PURCHASE ORDER SYSTEM

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│                        PURCHASE  ORDER  SYSTEM                        │
└─────────────────────────────────────────────────────────────────────┘
```

The Purchase Order System has been designed as way to receive items into inventory and track history by Vendor. Both Stocked and Non-Stocked items can be ordered, received and returned to the vendor by using the following methods, depending upon your system set-up:
a.) phone
b.) mail
c.) fax

```
┌─────────────────────────────────────────────────────────────────────┐
│                      PURCHASE  ORDER  MAIN  MENU                      │
└─────────────────────────────────────────────────────────────────────┘
```

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

The Main Menu is divided into sections, what displays will depend upon your system setup. The following chapters will explain each program in detail. After you have completed reading the purchase order manual, you will have the knowledge of how purchase order system operates and how it will save your company valuable time.

PURCHASE ORDER SYSTEM	
Daily Processing Programs	**Reports & Listings Programs**
(1) Order Entry/Modifications (2) Order Batch Print (3) Order Batch Faxing (4) Print Price Labels (5) Print Bar Code Labels (6) Order Edit List (7) Order Journal & Updates	(15) Open Order Report (16) Open Items Report (17) Open Order Report by Order Date (18) Vendor Product History Report (19) Inventory Product History Report (20) Non-Stock Product History Report
	Purge Programs
Inquiry Programs	(21) Purge Completed/Deleted Orders (22) Purge Vendor & Inventory History File (23) Purge Non-Stock History File
(8) Open Order by PO Number (9) Open Order by Vendor Number (10)Open Order by Item Number (11)Open Order by Order Date (12)Vendor Product History (13)Inventory Product History (14)Non-Stock Product History	**Delivery Report Programs**
	(24) Reprint Delivery Report (25) Purge Delivery Report Records
Select: Press <ESC> to Exit	

PURCHASE ORDER SYSTEM/DAILY PROCESSING PROGRAMS

1.   **ORDER ENTRY/MODIFICATIONS**_____

Option one in the Daily Processing programs starts the Order Entry/Modification process.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **ORDER ENTRY/MODIFICATIONS** and press **<ENTER>.**

<CR> Creating a New Purchase Order

Enter your vendor number and press **<ENTER>**. This vendor must be in the Accounts Payable Vendor Master File. If the vendor number is known enter it at the prompt. If the number is not known, part of the name may be entered and the system will display all vendors matching what was entered.

```
     Vendor #        Acct #                    Delivery-To:

 ( 1):                                    ( 7) :
 ( 2):          Vendor:                   ( 8) :
 ( 3):                                    ( 9) :
 ( 4):         <CR> New Order             (10) :
 ( 5)Phone     <F1> Change an Order       (11) Phone#:
 ( 6)Fax#      <F2> Return/Credit         (12) Fax#  :
               <F3> Vendor Inquiry
               <F4> List Orders
               <F5> Item Inquiry          (20) Minimum Dollar  :
 (13)P.O.      <F6> Price File Inquiry    (21) Min/Max Weight   :
 (14)Enter     <F7> Reprint an Order      (22) Shipper          :
 (15)Enter     <ESC> Exit P/O             (23) Terms            :
 (16)Est A     <HOME> Options             (24) F.O.B.           :
 (17)Vendo                                (25) PO Print?        :
 (18)Print
 (19)Updat
```

```
     Vendor #        Acct #                    Delivery-To:

 ( 1):
 ( 2):      #    Vendor Name              Address Line #1          Telephone #
 ( 3):      32   ADMIRAL TRANSPORTATION   8103 RIVER ROAD       (609) 662-9080
 ( 4):      31   ADVERTISING AND GRAPHIC ARTS SOCIETY OF H.CO.
 ( 5)Pho    30   ADVERTISING DESIGN       1220 RIDGELY STREET   (301) 752-2182
 ( 6)Fax   (End-of-Vendors)


 (13)P.O
 (14)Ent
 (15)Ent
 (16)Est
 (17)Ven   Enter Vendor#, ?Vendor#, <PAGE-DOWN>, or <ESC> To Exit:.....
 (18)Pri
 (19)Update last Cost:
```

Once the look-up window is displayed, the user can select the correct vendor and enter the number at the bottom of the window, or highlight the vendor and press <**ENTER**>. If any comments have be made for this vendor in the vendor master file of accounts payable they are now displayed. Enter <**Y**> and press <**ENTER**> to continue and add this order, or enter <**N**> and press <**ENTER**> to exit.

```
    Ve
            Vendor #

( 1):
( 2):                    ORDER MUST BE PAID C.O.D
( 3):
( 4):
( 5)Pl
( 6)Fa


(13)P.
(14)En
(15)En
(16)Es
(17)Ve     Enter "Y" To Add Order, (N)ext Page, (P)revious Page or <ESC>:
(18)Pr
(19)Update Last Cost:
```

If there are no comments you will be taken directly into the purchase order header screen.

```
    Vendor #        Acct #                      Delivery-To:

( 1):                                   ( 7) :
( 2):                                   ( 8) :
( 3):                                   ( 9) :
( 4):                                   (10) :
( 5)Phone#:                             (11) Phone#:
( 6)Fax#  :                             (12) Fax#  :


(13)P.O. Stage      Enter New Order#:
(14)Entered Dat
(15)Entered By          Press <ESC> to Cancel New Order
(16)Est Arrival         Press <ENTER> for Next PO Number
(17)Vendor Invo
(18)Print Label
(19)Update Last Cost:
```

Enter a specific order number and press <**ENTER**>, or just press <**ENTER**> to use the next available po number.

Where your cursor stops once the order number is selected is different for each system. To change these stops, eliminate, or add to, please contact ProCom Solutions Inc. for instructions. When all the data has been entered your cursor will be on the bottom of the screen awaiting your input.

```
    Vendor #        Acct #              Delivery-To:
 ( 1):                            ( 7) :
 ( 2):                            ( 8) :
 ( 3):                            ( 9) :
 ( 4):                            (10) :
 ( 5)Phone#:                      (11) Phone#:
 ( 6)Fax#  :                      (12) Fax#  :

 (13)P.O. Stage                   (20) Minimum Dollar  :
 (14)Entered Date    :            (21) Min/Max Weight  :
 (15)Entered By      :            (22) Shipper         :
 (16)Est Arrival Date:            (23) Terms           :
 (17)Vendor Invoice# :            (24) F.O.B.          :
 (18)Print Labels?   :            (25) PO Print?       :
 (19)Update Last Cost:

 <F1> Re-Price Order      <F4> Delete Order      <ENTER> Line Item Screen
 <F2> Add Comments        <F5> Vendor Info       <ESC>   Exit this Order
                          <F6> Receive Location  <HOME>  Help Screen
```

(13) The PO Stage:

```
          P.O. Stage Options

  <F1> Order
  <F2> Receive
  <F3> Return/Credit

  Enter Selection or <ESC>:
```

   You can select Order, Receive, or Return/Credit. Highlight your choice and press
    <ENTER>, or just press the appropriate key.

    An Order is the first step in creating a purchase order.
    Receive is when the merchandise has arrived and it waiting to be processed.
    A Return/Credit is an order done to reduce the quantity on hand in the system and
    tells the history files that these items were returned to the vendor.

(**14) Entered Date:**
     Enter the order date and press **<ENTER>**, or just press **<ENTER>** to use the system
     date. This date is used for any inquires, or reports based on order date.

(15) Entered By:
     Enter the initials of the person entering the order and press **<ENTER>**, up to 3
     letters may be entered.

(16) Est. Arrival Date:
     Enter the date the user expects the merchandise to be delivered by. This
     date will be displayed on the Item Inquiry screen when an "O" is entered to
     see open PO's for an item.

(17) Vendor Invoice#:
     Enter the number of the invoice, the po number itself, or any other number
     that will be recognizable and press **<ENTER>**. IF you have the AP tie in
     turned on this number will be listed under the vendor, so that the payable
     can be updated. This field must be filled in with something before it can be
     updated.

(18) Print Labels:
     If you want to print pricing labels for the items on this po, you would answer
     yes to this question, if you do not want labels you would answer no.

(19) Update Last Cost:
     If you want the cost entered to change the last cost in the inventory master
     file.

(20) Minimum Dollar:
     This field will be filled in from data entered in the Vendor Master file in
     AP.

(21) Min/Max Weight:
This field will also default from the information entered in the A/P Vendor file maintenance, it will remain blank if the file maintenance has no information in it.

(22 – 24) Shipper/Terms/F.O.B.:
These fields also default from the A/P Vendor file maintenance, but may be changed if desired.

(25) PO Print ?:
This tells the user whether the PO has been printed, or not. The PO print? will remain at yes until the PO is printed, or the print flag is manually changed. The PO will not update unless it has been printed, or PO Print? says no.

<F1> Re-Price Order:
Recalculates the listed cost if any changes have been made to the cost since the items were added into the po. The question "Are You Sure that You Want to Reprice this Order? (Y/N)" is displayed. Enter **<Y>** and press **<ENTER>** to reprice the order, or enter **<N>** and press **<ENTER>** to exit back into the header of the po.

<F2> Add Comments:
Brings up a box in which you can enter you 160 characters of comments that will print out on the bottom of your po. Select the appropriate line number and press **<ENTER>.** Enter your comments then press **<ESC>** to exit back into the po header screen.

```
    Vendor #        Acct #                    Delivery-To:

( 1):                               ( 7) :
( 2):                               ( 8) :
( 3):                               ( 9) :
( 4):                               (10) :
( 5)Phone#:                         (11) Phone#:
( 6)Fax#  :        ┌──────────────────────────────────────┐
                   │        Purchase Order Comments        │
(13)P.O.Stag       │ (1)                                   │
(14)Entered        │ (2)                                   │
(15)Entered        │ (3)                                   │
(16)Est Arri       │ (4)                                   │
(17)Vendor I       │                                       │
(18)Print La       │ Enter Line# to Add/Change or <ESC>:   │
(19)Update L       └──────────────────────────────────────┘

 <F1> Re-Price Order        <F4> Delete Order      <ENTER> Line Item Screen
 <F2> Add Comments          <F5> Vendor Info       <ESC>   Exit this Order
                            <F6> Receive Location   <HOME>  Help Screen
```

<F3> Receive Order in Full:

This option will only appear if the P.O.Stage is set to be receive. To do this at the cursor enter in <13> and press <ENTER> for the following box to appear. If <F2> is either highlighted and entered, or just directly entered the P.O. Stage will be changed to Receive and when the cursor gets back to the bottom of the screen this option will appear. When you see this option and select it the question " Are You Sure that You Want to Receive in All Items for this Order?(Y/N)" appears, by answering yes all the items received amounts will be set to the quantity that was ordered. Any items that you did not receive, or only partially received will need their quantities corrected. Also, this option cannot be used it on this po there are any items having serial numbers. Serial items must be received in line by line. The non serialized items will have their quantities received in but the serialized items will

```
                          P.O Stage Options

                         <F1> Order
                         <F2> Receive
                         <F3> Return/Credit

                    Enter Selection or <ESC>:
```

```
      Vendor #                                   y-To:
 ( 1):
 ( 2):
 ( 3):
 ( 4):
 ( 5)Phone#:
 ( 6)Fax#  :                                 (12) Fax#  :

                                            (20) Minimum Dollar  :
 (13)P.O. Stage      :                      (21) Min/Max Weight  :
 (14)Entered Date    :                      (22) Shipper         :
 (15)Entered By      :                      (23) Terms           :
 (16)Est Arrival Date:                      (24) F.O.B.          :
 (17)Vendor Invoice# :                      (25) PO Print?       :
 (18)Print Labels?   :
 (19)Update Last Cost:

 <F1> Re-Price Order         <F4> Delete Order       <ENTER> Line Item Screen
 <F2> Add Comments           <F5> Vendor Info        <ESC>   Exit this Order
                             <F6> Receive Location   <HOME>  Help Screen

 Field# to Modify, Command or <ENTER>:
```

<F4> Delete Order:

To delete this order press the <F4> key and enter <Y> and press <ENTER> to answer to the question "Are you sure that You want to Delete this Order/ (Y/N)". Enter <N> and press <ENTER> to go back into the po header.

```
      Vendor #        Acct #                    Delivery-To:
 ( 1):                                      ( 7) :
 ( 2):                                      ( 8) :
 ( 3):                                      ( 9) :
 ( 4):                                      (10) :
 ( 5)Phone#:                                (11) Phone#:
 ( 6)Fax#  :                                (12) Fax#  :

 (13)P.O. Stage      :                      (20) Minimum Dollar  :
 (14)Entered Date    :                      (21) Min/Max Weight  :
 (15)Entered
 (16)Est Arri    Are You Sure that You Want to Delete this Order/ (Y/N):
 (17)Vendor I
 (18)Print La
 (19)Update Last Cost:

 <F1> Re-Price Order         <F4> Delete Order       <ENTER> Line Item Screen
 <F2> Add Comments           <F5> Vendor Info        <ESC>   Exit this Order
                             <F6> Receive Location   <HOME>  Help Screen

 Field# to Modify, Command or <ENTER>:
```

`<F5>` Vendor Info :

Enter **`<F5>`** and press **`<ENTER>`** to display various items related to this
vendor and items purchased.

```
┌─────────────────────────────────────────────────────────────────────┐
│                    P/O Entry Vendor Inquiry Screen                    │
├───────────────────────────────────┬─────────────────────────────────┤
│ Vendor #                          │ Account#                        │
│ Name                              │ Address                         │
│ Address                           │ City, State    Zip              │
│ Address 2                         │ Fax#                            │
│ City, State, Zip                  │ Minimum Dollar:                 │
│ Fax #                             │ Minimum Weight:                 │
│                                   │                                 │
├───────────────────────────────────┼─────────────────────────────────┤
│                                   │ (2) Product History             │
│                                   │                                 │
│ (1) Purchase Order Comments:      ├─────────────────────────────────┤
│                                   │                                 │
│                                   │ (3) Vendor Comments             │
│                                   │                                 │
│                                   │                                 │
├───────────────────────────────────┴─────────────────────────────────┤
│                                                                       │
│ Enter Command, <HOME> or <ESC> to Exit:                               │
│                                                                       │
└───────────────────────────────────────────────────────────────────────┘
```

(1) Purchase Order Comments:

Eighty lines of 40 characters each. Enter a line number and press **`<ENTER>`,**
then enter your comment. Press **`<ESC>`** to exit. Note: only the first 9 lines
will display on the initial screen under the Purchase Order Comments heading.

```
┌─────────────────────────────────────────────────────────────────────┐
│                    P/O Entry Vendor Inquiry Screen                    │
├───────────────────────────────────┬─────────────────────────────────┤
│ Vendor #              ┌───────────────────────────────────┐          │
│ Name                  │ 1)                                │          │
│ Address               │ 2)                                │          │
│ Address 2             │ 3)                                │          │
│ City, State, Zip      │ 4)                                │          │
│ Fax #                 │ 5)                                │  ry      │
│                       │ 6)                                │          │
│                       │ 7)                                │          │
│                       │ 8)                                │          │
│ (1) Purchase Order Comme 9)                               │          │
│                       │ 10)                               │  ts      │
│                       │ 11)                               │          │
│                       │ 12)                               │          │
│                       │ 13)                               │          │
│                       │ 14)                               │          │
│                       │ 15)                               │          │
│                       │ 16)                               │          │
│                       │ 17)                               │          │
│                       │ 18)                               │          │
│ Enter Command, <HOME> or 19)                              │          │
│                       │ 20)                               │          │
│                       ├───────────────────────────────────┤          │
│                       │ Enter Line#, "N"ext Page, or <ESC>: │        │
│                       └───────────────────────────────────┘          │
└───────────────────────────────────────────────────────────────────────┘
```

(2) Product History:
This selection will allow you to display for a specific time range which items were purchased, their po number and date, costs, quantity, market value (if used), along with factory freight.

```
+------------------------------------------------------------------+
|              P/O Entry Vendor Inquiry Screen                     |
+---------------------------------+--------------------------------+
| Vendor #                        | Account#                       |
| Name                            | Address                        |
| Address        +---------------------------------------------+   |
| Address 2      |                                             |   |
| City, State, Zip|  Enter Start Date:                         |   |
| Fax #          |                                             |   |
|                |  Enter PO Number :                          |   |
|                |                                             |   |
|                |  Is Everything OK? (Y/N):                   |   |
| (1)Purchase Order |                                          |   |
|                |                                             |   |
|                |                                             |   |
|                |                                             |   |
|                |                                             |   |
|                |                                             |   |
|                |                                             |   |
|                |                                             |   |
| Enter Command, <HOM|                                         |   |
|                +---------------------------------------------+   |
+------------------------------------------------------------------+
```

Enter Start Date:
Enter the date you wish to start your search on and press **<ENTER>.** Press **<ENTER>** to use all dates. Press **<ESC>** to exit.

Enter PO Number:
Enter a specific po to search for and press **<ENTER>,** or just press **<ENTER>** to display all the po's from the given date range. Press **<ESC>** to reenter Date.

Is Everything OK? (Y/N):
Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to return to the enter date field**.**

```
+------------------------------------------------------------------+
|              P/O Entry Vendor Inquiry Screen                     |
+---------------------------------+--------------------------------+
| Vendo| Line                           Unit      Extended    |   |
| Name | ####    Date    Item Number  Description  Cost      Cost |   |
| Addre|                                                         |   |
| Addre|  1)  3/03/04  100057      NUT, LOCK BOLT   5       3.75 |   |
| City,|                                                         |   |
| Fax #|                                                         |   |
|      |                                                         |   |
|      |                                                         |   |
| (1)Pu|                                                         |   |
|      |                                                         |   |
|      |                                                         |   |
|      |                                                         |   |
|      |                                                         |   |
|      |                                                         |   |
|      |                                                         |   |
|      | Enter Line#, (N)ext Page or <ESC>:                      |   |
| Enter|                                                         |   |
+------------------------------------------------------------------+
```

To see more detailed information on the item, enter its line number and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Vendor #                          Account#                                │
│ Name        ┌───────────────────────────────────────────────────────┐    │
│ Address     │ P.O                                          Vendor     │    │
│ Address 2   │ Number        Date   Loc  Type    Item Number  Item Number │ │
│ City, State,│                                                         │   │
│ Fax #       │ 768         03/03/04  SC  PO RECEIPT  100057      100057 │   │
│             │                                    NUT, BOLT LOCK       │   │
│             │                                                         │   │
│ ─────────── │            Unit          Extended      Market    Factory │  │
│             │ Quantity   Cost            Cost         Value     Freight │  │
│ (1)Purchase O│                                                        │   │
│             │    3        0.75           3.75          0.00      0.00  │   │
│             │                                                         │   │
│             │                  Serial #            Tag Number   Cost  │   │
│             │                                                         │   │
│             │                                                         │   │
│             │                                                         │   │
│ ─────────── │                                                         │   │
│ Enter Command│ Press <ESC> to exit:                                   │   │
│             └───────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────────────────┘
```

Press <**ESC**> to exit.

(3) Vendor Comments:

Enter <**3**> and press <**ENTER**> to view any comments entered into the vendor master file in accounts payable.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                         │
│ ───────────────────────────────────────────────────────────────────────  │
│ Vendor #          ┌──────────────────────────────┐                        │
│ Name              │        Vendor's Comments      │                        │
│ Address           │                               │                        │
│ Address 2         │ Code   Comment                │                        │
│ City, State, Zip  │ ─────────────────────────────│                         │
│ Fax #             │  01    FREE SHIPPING OVER 50LBS│                       │
│                   │                               │                        │
│ ───────────────── │                               │ ─── uct History        │
│                   │                               │                        │
│ (1)  Purchase Order Comme│                        │                        │
│                   │                               │ ─── or Comments        │
│                   │                               │                        │
│ ───────────────── │                               │                        │
│ Enter Command, <HOME> or │ Enter Command, <HELP> or <ESC>:                 │
│                   └──────────────────────────────┘                        │
└─────────────────────────────────────────────────────────────────────────┘
```

Press the <**HOME**> to display further instructions.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                         │
│ ───────────────────────────────────────────────────────────────────────  │
│ Vendor #          ┌──────────────────────────────┐                        │
│ Name              │        Vendor's Comments      │                        │
│ Address           │                               │                        │
│ Address 2         │ Code   Comment                │                        │
│ City, State, Zip  │ ─────────────────────────────│                         │
│ Fax #             │  02    FREE SHIPPING OVER 50LBS│                       │
│                   │                               │                        │
│                   └──────────────────────────────┘                        │
│                   ┌──────────────────────────────┐ ─── ct History         │
│                   │   Comments Command List       │                        │
│ (1)  Purchase     │ Enter "N" to display the next page of                  │
│                   │   Vendors Comments, if any.   │                        │
│                   │ Enter "P" to display the previous page of              │
│                   │   Vendors Comments, if any.   │ r Comments             │
│                   │ Press <ESC> or <ENTER> to exit out of the              │
│                   │   Vendors Comments Screen.    │                        │
│ ───────────────── │    Press <ENTER> to continue. │                        │
│ Enter Command     │                               │                        │
│PURCH              └──────────────────────────────┘                        │
└─────────────────────────────────────────────────────────────────────────┘
```

<F6> Receive Location:

Enter **<F6>** and press **<ENTER>** to change the location where the merchandise will be received into.

```
┌──────────────────────────────────────────────────────────────────────┐
│                        Purchase Order Header                           │
├──────────────────────────────────────────────────────────────────────┤
│   Vendor #       Acct #             │        Delivery-To:              │
│( 1):                                │   ( 7) :                         │
│( 2┌──────────────────────────────┐  │   ( 8) :                         │
│( 3│        LOCATION INQUIRY       │  │   ( 9) :                         │
│( 4│                              │  │   (10) :                          │
│( 5│  #   ID   Name               │  │   (11) Phone#:                    │
│( 6│                              ***│   (12) Fax#  :                    │
│   │  1     SC  PROCOM SOLUTIONS  ***│                                  │
│(13│  2     SM  SMITHFIELD        │  │   20) Minimum Dollar  :           │
│(14│  3     BA  BALTIMORE         │  │   21) Min/Max Weight  :           │
│(15│  4     VA  VIRGINIA          │  │   22) Shipper         :           │
│(16│                              │  │   23) Terms           :           │
│(17│                              │  │   24) F.O.B.          :           │
│(18│                              │  │   25) PO Print?       :           │
│(19│                              │  │                                  │
│<F1│  Enter Command or <HOME>:    │  rder        <ENTER> Line Item Screen│
│<F2└──────────────────────────────┘  nfo         <ESC>   Exit this Order │
│                                 <F6> Receive Location  <HOME> Help Screen│
├──────────────────────────────────────────────────────────────────────┤
│  Field# to Modify, Command or <ENTER>:                                 │
└──────────────────────────────────────────────────────────────────────┘
```

When you press <**F6**> a box will display listing all your locations. The location that has the *** on the right hand side is the location where the merchandise is to be sent. To change this location either enter the line number of the new location and press <**ENTER**>, or move the highlight bar down, or up and press <**ENTER**> when the new location is highlighted. Press <**HOME**> if you need any assistance. Once changed the new locations' address will be entered into the Delivery-To fields replacing the previous address, and the line items will have the new location reset in their warehouse fields.

<HOME>

```
┌──────────────────────────────────────────────────────────────────────┐
│                        Purchase Order Header                           │
├──────────────────────────────────────────────────────────────────────┤
│   Vendor #       Acct #             │        Delivery-To:              │
│( 1):                                │   ( 7) :                         │
│( 2):  ┌─────────────────────────────────────────────────────┐         │
│(     │       LOCATIO│     Location ID Command List           │         │
│(     │              │                                        │         │
│(  #   ID   Name      │ To Select a Location ID:               │        │
│(     │              │                                        │         │
│(  1     SC  PROCO│ Enter the corresponding line number     ar :       │
│(  5     SM  SMITH│    and press the <ENTER> key.            ht :       │
│(  6     BA  BALTI│ To move the highlighted bar up one          :      │
│(  7     VA  VIRGI│    line press the <UP-ARROW> key.           :      │
│(     │              │ To move the highlighted bar down one        :    │
│(     │              │    line press the <DOWN-ARROW> key.         :    │
│(     │              │ Press the <ENTER> key to select the         :    │
│(     │              │    corresponding line number that           :    │
│<     │              │    is highlighted.                 ER> Line Item Screen│
│<  Enter Command      │ Press the <ESC> key to escape.     >  Exit this Order│
│                     │                                    E>  Help Screen│
│  Field# to Modify    │      Press <ENTER> to Continue:    │             │
│                     └─────────────────────────────────────────────────┘│
└──────────────────────────────────────────────────────────────────────┘
```

\<ENTER>

Press **\<ENTER>** to move to the body of the po where you will add your line items.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ P.O. Number:  1958          Vendor:  00140 (AMOCO OIL COMPANY)            │
│ Ln# Item#          Vendor Item#      Ord        Cost/UOM      Ext Cost Wh │
│ ─────────────────────────────────────────────────────────────────────── │
│ 001 100321           100321           1         2.38/EA         2.38   L1 │
│              14" OCT HAMMER HANDLE                                         │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│ ─────────────────────────────────────────────┬───────────────────────── │
│ Enter Item#, Command or <HOME>:.............. │ Sub-Total         2.38    │
│ <F1> Next Item        <F8> Delete Order       │ Discount          0.00    │
│ <F2> Find Item on PO  <F9> Complete Order     │ Miscellaneous     0.00    │
│ <F5> Vendor Info      <ESC> Header Screen     │ Shipping          0.00    │
│ <F6> Purchase History                         │ Total             2.38    │
└─────────────────────────────────────────────────────────────────────────┘
```

\<ESC>

Press **\<ESC>** to exit out of this screen back to the menu.

\<HOME>

Press the **\<HOME>** key to display more information, and any additional help.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Vendor #                              Account#                            │
│ Name           ┌──────────────────────────────────────────┐              │
│ Address        │         Order Header Commands             │              │
│ Address 2      │                                           │              │
│ City, State, Zi│ Enter Line#,Data to change the information on           │
│ Fax #          │    the specified line number.             │              │
│                │ Enter Line Number to select the corresponding           │
│                │    data line for processing.              │              │
│                │ Enter CV to change the Vendor Account Number for         │
│                │    this Purchase Order.                   │    ory       │
│ (1)  Purchase O│                                           │              │
│                │ Select the Desired Function:              │              │
│                │                                           │              │
│                │ Press <F1> to Re-Price the Order.         │              │
│                │ Press <F2> to Add/Change Purchase Order Comments.        │
│                │ Press <F3> to Receive this Order in Full. │    nts       │
│                │ Press <F4> to Delete this Purchase Order. │              │
│                │ Press <F5> to Display the Vendor's Inquiry Screen.       │
│                │ Press <F6> to Display/Change Receive Location ID.        │
│                │ Press <ENTER> for the Line Item Screen.   │              │
│ Enter Command, │ Press <ESC> to Exit this Purchase Order.  │              │
│                │      Press <ENTER> to Continue.           │              │
└────────────────└──────────────────────────────────────────┘──────────────┘
```

BODY:

The purchase order body looks like the following example:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ P.O. Number:  1958          Vendor:  00140 (AMOCO OIL COMPANY)            │
│ Ln# Item#          Vendor Item#      Ord        Cost/UOM      Ext Cost Wh │
│ ─────────────────────────────────────────────────────────────────────── │
│ 001 100321           100321           1         2.38/EA         2.38   L1 │
│              14" OCT HAMMER HANDLE                                         │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│ ─────────────────────────────────────────────┬───────────────────────── │
│ Enter Item#, Command or <HOME>:.............. │ Sub-Total         2.38    │
│ <F1> Next Item        <F8> Delete Order       │ Discount          0.00    │
│ <F2> Find Item on PO  <F9> Complete Order     │ Miscellaneous     0.00    │
│ <F5> Vendor Info      <ESC> Header Screen     │ Shipping          0.00    │
│ <F6> Purchase History                         │ Total             2.38    │
└─────────────────────────────────────────────────────────────────────────┘
```

<F1> Next Item:

Pressing the **<F1>** key will enter onto the purchase order the very next item built in the inventory master file. You will then be asked to enter in the quantity to be ordered.

<F2> Find Item on PO:

Press the **<F2>** key in order to locate a specific item on the po. A box will display asking for a certain item number. Enter the number and press **<ENTER>,** if the item is found, it will display as the first item on your screen. If the item is not found the screen returns to the body of the purchase order. To exit press <**ESC>.**

```
P.O. Number:  1958            Vendor:  00140 (AMOCO OIL COMPANY)
Ln# Item#          Vendor Item#      Ord      Cost/UOM          Ext Cost Wh
─────────────────────────────────────────────────────────────────────────

001 100321            100321           1       2.38/EA           2.38    L1
             14" OCT HAMMER HANDLE




   Enter Item#, or <ESC>:...............      Sub-Total           2.38
                                              Discount            0.00
                                              Miscellaneous       0.00
                                              Shipping            0.00
                                              Total               2.38
```

<F5> Vendor Info :

Enter **<F5>** and press **<ENTER>** to display various items related to this vendor and items purchased. This is the same vendor info as on the purchase order header screen.

```
                    P/O Entry Vendor Inquiry Screen


   Vendor #                          Account#
   Name                              Address
   Address                           City, State   zip
   Address 2                         Fax#
   City, State, Zip
   Fax #

   (1) Purchase Order Comments       (2) Product History



                                     (3) Vendor Comments
   Enter Command, <HOME> or <ESC> to Exit:
```

(1) Purchase Order Comments:

Eighty lines of 40 characters each. Enter a line number and press **<ENTER>,**
then enter your comment. Press **<ESC>** to exit. Note: only the first 9 lines
will display on the initial screen under the Purchase Order Comments heading.

```
                         ┌──────────────────────────────┐
┌────────────────────┐   │     1)                       │   ┌──────────┐
│            P        │   │     2)                       │   │          │
│                     │   │     3)                       │   │          │
├────────────────────┤   │     4)                       │   ├──────────┤
│ Vendor #            │   │     5)                       │   │          │
│ Name                │   │     6)                       │   │          │
│ Address             │   │     7)                       │   │          │
│ Address 2           │   │     8)                       │   │          │
│ City, State, Zip    │   │     9)                       │   │          │
│ Fax #               │   │    10)                       │   │          │
│                     │   │    11)                       │   ├──────────┤
├─────────────────────│   │    12)                       │   │          │
│ (1) Purchase Order Comments 13)                        │   │          │
│                     │   │    14)                       │   │          │
│                     │   │    15)                       │   ├──────────┤
│                     │   │    16)                       │   │          │
├─────────────────────│   │    17)                       │   │          │
│                     │   │    18)                       │   │          │
│ Enter Command, <HOME> or <E 19)                        │   │          │
│                     │   │    20)                       │   │          │
└─────────────────────┘   ├──────────────────────────────┤   └──────────┘
```
`Enter Line#, "N"ext Page, or <ESC>:`

(2) Product History:

This selection will allow you to display for a specific time range which items
were purchased, their po number and date, costs, quantity, market value (if
used), along with factory freight.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                 P/O Entry Vendor Inquiry Screen                           │
├──────────────────────┬────────────────────────────────────┬──────────────┤
│ Vendor #             │                                    │              │
│ Name                 │  Enter Start Date:                 │              │
│ Address              │                                    │              │
│ Address 2            │  Enter PO Number :                 │              │
│ City, State, Zip     │                                    │              │
│ Fax #                │  Is Everything OK? (Y/N):          │              │
│                      │                                    ├──────────────┤
├──────────────────────│                                    │              │
│ (1)Purchase Order Comments                                │              │
│                      │                                    │              │
│                      │                                    │              │
├──────────────────────│                                    │              │
│                      │                                    │              │
│ Enter Command, <HOME> or <ESC> to                         │              │
│                      │                                    │              │
└──────────────────────┴────────────────────────────────────┴──────────────┘
```

Enter Start Date:

Enter the date you wish to start your search on and press **<ENTER>.** Press
<ENTER> to use all dates.

Enter PO Number:

Enter a specific po to search for and press **<ENTER>,** or just press **<ENTER>** to
display all the po's from the given date range.

Is Everything OK? (Y/N):

Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>.** Enter **<N>** and press
<ENTER> to return to the enter date field**.**

```
┌─────────────────────────────────────────────────────────────────────────┐
│                 P/O Entry Vendor Inquiry Screen                           │
│         ┌─────────────────────────────────────────────────────────┐      │
│         │ Line                            Unit      Extended        │      │
│         │ ####    Date    Item Number   Description  Cost    Cost   │      │
├─────────│                                                          ├──────┤
│ Vendor #│ 01  3/03/04     100057      NUT, LOCK BOLT   5       3.75 │      │
│ Name    │                                                          │      │
│ Address │                                                          │      │
│ Address 2                                                          │      │
│ City, State,                                                       │      │
│ Fax #   │                                                          │      │
├─────────│                                                          ├──────┤
│ (2) Purchase                                                       │      │
│         │                                                          │      │
│         │                                                          │      │
├─────────│                                                          │      │
│         │ Enter Line#, (N)ext Page or <ESC>:                       │      │
│ Enter Comman                                                       │      │
│         └─────────────────────────────────────────────────────────┘      │
└─────────────────────────────────────────────────────────────────────────┘
```

To see more detailed information on the item, enter its line number and press
<**ENTER**>.

```
┌────────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                        │
│         ┌──────────────────────────────────────────────────────┐        │
│         │ P.O                                          Vendor    │        │
│         │ Number        Date   Loc  Type      Item Number  Item Number │  │
│  Vendor #│─────────────────────────────────────────────────────│        │
│  Name    │ 768         03/03/04  SC  PO RECEIPT   100057      100057    │ │
│  Address │                                     NUT  BOLT LOCK  │        │
│  Address 2│              Unit            Extended      Market      Factory │
│  City, State,│ Quantity   Cost             Cost        Value       Freight │
│  Fax #   │─────────────────────────────────────────────────────│        │
│  (1) Purchase │  3       0.75            3.75         0.00        0.00   │ │
│         │                                                      │        │
│         │─────────────────────────────────────────────────────│        │
│         │ Press <ESC> to exit:                                 │        │
│         └──────────────────────────────────────────────────────┘        │
│  Enter Command, <HOME> or <ESC> to Exit:                                 │
└────────────────────────────────────────────────────────────────────────┘
```

Press <**ESC**> to exit.

3) Vendor Comments:

Enter <**3**> and press <**ENTER**> to view any comments entered into the vendor
master file in accounts payable.

```
┌────────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                        │
│              ┌───────────────────────────────────┐                       │
│  Vendor #    │       Vendor's Comments           │                       │
│  Name        │                                   │                       │
│  Address     │  Code   Comment                   │                       │
│  Address 2   │  ───────────────────────────────  │                       │
│  City, State, Zip│  01    FREE SHIPPING OVER 50LBS  │                     │
│  Fax #       │                                   │                       │
│              │                                   │                       │
│  (1) Purchase Order Comments                     story                   │
│              │                                   │                       │
│              │───────────────────────────────────│                       │
│  Enter Command, <HOME> or <ESC│ Enter Command,<HELP> or <ESC>: │nts      │
│              └───────────────────────────────────┘                       │
└────────────────────────────────────────────────────────────────────────┘
```

Press the <**HOME**> to display further instructions.

```
┌────────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                        │
│              ┌───────────────────────────────────┐                       │
│  Vendor #    │       Vendor's Comments           │                       │
│  Name    ┌───────────────────────────────────────┐                       │
│  Address │      Comments Command List            │                       │
│  Address 2│                                       │                       │
│  City, State, │ Enter "N" to display the next page of │                  │
│  Fax #   │    Vendors Comments, if any.          │                       │
│          │ Enter "P" to display the previous page of │                   │
│  (2) Purchase │    Vendors Comments, if any.      │ry                     │
│          │ Press <ESC> or <ENTER> to exit out of the │                   │
│          │    Vendors Comments Screen.           │                       │
│          │     Press <ENTER> to continue.        │                       │
│  Enter Command, <HOME> or <ESC└───────────────────────────────────┘      │
└────────────────────────────────────────────────────────────────────────┘
```

<F6> Purchase History:

To display the purchase history of an item, press **<F6>**, enter a "?"followed by a partial item number, or a partial number then a "?" and press <**ENTER**>, or just press <**ENTER**> to display for all items.

```
P.O. Number:  1958              Vendor:  00140 (AMOCO OIL COMPANY)
Ln# Item#            Vendor Item#      Ord        Cost/UOM          Ext Cost Wh

001 100321             100321            1         2.38/EA            2.38    L1
              14" OCT HAMMER HANDLE


                        ┌────────────────────────────────────────┐
                        │ Enter Item Number:                     │
                        │                                        │
                        │    Press <ESC> to exit.                │
  Enter Item#, or <ESC>:│    Press <ENTER> for ALL Items.        │  2.38
                        │    Partial Item# followed by "?".      │  0.00
                        │    "?" followed by Partial Item#.      │  0.00
                        │                                        │  0.00
                        └────────────────────────────────────────┘  2.38
```

```
Vendor:00023  (A & W INDUSTRIES)                    Order# 9999

                                         Lst        Last    Current
Ln#    Item Number      Description   UOM Qty   Ord  Cost     Cost

001    1030WOIL         10W30 MOTOR OIL   CS   1    0   8.45    9.75
002    1030WOIL         10W30 MOTOR OIL   EA  25    0    .33     .45




Enter Command, <HOME> or <ESC>:
```

ADD (from <F6>):

To add an item into the po enter in the line number and press **<ENTER>.** The cursor will go to the ordered column, enter in the amount to be ordered and press **<ENTER> .** Along the bottom of the screen you will see the current amounts for the item selected. Enter in amounts for all of the ordered items and when you **<ESC>** out of this screen the quantities and item numbers will be transferred to the body of the po. For more information press the **<HOME>** key.

```
Vendor:00023  (A & W INDUSTRIES)                    Order# 9999

                                         Lst        Last    Current
Ln#    Item Number      Description   UOM Qty   Ord  Cost     Cost
001    1030WOIL         10W30 MOTOR OIL   CS   1    0   8.45    9.75
002    1030WOIL         10W30 MOTOR OIL   EA  25    0    .33     .45




On Hand   15       Committed  15     Available  0   On Order  0      B/O   0
```

```
Vendor:00023  (A & W INDUSTRIES)                    Order# 9999

                                              Lst      Last   Current
Ln#   Item Number            Sales History Command List      Cost
001   1030WOIL                                            9.75
002   1030WOIL     Enter Line# - to place a Item on order, the cursor   .45
                      will stop at the Quantity field, if an quantity is
                      entered then the cursor will stop at the current
                      Selling Price.
                   Enter 'H' and a line number to display a detail
                      screen for the corresponding line Item.
                   Enter 'N' to display the next screen of Items for
                      the Customer, if any.
                   Enter 'P' to display the previous screen of Items for
                      the Customer, if any.
                   Press <ESC> or <ENTER> to exit this command Screen
On Hand   15          and return back to the order body input screen.    B/O   0
                         Press <ENTER> to continue.
```

'H' HISTORY(detail) :
  To see more detail, which is the date of the last purchase of this item from this
  vendor enter in H and line number of the item (i.e. H2) and press **<ENTER>.**

```
Vendor:00023  (A & W INDUSTRIES)                    Order# 9999

                                         Lst       Last   Current
Ln#   Item Number       Description    UOM Qty  Ord Cost    Cost

001   1030WOIL          10W30 MOTOR OIL  CS   1    0  8.45   9.75
002   1030WOIL
                             Item:  1030WOIL
                       Description:  10W30 MOTOR OIL

                                    Last      Last    Current
                    UOM    Date    Quantity   Cost    Cost

                    EA   03/05/04    25        .33      .45

Enter Command, <HOM        Press <ENTER> to Continue:
```

<**F8> Delete Order:**
      Press **<F8>** to delete this order. Enter **<Y>** and press **<ENTER>** in answer to the
      question, or enter **<N>** and press **<ENTER>** to return to the body of the order**.**

```
P.O. Number:  1958         Vendor:  00140 (AMOCO OIL COMPANY)
Ln# Item#          Vendor Item#       Ord       Cost/UOM        Ext Cost Wh

001 100321           100321            1        2.38/EA          2.38    L1
            14" OCT HAMMER HANDLE


            Are You Sure you want to Delete this Order? (Y/N):



Enter Item#, Command                                        2.38
<F1> Next Item        <F8> Delete Order    Discount         0.00
<F2> Find Item on PO  <F9> Complete Order  Miscellaneous    0.00
<F5> Vendor Info      <ESC> Header Screen  Shipping         0.00
<F6> Purchase History                      Total            2.38
```

<F9> Complete Order :

Press **<F9>** to display a variety of options to let you finish your order.

```
P.O. Number:  1958              Vendor:  00140 (AMOCO OIL COMPANY)
Ln# Item#           Vendor Item#      Ord        Cost/UOM           Ext Cost Wh

001 100321           100321        ┌──────────────────────────────┐  2.38    L1
              14" OCT HAMMER        │       Footer Commands        │
                                    │                              │
                                    │  Enter Selection:            │
                                    │                              │
                                    │                              │
                                    │   <CR> Print Order           │
                                    │   <F2> Add-on-Charges        │
                                    │   <F8> Delete Order          │
                                    │   <F9> Exit Order            │  2.38
Enter Item#, Command or <HOME>      │  <F11> Fax Order             │  0.00
<F1> Next Item            <F8> De   │  <ESC> Return to Item Entry  │  0.00
<F2> Find Item on PO      <F9> Co   │  <HOME>Options               │  0.00
<F5> Vendor Info          <ESC> H   └──────────────────────────────┘  2.38
<F6> Purchase History
```

<CR> PRINT ORDER

Press **<ENTER>** while the option Print Order is highlighted to print out a paper copy of the purchase order. If you are using the purchase order status option, a question will appear "Mark the order as Being Sent ? (Y/N):". If you answer yes to this question when you next list out your po's for this vendor the status will be changed from blank to sent, and the question will no longer appear regardless of how many other times you print this order. If you answer no to this question and only print the po, the status when you next list the orders will be **printed.** After printing the question "Did the Form Print OK ? (Y/N):" will appear. Enter **<N>** and press **<ENTER>** to reprint, or enter **<Y>** and press **<ENTER>** to continue.

```
P/O Listing For Vendor #23 (A & W Industries)
Ln# P.O. Number    Date      Est Date  Loc     Amount     Typ     Status

 1  1282-01      04/12/04  04/22/04   SC      555.34    Ord     Printed
 2  1396         04/16/04  06/20/04   SC    1,350.67    Ord     Sent


Enter Line#, Command, <HOME> or <ESC> to exit.
```

<F2> ADD-ON CHARGES

Press **<F2>** to display the discount, miscellaneous, and shipping charge fields. After you have entered the data, press **<ESC>** to return to the purchase order footer command screen.

```
P.O. Number:  1958              Vendor:  00140 (AMOCO OIL COMPANY)
Ln# Item#           Vendor Item#      Ord        Cost/UOM           Ext Cost Wh

001 100321           100321      ┌────────────────────────────────┐ 2.38    L1
              14" OCT HAMMER      │        Footer Commands         │
                                  │                                │
                                  │  Enter Selection:              │
                                  │                                │
                             ┌────┴───────────────────────────────────┐
                             │         Add-On Charge Entry             │
                             │                                         │
                             │ Discount...............................:  0.00
                             │ Miscellaneous..........................:  0.00
                             │ Shipping Charge........................:  0.00
Enter Item#, Command or <     │                                         │
<F1> Next Item          <F    │                                         │
<F2> Find Item on PO    <F    │ Press <ESC> to Exit.                    │
<F5> Vendor Info        <E    └─────────────────────────────────────────┘
<F6> Purchase History           Total                    2.38
```

<F8> DELETE ORDER :

   This is the same delete as previously discussed. Enter **<Y>** and press **<ENTER>** in
   answer to the question, or enter **<N>** and press **<ENTER>** to return to the footer
   command screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ P.O. Number:  1958              Vendor:   00140 (AMOCO OIL COMPANY)            │
│ Ln# Item#          Vendor Item#      Ord       Cost/UOM        Ext Cost  Wh    │
│                                  ┌──────────────────────────┐                  │
│ 001 100321          100321       │    Footer Commands       │     2.38    L1   │
│             14" OCT HAMMER       │                          │                  │
│                                  │  Enter Selection:        │                  │
│                                  │                          │                  │
│                          ┌───────┴──────────────────────────────────────┐     │
│                          │                                              │     │
│                          │ Are You Sure You Want to Delete this Order? (Y/N): │ │
│ ┌────────────────────────┤                                              │     │
│ Enter Item#, Command or <HO                                                    │
│ <F1> Next Item       <F8>│                                              │     │
│ <F2> Find Item on PO <F9>│                                              │     │
│ <F5> Vendor Info     <ESC└──────────────────────────────────────────────┘     │
│ <F6> Purchase History                                                         │
└─────────────────────────────────────────────────────────────────────────────┘
```

<F9> EXIT ORDER:

   Press **<F9>** to exit out of the order.

<F11> FAX ORDER :

   Press **<F11>** to fax this order. Enter the correct fax number, and attention to data
   and press **<ENTER>**, or just press **<ENTER>** if the displayed data is correct. Enter
   <Y> and press **<ENTER>** to the question "Fax this Order? (Y/N):", after the order
   is faxed the question " Print this Order? (Y/N)" will appear, enter your answer
   and press **<ENTER>** to continue. If your system does not use faxing this option
   will not appear at all.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ P.O. Number:  1958              Vendor:   00140 (AMOCO OIL COMPANY)            │
│ Ln# Item#          Vendor Item#      Ord       Cost/UOM        Ext Cost  Wh    │
│                                  ┌──────────────────────────┐                  │
│ 001 100321          100321       │    Footer Commands       │     2.38    L1   │
│             14" OCT HAMMER       │                          │                  │
│                                  │  Enter Selection:        │                  │
│                          ┌───────┴──────────────────────────────────┐         │
│                          │        Faxing Information                │         │
│                          │                                          │         │
│                          │ (1) Fax Number   : (999)999-9999         │         │
│ ┌────────────────────────┤ (2) Attention To :                       │         │
│ Enter Item#, Command or <│                                          │         │
│ <F1> Next Item       <F│  Line# to Change, <ESC> to Exit or <ENTER>:│         │
│ <F2> Find Item on PO <F9│                                          │         │
│ <F5> Vendor Info     <E└──────────────────────────────────────────┘         │
│ <F6> Purchase History                                                         │
└─────────────────────────────────────────────────────────────────────────────┘
```

<ESC>: Return to Item Entry

   Press <**ESC**> to exit out of the order.

<HOME>: Options

Press the **<HOME>** key for other options.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ P.O. Number:  1958      ┌─────────────────────────────────────────┐         │
│ Ln# Item#            V  │          Footer Command List            │ Cost Wh  │
│                         │                                         │          │
│ 001 100321             │ You may choose any of the Options listed on the   │ 88   L1 │
│                   14" OC│  selection window.                       │          │
│                         │ To choose an option you may press the command key │
│                         │  to the left of the desired option or you may    │
│                         │  use the <UP-ARROW> or <DOWN-ARROW> keys to       │
│                         │  position the highlight line on the desired option│
│                         │  and press <ENTER>.                      │
│                         │                                         │
│                         │ For example, to return to Item Entry you could    │
│ Enter Item#, Command    │  press the <ESC> command key or press the│ 2.38    │
│ <F1> Next Item          │  <DOWN-ARROW> key until <ESC> Return To Item Entry│ 0.00 │
│ <F2> Find Item on PO    │  is highlighted and press the <ENTER> key.│ 0.00   │
│ <F5> Vendor Info        │                                         │ 0.00    │
│ <F6> Purchase History   │    Press the <ENTER> key to continue.    │ 2.38   │
│                         └─────────────────────────────────────────┘         │
└──────────────────────────────────────────────────────────────────────────────┘
```

BODY: ADDING ITEMS DIRECTLY TO THE PO

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ P.O. Number:  1958            Vendor:  00140 (AMOCO OIL COMPANY)             │
│ Ln# Item#            Vendor Item#      Ord        Cost/UOM       Ext Cost Wh │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│ Enter Item#, Command or <HOME>:..............  ┌─────────────────────────────┐│
│ <F1> Next Item          <F8> Delete Order      │ Sub-Total              0.00 ││
│ <F2> Find Item on PO    <F9> Complete Order     │ Discount               0.00 ││
│ <F5> Vendor Info        <ESC> Header Screen     │ Miscellaneous          0.00 ││
│ <F6> Purchase History                           │ Shipping               0.00 ││
│                                                 │ Total                  0.00 ││
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter the item number you want to add and press **<ENTER>.**

```
                                    ┌─────────────────────────────┐
                                    │ Sold MTD.....    3   Y       │
┌───────────────────────────────────│ December.....:   4   Y ──────┐
│ P.O. Number:  1958          Vendor │ November.....:   0   N (AM   │
│ Ln# Item#          Vendor Item#  Or│ October......:   0   N    st Wh│
│                                    │ September....:   0   N       │
│ 001 107995                    ____ │ August.......:   0   N       │
│                                    │ July.........:   0   N       │
│                                    │ June.........:   0   N       │
│                                    │ May..........:   0   N       │
│                                    │ April........:   0   N       │
│                                    │ March........:   0   N       │
│                                    │ February.....:   7   Y       │
│                                    │ January......:   8   Y       │
│                                    ├─────────────────────────────┤
│ Enter Item#, Command or <HOME>:....│ Minimum:      12            │
│ <F1> Next Item          <F8> Delete│ Maximum:      24            │
│ <F2> Find Item on PO    <F9> Comple└─────────────────────────────┘
│ <F5> Vendor Info        <ESC> Header Screen     Miscellaneous      0.00
│ <F6> Purchase History                           Shipping           0.00
│                                                 Total              0.00
└──────────────────────────────────────────────────────────────────────────────┘
```

Once the item has been entered the cursor will stop at the ordered field awaiting the amount. If your system is set to do so what also will appear will be the purchase history and minimum maximum numbers. Press **<HOME>** for additional info.

<HOME>
Press <**HOME**> to display additional information.

```
                                 Line Item Commands
┌─────────────────┐ ┌──────────────────────────────────────────────────────┐
│                 │ │ Enter CV, to change vendor number enter "CV", you will │
│ P.O. Number: 1958│ │   be prompted for the new vendor number.             │
│ Ln# Item#    Ve │ │ Enter C99, to change a line number enter a "C" followed│
│                 │ │   by the line number to change.                       │
│ 001 100321    10│ │ Enter D99, to delete a line number enter a "D" followed│
│        14" OCT  │ │   by the line number to delete.                       │
│                 │ │ Enter I, to perform a Inventory Item Inquiry enter a "I"│
│                 │ │ Enter I99, to Inquiry on a line item enter a "I" followed│
│                 │ │   by the line number to Inquiry on.                   │
│                 │ │ Enter L99, to insert a line item number enter a "L" followed│
│                 │ │   by the line number to insert before.                │
│                 │ │ Enter M99, to modify a line number enter a "M" followed│
│                 │ │   by the line number to modify.                       │
│ Enter Item#, Command o│ │ Enter P99, to re-price a line number enter a "P" followed│
│ <F1> Next Item  │ │   by the line number to re-price.                     │
│ <F2> Find Item on PO│ │ Enter R99, to receive a line number in full enter a "R'│
│ <F5> Vendor Info│ │   followed by the line number to receive in full.     │
│ <F6> Purchase History│ │ Enter *, to add a comment line enter a "*".        │
│                 │ │ Enter !, to add a comment line that will not print enter "!".│
└─────────────────┘ │                                                        │
                    │              Press <ENTER> to Continue:                │
                    └──────────────────────────────────────────────────────┘
```

There are other options that may be chosen instead of beginning a new order.

```
┌──────────────────────────────────┬──────────────────────────────────┐
│   Vendor #        Acct #         │       Delivery-To:               │
│                                  │                                  │
│ ( 1):                            │ ( 7) :                           │
│ ( 2):                            │ ( 8) :                           │
│ ( 3):        ┌──────────────────┐│ ( 9) :                           │
│ ( 4):        │  Vendor:         ││ (10) :                           │
│ ( 5)Phone#:  │                  ││ (11) Phone#:                     │
│ ( 6)Fax#  :  │                  ││ (12) Fax#  :                     │
│              │ <CR> New Order   │├──────────────────────────────────┤
│              │ <F1> Change an Order│                                │
│ (13)P.O. Sta │ <F2> Return/Credit │ (20) Minimum Dollar  :          │
│ (14)Entered  │ <F3> Vendor Inquiry│ (21) Min/Max Weight  :          │
│ (15)Entered  │ <F4> List Orders  │ (22) Shipper         :          │
│ (16)Est Arri │ <F5> Item Inquiry │ (23) Terms           :          │
│ (17)Vendor I │ <F6> Price File Inquiry│ (24) F.O.B.       :          │
│ (18)Print La │ <F7> Reprint an Order│ (25) PO Print?     :          │
│ (19)Update L │ <ESC> Exit P/O   ││                                  │
│              │ <HOME> Options   ││                                  │
└──────────────┴──────────────────┴──────────────────────────────────┘
```

<F1> Change an Order:
If you know the purchase order number that has already been started and wish to make changes press **<F1>** and enter the order number to go directly into the purchase order header.

<F2> Return/Credit:
If you wish to return items to a vendor, you may press **<F2>** and enter your vendor # to begin a return to vendor purchase order.

<F3> Vendor Inquiry:

If you press **<F3>** and enter your vendor number, the following info will be displayed.

```
+-------------------------------------------------------------------------+
|                      P/O Entry Vendor Inquiry Screen                    |
|                                                                         |
+----------------------------------------+--------------------------------+
| Vendor #                               | Account#                       |
| Name                                   | Address                        |
| Address                                | City, State   Zip              |
| Address 2                              | Fax#                           |
| City, State, Zip                       | Minimum Dollar: 500.00         |
| Fax #                                  | Minimum Weight: 100.00         |
+----------------------------------------+--------------------------------+
|                                        | (2)  Product History           |
| (1)  Purchase Order Comments           |                                |
|                                        |                                |
+----------------------------------------+--------------------------------+
|                                        | (3)  Vendor Comments           |
| Enter Command, <HOME> or <ESC> to Exit:|                                |
|                                        |                                |
+----------------------------------------+--------------------------------+
```

This information is drawn from the Vendor Master file in accounts payable. The product history (selection #2) is the history from previous purchase orders placed with this vendor. The first address is the address that A/P checks are paid to. The second is the purchasing address that PO's would be faxed, or mailed to.

(1)   Purchase Order Comments:

Eighty lines of 40 characters each. Enter a line number and press **<ENTER>,** then enter your comment. Press **<ESC>** to exit. Note: only the first 9 lines will display on the initial screen under the Purchase Order Comments heading.

```
+--------------------------+-------------------------+------------------+
|                          |  1)                     |                  |
|                          |  2)                     |                  |
|                          |  3)                     |                  |
|                          |  4)                     |                  |
+--------------------------+  5)                     +------------------+
| Vendor #                 |  6)                     |                  |
| Name                     |  7)                     |                  |
| Address                  |  8)                     |                  |
| Address 2                |  9)                     |                  |
| City, State, Zip         | 10)                     |                  |
| Fax #                    | 11)                     |                  |
+--------------------------+ 12)                     +------------------+
|                          | 13)                     |                  |
| (1) Purchase Order Comments 14)                    |                  |
|                          | 15)                     |                  |
+--------------------------+ 16)                     +------------------+
|                          | 17)                     |                  |
| Enter Command, <HOME> or <E 18)                    |                  |
|                          | 19)                     |                  |
|                          | 20)                     |                  |
+--------------------------+-------------------------+------------------+
                           | Enter Line#, "N"ext Page, or <ESC>:        |
                           +--------------------------------------------+
```

2) Product History:

This selection will allow you to display for a specific time range which items were purchased, their po number and date, costs, quantity, market value (if used), along with factory freight.

```
┌─────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                     │
│                                                                       │
├──────────────────────────┬──────────────────────────────┬───────────┤
│ Vendor #                 │                              │           │
│ Name                     │                              │           │
│ Address                  │  Enter Start Date:           │           │
│ Address 2                │                              │           │
│ City, State, Zip         │  Enter PO Number :           │           │
│ Fax #                    │                              │           │
├──────────────────────────┤  Is Everything OK? (Y/N):    ├───────────┤
│                          │                              │           │
│ (1) Purchase Order Comments                             │           │
│                          │                              │           │
├──────────────────────────┤                              │           │
│                          │                              │           │
│ Enter Command, <HOME> or <ESC> to                       │           │
│                          │                              │           │
└──────────────────────────┴──────────────────────────────┴───────────┘
```

Enter Start Date:
Enter the date you wish to start your search on and press **<ENTER>.** Press **<ENTER>** to use all dates.

Enter PO Number:
Enter a specific po to search for and press **<ENTER>,** or just press **<ENTER>** to display all the po's from the given date range.

Is Everything OK? (Y/N):
Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>.** Enter **<N>** and press **<ENTER>** to return to the enter date field.

```
┌─────────────────────────────────────────────────────────────────────┐
│                   P/O Entry Vendor Inquiry Screen                     │
│          ┌──────────────────────────────────────────────┐            │
│          │ Line                        Unit    Extended  │            │
│ Vendor # │ ####    Date    Item Number  Description   Cost      Cost │ │
│ Name     │                                                │            │
│ Address  │ 02  3/03/04     100057      NUT, LOCK BOLT   5       3.75 │ │
│ Address 2│                                                │            │
│ City, State,                                              │            │
│ Fax #    │                                                │            │
│          │                                                │            │
│ (3) Purchase                                              │            │
│          │                                                │            │
│          │                                                │            │
│          ├──────────────────────────────────────────────┤            │
│          │ Enter Line#, (N)ext Page or <ESC>:            │            │
│ Enter Comman                                              │            │
│          │                                                │            │
└──────────────────────────────────────────────────────────────────────┘
```

To see more detailed information on the item, enter its line number and press
<ENTER>.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                    P/O Entry Vendor Inquiry Screen                        │
│                ┌──────────────────────────────────────────────────────┐   │
│                │ P.O                                          Vendor   │   │
│                │ Number        Date    Loc  Type     Item Number   Item Number │
│  Vendor #      │ 768        03/03/04   SC  PO RECEIPT   100057        100057   │
│  Name          │                                     NUT, BOLT LOCK          │
│  Address        │                                                     │   │
│  Address 2      │                                                     │   │
│  City, State, Zip│            Unit          Extended     Market     Factory │
│  Fax #          │ Quantity    Cost           Cost        Value      Freight │
│                │                                                     │   │
│ (1) Purchase Order Comm│                                             │   │
│                │     3       0.75           3.75         0.00        0.00  │
│                │                                                     │   │
│                │                                                     │   │
│  Enter Command, <HOME> │                                             │   │
│                │ Press <ESC> to exit:                                │   │
│                └──────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────────┘
```

Press <**ESC**> to exit.

3) Vendor Comments:

Enter <**3**> and press <**ENTER**> to view any comments entered into the vendor
master file in accounts payable.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                    P/O Entry Vendor Inquiry Screen                        │
│                                                                           │
│                ┌──────────────────────────────────────┐                   │
│  Vendor #      │          Vendor's Comments            │                   │
│  Name          │                                      │                   │
│  Address        │  Code   Comment                      │                   │
│  Address 2      │   03    FREE SHIPPING OVER 50LBS      │                   │
│  City, State, Zip│                                      │                   │
│  Fax #          │                                      │                   │
│                │                                      │                   │
│ (1) Purchase Order Comments │                        tory │               │
│                │                                      │                   │
│                │                                      │                   │
│                │                                      │                   │
│ Enter Command, <HOME> or <ES│ Enter Command,<HELP> or <ESC>:  nts │        │
│                └──────────────────────────────────────┘                   │
└─────────────────────────────────────────────────────────────────────────┘
```

Press the <**HOME**> to display further instructions.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Vendor #                          Account#                               │
│  Name                    ┌──────────────────────────────┐                 │
│  Address                 │       Vendor's Comments        │                 │
│  Address 2               │   04   FREE SHIPPING OVER 50LBS │                 │
│  City, State, ┌──────────────────────────────────────────┐                │
│  Fax #        │  Comments Command List                    │                │
│               │                                           │                │
│               │  Enter "N" to display the next page of     │  ry            │
│               │     Vendors Comments, if any.             │                │
│               │  Enter "P" to display the previous page of │                │
│               │     Vendors Comments, if any.             │                │
│ (1) Purchase  │  Press <ESC> or <ENTER> to exit out of the │                │
│               │     Vendors Comments Screen.              │                │
│               │                                           │                │
│               │       Press <ENTER> to continue           │                │
│  Enter Command, <HOME> or <ESC> to Exit:                  │                │
│               └───────────────────────────────────────────┘                │
└─────────────────────────────────────────────────────────────────────────┘
```

Press <**ESC**> to exit.

<F4> List Orders:

Pressing **<F4>** will allow you to list all the purchase orders in the system.
You may search on a particular vendor, or just press **<ENTER>** for all vendors.

```
                Open Purchase Order Listing

          Enter Vendor:




          Press <ESC> to Exit.
          Press <ENTER> for ALL Vendors.
          Press <HOME> for Vendor# Options
```

You may then select the order type to list, or press **<ENTER>** for all orders.

```
                Open Purchase Order Listing

          List for: All Vendors
          Enter Order Type:

               <CR> All Orders
               <F1> Order
               <F2> Receive
               <F3> Return/Credits
               <ESC>Reenter Vendor
```

You may then select the location to display, or press **<ENTER>** for all
locations.

```
                Open Purchase Order Listing

          List for: All Vendors
          Order Types: All Orders
          Location Id:

                <CR> All Locations
                <F1> ProCom Solutions
                <F2> Baltimore
                <F3> Virginia
                <ESC> Reenter Order Type
```

Once the list is displayed, press the required key, or highlight the location
and press **<ENTER>**. Enter you answer to the question "All Entries Correct?
(Y/N):" and press **<ENTER>**. A list will display based on how the questions
were answered.

```
   Open P/O Listing For Vendor # 23 (A & W INDUSTRIES)

   Ln#  P.O.Number      Date      Est Date Loc    Amount     Type    Status

    1   1282-01       04/12/04  04/22/04  SC       555.34    Ord     Printed
    2   1396          04/16/04  06/20/04  SC     1,350.67    Ord     Sent




   Enter Line#, Command, <HOME> or <ESC> to exit:
```

Enter the line number, or highlight the order that you want displayed and
press **<ENTER>**, you will then be taken directly to the header of the order.
Enter an I and the line number of an order and you will be shown the line
items that are on order for that order.

```
Vendor # 23 (A&W INDUSTRIES)          P.O.# 1282-01    Rec
   Order Date: 04/12/04    Est Arr Date: 04/22/04    Total: 553.34
     Location: SC  (PRO COM SOLUTIONS)
Quantity Item #     Vend Item#       Description       Del Cost   WH

    75    1030WOIL                  10W30 MOTOR OIL    553.35      SC




Enter <ESC> to Exit.
```

Press the **<ESC>** key and the user will be taken back to the original selection screen.

<F5> Item Inquiry:

Pressing **<F5>** displays the item search screen. This takes the user into the standard inventory inquiry screen that is used throughout the system.

```
                        --Item Inquiry—
  Item # :?????                        Type     :??????
  MAJOR  :?????                        Customer #:?????
  MINOR  :?????

  Ln#    Item Number      Item Description     Qty  Avail   U/M     Price

                             Item #

          Press <ESC> to Exit:
                  <ENTER> to Leave Item # Selection "as is";
                  Partial Item# Followed by "?",
                  "?" Followed by Partial Item#,
                  "?" to Skip Item# Selection, or
                  Item# to Display:................
```

<F6> Price File Inquiry:

Pressing **<F6>** will allow you to search for parts which are on your price files. Standard price file inquiry.

```
  RIPTSINQ – Manufacturer Price File Inquiry


  Enter Manufacturer Number:




                  Press <ESC> to Exit.
                  Press <HOME> to List Manufacturer.
                  Enter Partial Manufacturer Name.
```

<F7> Reprint an Order:

Press **<F7>** will allow you to enter an order number already in the system and reprint it without having to go back into the purchase order.

<ESC>:

Exit PO. This will return you to the main purchase order menu.

```
                              PURCHASE ORDER SYSTEM
          Daily Processing Programs          Reports & Listings Programs

    (1) Order Entry/Modifications     (15) Open Order Report
    (2) Order Batch Print             (16) Open Items Report
    (3) Order Batch Faxing            (17) Open Order Report by Order Date
    (4) Print Price Labels            (18) Vendor Product History Report
    (5) Print Bar Code Labels         (19) Inventory Product History Report
    (6) Order Edit List               (20) Non-Stock Product History Report
    (7) Order Journal & Updates
                                              Purge Programs

          Inquiry Programs            (21) Purge Completed/Deleted Orders
                                      (22) Purge Vendor & Inventory History File
    (8) Open Order by PO Number       (23) Purge Non-Stock History File
    (9) Open Order by Vendor Number
    (10)Open Order by Item Number         Delivery Report Programs
    (11)Open Order by Order Date
    (12)Vendor Product History        (24) Reprint Delivery Report
    (13)Inventory Product History     (25) Purge Delivery Report Records
    (14)Non-Stock Product History

    Select:          Press <ESC> to Exit
```

2.   ORDER BATCH PRINT

Choosing this option, prints any purchase orders that have not been printed.
Any order that has not been printed, **will not** update. Once an order has been
printed it may be printed again. If the field PO Print? is 'Yes', the order
needs to be printed, and will not update, even if it has been printed before,
but the flag was manually changed.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING
PROGRAMS** and press <**ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press
<**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **ORDER BATCH PRINT** and press
<**ENTER>.**

```
    PPOPRT3 – Purchase Order Batch Print

    Enter the types which you want to print:

          O=Order Stage;
          R=Received Stage;
          B=Both.




                         Press <ESC> to return to Menu.
```

    Enter **<O>** and press <**ENTER>** to print any purchase orders still in order stage.
    Enter **<R>** and press <**ENTER>** to print out any orders that are returns, or are
      have been received and not yet updated.
    Enter **<B>** and press <**ENTER>** to print both.
    Press <**ESC>** to return to the menu.

Choosing this option, faxes any purchase orders, that do not have their status
as sent. Once faxed, the status of these orders becomes sent. This only occurs
if you are using faxing and have the status for faxing turned on.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING
              PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press
              <ENTER>.

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **ORDER BATCH FAXING** and press
              <ENTER>.

```
POFAX – Batch Fax Purchase Order Selection

Enter Vendor:



                     Press <ESC> to Exit.
                     Press <ENTER> for ALL Vendors
                     Press <HOME> for Vendor# Options
```

Enter Vendor: Enter the vendor whose orders are to be faxed and press
                   <ENTER>. Press **<ENTER>** for all vendors, press **<ESC>** to exit,
                   or press **<HOME>** to see options in order to find the correct
                   vendor.


```
POFAX – Batch Fax Purchase Order Selection

List for: All Vendors
Enter Order Type:

                 <CR> All Orders
                 <F1> Order
                 <F2> Receive
                 <F3> Return/Credits
                <ESC> Reenter Vendor

```

Enter Order Type to be listed and press **<ENTER>.**

```
POFAX – Batch Fax Purchase Order Selection

List for: All Vendors
Enter Order Type:
Location ID:

                     <CR> All Locations
                     <F1> ProCom Solutions
                     <F2> Baltimore
                    <ESC> Reenter Order Type

```

Enter Location ID to print for, and then answer the question "All
Entries Correct? (Y/N):" **<Y>** to proceed, **<N>** to go back and enter a
vendor.

```
Batch Faxing P/O List for Vendor #
Ln# P.O.#            Date     Est Date    Loc             Amount   Job Type
---------------------------------------------------------------------------
 1  6051          10/06/05   00/00/00     SC              760.44   000  ORDER
 2  6060          10/16/05   00/00/00     SC            1,544.34   000  ORDER


Enter Line#, Command, <HOME> or <ESC> to exit.
```

Select the line numbers of the orders to be faxed and press
<ENTER>.   The orders will then be faxed.

4.   PRINT PRICE LABELS_____

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **PRINT PRICE LABELS** and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────┐
│                        PURCHASE ORDER SYSTEM                          │
├──────────────────────────────────┬──────────────────────────────────┤
│      Daily Processing Programs    │     Reports & Listings Programs   │
│                                   │                                   │
│  (1) Order Entry/Modifications    │  (15) Open Order Report           │
│  (2) Order Batch Print            │  (16) Open Items Report           │
│  (3) Order Batch Faxing           │  (17) Open Order Report by Order Date│
│  (4) Print Price Labels           │  (18) Vendor Product History Report│
│  (5) Print Bar Code Labels        │  (19) Inventory Product History Report│
│  (6) Order Edit List              │  (20) Non-Stock Product History Report│
│  (7) Order Journal & Updates      ├──────────────────────────────────┤
│                                   │          Purge Programs           │
├──────────────────────────────────┤                                   │
│         Inquiry Programs          │  (21) Purge Completed/Deleted Orders│
│                                   │  (22) Purge Vendor & Inventory History File│
│  (8) Open Order by PO Number      │  (23) Purge Non-Stock History File│
│  (9) Open Order by Vendor Number  ├──────────────────────────────────┤
│  (10)Open Order by Item Number    │       Delivery Report Programs    │
│  (11)Open Order by Order Date     │                                   │
│  (12)Vendor Product History       │                                   │
│  (13)Inventory Product History    │  (24) Reprint Delivery Report     │
│  (14)Non-Stock Product History    │  (25) Purge Delivery Report Records│
├──────────────────────────────────┴──────────────────────────────────┤
│  Select:          Press <ESC> to Exit                                 │
└─────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────┐
│ POINVLBL – Print Pricing Labels (Format x)                        │
│                                                                   │
│ Type "E" to end line up routine, or                               │
│ type "X' to print a line up:                                      │
│                                                                   │
│                                                                   │
│                 Press <ESC> to Exit without Printing.             │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Enter **<E>** and press **<ENTER>** to either end the line up routine, or just skip this page and go onto the next.   Enter **<X>** and press **<ENTER>** to actually do the lineup.

```
┌─────────────────────────────────────────────────────────────────┐
│ POINVLBL – Print Pricing Labels (Format X)                        │
│                                                                   │
│ Enter Purchase Order Number:                                      │
│                                                                   │
│                 Press <F1> for ALL Purchase Orders.               │
│                 Press <ESC> to exit w/o printing.                 │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Enter Purchase Order Number: Enter the PO Number of the order to print labels for and press **<ENTER>.**

5.   PRINT BARCODE LABELS

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **PRINT BARCODE LABELS** and press **<ENTER>.**

PURCHASE ORDER SYSTEM	
Daily Processing Programs	**Reports & Listings Programs**
(1) Order Entry/Modifications (2) Order Batch Print (3) Order Batch Faxing (4) Print Price Labels **(5) Print Bar Code Labels** (6) Order Edit List (7) Order Journal & Updates	(15) Open Order Report (16) Open Items Report (17) Open Order Report by Order Date (18) Vendor Product History Report (19) Inventory Product History Report (20) Non-Stock Product History Report
Inquiry Programs	**Purge Programs**
(8) Open Order by PO Number (9) Open Order by Vendor Number (10)Open Order by Item Number (11)Open Order by Order Date (12)Vendor Product History (13)Inventory Product History (14)Non-Stock Product History	(21) Purge Completed/Deleted Orders (22) Purge Vendor & Inventory History File (23) Purge Non-Stock History File
	Delivery Report Programs
	(24) Reprint Delivery Report (25) Purge Delivery Report Records
Select: Press <ESC> to Exit	

```
POBARLBL - Print Bar Code Bin Labels

Enter Purchase Order Number:

                    Press <ESC> to Exit w/p Printing
                    Press <ENTER> for ALL Purchase Orders
```

Enter Purchase Order Number:
Enter the P.O. that you want to print labels for and press **<ENTER>,** or just press **<ENTER>** for all P.O.s.

```
POBARLBL - Print Bar Code Bin Labels

Price Level to Print on Label:

                    Press <ESC> to Reenter PO Number
                    Press <ENTER> for No Prices
                    Enter 'P' for Purchase Order Prices.
```

Price Level to Print on Label:
Enter which Price Level that you want printed on the label and press **<ENTER>,** enter **<P>** and press **<ENTER>** to use the prices in the actual P.O., or just press **<ENTER>** to print no prices at all.

```
POBARLBL - Print Bar Code Bin Labels

Enter 1st Label to Print On:

                              Press <ENTER> for Label 1.
                              Press <ESC> to Reenter Retail
```

Enter 1ˢᵗ Label to Print On:
        Enter which label to start printing on and press
        <ENTER>, just press **<ENTER>** for label 1, or press
        <ESC> to reenter retail.

```
POBARLBL - Print Bar Code Bin Labels

Number of Labels To Print (1/2)?

                              Press <ENTER> for One Label Per Item
                              Press <ESC> to Reenter Starting Label
```

Number of Labels To Print (1/2)?:
        1) One Label Per Item
        2) Label For Each Qty
        Enter **<1>** and press **<ENTER>** for one label per item, or just
        press **<ENTER>**. Enter **<2>** and press **<ENTER>** for a label for
        each quantity, or press **<ESC>** to reenter starting label.

All Entries OK ? (Y/N):
        Enter **<Y>** and press **<ENTER>** to proceed, or enter **<N>** and press
        <ENTER> to reenter purchase order number. Press **<ESC>** to
        reenter the number of labels.

Select this option to print out a listing of purchase orders in either detail, or summary format without the option to update.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **ORDER EDIT LIST** and press <**ENTER>.**

```
                     PURCHASE ORDER SYSTEM

      Daily Processing Programs          Reports & Listings Programs

  (1) Order Entry/Modifications      (15) Open Order Report
  (2) Order Batch Print              (16) Open Items Report
  (3) Order Batch Faxing             (17) Open Order Report by Order Date
  (4) Print Price Labels             (18) Vendor Product History Report
  (5) Print Bar Code Labels          (19) Inventory Product History Report
  (6) Order Edit List               (20) Non-Stock Product History Report
  (7) Order Journal &   Type of Edit List to Print:      ograms

                        1. Order Stage
         Inquiry Progr  2. Receive Stage           /Deleted Orders
                                                   Inventory History File
  (8) Open Order by F                               History File
  (9) Open Order by V
  (10)Open Order by I                             port Programs
  (11)Open Order by C
  (12)Vendor Product     Press <ESC> to Cancel Selection.    y Report
  (13)Inventory Produ    Press <ENTER> for Order Selection.  Report Records
  (14)Non-Stock Produ

  Select:                Press <ESC> to Exit
```

Enter **<1>** and press **<ENTER>,** or just press **<ENTER>** to display only purchase orders in the order stage to be selected. This will enable you to print out a listing of multiple po's, rather than printing them one at a time.
Enter <**2**> and press <**ENTER>** to display only purchase orders that are in the receive stage and are ready to be update

```
┌──────────────────────────────────────────────────────────────────┐
│                      PURCHASE ORDER SYSTEM                         │
├───────────────────────────────┬──────────────────────────────────┤
│    Daily Processing Programs   │    Reports & Listings Programs    │
├───────────────────────────────┼──────────────────────────────────┤
│ (1) Order Entry/Modifications  │ (15) Open Order Report            │
│ (2) Order Batch Print          │ (16) Open Items Report            │
│ (3) Order Batch Faxing         │ (17) Open Order Report by Order Date│
│ (4) Print Price Labels         │ (18) Vendor Product History Report│
│ (5) Print Bar Code Labels      │ (19) Inventory Product History Report│
│ (6) Order Edit List┌───────────────────────────────────┐ History Report│
│ (7) Order Journal &│ Type of Edit List to Print:       │grams         │
│                    │                                   │              │
│      Inquiry Progr │  "D"etail or "S"ummary ? (D/S):   │/Deleted Orders│
│                    │                                   │Inventory History File│
│ (8) Open Order by  │                                   │ History File │
│ (9) Open Order by  │                                   │              │
│ (10)Open Order by  │    Press <ESC> to Reenter Type.   │port Programs │
│ (11)Open Order by  │    Press <ENTER> Detail.          │              │
│ (12)Vendor Product │                                   │y Report      │
│ (13)Inventory Prod │                                   │Report Records│
│ (14)Non-Stock Prod │                                   │              │
│                    └───────────────────────────────────┘              │
│                                                                    │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to print each item on each po
selected.

Enter <**S>** and press <**ENTER>** to print only a total line amount.
Press <**ESC>** to reenter order, or receive stage.

```
┌──────────────────────────────────────────────────────────────────┐
│                      PURCHASE ORDER SYSTEM                         │
├───────────────────────────────┬──────────────────────────────────┤
│    Daily Processing Programs   │    Reports & Listings Programs    │
├───────────────────────────────┼──────────────────────────────────┤
│ (1) Order Entry/Modifications  │ (15) Open Order Report            │
│ (2) Order Batch Print          │ (16) Open Items Report            │
│ (3) Order Batch Faxing         │ (17) Open Order Report by Order Date│
│ (4) Print Price Labels         │ (18) Vendor Product History Report│
│ (5) Print Bar Code Labels      │ (19) Inventory Product History Report│
│ (6) Order Edit List            │ (20) Non-Stock Product History Report│
│ (7) Order Journal &┌───────────────────────────────────┐grams       │
│                    │ Type of Edit List to Print:       │            │
│      Inquiry Progr │                                   │            │
│                    │  "D"etail or "S"ummary ? (D/S):   │/Deleted Orders│
│ (8) Open Order by  │                                   │Inventory History File│
│ (9) Open Order by  │ Enter Location ID, or (A)ll:      │ History File │
│ (10)Open Order by  │                                   │            │
│ (11)Open Order by  │                                   │port Programs │
│ (12)Vendor Product │    Press <ESC> to Reenter Format. │            │
│ (13)Inventory Prod │    Press <ENTER> for ALL Locations.│y Report    │
│ (14)Non-Stock Prod │                                   │Report Records│
├────────────────────┤                                   │            │
│ Select:       Press└───────────────────────────────────┘            │
└──────────────────────────────────────────────────────────────────┘
```

Enter your specific location and press **<ENTER>,** or press **<ENTER>** for all.
Press **<ESC>** to reenter format**.**

```
┌─────────────────────────────────────────────────────────────────────────┐
│                      PURCHASE ORDER SYSTEM                                │
├───────────────────────────────────┬───────────────────────────────────────┤
│     Daily Processing Programs      │     Reports & Listings Programs       │
│                                    │                                       │
│  (1) Order Entry/Modifications     │  (15) Open Order Report               │
│  (2) Order Batch Print             │  (16) Open Items Report               │
│  (3) Order Batch Faxing            │  (17) Open Order Report by Order Date  │
│  (4) Print Price Labels            │  (18) Vendor Product History Report    │
│  (5) Print Bar Code Labels         │  (19) Inventory Product History Report │
│  (6) Order Edit List               │  (20) Non-Stock Product History Report │
│  (7) Order Journal & Updates       │        Purge Programs                  │
│                ┌──────────────────────────────────────────────┐           │
│     Inquiry Pro│ Type of Edit List to Print:                  │ders       │
│                │                                              │ istory File│
│  (8) Open Order by│ "D"etail or "S"ummary ? (D/S):            │ le        │
│  (9) Open Order by│                                          │           │
│  (10)Open Order by│ Enter Location ID, or (A)ll:            │ ms        │
│  (11)Open Order by│                                          │           │
│  (12)Vendor Produc│ Print Sequence? (O/V):                  │           │
│  (13)Inventory Pro│                                          │ rds       │
│  (14)Non-Stock Pro│        Press <ESC> to Reenter Location ID.│           │
│                   │        Press <ENTER> for Order.          │           │
├───────────────────└──────────────────────────────────────────────┘───────┤
│  Select:          Press <ESC> to Exit                                     │
└─────────────────────────────────────────────────────────────────────────┘
```

Print Sequence? (O/V):
>   Enter **<O>** and press **<ENTER>,** or just press **<ENTER>** for the list to print out
>   in purchase order number order. Or enter **<V>** and press **<ENTER>** to print out
>   the list in vendor number order. Press **<ESC>** to reenter location ID.

Is Everything OK ? (Y/N):
>   If all the questions have been answered correctly enter **<Y>** and press
>   **<ENTER>,** otherwise enter **<N>** and press **<ENTER>.**

The screen will next display a listing of all available po's that are either
in the order stage, or receive stage to be selected.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Select Purchase Orders for Edit List                                     │
│  Ln# P.O. #    Vendr Name          Date   Loc   Amount   Job    Type      │
│                                                                           │
│                                                                           │
│   1  1394     00023 A & W INDUST 04/23/04  SC   4999.00   000    ORDER     │
│                                                                           │
│                                                                           │
│                                                                           │
│  Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:         │
└─────────────────────────────────────────────────────────────────────────┘
```

>   To select a specific po to print, enter the line number of that po and
>   press **<ENTER>,** at that point that line will be highlighted and will print.
>   To unselect a line enter the line number again and press **<ENTER>,** that line
>   is now not highlighted. Highlighted lines will print, unhighlighted
>   lines do not. Press **<ESC>** to exit without printing anything, and press
>   **<HOME>** to display further instructions.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Select Pur┌───────────────────────────────────────────────────┐         │
│  Select Pur│          P.O. Update Command List                 │         │
│  Ln# P.O. #│                                                   │         │
│            │ To select an Order:                               │         │
│   1  1394  │   Enter the corresponding line number, the line will│        │
│            │   be highlighted.                                 │         │
│            │ To unselect an Order:                             │         │
│            │   Enter the corresponding line number, the line will│        │
│            │   not be highlighted.                             │         │
│            │ Enter 'S' to select all orders for Updating.      │         │
│            │ Enter 'U' to unselect all orders for Updating.    │         │
│            │ Enter 'N' to display the next screen of Orders.   │         │
│            │ Enter 'P' to display the previous screen of Orders.│        │
│            │ Enter 'E' or press <ESC> to exit the Order List Screen.│     │
│            │ Enter 'I99' where 99 is the corresponding line number,│      │
│            │    to list order line items for the requested Order.│       │
│  Enter Line│          Press <ENTER> to continue:               │         │
│            └───────────────────────────────────────────────────┘         │
└─────────────────────────────────────────────────────────────────────────┘
```

DETAIL:

```
                              Open Purchase Order Edit List
==============================================================================================
  P.O.      ------Vendor---------          Date      Est Arr   Ent    ------Amounts-------
 Number       # Name              Type    Ordered    Date      BY    Disc  Misc   Ship  Total
 1394       00023  A & W INDUSTRIES ORDER 04/23/04   04/30/04  HS    0.00  0.00   0.00  89.99



 Item#        Vendor Item#      Description       Whse Loc U/M   Ord   Recd  Cost  Ext Cost Stock
 1030woil                       10w30 MOTOR OIL    01/  SC  CS   10    10    8.99   89.99     Y
```
```
                                       Final Totals:    0.00          0.00
                                                                0.00         89.99
```

SUMMARY:

```
Open Purchase Order Edit List
==============================================================================================
  P.O.      ------Vendor---------          Date      Est Arr   Ent    ------Amounts-------
 Number       # Name              Type    Ordered    Date      BY    Disc  Misc   Ship  Total
 1394       00023  A & W INDUSTRIES ORDER 04/23/04   04/30/04  HS    0.00  0.00   0.00  89.99
```
```
                                       Final Totals:    0.00          0.00
                                                                0.00         89.99
```

7.   ORDER JOURNAL & UPDATE_____

This selection will print out a listing of received po orders and if they have been
printed, or have their print flag set to no, and have the vendor invoice number
filled in will display and allow selection so they can be updated.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING**
        PROGRAMS and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press
        <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **ORDER JOURNAL & UPDATE** and press
        <**ENTER>.**

```
+------------------------------------------------------------------------------+
|                           PURCHASE ORDER SYSTEM                               |
+----------------------------------------+-------------------------------------+
|        Daily Processing Programs        |     Reports & Listings Programs     |
+----------------------------------------+-------------------------------------+
| (1) Order Entry/Modifications           | (15) Open Order Report              |
| (2) Order Batch Print                   | (16) Open Items Report              |
| (3)  Order Batch Faxing                 | (17) Open Order Report by Order Date|
| (4) Print Price Labels                  | (18) Vendor Product History Report  |
| (5) Print Bar Code Labels               | (19) Inventory Product History Report|
| (6) Order Edit List                     | (20) Non-Stock Product History Report|
| (7) Order Journal & Update              |     Purge Programs                  |
|                                         +-----------------------------+       |
|        Inquiry Pro  Type of Journal to Print: Receive Stage          |d Orders|
|                                                                      |ry History File|
| (8) Open Order by   "D"etail or "S"ummary ? (D/S):                   |y File  |
| (9) Open Order by                                                    |        |
| (10)Open Order by        Press <ESC> to Cancel Selection.            |rograms |
| (11)Open Order by        Press <ENTER> for Detail.                   +--------+
| (12)Vendor Produc                                                    |t        |
| (13)Inventory Product History           | (25) Purge Delivery Report Records  |
| (14)Non-Stock Product History           |                                     |
+----------------------------------------+-------------------------------------+
| Select:          Press <ESC> to Exit                                         |
+------------------------------------------------------------------------------+
```

    Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to print each item on each po
    selected.

Enter <**S**> and press <**ENTER**> to print only a total line amount.
Press <**ESC**> to cancel selection.

```
┌─────────────────────────────────────────────────────────────────────┐
│                      PURCHASE ORDER SYSTEM                           │
├──────────────────────────────────┬──────────────────────────────────┤
│    Daily Processing Programs      │    Reports & Listings Programs   │
├──────────────────────────────────┼──────────────────────────────────┤
│ (1) Order Entry/Modifications     │ (15) Open Order Report           │
│ (2) Order Batch Print             │ (16) Open Items Report           │
│ (3) Order Batch Faxing            │ (17) Open Order Report by Order Date │
│ (4) Print Price Labels            │ (18) Vendor Product History Report │
│ (5) Print Bar Code Labels         │ (19) Inventory Product History Report │
│ (6) Order Edit List               │ (20) Non-Stock Product History Report │
│ (7) Order Journal & Update        │        Purge Programs            │
│     ┌───────────────────────────────────────────────┐               │
│     │ Type of Journal to Print: Receive Stage       │  d Orders     │
│     │                                               │  ry History File │
│  In │ Enter Location ID, or (A)ll:                  │  y File       │
│     │                                               │               │
│ (8) │        Press <ESC> to Reenter Format          │  rograms      │
│ (9) │        Press <ENTER> for ALL Locations.       │               │
│ (10)│                                               │               │
│ (11)└───────────────────────────────────────────────┘               │
│ (12)Vendor Produc                                    t              │
│ (13)Inventory Product History       │ (25) Purge Delivery Report Records │
│ (14)Non-Stock Product History       │                                  │
├──────────────────────────────────┴──────────────────────────────────┤
│ Select:          Press <ESC> to Exit                                │
└─────────────────────────────────────────────────────────────────────┘
```

Enter your specific location and press <**ENTER**>, or press <**ENTER**> for all.
Press <**ESC**> to reenter format.

```
┌─────────────────────────────────────────────────────────────────────┐
│                      PURCHASE ORDER SYSTEM                           │
├──────────────────────────────────┬──────────────────────────────────┤
│    Daily Processing Programs      │    Reports & Listings Programs   │
├──────────────────────────────────┼──────────────────────────────────┤
│ (1) Order Entry/Modifications     │ (15) Open Order Report           │
│ (2) Order Batch Print             │ (16) Open Items Report           │
│ (3) Order Batch Faxing            │ (17) Open Order Report by Order Date │
│ (4) Print Price Labels            │ (18) Vendor Product History Report │
│ (5) Print Bar Cod ┌──────────────────────────────────────────┐ ry Report │
│ (6) Order Edit Li │ Type of Journal to Print: Receive Stage  │ ry Report │
│ (7) Order Journal │                                          │           │
│                   │ "D"etail or "S"ummary ? (D/S):           │           │
│     Inquiry Pro   │                                          │ d Orders  │
│                   │   Enter Location ID, or (A)ll:           │ ry History File │
│ (8) Open Order by │                                          │ y File    │
│ (9) Open Order by │ Print Sequence? (O/V):                   │           │
│ (10)Open Order by │                                          │ rograms   │
│ (11)Open Order by │        Press <ESC> to Reenter Location ID. │         │
│ (12)Vendor Produc │        Press <ENTER> for Order.          │ t         │
│ (13)Inventory Pro └──────────────────────────────────────────┘ Records   │
│ (14)Non-Stock Product History                                        │
├──────────────────────────────────┴──────────────────────────────────┤
│ Select:          Press <ESC> to Exit                                │
└─────────────────────────────────────────────────────────────────────┘
```

Print Sequence? (O/V):
 Enter <**O**> and press <**ENTER**>, or just press <**ENTER**> for the list to
 print out in purchase order number order. Or enter <**V**> and press
 <**ENTER**> to print out the list in vendor number order. Press <**ESC**> to
 reenter location ID.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                         PURCHASE ORDER SYSTEM                             │
├───────────────────────────────────┬───────────────────────────────────────┤
│     Daily Processing Programs      │     Reports & Listings Programs        │
├───────────────────────────────────┼───────────────────────────────────────┤
│ (1) Order Entry/Modifications      │ (15) Open Order Report                 │
│ (2) Order Batch Print              │ (16) Open Items Report                 │
│ (3) Order Batch Fa┌───────────────────────────────────────────┐port by Order Date │
│ (4) Print Price La│ Type of Journal to Print: Receive Stage   │           │
│ (5) Print Bar Code│                                           │rt         │
│ (6) Order Edit Lis│ "D"etail or "S"ummary ? (D/S):            │rt         │
│ (7) Order Journal │                                           │           │
│                   │    Enter Location ID, or (A)ll:           │           │
├───────────────────│                                           │───────────│
│      Inquiry Pro  │    Print Sequence? (O/V):                 │s          │
│                   │                                           │ory File   │
├───────────────────│  Process will Update Inventory for Received & Returns! │
│ (8) Open Order by │                                           │           │
│ (9) Open Order by │  Is Everything OK? (Y/N):                 │───────────│
│ (10)Open Order by └───────────────────────────────────────────┘           │
│ (11)Open Order by Order Date       │                                        │
│ (12)Vendor Product History         │ (24) Reprint Delivery Report           │
│ (13)Inventory Product History      │ (25) Purge Delivery Report Records     │
│ (14)Non-Stock Product History      │                                        │
├───────────────────────────────────┴───────────────────────────────────────┤
│ Select:        Press <ESC> to Exit                                          │
└─────────────────────────────────────────────────────────────────────────┘
```

Is Everything OK ? (Y/N):
        If all the questions have been answered correctly enter **<Y>** and
press

        <ENTER>, otherwise enter **<N>** and press **<ENTER>.**

    The screen will then display the question **"**Print Items Received on B/O
    Report? (Y/N):" This report prints any items from the items being
    received
    in that have been backordered from the system.

  The screen will next display a listing of all available po's that are in
  the receive stage to be selected.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Select Purchase Orders for Journal & Update                               │
│ Ln# P.O. #    Vendr Name          Date      Loc      Amount   Job   Type  │
├─────────────────────────────────────────────────────────────────────────┤
│  1  1394      00023  A & W INDUST 04/23/04  SC       4999.00  000   RECEIVE│
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│ Enter Line#, Command, <HOME>, <ENTER> to Print or <ESC> to Exit:          │
└─────────────────────────────────────────────────────────────────────────┘
```

  To select a specific po to print, enter the line number of that po and press
  <ENTER>, at that point that line will be highlighted and will print.
  To unselect a line enter the line number again and press **<ENTER>,** that line
  is now not highlighted. Highlighted lines will print, unhighlighted
  lines do not. Press **<ESC>** to exit without printing anything, and press
  <HOME> to display further instructions.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Select Purchase Orders for Edit List                                      │
│ Select Pur┌──────────────────────────────────────────────────┐           │
│ Ln# P.O. #│            P.O. Update Command List              │           │
│           │ To select an Order:                              │           │
│  1  1394  │   Enter the corresponding line number, the line will │       │
│           │   be highlighted.                                │           │
│           │ To unselect an Order:                            │           │
│           │   Enter the corresponding line number, the line will │       │
│           │   not be highlighted.                            │           │
│           │ Enter 'S' to select all orders for Updating.     │           │
│           │ Enter 'U' to unselect all orders for Updating.   │           │
│           │ Enter 'N' to display the next screen of Orders.  │           │
│           │ Enter 'P' to display the previous screen of Orders. │        │
│           │ Enter 'E' or press <ESC> to exit the Order List Screen. │     │
│           │ Enter 'I99' where 99 is the corresponding line number, │      │
│           │   to list order line items for the requested Order. │         │
│ PURCHASE ORD│                                                 │           │
│           │          Press <ENTER> to continue:              │           │
│ Enter Line└──────────────────────────────────────────────────┘           │
└─────────────────────────────────────────────────────────────────────────┘
```

Before updating the system will ask you the question "Did the Journal Print OK ? (Y/N):" Please check the printout to be sure it printed okay, the prices and quantities are both correct, and that the delivery location itself is okay. If after checking that everything looks okay enter **<Y>** and press **<ENTER>,** at this point the journal is actually updated with the quantities going into the inventory. If the printout did not look good, then enter **<N>** and press **<ENTER>** and you will exit out and be allowed to go back into the orders and correct any mistakes.

DETAIL:

```
                    Purchase Order Receipts Journal
==============================================================================================
  P.O.   ------Vendor---------         Date    Est Arrv Ent         ------Amounts-------
Number   # Name                 Type   Ordered   Date    BY  Shipper  Disc.  Misc   Ship  Total
1394     00023 A & W INDUSTRIES  ORDER 04/23/04 04/30/04 HS          0.00   0.00   0.00  89.99

Vendor Invoice: 123123

Item#          Vendor Item#     Description     Whse Loc U/M  Ord  Recd  Cost  Ext Cost Stock
1030woil                        10w30 MOTOR OIL  01/  SC  CS   10   10   8.99   89.99    Y
_____

                                         Final Totals:    0.00          0.00
                                                          0.00         89.99
```

SUMMARY:

```
Open Purchase Order Edit List
==============================================================================================
  P.O.      ------Vendor---------          Date    Est Arrv Ent     ------Amounts-------
Number      # Name                  Type   Ordered   Date    BY  Disc   Misc   Ship  Total
1394        00023 A & W INDUSTRIES   ORDER 04/23/04 04/30/04 HS  0.00   0.00   0.00  89.99

Vendor Invoice#:123123

_____

                                         Final Totals:    0.00          0.00
                                                          0.00         89.99
```

```
                    **-- Items Received on Backorder Report --**

-------Customer Information ---------- Order   Order                      Qty   Qty      Whs
 #    Name                            No      Date                       B/O   Received  Loc
_____

00175  TCBI                          004570  05/10/04                     1     10       SC
```

If your system is set to print delivery report that will print next.

```
                        Purchase Order Delivery Report

Location: SC (Pro Com Solutions)

                                            ----------Quantities---------------
Item #    Vendor Item #    Description      Ord   Recvd  On Hand  New OnHand   Bin
_____

100057                     1094 4pk         10    10     0        10          0A-24
```

What also will print will be the ORDERS WITH MISSING INVOICE NUMBERS REPORT. These
are orders that are in the RECEIVE STAGE, but cannot be updated without the Vendor
Invoice Number being entered.

ORDERS WITH MISSING INVOICE NUMBERS

```
=====================================================================================================
P.O      --------- Vendor -------          Date       Est Arrv  Ent          -------Amount-----------
Number   # Name                    Type    Ordered    Date      By  Shipper  Disc   Misc   Ship   Total

6092     00032  ADMIRAL TRANSPORT   RECEIVE  01/06/05   02/08/05  HS           0.00   0.00  500.00 4600.00
6093     00010  A.A.R.P.            RECEIVE  03/15/05   04/16/05  HS           0.00   0.00    0.00 1500.00
```

PURCHASE ORDER SYSTEM/INQUIRY PROGRAMS

This section contains a variety of different inquiries that will display on screen rather than just print as the options in the reports section does.

PURCHASE ORDER SYSTEM	
Daily Processing Programs	**Reports & Listings Programs**
(1) Order Entry/Modifications (2) Order Batch Print (3) Order Batch Faxing (4) Print Price Labels (5) Print Bar Code Labels (6) Order Edit List (7) Order Journal & Updates	(15) Open Order Report (16) Open Items Report (17) Open Order Report by Order Date (18) Vendor Product History Report (19) Inventory Product History Report (20) Non-Stock Product History Report
	Purge Programs
Inquiry Programs	(21) Purge Completed/Deleted Orders (22) Purge Vendor & Inventory History File (23) Purge Non-Stock History File
(8) Open Order by PO Number **(9) Open Order by Vendor Number** **(10)Open Order by Item Number**	
(11)Open Order by Order Date	**Delivery Report Programs**
(12)Vendor Product History **(13)Inventory Product History** **(14)Non-Stock Product History**	(24) Reprint Delivery Report (25) Purge Delivery Report Records
Select: Press <ESC> to Exit	

8.   OPEN ORDER BY PO NUMBER

This option will allow you to enter a specific PO number and display the line items without directly going into the PO itself.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **OPEN ORDER BY PO NUMBER** and press <**ENTER>.**

```
PONOPEN – Open Purchase Order Inquiry by P.O. Number


Purchase Order Number:


            Press <HOME> for Purchase Order Listing.
            Press <ESC> to exit.

```

Enter the PO that you wish to see and press **<ENTER>,** or press **<HOME>** to display a listing of the open PO's that can be selected from.

<HOME>

```
PONOPEN – Open Purchase Order Inquiry by P.O.Number
                    Purchase Order Listing
          Order #     Type          Vendor
Purcha
          1394        Receive       00023 A&W INDUSTRIES
          1403        Return        00023 A&W INDUSTRIES




PURCHASE ORDER    Enter PONumber or <ESC>:
```

After entering the specific PO either by entering its number and pressing **<ENTER>** its line items will appear.

```
                        OPEN ORDER INQUIRY BY PO NUMBER
   Order# 1394              RECEIVE                  Vendor: 00023 (A&W INDUSTRIES)

                                          Cost    Date     Date
   Item#        Vendor Item#   Ord   Rec   P/Unit  Entered  Lst/Chg    Stock

   1030woil                     2     2    35.00  04/23/04  04/23/04    Y
        10w30 MOTOR OIL



   Select:               (N)ext Order    (G)o to P.O. Order Modifications
```

By entering **<G>** and pressing **<ENTER>** you can directly go into the actual PO itself.
Enter **<N>** and press **<ENTER>** to display the next record.

```
     Vendor #        Acct #                         Delivery-To:

  ( 1):                                  ( 7) :
  ( 2):                                  ( 8) :
  ( 3):                                  ( 9) :
  ( 4):                                  (10) :
  ( 5)Phone#:                            (11) Phone#:
  ( 6)Fax#  :                            (12) Fax#  :

  (13)P.O. Stage     :                   (20) Minimum Dollar  :
  (14)Entered Date   :                   (21) Min/Max Weight  :
  (15)Entered By     :                   (22) Shipper         :
  (16)Est Arrival Date:                  (23) Terms           :
  (17)Vendor Invoice# :                  (24) F.O.B.          :
  (18)Print Labels?  :                   (25) PO Print?       :
  (19)Update Last Cost:
```

9.   OPEN ORDER BY VENDOR NUMBER

This option will allow you to enter a specific vendor number and display their open purchase orders.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER**>.

STEP 3: From **PURCHASE ORDER SYSTEM,** select **OPEN ORDER BY VENDOR NUMBER** and press <**ENTER**>.

```
   POVOPEN – Open Purchase Order Inquiry by Vendor Number


   Vendor Number:


                    Press <HOME> for Vendor Order Listing.
                    Press <ESC> to Exit.
```

Vendor Number:

Enter the vendor that you wish to see and press **<ENTER>,** or press **<HOME>** to display a listing of the vendors that can be selected from.
Press **<ESC>** to exit.

```
                    #  Vendor Name         Address Line #1        Telephone #

        P
                    23 A&W INDUSTRIES      1234 WEST BEND BLVD     (999)999-9999
                    24 MH CONSTRUCTION        8 EAST WEST LANE     (999)999-9999
        V



                    Enter Vendor#,?Vendor#,<PAGE-DOWN>, or <ESC> To Exit:
```

After entering the specific vendor either by entering its number, or selecting it
from the home screen and pressing **<ENTER>** the screen will display the open
purchase orders.

```
                    OPEN ORDER INQUIRY BY VENDOR NUMBER
       Vendor# 00023
            (A&W INDUSTRIES)                    Phone#    :(999)999-9999
            1234 WEST BEND LANE                 Fax#      :(999)999-9999
                                                Min Dollar :
            OAKLAND, MI 99999                    Min Weight :

       Ln# PO Number    Lc  Ord Date      Ent      Type       Shipper        Amount

       001 1407         SC  05/10/04      HS       RECEIVE                    536.78
       002 1587         SC  05/20/04      HS       ORDER                    2,657.90



       Command or <HOME>:
```

By entering **<Gnn>** and pressing **<ENTER>** you can directly go into the actual PO
itself. For example entering **<G01>** will take you into purchase order 1407.

```
    Vendor #        Acct #                    Delivery-To:

( 1):                                 ( 7) :
( 2):                                 ( 8) :
( 3):                                 ( 9) :
( 4):                                 (10) :
( 5)Phone#:                           (11) Phone#:
( 6)Fax#  :                           (12) Fax#  :

(13)P.O. Stage     :                  (20) Minimum Dollar  :
(14)Entered Date   :                  (21) Min/Max Weight  :
(15)Entered By     :                  (22) Shipper         :
(16)Est Arrival Date:                 (23) Terms           :
(17)Vendor Invoice# :                 (24) F.O.B.          :
(18)Print Labels?  :                  (25) PO Print?       :
(19)Update Last Cost:
```

Enter **<Lnn>** and press **<ENTER>** to display the line items for the specific PO.

```
   Order# 1407                        Vendor: 00023 (A&W INDUSTRIES)

                                         Cost     Date      Date
   Item#     Vendor Item#    Ord  Rec    P/Unit   Entered   Lst/Chg   Stock

   1030woil                  20   20     536.78   05/14/04  05/16/04   Y
             10w30 MOTOR OIL



   Press <ESC> to Continue:
```

Press the **<HOME>** key to display further instructions.

```
                  OPEN ORDER INQUIRY BY VENDOR NUMBER
  Vendor# 00023
         (A&W INDUSTRIES)                   Phone#    :(999)999-9999
         1234 WEST BEND LANE                Fax#      :(999)999-9999
                                            Min Dollar :
         OAKLAND, MI 99999                  Min Weight :

 Ln# PO Number                                                   Amount

 001 1407         ┌────────────── Command List ──────────────┐    536.78
 002 1587         │                                          │  2,657.90
                  │  <HOME> = Display this Screen;            │
                  │  E      = Exit this Program;              │
                  │  Gnn    = Go to P.O. Entry/Modifications for Line #nnn; │
                  │  Lnn    = Display Order Line Items for Line #nnn;       │
                  │  N      = Next Vendor Number.             │
 Command or <     │                                          │
                  │  Press <ENTER> key to continue:          │
                  └──────────────────────────────────────────┘
```

Enter **<N>** and press **<ENTER>** for next vendor.
Enter **<E>** and press **<ENTER>** to exit.

---

10.   OPEN ORDER BY ITEM NUMBER

This option will allow you to enter a item number and display the purchase orders they are on.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **OPEN ORDER BY ITEM NUMBER** and press **<ENTER>.**

```
    POIOPEN – Open Purchase Order Inquiry by Item Number


    Item Number:


                   Press <ENTER> for All Items.
                   Press <HOME> for an Item Listing.
                   Press <ESC> to Exit.
                   Partial Item# followed by "?".
```

Enter the item number that you wish to see and press **<ENTER>,** press **<ENTER>** for all items, or press **<HOME>** to display a listing of items that can be selected. Press **<ESC>** to exit.

<HOME>

```
  POI                      ITEM INQUIRY LISTING
       Item#                    Description

  Ite
       03H1063                  BOLT
       03H1268                  BOLT
       03H1414                  STAINLESS BOLT ¼"
       03H1476                  STAINLESS BOLT ½"


       Enter Item#, (N)ext Page, or <ESC>:
```

Enter the specific item number either by entering its number, or
selecting it from the home screen and pressing **<ENTER>.** The question "Is
Everything OK ? (Y/N):" will appear. To continue enter **<Y>** and press **<ENTER>** in
order to display all purchase orders with that item on them. To exit enter **<N>**
and press **<ENTER>.**

```
                    OPEN ORDER INQUIRY BY ITEM NUMBER
      Ln#   Item#              Vendor Item#        P.O.#   Type      Date

      001   100057              v100057            1409    Order     05/17/04













      Command or <HOME>:
```

By entering **<Dnn>** and pressing **<ENTER>** you can see more information pertaining
to that item.

```
                    OPEN ORDER INQUIRY BY ITEM NUMBER
      Ln#   Item#              Vendor Item#        P.O.#   Type      Date

      001   100057              v100057            1409    Order     05/17/04

                         DETAIL LINE ITEM INQUIRY
      P.O.#:1409         Vendor: 00023(A&W INDUSTRIES)            ORDER

                                           Cost    Date      Date
      Item#           Vendor Item#   Ord  Rec   P/Unit  Entered   Lst/Chg    S
      100057          V100057         7    0    2.25   05/17/04  05/18/04   Y

                         Press <ENTER> to continue.

      Command or <HOME>:
```

By entering **<Gnn>** and pressing **<ENTER>** you can directly go into the actual PO
itself. For example entering **<G01>** will take you into purchase order 1409.

```
      Vendor #        Acct #                      Delivery-To:

   ( 1):                                   ( 7) :
   ( 2):                                   ( 8) :
   ( 3):                                   ( 9) :
   ( 4):                                   (10) :
   ( 5)Phone#:                             (11) Phone#:
   ( 6)Fax#  :                             (12) Fax#  :

   (13)P.O. Stage     :            (20) Minimum Dollar  :
   (14)Entered Date   :            (21) Min/Max Weight  :
   (15)Entered By     :            (22) Shipper         :
   (16)Est Arrival Date:           (23) Terms           :
   (17)Vendor Invoice# :           (24) F.O.B.          :
   (18)Print Labels?  :            (25) PO Print?       :
   (19)Update Last Cost:
```

   Enter **<N>** and press **<ENTER>** for next vendor.
   Enter **<E>** and press **<ENTER>** to exit.

<HOME>

Press the **<HOME>** key to display further instructions.

```
                OPEN ORDER INQUIRY BY ITEM NUMBER

  Ln# Item #     Vendor Item #       P.O. #           Type          Date

  001  100057                         1409           RECEIVE      05/19/04
                  ┌─────────────────────────────────────────────────────┐
                  │ Command List:                                       │
                  │                                                     │
                  │ <HOME> = Display this Screen;                       │
                  │ Dnn    = Display in Detail Line #nnn;               │
                  │ E      = Exit this Program;                         │
                  │ Gnn    = Go to P.O. Entry/Modifications for Line #nnn;│
                  │ N      = Next Vendor Number.                        │
                  │                                                     │
                  │ Press <ENTER> key to continue:                     │
                  │                                                     │
  Command or <HOME>:                                                   │
                  └─────────────────────────────────────────────────────┘
```

---

11.   OPEN ORDER BY ORDER DATE

This option will allow you to enter a specific vendor number and order date and display the purchase order without actually going into the purchase order itself.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **OPEN ORDER BY ORDER DATE** and press **<ENTER>.**

```
   PODOPEN – Open Purchase Order Inquiry by Order Date


   Vendor Number:



                     Press <HOME> for Vendor Order Listing.
                     Press <ENTER> for All Vendors.
                     Press <ESC> to Exit.
```

Vendor Number:

Enter the vendor that you wish to see and press **<ENTER>,** or press **<HOME>** to display a listing of the vendors that can be selected from. Press **<ESC>** to exit.

<HOME>

```
    ┌──────────────────────────────────────────────────────────┐
 P( │  #  Vendor Name        Address Line #1     Telephone #    │
    │                                                          │
    │  23 A&W INDUSTRIES     1234 WEST BEND BLVD  (999)999-9999 │
 V  │  24 MH CONSTRUCTION        8 EAST WEST LANE  (999)999-9999 │
    │                                                          │
    │                                                          │
    │                                                          │
    │                                                          │
    │                                                          │
    │  Enter Vendor#,?Vendor#,<PAGE-DOWN>, or <ESC> To Exit:    │
    └──────────────────────────────────────────────────────────┘
```

Enter the specific vendor either by entering its number, or selecting it from the home screen and pressing **<ENTER>.**

```
PODOPEN – Open Purchase Order Inquiry by Order Date


Vendor Number:
Enter Date (mmddyy):


                    Press <ENTER> for All Dates.
                    Press <ESC> to Reenter Vendor#.
```

Enter Date (mmddyy):

Enter the date to display for and press **<ENTER>,** or just press **<ENTER>** for
all dates. Remember the format is month, date, year. Press **<ESC>** to
reenter vendor#.

```
PODOPEN – Open Purchase Order Inquiry by Order Date


Vendor Number:
Enter Date (mmddyy):
Is Everything OK? (Y/N):


                    Press <ENTER> for Yes.
                    Press <ESC> to Reenter Date.
```

Is Everything OK? (Y/N):

Enter **<Y>** and press **<ENTER>** to continue. Enter **<N>** and press **<ENTER>** to
escape. Press **<ESC>** to reenter date.

```
                OPEN ORDER INQUIRY BY ORDER DATE

Vendor # 00023 A&W INDUSTRIES                     Before Date:

Ln# Vendr PO Number      Ord Date  Ent By Type        Amount


001 00023 1411           05/19/04   HS    RECEIVE     3,173.00




Command or <HOME>:
```

By entering **<Gnn>** and pressing **<ENTER>** you can directly go into the actual po
itself. For example entering **<G01>** will take you into purchase order 1411.

```
   Vendor #        Acct #                     Delivery-To:

( 1):                                  ( 7) :
( 2):                                  ( 8) :
( 3):                                  ( 9) :
( 4):                                  (10) :
( 5)Phone#:                            (11) Phone#:
( 6)Fax#  :                            (12) Fax#  :

(13)P.O. Stage     :                   (20) Minimum Dollar  :
(14)Entered Date   :                   (21) Min/Max Weight  :
(15)Entered By     :                   (22) Shipper         :
(16)Est Arrival Date:                  (23) Terms           :
(17)Vendor Invoice# :                  (24) F.O.B.          :
(18)Print Labels?  :                   (25) PO Print?       :
(19)Update Last Cost:
```

```
                OPEN ORDER INQUIRY BY ORDER DATE

    Vendor # 00023 A&W INDUSTRIES              Before Date:

    Ln# Vendr PO Number      Ord Date  Ent By Type        Amount

    001 00023 1411           05/19/04   HS    RECEIVE      3,173.00










    Command or <HOME>:
```

By entering **<Lnn>** and pressing **<ENTER>** you can see the line items pertaining
to that purchase order.

```
                                        Cost     Date     Date
    Item#           Vendor Item#   Ord  Rec  P/Unit  Entered  Lst/Chg   S

    Order# 1409                    Vendor: 00023(A&W INDUSTRIES)



    100057          V100057         7    0    2.25   05/17/04  05/18/04  Y


                    Press <ENTER> to continue.
```

<HOME>
     Press **<HOME>** for further instructions.

```
                OPEN ORDER INQUIRY BY ORDER DATE

    Vendor # 00023 A&W INDUSTRIES              Before Date:

    Ln# Vendr PO Number      Ord Date  Ent By Type        Amount

    001 00023 1411           05/19/04   HS    RECEIVE      3,173.00


          +--------------------------------------------------+
          |          Command List                            |
          |                                                  |
          |  <HOME> = Display this Screen;                   |
          |  E      = Exit this Program;                     |
          |  Gnn    = Go to P.O. Entry/Modifications for Line #nnn; |
          |  Lnn    = Display Order Line Items for Line #nnn; |
          | C| N   = Next Vendor Number.                     |
          |                                                  |
          |  Press <ENTER> key to continue:                  |
          +--------------------------------------------------+
```

This option will allow you to enter a specific vendor number, purchase order, start date, item number and display the purchase history.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3: From **PURCHASE ORDER SYSTEM,** select **VENDOR PRODUCT HISTORY** and press <**ENTER>.**

```
 POISLVN – Vendor History Inquiry



  Enter Vendor Number:

                Press <HOME> for a Vendor Listing.
                Press <ESC> to Exit.
```

Enter Vendor Number:
   Enter the Vendor number to display for and press **<ENTER>,** or press **<HOME>**
   to display a listing of vendors to select from. Press **<ESC>** to exit.

<HOME>

```
 POISLSVN – Vendor History Inquiry
  ┌──────────────────────────────────────────────────────┐
  │ 23 A&W INDUSTRIES       1234 WEST BEND BLVD   (999)999-9999 │
  │ 24 MH CONSTRUCTION         8 EAST WEST LANE   (999)999-9999 │
  │                                                        │
  │                                                        │
  │                                                        │
  │                                                        │
  │                                                        │
  │                                                        │
  └──────────────────────────────────────────────────────┘
    Enter Vendor#, ?Vendor#, <PAGE-DOWN>, or <ESC> To Exit:
```

```
 POISLVN – Vendor History Inquiry


 Enter Vendor Number:
 Purchase Order Number:


                Press <ENTER> for ALL P.O S.
                Press <ESC> to Reenter Vendor#.
```

 Purchase Order Number:
   Enter the specific purchase order number and press **<ENTER>,** or just press
   <ENTER> to display all PO's for this vendor. Press **<ESC>** to reenter the vendor
   information.

```
POISLVN – Vendor History Inquiry


Enter Vendor Number:
Purchase Order Number:
Enter Start Date:


            Press <ENTER> for ALL Dates.
            Press <ESC> to Reenter PO#.
```

Enter Start Date:
   Enter the date from which to begin the display on and press **<ENTER>,** or just
   press **<ENTER>** for all dates. Press **<ESC>** to reenter the PO information.

```
POISLVN – Vendor History Inquiry


Enter Vendor Number:
Purchase Order Number:
Enter Start Date:
Enter Item Number:


            Press <ENTER> for ALL Items.
            Press <ESC> to Reenter Start Date.
            Partial Item# followed by "?".
```

Enter Item Number:
   Enter the item number you want to display the PO information for and press **<ENTER>.**
   Press **<ENTER>** to display all items purchased from this vendor. Press <**ESC**> to
   reenter the start date.

```
POISLVN – Vendor History Inquiry

Enter Vendor Number:
Purchase Order Number:
Enter Start Date:
Enter Item Number:

Enter Transaction Type:
  1.  Receipt;
  2.  Return;
  3.  Direct.

            Press <ENTER> for ALL Transactions.
            Press <ESC> to Reenter Item.
```

Enter Transaction Types:
    Enter which transactions to display.
      Enter **<1**> and press **<ENTER>** to only see Items received.
      Enter **<2**> and press **<ENTER>** to only see items returned to the vendor.
      Enter **<3**> and press **<ENTER>** to only see items that were direct shipped.
      Press just **<ENTER>** to see all the transactions for this vendor, for this
         purchase order, in this time frame.
       Press <**ESC**> to reenter item number.

```
POISLVN – Vendor History Inquiry

Enter Vendor Number:
Purchase Order Number:
Enter Start Date:
Enter Item Number:
Enter Transaction Type:

Display or Print (D/P):
                    Press <ENTER> for Display.
                    Press <ESC> to Reenter Types.
```

Display or Print (D/P):
   Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to display the information
   onscreen.
   Enter <**P**> and press **<ENTER>** to print the information.
   Press <**ESC**> to reenter types.

DISPLAY:

```
┌──────────────────────────────────────────────────────────────────────────┐
│             VENDOR PURCHASE ORDER HISTORY INQUIRY                          │
│                                                                            │
│  Line   Item#        Vendor Item #      P.O. #        Qty    Cost  Ext Cost│
│ ─────────────────────────────────────────────────────────────────────────│
│  0001  100057                           1049           7     0.59    4.13  │
│  0002  100057                           1203           4     0.59    2.36  │
│  0003  100057                           1407           4     0.59    2.36  │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
│ ─────────────────────────────────────────────────────────────────────────│
│  Enter Command, <HOME> or <ESC> TO Exit:                                   │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter **<Dnnn>** and press **<ENTER>** to display more information for the item.

```
┌──────────────────────────────────────────────────────────────────────────┐
│             VENDOR PURCHASE ORDER HISTORY INQUIRY                          │
│ Line  It┌────────────────────────────────────────────────────┐ost   Ext Cost│
│ 0001  1 │          DETAIL ITEM INQUIRY                       │               │
│ 0002  1 │ P.O. Number   Type    Date     Item #    Vendor Item #│0.59  4.13   │
│ 0003  1 │                                                    │0.59  2.36   │
│         │ 1049        Receipt  06/17/03  100057              │0.59  2.36   │
│         │                               4pk multi-bulb       │               │
│         │                                                    │               │
│         │                         Conv    Delv    Ext        │               │
│         │             Quantity   Quantity Cost    Cost       │               │
│ Enter C │                7         7      0.59    4.13       │               │
│         │                                                    │               │
│         │       Press <ESC> to Return to Summary Screen:     │               │
│         └────────────────────────────────────────────────────┘               │
└──────────────────────────────────────────────────────────────────────────┘
```

Press <**HOME**> to display more information.

<HOME>

```
┌──────────────────────────────────────────────────────────────────────────┐
│             VENDOR PURCHASE ORDER HISTORY INQUIRY                          │
│                                                                            │
│  Line   Item#        Vendor Item #      P.O. #        Qty    Cost  Ext Cost│
│ ─────────────────────────────────────────────────────────────────────────│
│  0001  100057  ┌──────────────────────────────────────────────┐   4.13    │
│  0002  100057  │ Command List:                                │   2.36    │
│  0003  100057  │                                              │   2.36    │
│                │ Dnnn = Display more Detail Information for Item #nnn.│       │
│                │ E    = Exit this program, return to PO Main Menu;│        │
│                │ N    = Next Page of Items, if any;           │           │
│                │ P    = Previous Page of Items, if any;       │           │
│                │ R    = Next Vendor Number;                   │           │
│                │ Snnn = Display Serial Numbers for Item #nnn.  │           │
│  Enter Command, <│                                            │           │
│                │ Press <ENTER> key to continue.               │           │
│                └──────────────────────────────────────────────┘           │
└──────────────────────────────────────────────────────────────────────────┘
```

PRINT:

```
┌──────────────────────────────────────────────────────────────────────────┐
│  POISLVN – Vendor History Inquiry                                          │
│                                                                            │
│  Enter Vendor Number:                                                      │
│  Purchase Order Number:                                                    │
│  Enter Start Date:                                                         │
│  Enter Item Number:                                                        │
│  Enter Transaction Type:                                                   │
│  Display or Print (D/P):                                                   │
│                                                                            │
│  Print Item Descriptions? (Y/N):                                           │
│                                                                            │
│                     Press <ENTER> for Yes.                                 │
│                     Press <ESC> to Reenter Display.                        │
└──────────────────────────────────────────────────────────────────────────┘
```

If you chose to print you be asked additional questions.

Print Item Descriptions/ (Y/N):
    Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** to print
    the description.
    Enter <**N**> and press <**ENTER**> to leave out the description.
    Press <**ESC**> to reenter the display.

```
POISLVN – Vendor History Inquiry

Enter Vendor Number:
Purchase Order Number:
Enter Start Date:
Enter Item Number:
Enter Transaction Type:
Display or Print (D/P):
Print Item Descriptions? (Y/N):

Print Serial Numbers? (Y/N):

                       Press <ENTER> for Yes.
                       Press <ESC> to Reenter Print Desc.
```

Print Serial Numbers (Y/N):
    Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** to print
    the serial numbers, if any.
    Enter <**N**> and press <**ENTER**> to leave out the serial numbers.
    Press <**ESC**> to reenter the description.

w/DESCRIPTIONS:

VENDOR PRODUCT HISTORY REPORT

VENDOR: 00023 (A & W INDUSTRIES)

P.O.#	DATE	TYPE	LOC ID	ITEM #	VENDOR ITEM #	QTY	CONV QTY	COST	EXT COST
1049	06/17/03	RECEIPT	SC	100057		7	7	0.59	4.13
					4PK C9 BULB-MULTI				
1203	09/30/03	RECEIPT	SC	100057		4	4	0.59	2.36
					4PK C9 BULB-MULTI				
1407	05/19/04	RECEIPT	SC	100057		4	4	0.59	2.36
					4PK C9 BULB-MULTI	=====	====		=========
	VENDOR TOTALS:					15	15		8.85

w/0 DESCRIPTIONS:

VENDOR PRODUCT HISTORY REPORT

VENDOR: 00023 (A & W INDUSTRIES)

P.O.#	DATE	TYPE	LOC ID	ITEM #	VENDOR ITEM #	QTY	CONV QTY	COST	EXT COST
1049	06/17/03	RECEIPT	SC	100057		7	7	0.59	4.13
1203	09/30/03	RECEIPT	SC	100057		4	4	0.59	2.36
1407	05/19/04	RECEIPT	SC	100057		4	4	0.59	2.36
						=====	====		=========
	VENDOR TOTALS:					15	15		8.85

13. INVENTORY PRODUCT HISTORY_____

This option will allow you to enter a specific item number and order date and display the purchase order information.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3: From **PURCHASE ORDER SYSTEM,** select **INVENTORY PRODUCT HISTORY** and press <**ENTER>.**

```
POISLSIN – Inventory History Inquiry

Enter Item Number:


                 Press <ESC> to Exit.
                 Partial Item# followed by "?".
```

Enter Item Number:
   Enter the specific item number to display for and press **<ENTER>.**
   If not sure of the number enter a partial number followed by ?.
   Press <**ESC**> to exit.

```
POISLSIN – Item History Inquiry


Enter Item Number:
Purchase Order Number:



            Press <ENTER> for ALL P.O'S.
            Press <ESC> to Reenter Item#.
```

Purchase Order Number:
   Enter the specific purchase order number and press **<ENTER>,** or just press
   <ENTER> to display all PO's for this item. Press **<ESC>** to reenter the item
   information.

```
POISLSIN – Inventory History Inquiry


Enter Item Number:
Purchase Order Number:
Enter Start Date:


            Press <ENTER> for ALL Dates.
            Press <ESC> to Reenter PO#.
```

Enter Start Date:
   Enter the date from which to begin the display on and press **<ENTER>,** or just
   press **<ENTER>** for all dates. Press **<ESC>** to reenter the PO information.

```
    POISLSIN – item History Inquiry


    Enter Item Number:
    Purchase Order Number:
    Enter Start Date:
    Enter Vendor Number:


              Press <ENTER> for ALL Vendors.
              Press <HOME> for a Vendor Listing
              Press <ESC> to Reenter Date.
```

Enter Vendor Number:
   Enter the vendor number you want to display the PO information for and press
   <ENTER>.
   Press **<ENTER>** to display all vendors this item was purchased from.
   Press <**HOME**> to display a listing of vendors to select from.
   Press <**ESC>** to reenter the date.

```
    POISLSIN – Inventory History Inquiry


    Enter Item Number:
    Purchase Order Number:
    Enter Start Date:
    Enter Vendor Number:
    Enter Transaction Types:
      1.  Receipt;
      2.  Return;
      3.  Direct.




              Press <ENTER> for ALL Transactions.
              Press <ESC> to Reenter Vendor.
```

Enter Transaction Types:
     Enter which transactions to display.
        Enter **<1>** and press **<ENTER>** to only see Items received.
        Enter **<2>** and press **<ENTER>** to only see Items returned to the vendor.
        Enter **<3>** and press **<ENTER>** to only see Items that were direct shipped.
        Press just **<ENTER>** to see all the transactions for this vendor, for this
             purchase order, in this time frame.
        Press <**ESC>** to reenter item number.

```
    POISLSIN – Inventory  History Inquiry


    Enter Item Number:
    Purchase Order Number:
    Enter Start Date:
    Enter Vendor Number:
    Enter Transaction Type:
    Display or Print (D/P):



                  Press <ENTER> for Display.
                  Press <ESC> to Reenter Types.
```

Display or Print (D/P):
    Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to display the information
    onscreen.
    Enter <**P>** and press **<ENTER>** to print the information.
    Press <**ESC>** to reenter types.

DISPLAY:

```
┌──────────────────────────────────────────────────────────────────────────┐
│              VENDOR PURCHASE ORDER HISTORY INQUIRY                         │
│                                                                            │
│  Line  Date      Vendr    Vendor Name                Qty    Cost  Ext Cost │
├──────────────────────────────────────────────────────────────────────────┤
│  0001  06/17/03  00023    A & W INDUSTRIES            7     0.59    4.13   │
│  0002  09/30/03  00023    A & W INDUSTRIES            4     0.59    2.36   │
│  0003  05/19/04  00023    A & W INDUSTRIES            4     0.59    2.36   │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│  Enter Command, <HOME> or <ESC> TO Exit:                                   │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter **<Dnnn>** and press **<ENTER>** to display more information for the item.

```
┌──────────────────────────────────────────────────────────────────────────┐
│              VENDOR PURCHASE ORDER HISTORY INQUIRY                         │
│          ┌──────────────────────────────────────────────────┐             │
│  Line  Date│               DETAIL ITEM INQUIRY              │             │
│          │                                                  │             │
│  0001  06/17/03│ P.O. Number   Type      Date      Vendr       Vendor Name │
│  0002  09/30/03│                                                  │        │
│  0003  05/19/04│ 1049          Receipt  06/17/03   00023    A & W INDUSTRIES│
│          │                                                  │             │
│          │                        Conv     Delv   Ext       │             │
│          │             Quantity   Quantity  Cost   Cost      │             │
│          │                                                  │             │
│          │                7          7      0.59   4.13      │             │
│          │                                                  │             │
│  Enter Command,│   Press <ESC> to Return to Summary Screen:  │             │
│          └──────────────────────────────────────────────────┘             │
└──────────────────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│              VENDOR PURCHASE ORDER HISTORY INQUIRY                         │
│                                                                            │
│  Line  Date      Vendr    Vendor Name                Qty    Cost  Ext Cost │
├──────────────────────────────────────────────────────────────────────────┤
│  0001  06/17/03  00023    A & W INDUSTRIES            7     0.59    4.13   │
│  0002  09/30/03  00023    A & W INDUSTRIES            4     0.59    2.36   │
│  0003  05/19/04  00023    A & W INDUSTRIES            4     0.59    2.36   │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│  Enter Command, <HOME> or <ESC> TO Exit:                                   │
└──────────────────────────────────────────────────────────────────────────┘
```

Press <**F1**> to print the listing.

Press <**HOME**> to display more information.

<HOME>

```
┌──────────────────────────────────────────────────────────────────────────┐
│              VENDOR PURCHASE ORDER HISTORY INQUIRY                         │
│       ┌───────────────────────────────────────────────────────┐           │
│  Line  Dat│ Command List                                      │  t Cost   │
│       │                                                       │           │
│  0001  06/│ <F1> = Print from this Point;                     │  4.13     │
│  0002  09/│ Dnnn = Display more Detail Information for Item #nnn.│ 2.36     │
│  0003  05/│ E    = Exit this program, return to PO Main Menu; │  2.36     │
│       │ N    = Next Page of Items, if any;                    │           │
│       │ P    = Previous Page of Items, if any;                │           │
│       │ R    = Next Vendor Number;                            │           │
│       │ Snnn = Display Serial Numbers for Item #nnn.          │           │
│       │                                                       │           │
│       │ Press <ENTER> key to continue.                        │           │
│       └───────────────────────────────────────────────────────┘           │
├──────────────────────────────────────────────────────────────────────────┤
│  Enter Command, <HOME> or <ESC> TO Exit:                                   │
└──────────────────────────────────────────────────────────────────────────┘
```

PRINT:

```
                      INVENTORY PRODUCT HISTORY REPORT


ITEM : 100057  (4PK BULB-MULTI)

                                                              CONV   MILL     DELV      MILL      DELV
P.O. #      Date      Type    LOC    VENDR   NAME        QTY   QTY   COST     COST    EXT COST   EXT COST


1049      06/17/03   RECEIVE   SC    00023   A & W INDUST  7    7    0.59     0.59      4.13       4.13
1203      09/30/03   RECEIVE   SC    00023   A & W INDUST  4    4    0.59     0.59      2.36       2.36
1407      05/19/04   RECEIVE   SC    00023   A & W INDUST  4    4    0.59     0.59      2.36       2.36
                                                         -----  ----                 -------    -------

                                      ITEM TOTALS   :     15    15                     8.85       8.85
```

14.   INVENTORY NON-STOCK PRODUCT HISTORY_____

This option will allow you to enter a specific non-stock item number and order date and display the purchase order information.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **INVENTORY NON-STOCK PRODUCT HISTORY** and press <**ENTER>.**

```
   POISLSNS – Non Stock History Inquiry


   Enter Non Stock Item Number:



                   Press <ENTER> FOR All Non-Stocks.
                   Press <ESC> to Exit.
```

Enter Non-Stock Item Number:
   Enter the specific item number to display for and press **<ENTER>.**

```
   POISLSNS – Non Stock History Inquiry


   Enter Non-Stock Item Number:
   Enter Start Date:



                Press <ENTER> for ALL Dates.
                Press <ESC> to Reenter Item.
```

Enter Start Date:
   Enter the date from which to begin the display on and press **<ENTER>,** or just press **<ENTER>** for all dates. Press **<ESC>** to reenter the item.

```
    POISLSNS – Non Stock History Inquiry


    Enter Non-Stock Item Number:
    Enter Start Date:
    Enter Vendor Number:


                    Press <ENTER> for ALL Vendors.
                    Press <HOME> for a Vendor Listing
                    Press <ESC> to Reenter Date.
```

Enter Vendor Number:

   Enter the vendor number you want to display the PO information for and press
    <ENTER>.

   Press **<ENTER>** to display all vendors this item was purchased from.

   Press <**HOME**> to display a listing of vendors to select from.

   Press <**ESC>** to reenter the date.

```
    POISLSNS – Non Stock History Inquiry


    Enter Non-Stock Item Number:
    Purchase Order Number:
    Enter Start Date:
    Enter Vendor Number:
    Enter Transaction Type:
      1.  Receipt;
      2.  Return;
      3.  Direct.


                    Press <ENTER> for ALL Transactions.
                    Press <ESC> to Reenter Vendor.
```

Enter Transaction Types:

   Enter which transactions to display.

     Enter **<1>** and press **<ENTER>** to only see Items received.

     Enter **<2>** and press **<ENTER>** to only see Items returned to the vendor.

     Enter **<3>** and press **<ENTER>** to only see Items that were direct shipped**.**

     Press just **<ENTER>** to see all the transactions for this vendor, for this
        purchase order, in this time frame**.**

      Press <**ESC**> to reenter Item number.

```
    POISLSNS – Non Stock History Inquiry


    Enter Non-Stock Item Number:
    Purchase Order Number:
    Enter Start Date:
    Enter Vendor Number:
    Enter Transaction Type:
    Display or Print (D/P):


                        Press <ENTER> for Display.
                        Press <ESC> to Reenter Types.
```

Display or Print (D/P):

   Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to display the information
   onscreen.

   Enter <**P>** and press **<ENTER>** to print the information.

   Press <**ESC**> to reenter types.

DISPLAY:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│                   NON STOCK PURCHASE ORDER HISTORY INQUIRY                     │
│                                                                                │
│   Line   Date      Vendr    Vendor Name                 Qty    Cost   Ext Cost │
│  ┌─────────────────────────────────────────────────────────────────────────┐  │
│   0001  07/09/03   00023    A & W INDUSTRIES             3     4.90    14.70   │
│   0002  07/30/03   00023    A & W INDUSTRIES             3     4.90    14.70   │
│                                                                                │
│                                                                                │
│                                                                                │
│                                (N)ext Item          L# to Display more Detail  │
│   Select:                      (B)eginning Display   (P)rint from this Point    │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Enter line # and press **<ENTER>** to display more information for the item.

```
┌──────────────────────────────────────────────────────────────────┐
│                        DETAIL ITEM INQUIRY                         │
│                                                                    │
│     Item: 2105799              BOLT,FLANGE (6X12)                  │
│  ┌───────                                                   ─────  │
│  Line  Date                                                   ost   │
│   0001  07/09    P.O. Number    Type     Date      Vendr      Vendor Name    3   │
│   0002  07/30                                                              6   │
│                   590         Receipt  07/09/03   00023    A & W INDUSTRIES    │
│                                     Conv       Delv     Ext                 │
│                          Quantity   Quantity   Cost     Cost               │
│                                                                    │
│                             3          3        4.90    14.70             │
│                                                                  Detail   │
│     Select:                                                       t        │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────────────────────┐
│                   NON STOCK PURCHASE ORDER HISTORY INQUIRY                     │
│                                                                                │
│   Line   Date      Vendr    Vendor Name                 Qty    Cost   Ext Cost │
│  ┌─────────────────────────────────────────────────────────────────────────┐  │
│   0001  07/09/03   00023    A & W INDUSTRIES             3     4.90    14.70   │
│   0002  07/30/03   00023    A & W INDUSTRIES             3     4.90    14.70   │
│                                                                                │
│                                                                                │
│                                                                                │
│                                (N)ext Item          L# to Display more Detail  │
│   Select:                      (B)eginning Display   (P)rint from this Point    │
│                                                                                │
└──────────────────────────────────────────────────────────────────────────────┘
```

Press <**P**> to print the listing.

PRINT:

INVENTORY PRODUCT HISTORY REPORT

ITEM : 2105799 (BOLT,FLANGE (6X12))

P.O. #	Date	Type	LOC	VENDR	NAME	QTY	CONV QTY	MILL COST	DELV COST	MILL EXT COST	DELV EXT COST
590	07/09/03	RECEIVE	SC	00023	A & W INDUST	3	3	4.90	4.90	14.70	14.70
1203	09/30/03	RECEIVE	SC	00023	A & W INDUST	3	3	4.90	4.90	14.70	14.70
						-----	----			-------	-------
		ITEM TOTALS	:			6	6			29.40	29.40

PURCHASE ORDER SYSTEM/REPORTS & LISTINGS PROGRAMS

This section contains a variety of different reports that will only print.

```
                        PURCHASE ORDER SYSTEM

         Daily Processing Programs          Reports & Listings Programs

  (1) Order Entry/Modifications         (15) Open Order Report
  (2) Order Batch Print                 (16) Open Items Report
  (3) Order Batch Faxing                (17) Open Order Report by Order Date
  (4) Print Price Labels                (18) Vendor Product History Report
  (5) Print Bar Code Labels             (19) Inventory Product History Report
  (6) Order Edit List                   (20) Non-Stock Product History Report
  (7) Order Journal & Updates
                                                    Purge Programs

              Inquiry Programs           (21) Purge Completed/Deleted Orders
                                         (22) Purge Vendor & Inventory History File
  (8) Open Order by PO Number            (23) Purge Non-Stock History File
  (9) Open Order by Vendor Number
  (10)Open Order by Item Number                Delivery Report Programs
  (11)Open Order by Order Date
  (12)Vendor Product History
  (13)Inventory Product History          (24) Reprint Delivery Report
  (14)Non-Stock Product History          (25) Purge Delivery Report Records

  Select:        (M) Return to Posting Menu          (E) Exit to Monitor
```

---

15.   OPEN ORDER REPORT_____

This option will allow you to print out a report of open purchase orders.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **OPEN ORDER REPORT** and press <**ENTER>.**

```
  POLOPEN – Purchase Order Open Orders Report

  Enter Desired Print Sequence:

      1.  Order# Sequence:
      2.  Vendor#/ Order # Sequence.


                    Press <ESC> to Exit.
```

Enter Desired Print Sequence:
    Enter <**1**> press <**ENTER**> to print in order number sequence.
    Enter <**2**> press <**ENTER**> to print in vendor then order number sequence.
    Press **<ESC>** to exit.

1. Order# Sequence:

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:




                        Press <ENTER> for Lowest Order#.
                        Press <HOME> for Order Inquiry.
                        Press <ESC> to Sequence.
```

Enter Lowest Order# to Print:
Enter order number to begin the report with and press **<ENTER>,** or press **<ENTER>** to begin the report on the lowest numbered purchase order. Press **<HOME>** to display a listing of all open purchase orders to select from. Press **<ESC>** to exit.

Enter Highest Order# to Print:
Enter order number to end the report with and press **<ENTER>,** or press **<ENTER>** to end the report on the highest numbered purchase order. Press **<HOME>** to display a listing of all open purchase orders to select from. Press **<ESC>** to reenter lowest order#.

2. Vendor# Sequence:

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Vendor# to Print:
     Enter Highest Vendor# to Print:




                        Press <ENTER> for Lowest Vendor#.
                        Press <HOME> for Vendor# OPTIONS.
                        Press <ESC> to Reenter Sequence.
```

Enter Lowest Vendor# to Print:
Enter the vendor to begin the report with and press **<ENTER>,** or press **<ENTER>** to begin the report with the lowest numbered vendor. Press **<HOME>** to display vendor options, or press **<ESC>** to reenter the sequence.

Enter Highest Vendor# to Print:
Enter the vendor number to end the report with and press **<ENTER>,** or press **<ENTER>** to end the report with the highest numbered vendor. Press **<HOME>** to display vendor options, or press **<ESC>** to reenter lowest vendor#.

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

                        Press <ENTER> for Lowest Date.
                        Press <ESC> to Reenter Highest Order#.
```

Enter Lowest Date to Print:
Enter date to begin the report with and press **<ENTER>,** or press **<ENTER>** to begin the report on the lowest dated purchase order. Press **<ESC>** reenter highest order#.

Enter Highest Date to Print:
Enter date to end the report with and press **<ENTER>,** or press
<ENTER> to end the report on the highest dated purchase order. Press <**ESC**>
reenter lowest date.

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:


Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

                    Press <ENTER> for All Order Types.
                    Press <ESC> to Reenter Highest Date.
```

Type of Orders to Print:
   1. Receive State.
   2. Order Stage.
   3. Return/Credit.

Enter **<1>** and press **<ENTER>** to print only orders in the receive stage.
Enter **<2>** and press **<ENTER>** to print only orders still in the order stage.
Enter **<3>** and press **<ENTER>** to print only orders that are returns/credits.
Press **<ENTER>** to print ALL order types.
Press **<ESC>** to reenter highest date.

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

Print in "D"etail or "S"ummary?:


                    Press <ENTER> for Detail.
                    Press <ESC> to Reenter Order Type.
```

Print in "D"etail or "S"ummary?:
Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to print the report in
detail (prints out the line items).
Enter **<S>** and press **<ENTER>** to print the report in summary (prints out only
one line per order).
Press **<ESC>** to reenter order type.

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

Print in "D"etail or "S"ummary?:

Print ""P"arts, "E"quipment or "B"oth:

                    Press <ENTER> for Both.
                    Press <ESC> to Reenter Print.
```

Print ""P"arts, "E"quipment or "B"oth:
Enter **<P>** and press **<ENTER>** to print the report with only parts listed.
Enter **<E>** and press **<ENTER>** to print the report With only equipment listed.
Enter **<B>** and press **<ENTER>,** or just press **<ENTER>** to print the report With both parts and equipment listed.
Press **<ESC>** to reenter print.

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:


Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1. Receive Stage;
   2. Order Stage;
   3. Return/Credit.

Print in "D"etail or "S"ummary?:

Print ""P"arts, "E"quipment or "B"oth:

Enter Location to Print:


               Press <ENTER> for All.
               Press <HOME> TO List Locations.
               Press <ESC> to Reenter Report Type.
```

Enter Location to Print:
Enter location code and press **<ENTER>,** press **<ENTER>** for all locations, or press **<HOME>** to display a listing of locations to select from.
Press **<ESC>** to reenter parts/equipment.

```
POLOPEN – Purchase Order Open Orders Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:


Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1. Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

Print in "D"etail or "S"ummary?:

Print ""P"arts, "E"quipment or "B"oth:

Enter Location to Print:

Are All Selections Correct (Y/N)?.

               Press <ESC> to Reenter Location.
```

Are All Selections Correct (Y/N)?.
Enter **<Y>** and press **<ENTER>** to begin printing.
Enter **<N>** and press **<ENTER>** to exit.
Press **<ESC>** to reenter location.

DETAIL:

P.O Number	# Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	Disc	Misc	Ship	Total
1406	00100 AMERICAN AID	ORDER	05/18/04	05/20/04	HS		0.00	0.00	0.00	50.00

Item#	Vendor Item#	Description	Ord	Purh	Recd	Delv	Ext Cost	Stock
A10002		GEAR	10			5.00	50.00	Y

P.O Number	# Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	Disc	Misc	Ship	Total
1410	00100 AMERICAN AID	ORDER	05/20/04	05/24/04	HS		0.00	0.00	0.00	100.00

Item#	Vendor Item#	Description	Ord	Purh	Recd	Delv	Ext Cost	Stock
A-5		SOCKET SET	20			5.00	100.00	Y

SUMMARY:

P.O Number	# Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	Disc	Misc	Ship	Total
1406	00100 AMERICAN AID	ORDER	05/18/04	05/20/04	HS		0.00	0.00	0.00	50.00

P.O Number	# Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	Disc	Misc	Ship	Total
1410	00100 AMERICAN AID	ORDER	05/20/04	05/24/04	HS		0.00	0.00	0.00	100.00

16.   OPEN ITEMS REPORT

This option will allow you to print out a report of open purchase orders that have specific item numbers on it.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER**>.

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **OPEN ITEMS REPORT** and press <**ENTER**>.

```
POLITEM – Purchase Order Open Items Report

Enter Desired Print Sequence:

     1. Order# Sequence:
     2. Vendor#/ Order # Sequence.

               Press <ESC> to Exit.
```

Enter Desired Print Sequence:
     Enter <**1**> press <**ENTER**> to print in order number sequence.
     Enter <**2**> press <**ENTER**> to print in vendor then order number sequence.
     Press **<ESC>** to exit**.**

1. Order# Sequence:

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:




                    Press <ENTER> for Lowest Order#.
                    Press <HOME> for Order Inquiry.
                    Press <ESC> to Sequence.
```

Enter Lowest Order# to Print:
>   Enter order number to begin the report with and press **<ENTER>,** or press
> **<ENTER>** to begin the report on the lowest numbered purchase order. Press
> **<HOME>** to display a listing of all open purchase orders to select from.
> Press <**ESC**> to reenter sequence.

Enter Highest Order# to Print:
>   Enter order number to end the report with and press **<ENTER>,** or press
> **<ENTER>** to end the report on the highest numbered purchase order. Press
> **<HOME>** to display a listing of all open purchase orders to select from.
> Press <**ESC**> to reenter lowest order#.

2. Vendor# Sequence:

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Vendor# to Print:
     Enter Highest Vendor# to Print:




                    Press <ENTER> for Lowest Vendor#.
                    Press <HOME> for Vendor# OPTIONS.
                    Press <ESC> to Reenter Sequence.
```

Enter Lowest Vendor# to Print:
>   Enter the vendor to begin the report with and press **<ENTER>,** or press
> **<ENTER>** to begin the report with the lowest numbered vendor. Press
> **<HOME>** to display vendor options, or press <**ESC**> to reenter the sequence.

Enter Highest Vendor# to Print:
>   Enter the vendor number to end the report with and press **<ENTER>,** or press
> **<ENTER>** to end the report with the highest numbered vendor. Press
> **<HOME>** to display vendor options, or press <**ESC**> to reenter lowest vendor#.

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

                    Press <ENTER> for Lowest Item.
                    Press <HOME> for Item Inquiry.
                    Press <ESC> to Reenter Highest Order#/Vendor#.
```

Enter Lowest Item to Print:
>   Enter item to begin the report with and press **<ENTER>,** or press
> **<ENTER>** to begin the report with the purchase order with the lowest item.
> Press <**HOME**> to display the standard item inquiry.
> Press <**ESC**> reenter highest order#/vendor#.

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Enter Highest Item to Print:
    Enter item to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report with the purchase order with the highest item
    number. Press <**HOME**> to display the standard item inquiry.
    Press <**ESC**> reenter lowest item.

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

                   Press <ENTER> for Lowest Date.
                   Press <ESC> to Reenter Highest Item.
```

Enter Lowest Date to Print:
    Enter date to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report on the lowest dated purchase order. Press <**ESC**>
    reenter highest item.

Enter Highest Date to Print:
    Enter date to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report on the highest dated purchase order. Press <**ESC**>
    reenter lowest date.

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

                   Press <ENTER> for All Order Types.
                   Press <ESC> to Reenter Highest Date.
```

Type of Orders to Print:
   1. Receive State.
   2. Order Stage.
   3. Return/Credit.

    Enter **<1>** and press **<ENTER>** to print only orders in the receive stage.
    Enter **<2>** and press **<ENTER>** to print only orders still in the order stage.
    Enter **<3>** and press **<ENTER>** to print only orders that are returns/credits.
    Press **<ENTER>** to print ALL order types.

```
POLITEM – Purchase Order Open ITEM Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

Print Non-Stock Items (Y/N)?

                    Press <ENTER> for "Yes".
                    Press <ESC> to Reenter Order Type.
```

Print Non-Stock Items (Y/N)?
     Enter **<Y>** and press **<ENTER>** to include non-stock items on the
     listing, or just press **<ENTER>.**   Enter **<N>** and press **<ENTER>**
     to exclude them from the list.   Press **<ESC>** to reenter order type.

```
POLITEM – Purchase Order Open ITEM Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

Print Non-Stock Items (Y/N)?

Print Item Descriptions (Y/N)?

                    Press <ENTER> for "Yes".
                    Press <ESC> to Reenter Non-Stock.
```

Print Item Descriptions (Y/N)?
     Enter **<Y>** and press **<ENTER>** to include the item descriptions on the
     listing, or just press **<ENTER>.**   Enter **<N>** and press **<ENTER>**
     to exclude them from the list.   Press **<ESC>** to reenter non-stock.

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.Receive Stage;
   2.Order Stage;
   3.Return/Credit.

Print Non-Stock Items (Y/N)?:

Print Item Descriptions (Y/N)?

Print ""P"arts, "E"quipment or "B"oth:

               Press <ENTER> for Both.
               Press <ESC> to Reenter Description.
```

Print "P"arts, "E"quipment or "B"oth:
    Enter **<P>** and press **<ENTER>** to print the report with only parts listed.
    Enter **<E>** and press **<ENTER>** to print the report With only equipment listed.
    Enter **<B>** and press **<ENTER>,** or just press **<ENTER>** to print the report With both parts and equipment listed.
    Press <**ESC**> to reenter description.

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1. Receive Stage;
   2. Order Stage;
   3. Return/Credit.

Print Non-Stock Items (Y/N)?

Print Item Descriptions (Y/N)?

Print ""P"arts, "E"quipment or "B"oth:

Enter Location to Print:

               Press <ENTER> for All.
               Press <HOME> TO List Locations.
```

Enter Location to Print:
    Enter location code and press **<ENTER>,** press **<ENTER>** for all locations, or press **<HOME>** to display a listing of locations to select from.
    Press <**ESC**> to reenter parts/equipment.

```
POLITEM – Purchase Order Open Item Report

Enter Desired Print Sequence: Order #
      Enter Lowest  Order# to Print:
      Enter Highest Order# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receive Stage;
   2.  Order Stage;
   3.  Return/Credit.

Print Non-Stock Items (Y/N)?

Print Item Descriptions (Y/N)?

Print ""P"arts, "E"quipment or "B"oth:

Enter Location to Print:

Are All Selections Correct (Y/N)?.

             Press <ESC> to Reenter Location.
```

Are All Selections Correct (Y/N)?.
   Enter **<Y>** and press **<ENTER>** to begin printing.
   Enter <**N**> and press **<ENTER>** to exit.
   Press **<ESC>** to reenter location.

                    Purchase Order Open Items Report

Order Sequence ; Lowest Order:First ; Highest Order:Last ; Lowest Date:First ;Highest Date:Last ;
Order Type:ALL ; Location(s):All ; Lowest Item: 1030WOIL ; Highest Item: 1030WOIL ; No Non-Stock
Items ; No Descriptions ; Parts and Equipment ;

| | | | | | | DELV | EXT | DATE | | |
ITEM #	VENDOR ITEM #	P.O. #	VENDOR	TYPE	ORDR	RECV	COST	COST	ENTERED	LOC	STOCK
1030WOIL	10W30-GSE	60913	0010	ORDER	1		240.00	240.00	06/14/05	SC	Y
1030WOIL	10330-GSE	61014	0010	ORDER	2		240.00	480.00	06/20/05	SM	Y

17.   OPEN ORDER REPORT BY ORDER DATE

This option will allow you to print out a report of open purchase orders by a specific
order date.

STEP 1: From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING
           PROGRAMS** and press <**ENTER>.**

STEP 2: From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press
           <**ENTER>.**

STEP 3: From **PURCHASE ORDER SYSTEM,** select **OPEN ORDER REPORT BY ORDER DATE** and press
           <**ENTER>.**

```
POLDATE – Purchase Order Open orders Report by Order Date

Enter Desired Print Sequence:

    1. Order# Sequence:
    2. Vendor#/ Order # Sequence.


              Press <ESC> to Exit.
```

Enter Desired Print Sequence:
Enter <**1**> press <**ENTER**> to print in order number sequence.
Enter <**2**> press <**ENTER**> to print in vendor then order number sequence.
Press <**ESC**> to exit.

1. Order# Sequence:

```
POLDATE – Purchase Order Open order Report by Date

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:



                    Press <ENTER> for Lowest Order#.
                    Press <HOME> for Order Inquiry.
                    Press <ESC> to Sequence.
```

Enter Lowest Order# to Print:
Enter order number to begin the report with and press <**ENTER**>, or press
<**ENTER**> to begin the report on the lowest numbered purchase order. Press
<**HOME**> to display a listing of all open purchase orders to select from.
Press <**ESC**> to reenter sequence.

Enter Highest Order# to Print:
Enter order number to end the report with and press <**ENTER**>, or press
<**ENTER**> to end the report on the highest numbered purchase order. Press
<**HOME**> to display a listing of all open purchase orders to select from.
Press <**ESC**> to reenter lowest order#.

2. Vendor# Sequence:

```
POLDATE – Purchase Order Open Orders Report by Order Date

Enter Desired Print Sequence: Order #
     Enter Lowest  Vendor# to Print:
     Enter Highest Vendor# to Print:



                    Press <ENTER> for Lowest Vendor#.
                    Press <HOME> for Vendor# OPTIONS.
                    Press <ESC> to Reenter Sequence.
```

Enter Lowest Vendor# to Print:
Enter the vendor to begin the report with and press <**ENTER**>, or press
<**ENTER**> to begin the report with the lowest numbered vendor. Press
<**HOME**> to display vendor options, or press <**ESC**> to reenter the sequence.

Enter Highest Vendor# to Print:
Enter the vendor number to end the report with and press <**ENTER**>, or press
<**ENTER**> to end the report with the highest numbered vendor. Press
<**HOME**> to display vendor options, or press <**ESC**> to reenter lowest vendor#.
item inquiry.

```
POLDATE – Purchase Order Open orders Report by Order Date

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

                    Press <ENTER> for Lowest Date.
                    Press <ESC> to Reenter Highest Order#/Vendor#.
```

Enter Lowest Date to Print:
    Enter date to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report on the lowest dated purchase order. Press <**ESC**>
    reenter highest order#/vendor#.

Enter Highest Date to Print:
    Enter date to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report on the highest dated purchase order. Press <**ESC**>
    reenter lowest date.

```
POLDATE – Purchase Order Open orders Report by Order Date

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
  1.  Receive Stage;
  2.  Order Stage;
  3.  Return/Credit.

                    Press <ENTER> for All Order Types.
                    Press <ESC> to Reenter Highest Date.
```

Type of Orders to Print:
    1. Receive State.
    2. Order Stage.
    3. Return/Credit.

    Enter **<1>** and press **<ENTER>** to print only orders in the receive stage.
    Enter **<2>** and press **<ENTER>** to print only orders still in the order stage.
    Enter **<3>** and press **<ENTER>** to print only orders that are returns/credits.
    Press **<ENTER>** to print ALL order types.

```
POLDATE – Purchase Order Open orders Report by Order Date

Enter Desired Print Sequence: Order #
     Enter Lowest  Order# to Print:
     Enter Highest Order# to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
  1.  Receive Stage;
  2.  Order Stage;
  3.  Return/Credit.

Print in "D"etail or "S"ummary?:


                    Press <ENTER> for Detail.
                    Press <ESC> to Reenter Order Type.
```

Print in "D"etail or "S"ummary?:
    Enter **<D>** and press **<ENTER>,** or just press **<ENTER>** to print the report in
    detail (prints out the line items).
    Enter **<S>** and press **<ENTER>** to print the report in summary (prints out only
    one line per order).

```
        POLDATE – Purchase Order Open Orders Report by Order Date

        Enter Desired Print Sequence: Order #
              Enter Lowest  Order# to Print:
              Enter Highest Order# to Print:

        Enter Lowest Item to Print:
        Enter Highest Item to Print:

        Enter Lowest Date to Print:
        Enter Highest Date to Print:

        Type of Orders to Print:
           1.  Receive Stage;
           2.  Order Stage;
           3.  Return/Credit.

        Print in "D"etail or "S"ummary?:

        Enter Location to Print:

                          Press <ENTER> for All.
                          Press <HOME> TO List Locations.
                          Press <ESC> to Reenter Detail/Summary.
```

Enter Location to Print:
> Enter location code and press **<ENTER>,** press **<ENTER>** for all locations, or press **<HOME>** to display a listing of locations to select from.   Press **<ESC>** to reenter detail/summary.

```
        POLDATE – Purchase Order Open Orders Report by Order Date

        Enter Desired Print Sequence: Order #
              Enter Lowest  Order# to Print:
              Enter Highest Order# to Print:

        Enter Lowest Date to Print:
        Enter Highest Date to Print:

        Type of Orders to Print:
           1.  Receive Stage;
           2.  Order Stage;
           3.  Return/Credit.

        Print in "D"etail or "S"ummary?:

        Enter Location to Print:

        Are All Selections Correct (Y/N)?.

                          Press <ESC> to Reenter Location.
```

Are All Selections Correct (Y/N)?.
> Enter **<Y>** and press **<ENTER>** to begin printing.
> Enter **<N>** and press **<ENTER>** to exit.
> Press **<ESC>** to reenter location.

DETAIL:

P.O Number	-------Vendor------- # Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	Disc	Misc	Ship	Total
1406	00100 AMERICAN AID	ORDER	05/18/04	05/20/04	HS		0.00	0.00	0.00	50.00

Item#	Vendor Item#	Description	Ord	Purh	Recd	Delv	Ext Cost	Stock
A10002		GEAR	10			5.00	50.00	Y

P.O Number	-------Vendor------- # Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	Disc	Misc	Ship	Total
1410	00100 AMERICAN AID	ORDER	05/20/04	05/24/04	HS		0.00	0.00	0.00	100.00

Item#	Vendor Item#	Description	Ord	Purh	Recd	Delv	Ext Cost	Stock
A-5		SOCKET SET	20			5.00	100.00	Y

P.O Number	-------Vendor------- # Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	--------Amounts-------- Disc	Misc	Ship	Total
1406	00100 AMERICAN AID	ORDER	05/18/04	05/20/04	HS		0.00	0.00	0.00	50.00

P.O Number	-------Vendor------- # Name	Type	Date Ordered	Est Arrv Date	Ent By	Shipper	--------Amounts-------- Disc	Misc	Ship	Total
1410	00100 AMERICAN AID	ORDER	05/20/04	05/24/04	HS		0.00	0.00	0.00	100.00

18.   VENDOR PRODUCT HISTORY REPORT_____

This option will allow you to print out a report on specific vendors and what was purchased from them on specific dates. This report is sorted by vendor.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **VENDOR PRODUCT HISTORY** and press <**ENTER>.**

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:




                    Press <ENTER> for Lowest Vendor#.
                    Press <HOME> for Vendor# OPTIONS.
                    Press <ESC> to Reenter Sequence.
```

Enter Lowest Vendor# to Print:
     Enter the vendor to begin the report with and press **<ENTER>,** or press **<ENTER>** to begin the report with the lowest numbered vendor. Press **<HOME>** to display vendor options, or press **<ESC>** to reenter the sequence.

Enter Highest Vendor# to Print:
     Enter the vendor number to end the report with and press **<ENTER>,** or press **<ENTER>** to end the report with the highest numbered vendor. Press **<HOME>** to display vendor options, or press **<ESC>** to reenter lowest vendor#. item inquiry.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

                  Press <ENTER> for Lowest Item.
                  Press <HOME> for Item Inquiry.
                  Press <ESC> to Reenter Highest Vendor#.
```

Enter Lowest Item to Print:
    Enter item to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report with the purchase order with the lowest item.
    Press <**HOME**> to display the standard item inquiry.
    Press <**ESC**> reenter highest vendor#.

Enter Highest Item to Print:
    Enter item to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report with the purchase order with the highest item
    number. Press <**HOME**> to display the standard item inquiry.
    Press <**ESC**> reenter lowest item.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

                  Press <ENTER> for Lowest Date.
                  Press <ESC> to Reenter Highest Item.
```

Enter Lowest Date to Print:
    Enter date to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report on the lowest dated purchase order. Press <**ESC**>
    reenter highest item.

Enter Highest Date to Print:
    Enter date to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report on the highest dated purchase order. Press <**ESC**>
    reenter lowest date.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Print Item Descriptions (Y/N)?

                  Press <ENTER> for "Yes".
                  Press <ESC> to Reenter Highest Date.
```

Print Item Descriptions (Y/N)?
    Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** to include the item
    descriptions on the report.
    Enter <**N**> and press <**ENTER**> to omit the descriptions.
    Press **<ESC>** to reenter highest date.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Print Item Descriptions (Y/N)?

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

                    Press <ENTER> for All Transactions.
                    Press <ESC> to Reenter Descriptions.
```

Type of Orders to Print:
   1. Receipt.
   2. Return.
   3. Direct.

   Enter **<1>** and press **<ENTER>** to print only orders in the receive stage.
   Enter **<2>** and press **<ENTER>** to print only orders still in the order stage.
   Enter **<3>** and press **<ENTER>** to print only orders that are returns/credits.
   Press **<ENTER>** to print ALL transactions.
   Press <**ESC**> to reenter descriptions.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Print Item Descriptions (Y/N)?

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Print Serial Numbers (Y/N)?

                    Press <ENTER> for Yes.
                    Press <ESC> to Reenter Transaction Type.
```

  Print Serial Numbers (Y/N)?
       Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** to include the serial
       numbers on the report.
       Enter <**N**> and press <**ENTER**> to omit the serial numbers.
       Press **<ESC>** to reenter transaction types.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Print Item Descriptions (Y/N)?

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Print Serial Numbers (Y/N)?

Enter Location to Print:

                     Press <ENTER> for Yes.
                     Press <ESC> to Reenter Serial Number.
```

Enter Location to Print:
      Enter location code and press **<ENTER>,** press **<ENTER>** for all locations, or
      press **<HOME>** to display a listing of locations to select from.
      Press **<ESC>** to reenter serial number.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Print Item Descriptions (Y/N)?

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Print Serial Numbers (Y/N)?

Enter Location to Print:

Are All Selections Correct (Y/N)?

                     Press <ENTER> for Yes.
                     Press <ESC> to Reenter Location.
```

Are All Selections Correct (Y/N)?.
      Enter **<Y>** and press **<ENTER>** to begin printing.
      Enter **<N>** and press **<ENTER>** to exit.
      Press **<ESC>** to reenter location.

VENDOR PRODUCT HISTORY REPORT

VENDOR: 00023 (A & W INDUSTRIES)

P.O. #	DATE	TYPE	LOC ID	ITEM #	VENDOR ITEM #	QTY	CONV QTY	COST	EXT COST
1277	01/13/04	RETURN	SC	150003021		45-	45-	6.99	314.55-
1282	01/14/04	RECEIPT	SC	2002031210		20	20	8.99	179.80
		VENDOR TOTALS:				25-	25-		134.75-
		GRAND TOTALS :				25-	25-		134.75-

19.   INVENTORY PRODUCT HISTORY REPORT_____

This option will allow you to print out a report on specific items, when they were purchased and from whom.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **INVENTORY PRODUCT HISTORY** and press <**ENTER>.**

```
POLSLSIN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:



                      Press <ENTER> for Lowest Vendor#.
                      Press <HOME> for Vendor# OPTIONS.
                      Press <ESC> to Reenter Sequence.
```

Enter Lowest Vendor# to Print:
     Enter the vendor to begin the report with and press **<ENTER>,** or press
     <ENTER> to begin the report with the lowest numbered vendor. Press
     <HOME> to display vendor options, or press **<ESC>** to reenter the sequence.

Enter Highest Vendor# to Print:
     Enter the vendor number to end the report with and press **<ENTER>,** or press
     <ENTER> to end the report with the highest numbered vendor. Press
     <HOME> to display vendor options, or press **<ESC>** to reenter lowest vendor#.
     item inquiry.

```
POLSLSIN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

                      Press <ENTER> for Lowest Item.
                      Press <HOME> for Item Inquiry.
                      Press <ESC> to Reenter Highest Vendor#.
```

Enter Lowest Item to Print:
     Enter item to begin the report with and press **<ENTER>,** or press
     <ENTER> to begin the report with the purchase order with the lowest item.
     Press **<HOME>** to display the standard item inquiry.
     Press **<ESC>** reenter highest vendor#.

Enter Highest Item to Print:
     Enter item to end the report with and press **<ENTER>,** or press
     <ENTER> to end the report with the purchase order with the highest item
     number. Press **<HOME>** to display the standard item inquiry.
     Press **<ESC>** reenter lowest item.

```
POLSLSiN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

                    Press <ENTER> for Lowest Date.
                    Press <ESC> to Reenter Highest Item.
```

Enter Lowest Date to Print:
    Enter date to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report on the lowest dated purchase order. Press <**ESC**>
    reenter highest item.

Enter Highest Date to Print:
    Enter date to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report on the highest dated purchase order. Press <**ESC**>
    reenter lowest date.

```
POLSLSIN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.
                    Press <ENTER> for All Transactions.
                    Press <ESC> to Reenter Highest Date.
```

Type of Orders to Print:
   1. Receipt.
   2. Return.
   3. Direct.

  Enter **<1>** and press **<ENTER>** to print only orders in the receive stage.
  Enter **<2>** and press **<ENTER>** to print only orders still in the order stage.
  Enter **<3>** and press **<ENTER>** to print only orders that are returns/credits.
  Press **<ENTER>** to print ALL transactions.
  Press <**ESC**> to reenter highest date.

```
POLSLSIN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Print Serial Numbers (Y/N)?

                    Press <ENTER> for Yes.
                    Press <ESC> to Reenter Transaction Type.
```

Print Serial Numbers (Y/N)?
        Enter **<Y>** and press **<ENTER>,** or just press **<ENTER>** to include the serial
         numbers on the report.
        Enter <**N**> and press <**ENTER**> to omit the serial numbers.
        Press **<ESC>** to reenter transaction types.

```
POLSLSIN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Print Serial Numbers (Y/N)?

Enter Location to Print:

                    Press <ENTER> for Yes.
                    Press <ESC> to Reenter Serial Number.
```

Enter Location to Print:
        Enter location code and press **<ENTER>,** press **<ENTER>** for all locations, or
        press **<HOME>** to display a listing of locations to select from.
        Press <**ESC>** to reenter serial number.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Print Item Descriptions (Y/N)?

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Print Serial Numbers (Y/N)?

Enter Location to Print:

Are All Selections Correct (Y/N)?

                 Press <ENTER> for Yes.
                 Press <ESC> to Reenter Location.
```

Are All Selections Correct (Y/N)?.
    Enter **<Y>** and press **<ENTER>** to begin printing.
    Enter **<N>** and press **<ENTER>** to exit.
    Press **<ESC>** to reenter location.

                    INVENTORY PRODUCT HISTORY REPORT


```
                                                        CONV     DELV     DELV
P.O. #           DATE        TYPE   LOC   VENDR NAME          QTY  QTY  COST  EXT COST
==============   ==========  ====== ===== ========================== ====== ======= ======== =========

ITEM:   107995 (UTILITY SNIP)

6051             01/05/05    RECEIPT SC    00023 A & W INDUSTRIES        1     1    4.95     4.95
6055             01/16/05    RECEIPT SC    00023 A & W INDUSTRIES        2     2    4.95     9.90
7042             05/23/05    RECEIPT SC    00023 A & W INDUSTRIES        5     5    4.95    24.75
                                                                     ===== =======          ========
                                                                        8     8                 39.60
```


20.   NON-STOCK PRODUCT HISTORY REPORT_____

This option will allow you to print out a report on non-stock items, when purchased and
from whom.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING
          PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press
          <ENTER>.

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **NON-STOCK PRODUCT HISTORY** and press
          <ENTER>.


```
POLSLSNSN – Non Stock Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:




                 Press <ENTER> for Lowest Vendor#.
                 Press <HOME> for Vendor# OPTIONS.
                 Press <ESC> to Reenter Sequence.
```

Enter Lowest Vendor# to Print:
    Enter the vendor to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report with the lowest numbered vendor. Press
    <HOME> to display vendor options, or press **<ESC>** to reenter the sequence.

Enter Highest Vendor# to Print:
    Enter the vendor number to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report with the highest numbered vendor. Press
    <HOME> to display vendor options, or press **<ESC>** to reenter lowest vendor#.
    item inquiry.

```
POLSLSIN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

                    Press <ENTER> for Lowest Item.
                    Press <HOME> for Item Inquiry.
                    Press <ESC> to Reenter Highest Vendor#.
```

Enter Lowest Item to Print:
    Enter item to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report with the purchase order with the lowest item.
    Press **<HOME>** to display the standard item inquiry.
    Press **<ESC>** reenter highest vendor#.

Enter Highest Item to Print:
    Enter item to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report with the purchase order with the highest item
    number. Press **<HOME>** to display the standard item inquiry.
    Press **<ESC>** reenter lowest item.

```
POLSLSiN – Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

                    Press <ENTER> for Lowest Date.
                    Press <ESC> to Reenter Highest Item.
```

Enter Lowest Date to Print:
    Enter date to begin the report with and press **<ENTER>,** or press
    <ENTER> to begin the report on the lowest dated purchase order. Press **<ESC>**
    reenter highest item.

Enter Highest Date to Print:
    Enter date to end the report with and press **<ENTER>,** or press
    <ENTER> to end the report on the highest dated purchase order. Press **<ESC>**
    reenter lowest date.

```
POLSLSIN - Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1. Receipt;
   2. Return;
   3. Direct.
                      Press <ENTER> for All Transactions.
                      Press <ESC> to Reenter Highest Date.
```

Type of Orders to Print:
   1. Receipt.
   2. Return.
   3. Direct.

  Enter **<1>** and press **<ENTER>** to print only orders in the receive stage.
  Enter **<2>** and press **<ENTER>** to print only orders still in the order stage.
  Enter **<3>** and press **<ENTER>** to print only orders that are returns/credits.
  Press **<ENTER>** to print ALL transactions.
  Press <**ESC>** to reenter highest date.

```
POLSLSIN - Inventory Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Enter Location to Print:

                     Press <ENTER> for Yes.
                     Press <ESC> to Reenter Serial Number.
```

  Enter Location to Print:
      Enter location code and press **<ENTER>,** press **<ENTER>** for all locations, or
      press **<HOME>** to display a listing of locations to select from.
      Press <**ESC>** to reenter transaction type.

```
POLSLSVN – Vendor Product History Report

Enter Lowest  Vendor# to Print:
Enter Highest Vendor# to Print:

Enter Lowest Item to Print:
Enter Highest Item to Print:

Enter Lowest Date to Print:
Enter Highest Date to Print:

Print Item Descriptions (Y/N)?

Type of Orders to Print:
   1.  Receipt;
   2.  Return;
   3.  Direct.

Enter Location to Print:

Are All Selections Correct (Y/N)?

                    Press <ENTER> for Yes.
                    Press <ESC> to Reenter Location.
```

Are All Selections Correct (Y/N)?.
     Enter **<Y>** and press **<ENTER>** to begin printing.
     Enter **<N>** and press **<ENTER>** to exit**.**
     Press **<ESC>** to reenter location.

NON STOCK PRODUCT HISTORY REPORT

```
                                                              CONV    DELV     DELV
P.O. #            DATE      TYPE   LOC   VENDR NAME       QTY   QTY    COST   EXT COST
==============  ==========  ======= ===== =========================== ====== ======= ======== =========

ITEM:   2487452 (PULLEY, IDLER)

6800            04/15/05    RECEIPT SC    00023 A & W INDUSTRIES     1     1    14.95    14.95
6888            04/26/05    RECEIPT SC    00023 A & W INDUSTRIES     2     2    14.95    29.90
6901            04/29/05    RECEIPT SC    00023 A & W INDUSTRIES     1     1    14.95    14.75
                                                              ===== =======          ========
                                                                4     4               59.80
```

This section contains a variety of ways to purge out data.

PURCHASE ORDER SYSTEM	
Daily Processing Programs	**Reports & Listings Programs**
(1) Order Entry/Modifications (2) Order Batch Print (3) Order Batch Faxing (4) Print Price Labels (5) Print Bar Code Labels (6) Order Edit List (7) Order Journal & Updates	(15) Open Order Report (16) Open Items Report (17) Open Order Report by Order Date (18) Vendor Product History Report (19) Inventory Product History Report (20) Non-Stock Product History Report
	Purge Programs
Inquiry Programs	**(21) Purge Completed/Deleted Orders** **(22) Purge Vendor & Inventory History File** **(23) Purge Non-Stock History File**
(8) Open Order by PO Number (9) Open Order by Vendor Number (10)Open Order by Item Number (11)Open Order by Order Date (12)Vendor Product History (13)Inventory Product History (14)Non-Stock Product History	**Delivery Report Programs**
	(24) Reprint Delivery Report (25) Purge Delivery Report Records
Select: (M) Return to Posting Menu (E) Exit to Monitor	

---

21.   PURGE COMPLETED/DELETED ORDERS_____

This option will allow you to purge out of the purchase order file any orders that have been completed, or deleted.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **PURGE COMPLETED DELETED ORDERS** and press **<ENTER>.**

```
POPRGISM – Purge/Reorganize Order Header & Order Line Item File


This program will purge and reorganize the
Order Header & Order Line Item File

Are you sure you want to continue? (Y/N):
```

   Once answered the purge starts immediately, there are no more questions to be answered, no "Are You Sure?" opportunities to exit before the purge starts.

This option will allow you to purge out vendor and inventory history records.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **PURGE COMPLETED DELETED ORDERS** and press **<ENTER>.**

```
POPRGISM – Purge/Reorganize Vendor & Inventory History File


This program will purge and reorganize the
Vendor & Inventory History File

Are you sure you want to continue? (Y/N):
```

   ARE YOU SURE YOU WANT TO CONTINUE? (Y/N):
      Enter **<Y>** and press **<ENTER>** to proceed. Enter
      <N> and press **<ENTER>** to escape out.

```
POPRGISM – Purge/Reorganize Vendor & Inventory History File



Enter Purge Date (mmddyy):


                    Press <ESC> to Exit.
```

   ENTER PURGE DATE (mmddyy):
      Enter the date that you want any records prior to that date
      to be removed. Press **<ESC>** to exit.

```
POPRGISM – Purge/Reorganize Vendor & Inventory History File


Enter Purge Date (mmddyy):

This program will purge all records prior to xx/xx/xx.
Are you sure you want to continue ? (Y/N)

                    Press <ESC> to Exit
```

   ARE YOU SURE YOU WANT TO CONTINUE? (Y/N):
      Enter **<Y>** and press **<ENTER>** to proceed. Enter
      <N> and press **<ENTER>** to escape out, or just press **<ESC>.**

23.   PURGE NON-STOCK HISTORY FILE_____

This option will allow you to purge out the non-stock history records.

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER**>.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER**>.

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **PURGE NON-STOCK HISTORY FILE** and press <**ENTER**>.

```
POPRGISM – Purge/Reorganize Non-Stock Items History File


This program will purge and reorganize the
Non-Stock Items History File

Are you sure you want to continue? (Y/N):
```

ARE YOU SURE YOU WANT TO CONTINUE? (Y/N):
     Enter **<Y>** and press **<ENTER>** to proceed. Enter
     <N> and press **<ENTER>** to escape out.

```
POPRGISM – Purge/Reorganize Non-Stock Items History File



Enter Purge Date (mmddyy):


                    Press <ESC> to Exit.
```

ENTER PURGE DATE (mmddyy):
     Enter the date that you want any records prior to that date
     to be removed. Press **<ESC>** to exit.

```
POPRGISM – Purge/Reorganize Non-Stock Items History File

Enter Purge Date (mmddyy):

This program will purge all records prior to xx/xx/xx.
Are you sure you want to continue ? (Y/N)

                    Press <ESC> to Exit
```

ARE YOU SURE YOU WANT TO CONTINUE? (Y/N):
     Enter **<Y>** and press **<ENTER>** to proceed. Enter
     <N> and press **<ENTER>** to escape out, or just press **<ESC>**.

```
                        PURCHASE ORDER SYSTEM

        Daily Processing Programs              Reports & Listings Programs

  (1) Order Entry/Modifications        (15) Open Order Report
  (2) Order Batch Print                (16) Open Items Report
  (3) Order Batch Faxing               (17) Open Order Report by Order Date
  (4) Print Price Labels               (18) Vendor Product History Report
  (5) Print Bar Code Labels            (19) Inventory Product History Report
  (6) Order Edit List                  (20) Non-Stock Product History Report
  (7) Order Journal & Updates                   Purge Programs

          Inquiry Programs             (21) Purge Completed/Deleted Orders
                                       (22) Purge Vendor & Inventory History File
  (8) Open Order by PO Number          (23) Purge Non-Stock History File
  (9) Open Order by Vendor Number
  (10)Open Order by Item Number                Delivery Report Programs
  (11)Open Order by Order Date
  (12)Vendor Product History           (24) Reprint Delivery Report
  (13)Inventory Product History        (25) Purge Delivery Report Records
  (14)Non-Stock Product History

  Select:        (M) Return to Posting Menu        (E) Exit to Monitor
```

24.   REPRINT DELIVERY REPORT

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press **<ENTER>.**

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press **<ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **REPRINT DELIVERY REPORT** and press **<ENTER>.**

```
  PORECAP – Purchase Order Delivery Report

  Enter Journal Number to Reprint:


             Press <ESC> to Exit w/o printing.
             Press <HOME> for a Journal Listing
```

Enter Journal Number to Reprint:
Enter the journal number to be reprinted and press **<ENTER>**,
press **<ESC>** to exit without printing, or press **<HOME>** to get a listing
of the delivery journals available to be reprinted. The number for a
delivery journal can be found on the original printout listed in ()
to the left to the page number.

```
  Run Date: 99/99/99        Purchase Delivery Journal      (00179)   Page: 1
```

<HOME>

```
                                    ┌─────────────────────────────────────┐
                                    │   Delivery Journal Number Listing    │
┌───────────────────────────────────┤                                     │
│ PORECAP - Purchase Order Deliver  │ Ln#    Number    Date        Loc     │
│                                   │  1     00042    05/13/04     SC       │
│ Enter Journal Number to Reprint:  │  2     00043    05/13/04     SC       │
│                                   │  3     00044    05/14/04     SC       │
│                                   │  4     00045    05/16/04     SC       │
│                     Press <ESC> t │  5     00046    05/20/04     SC       │
│                     Press <HOME> f │  6     00047    05/21/04     SC      │
└───────────────────────────────────┤  7     00048    06/01/04     SC      │
                                    │                                     │
                                    │ ─────────────────────────────────── │
                                    │  Enter Command or <HOME>            │
                                    └─────────────────────────────────────┘
```

Enter the line number displayed on the screen and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  PORECAP - Purchase Order Delivery Report                         │
│                                                                   │
│  Enter Journal Number to Reprint:                                 │
│                                                                   │
│  Enter Location ID to Print                                       │
│                                                                   │
│                     Press <ESC> to Reenter Journal.               │
│                     Press <ENTER> for All Locations.              │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Enter Location ID to Print:
Enter the location ID to print and press **<ENTER>,** or press **<ENTER>** for all. Press **<ESC>** to reenter journal number.

Is Everything OK ? (Y/N):
Enter **<Y>** and press **<ENTER>** to continue. Enter **<N>** and press **<ENTER>** to exit, or press **<ESC>** to reenter location.

25.   PURGE DELIVERY REPORT RECORDS_____

STEP 1:   From the **ORDER ENTRY/ACCOUNTS RECEIVABLE MENU,** select **DAILY PROCESSING PROGRAMS** and press <**ENTER>**.

STEP 2:   From **DAILY PROCESSING PROGRAMS,** select **PURCHASE ORDER SYSTEM** and press <**ENTER>.**

STEP 3:   From **PURCHASE ORDER SYSTEM,** select **PURGE DELIVERY REPORT RECORDS** and press <**ENTER>.**

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  POPRGISM – Purge/Reorganize Delivery Report File                 │
│                                                                   │
│                                                                   │
│  This program will purge and reorganize the                       │
│  Delivery Report File                                             │
│                                                                   │
│  Are you sure you want to continue? (Y/N):                        │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

ARE YOU SURE YOU WANT TO CONTINUE? (Y/N):
Enter **<Y>** and press **<ENTER>** to proceed. Enter **<N>** and press **<ENTER>** to escape out**.**

```
POPRGISM – Purge/Reorganize Delivery Report File


Enter Journal Number.......:
Enter Journal Date (mmddyy):
Enter Location ID..........:

                        Press <ESC> to Exit.
                        Press <ENTER> to all Journal Numbers
```

ENTER JOURNAL NUMBER:
    Enter the number of the journal to be deleted, or press <**ENTER**> for all journal numbers. Press **<ESC>** to exit.

ENTER JOURNAL DATE (mmddyy):
    Enter the date of the journal to be deleted, or press **<ENTER>** for all journal dates. Press **<ESC>** to exit.

ENTER LOCATION ID:
    Enter the location of the journal to be deleted, or press **<ENTER>** for all journal locations. Press **<ESC>** to exit.