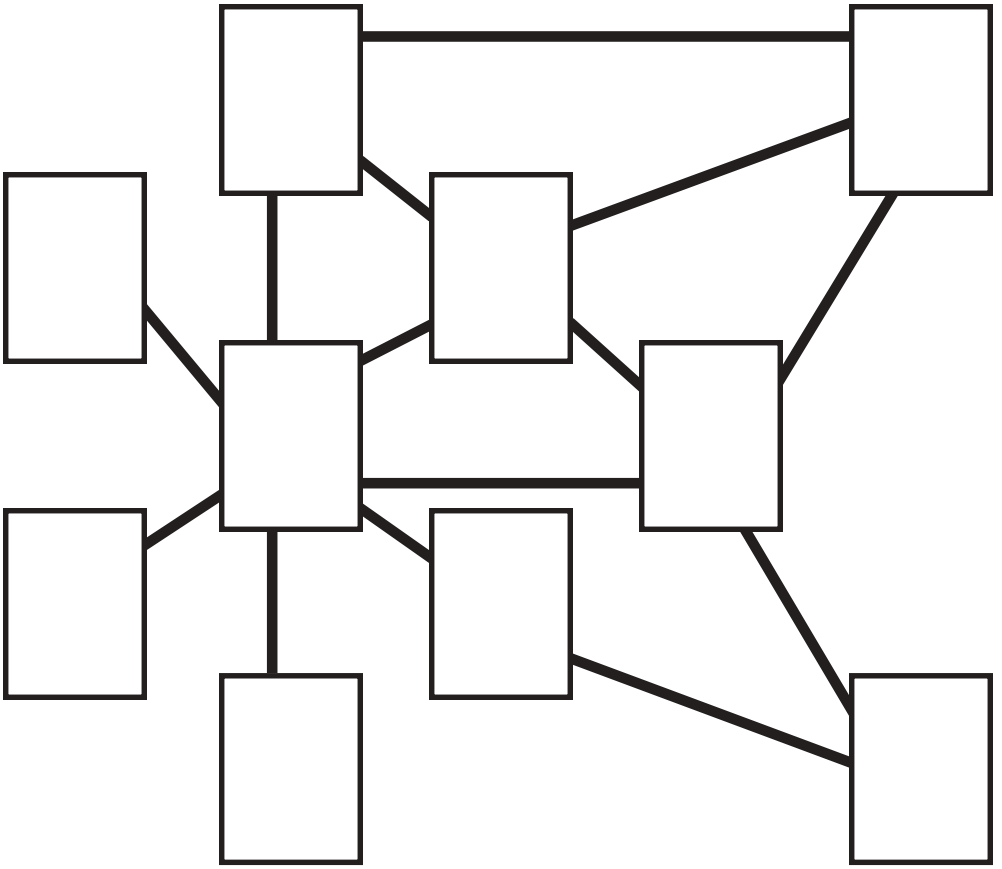
Total Order Plus
Integrated Accounting Series
Purchase Orders

Mindware Corporation
Of America

Integrated Accounting Series



Total Order Plus Purchase Orders User Guide

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Written and designed by Mindware Corporation Of America, Phoenix, AZ., 85395 USA

Printed in the United States of America

Table Of Contents

Using This Guide 7
Purchase Order Menu Structure 8

Purchase Order Definition Menu 10
Company Name Maintenance 11
Purchase Order Parameters 13
File Creation and Information 16
UnForm Parameter Maintenance 17
Password Maintenance 19
Purchase Order Log Display 21

Purchase Order System Menu 23
Purchase Order Data Entry 24
Purchase Order Address Information 25
Purchase Order Header Information 28
Purchase Order Inventory Items 30
Purchase Order Vendor Management Display 31
Purchase Order Special Items 32
Purchase Order Message Lines 34
End Of Line Item Input 35
Purchase Order Sub-Menu 36
Purchase Order Vendor Management Menu 37
Purchase Order Print 38
Purchase Order Print Sample 40
Transaction Data Entry 41
Transaction Data Entry Partial Receipts 44
Transaction Data Entry Register & Update 45
Transaction Data Entry Register Sample 46

Import/Export File Menu 47
Create PO Order Export File 48
Create PO Shipment Export File 49
Import PO Shipment File 50

Purchase Order Report Menu 52
Open Purchase Order Report 53
Open Purchase Order Report Sample 56
Open Purchase Order By Item Report 57
Open Purchase Order By Item Report Sample 58
Purchase Order History Report 59
Purchase Order History Report Sample 61
Purchase Order Detail History Report 62
Purchase Order Detail History Report Sample 64

Purchase Order Options Menu 66
Terms Code Maintenance 69
Add Item Master Maintenance 71
Add Vendor Maintenance 74
Ship Via Maintenance 76

1

INTRODUCING THE PURCHASE ORDER SYSTEM

- **Using This Guide**
- **Menu Structure**

Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into five parts:

Part 1: Introducing the Purchase Order System

The Purchase Order system shares information between the Accounts Payable and Inventory Control modules and provides the tools to receive inventory item transactions to update to the Item Masterfile in the Inventory Control module.

Part 2: Defining the Purchase Order System

How to customize your system parameters, view your dynamic file sizing specifications and establish password protection (optional).

Part 3: Operating the Purchase Order System

The Purchase Order system allows you to enter purchase order data, print purchase orders and enter receipt transactions to update to the Inventory Control module. All purchases are automatically updated to a purchase order history file for future reporting. This history file provides purchase information during 'Purchase Order Data Entry'.

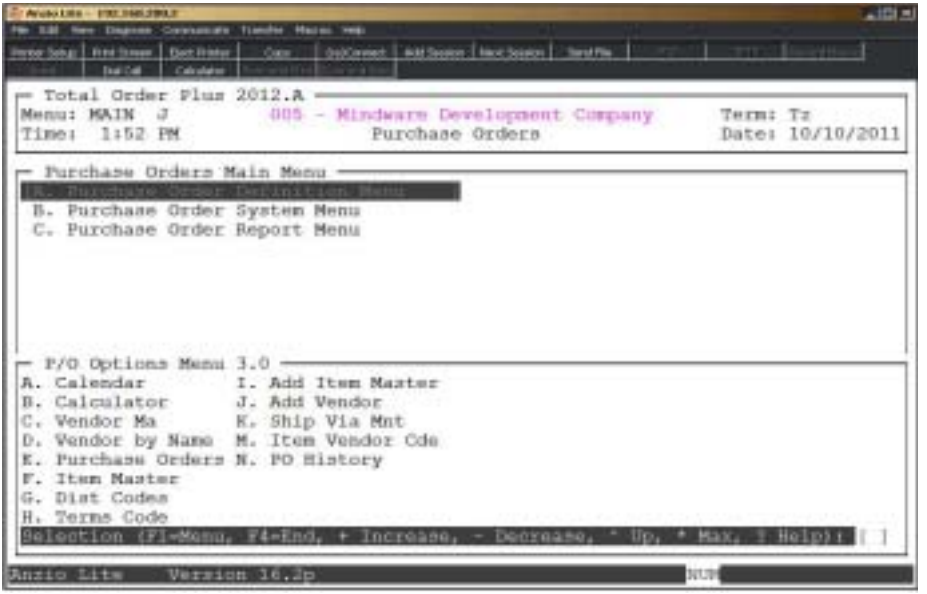
Part 4. Purchase Order Reporting

The Open Purchase Order report lists all open or partially received purchase orders. You can select to list open purchase orders by inventory item codes. The 'Purchase Order History Report' can be printed by vendor code, purchase order number or purchase order date, with an option to include buyer code and line item detail.

Part 5: Purchase Order Options Menu

The options menu allows you to view the vendor masterfile, open purchase orders, inventory items and item vendor codes, distribution codes and purchase history. You can view this information by scrolling the appropriate files with the **Enter** key or use the **Page Up** key to return to the previous screen. Purchase history can be searched by purchase order number, vendor or purchase order date. You can maintain term codes, items, vendors and ship via codes from the options menu.

Purchase Order Menu Structure



2

DEFINING THE PURCHASE ORDER SYSTEM

- **Purchase Order Definition Menu**
- **Company Name Maintenance**
- **Purchase Order Parameters**
- **File Creation and Information**
- **UnForm Parameter Maintenance**
- **Password Maintenance**
- **Purchase Order Log Display**

Purchase Order Definition Menu

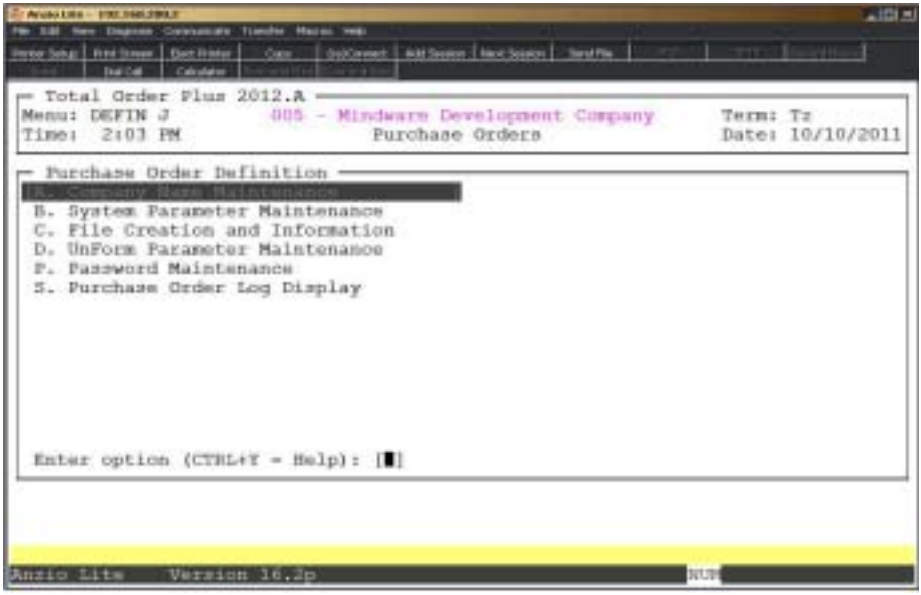
Overview

The Purchase Order Definition Menu lets you define your system parameters, view file sizing specifications and establish password restrictions. Parameters allow you to specify whether or not you are interfaced to the Accounts Payable and the Inventory Control modules, have preprinted purchase order forms and allows you to establish the beginning purchase order number for 'Purchase Order Data Entry'.

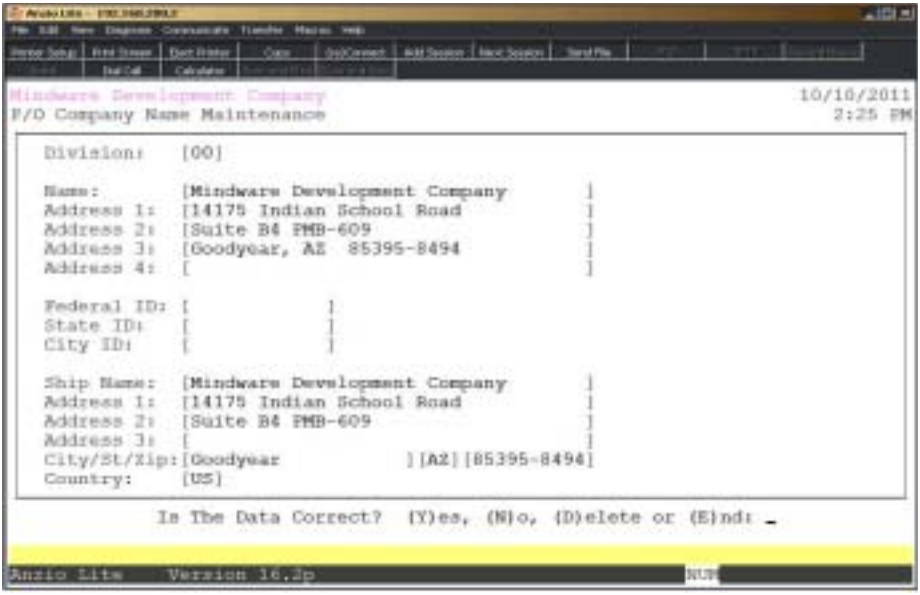
UnForm Maintenance allows you to set logo file namesand paper tray numbers for your PO form output.

Password Maintenance allows you to password certain menu items within the PO module.

The Purchase Order Log Display captures all of the activity for each user that accesses the PO module. This audit can be useful in tracking what user issued a PO, deleted a PO, edited a PO, etc. Information is display in great detail.



Company Name Maintenance



Procedure

1. Choose Company Name Maintenance from the Purchase Order Definition Menu.

Press **F4** to return to the Purchase Order Definition Menu.

> *Note: The division number displays on the screen. If you have multiple divisions,enter the division code to create or edit.*

2. Company Name:

Type your company name up to thirty-five (35) characters and **Enter**.

> *Note: The company name prints on all purchase order reports and screen headings.*

3. Address:

The cursor moves to the first of four address lines. You can enter up to thirty-five (35) characters on each line. Press the **Enter** key after you complete each line.

> *Note: The Federal, State and City ID numbers are 'information only' fields.*

4. Federal ID:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

5. State ID:

Type your state tax ID number up to twelve (12) characters and **Enter**.

6. City ID:

Type your city tax ID number up to twelve (12) characters and **Enter**.

7. Ship Name:

Type your company ship-to name up to thirty-five (35) characters and **Enter**.

> *Note: The ship-to name and address will default in purchase order ship-to name and address fields when entering a purchase order.*

8. Ship Address:

The cursor moves to the first of two address lines. You can enter up to thirty-five (35) characters on each line and **Enter**.

9.City:

Type up to nineteen (19) character city and **Enter**.

10. State:

Type a two character state code and **Enter**.

11. Zip Code:

Type up to a 10 digit zip code and **Enter**.

12. Country Code:

Type a valid country code and **Enter** or ? to display the Country Code Selection window.

13. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

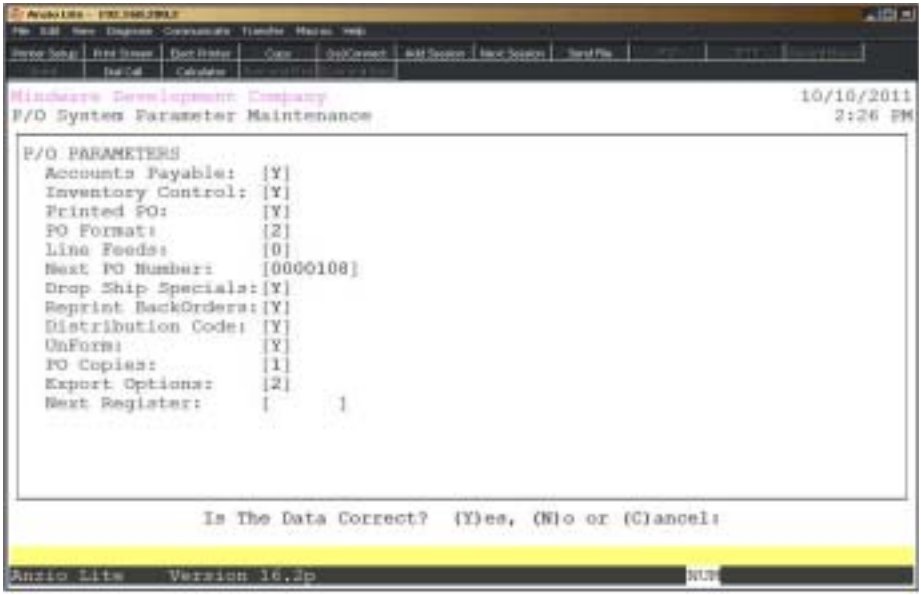
Type **Y** and return to the Purchase Order Definition Menu.

Enter **N** to return to the company name field for editing. Go to Step 2.

Purchase Order Parameters

Overview

Parameters affect system operation and gives the system more flexibility. You can tell the system if you are interfaced to the Accounts Payable and Inventory modules, if you are using preprinted purchase order forms, with the ability to select multiple formats, and establish the next available purchase order number for the system to assign during 'Purchase Order Data Entry'. The next register number is incremented every time the PO Transaction Data Entry Register is printed and updated.



Procedure

1. Choose Purchase Order Parameters from the Purchase Order Definition Menu and **Enter**. The Purchase Order Parameter screen displays. If you are initially setting up the parameters, the cursor displays at the first input field. If you are reviewing the parameters, go to Step 13.

2. Accounts Payable:

Type **Y+** the **Enter** key if you are using the Accounts Payable system. This parameter allows you to access the Vendor Masterfile in the Accounts Payable system.

Type **N+** the **Enter** key if you are not interfaced to the Accounts Payable system.

Press **F4** to go to Step 14.

3. Inventory:

Type **Y+** the **Enter** key if you are using the Inventory Control system.

Type **N+** the **Enter** key if you are not interfaced to the Inventory Control system.

Press **F2** to return to the previous input field.

4. Printed PO:

Type **Y+** the **Enter** key if you have preprinted purchase order forms.

Type **N+** the **Enter** key if you print purchase orders on plain paper.

> *Note: If you do not have preprinted forms, the company name and address will print on the purchase order.*

5. PO Format:

Type **1+** the **Enter** key if you want to use the short form purchase order.

Type **2**+ the **Enter** key if you want to use the long form purchase order.

Type **3+** the **Enter** key to print on plain paper.

Type **9+** the **Enter** key if you have a custom purchase order form.

6. Line Feeds:

Type the number of line feeds (0-9) and **Enter** to adjust the purchase order form vertically.

7. Next PO Number:

Type the next available purchase order number and **Enter**.

> *Note: The system will automatically generate this number during 'Purchase Order Data Entry'.*

8. Drop Ship Specials:

Type **Y+** the **Enter** key to flag Special line items as drop ship items.

Type **N+** the **Enter** key to default the flag to N.

9. Reprint Backorders:

Type **Y+** the **Enter** key to reprint purchase orders for items on backorder.

Type **N+** the **Enter** key not to include backorders in the Purchase Order Batch Print.

10. Distribution Code:

Type **Y+** the **Enter** key if you require distribution codes for an interface to Accounts Payable.

Type **N+** the **Enter** key not to require distribution codes.

11. UnForm:

Type **Y+** the **Enter** key if you are using UnForm software for printing purchase orders.

Type **N+** the **Enter** key if you do not use UnForm.

12. PO Copies:

Type the number of copies (1-9) you want to print for each purchase order and **Enter**.

13. Export Options:

Type **1+** the **Enter** key to export purchase order pricing to the export file.

Type **2+** the **Enter** key not to export pricing.

Type **3+** the **Enter** key to export zero pricing.

> *Note: The Next Register number displays on the screen. TOP automatically updates this number whenever a register is printed and an update is performed.*

14. Is The Data Correct? (Y)es, (N)o or (C)ancel:

Type **Y** if the information is correct and return to the Purchase Order Definition Menu.

Type **N** to edit the parameters. Go to Step 2.

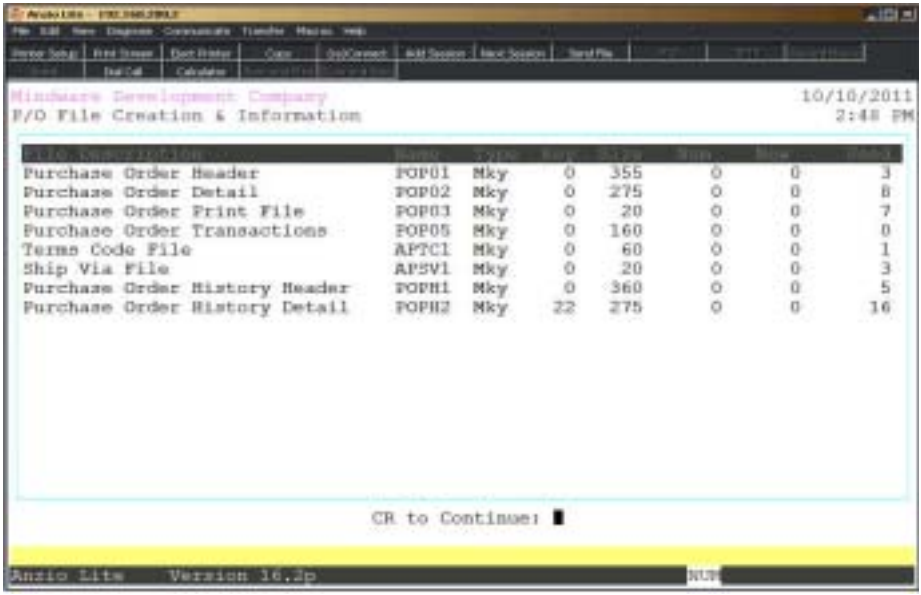
Type **C** to return to the Purchase Order Definition Menu without saving any changes.

> *Note: You will be prompted with this message: Selecting (C)ancel will exit program without saving any parameter changes that have been made. Save changes? (Y)es or (N)o?*
>
> *Type **Y** to save any parameter changes that were made and return to the General Ledger Definition Menu.*
>
> *Type **N** to return to the Purchase Order Definition Menu without saving any changes.*
>
> *Consult your software vendor before making any changes to system parameters.*

File Creation and Information

Overview

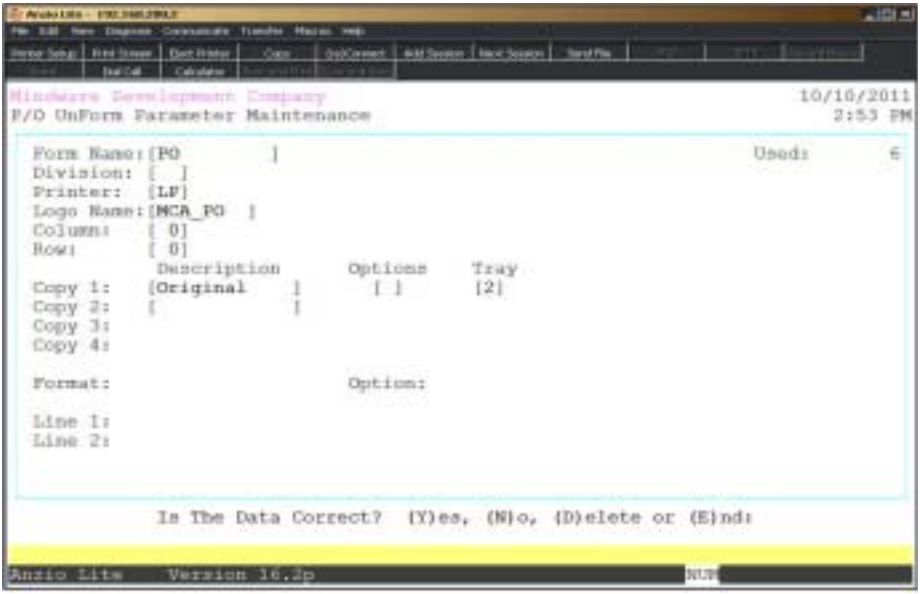
File Creation and Information lets you view individual data files in your Purchase Order system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.



UnForm Parameter Maintenance

Overhead

The UnForm software allows you to print your company logo on your purchase order form in a specific column and row and specify the headings to print on each copy of the purchase order. You can also determine whether or not you want to print pricing on each copy of the order.



Procedure

1. Select UnForm Parameter Maintenance on the Purchase Order Definition Menu.

2. Form Name:

Type a form name for your (O)rder, (I)nvoice or (Q)uote and **Enter**.

Press **F2** to list the forms to a printer.

Press **F4** to return to the Purchase Order Definition Menu.

3. Division:

Type a valid division number and **Enter** or type **?** to display the Division Code Selection window.

4. Printer:

Type the alias of the printer for statement printing (LP, P1, etc.) or leave blank to not select a particular printer.

5. Logo Name:

Type the name of your company logo file and **Enter**.

6. Row:

Type the row number where you want the logo to start printing and **Enter**.

7. Copy 1:

Type the description of the first copy and **Enter**. The system will prompt you for a copy option number and a paper tray option.

> *Note: Copy options allow you to print or exclude pricing, print prices with screening or exclude prices with screening. Paper tray options include default, upper, manual or lower paper trays.*
>
> *CTRL+Y for Help Menu.*
>
> *Enter the same information for all PO copies that you need.*

8. Format:

Type **0+** the **Enter** key to printmessage lines in plain type.

Type **1+** the **Enter** key to print message lines in bold type.

Type **2+** the **Enter** key to print message lines in italic type.

Type **3+** the **Enter** key to print message lines in bold and italic type.

9. Line 1 & 2:

Type up to a seventy-five character message line and **Enter**.

10. Is The Data Correct? (Y)es, (N)o, (D)elete or (E)nd:

Type **Y** if the form parameters are correct. Return to Step 2.

Type **N** to edit the form information. Return to Step 3.

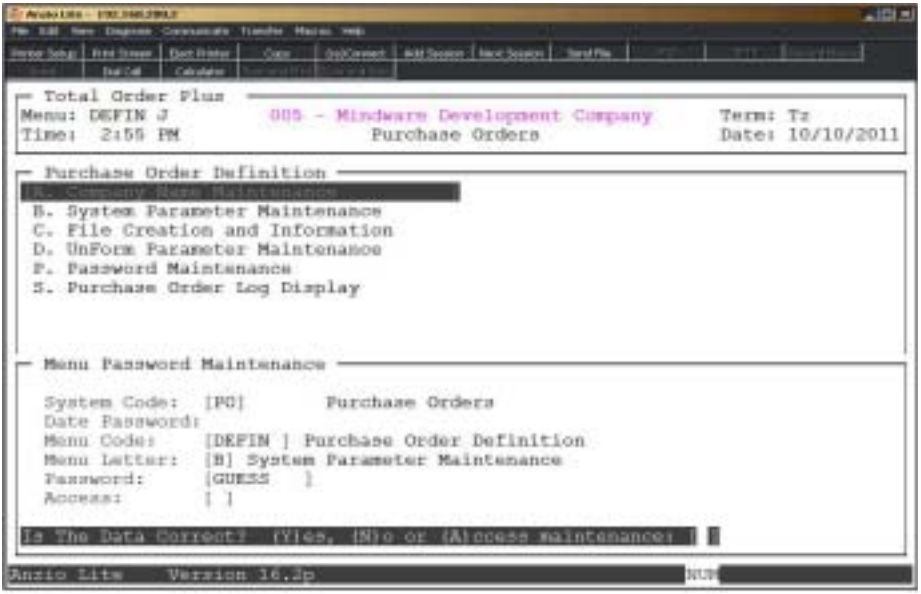
Type **D** to delete this form. Return to Step 2.

Type **E** to end form input and return to the Purchase Order Definition Menu.

Password Maintenance

Overview

Password Maintenance allows you to set up passwords to restrict access to any of the Purchase Order menus or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu. The Definition Menu is normally password protected.



Procedure

1. Choose Password Maintenance from the Purchase Order Definition Menu and **Enter**.

> *Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. PO - Purchase Orders).*

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Purchase Order Definition Menu.

> *Note: The system will prompt a user for this password when attempting to change the application date for this module.*

3. Menu Code:

Note: Menu codes are displayed in the upper left hand corner of each menu screen. See previous page for example: Menu: DEFIN

4. Menu Letter:

Type the **letter+** the **Enter** key of the menu item to set password for or press **F1** to display the menu item selections (i.e. A, B, C, etc.) for the menu you specified in Step 3.

5. Password:

Type the **password+** the **Enter** key for the menu item listed in Step 4.

6. Is The Data Correct? (Y)es or (N)o:

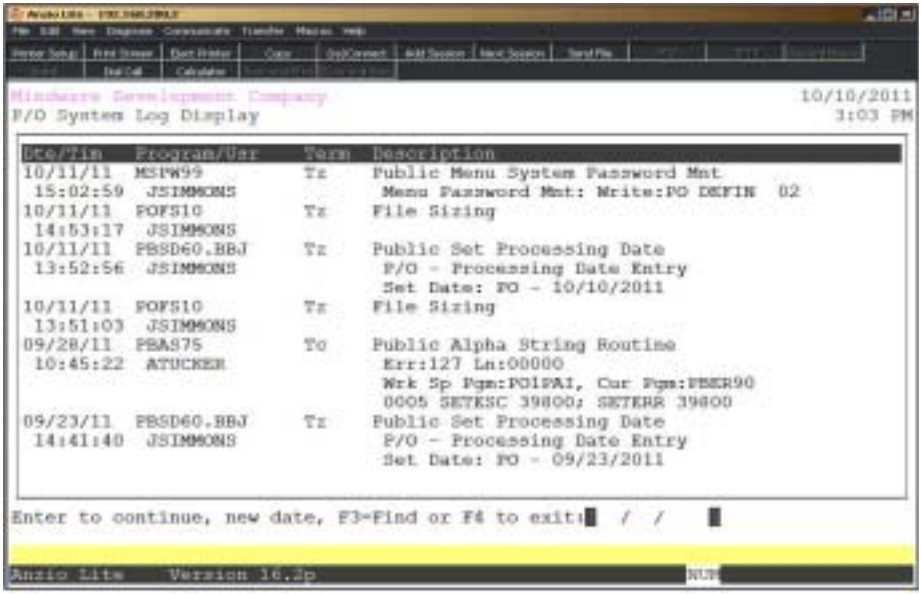
Type **Y** if data is correct. Return to Step 2.

Type **N** to return to Step 5 to re-enter the password.

Purchase Order Log Display

Overview

The Purchase Order Log Display captures all of the activity for each user that accesses the PO module. This audit can be useful in tracking what user issued a PO, deleted a PO, edited a PO, etc. Information is displayed in great detail.



3

OPERATING THE PURCHASE ORDER SYSTEM

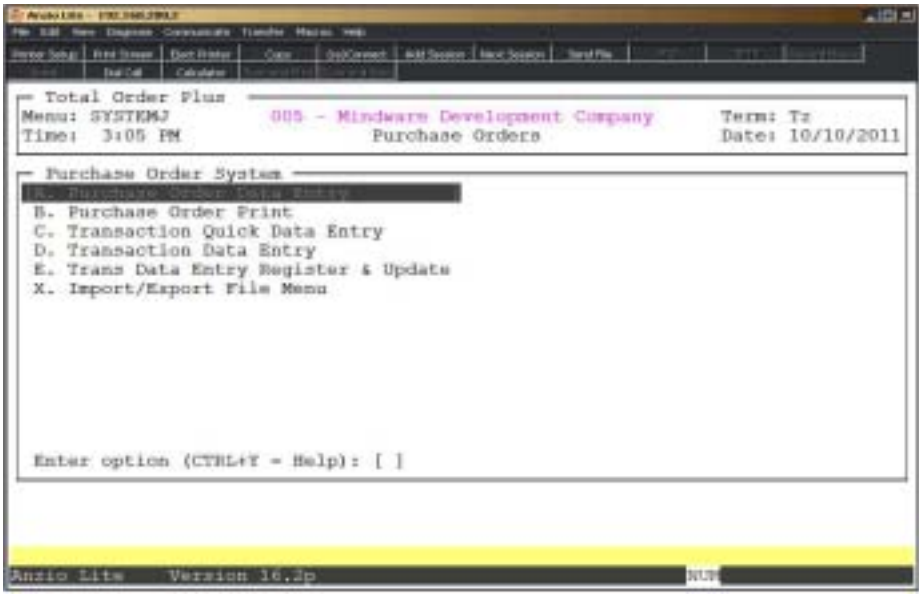
- **Purchase Order System Menu**
- **Purchase Order Data Entry**
- **Purchase Order Print**
- **Transaction Data Entry**
- **Transaction Data Entry Register & Update**
- **Import/Export File Menu**

Purchase Order System Menu

Overview

The Purchase Order system has programs that allow you to enter purchase order data, print purchase orders, enter transaction receipt data and has an interface to Inventory Control and Accounts Payable modules. Receipts are posted to the Inventory transaction data file and can be updated to inventory items that are set up as items being tracked in inventory.

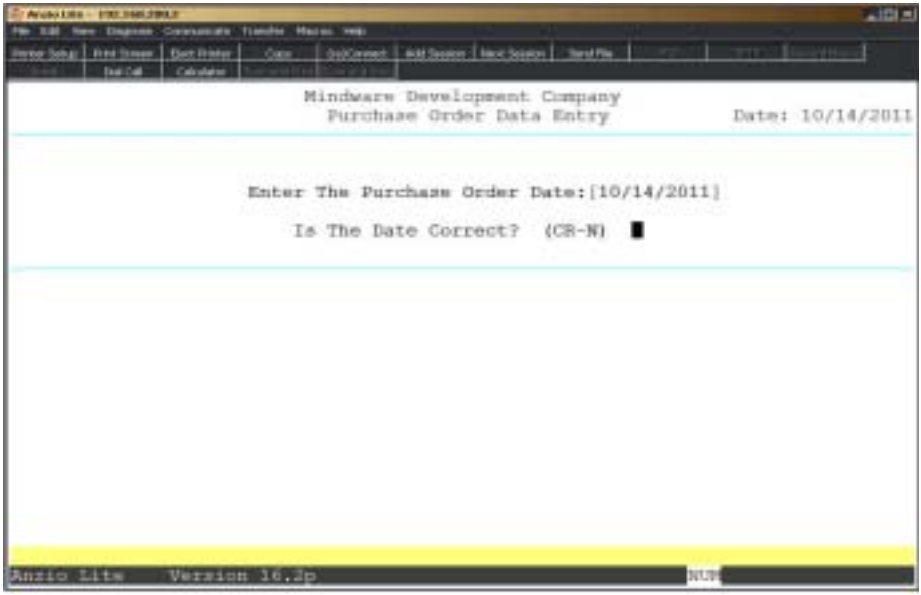
Purchase Orders can be edited, deleted or reprinted at any time. You can print a purchase order on a one-on-one basis or a group of purchase orders using batch printing, with an option to print by buyer code.



Purchase Order Data Entry

Overview

Purchase Order Data Entry lets you set up and maintain purchase order information, including vendor name and address, ship-to name and address, payment terms, buyer code, confirmation number, date of purchase order, date required and ship date, ship via code, quote or purchase order designation and ordered inventory items.



Procedure

1. Choose Purchase Order Data Entry on the Purchase Order System Menu.

2. Enter The Purchase Order Date:

Type the date for this purchase order in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

> *Note: See 'Introducing The Total Order Plus System' at the beginning of this manual for more information on TOP date routines.*

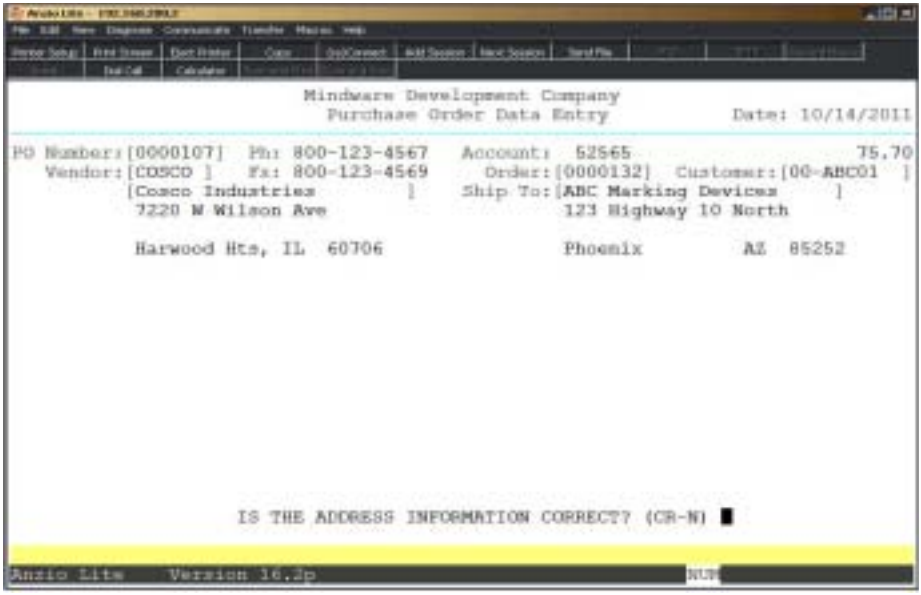
3. Is The Date Correct? (CR-N):

Press the **Enter** key to accept the application date displayed.

Type **N+** the **Enter** key to enter a new purchase order date.

> *Note: System will prompt for a warehouse number if feature is active.*

Purchase Order Address Information



4. PO Number:

Press the **Enter** key to let the system automatically assign the purchase order number.

Type the purchase order number you want to maintain and **Enter**. Proceed to the Purchase Order Sub-Menu screen elsewhere in this section.

Press **F4** to return to the Purchase Order System Menu.

5. Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

> *Note: The vendor name and address, telephone and facsimile numbers, account number, vendor contact information and vendor cardfile displays on the screen from the vendor master. 'Contact Maintenance' on the Vendor Sub-Menu has a type field which must contain S in order to display contact information during Purchase Order Data Entry.*

Type **NOF+** the **Enter** key if this vendor is not set up in your Vendor Masterfile. NOF is for a 'Not On File' vendor.

6. Is This A New Entry? (CR-N):

Type **N+** the **Enter** key to return to Step 4.

Press the **Enter** key to continue with purchase order data entry.

Note: If you entered NOF for the vendor code in Step 5, proceed to Step 7. If you entered a valid vendor code in Step 5, proceed to Step 11.

7. NOF Vendor Name:

Type up to a twenty-four (24) character NOF vendor name and **Enter**.

8. NOF Address Line One:

Type up to a twenty-four (24) character address and **Enter**.

9. NOF Address Line Two:

Type up to a twenty-four (24) character address and **Enter**.

10. NOF City, State, Zip:

Type up to a twenty-four (24) character city, state and zip code and **Enter**. Go to Step 14.

11. Vendor Address Line One:

Press the **Enter** key to accept the vendor address displayed or override the existing address information.

12. Vendor Address Line Two:

Press the **Enter** key to accept the vendor address displayed or override the existing address information.

13. Vendor City, State, Zip:

Press the **Enter** key to accept the vendor city, state and zip displayed or override the existing address information.

14. Ship-To Name:

Press the **Enter** key to accept the ship-to name displayed or override the existing name.

Press **F2** to enter an order number to import and **Enter** or type **?** to display the Open Order Selection Window.

Note: This message will display on your screen: 'Create PO from order? (Y)es or (N)o. Type Y to display the order line items and select the items for this PO. Type N to go to the Customer Code field.

Type the customer code for the drop ship address and Enter or type ?+ the Enter key to display the Customer Code Selection Window.

Press F4 to go to Step 18.

15. Address Line One:

Press the **Enter** key to accept the ship-to address displayed or override the existing address information.

16. Address Line Two:

Press the **Enter** key to accept the ship-to address displayed or override the existing address information.

17. City, State, Zip:

Press the **Enter** key to accept the ship-to city, state and zip code displayed or override the existing address information.

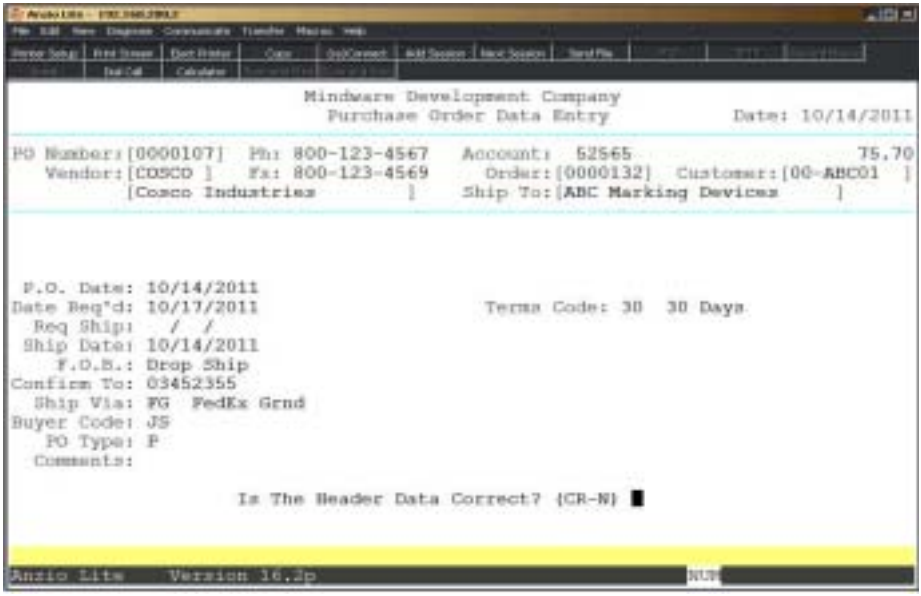
> *Note: The ship-to name and address information displays from the 'Company Masterfile Maintenance' on the Purchase Order Definition Menu.*

18. Is The Address Information Correct? (CR-N):

Press the **Enter** key to accept the address information.

Type **N+** the **Enter** key to edit the information. Return to Step 7.

Purchase Order Header Information



19. P.O. Date:

Type the date of this purchase order in MMDD format and **Enter** . No dashes or slashes are required. The system will insert the current century and year.

20. Date Req'd:

Type the date required for this purchase order in MMDD format and **Enter** . No dashes or slashes are required. The system will insert the current century and year.

21. Req Ship:

Type the requested ship date in MMDD format and **Enter** . No dashes or slashes are required. The system will insert the current century and year.

22. Ship Date:

Type the actual ship date in MMDD format and **Enter** . No dashes or slashes are required. The system will insert the current century and year.

23. F.O.B.:

Type the Free On Board destination (i.e. Warehouse, etc.) and **Enter**.

Press the **Enter** key to default to 'Destination'.

24. Confirm To:

Type the person's name that you confirmed the purchase order with or type the supplier's confirmation number and **Enter**.

25. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

Note: The Ship Via code defaults from the Vendor Masterfile.

26. Buyer Code:

Type up to a two (2) character buyer code and **Enter** (optional field).

Note: Purchase Order Print has an option to print all purchase orders for one buyer.

27. PO Type:

Type **P+** the **Enter** key if this is a purchase order.

Type **Q+** the **Enter** key if this is a price quote only.

28. Comments:

Type up to a twenty (20) character comment and **Enter** (optional field).

Press the **CTRL+Y** keys to display the edit help menu.

29. Term Code:

Type a valid term code and **Enter** or type **?+** the **Enter** key to display the Term Code Maintenance Selection window.

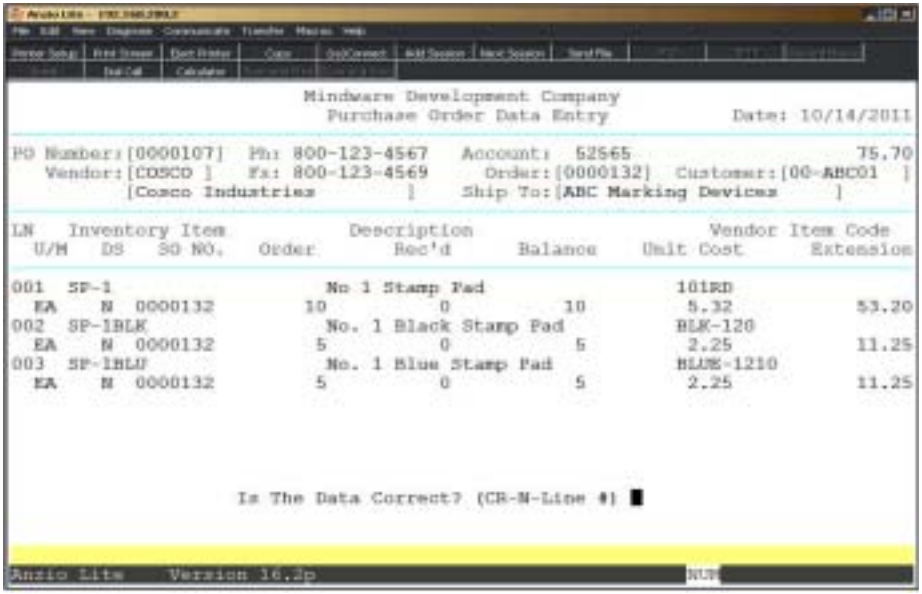
Note: The Term Code defaults from the Vendor Masterfile.

30. Is The Header Data Correct? (CR-N)

Press the **Enter** key to accept the header information.

Type **N+** the **Enter** key to edit the information. Go to Step 19.

Purchase Order Inventory Items



31. Inventory Item:

Type a valid inventory item and **Enter** or type **?+** the **Enter** key to display the Inventory Item Selection window.

> *Note: The description of the item, unit of measure, item type, vendor part number and unit cost defaults from the Item Masterfile. To edit any of these fields, press the **F2** key to return to each prior input field. If you have a purchase order item notepad set up for this item, the information will display on the screen, along with any open purchase orders for this item.*

Press the **F1** key to display purchase detail history for this vendor. Press **F3** to search by (I)tem, (D)escription or (C)hange vendor to display that vendor's history.

Press **F4** to end line item input. Proceed to Step 43.

32. Order Quantity:

Type the quantity you are ordering for this item and **Enter**.

> *Note: The order quantity defaults from the Item Masterfile.*

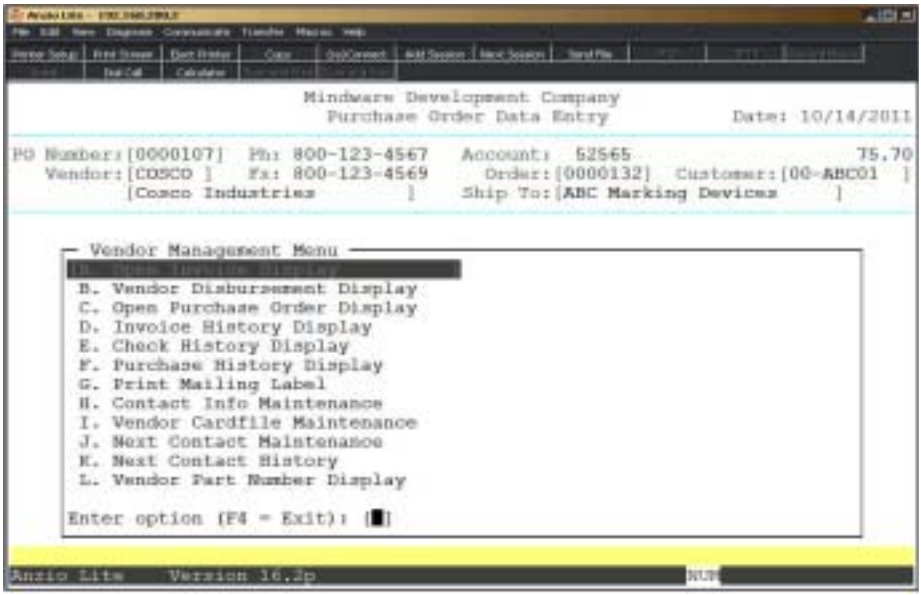
33. Unit Cost:

Press the **Enter** key to accept the last cost displayed or override the unit cost. The system calculates quantity x cost and displays the extension amount. Return to Step 31.

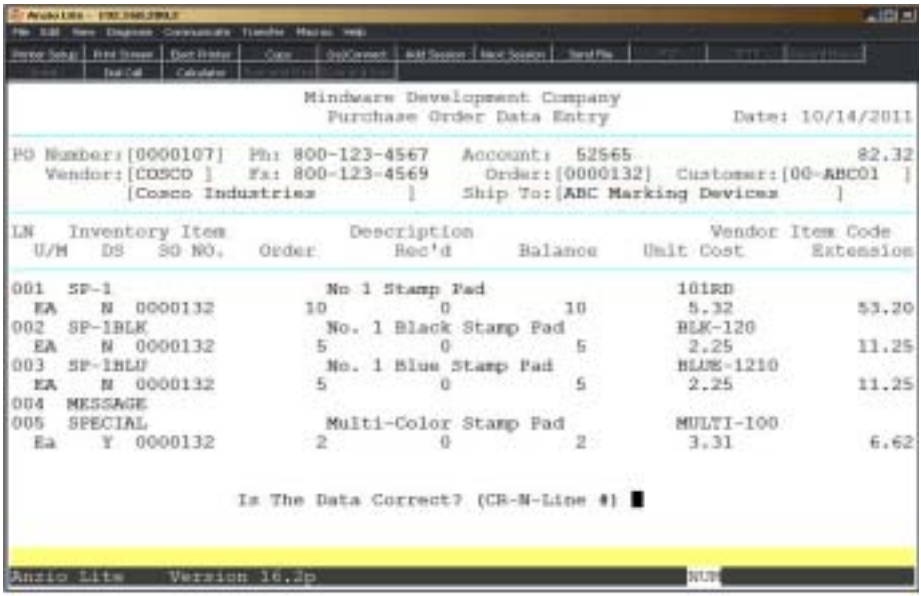
Purchase Order Vendor Management Display

Overview

The purchase order system allows you to check any of the Vendor Sub-Menu options in the Vendor Master. You can check purchase order history, contact information or any of the selections listed below.



Purchase Order Special Items



34. Type **S+** the **Enter** key to enter a Special line item.

35. Description:

Type up to a thirty (30) character special item description and **Enter**.

Y to display the edit help menu.

36. Vendor Item Code:

Type a vendor item code and **Enter**.

37. Unit Of Measure:

Type a unit of measure and **Enter** or press the **Enter** key to accept the system default of Ea.

38. Drop Ship:

Press the **Enter** key to accept the default drop ship flag.

> *Note: The drop ship flag defaults from the flag in Purchase Order Parameters on the Purchase Order Definition Menu.*

39. SO Number:

Type a special sales order number and **Enter** or press the **Enter** key to bypass this field. This is an optional field.

40. Order:

Type the quantity to order for this item and **Enter**.

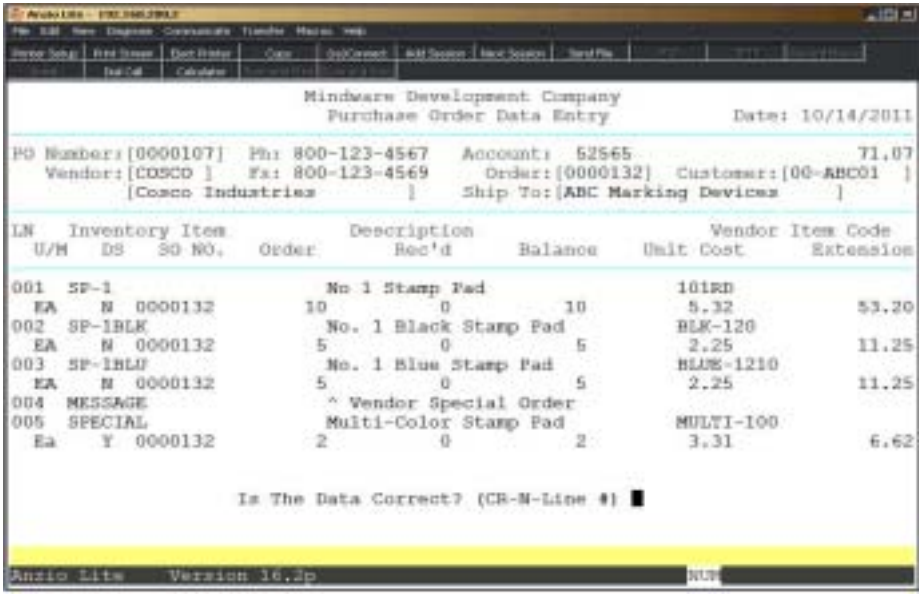
Note: The Received and Balance Due fields are displayed only if a partial shipment has been received against this item.

41. Unit Cost:

Type the purchase price for this special item and **Enter**. Return to Step 31.

Note: The system calculates quantity x cost to display the extension amount.

Purchase Order Message Lines



42. Type **M+** the **Enter** key to enter a message line.

43. Description:

Type up to a thirty (30) character message description and **Enter**. Return to Step 31.

> *Note: Message lines beginning with the ^ character will not print on the purchase order.*

End Of Line Item Input

44. Is The Data Correct? (CR-N-Line #):

Press the **Enter** key to accept the data and proceed to the Purchase Order Sub-Menu.

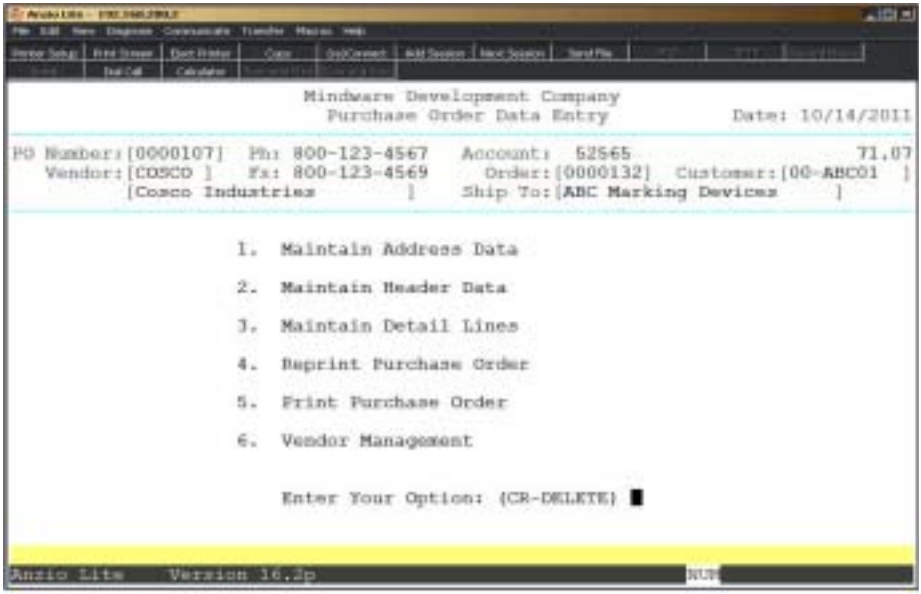
Type **N+** the **Enter** key to edit line item information. Go to Step 31.

Type the **line number+** the **Enter** key of a specific line number you want to edit. Go to Step 31.

Press **F7** at the line number field to delete an individual line item

> *Note: To enter required date, ship date and comments regarding a specific line item, press the **F1** key at the line number field. This screen will display to allow you to add additional shipping information.*

Purchase Order Sub-Menu



Maintain Address Data

Allows you to edit the address of the vendor and the ship-to name and address information.

Maintain Header Data

The header portion allows you to edit the purchase order date, required date, proposed ship date, confirmation number or name, ship via code, buyer code, purchase order type, comments field and terms code.

Maintain Detail Lines

You can maintain detail line items of a purchase order until the transaction is received or is a partial shipment.

Reprint Purchase Order

Allows you to reset the print flag on a purchase order so it will reprint during the 'Purchase Order Batch Print' process.

Print Purchase Order

Prints the purchase order directly to a selected printer.

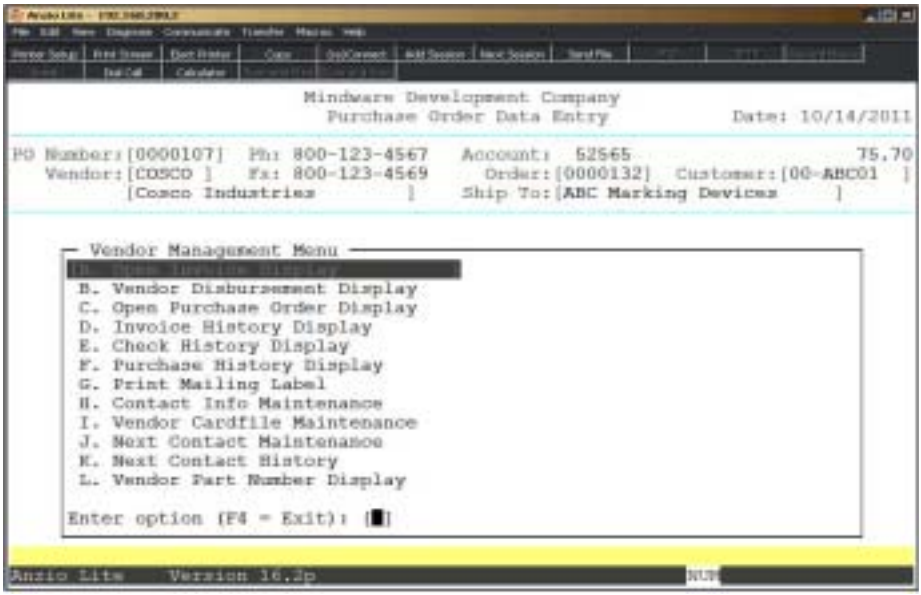
Vendor Management

Displays the Vendor Masterfile Sub-Menu selections for this vendor.

Purchase Order Vendor Management Menu

Overview

The Vendor Management Menu can be accessed from the 'Purchase Order Data Entry' Sub-Menu. It allows you to look at vendor open invoices, open purchase orders, purchase order history, vendor part numbers, invoice and check history and vendor cardfile and contact information.

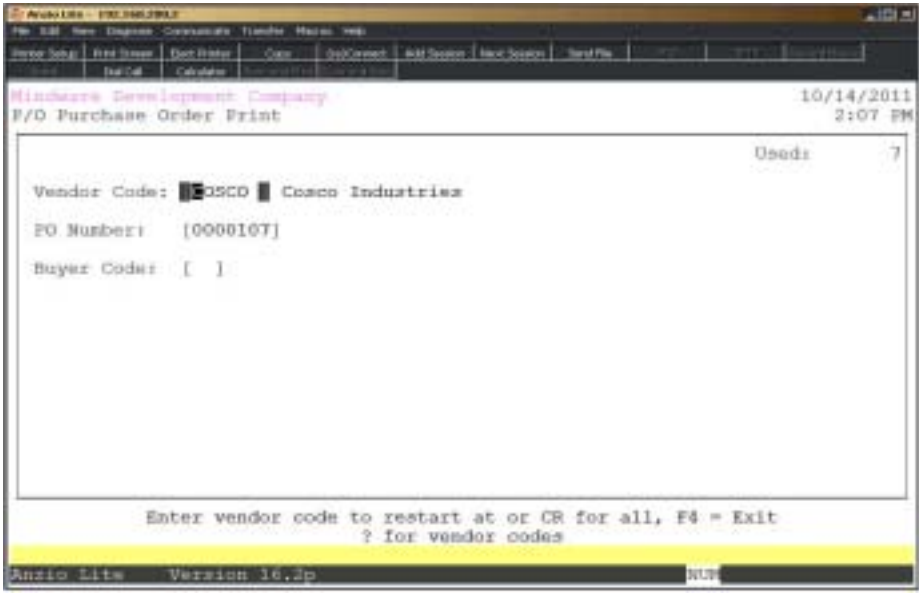


Purchase Order Print

Overview

You can use the Purchase Order Print program to print all open purchase orders that have not been printed or you can restart the purchase order print starting with a specific vendor and purchase order number (Accounts Payable module must be installed). There is also an option that allows you to print purchase orders for a particular buyer.

To reprint a purchase order, you must display the open purchase order in 'Purchase Order Data Entry' and select 'Reprint Purchase Order' on the Purchase Order Sub-Menu.



Procedure

1. Choose Purchase Order Print on the Purchase Order System Menu.

2. Vendor Code:

Press **F4** to return to the Purchase Order System Menu.

Press the **Enter** key to print all purchase orders for all vendors. Go to Step 4.

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

3. PO Number:

Type the beginning purchase order number to print and **Enter** or press the **Enter** key to print all purchase orders for this vendor.

4. Buyer Code:

Type a buyer code and **Enter** or press the **Enter** key to include all buyers.

Press **F2** to return to the vendor code input field in Step 2.

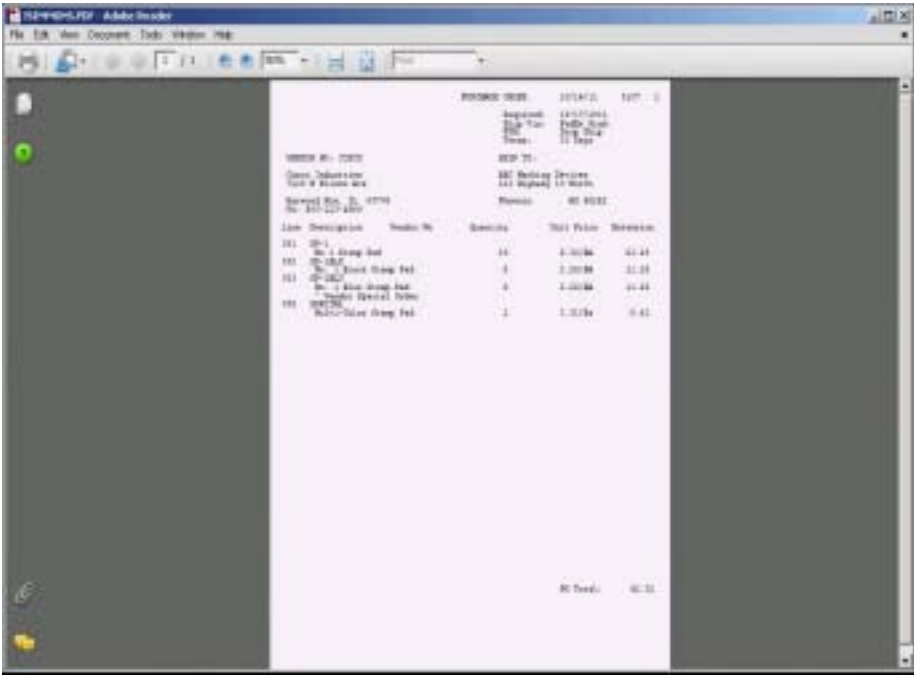
5. Select the appropriate printer for this report.

6. Did The Purchase Orders Print Correctly? (Y)es or (N)o:

Type **Y** to return to the Purchase Order System Menu.

Type **N** to restart purchase order printing. Go to Step 2.

Purchase Order Print Sample

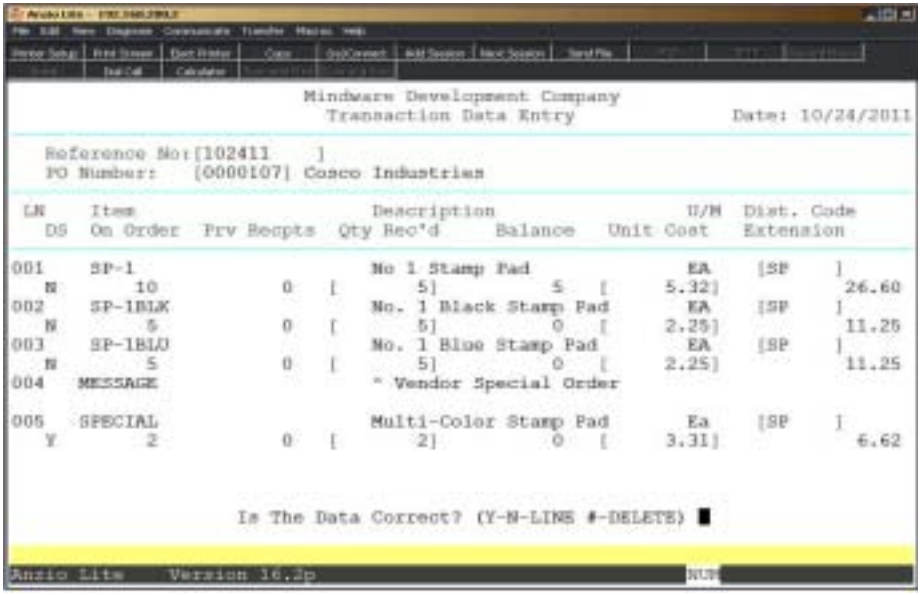


Transaction Data Entry

Overview

The Transaction Data Entry program lets you record which items have been received on open purchase orders. When all of the units of an ordered item have been received, or the order for that item will not be filled, you can designate that line item as complete. When all items on a purchase order are complete, the purchase order is removed from the system.

Once the transactions are printed on the 'Transaction Data Entry Register & Update', the items are updated to the Inventory Control system. To verify that all transactions were complete, you can print the 'Open Purchase Order Report' on the Purchase Order Report Menu. The report lists all open purchase orders and indicates partially filled orders.



Procedure

1. Choose Transaction Data Entry on the Purchase Order System Menu.

2. Reference:

Press **F4** to return to the Purchase Order System Menu.

Type up to a ten (10) character alpha-numeric reference number and **Enter**.

> *Note: The order number on the packing list or the vendor invoice number can be used as the reference number.*

3. PO No:

Type the purchase order number to receive for this vendor and **Enter**.

Note: If the vendor code and purchase order number are a valid combination, the system completes the header portion of the entry. Otherwise, a warning message 'Purchase Order Number Not a Valid Purchase Order. Press Any Key to Continue'.

4. LN:

Press the **Enter** key to display the first line item on this purchase order number.

Note: The order information for that line item displays on the screen: item code and description, unit of measure, distribution code, quantity on order, previous receipts, quantity received on this order, order balance, unit cost and extension.

5. Dist Code:

Press the **Enter** key to accept the displayed distribution code or override with a valid distribution code and **Enter**.

Note: The On Order and Previous Receipts fields display the number of items originally ordered and the number of items previously received and recorded.

6. Qty Rec'd:

Press the **Enter** key to accept the default quantity received or enter a new quantity and **Enter**.

Note: If you entered a different quantity received, the Balance field will display the number of items still on order.

Press **F2** to return to the previous input field.

7. Unit Cost:

Press the **Enter** key to accept the cost displayed or type a new **amount+** the **Enter** key.

Note: If you entered a different unit cost, the Extension field will reflect the difference. If you received the entire quantity, the system designates the line as complete and will not display the prompt in Step 8. Proceed to Step 9.

Note: This message only will display on your screen if this is a partial shipment for this line item: Warning! Quantity Received Is Not Equal To Quantity Ordered. Do Not Select Completed If More Are To Be Received On This P.O.

Is This Line Item Complete? (Y)es or (N)o:

*Type **Y+** the **Enter** key if the remaining quantity ordered for this line item will **not** be filled in the future. This line item will be removed on this purchase order to prevent any future processing.*

*Type **N+** the **Enter** key if you expect to receive more of this ordered item.*

*The cursor moves to the next detail line. Return to Step 5 to enter another item or press **F4** to end item input.*

8. Is The Data Correct? (Y-N-Line #-DELETE):

Type **Y+** the **Enter** key if the receipt information is correct. The cursor moves to Step 2.

Type **N+** the **Enter** key to edit the information. The cursor moves to Step 4.

Type the line number and **Enter** if a particular line is not correct.

Type **DELETE+** the **Enter** key to delete the entire entry. Go to Step 10.

9. Do You Want To Delete This Transaction? (YES-NO):

Type **YES+** the **Enter** key to delete the entry. Go to Step 2.

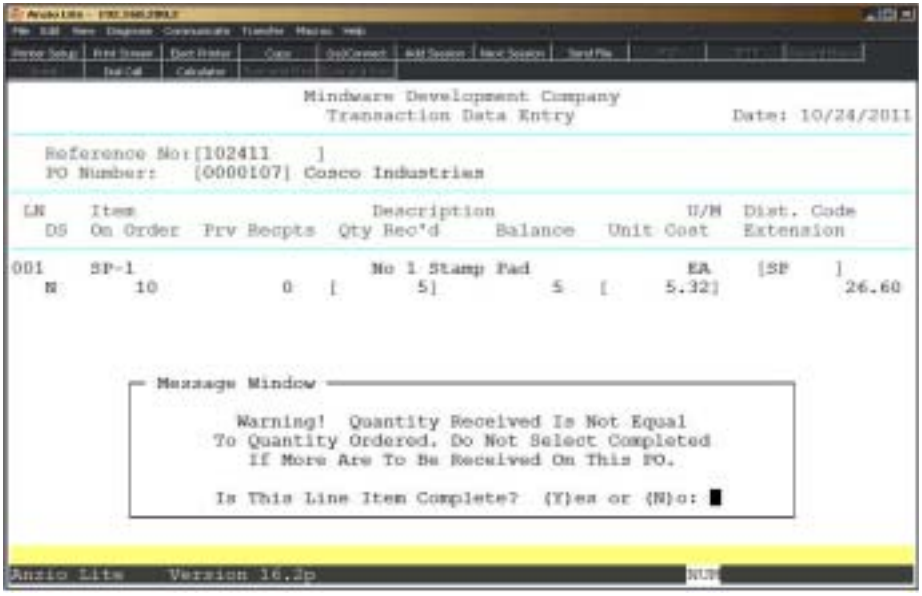
Type **NO+** the **Enter** key to retain this transaction. Return to Step 8.

Note: To update the purchase order receipts, you must process the 'Transaction Data Entry Register & Update' on the Purchase Order System Menu.

Transaction Data Entry Partial Receipts

Overview

The Purchase Order system allows you to enter partial shipments on any inventory item during 'Transaction Data Entry'. For each item that is not shipped complete, the system will display a message to alert you that either this item will remain on a backorder status or that this item has been shipped complete and remove the item from the purchase order.



Transaction Data Entry Register & Update

Overview

The Transaction Data Entry Register lists all of the transactions entered through the 'Transaction Data Entry' program since the previous update. The report prints in reference number order showing each line number, item number, purchase order number, item description, unit of measure, distribution code, quantity received, unit cost, extension and whether or not each line is complete.

This report must be printed in order for the transactions to be updated to inventory.

Procedure

1. Choose Transaction Data Entry Register on the Purchase Order System Menu.

2. Print purchase order transaction register 999? (Y)es or (N)o:

Type **YES+** the **Enter** key to print the transaction register.

Type **NO+** the **Enter** key to return to the Purchase Order System Menu.

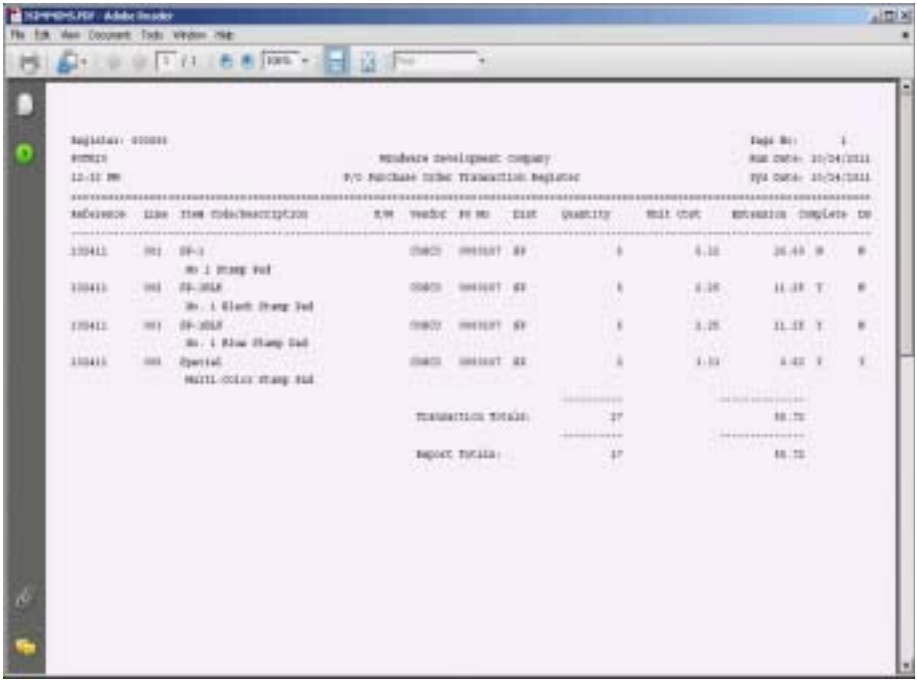
3. Select the appropriate printer for this report.

4. Update purchase order transactions? (Y)es or (N)o:

Type **YES+** the **Enter** key to update receipts to the Inventory Control module.

Type **NO+** the **Enter** key to return to the Purchase Order System Menu to make any necessary corrections in 'Transaction Data Entry'.

Transaction Data Entry Register Sample

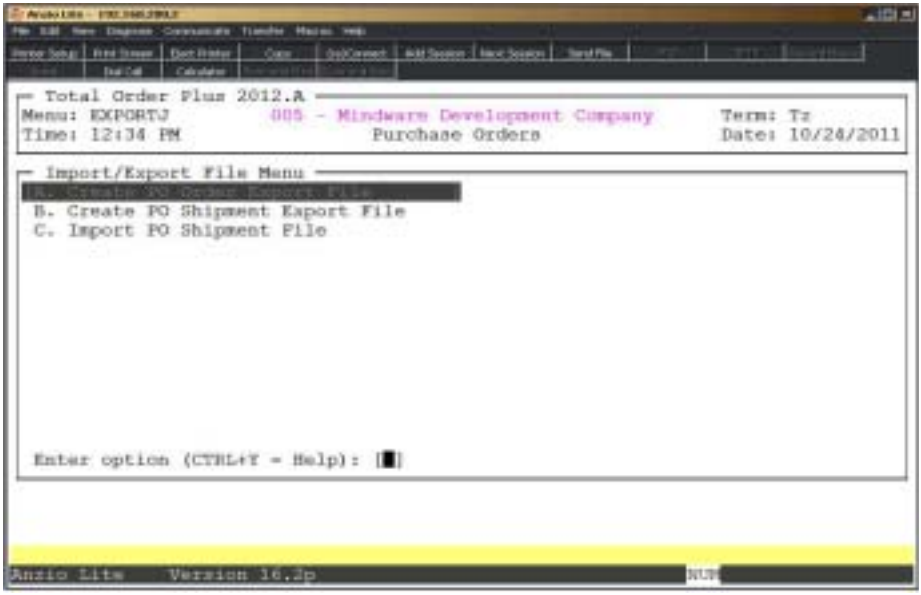


Import/Export File Menu

Overview

The PO Order Export program exports information from a purchase order to a text file. To avoid duplication of having to enter an order with the same informtaion in the Order Entry module, TOP has an import program that massages the data from the text file and automatically creates an order for the shiptocustomer on the PO.

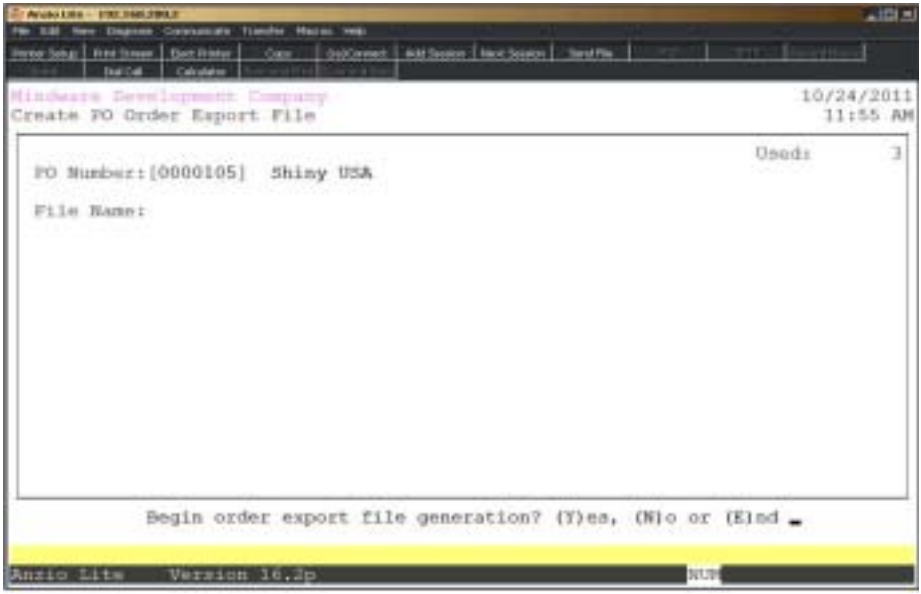
The Export PO Shipment utility exports purchase orders to a text file that can be imported into Excel to edit ship dates. The data can be imported back into the purchase order file with updated ship dates.



Create PO Order Export File

Overview

This utility program exports information from a purchase order to a text file. To avoid duplication of having to enter an order with the same informtaion in the Order Entry module, there is an import program that massages the data from the text file and automatically creates an order for a customer.



Procedure

1. Select Create PO Order Export File on the Purchase Order System Menu.

2. PO Number:

Type a valid purchase order number and **Enter**.

Press **F4** to return to the Purxhase Order System Menu.

3. Begin order export file generation? (Y)es, (N)o or (E)nd:

Type **Y+** the **Enter** key to begin the file generation.

Type **N+** the **Enter** key to return to the PO Number field.

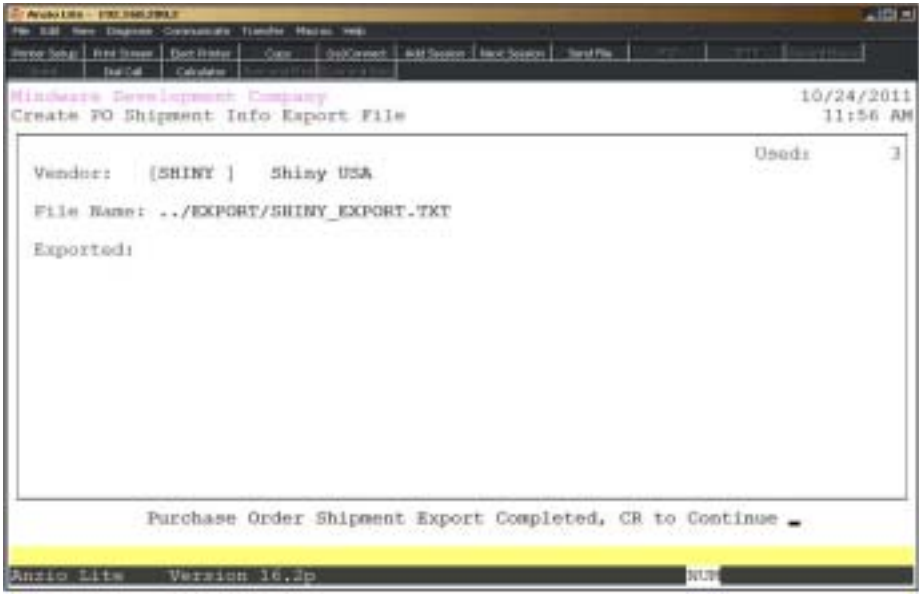
Type **E+** the **Enter** key to end the file gerneration and return to the Purchase Order System Menu.

> *Note: File name displayed on your screen will be created and stored in the TOP/EXPORT directory.*

Create PO Shipment Export File

Overview

The Export PO Shipment utility exports purchase orders to a text file that can be imported into Excel to edit ship dates.



Procedure

1. Select Create PO Shipment Export File on the Import/Export File Menu.

2. Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Import/Export File Menu.

3. Begin Order Shipment Export File Generation? (Y)es, (N)o or (E)nd:

Type **Y+** the **Enter** key to create the shipment file.

Type **N+** the **Enter** key to return to the Vendor input field in Step 2.

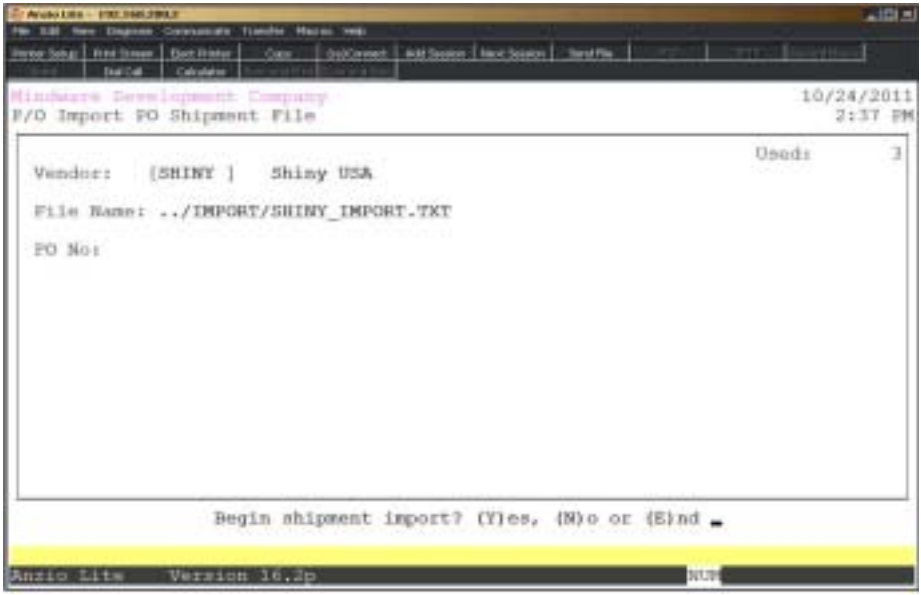
Type **E+** the **Ente**r key to about the generation and return to the Import/Export File Menu.

> *Note: The vendor export file name displays on your screen. The file is located in the /TOP/EXPORT directory.*

Import PO Shipment File

Overview

The Export PO Shipment utility exports purchase orders to a text file that can be imported into Excel to edit ship dates. The data can be imported back into the purchase order file with updated ship dates.



Procedure

1. Select Import PO Shipment Export File on the Import/Export File Menu.

2. Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F4** to return to the Import/Export File Menu.

3. Begin Shipment Import? (Y)es, (N)o or (E)nd:

Type **Y+** the **Enter** key to import the shipment file.

Type **N+** the **Enter** key to return to the Vendor input field in Step 2.

Type **E+** the **Ente**r key to about the generation and return to the Import/Export File Menu.

4

PURCHASE ORDER REPORT MENU

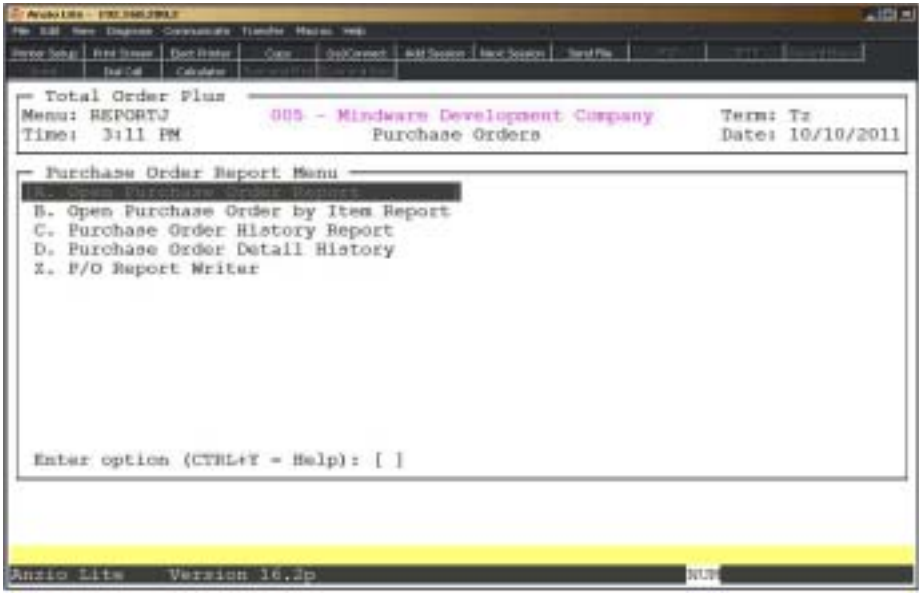
- **Open Purchase Order Report**
- **Open Purchase Order By Item Report**
- **Purchase Order History Report**
- **Purchase Order Detail History Report**

Purchase Order Report Menu

Overview

The Purchase Order reporting system provides a way to track all open purchase orders by purchase order number, by vendor or by date required. The history file provides tracking by purchase order number, vendor or purchase order date for all orders that have been received and another report is available to track open purchase orders by inventory item code.

The Open Purchase Order Report and the Purchase Order History Report can be sorted by buyer code with an option to include all detail line items or a summary report.

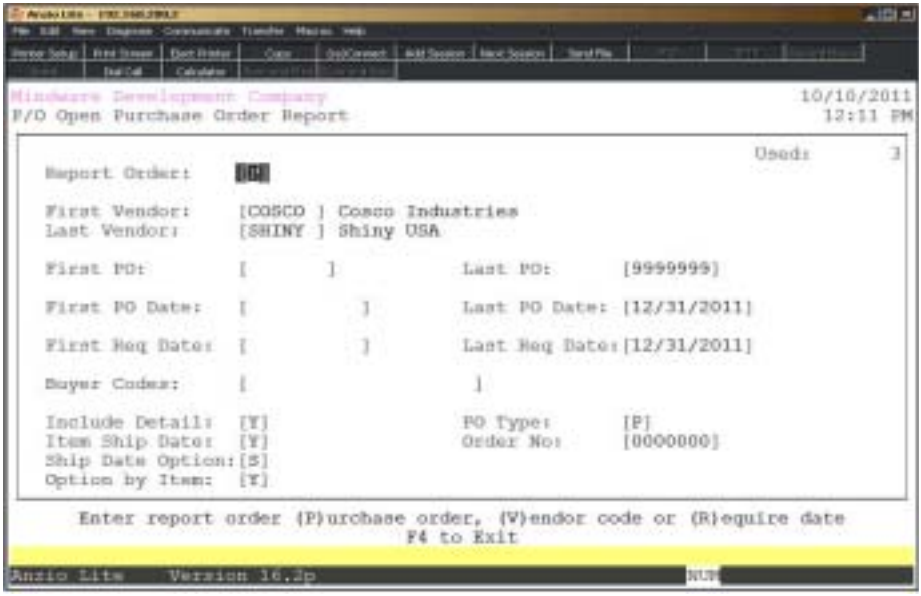


Open Purchase Order Report

Overview

The Open Purchase Order Report can be sorted by vendor, purchase order number or required date with an option to list by buyer code and whether or not to include detail line items on the report.

The report lists the purchase order number, vendor code and name, purchase order date, required date, terms, confirmation name or number, ship via code and buyer code. If you select to include detail, the report lists the inventory item, item description, unit of measure, order quantity, quantity received, remaining quantity balance, unit cost and extended price.



Procedure

1. Choose Open Purchase Order Report on the Purchase Order Report Menu.

2. Report Order:

Type **P+** the **Enter** key to print the report in purchase order number sequence.

Type **V+** the **Enter** key to print the report in vendor code order.

Type **R+** the **Enter** key to print the report in required date order.

3. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

4. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

5. First PO:

Type the first purchase order number to print and **Enter** or type **?** to display the Open Purchase Order Selection window.

6. Last PO:

Type the last purchase order number to print and **Enter** or type **?** to display the Open Purchase Order Selection window.

7. First PO Date:

Type the beginning purchase order date in MMD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

8. Last PO Date:

Type the ending purchase order date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

9. First Req Date:

Type the beginning required date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

10. Last Req Date:

Type the ending required date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

11. Buyer Codes:

Type up to a two (2) character buyer code and **Enter**.

Press the **Enter** key to include all buyer codes.

> *Note: Each buyer code must be two characters, side by side, no commas.*

12. Include Detail:

Type **Y+** the **Enter** key to include all inventory line items for each purchase order on this report.

Type **N+** the **Enter** key to print purchase order header information only.

13. Item Ship Date:

Type **Y+** the **Enter** key to include line item detail ship date information.

Type **N+** the **Enter** key to exclude item detail information.

14. Ship Date Option:

Type **N+** the **Enter** key to only print purchase orders without a ship date.

Type **S+** the **Enter** key to only print purchase orders with a ship date. Go to Step 16.

15. Option by Item:

Type **Y+** the **Enter** key to use the item ship date rather than the ship date in the purchase order header record.

Type **N+** the **Enter** key to use the purchase order header ship date.

16. PO Type:

Type **P+** the **Enter** key to print report by purchase order number.

Type **Q+** the **Enter** key to only print purchase orders with a type Q (quotes).

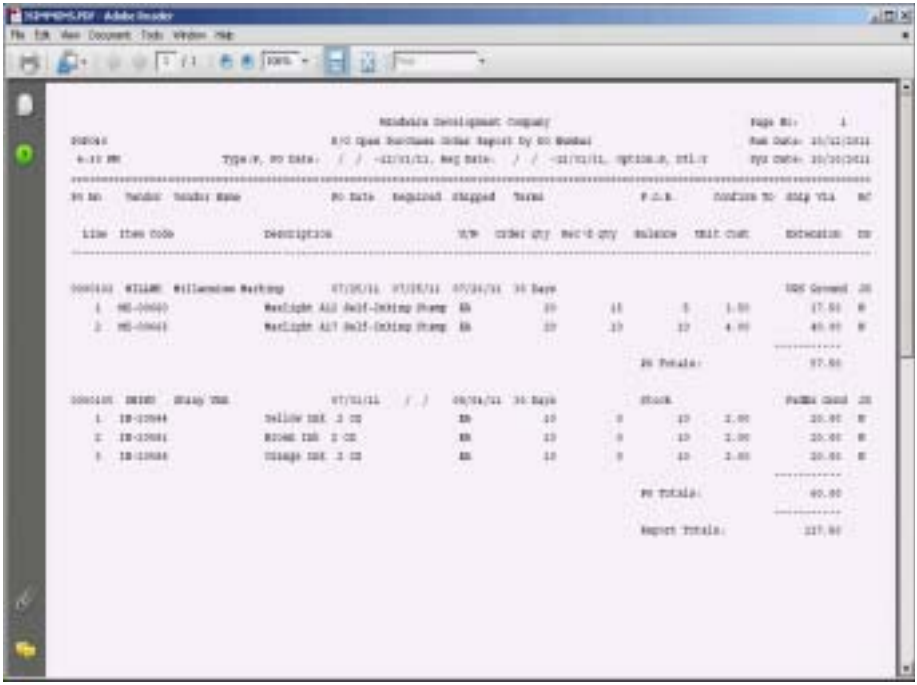
Press the **Enter** key to print all purchase orders regardless of type.

17. Order No:

Type the order number to include or leave field blank to print all orders.

18. Select the appropriate printer for this report.

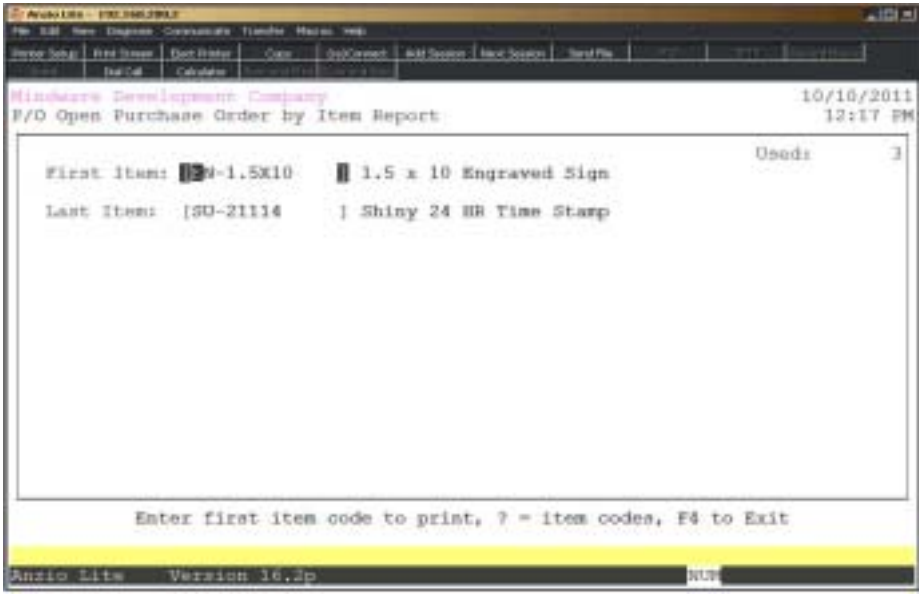
Open Purchase Order Report Sample



Open Purchase Order By Item Report

Overview

The Open Purchase Order By Item Report lists all open orders sorted in inventory item order. The report lists the item code and description, purchase order number, vendor code and name, date of purchase order, date required, terms code, unit of measure, order quantity, received quantity, balance, item type, cost of item and the extended cost.



Procedure

1. Choose Open Purchase Order By Item Report on the Purchase Order Report Menu.

2. First Item:

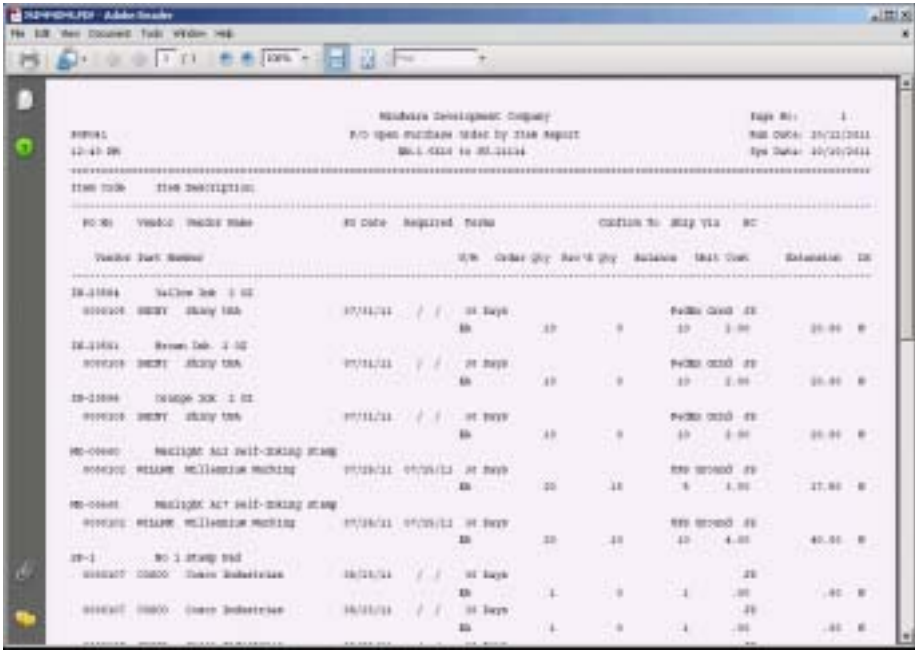
Type the first inventory item and **Enter** or type **?** to display the Item Code Selection window.

3. Last Item:

Type the last inventory item and **Enter** or type **?** to display the Item Code Selection window.

4. Select the appropriate printer for this report.

Open Purchase Order By Item Report Sample

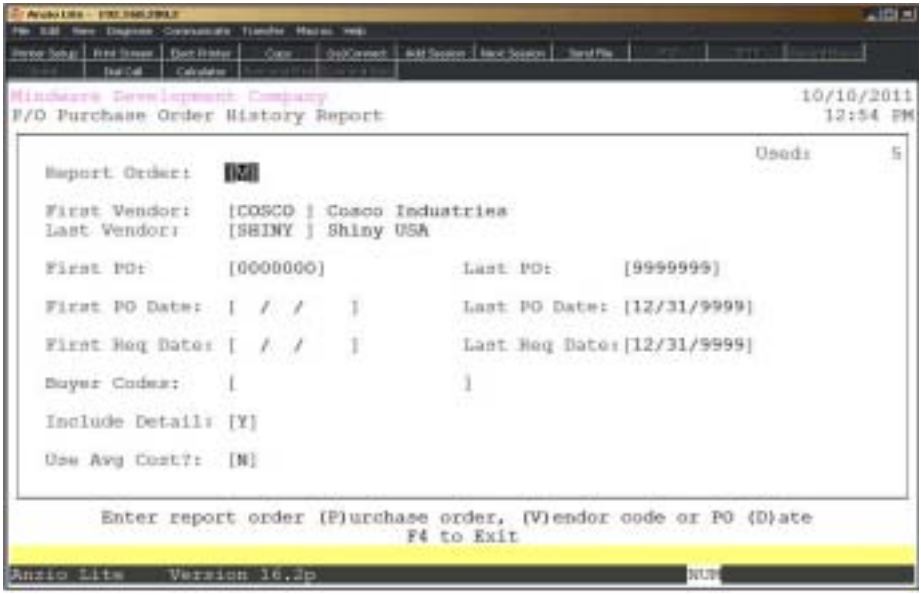


Purchase Order History Report

Overview

The Purchase Order History Report can be sorted by vendor, purchase order number or purchase order date, with an option to list by buyer code and whether or not to include detail line items on the report.

The report lists the purchase order number, vendor code and name, purchase order date, required date, receipt date, terms code, confirmation name or number, ship via code and buyer code. If you select to include detail, the report lists the inventory item, item description, unit of measure, order quantity, quantity received, remaining quantity balance, unit cost, extended price and item type.



Procedure

1. Choose Purchase Order History Report on the Purchase Order Report Menu.

2. Report Order:

Type **P+** the **Enter** key to print the report in purchase order number sequence.

Type **V+** the **Enter** key to print the report in vendor code order.

Type **D+** the **Enter** key to print the report by purchase order date.

3. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

4. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

5. First PO:

Type the first purchase order number to print and **Enter** or type **?** to display the Open Purchase Order Selection window.

6. Last PO:

Type the last purchase order number to print and **Enter** or type **?** to display the Open Purchase Order Selection window.

7. First PO Date:

Type the beginning purchase order date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

8. Last PO Date:

Type the ending purchase order date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

9. First Req Date:

Type the beginning required date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

10. Last Req Date:

Type the ending required date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

11. Buyer Codes:

Type up to a two (2) character buyer code and **Enter**.

Press the **Enter** key to include all buyer codes.

> *Note: Each buyer code must be two characters, side by side, no commas.*

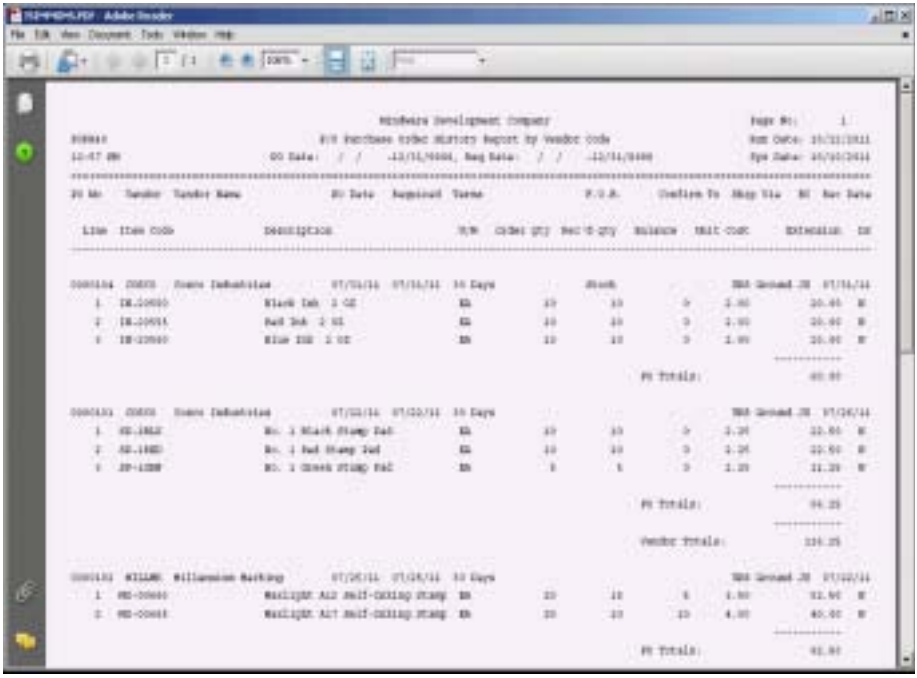
12. Include Detail:

Type **Y+** the **Enter** key to include all inventory line items for each purchase order on this report.

Type **N+** the **Enter** key to print purchase order header information only.

13. Select the appropriate printer for this report.

Purchase Order History Report Sample

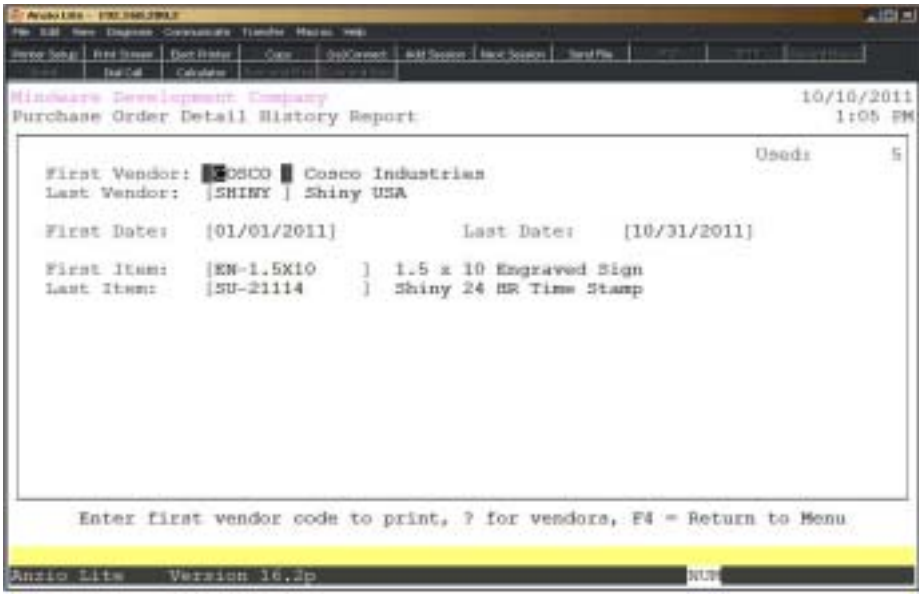


Purchase Order Detail History Report

Overview

The Purchase Order History Report can be sorted by vendor, purchase order number or purchase order date, with an option to list by buyer code and whether or not to include detail line items on the report.

The report lists the purchase order number, vendor code and name, purchase order date, required date, receipt date, terms code, confirmation name or number, ship via code and buyer code. If you select to include detail, the report lists the inventory item, description, unit of measure, order quantity, received, remaining quantity balance, unit cost, extended price and item type.



Procedure

1. Choose Purchase Order Detail History Report on the Purchase Order Report Menu.

2. First Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

3. Last Vendor:

Type a valid vendor code and **Enter** or type **?** to display the Vendor Code Selection window.

Press **F2** to return to the previous input field.

4. First Date:

Type the beginning purchase order date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

5. Last Date:

Type the ending purchase order date in MMDD format and **Enter**. No dashes or slashes are required. The system will insert the current century and year.

6. First Item:

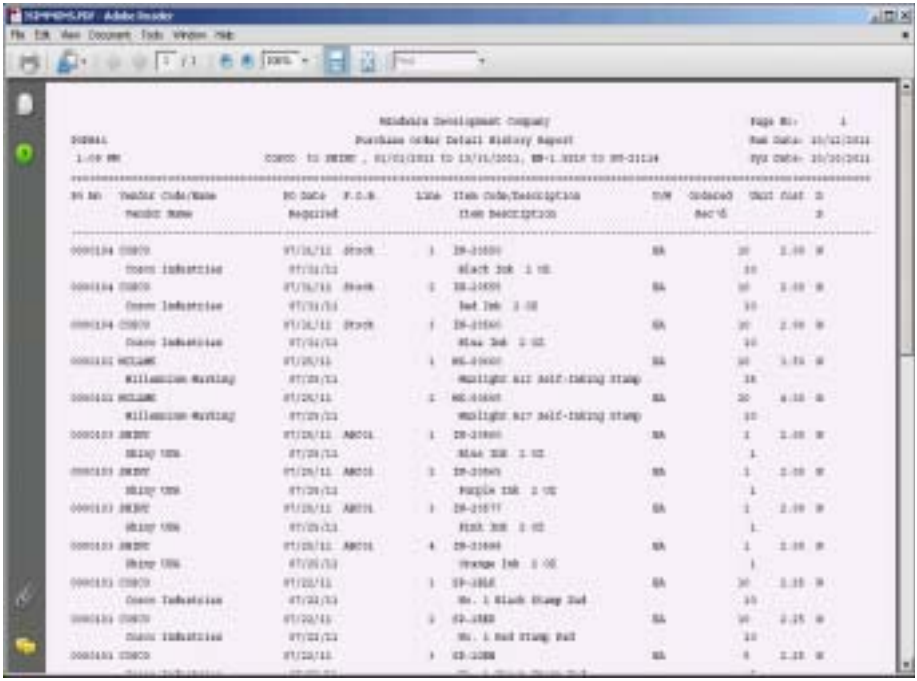
Type the first inventory item and **Enter** or type **?** to display the Item Code Selection window.

7. Last Item:

Type the last inventory item and **Enter** or type **?** to display the Item Code Selection window.. Select the appropriate printer for this report.

8. Select the appropriate printer for this report.

Purchase Order Detail History Report Sample



4

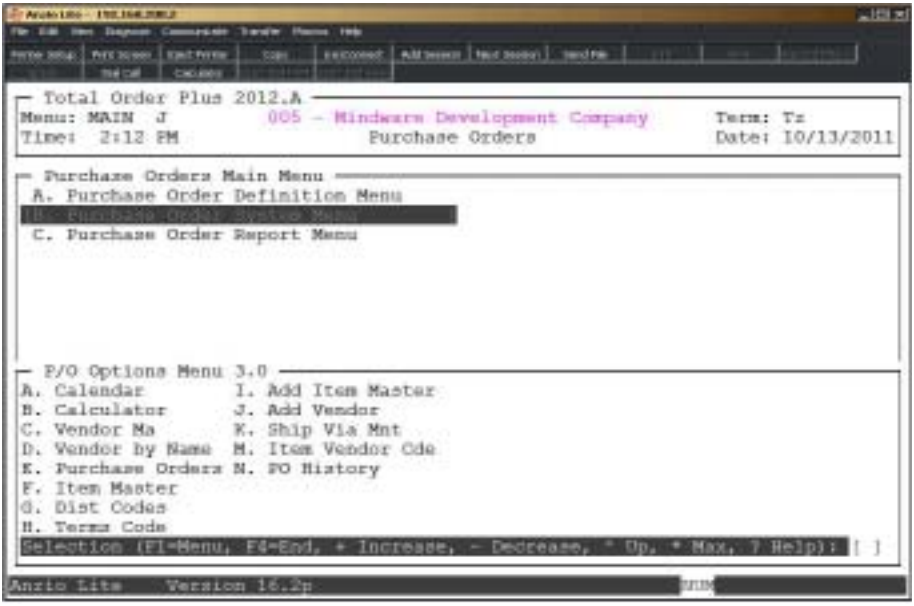
PURCHASE ORDER OPTIONS MENU

- ❑ **Options Menu**
- ❑ **Terms Code Maintenance**
- ❑ **Add Item Master Maintenance**
- ❑ **Add Vendor Maintenance**
- ❑ **Ship Via Maintenance**

Purchase Order Options Menu

Overview

The Purchase Order Options Menu allows you to view vendors, open purchase orders, inventory items, item vendor codes, distribution codes and purchase order history. You can maintain terms codes, inventory items, add new vendors and ship via codes from the options menu. See how to access an options menu in the 'TOP Introduction' section elsewhere in this manual.



Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to the next two months. Press **F4** to return to the Purchase Order Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F9** to exit the calculator program and return to the Purchase Order Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Vendor Master

The Vendor Master display lists each vendor in vendor code order, showing vendor name, address line one and telephone number. You can advance the display forward or backwards by using the **Enter** key or by entering an actual vendor code. Press the **F3** key to display the detail status information for each vendor: vendor code, address line one and two, city, state and zip code, G/L expense account number, terms code, date account opened and last activity date along with period-to-date and year-to-date balances and returns.

Vendor By Name

The Vendor By Name programs displays each vendor in alpha order, showing the vendor code and name, address line one and telephone number. You can display the remainder of the vendor status information right to left by pressing the **F2** key. To sort the vendor information in another order, press the **F3** key. You can sort by vendor, alpha order, telephone number or find a vendor by name or by contact name. . You can advance the display forward or backwards by using the **Enter** key or by entering a vendor code.

Purchase Orders

The Purchase Order display lists all open purchase orders in the Purchase Order module, if applicable. The display includes vendor code, purchase order number, vendor name, purchase order date and date required, terms code and the purchase order total. You can press the **F1** key to display the detail inventory line items on each purchase order or press **F3** to sort the display by purchase order number, vendor code, vendor name or date required.

Item Master

The Item Master display lists all inventory items in the Item Masterfile. The information displayed is the item code, description, unit of measure and selling price. Press **F1** to display detail about each item, including selling price, cost, product category, discount class, etc. Press **F3** to search by item description, with an option to search by a specific product code. Press **F1** after entering the first description to search for a second description. For example, enter **ink+** the **F1** key, then enter **red+** the **Enter** key. All inventory items for red ink will display on the screen.

Distribution Codes

Distribution codes display General Ledger account numbers associated with receipts, issues, adjustments, physical counts and sales. The system uses these account numbers during purchase order and inventory transactions, physical count entries and daily sales updates.

Terms Code

The Terms Code program allows you to set up terms to be used during 'Purchase Order Data Entry'. The display lists terms code, description, net days until due, discount due days and percent of discount. Press **F1** to add or edit terms codes, **F2** to print a

hardcopy, **F4** to return to the Purchase Order Options Menu. See 'Terms Code Maintenance' later in this chapter.

Add Item Master

You can add inventory items from the Purchase Order Options Menu without having to go to the Item Masterfile in the Inventory Control module. This could save you time while entering a purchase order if the item you are receiving has not been entered into the Item Masterfile. See 'Add Item Master Maintenance' later in this chapter.

Add Vendor

You can add vendor codes from the Purchase Order Options Menu without having to return to the Vendor Master in the Accounts Payable module. This program allows you to enter a new vendor while entering a purchase order. See 'Add Vendor Maintenance' later in this chapter.

Ship Via Maintenance

Ship Via codes used in 'Purchase Order Data Entry' are entered using this program. The display lists the ship via code and description. Press **F1** to add or edit ship via codes, **F2** to print a hardcopy, **F4** to return to the Purchase Order Options Menu. See 'Ship Via Maintenance' later in this chapter.

Item Vendor Code

Item Vendor Codes are displayed from the Item Masterfile in the Inventory Control module. There are up to three (3) vendor part numbers for each item. The display includes item code, description, vendor code and name, comments and part number. The part numbers are printed on the screen during 'Purchase Order Data Entry' for each line item for that vendor and on the printed purchase order. This allows a cross-reference between your item number and the vendor part number.

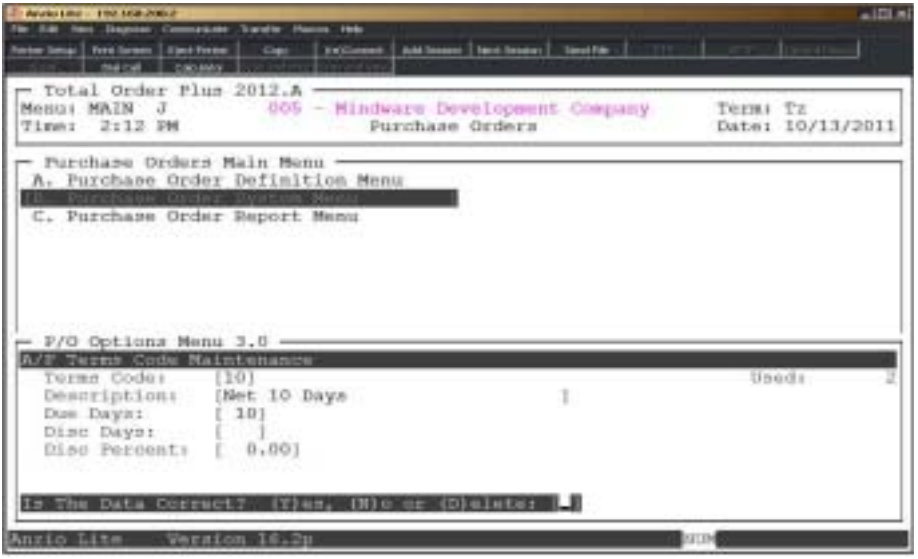
PO History

The Purchase Order History lists vendor code, purchase order number, vendor name, purchase order date, date required, receipt date and the purchase order total. Press **F1** to display the detailed line items on each purchase order, **F3** to sort the display by purchase order number, vendor code or by purchase order date. **F4** to return to the Purchase Order Options Menu. Purchase Order History is also available during 'Purchase Order Data Entry' so you can be aware of the last purchase cost.

Terms Code Maintenance

Overview

Term Code Maintenance allows you to establish terms that you have with your vendors and then be assigned to each purchase order during 'Purchase Order Data Entry'. The term codes are the same ones used in the Accounts Payable module.



Procedure

1. Choose Terms Code Maintenance on the Purchase Order Options Menu.

Press **F1** to enter maintenance mode.

Press **F2** to list the terms code to a printer.

Press **F4** to return to the Purchase Order Options Menu.

2. Terms Code:

Type up to a two (2) character terms code and **Enter** or type **?** to display the Terms Code Selection window.

Press **F2** to display the existing terms codes.

3. Description:

Type up to a twenty-eight (28) character terms code description and **Enter**.

Press **F2** to return to the previous input field.

4. Due Days:

Type the number of days until due and **Enter**.

5. Discount Days:

Type the number of days due for a discount and **Enter**.

6. Discount Percent:

Type the percent of discount and **Enter**.

7. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data and return to Step 2.

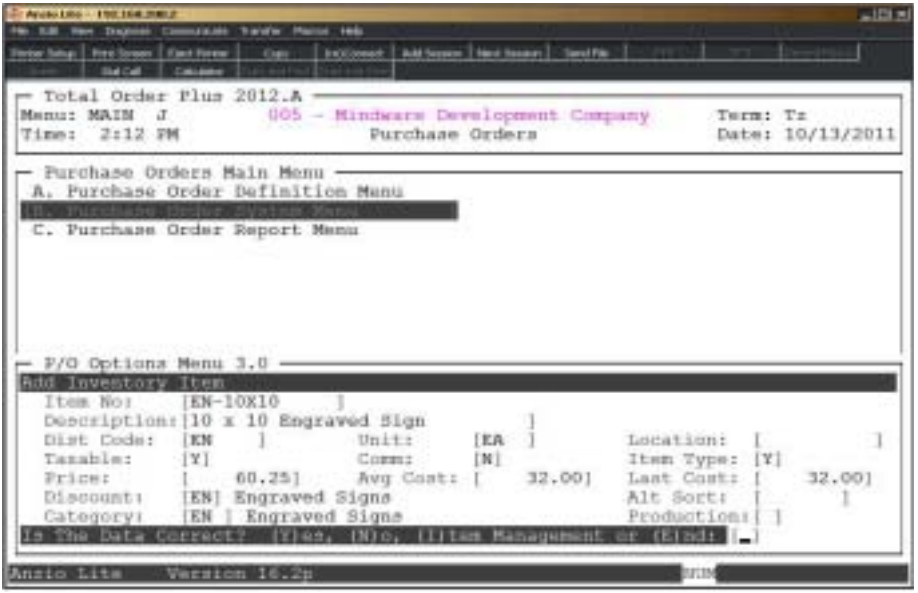
Type **N** to edit the data and return to Step 3.

Type **D** to remove this terms code from the system. Go to Step 2.

Add Item Master Maintenance

Overview

You can add inventory items from the Purchase Order Options Menu without having to go to the Item Masterfile in the Inventory Control module. This could save you time while entering a purchase order if the item you are receiving has not been entered into the Item Masterfile.



Procedure

1. Choose Add Item Master on the Purchase Order Options Menu.

2. Item No:

Type a valid item number and **Enter** or type **?** to display the Item Code Selection window.

3. Description:

Type up to a thirty (30) character description of the item and **Enter**.

4. Dist Code:

Type a valid distribution code and **Enter** or type **?** to display the Distribution Code Selection window.

Press **F2** to return to the previous input field.

Type **END+** the **Enter** key to abort this entry and return to Step 2.

5. Unit:

Press the **Enter** key to accept the default code of EA for each or enter up to a four (4) character unit of measure and **Enter**.

6. Location:

Type up to a ten (10) character location for this item and **Enter**.

> *Note: Location is an option used to sort count sheets during a physical inventory process. You can also choose to enter the item count in location code order.*

7. Taxable:

Type **Y+** the **Enter** key if this is a taxable item.

Type **N+** the **Enter** key if item is not taxable.

8. Comm:

Type **N+** the **Enter** key if you do not want to calculate commission on this item.

Type 0-9 for the level of commission you want on this item and **Enter**.

9. Item Type:

Type **Y+** the **Enter** key if this item is to be used for pricing only.

Type **N+** the **Enter** key if this item is to be tracked in inventory.

Type **K+** the **Enter** key if this item is part of a kit.

10. Price:

Type the unit list price (selling price) for this item and **Enter**.

11. Avg. Cost:

Type the average cost for this item and **Enter**.

12. Last Cost:

Type the last cost for this item and **Enter**.

13. Discount:

Press the **Enter** key to accept the default discount class or type **?** to display the Discount Class Selection window.

14. Category:

Press the **Enter** key to accept the default product category or type **?** to display the Product Category Selection window.

15. Production:

Type **1+** the **Enter** key if this item is produced in house.

Type **2+** the **Enter** key if this item is produced outside.

Type **3+** the **Enter** key if this is a stock item.

Type **4+** the **Enter** key if this item is a special order.

16. Is The Data Correct? (Y)es, (N)o or (E)nd:

Type **Y** to accept the new item into inventory. Go to Step 2.

Type **N** to edit the item information. Go to the description field in Step 3.

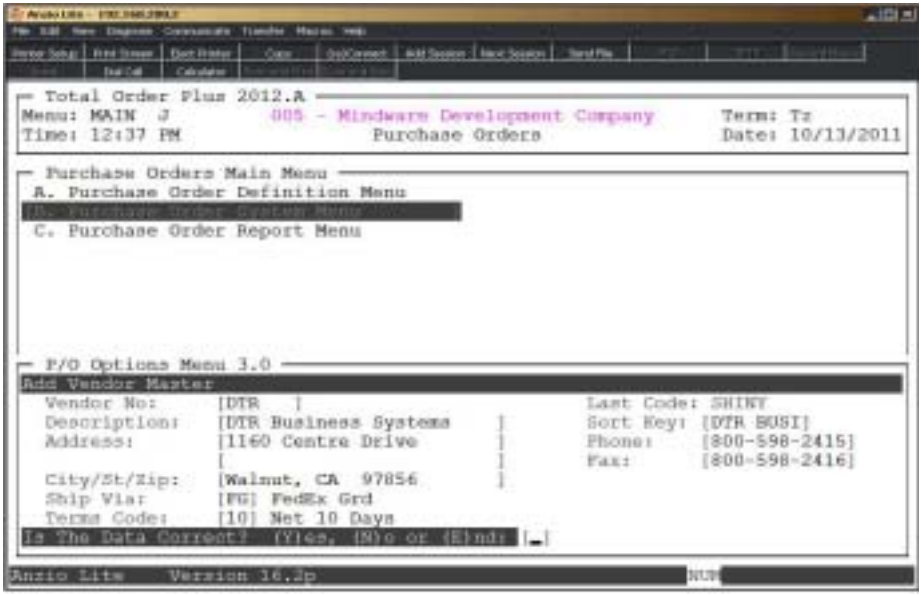
Type **E** to abort this entry and return to the item number field in Step 2.

Add Vendor Maintenance

Overview

Add Vendor Maintenance allows you to add new vendors to the Vendor Masterfile without having to leave the Purchase Order module. The vendor code, name and address, ship via and terms codes and the alpha sort key is written to the vendor file. The screen maintains and displays the last vendor number assigned.

This program can be accessed during 'Purchase Order Data Entry' by entering a ? at the vendor code input field.



Procedure

1. Choose Add Vendor on the Purchase Order Options Menu.

2. Vendor No:

Type the new vendor code and **Enter**.

> *Note: You can type **?+** the **Enter** key to display the current list of vendors to see what vendor codes have already been used. If you input a code that has already been entered, you will get the message 'Vendor Already In File - Cannot Add. CR to Continue'.*

3. Description:

Type the name of the vendor up to twenty-four (24) characters and **Enter**.

Press **CTRL+Y** to display the edit help menu.

4. Sort Key:

Press the **Enter** key to accept the default sort key or override the sort key with your own letter combination of up to eight (8) characters.

Press **F2** to return to the previous input field.

5. Address:

Type up to twenty-four (24) characters for address line one and **Enter**.

Note: Repeat same procedure for address line two.

6. City/St/Zip:

Type the city, state and zip code for this vendor and **Enter**.

7. Phone:

Type the telephone number for this vendor and **Enter**. No dashes or slashes are required.

8. Fax:

Type the facsimile number for this vendor and **Enter**. No dashes or slashes are required.

9. Ship Via:

Type a valid ship via code and **Enter** or type **?** to display the Ship Via Code Selection window.

10. Terms Code:

Type a valid terms code and **Enter** or type **?** to display the Terms Code Selection window.

11. Is The Data Correct? (Y)es, (N)o or (E)nd:

Type **Y** to accept the data and return to Step 2.

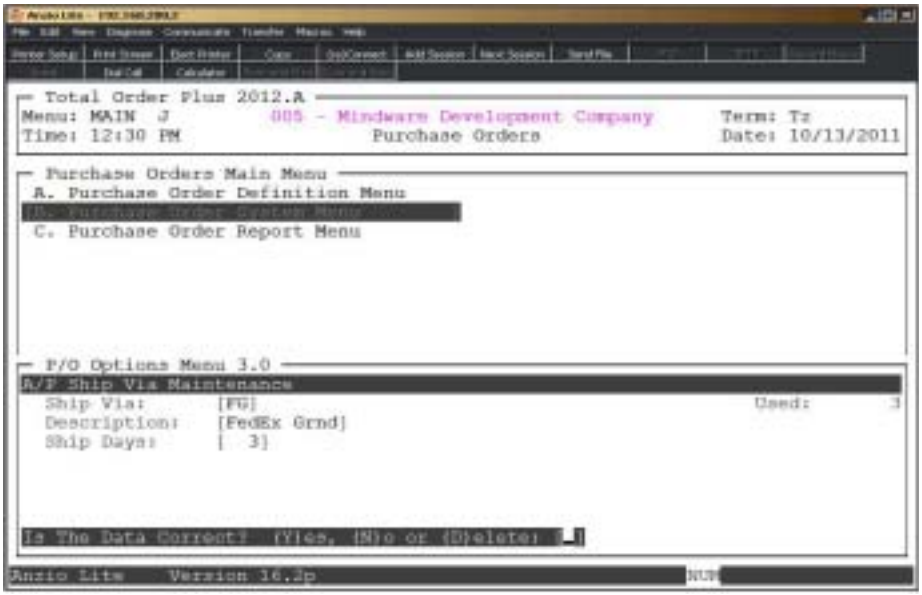
Type **N** to edit the information and return to Step 3.

Type **E** to abort this entry and return to Step 2.

Ship Via Maintenance

Overview

The Purchase Order Ship Via Maintenance allows you to establish ship via codes to be used during 'Purchase Order Data Entry'. This establishes the method of shipping on an individual purchase order (i.e. UPS Ground, UPS Next Day, Federal Express, etc.). This ship via file is the same file set up in the Accounts Payable Options Menu. If you add a new ship via code, it will also display in the Accounts Payable module.



Procedure

1. Choose PO Ship Via Maintenance on the Purchase Order Options Menu.

Press **F1** to enter maintenance mode.

Press **F2** to list the ship via codes to a printer.

Press **F4** to return to the Purchase Order Options Menu.

2. Type Code:

Type up to a two (2) character ship via code and **Enter** or type **?** to display the Accounts Payable Options Menu. Select Ship Via Maintenance to display the existing codes.

3. Description:

Type up to a ten (10) character ship via code description and **Enter**.

Note: The Ship Via Code description prints on the purchase order.

4. Ship Days:

Type the number of days it takes in shipping for this ship via code and **Enter**.

5. Is The Data Correct? (Y)es, (N)o or (D)elete:

Type **Y** to accept the data and return to Step 2.

Type **N** to edit the description and return to Step 3.

Type **D to** remove this entry and return to Step 2.