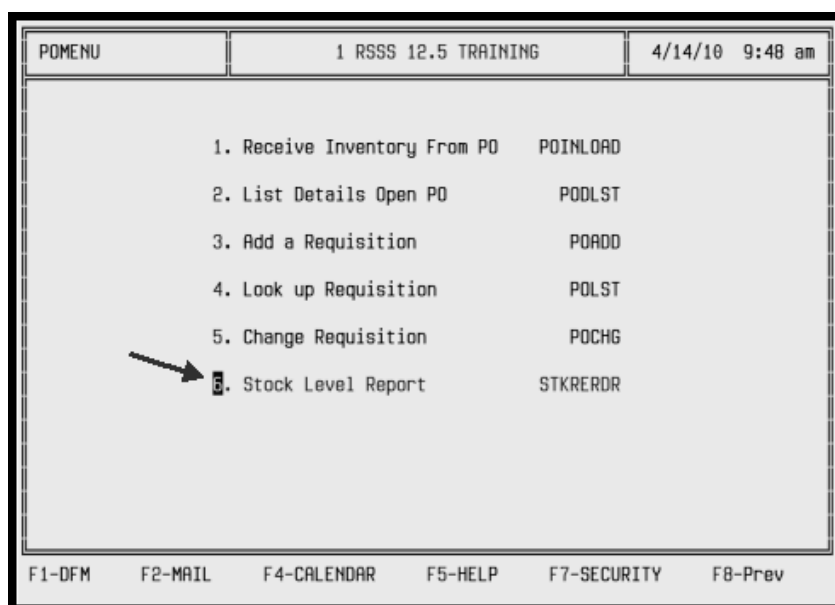
**Figure 2-14 Ship Via Listing**

## Chapter 3 - Stock Level Report

The Stock Level Report will help guide the store in determining what inventory needs to be ordered for the store. This report should be run prior to adding any requisitions into the system for the store.

This report shows all current inventory levels that are idle, on rent/lease, and on order including optimum levels that will help identify any product categories that need to be ordered for the store.

Off the PO Menu, select the option "Stock Level Report" or press the F10 key off of any menu and at the command line type in "STKRERDR" and then press the enter key, see Figure 3-1.



**Figure 3- 1 Stock Level Report Option off Store PO Menu**

You will be prompted for printer or file pathname. If you want to print directly to the default printer, press the enter key. If you want this information to print to another printer, type that printer number over the default and press the enter key. See the *Store Rental Countertop* for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press the enter key to accept the default of N for no and you will see the screen in Figure 3-2.

```

STOCK LEVEL REORDER REPORT REQUEST

ANALYZE/SORT BY: S (R-Region, D-Division, G-Store Group, S-Store)

SELECT BY GROUP: Y (Y/N)      Range or List: L (R-Range, L-List)

LIST: 1 0 0 0 0 0 0 0 0 0
INCLUDE REQUISITIONS: Y (Y/N) ANALYZE BY CLASS: Y (Y/N) PRINT DESC: Y (Y/N)
PRINT OPTION: D (D-Detail, S-Summary Totals, B-Both detail & summary)
BREAK OUT PROMOS: N (Y/N)
LIST IDLE INVENTORY: Y (Y/N) DAYS IDLE: 0
ANALYZE BY DESC: 1 (1-Desc 1, 2-Desc 2, 3-Both Desc 1 & 2)
PRINT VERIFY NOTES: N (Y/N)
SELECT BY: N (D/C/P/N)

enter your store # and take
all other defaults on the rest
of the fields

R-REGION  D-DIVISION  G-STORE GROUP  S-STORE
  
```

**Figure 3- 2 Stock Level Report Screen**

**ANALYZE/SORT BY**

**R - REGION**

**D - DIVISION**

**G – STORE GROUP**

**S – STORE** (select this option to run the report for your store).

**SELECT BY GROUP** Accept the default of N to run this report for your store.

**RANGE OR LIST** Accept the default of L to run this report for your store.

**LIST** Enter your store number and press F9 to advance to the next field prompt  
The Stock Level Report will help guide you in determining what inventory needs to be ordered for your store.

**INCLUDE REQUISITIONS** Accept the default of Y to include requisitions in your order counts.

**ANALYZE BY CLASS** Accept the default of Y to analyze by class/sub-class.

**PRINT DESC** Accept the default of Y to print descriptions on your report.

**PRINT OPTION** Accept the default of Y to print details on the report.

**D - DETAIL**

**S – SUMMARY TOTALS**

**B – BOTH DETAIL & SUMMARY**

**BREAK OUT PROMOS** Accept the default of Y to run this store report. This will omit promo items from the total items available. If you accept the Y, you are prompted **ENDING ON OR AFTER**. Leave today's date.

**LIST IDLE INVENTORY** Accept the default of Y to list a count of idle inventory items. If you accept the Y, you are prompted **DAYS IDLE**. Accept the default of 0 (zero) number of days used to determine if the item is idle. Only change this if you are instructed to do so by your manager.

**ANALYZE BY DESC** Accept the default of 1 to print description 1.

**1 – DESC 1**

**2 – DESC 2** (for future development)

**3 – BOTH DESC 1 & 2** (for future development)

**PRINT VERIFY NOTES** Accept the default of N for no.

**SELECT BY** Accept the default of N for no.

**D – DESCRIPTION**

**C – Class/SUB-CLASS**

**P – PO**

**N – NO SELECTION (ALL)**

Once you enter your criteria, press the F9 key and at “Any More Changes” press enter at the N and the report will begin processing and the screen will look similar to Figure 3-3 while it is processing till it completes and returns you to a menu.

STOCK LEVEL REORDER REPORT REQUEST

ANALYZE/SORT BY: S (R-Region, D-Division, G-Store Group, S-Store)

SELECT BY GROUP: Y (Y/N)      Range or List: L (R-Range, L-List)

LIST:    1    0    0    0    0    0    0    0    0    0

INCLUDE REQUISITIONS: Y (Y/N)    ANALYZE BY CLASS: Y (Y/N)    PRINT DESC: Y (Y/N)

PRINT OPTION: D (D-Detail, S-Summary Totals, B-Both detail & summary)

BREAK OUT PROMOS: Y (Y/N)    ENDING ON OR AFTER 4/14/10

LIST IDLE INVENTORY: Y (Y/N)    DAYS IDLE:    0

ANALYZE BY DESC: 1 (1-Desc 1, 2-Desc 2, 3-Both Desc 1 & 2)

PRINT VERIFY NOTES: N (Y/N)

SELECT BY: N (D/C/P/N)

ITEMFILE COUNT:    13000    MINVREC COUNT:    15000    GROUP COUNT:    7

LOC-TRAN COUNT:    25    PO-DET COUNT:    22500

RELEASE COUNT:    1

PLEASE WAIT WHILE STOCK REORDER REPORT IS RUNNING

**Figure 3- 3 Stock Level Report Screen**

Figure 3-4 is an example of a Stock Level Report.



**Figure 3- 4 Stock Level Report Example**

## Chapter 4 - Adding a Requisition or PO

Off the PO Menu, select the option "Add a Requisition" or off the Purchasing Menu select "Add a new Purchase Order" or press the F10 key off of any menu and at the command line type in "POADD" and then press the enter key.

This adding a requisition option allows you to choose the inventory pieces you would like to order for your store following the information provided from the Stock Level Report. See Figure 4-1

Add P/O	1 BOB'S RTO UC DATA	4/14/10 11:22 am
Ship from: 1 BOB'S RTO 1234 TEXAS STREET USRCNFVILLE TX Ph (000)867-5309 Fax	Ship to: Store STAPLES STAPLES RD CORPUS CHRISTI TX 78415 Ph Fax	Number: 1
P/O Number: 53586	Payment Terms: 2%25 NET 30	
Type: Requisition	Rebates: N	
Date: 4/14/10	FOB Point: Shipping	
Status: Open	Freight: Prepaid	
Buyer: 1	Ship via: OUR TRUCK	
Approver: 1	Total Landed Ord/Rcvd: /	
Exception: Normal	Total Mfg Ord/Rcvd: /	
Required: 4/14/10	Total Freight:	
NOTES		
F1-Furd F2-Back F9-Done F10-Abort HOME-Top PG DN-Del Line PG UP-Ins Line		

**Figure 4- 1 POADD Screen to add a Requisition**

**P/O NUMBER** Press enter to generate the PO number (employee not allowed to enter PO number)

**SHIP FROM** Enter Vendor number. May be your company number every time if your company allows you to add multiple products from different vendors to the same requisition number. The Purchasing Department in this case will separate them out and send them to the appropriate place once the order is completed.

**SHIP TO** Enter store number (stores can only enter logged in store number)

**TYPE** PO program will default to Requisition (stores will not be able to create Purchase Orders)

**DATE** Requisition creation date, defaults to today's date

**STATUS** Defaults to Open

**BUYER** Enter user's employee number



**APPROVER** Enter Approver's employee number (enter user number to keep Requisition in store)

**EXCEPTION** Defaults to Normal (stores will not be able to access this field)

**REQUIRED** Date items are to be in the stores location (includes delivery day from Vendor record)

Can enter notes about the requisition too if needed.

**Note: All other fields are not accessible at the store.**

Press F9 to advance to the 2<sup>nd</sup> screen.

Enter the inventory you want to order for your store. See Figure 4-2 for an example order.

Add P/O		1 BOB'S RTO UC DATA		4/14/10 11:22 am	
Ship from: 1 BOB'S RTO 1234 TEXAS STREET USRCNFVILLE TX Ph (000)867-5309 Fax		Ship to: Store Number: 1 STAPLES STAPLES RD CORPUS CHRISTI TX 78415 Ph Fax		PO Nbr/Date: 53586 4/14/10	
QTY	MODEL NUMBER	FAB	COL	MFG COST LANDED COST	REQUIRED SHIPTO C
1	FLASH1114335			259.000 259.000	4/14/10 1 N
3	FEPRO901-82			196.000 196.000	4/14/10 1 N
2	FLWASPLUM S/L			440.000 440.000	4/14/10 1 N
6	ALAMMNAV2335AWW			230.000 230.000	4/14/10 1 N
6	ALAMMALE331RAW			300.000 300.000	4/14/10 1 N
DRYER				On Hand/Order: 4 0	
F1-Next F2-Prev F3-Chg F4-Del F5-Insert F6-Allocate F7-Duplicate F9-Done					

**Figure 4- 2 POADD 2<sup>nd</sup> Screen to place inventory order**

**QUANTITY** Number of items to order

**MODEL NUMBER** Search by model number or description. You can enter a few characters of the model number or description and then select the item off the inventory search list using the F1 page forward and F2 page back keys. Highlight the item you want off the list and it will appear in this field.

**FAB/COL** Stores not allowed to adjust these fields

**LANDED COST** Stores not allowed to adjust this field

**REQUIRED** Date for items need to be in the store (includes delivery day from vendor record)

**SHIP TO** Location for item to be delivered to

**C** 'Y' to enter comment for this item; 'N' for no item comment

Once you enter the items you want to place on this requisition, press F9 twice to save and be given the option to submit your inventory order for approval. See Figure 4-3.

Add P/O		1 BOB'S RTO UC DATA		4/14/10 11:22 am			
Ship from: 1		Ship to: Store		Number: 1			
BOB'S RTO		STAPLES					
1234 TEXAS STREET		STAPLES RD					
USRCONFVILLE TX		CORPUS CHRISTI TX 78415					
Ph (000)867-5309 Fax		Ph Fax					
PO Nbr/Date: 53586 4/14/10							
QTY	MODEL NUMBER	FAB	COL	MFG COST	LANDED COST	REQUIRED	SHIPTO C
1	FLASH1114335			259.090	259.090	4/14/10	1 N
3	FEPRO901-82				96.000	4/14/10	1 N
2	FLWASPLUM S				40.000	4/14/10	1 N
6	ALAMMNAV233				30.000	4/14/10	1 N
6	ALAMMALE331				00.000	4/14/10	1 N
Submit for Approval? <input checked="" type="checkbox"/>							
Approver: 99							
DRYER				On Hand/Order: 4 0			
Enter 'Y' to submit for approval							

**Figure 4- 3 Enter Y to submit and place inventory order**

If you don't want to send your order for approval, enter "N" and the requisition will close (saved) allowing you to comeback and adjust it in the future. If you answer "Y", it processes the order and you will see a message appearing at the bottom of the screen that it is processing.

The order will now go and search all the items listed based on your company's criteria that was set by your Home Office/Buyer/Purchasing Department.

If the order meets all the criteria, a message will appear similar to Figure 4-4.

Add P/O		1 BOB'S RTO UC DATA		4/14/10 11:22 am	
Ship from: 1		Ship to: Store		Number: 1	
BOB'S RTO		STAPLES			
1234 TEXAS STREET		STAPLES RD			
USRCORVILLE TX		CORPUS CHRISTI TX 78415			
Ph (000)867-5309 Fax		Ph Fax			
PO Nbr/Date: 53586 4/14/10					
QTY	MODEL NUMBER	FAB	COL	MFG COST LANDED COST REQUIRED	SHIPTO C
1	FLASH1114335			259.090 259.090 4/14/10	1 N
3	F			4/10	1 N
2	F			4/10	1 N
6	A			4/10	1 N
6	A			4/10	1 N
<div style="border: 1px solid black; padding: 5px; text-align: center;">             ORDER IS APPROVED AND SUBMITTED FOR PROCESSING.              PRESS ENTER TO CONTINUE           </div>					
DRYER		On Hand/Order: 4 0			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">             ORDER HAD NO VALIDATION ERRORS; PRESS 'ENTER' TO CONTINUE           </div>					

**Figure 4- 4 Order approved and submitted for processing**

Print a copy of the requisition to keep with your records of all inventory ordered at your store. This way follow-up is much easier with the information readily available.

If there are any discrepancies/error with the order and it is not approved, an error message will appear. Please contact your Manager or Purchasing Department for assistance with requisitions that are not approved.

## Chapter 5 - Changing a Requisition or PO

Off the PO Menu, select the option "Change Requisition" or off the Purchasing Menu select "Change a Purchase Order" or press the F10 key off of any menu and at the command line type in "POCHG" and then press the enter key.

On the first screen, enter the P/O Number or Requisition Number you want to change and press enter. Once the first screen appears, press the F9 key three times and the second screen will appear. See Figure 5-1.

Change P/O		1 BOB'S RTO UC DATA		4/14/10 4:41 pm			
Ship from: 1		Ship to: Store		Number: 1			
BOB'S RTO		STAPLES					
1234 TEXAS STREET		STAPLES RD					
USRCONFVILLE TX		CORPUS CHRISTI TX 78415					
Ph (000)867-5309 Fax		Ph Fax					
PO Nbr/Date: 53586 4/14/10							
QTY	MODEL NUMBER	FAB	COL	MFG COST	LANDED COST	REQUIRED	SHIPTO C
1	FLASH1114335			259.000	259.000	4/14/10	1 N
3	FEPRO901-B2			196.000	196.000	4/14/10	1 N
2	FLWASPLUM S/L			440.000	440.000	4/14/10	1 N
6	ALAMMNAV2335AWW			230.000	230.000	4/14/10	1 N
6	ALAMMALE331RAW			300.000	300.000	4/14/10	1 N
				4,907.09	4,907.09		
SOFA LOVE				On Hand/Order: 0 0			
F1-Next F2-Prev F3-Chg F4-Del F5-Insert F6-Allocate F7-Duplicate F9-Done							

**Figure 5- 1 2<sup>nd</sup> Screen where you make your changes**

<b>F3-CHG</b>	Update a current item on PO
<b>F4-DEL</b>	Delete an item on PO
<b>F5-INSERT</b>	Insert a line for new item on PO
<b>F6-ALLOCATE</b>	Allocate a customer for this item (See Figure 5-2)
<b>F7-DUPLICATE</b>	Duplicate PO line
<b>F9-DONE</b>	F9 to save changes and proceed

Inventory On Order Maint 04/14/10

Starting Values: PO Nbr: 53586 Cust Nbr: 000100555 Status: 0  
Entered Date: 4/14/10 Model Nbr: FLASH1114335

Starting Purchase Order Number

---

F1-PO # F2-Cust # F3-Model # F4-Status F5-Help F6-Date Entrd F7-Lst Model #

**Figure 5- 2 POCHG F6- Allocate Customer for Item Screen**

## Chapter 6 – Copy a Purchase Order - POCOPY

Off the Purchasing Menu select the option “Change a Purchase Order” or press the F10 key off of any menu and at the command line type in “POCHG” and then press the enter key.

Copy a PO		1 BOB'S RTO UC DATA		5/07/10 2:18 pm																											
Copy a Purchase Order																															
P/O Number to Copy From:	53533																														
P/O Number to Copy To:	53592																														
New Ship to Location:	0																														
Required Date:	5/07/10																														
		<table border="1"> <tbody> <tr><td>FUSION 2011</td><td>0</td></tr> <tr><td>STAPLES</td><td>1</td></tr> <tr><td>EVERHART</td><td>2</td></tr> <tr><td>AIRLINE</td><td>3</td></tr> <tr><td>ROBERT DR</td><td>4</td></tr> <tr><td>SANTA FE</td><td>5</td></tr> <tr><td>EMPLOYEE PURCHASE # 98</td><td>98</td></tr> <tr><td>LOANER FROM STAPLES</td><td>401</td></tr> <tr><td>LOANER FROM EVERHART</td><td>402</td></tr> <tr><td>LOANER FROM AIRLINE</td><td>403</td></tr> <tr><td>LOANER FROM ROBERT DR</td><td>404</td></tr> <tr><td>LOANER FROM SANTE FE</td><td>405</td></tr> <tr><td>IN STORE SERVICE</td><td>501</td></tr> </tbody> </table>				FUSION 2011	0	STAPLES	1	EVERHART	2	AIRLINE	3	ROBERT DR	4	SANTA FE	5	EMPLOYEE PURCHASE # 98	98	LOANER FROM STAPLES	401	LOANER FROM EVERHART	402	LOANER FROM AIRLINE	403	LOANER FROM ROBERT DR	404	LOANER FROM SANTE FE	405	IN STORE SERVICE	501
FUSION 2011	0																														
STAPLES	1																														
EVERHART	2																														
AIRLINE	3																														
ROBERT DR	4																														
SANTA FE	5																														
EMPLOYEE PURCHASE # 98	98																														
LOANER FROM STAPLES	401																														
LOANER FROM EVERHART	402																														
LOANER FROM AIRLINE	403																														
LOANER FROM ROBERT DR	404																														
LOANER FROM SANTE FE	405																														
IN STORE SERVICE	501																														
F1-Forward		F2-Back		F10-Exit																											
				ENTER-Select																											

**Figure 6- 1 Copy a Purchase Order Screen**

**P/O Number to Copy From** Enter the purchase order number to copy from.

**P/O Number to Copy To** Enter the purchase order number to copy to or default to the next available automatically generated purchase order.

**New Ship to Location** Enter the ship to location or press enter at the zero (0) and a listing will appear for you to select the new ship to location.

**Required Date** Enter the new required date.

Press F9 and at the “Any More Changes” prompt, press enter at the N. You will be prompted to print the purchase order. To print change this prompt to a Y; otherwise, press enter to accept the default of N.

Press F8 to return to the previous menu screen.

## Chapter 7 – Cancel a Purchase Order – POCAN

Off the Purchasing Menu select “Cancel a Purchase Order” or press the F10 key off of any menu and at the command line type in “POCAN” and then press the enter key.

Cancel P/O	1 BOB'S RTO UC DATA	5/07/10 2:23 pm
Ship from: 355 TECH DATA CORP 5100 LIBERTY WAY FORT WORTH, TX 76177 Ph (800)237-8931 Fax	Ship to: Store ROBERT DR ROBERT DR CORPUS CHRISTI Ph	Number: 4 TX 78412 Fax
P/O Number: 53533	Payment Terms: 2%25 NET 30	
Type: Purchase Order	Rebates: N	
Date: 2/01/10	FOB Point: Shipping	
Status: Open	Freight: Prepaid	
Buyer: 460	Ship via: BEST WAY	
Approver: 460	Total Landed Ord/Rcvd:	2,091.85 /
Exception: Normal	Total Mfg Ord/Rcvd:	2,091.85 /
Required: 2/01/10	Total Freight:	
Is this the purchase order to be cancelled? N		

**Figure 7- 1 Cancel a Purchase Order Screen**

### Cancel the Entire Purchase Order

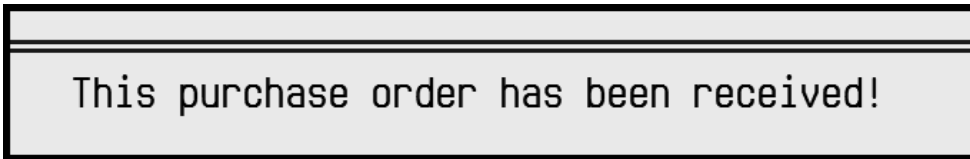
Enter the P/O Number and a screen similar to Figure 7-1 will appear prompting you “Is this the purchase order to be cancelled?” Enter a Y to cancel this purchase order if this is the correct purchase order. You will be prompted to “Cancel entire purchase order?” Enter a Y to cancel the entire purchase order. You will be prompted to “Print the Cancel Purchase Order?” Enter a Y to print or press enter to accept the default of N and not print the cancelled purchase order.

### Cancel certain items on the Purchase Order

If you want to just cancel certain items on the purchase order enter an N at the “Cancel entire purchase order?” prompt and the 2<sup>nd</sup> purchase order screen will appear where you can highlight the detail line on the purchase order and press the F3-Cancel key to cancel that product off the purchase order. You will be prompted to input the quantity you want to cancel. Then press F9.

You will be prompted to “Print the Cancel Purchase Order?” press enter to accept the default of N and key in the correct purchase order number you want to cancel. Enter a Y to print the cancelled purchase order.

If the purchase order has already been received you will see the prompt in Figure 7-2.



***Figure 7- 2 Cancel a Purchase Order that has been received Message***



## Chapter 8 – Show a Purchase Order – POSHO

Off the Purchasing Menu select "Show a Purchase Order" or press the F10 key off of any menu and at the command line type in "POSHO" and then press the enter key. See Figure 8-1.

Show P/O	1 BOB'S RTO UC DATA	5/07/10 2:50 pm
Ship from: 355 TECH DATA CORP 5100 LIBERTY WAY FORT WORTH, TX 76177 Ph (800)237-8931 Fax	Ship to: S SANTA FE SANTA FE CORPUS CHRISTI Ph	Number: 5 TX 78412 Fax
P/O Number: 53534	Payment Terms: 2%25 NET 30	
Type: Purchase Order	Rebates: N	
Date: 2/01/10	FOB Point: Shipping	
Status: Received	Freight: Prepaid	
Buyer: 460	Ship via: BEST WAY	
Approver: 460	Total Landed Ord/Rcvd:	2,091.85 / 2,091.85
Exception: Normal	Total Mfg Ord/Rcvd:	2,091.85 / 2,091.85
Required: 2/01/10	Total Freight:	
F1-Next F2-Prev F3-Print F4-Details F5-Worksheet F6-List Inv F10-Done		

**Figure 8- 1**

### Show a Purchase Order

Press F3-Print, designate the print where you want to print the purchase order.  
Press F4-Details to view the details on the purchase order.  
Press F5-Worksheet, designate the printer you want the worksheet to print to.  
Press F6-List Inv to list the inventory on this purchase order.

## Chapter 9 - Look Up a Requisition or PO - POLST

From the PO Menu, select the option "Look Up Requisition" or off the Purchasing menu select "List Purchase Orders" or press the F10 key off of any menu and at the command line type in "POLST".

You will see a screen similar to Figure 9-1.

List P/O		1 BOB'S RTO UC DATA		4/15/10 9:01 am	
List By: Status	Status: All	Approved By:	99	Type: Req	
P/O Date:					
NUMBER	T S A E	VENDOR NAME	DATE	SHIP TO	LOCATION
53586	R O Y N	1 FUSION (CONVERTED)	4/14/10	Store	1

F1-Forward    F2-Back    F10-Exit Program    ENTER-Select P/O

**Figure 9- 1 Look Up Requisition Option off PO Menu**

**List By : Status** Accept default of **S for Status** in most cases. Unless you want to list by **P for Purchase Order Number** or list by **V for vendor**.

**Status** Accept the default of **A for all** or you can list by

- O – Open**
- P – Paid**
- H – Hold**
- R – Received**
- B – Back Order**
- C – Cancelled**

**Approved By** Enter the employee number you want the list to display for. In this example in Figure 9-1 we are listing for employee number 99 which is the "Approver's" employee number.

**Type** Change the default of **P for Purchase Order** to **R for requisition** or if you want to display both purchase orders and requisitions, change this field to **A for all**.

**Date** Enter the starting for the purchase order/requisitions to start listing by or you may leave it blank and press enter.

**T/S/A/E** columns displayed on the listing are Type, Status, Approved, Exception respectively.

The list will display based on your selection criteria for the listing.

## Chapter 10 - Listing Details for an Open PO - PODLST

To list purchase order and be able to view the details on that purchase order, from the PO Menu, select the option "List Details Open PO" or off the Purchasing Menu select "List Purchase Order Items" or press the F10 key off of any menu and at the command line type in "PODLST".

Use this option to list on screen inventory to be received on a purchase order, backordered, already received or cancelled.

You will see a screen similar to Figure 10-1.

1 BOB'S RTO UC DATA		4/15/10 9:47 am	
List By:	Stat: & Vend:	Loc:	Model:
P/O Date:			P/O:
List by: (M)odel Number or (P)/O Number			

**Figure 10- 1 List Details for an Open PO**

**List By: STATUS** Accept default of **P for Purchase Order** in most cases. You can also list on order inventory by **M for Model Number**.

**Stat** Accept the default of **& for everything on order (open and back ordered)** **not yet to be received** or you can list by:

- O- Open**
- P – Paid**
- R – Received**
- B – Back Order**
- C – Cancelled**
- A – All**
- D – Deleted**

**Vendor** Enter the vendor number you want the listing for or leave it blank and press enter. If you do not know the vendor number, enter 999999 and the vendor list will appear where you can highlight and accept the vendor number you want the listing for.

**Loc** Enter your store number location or leave blank to look for an model number on order for the entire company.

**Model** If you are listing (searching) by model number, then enter the model number here that you want the list to start with or you may leave it blank and press enter.

**P/O** If you are listing (searching) by purchase order number, then enter the PO number here that you want the list to start with or you may leave it blank and press enter.

**P/O Date** Enter the starting date you want the purchase order detail list to start with or you may leave it blank and press enter.

The list will display based on your selection criteria for the listing. Figure 10-2 is an example listing of a purchase order detail list.

			1 BOB'S RTO UC DATA		4/15/10 9:47 am			
List By: M Stat: & Vend:			Loc:	1 Model: FLASH	P/O:			
P/O Date:								
				LAST RCV		=== QTYS ===		
NUMBER	T S A E	VENDOR	ITEM	DATE	DATE	LOC	ORD REC CAN	
53586	R O Y N	225	FLASH1114335	4/14/10		1	1 0 0	
53586	R O Y N	1840	FLWASPLUM S/L	4/14/10		1	2 0 0	
53551	P B N N	334	JNCMJ4N90532	2/06/10		1	15 0 0	

**Figure 10- 2 PO Detail Listing Example**

**NUMBER** Purchase Order number.

**T/S/A/E** columns displayed on the listing are Type, Status, Approved and Exception respectively. Status of items on the purchase order are O (open PO), B (backordered), R (Received), C (Cancelled).

**VENDOR** Vendor number.

**ITEM** Model Number.

**DATE** Date of Purchase Order.

**LAST REV DATE** Date these items were last received on this purchase order.

**QTYS** Quantity or number of items

**ORD** On order

**REC** Received

**CAN** Cancelled

## Chapter 11 – Worksheets for Receiving – POWRKSHT

Off the Purchasing Menu select “Worksheets for Receiving” or press the F10 key off of any menu and at the command line type in “POSWRKSHT” and then press the enter key. See Figure 11-1.

Recv Worksheets	1 BOB'S RTO UC DATA	5/07/10 3:13 pm
Ship from: 355 TECH DATA CORP 5100 LIBERTY WAY FORT WORTH, TX 76177 Ph (800)237-8931 Fax	Ship to: S SANTA FE SANTA FE CORPUS CHRISTI TX 78412 Ph Fax	Number: 5
P/O Number: 53534	Payment Terms: 2%25 NET 30	
Type: Purchase Order	Rebates: N	
Date: 2/01/10	FOB Point: Shipping	
Status: Received	Freight: Prepaid	
Buyer: 460	Ship via: BEST WAY	
Approver: 460	Total Landed Ord/Rcvd: 2,091.85 / 2,091.85	
Exception: Normal	Total Mfg Ord/Rcvd: 2,091.85 / 2,091.85	
Required: 2/01/10	Total Freight:	
F1-Next F2-Prev F3-Print F4-Details F5-Worksheet F6-List Inv F10-Done		

Figure 11- 1

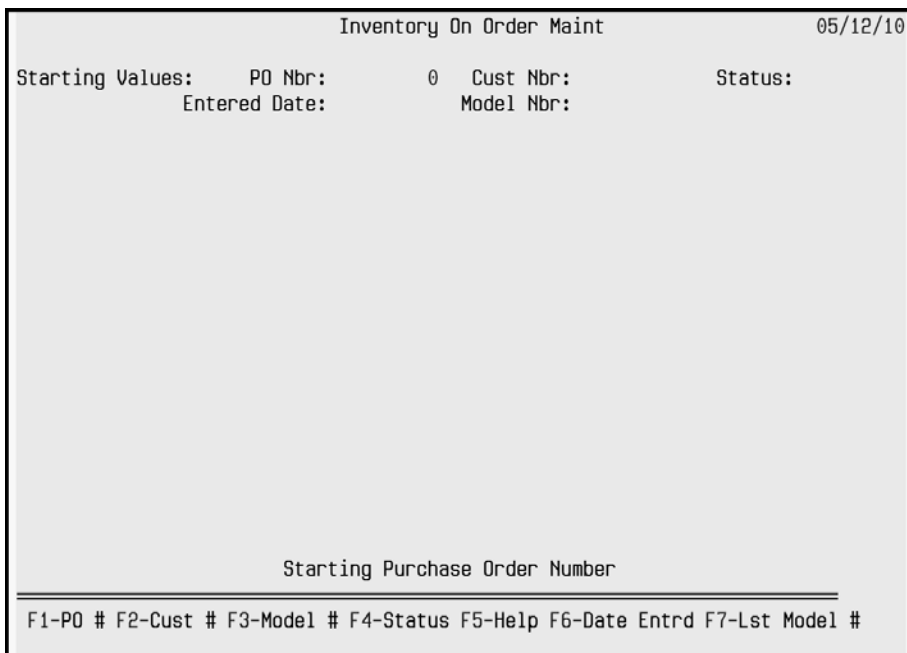
### Purchase Order Worksheet for Receiving

Press **F3-Print**; designate the print where you want to print the purchase order.  
Press **F4-Details**; to view the details on the purchase order.  
Press **F5-Worksheet**; designate the printer you want the worksheet to print to.  
Press **F6-List Inv**; to list the inventory on this purchase order.

## Chapter 12 – Allocate/LookUp Spec Ord & POs – INVORDMT

Off the Purchasing Menu select “Allocate/LookUp Spec Ord & PO’s” or press the F10 key off of any menu and at the command line type in “INVORDMT” and then press the enter key. See Figure 12-1.

This file stores all records that are ordered through the RSSS system including:  
 All Status (P)urchase Orders placed through the RSSS Purchase Order System  
 All sales posted through the SALE program, posted as (S)pecial Orders, Stoc(K), or (L)ayaways.  
 All rental agreements posted through the NEW agreement program as (S)pecial Order or Stoc(K).



**Figure 12- 1 Allocate/Lookup Inventory on Order on POs – INVORDMT**

This screen is designed for you to enter the **Starting Values** you want to look up purchase orders by:

**PO Nbr** If you want to list the information beginning with a particular purchase order number, enter it here. Press F1 to list by PO #.

**Cust Nbr** If you want to list the information based on a particular customer, enter the starting customer number or part of the customer name to get the popup window to select the starting customer from. Press F2 to list by Cust #.

**Status** If you want to list the information based on the status of the inventory, enter the appropriate letter displayed at the bottom of the screen. Press F4-Status to list by Status.

**O** On order

**S** Special Order  
**I** Order In  
**P** Purchase Order  
**B** Back Order  
**R** Received

**Entered Date** If you want to list the information based on the date the order was entered, enter the date in the MMDDYY format; then press F6 to list by date entered.

**Model Nbr** If you want to list the information based on the model number of the inventory, enter the model number or part of the Model Number. Press F7 to List by Model #. Then select M to sequence by model number or D to sequence by description.

This program allows you to easily see your customer special orders as well as your purchase orders so that you can inquire/allocate(match up to a customer #)/unallocate (unallocated from a customer #)/add/delete the purchase order records to the customer special order records. Security authorization is required to be able to do add and deletes.

By using this feature for special orders and purchase orders, you will easily and readily know your exact on-hand inventory position.

For Figure 12-2, we chose "date entered".

05/12/10

Inventory On Order Maint

Starting Values: PO Nbr: 0 Cust Nbr: 000000000 Status: Entered Date: 5/04/10 Model Nbr:

PO Nbr	Seq	Cust Nbr	Model Nbr	S	Entered	Needed	Date Due	Fab	Col	T
0	0	5050999	EMFLAPSP-G0-09	S	5/04/10	5/04/10		0	0	S
0	2	5050999	EMFLAPSP-G0-09	S	5/04/10	5/04/10		0	0	K
0	3	5050999	EMFLAPSP-G0-09	S	5/04/10	5/04/10		0	0	S
53447	3	5050999	EMFLAPSP-G0-09	D	5/04/10	5/04/10	12/10/09	0	0	
53586	0		FLASH1114335	P	5/04/10		5/04/10	0	0	
53586	1		FEPRO901-82	P	5/04/10		5/04/10	0	0	
53586	2		FEPRO901-82	P	5/04/10		5/04/10	0	0	
53586	3		FEPRO901-82	P	5/04/10		5/04/10	0	0	
53586	4		FLWASPLUM S/L	P	5/04/10		5/04/10	0	0	
53586	5		FLWASPLUM S/L	P	5/04/10		5/04/10	0	0	
53586	6		ALAMMNAV2335AWW	P	5/04/10		5/04/10	0	0	
53586	7		ALAMMNAV2335AWW	P	5/04/10		5/04/10	0	0	
53586	8		ALAMMNAV2335AWW	P	5/04/10		5/04/10	0	0	
53586	9		ALAMMNAV2335AWW	P	5/04/10		5/04/10	0	0	

F1-Next Page F2-1st Page F3-Add F4-Delete F6-Allocate F7-Unallocate

**Figure 12- 2 Allocate/Lookup Inventory on Order on POs – INVORDMT**

Highlighting the record we want to select and pressing enter brings up the inventory on order inquire screen, see Figure 12-3.

Inventory On Order Inquire		05/12/10
Purchase Order Nbr:	53447	Seq Nbr: 3
Customer Nbr: 5050999 Ticket Nbr: 15958 Ticket Type: S(Sales)		
Model Nbr:	EMFLAPSP-G0-09	Date Needed: 5/04/10
Order Status:	0(On Order)	Date Due In: 12/10/09
Date Entered:	5/04/10	Date Ordered: 12/10/09
Spec Ord Type:		
Contract Amt:	0.00	Accum Rental: 0.00
Esp Amt:	00000.00	Esp Revenue: 000000.00
Any Key To Continue:		
<hr/>		
F8-Prev		

**Figure 12- 3 Allocate/Lookup Inventory on Order on POs – INVORDMT Inquire**



## Chapter 13 – Print Spec Orders/Open PO's – PINORDRT

Off the Purchasing Menu select "Print Sepc Orders/Open PO's" or press the F10 key off of any menu and at the command line type in "PINORDRT" and then press the enter key.

You will be prompted for printer or file pathname. If you want to print directly to the default printer, press the enter key. If you want this information to print to another printer, type that printer number over the default and press the enter key. See the *Store Rental Countertop* for additional information about the printer/file pathname screen. You will now be prompted for "Separate Locations". Press the enter key to accept the default of N for no and you will see the screen in Figure 13-1.

```

INVENTORY ON ORDER REPORT
ORDER TYPE: 3
REPORT ORDER: 1
SELECT BY MODEL NUMBER: N

SELECT BY STATUS: N
STARTING DATE ENTERED:          ENDING: 12/31/79
STARTING DELIVERY DATE:        ENDING: 12/31/79
STARTING DATE DUE IN:          ENDING: 12/31/79
STARTING DATE ORDERED:         ENDING: 12/31/79
ONLY INVENTORY SHORTAGES: N
SELECT BY ORDER TYPES: N

1) SALES  2) RENTAL  3) SALES/RENTAL/RTR  4) RTR
  
```

**Figure 13- 1 Print Inventory on Order on POs – PINORDRT**

**ORDER TYPE** Enter the order type or press enter to accept the default.

- 1) SALES
- 2) RENTAL
- 3) SALE/RENTAL/RTR
- 4) RTR

**REPORT ORDER** Enter the order you want the report in

- 1) MODEL NUMBER
- 2) PO NUMBER
- 3) CUSTOMER NUMBER

**SELECT BY MODEL NUMBER** Enter a Y to select by model number otherwise press enter to accept the default of N. If you choose Y, you can enter up to three model numbers.

**SELECT BY STATUS** Enter a Y to select by status otherwise, press enter to accept the default of N.

**STATUSES** Enter a space in the first status field to display a list of status' you can choose from; otherwise, enter the status.

- R – Received
- O – On Order
- I – Order In
- P – Purchase Order
- S – Special Order

**STARTING/ENDING DATE ENTERED** Enter the starting and ending date for the report or press enter to accept the defaults.

**STARTING/ENDING DELIVERY DATE** Enter the starting and ending date for the delivery or press enter to accept the defaults.

**STARTING/ENDING DUE DATE IN** Enter the starting and ending due date in for the order or press enter to accept the defaults.

**STARTING/ENDING DATE ORDERED** Enter the starting and ending date for the date of the order or press enter to accept the defaults.

**ONLY INVENTORY SHORTAGES** Enter a Y to print the report for only inventory shortages; otherwise, press enter to accept the default of N.

**SELECT BY ORDER TYPES** Enter a Y if you want the report to display certain order types; otherwise, press enter to accept the default of N. You can enter up to five order types.

- S – Special Order
- K – Stock Order
- L – Layaway

Press the F9 key when you have completed entering all parameters. At the "Any More Changes" prompt, press enter to accept the default of N and the report will run.

Figure 13-2 is a sample report.

RUN DATE: 05/13/10 TIME:08:02:20		FUSION 2011 ALL INVENTORY ORDERS REPORT IN MODEL NUMBER ORDER						PAGE: 1		
		ENTERED DATES OF: THRU 12/31/79		ORDERED DATES OF: THRU 12/31/79		DATES DUE IN OF: THRU 12/31/79				
		DELIVERY DATES OF: THRU 12/31/79								
		SELECTED BY ORDER TYPES: S								
MODEL NUMBER	COLOR	FABRIC	ENTERED DATE	ORDERED DATE	DELIVRY DATE	DUE IN DATE	STAT TYPE TICK	PO NBR	CUST NBR	TICK NBR
EMFLAPSP-GO-09			5/04/10		5/04/10		S S S	0	5050999	15958
TIME FINISHED:08:02:20										

**Figure 13- 2 Print Inventory on Order on POs – PINORDRT Sample Report**

## Chapter 14 – Purchase Order Reports – PORPT

Off the Purchasing Menu select “Purchase Order Report” or press the F10 key off of any menu and at the command line type in “PORPT” and then press the enter key.

You will be prompted for printer or file pathname. If you want to print directly to the default printer, press the enter key. If you want this information to print to another printer, type that printer number over the default and press the enter key. See the *Store Rental Countertop* for additional information about the printer/file pathname screen. You will now be prompted for “Separate Locations”. Press the enter key to accept the default of N for no and you will see the screen in Figure 14-1.

To run a simple open purchase order store report (order type is Purchase Order/order status is Open), enter S for the store and enter the store location number, make sure you are printing to the printer of your choice and then press F9 and at “Any More Changes” prompt press enter at the N and the report will run to the printer you designated.

Purchase Order Report

Select by Loc: <b>S</b>	Location: 1 STAPLES
Beginning Vendor:	Ending Vendor:
Beginning P/O: 0	Ending P/O: 0
Beg Buyer Nbr:	End Buyer Nbr:
Beg Approver Nbr:	Ending Approver:
Beginning Date:	Ending Date:
Beginning Due:	Ending Due:
Beg Required:	End Required:

Order Type: Purchase Order  
 Order Status: Open  
 Sort Option: Purchase Order  
 Export Details? No  
 Exceptions? All  
 Include Details? Yes  
 Include Notes? Yes  
 Include Mfg Cost? Yes  
 Include Freight? Yes

In Approval? All  
 Omit Received? No

Printer ID: LP01

Input (N)o, (S)tore, (R)egion, (D)ivision, or (G)roup

**Figure 14- 1 Purchase Order Report – PORPT**

**Select by Loc** Enter the type of location you want the report printed for.

- N** – No location
- S** – Store
- R** – Region
- D** – Division
- G** - Group

**Location** Enter the location (store, region, division or group number) to run the report for.

**Beginning/Ending Vendor** If you want particular vendor data to be included in the report, enter the beginning and ending vendor number you want the reporting on; otherwise, press enter through these fields.

**Beginning/Ending P/O** If you want purchase order data to be included in the report, enter the beginning and ending purchase order numbers you want the reporting on; otherwise, press enter through these fields.

**Beg/End Buyer Nbr** If you want buyer data to be included in the report, enter the beginning and ending buyer numbers you want the reporting on; otherwise, press enter through these fields.

**Beg/Ending Approver Nbr** If you want approver data to be included in the report, enter the beginning and ending approver numbers you want the reporting on; otherwise, press enter through these fields.

**Beginning/Ending Date** If you want particular purchase orders by dates to be included in the report, enter the beginning and ending dates you want the reporting on; otherwise, press enter through these fields.

**Beginning/Ending Due** If you want particular purchase orders by dates to be included in the report, enter the beginning and ending dates you want the reporting on; otherwise, press enter through these fields.

**Beg/End Required** If you want required data range data to be included in the report, enter the beginning and ending required dates you want the report on; otherwise, press enter through these fields.

**Order Type** Press enter to accept the P for purchase order, or change it to R for requisition or A for all to select the order type on the report.

**Order Status** Press enter to accept the O for open purchase or select a different order status listed below for report selection criteria.

- O** – Open
- B** – Back Order
- C** – Cancelled
- P** – Paid
- R** – Received
- A** – All

**Sort Option** Select the sort order option you want the report sorted in.

- P** – Purchase Order
- V** – Vendor
- D** – Date

**Export Details** Press enter to accept the default of N or input Y to create an export file of the report details. The next prompt is for you to enter the export file name. Press enter through it if you have N for export details. If you have Y for export details then enter the export file name.

**Exceptions** Input the purchase order exception type or press enter to accept the All.

**N** – Normal  
**E** – Exception  
**P** – Promo  
**S** – Special  
**A** – All

**In Approval** Input the purchase order in approval status option or press enter to accept the default of All.

**Y** – Yes  
**N** – No  
**A** – All

**Include Details** To include any details available on the order, press enter to accept the default of Yes. Otherwise, enter a N for no to NOT include any details available on the order on the report.

**Omit Received** Change to Y for yes to omit received details; otherwise, change it to an N for no to include received details.

**Include Notes** To include notes on the order, press enter to accept the default of Yes. Otherwise, enter a N to NOT include any notes on the order on the report.

**Include Mgr Cost** To include manufacturer cost on the report, press enter to accept the default of Yes. Otherwise, enter a N to NOT include manufacturer cost on the report.

**Include Freight** To include freight cost on the report, press enter to accept the default of Yes. Otherwise, enter a N to NOT include freight cost on the report.

**Printer ID** Enter the printer ID number on which to print the report.

See Figure 14-2 for an example Open Purchase Order Report for a store.

Date: 5/13/10

Purchase Order Report

Store: 1

Page: 1

NUMBER	T S A E	VENDOR NAME	DATE	SHIP TO	NUMBER REQUIRED	BUYER APPROVER	ORDERED	RECEIVED	FREIGHT
53397	P B N N	353 P&B WHSE DIST	11/19/09	Store	1	11/19/09	460	460	2,453.00 2,224.00 0.00
<div> <div>MODEL NUMBER</div> <div>AKR&amp;BRRCS25</div> <div>ALR&amp;BGTW</div> <div>ALR&amp;BGDE</div> <div>EPR&amp;BHL2</div> <div>EPR&amp;BHL2</div> </div> <div> <div>(T)ype - (P)urchase Order, (R)equisition, (A)ll</div> <div>(S)tatus - (O)pen, (B)ackorder, (C)ancelled, (P)aid, (R)eceived, (A)ll</div> <div>(A)pproved - (Y)es, (N)o, (A)ll</div> <div>(E)xception - (N)ormal, (E)xception, (P)romo, (S)pecial, (A)ll</div> </div> <div> <div>Mfg Amounts:</div> <div>749.000</div> <div>399.000</div> <div>389.000</div> <div>229.000</div> <div>229.000</div> </div> <div> <div>LND COST REQUIRED SHIPTO</div> <div>749.000 11/19/09 1</div> <div>399.000 11/19/09 1</div> <div>389.000 11/19/09 1</div> <div>229.000 11/19/09 1</div> <div>229.000 11/19/09 1</div> </div> <div> <div>FREIGHT</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> </div>									
53411	P R N N						460	5,216.00 5,216.00 0.00	
<div> <div>MODEL NUMBER</div> <div>EBCROMIT</div> <div>EBCROMIT</div> <div>FECROOSH</div> </div> <div> <div>(A)pproved - (Y)es, (N)o, (A)ll</div> <div>(E)xception - (N)ormal, (E)xception, (P)romo, (S)pecial, (A)ll</div> </div> <div> <div>Mfg Amounts:</div> <div>1629.000</div> <div>979.000</div> <div>0.000</div> </div> <div> <div>LND COST REQUIRED SHIPTO</div> <div>1629.000 11/24/09 1</div> <div>979.000 11/24/09 1</div> <div>0.000 11/24/09 1</div> </div> <div> <div>FREIGHT</div> <div>1</div> <div>1</div> <div>1</div> </div>									
53529	P B N N						460	1,872.00 1,787.00 0.00	
<div> <div>MODEL NUMBER</div> <div>FLASH55201-35-38</div> <div>FBASHB208-92</div> <div>FBASHB208 5PC</div> <div>FLASH31400-16-67</div> <div>FLASH79101-11</div> <div>FOASHT381-3 2PC</div> </div> <div> <div>(A)pproved - (Y)es, (N)o, (A)ll</div> <div>(E)xception - (N)ormal, (E)xception, (P)romo, (S)pecial, (A)ll</div> </div> <div> <div>Mfg Amounts:</div> <div>495.000</div> <div>85.000</div> <div>425.000</div> <div>517.000</div> <div>165.000</div> <div>185.000</div> </div> <div> <div>LND COST REQUIRED SHIPTO</div> <div>495.000 2/01/10 1</div> <div>85.000 2/01/10 1</div> <div>425.000 2/01/10 1</div> <div>517.000 2/01/10 1</div> <div>165.000 2/01/10 1</div> <div>185.000 2/01/10 1</div> </div> <div> <div>FREIGHT</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> </div>									
53551	P B N N	334 CMJ	2/06/10	Store	1	2/06/10	460	460	1,090.00 865.00 0.00
<div> <div>MODEL NUMBER</div> <div>JBCM34B90531</div> <div>JBCM34B90534</div> <div>JNCM34P50537</div> <div>JLCM3JALR2231</div> <div>JLCM3JAF021C 4GY</div> <div>JLCM3JA27R50021C</div> <div>JNCM34N90532</div> </div> <div> <div>(A)pproved - (Y)es, (N)o, (A)ll</div> <div>(E)xception - (N)ormal, (E)xception, (P)romo, (S)pecial, (A)ll</div> </div> <div> <div>Mfg Amounts:</div> <div>45.000</div> <div>45.000</div> <div>220.000</div> <div>160.000</div> <div>190.000</div> <div>205.000</div> <div>15.000</div> </div> <div> <div>LND COST REQUIRED SHIPTO</div> <div>45.000 2/06/10 1</div> <div>45.000 2/06/10 1</div> <div>220.000 2/06/10 1</div> <div>160.000 2/06/10 1</div> <div>190.000 2/06/10 1</div> <div>205.000 2/06/10 1</div> <div>15.000 2/06/10 1</div> </div> <div> <div>FREIGHT</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> </div>									
53586	P O Y E	1 BOB'S RTO	5/04/10	Store	1	5/04/10	1	99	5,080.09 5,080.09 0.00
<div> <div>MODEL NUMBER</div> <div>FLASH1114335</div> <div>FEPRO901-82</div> <div>FLWASPLUM S/L</div> <div>ALAMNAV2335AWW</div> <div>ALAMMALE331RAW</div> <div>ALAMMAL1800AXW</div> </div> <div> <div>(A)pproved - (Y)es, (N)o, (A)ll</div> <div>(E)xception - (N)ormal, (E)xception, (P)romo, (S)pecial, (A)ll</div> </div> <div> <div>Mfg Amounts:</div> <div>259.090</div> <div>196.000</div> <div>440.000</div> <div>230.000</div> <div>300.000</div> <div>173.000</div> </div> <div> <div>LND COST REQUIRED SHIPTO</div> <div>259.090 4/14/10 1</div> <div>196.000 4/14/10 1</div> <div>440.000 4/14/10 1</div> <div>230.000 4/14/10 1</div> <div>300.000 4/14/10 1</div> <div>173.000 5/04/10 1</div> </div> <div> <div>FREIGHT</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> </div>									
53597	P O N E	202 AMANA	5/13/10	Store	1	5/13/10	99	99	6,467.44 6,467.44 0.00
<div> <div>MODEL NUMBER</div> <div>AKAMMATB2135HRW</div> </div> <div> <div>(A)pproved - (Y)es, (N)o, (A)ll</div> <div>(E)xception - (N)ormal, (E)xception, (P)romo, (S)pecial, (A)ll</div> </div> <div> <div>Mfg Amounts:</div> <div>460.000</div> </div> <div> <div>LND COST REQUIRED SHIPTO</div> <div>460.000 5/13/10 1</div> </div> <div> <div>FREIGHT</div> <div>1</div> </div>									
<div> <div>Report Totals:</div> <div>Landed Avg Cost:</div> <div>357.71</div> <div>62</div> <div>21</div> <div>0</div> <div>22,178.53</div> <div>10,092.00</div> </div> <div> <div>Mfg Avg Cost:</div> <div>357.71</div> <div></div> <div></div> <div></div> <div>22,178.53</div> <div>10,092.00</div> </div> <div> <div>open Landed Amt:</div> <div>12,086.53</div> <div></div> <div></div> <div></div> <div>open Mfg Amt:</div> <div>12,086.53</div> </div>									

Date: 5/13/10

Purchase Order Report

Store: 1

Page: 2

NUMBER	T S A E	VENDOR NAME	DATE	SHIP TO	NUMBER REQUIRED	BUYER APPROVER	ORDERED	RECEIVED	FREIGHT
AKAMMATB2135HRW		REFRIGERATOR			3	0	0	460.000	460.000 5/13/10 1
BLACK (NOTES FROM PO COMMENT FIELD IN ITEMMENTS)									

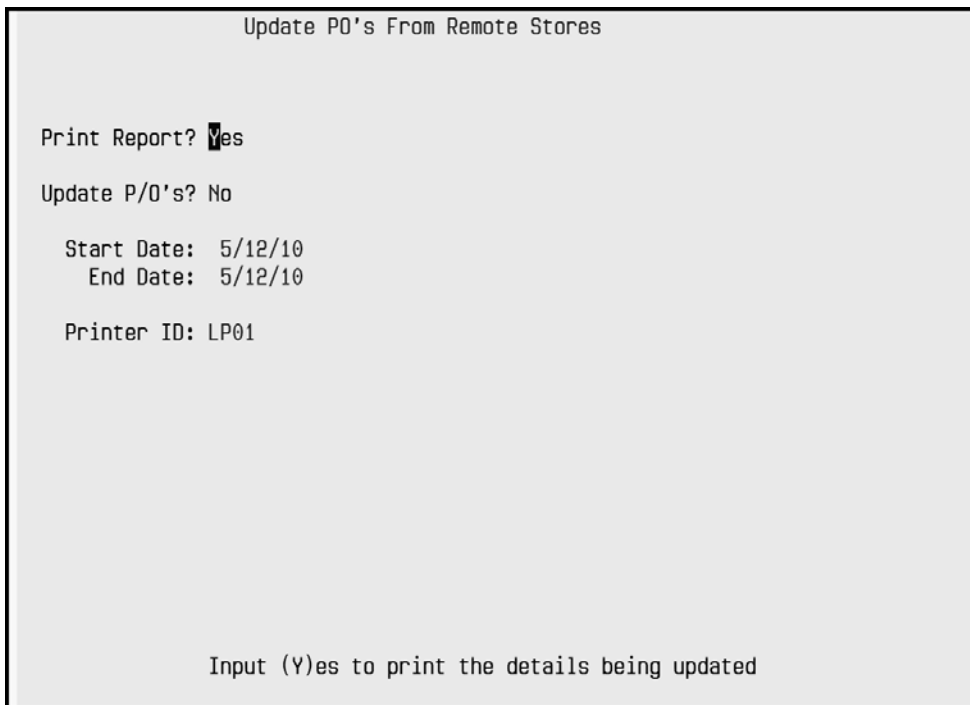
Figure 14- 2 Purchase Order Report Example

## Chapter 15 – Update POs from Remotes – POUPDT

This program is used to update PO records for inventory received on a remote PC. As long as the remote PC entered the correct PO number during the "RECEIVE" process, this program will update POs established at the Home Office PC.

**Note:** When using the PO System, this should be set up to run on your daily spooler.

To get into this program, press F10 off any menu and at the command line type in "POUPDT". You will now see a screen like Figure 15-1.



The screenshot shows a text-based interface for the 'Update PO's From Remote Stores' program. The title is at the top. Below it, there are several prompts: 'Print Report?' with 'Yes' entered, 'Update P/O's?' with 'No' entered, 'Start Date:' and 'End Date:' both set to '5/12/10', and 'Printer ID:' set to 'LP01'. At the bottom, there is a prompt 'Input (Y)es to print the details being updated'.

```
Update PO's From Remote Stores

Print Report? Yes
Update P/O's? No

Start Date: 5/12/10
End Date: 5/12/10

Printer ID: LP01

Input (Y)es to print the details being updated
```

**Figure 15- 1 Update POs from Remotes**

**Print Report** Enter Y to print the details being updated.

**Update P/O's** Enter Y to update the purchase orders.

**Start Date** Enter the starting date for the update.

**End Date** Enter the ending date for the update.

**Printer ID** Enter the printer ID number on which to print the report.

Press the F9 key when you have completed entering all parameters. The system will begin the update process.

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