Purchase Order
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Purchase Order

The Purchase Order application enables you to

- ➲ Enter orders for goods and services required from your vendors
- ➲ Create purchase orders to send to your vendors to request or confirm orders
- ➲ Log and post ordered items as they are received
- ➲ Generate reports for management, such as an Open Purchase Orders Report by vendor or item and detailed History by item within vendor

The Purchase Order application allows you to enter inventory items and print purchase orders to send to your vendor and replenish your stock. When the goods arrive, the item quantity received is recorded for each purchase order and when posted, automatically updates the item quantities – reducing the **On order** quantity and increasing the **On hand** quantity.

Each purchase order's basic information is stored in order header records (***pohedr.ism***) and specific information for each item ordered in line item records (***poline.ism***). The vendor with whom the order is placed, the address to which the order should be delivered, and how the order should be shipped, for example, is stored in order header records. The item ordered, the quantity ordered, and the cost per unit is stored in line item records.

When an order is received in full, Down To Earth can optionally close the order's header record so that no other transactions for the order can be entered. Even so, Down To Earth retains the order header record and its corresponding line item record(s) on file so you can view the order detail on your screen and include it in reports. When you're sure that you no longer need the information stored in an order header record(s) and its corresponding line item records, you can purge the order(s).

The Purchase Order application requires that you also install the Down To Earth Accounts Payable and Inventory applications. The Accounts Payable vendor file is used to process orders, and the Inventory item file is accessed and updated to reflect orders and receivings.

Purchase Order also requires that you define codes for your buyers, the different addresses to which your orders should be delivered, the methods by which you want your orders shipped, and the payment terms used for your orders. These codes are needed during order entry and can be created either prior to order entry via the Maintenance menu column or at the time of entry by using the "Field Maintenance" shortcut. To improve data entry efficiency, it is recommended that you create the codes you know you'll require before you enter any orders.

The forms required for printing of purchase orders can be purchased at any office supply store. You will need either NEBS 9055 or NEBS 9051 forms or a different brand name of equivalent format for purchase orders. With form 9051, you have the option of pre-printing your company name and logo on the form or having Down To Earth use the Company name as defined via the System Manager, "Company" selection of the Maintenance menu column. You can also choose the option to print 10 or 12 characters per inch.

1 Getting Started

To set up Purchase Order, select “Purchase Order” from the Inventory Control menu column. The Purchase Order main menu is displayed. From this menu, perform the following functions in the order specified below:

1. Set up your company for the Purchase Order application to determine how each company’s options are defined. You determine whether order numbers should be assigned automatically or manually, what form Down To Earth will use to print purchase orders, and if specific printers should be used to automatically print Purchase Orders and Labels. Other options are defined for purging and closing POs, if all quantities should be automatically set as received, and if you plan to order for multiple locations on the same order. Refer to the section, “Setting up your company,” in this manual for more detailed information.

2. Assign a code and define the addresses where you want the items you order to be delivered. These addresses are usually for your company’s office or warehouse locations, but they can also be for other locations where you frequently want your orders delivered. Although the field is user defined, we suggest that you assign the receiving address most frequently used as code **001**, the default value used in order entry. Follow the instructions in the section, “Defining receiving addresses” for more complete instructions.

3. If you have not defined all vendors from whom you purchase goods or services using the Accounts Payable application, define them via the “Vendors” Maintenance menu selection in either the Accounts Payable or Purchase Order applications. Follow the detailed instructions in the section, “Establishing vendors” in the Accounts Payable manual or if you only require a brief review, the Purchase Order manual. (Detailed instructions are found only in the Accounts Payable manual.)

4. Make a list of your employees who are allowed to place purchase orders and assign each authorized employee a unique Buyer code. Then enter these codes in Down To Earth. See the section, “Defining buyer codes” for complete instructions.

5. If you have not created a code for each shipping method to be used for delivery of goods to your receiving addresses (UPS ground, Air freight, Rail, Ground freight, etc.) using either the Accounts Receivable or Order Entry applications, create them now. Create them in Purchase Order by selecting “Shipping codes” from the Maintenance menu column. Follow the instructions in the sections, “Defining shipping codes” in either the Accounts Receivable, Order Entry, or Purchase Order sections of your manual.

6. If you have not created a Terms code for each combination of payment terms that your vendors apply to your purchases using the Accounts

Payable application, create them in Purchase Order by selecting “Terms” from the Maintenance menu column. Refer to the sections, “Defining terms codes” in either the Purchase Order or Accounts Payable sections of your manual. (Detailed instructions are found only in the Accounts Payable manual.)

7. If you have not defined each good or service that you order from your vendors using the Inventory, Order Entry, or Bill of Materials application, create them in Purchase Order by selecting “Items” from the Maintenance menu column. Refer to the sections, “Defining inventory items” in either the Purchase Order, Order Entry, Bill of Materials, or Inventory sections of your documentation. . (Detailed instructions are found only in the Inventory manual.)

8. Enter all orders for which the requested goods or services have not been received in full. Follow the instructions in the Transaction Menu column section, “Entering orders.” Then print an Orders Entered List and an Open Purchase Orders Report to check your entries for accuracy. To print these reports, follow the instructions outlined in the respective “Reports/Inquiry” sections in this manual..

2 The Maintenance Menu Column

The Maintenance menu column enables you to define the codes and records needed to process Purchase Order transactions. It contains entries that enable you to

- ➲ Create codes for authorized buyers and shipping methods
- ➲ Define or modify vendor and receiving address information
- ➲ Define or modify your inventory item masters
- ➲ Set up your company to determine how Purchase Orders will be processed

Most Maintenance menu column selections can also be accessed from either the Accounts Payable, Accounts Receivable, Inventory, or Order Entry applications. Because there are other codes required to define a new vendor or item, it is suggested that you define your original vendor and item IDs via their respective applications. Terms are also defined via the Accounts Payable application while Shipping codes can be defined via the Accounts Receivable or Order Entry applications.

The entries in the Maintenance menu column can also be accessed when you are processing Transaction menu column functions. Such access enables you to add new codes or to change existing codes as needed, without leaving transaction processing. If you're entering an order and discover that the vendor has not been defined in Down To Earth, for example, you don't need to back out of your order and lose the data you entered to define the new vendor.

2.1 Defining receiving addresses

Receiving addresses tell where the goods or services your company orders should be delivered. These addresses are usually for your company's office or warehouse locations, but they can also be for other locations where you frequently want your orders delivered. For example, you may want to define receiving addresses for customer warehouses other than defined for the customer ID, if you frequently drop ship orders there.

You should define each address to which orders are delivered on a regular basis. The receiving address used most often should be assigned the code value of **001**. (When entering orders, the default **Ship to** address code is **001**.) If orders should be delivered to different dock numbers within your warehouse, define a separate address for each dock number. Defining receiving addresses entails assigning them codes and entering these codes and addresses in Down To Earth.

You'll be required to enter a receiving address when you enter purchase orders but have the following options:

- ✔ Press <Return> without entering any data to enter the default value, **001**, and display the receiving address assigned to that code.

- ✔ Enter a pound sign (#) immediately followed by any other receiving address code on file. (The address code value is case sensitive.)
- ✔ Enter a customer ID code without a pound sign (#) to request that the order be sent directly to the address stored in a customer's file.
- ✔ Enter a period (**.**) to manually enter the address to which you want the order delivered.

To define or modify a receiving address, select "Receiving addresses" from the Maintenance menu column. The Receiving Address Maintenance window is displayed.

Receiving Address Maintenance window

Receiving address code: Enter a unique code up to three characters long for the receiving address you are defining. This field is case sensitive! If the address code was defined as uppercase alpha characters, it must be entered in the order as uppercase, too. To list the existing receiving address codes, press the "Find" shortcut.

The most frequent receiving address should be assigned the code **001**. (The default **Ship to** field value during purchase order entry is **001**.) Other alternate receiving address codes can be assigned by associating an alpha code that better describes the actual inventory locations of your business. These can also correspond to the actual location code defined for your inventory. For example

	IN Location code	Receiving address code
Sacramento warehouse	**SAC**	**SAC**
Memphis warehouse	**MEM**	**MEM**

This convention of assigning codes will suffice as long as each inventory location has only one address. If an inventory location has more than one address to which goods should be delivered — for example, more than one dock number — you must devise some other convention to assign receiving address codes. You might assign, for example

	Receiving address code
Sacramento warehouse - dock 1	**SC1**
Sacramento warehouse - dock 2	**SC2**

When you press <Return>, Down To Earth redisplays the code you entered as it will be stored internally. Numeric codes that are less than three characters long are right-justified and padded with leading zeros (a code entered as **12** is stored as **012**). Codes that include any alphabetic characters are stored exactly as entered, right filled with blanks, regardless of their length.

Address 1 and 2: Enter the street address or post office box to which goods or services should be delivered at the **Address 1** prompt. If a suite or dock number (for example) is required, you can enter it at the **Address 2** prompt. You can enter up to 25 characters on each address line.

City: Enter the name of the city to which goods or services should be delivered. Up to 20 characters are allowed.

State: Enter the two-character postal code for the state (or Canadian province) to which goods or services should be delivered. For California, for example, you'd enter **CA**.

Zip code: Enter the zip code. You can enter up to nine characters. Do not include a hyphen; if the zip code is longer than five characters, a hyphen will be inserted automatically when the zip code is printed on reports and purchase orders. If the zip code is 95670-6030, for example, you'd enter **956706030**.

When you're sure the address you entered in the preceding fields is correct, press <Return> to record the receiving address information. If you don't need to define another receiving address, press the "Exit window" shortcut to return to the Purchase Order menu.

2.2 Establishing vendors

Vendors are companies or individuals from whom you purchase goods or services. Before you can order goods or services from a vendor, the vendor master must be defined for your company. Defining a vendor requires that you assign the vendor an ID code and that you enter such basic information as the vendor's name, address, telephone number, and status.

NOTE: Please refer to the section of the Accounts Payable application manual, "Establishing vendors," for detailed instructions and field description of Vendor Maintenance input windows.

Within the vendor master, the first address is printed on the checks unless a **Remit to** address is defined. **Sort name** field value is used when using the "Find" shortcut within the Vendor ID field, anywhere in the applications. The Terms code defined here determines the default discount date and amount (if any) as well as the invoice due date when entering invoices. The **1099 code** and **G/L account** values are also displayed during invoice entry as defaults. The **SSN or Fed ID** is printed on the 1099 forms. All other fields are for information or reporting criteria.

To define or modify the vendor master record for the company you're processing, select "Vendors" from the Maintenance menu column. (You must be logged into the company for which you're defining the vendor.) The Vendor Maintenance window is displayed.

You can only create purchase orders for vendors who were defined for your company. If a particular vendor sells to more than one company for which Down To Earth is being used, you must define that vendor for each of those companies. Vendor ID codes are also used in Accounts Payable and vendors can be defined using that application as well.

2.3 Defining buyer codes

Buyer codes enable you to identify received goods with the purchaser or employee who requested them. You should assign a buyer code to each employee authorized to request purchases. You'll need these buyer codes when you enter purchase orders.

Buyer codes are primarily for information, however, the Open Orders by Vendor report does have the **Starting** and **Ending Buyer** code as a report criteria. To define a buyer code, select "Buyer codes" from the Maintenance menu column. The Buyer Code Maintenance window is displayed.

Buyer Code Maintenance window

Buyer code: Enter a unique code up to three characters long for the buyer you are defining. To list the existing buyer codes, press the "Find" shortcut. Though not required, we recommend that you use initials for buyer codes to improve entry efficiency. Some examples are

TW	Thomas Wilson
SJJ	Samuel J. Johnson
SEJ	Samuel E. James

When you press <Return> to enter your selection, the buyer code is redisplayed as it is stored internally. Numeric codes that are less than three characters long are right-justified and padded with leading zeros (a code entered as **12** is stored as **012**). Codes that contain alphabetic characters are stored and used as entered, right filled with blanks, regardless of their length.

Description: Enter a description for this buyer. You can enter up to 25 characters. We recommend that you enter the buyer's complete name. See the descriptions used for the examples above.

When you're sure the information you entered is correct, press <Return> to write the buyer code to the codes file. The cursor displays in the **Buyer code** field for additional entry or you can press the "Exit window" shortcut to return to the Maintenance menu column.

2.4 Defining shipping method codes

Shipping codes enable you to specify the method that should be used to ship each order. You should assign a unique three-character code to each shipping method used by your companies.

It is suggested that the most common shipping method be defined as the first record in the file. For example, if you are using numeric codes, assign the most frequently used shipping method as the lowest number. For alphabetical codes, assign one using a letter at the beginning of the alphabet. The first record in the file is used as the default value when entering an order.

NOTE: Down To Earth uses the shipping codes for all companies; therefore, you only need to enter the codes once, while logged into any company. You can then utilize these same codes for any company, within Purchase Order, Order Entry, or Accounts Receivable, regardless of the company for which they were originally defined.

To define a shipping code, select "Shipping codes" from the Maintenance menu column in either the Purchase Order, Order Entry, or Accounts Receivable application. The Shipping Code Maintenance window is displayed.

Shipping Code Maintenance window

Shipping code: Enter a unique three-character code for the shipping method you are defining. If you are changing the data for an existing shipping code, you can use the "Find" shortcut to display a list of existing codes and their descriptions.

Description: Enter a description of the shipping method you are defining.

Press <Return> to process your data and clear the window so you can enter the next shipping code. When you're done entering shipping codes, press the "Exit window" shortcut to return to the Maintenance menu column.

2.5 Defining terms codes

Terms codes enable you to specify your understanding of the payment conditions under which you are placing an purchase order. You can use a terms code to specify when you believe payment for an order is due and the percentage of discount (if any) that should be applied if you pay the invoice early. You should assign a terms code to each combination of payment terms that your vendors apply to your purchases.

To define a terms code, select "Terms codes" from the Maintenance menu column. The A/P Terms Code Maintenance window is displayed.

NOTE: Terms codes are also used in Accounts Payable and can be created using that application as well. Please refer to the section, "Defining terms codes," of the Accounts Payable application manual for detailed instructions and field definitions re defining or maintaining terms codes via the Terms Code Maintenance window.

2.6 Defining inventory items

For the purpose of Purchase Order Entry, "inventory items" are goods or services that you order from your vendors. Before you can enter a purchase order for an item, that item must be defined for your company.

NOTE: Please refer to the section, "Maintaining inventory item records," of your Inventory application manual for detailed instructions and specific field descriptions of the Inventory item master maintenance windows.

Defining an inventory item entails assigning an ID code to the item and entering such basic information as the location where the item is stored, the item's unit weight, the units in which the item is bought and sold, if the item is serialized, and reorder information. The assigned item ID code along with the code for the item's location will be used to identify the item within Down To Earth. Therefore, if an item is stored in more than one inventory location, you must define that item for each of those locations. You can enter the item for each location via the "Items" selection of the Maintenance menu column (Inventory or Order Entry application) or via "Copy items from/to locations" in the Miscellaneous menu column of the Inventory application.

Suppose, for example, that you have three different warehouses (inventory locations 100, 200, and 300) and that item 1000 is stocked in each of these warehouses. You must define item 1000 three times: once for location 100, once for location 200, and once for location 300.

You will also need to define the following codes prior to entering an item master record. These codes must be defined either via the respective Maintenance menu selection within the Inventory application or by using the "Field maintenance" within the Item entry windows.

- ✔ Location
- ✔ Unit-of-measure
- ✔ Category

If desired, you can also enter codes to specify

- ✔ How the item should be cataloged (or sorted) on lists and reports
- ✔ How often the item should be inventoried

The item master also carries information such as the primary vendor ID, their item number, and their cost to you. The cost/price/quantity information, historical sales/cost totals, extended description, and if applicable, the serial/lot numbers, are all carried and entered in their individual input window.

To define or modify item master information for your company, select "Items" from the Maintenance menu column. (You must be logged into the company for which you are defining the inventory item.) The Item Maintenance window is displayed.

When entering orders, you can only enter ID codes for items that were defined for your company. If an item is sold by more than one company for which Down To Earth is being used, you must define that item for each of those companies. Item ID codes are also used in Inventory, Purchase Order, and Bill of Materials and can be defined using those applications as well.

2.7 Setting up your company

Before using Purchase Order, you must enter information to determine the options to be utilized by your company. The information defined determines the type of format to be used to print purchase orders and whether order header and line item records are purged when orders are fully received or if the invoice for an order must also be posted (via Down To Earth Accounts Payable application). Purchase Order can also be customized for your company by defining such options as

- ✔ Automatically or manually assign numbers to your purchase orders
- ✔ Automatically send purchase orders and receivings labels to printers set up solely for those purposes
- ✔ Optionally retain transaction detail in the history file (***pohist.ism***)
- ✔ Set all quantities as received automatically or require the operator to enter the quantities received for each line item
- ✔ Automatically close the order when it is received or require the operator to manually close the purchase orders
- ✔ If you plan to order for multiple locations on the same order.

To set up your company for Purchase Order, select “Company” from the Maintenance menu column. The Company Maintenance window is displayed.

NOTE: If you will be recording purchase order data for more than one company, Purchase Order information must be entered for each of those companies.

Company Maintenance window

Company code: The code of the company you’re processing is displayed. If your company has already been set up for Purchase Order, its defined data is also displayed. To correct any of this data, use the editing commands from the Input menu column.

If your company hasn’t been set up for Purchase Order, you must enter the information for your company in the fields discussed below.

Automatic order numbers: To enable Down To Earth to automatically assign the next sequential order number to each purchase order, choose **Yes** from the displayed selection window. If you want to assign your own order numbers, choose **No**.

Next order number: If you entered **Yes** in the **Automatic order numbers** field, enter the next order number you want Down To Earth to assign. If you entered **No**, just press <Return> to enter **0,** the default value.

Order numbers must be whole numbers less than or equal to **999,999**.

Purchase order form number: From the displayed selection window, choose the form type you will be using to print invoices. Your choices are

1 NEBS 9055
5 NEBS 9051 (blank) 10cpi
6 NEBS 9051 (company) 10cpi
7 NEBS 9051 (blank) 12cpi
8 NEBS 9051 (company) 12cpi

Select **5** or **7** if your company's name is already printed on the blank invoice form. Select **6** or **8** if Down To Earth should print your company's name on the blank invoice form when it prints purchase orders. (The Company name printed by Down To Earth is the value entered in the **Name** field when your company was defined in the System Manager application, "Company" selection of the Maintenance menu column.)

Purchase order printer: Enter the number of the printer on which you want purchase orders printed automatically. (Printer numbers are assigned via the "Printer specifications" entry from the Maintenance menu column in System Manager.) Valid entries are whole numbers from **00** through **24**. If you enter **00**, you will be prompted for the printer number each time purchase orders are generated. A value between **01** and **24** will automatically send all invoices to that printer.

Labels printer: Enter the number of the printer on which you want labels printed automatically. Valid entries are whole numbers from **00** through **24**. If you enter **00**, you will be prompted for the printer number each time labels are created. A value between **01** and **24** will automatically send all invoices to that printer.

Keep history: If transaction detail should be retained in the history file (***pohist.ism***) after transactions are posted, select **Yes**. If transaction detail should not be retained in the history file, select **No**.

We suggest that you do retain transaction history. You can delete it at any time using the "Purge history" entry from the Miscellaneous menu column. Also, a History Report cannot be printed if transaction history is not retained.

Purge type: Your selection in this field determines which order header and line item records are purged when you use the "Purge orders" function from the Miscellaneous menu column and purge **All** orders (by entering a value of **0** for the **Order ID** field).

- ✔ If order header and line item records should be purged for any orders that are fully received and posted, choose **Completed**.
- ✔ If you're also using the Down To Earth Accounts Payable application and don't want order header and line item records purged until the invoice for the order has been entered and posted, choose **Paid**.

Multiple locs/order: Choose **Yes** if you want to allow items from multiple locations to be included on a single order. Choose **No** if all items on an order must be ordered and received for a single location.

Auto receive quantities: Choose **Yes** if you want Down To Earth to assume that all quantities entered on the purchase order are received when logging receipts. The operator then enters zero (0) in the quantity received of the exceptions (those items not received). Choose **No** to manually enter all quantities received. The system will assume all quantities received are zero (0) when selecting the menu option “Enter receivings.” The operator must manually enter all quantities received.

NOTE: Changing this option value only affects purchase orders entered from the point in time forward. For example, if Down To Earth is entering zero (0) for quantities received and you change the **Auto receive quantities** field to **Yes**, existing PO’s will still require the operator to enter the quantities received. PO’s entered after the change will assume the quantities ordered as the quantities received.

If your business generally receives the entire quantity ordered for a given item, choose **Yes**. If items you order are frequently backordered, shipped to you at different times, or shipped via different methods, choose **No**.

Automatic close when recvd: If after receiving and posting an order, you want the program to close the order automatically, choose **Yes**. If you want to leave the order open, choose **No**. If you choose **No**, after receiving and posting an order, the status will be set to partial, and you can receive against it again.

For example, if your business generally receives the entire quantity ordered for items ordered, choose **Yes**. If items you order are frequently backordered, shipped to you at different times, or shipped via different methods, choose **No**.

By indicating that you do not want Down To Earth to close the received orders automatically, you must then manually close all of your orders (using the “Close order” function in the Miscellaneous menu column). When you no longer require access to received/closed orders, you can also purge either a single or all closed orders.

When you’re sure the information you entered in the preceding fields is correct, press <Return> to record the company definition and return to the Purchase Order menu.

3 The Transaction Menu Column

The entries in the Transaction menu column are most the menu selections most often used on a regular basis. These entries enable you to

- ➲ Enter and print purchase orders to send to your vendors
- ➲ Place a purchase order on hold
- ➲ Print worksheets to record delivered items as received
- ➲ Enter, proof, and post delivered items as received and automatically update inventory item quantities
- ➲ Cancel receivings if entered in error
- ➲ Print receivings labels for delivered items
- ➲ Print a list of items back ordered on customer orders prior to posting receivings entered

3.1 Entering purchase orders

All orders for goods or services from your vendors are entered in the Purchase Order application by selecting "Enter orders" from the Transaction menu column. Two types of records are created to make one complete order: an order header record (written to the ***pohedr.ism*** file)and line item records for each item ordered(written to the ***poline.ism*** file).

The first type of record, the order header record, contains basic information about the order. Information includes the ID code of the vendor with whom the order is placed, the address to which the order should be shipped, order date and status, if it is for a specific customer/order, shipping method, terms, buyer code, and general comments.

Line item records are created for each item ordered. They contain the specific information for that item including, your vendor's item ID, unit of measure, the quantity ordered, the cost per unit, discount percent if any, and the date the item is required.

Order options: There are options offered for entry and printing of purchase orders to fit your company's method of operation. Please be sure you are familiar with the settings defined for your Purchase Order and Inventory company ("Company" Maintenance menu column selection) regarding:

- ✔ manual or automatic assigning of order numbers
- ✔ All items entered with an order must be delivered to the same location unless **Multiple locs/order** field in the Company menu entry is set to **Yes.**

- ✔ the option of entering/scanning a valid UPC code for the item ID, if the **UPC lookup** field value is defined as **Yes** (in the Inventory application, “Company” Maintenance menu selection).
- ✔ printers assigned for automatic printing of the purchase order
- ✔ forms to use and the number of characters per inch (cpi) to print

To enter orders for goods or services, select “Enter orders” from the Transaction menu column. The Order Header window is displayed.

Order Header window

Order no: If Purchase Order is set to automatically assign order numbers for your company, just press <Return> to enter **0**. Once you complete the Order Header window, Down To Earth will assign the next sequential order number on file to the order and display that number in this field.

If Purchase Order is not set to assign order numbers automatically, enter a whole number for this order. The maximum order number you can assign is **999,999**.

If you entered **0** in the **Order no** field and your company is defined to manually assign the order numbers, the message “An order number is required” is displayed. Press <Return> to reposition the cursor on the **Order no** field so you can manually assign an order number. The message “Order header not on file” displays if your company is defined to automatically assign order numbers and you enter a number not yet assigned.

Enter an existing order number to display the header information for that purchase order in the Order Header window.

Vendor: Enter the ID code assigned to the vendor with whom you want this order placed. When you press <Return>, the vendor’s name and address are displayed. To search for a vendor by sort name, press the “Find” shortcut. You can also search for a vendor by the first several characters of the vendor ID code. If you need to define a new vendor, press the “Field Maintenance” shortcut to access the “Vendors” function from the Maintenance menu column.

NOTE: If the Vendor ID entered in this field is assigned to the item ID you are ordering, the <u>vendor’s</u> item ID and cost is automatically entered for that line item. The vendor ID, corresponding item ID, and unit cost must be defined in your item ID master, via the Vendors input window.

Ship to: Enter the code combination to display the address where you want this order delivered (see below for a complete list of options). To list the receiving address codes previously defined, press the “Find” shortcut or use one of the following methods to specify the address to which an order should be shipped:

- ✔ Press <Return> without entering any data to enter the value **001** and display the receiving address on file assigned to that code.

- ✔ Enter a pound sign (#) immediately followed by any other receiving address code on file. This field is case sensitive! If the address code was defined as uppercase alpha characters, it must be entered here as uppercase.
- ✔ Enter a customer ID code <u>without</u> a pound sign (#) to request that the order be sent directly to the address stored in a customer's file. The order will be sent to the address that was entered when the customer was defined in Accounts Receivable or Order Entry.
- ✔ Enter a period (**.**) to manually enter the address to which you want the order delivered. The cursor is then positioned on the first line of the address fields. After typing text in an address field, press <Return> to move the cursor to the next address field. The city name, two-character postal code, and zip code must be entered in the first, second, and third fields of the last address line. You can enter up to 25 characters in each of the first three address lines, up to 20 characters for the city name, and up to nine characters for the zip code.

Telephone: The telephone number for the vendor is displayed. Just press <Return> to include this telephone number in the order. To enter a different telephone number for this order, enter up to 14 characters, unformatted. Formatting is done automatically as follows: (**aaa**)**ppp-nnnn/eeee**, where **aaa** is the area code, **ppp** is the prefix, **nnnn** is the number, and **eeee** is the extension.

Confirmed with: Optional. Enter the name of the vendor representative with whom you placed or confirmed this order. You can enter up to 20 characters.

Order type: If this order should not yet be processed, choose **Hold** from the displayed selection window. Otherwise, choose **Order**.

Just as you can ask a sales clerk in a department store to hold merchandise, you can place an order entered in Purchase Order on hold. You might want to place an order on hold, for example, so you can check sales prices with other vendors before processing an order. If an order is on hold, no purchase orders can be printed and no receivings can be entered or posted for that order.

Order date: Enter the date this order was placed. If you press <Return> without typing a date, the current system date is entered by default.

Required by: Enter the date by which you must receive this order. If you press <Return> without typing a date, the current date is entered by default.

Customer ID: Optional. If this order is being placed to fill a particular customer order, enter the ID code of the customer that placed the order. The "Find" function is not enabled in this field and the value entered is not verified against the customer master data file (***arcust.ism***). Customers are defined via either the Accounts Receivable or Order Entry application. The customer ID code and order number — which you'll enter in the next field — will enable you to associate this purchase order with the customer order when the order is delivered.

Cust order: Optional. If this order is being placed to fill a particular customer's order, enter the number of that order. The "Find" function is not enabled in this field and the value entered is not verified against the order file (***oehedr.ism***). Customer order numbers are assigned when an order is entered via Order Entry. The order number and the customer's ID code will enable you to associate the purchase order with the customer order when the order is delivered.

Order status: To enter a new order, choose **Open** from the displayed selection window. If the order being entered is partially shipped, select **Partial** or if the order should be closed, select **Closed**. Down To Earth automatically changes the order's status as transactions are processed:

O - Open	open order
P - Partial	a portion of the order has been delivered and posted as received but there are lines that are not fully received at the time
R - Received	the order is in the process of having receivings entered against lines in the order
C - Closed	the order is completely shipped or manually closed by an operator

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NOTE: If the **Automatic close when recvd** field in the Company file is set to **Yes**, **C** for **Closed** will be displayed once the entire order has been delivered. No transactions can be entered for an order whose status is **Closed**. If the **Automatic close when recvd** field is set to **No**, **P** for **Partial** will be displayed, and you can receive against the order again.

Ship via: Enter the code for the method by which you want this order shipped. If this order should be shipped via the default method (lowest shipping code on file), just press <Return>. To list the defined shipping codes, press the "Find" shortcut. If you need to add a new shipping code, press the "Field Maintenance" shortcut to access shipping code maintenance. When you press <Return>, the description for the selected shipping code is displayed.

FOB: If the shipping charges will be paid by the vendor, choose **Origin**, the default value, from the displayed selection window. If your company will pay the shipping charges, choose **Destination**.

Col/PPD: From the displayed selection window, choose whether the freight charges are **Prepaid** or **Collect** upon receipt. Pressing <Return> in this field entered the default value, **Collect**.

Location: Press <Return> to enter the first location code in the file as the default value or enter the code of the inventory location where the ordered goods will be stored. To list the available location codes, press the "Find" shortcut.

If **Yes** was selected at the **Multiple locs/order** field (via the "Company" entry in the Maintenance menu column) to allow receiving to multiple locations, you can override this location on each detail line. If you are entering or scanning UPC numbers, and the number for the item is not in the default location, Down To Earth will search other locations for an item with that UPC number. If one is found, the proper location code will automatically be displayed. If **No** was selected at the **Multiple locs/order** field, every detail line will use this location.

Terms: The default terms code for this vendor is displayed. Either press <Return> to enter this code, or enter a different code in the field. When you press <Return>, the Terms code's description is displayed. To list the terms codes previously defined, press the "Find" shortcut. Press the "Field Maintenance" shortcut to add a new Terms code now.

Buyer: Enter the buyer code assigned to the employee who requested this order. If this order was requested by the buyer whose code is **001**, just press <Return>. Down To Earth will enter code **001** by default. To list the defined buyer codes, press the "Find" shortcut. If you need to add a new buyer code, press the "Field Maintenance" shortcut. When you press <Return>, the buyer's name or description is displayed.

NOTE: The Open Orders by Vendor report can be created for a single or range of buyer codes comparing the **Buyer code** entered in the purchase order header with the **Starting buyer** and **Ending buyer** fields in the report criteria.

Comments: If comments for the entire order should be printed on the purchase order and receivings worksheet, enter them in this field. You can enter two lines of comments up to 40 characters each. When you get to the end of the first line, do not press <Return>; Down To Earth will automatically wrap the text to the next line. To control cursor movement, you can use the commands from the Input menu column.

When you're sure the information you entered in the preceding fields is correct, press <Return> to create an order header record. The Line Items window is automatically displayed.

Line Items window

Up to 998 line items can be entered per order. Down To Earth automatically assigns each item the next available line number and positions the cursor on the **Type** field. You can, however, move back to the **Line number** field and change the default line number or view the line items that were already entered. To view the previously entered line items, press the "Find" shortcut. If you don't want to select one of these items, press the "Abort entry" shortcut to return to the **Line number** field.

Line number: The next available line number is displayed in this field. If you're entering a new order, **001** is displayed. Press <Return> to enter the displayed value or enter the applicable line number.

NOTE: To display a list of the line items entered on the order thus far, use the "Find" shortcut to display the line number, item ID, item description, quantity ordered and dollar amount of value. The display window lists up to eight lines per window. Use the "Next page" shortcut to view the next page of eight lines.

Type: From the displayed selection window, choose **I - stock item** if you normally stock the line item and an item master record already exists or will be created using the “Field Maintenance” shortcut.

Choose **N - non stock** if you don’t normally stock the line item and the item does not have an item master defined. Choosing **N - non-stock** requires entry of each of the following fields with no default data displaying. These values entered determine the costs and information for updating the purchase order history (***pohist.ism***). Non-stock items are considered one-time only items and because there is no item master record, controlled quantities and item costs do not apply.

Location: Enter the location code for this line item. The location entered in the order header will be displayed in this field. If **No** was selected at the **Multiple locs/order** field (via the “Company” entry in the Maintenance menu column) and multiple locations are not allowed, the displayed location code cannot be changed.

Item ID: Enter the ID code of the item being ordered or if a scanner is available and the UPC code has been defined in the item master, scan the item’s UPC number. If you don’t remember the ID code you need to enter, you can use the “Find” shortcut to search for it according to the item’s search name or by a meaningful portion of the code itself. If you need to create a new item record, press the “Field maintenance” shortcut.

You also have the option of entering/scanning a valid UPC code for the item ID, if the **UPC lookup** field value is defined as **Yes** in the Inventory application, “Company” Maintenance menu selection.

Stocked items automatically display the item description, vendor item ID (if defined), and unit-of-measure code after pressing <Return>. The cursor will be positioned at the **Qty ordered** field. If you want to change any of the prior fields, use the editing features to move to those fields. Non-stocked items require manual entry of each of the following fields.

After an item ID has been entered there are two options available for inquiry/input access, view/enter an extended description and display a list of other items you ordered from this vendor.

1. Press the “Extended description” shortcut (usually the <F9> key) to view the extended description for the current line item. Once you view the extended description, it is also entered as line item remarks on the purchase order and receivings worksheet.

   You can also use the “Extended description” shortcut to modify the printing of the extended description for this item or if one is not already defined for an item, enter up to 600 characters of description as remarks.

   If you need to only view the extended description and don’t want it to print as a line remark, press <Delete> after viewing the information to blank out the Remarks window. You can then press <Return> to continue entering the order.

If you are changing an existing order, extended descriptions are automatically displayed when you press <F9>. If you then want to leave the information in the remarks, press <Return>. If you want to delete the information, press <Delete> to blank out the Remarks window.

2. You can use the "Search" shortcut to display a list of other items you ordered from this vendor. The display includes the order number, item ID, description, quantity ordered, price, and unit of measure. The displayed information is retrieved from the Order History file (***pohist.ism***).

Description: If the item you selected is defined in Down To Earth for the specified location, its description is displayed when you press <Return>. If this item was not defined in Down To Earth or you are entering an order for a non-stocked item, manually enter a description for the item. You can enter up to 30 characters in the **Description** field. If information about the vendor from whom you're ordering this item was entered when the item was defined, the vendor's ID code and the sales price for the item are displayed in the **Vendor item** and **Unit cost** fields discussed below.

Vendor item: Optional. If this item is defined in Down To Earth and a part number for this vendor is defined, that part number is displayed by default. To enter the displayed part number, press <Return>. If no part number is displayed, manually enter the vendor's identification code for this item. You can enter up to 12 characters. To leave this field blank, press <Return> without entering any data.

NOTE: The value you enter in this field, prints on the purchase order; not the number entered in the **Item ID** field. Both the vendor ID and your internal item ID print on the receivings worksheet.

UOM: If this item was defined in Down To Earth, the code for the units in which you purchase this item is displayed. To enter this unit-of-measure code, press <Return>. To enter a different unit-of-measure code, type over the displayed code.

If this item is not defined in Down To Earth, manually enter the code for the type of units you're purchasing. For example, **DOZ** for Dozen, **EA** for each, or **CS** for case are all valid examples of units for which unit-of-measure codes might be assigned in Inventory. To list the defined unit-of-measure codes, press the "Find" shortcut. When you press <Return> to enter the code you selected, its description is displayed.

Qty ordered: Enter the number of units you're ordering. To order 1-1/2 units of an item, for example, enter **1.5**. If you press <Return> without entering a quantity, **1.000** is entered by default. Pressing <Return> after entering the quantity ordered also enters the default values in the remaining fields. Use the Input menu column features to edit and line item fields, then press <Return> to write the record out and place the cursor in the **Remarks 1** field.

The maximum value you can enter in the **Qty ordered** field is **999,999.999**. If you don't include a decimal point in your entry, only six digits can be entered and Down To Earth will insert a decimal point after the last digit entered.

Unit cost: The default cost for one unit of this item is displayed. The default cost is one of two values from the item's record and is determined as follows:

- ✔ If the item ID has a unit cost specified for this vendor (within the Vendors input window of the item master), that value is used as the default, regardless of the UOM factor defined for the item. If the vendor is associated with this item and the unit cost value is **.00**, the value **.00** is entered, and you must enter any applicable unit cost here.
- ✔ If no vendor is associated with this item ID, and a UOM factor of 1 is specified, the value stored in the **Last cost** field of the item master is used as the default unit cost value.
- ✔ If no vendor is associated with this item ID, and the UOM factor is *not* equal to 1, no default is used, the value **.00** is entered, and you must enter any applicable unit cost here.

Down To Earth calculates the total cost for the quantity you're ordering (quantity times unit cost) and displays that total next to the value in the **Unit cost** field.

Disc pct: If the vendor applies a sales discount for this item, move to this field and enter the percentage of that discount. The maximum value you can enter is **99.99**.

Date required: The date you entered in the **Required by** field in the Order Header window is displayed. If this line item is required by a different date, move to this field and enter the date by which it is required. This field is for information only.

When you're sure the data you entered in the preceding fields is correct, press <Return> to create a line item record. The Remarks window is then displayed to add up to two lines, 60 characters each, in addition to the Extended description you may have chosen to print with this line item.

Remarks window

If you want remarks for this line item printed on the purchase order, worksheet, or both enter those remarks in the fields discussed below. If no remarks should be printed for this line item, press the "Exit window" shortcut to return to the Line Items window **Type** field.

Remarks 1: If you want to print any comments on the invoice or picking ticket for this line item, type the comments you want printed and press <Return>. You can enter up to 60 characters in this field.

Locate 1: From the displayed selection window, choose whether you want the remarks you entered above to be printed on the **Purchase order**, on the **Worksheet**, or on **Both** the purchase order and the worksheet.

Remarks 2: If you want to print any other comments on the invoice or picking ticket for this line item, type the comments you want printed and press <Return>. You can enter up to 60 characters in this field.

Locate 2: From the displayed selection window, choose whether you want these additional remarks printed on the **Purchase order**, on the **Worksheet**, or on **Both** the purchase order and the worksheet.

When you're satisfied with your remarks, press <Return> to enter them in your system. The Remarks window is removed from your screen. You can enter additional items that you want ordered from this vendor in the Line Items window, or you can press the "Exit window" shortcut if you're finished with this order.

If you are finished with the "Enter orders" function (you're finished entering orders) press the "Exit window" shortcut again.

3.2 Creating purchase orders

A purchase order is a printed document that you can generate and send to your vendors to place or verify your orders.

Purchase orders can be printed for all orders, a sequential series of order numbers, or a single order that was entered using the "Enter orders" function. To create purchase orders, select "Print purchase orders" from the Transaction menu column. The Purchase Orders window is displayed.

NOTE: We recommend that you generate a list of the entered orders and check the entries on the list for accuracy before you create purchase orders. To create a list of the entered orders, select "Orders entered" from the Reports menu column and specify the starting and ending date and starting and ending order.

The format of the purchase order, the number of characters per inch (cpi) printed, and if the orders are to be automatically printed to a specific printer is determined when defining your company via "Company" selection of the Maintenance menu column. Based on these options, the purchase order include information from both the header (***pohedr.ism***) and line items (***poline.ism***) files such as Vendor ID, name, and address, your PO number, PO date, and delivery address, required terms and conditions, and the detail line item data.

NOTE: The Vendor Item number entered in line item prints on the purchase order; not the number entered in the **Item ID** field. Both the vendor and your internal item ID print on the receivings worksheet.

Purchase Orders window

Option: Purchase orders can be printed for a single order, a sequential series of order numbers, or all orders.

- ✔ To manually select the purchase order(s) to be printed, choose **One order** from the displayed selection window. The cursor moves to the **Order no** field for you to enter the order you want to print. Repeat the process for as many orders as you need to print.

✔ To print purchase orders for all entries within a selected sequence of order numbers, choose **All**. The cursor moves to the **Beginning order no** field. Enter the first order number in a sequential series to print or press <Return> to start with the first order number on file.

The **All** option prints purchase orders for all orders within the selected range of order numbers that qualify. To qualify to be printed the order entered must not have already had an order printed and/or no pending receipts have been entered and not posted.

NOTE: If you need to create either a duplicate purchase order (a purchase order has already been printed for the order) or a purchase order for an order that has outstanding unposted receipts, you must choose **One order**.

Order no: Enter the number of the order for which you want a purchase order created. Press <Return> to move the cursor back to the **Option** field and repeat the process as many times as you need orders printed. You are only prompted for this field if you selected **One order** at the **Option** field selection window. If you selected **All** at the **Option** field selection window, this field is bypassed.

Vendor ID: Display only. The ID code and description for the vendor with whom this order was placed is displayed. If you're creating purchase orders for all orders, no data is displayed.

Beginning order no: Enter the number of the first order for which you want a purchase order created. If you press <Return> without entering an order number, **1** is entered and purchase orders will begin printing with the first order on file.

Ending order no: Enter the number of the last order for which you want a purchase order created. If you press <Return> without entering an order number, **999999** is entered and purchase orders are created for all orders beginning with the order number specified in the **Beginning order no** field and ending with the last order on file.

If you chose **One order** at the **Option** field selection window, both the **Beginning order no** and this field is bypassed.

When you're sure the information in the preceding fields is correct, press <Return> to move the cursor back to the Option field. When you're finished specifying the order numbers to print, press the "Exit window" shortcut. The Print Option menu column is displayed. From this column, choose where you want the purchase orders printed.

NOTE: If a purchase order printer was specified in the "Company" function in the Maintenance menu column, the purchase orders will automatically be sent to that printer, and the Print Option menu column will not be displayed.

3.3 Printing worksheets to record delivered goods

Worksheets can be created for your receivings department to record ordered items as they are received. After the received items are recorded on the worksheet, the worksheet can be used to log those receipts in Purchase Order.

The worksheet prints 132 characters (horizontally) of information on up to 2 lines per item. It is sorted and listed in order of location code and includes your internal item ID and description, the bin/aisle code, the vendor item ID, date required, unit of measure, quantity ordered, quantity received to date, and the quantity remaining (the difference). There is a line and space to write the number of items received and if the item is identified as a serial/lot item, as many lines as possibility of item quantities being received.

To create a receivings worksheet, select “Print receivings worksheet” from the Transaction menu column. The Receivings Worksheets window is displayed.

Receivings Worksheets window

Order number: To select a single or several out of sequential order numbers that you want included on the receivings worksheet, enter the order number(s). To include all orders requested for delivery by a specified date, press the “End window” shortcut (not “Exit window”) to move the cursor to the **Due date cut-off** field.

Vendor ID: Display only. When printing a worksheet for a single order number entered, the ID code and description of the vendor with whom this order was placed are displayed. If you’re printing a worksheet that for all orders requested to be delivered by a specified date, no data is displayed.

Due date cut-off: Enter the last date for which you want orders included on the worksheet. If you press <Return> without entering a date, the current date is entered by default. If you’re manually selecting an order you want included on the worksheet, this field is bypassed.

When you print worksheets by due date cut-off, the following conditions must be met for an order to be included on the worksheet:

- ✔ The order must have been requested to be delivered either on or before the date entered in the **Due date cut-off** field.
- ✔ The order must not have receivings posted against it.
- ✔ The order must not have already been included on a receivings worksheet.
- ✔ No label has yet been printed for the order.

If you need to include an order that has already been included on a receivings worksheet, you can force the order to be included by entering its order number in the **Order number** field.

Correct: To verify that you selected the correct order number or due date cut-off, choose **Yes** from the displayed selection window. Choose **No** if you entered the incorrect order number or date.

When you press <Return>, the Receivings Worksheets window is cleared. You can either specify another order or group of orders that you want included on the worksheet or you can press the “Exit window” shortcut to display the Print Option column. From the Print Option column, choose where you want the worksheet printed.

3.4 Entering items as received

As soon as the goods ordered are received, you will want to enter those receipts in Purchase Order, verify entry, and post the receivings to your inventory. You don’t need to wait until an entire order has been received to enter an item as received; partial orders can also be entered.

Once you set a line item of an order as received, the **Order status** field of that order takes on the value of **R - Received**. This means the order is in the process of having receivings entered against lines in the order and no changes are allowed. Trying to make any changes to the order (via “Enter orders”) displays the message “Purchase Order is closed, no changes are allowed.” The order is only temporarily closed and you can either cancel the receivings or enter changes to other line items once the current receivings entries are posted.

If the **Auto receive quantities** field in Company Maintenance is **Yes**, the number of units that were ordered is automatically entered as received. If you did not receive the entire order, you can use the “Find” shortcut while the cursor is positioned in the **Line number** field in the Line Items window. This lists the line items for the PO and allows you to select the exception lines. Then, enter the number of units you did receive over the displayed data of each applicable line. If the **Auto receive quantities** field is set to **No**, you must display and enter the received quantities for each line item received. For Partial receivings, you must also select that line item and enter the quantity that you did receive, regardless of the **Auto receive quantities** field value.

To enter the receipt of goods, select “Enter receivings” from the Transaction menu column. The Purchase Order Receivings window is displayed.

NOTE: We recommend that you print a receivings worksheet when the goods arrive and use the information supplied by the person unloading the goods as a guide when you enter receipts. Select “Print receivings worksheets” from the Transaction menu column and enter the order number(s) to print.

Purchase Order Receivings window

Order no: Enter the number of the order for which items have been received. When you press <Return> to enter your selection, the information for that order is displayed in the fields discussed below.

If no order exists with the number you entered or if the selected order has been purged, the message “Order header is not on file” is displayed. If the order you selected has been received and posted in its entirety, the message “Order is closed, no changes allowed” is displayed. To try another order number, press <Return> to place the cursor back to the **Order no** field..

NOTE: The following fields are displayed for visual verification only. The data entered in the fields cannot be changed. To change a value, you must cancel the receiving for this order and enter the new value via the “Enter orders” Transaction menu column selection.

Vendor: The ID code, name, and address of the vendor with whom this order was placed are displayed.

Ship to: The requested shipping address, as well as the code that was used to specify that address, is displayed. A receiving address can be manually entered, defined as a receiving address code, or a existing customer’s address.

Date: The date stored in the **Order date** field in the order header record is displayed. This date should be the date the order was either entered in Down To Earth or placed with the vendor.

Date required: The date stored in the **Required by** field in the order header record is displayed. This is the date by which the order is required to be delivered.

Ship via: The code stored in the **Ship via** field in the order header record is displayed. This is the code of the requested shipping method (UPS ground, Air freight, etc.).

Location: The code of the inventory location for which this order was placed is displayed.

Buyer: The code for the person who placed this order is displayed.

Status: This field contains the code for the order’s status. Status codes are

O – Open
P – Partially received
C – Closed (no more receipts can be entered)

Type: This field displays the code for the order’s type. Type codes are

O – Order
H – Hold

NOTE: If **H** is displayed, no receipts can be entered for this order. To enter a receipt for a **Hold**-type order, you must first change the type to **Order**.

P: If a purchase order has been printed for this order, **Y** is displayed. If no purchase order has been printed for this order, this field is blank.

R: If this order has been included on a receivings worksheet, **Y** is displayed. Otherwise, this field is blank.

S: If this order has been received, regardless of quantity, and that receipt was entered and posted in Down To Earth, **Y** is displayed. If no receipts have been posted, this field is blank.

L: If receivings labels have been printed for this order, **Y** is displayed. If no labels have been printed, this field is blank.

Total: The dollar amount of this order is displayed.

Rcvd: Your cost for all received items is displayed.

When you're finished viewing the information in the fields discussed above, press <Return>. The Line Items window is displayed.

Line Items window

If the **Auto receive quantities** field in Company Maintenance is **Yes**, the number of units that were ordered is automatically entered as received. If you did not receive the entire order, use the "Find" shortcut to list the line items and select the exceptions. Enter the number of units you did receive over the displayed data of each applicable line. If the **Auto receive quantities** field is set to **No**, you must display and enter the received quantities for each line item received. For Partial receivings, you must also select that line item and enter the quantity that you did receive, regardless of the **Auto receive quantities** field value.

When you press <Return>, the information for the selected line item will be displayed.

Line number: The line number assigned to the selected line item is displayed in this field. Use the "Find" shortcut to list the line items and if necessary, select any lines to enter the quantity received.

NOTE: The fields **Type** through and including **Qty ordered** are displayed for visual verification only. The data entered in the fields cannot be changed. To change a value, you must cancel the receiving for this order and enter the new value via the "Enter orders" Transaction menu column selection.

Type: **I** is displayed if this line item is stocked in your inventory. **N** is displayed if this line item is not stocked in your inventory.

Location: The location in which this item is stored is displayed.

Item ID: Your inventory item ID code of the item ordered is displayed.

Description: The ordered item's description is displayed.

Vendor item: The vendor's identification code for this item is displayed. If no vendor identification code was entered for this item when the order was created, this field is blank.

UOM: The code assigned to the units in which you purchase this item is displayed. If you're purchasing a case of widgets, for example, the code assigned for case is displayed.

Qty ordered: This field displays the number of units ordered. If you ordered two cases of 50 widgets each, for example, **2** is displayed.

Unit cost: This field displays the default cost for one unit of the ordered item as entered on the purchase order. Although you are not prompted for this field, you can use the Input features to move the cursor to the field and change the value if necessary.

The value displayed to the right of the **Unit cost** field equals the total cost for all units received. If no units have been received, **.00** is displayed in this field. Once you enter a value in the **Qty received** field below, this field is updated with the correct value.

Qty received: If the **Auto receive quantities** field in Company Maintenance is **Yes**, the number of units that were ordered is entered in this field. If you did not receive this quantity, press the "Prior field" shortcut twice (or use the corresponding command from the Input menu column) to position the cursor on this field and enter the number of units you did receive. If the **Auto receive quantities** field is set to **No**, enter the number of units that were received for this line item. For Partial receivings, you must select the line item and enter the quantity that you did receive, regardless of the **Auto receive quantities** field value.

Date received: By default, the current date is displayed in this field. If this line item was received on a different date, use the "Prior field" shortcut to position the cursor on this field and enter the date you received this line item over the displayed date.

When you're finished viewing the information for this line item and are sure that it is correct, press <Return>. If the item you've entered is serial or lot numbered, the Serial/Lot Number window is displayed.

If the item is not serial or lot numbered, you can either select another line item or you can press the "Exit window" shortcut to return the cursor to the Order no field to enter the next order received. Press the "Exit window" shortcut again to return to the Transaction menu column.

Serial/Lot Number window

Serial/Lot no: Enter the serial or lot number of the item received. If you have already entered this number, the corresponding record is displayed, and you can either change or delete it. If this is a new serial or lot number, you will be prompted with the following fields.

Quantity: If this is a serial-numbered item, you will not be prompted for this field; Down To Earth assumes a quantity of **1**. If this is a lot-numbered item, enter the number of items that belong to this lot.

Unit cost: Enter the unit cost for this item's serial or lot number. This field is for information only.

Date received: Enter the date that you received this item. Press <Return> to enter the current date.

When you've entered all the data that is required in the Serial/Lot Number window and you're sure your data is correct, press <Return> and you will be prompted to enter the next number. When you're through entering serial and lot number information, press the "Exit window" shortcut. Press the "Exit window" shortcut again to return to the Transaction menu column.

3.5 Canceling receivings entry

If a purchase order was marked as received in error but has not been posted yet, you can cancel the fact that the order was received. This action also sets the status indicators back as they were prior to marking it as received.

Select "Cancel Receivings" to display the Cancel Receivings window and move the cursor to the **Order No** field for entry of the order number to be canceled. The order header information is displayed for visual verification and the confirmation window is displayed. Enter **Y** (Yes) to cancel all receivings currently entered for the order displayed or enter **N** (No) to return to the **Order No** field without canceling the receivings.

3.6 Generating a receivings proof list

A receivings proof list includes the receipts that were entered in Purchase Order but haven't been posted. The proof list is printed in order by the Purchase order number and includes detailed line information and totals by the order.

We recommend that you print a receivings proof list and compare the items on this list to the entries on your receivings worksheet before you post receipts. If you find any inconsistencies between the proof list and the worksheet, you can change a receipt entry before it is posted using the "Enter receivings" function. You can re-print the receivings proof list as many times as necessary.

To generate a receivings proof list, select “Proof receivings” from the Transaction menu column. The Print Option menu column is displayed. From this menu column, choose where you want your receivings proof list sent.

3.7 Creating an Items Received/Back-ordered Report

If you are using Order Entry to enter your customer orders, you can print an Items Received/Back-ordered Report. The Items Received/Back-ordered Report lists the items that were received and any outstanding customer orders for those items. This report is especially useful if the quantity received is not sufficient to fill your customer orders; you can use this report to help you determine how the received items should be allocated.

The process of determining information to include on this report is as follows:

- ✔ If an item is entered as received but the receivings are not posted, it is included on this report. The receiving header record (from the ***pohedr.ism*** file) is printed with that received information (whether there are any outstanding customer orders or not).
- ✔ The Order Entry line file (***oeline.ism***) is read, looking for matching item ID’s with a quantity marked as backordered (Order Entry line status of **B- Balance backorder**, **A- All backorder**, or **U- Unshipped backorder**). If any are found, the Order Entry Order number, Customer ID, ordered quantity, and back order quantity is listed.

To print an Items Received/Back-ordered Report, select “List back-ordered receivings” from the Transaction menu column. The Print Option column is pulled down from the menu bar. From this column, choose where you want the list sent.

NOTE: The Items Received/Back-ordered Report must be printed before you post receipts.

3.8 Creating receivings labels

Receivings labels can be printed for inventoried items after they are received and entered in Purchase Order via “Enter Receivings”. Receivings labels include the

- ✔ Item’s ID code and description
- ✔ Vendor’s identification code or part number for the item
- ✔ Item’s serial or lot number, if applicable
- ✔ Date the item was received
- ✔ Item’s sales price, if desired

Select "Print receivings labels" from the Transaction menu column to create 1-up, 1 by 3.5 inch, continuous form receivings labels. The Receivings Labels window is displayed.

NOTE: Receivings labels must be printed before you post receipts.

Receivings Labels window

Price: From the displayed selection window, choose how you want Down To Earth to calculate the price that is displayed on the receivings labels. Your choices are

N - none
1 - price (level) 1
2 - price (level) 2
3 - price (level) 3
4 - price (level) 4
5 - price (level) 5
A - avg cost markup – prices will be calculated as a percentage over and above the item's average cost using the desired margin.
L - last cost markup – prices will be calculated as a percentage over and above the item's last cost using the desired margin.

NOTE: Down To Earth uses the values stored in the **Price 1 - 5**, **Desired margin** and **Average cost** or **Last cost** fields from your item master records to calculate prices.

Order number: To manually select an order for which you want to print a label, enter the number assigned to that order. To create labels for all ordered items that were requested to be delivered by a specified date, press the "End window" shortcut to move the cursor to the **Due date cut off** field.

Vendor ID: The ID code and description of the vendor with whom the specified order was placed are displayed. If you're creating labels for all orders that were requested to be delivered by a specified date, no data is displayed.

Due date cut-off: Enter the last date for which you want to print labels. If you press <Return> without entering a date, the current date is entered by default. If you're manually selecting an order for which you want to print a label, this field is skipped.

When you print labels by due date cut-off, the following conditions must be met for a label to be printed for an item:

✔ The item must have been requested to be delivered either on the date that you entered in the **Due date cut-off** field or on an earlier date.

✔ Receipts for the item must be entered in Purchase Order, but not posted.

✔ A label has not already been printed. (You can reprint a label by choosing the specific order number.)

Correct: To verify that you selected the correct order number or due date cut-off, choose **Yes** from the displayed selection window. Choose **No** if you entered the incorrect order number or date.

When you press <Return>, the fields in the Receivings Labels window are cleared. You can either specify another order or group of orders for which you want to create labels or you can press the "Exit window" shortcut to display the Print Option menu column. From the Print Option menu column, choose where you want your labels printed.

3.9 Posting entered receipts

After you've entered your received items in Purchase Order and checked them for accuracy, listed any backordered receivings, and printed receiving labels, you must post the receivings. Inventory item quantities and costs are not updated until the receipts are posted.

Posting performs the following functions:

- ✔ Increments the **Qty on hand** fields in your item master records by the received quantities
- ✔ Decrements the **Qty on order** fields in your item master records by the received quantities
- ✔ Updates the serial and lot information in your item record's serial/lot number file (***insnlt.ism***).
- ✔ Updates **Average cost** and **Last cost** fields in your item master records
- ✔ Updates **Vendor unit cost** and **last purchase date** fields in your item master records
- ✔ Updates the Purchase Order history (***pohist.ism***) if you're retaining history and header and line (***pohedr.ism*** and ***poline.ism***) files.
- ✔ If the **Automatic close when recvd** field in the Company file is set to **Yes**, sets an order's status to **Closed** if all ordered items have been received. (If the **Automatic close when recvd** field is set to **No**, the status is set to **Partial**, and you can receive against the order again.)
- ✔ Generates a posting register for your permanent records

To post the entered receipts after you've verified that they are correct, select "Post receivings" from the Transaction menu column. The Print Option column is pulled down from the menu bar so that you can select where you want the posting register printed.

NOTE: If an Items Received/Back-ordered Report or any receivings labels are required, you must print them before you post receipts.

3.10 Viewing extended item descriptions

Extended item descriptions are descriptions of up to ten lines of 60 characters each that can be entered when an item is defined in Inventory, Order Entry, Bill of Materials, or Purchase Order. An item's extended description can be viewed on your screen once you enter the item's ID code in the Line Items window for the "Enter orders" or "Enter receivings" function.

To view an item's extended description, either press the "View extended descriptions" shortcut (usually <F9>) or highlight the menu bar and select "View extended descriptions" from the Transaction menu column.

If the item for which you're processing the transaction does not have an extended description, a blank Extended Descriptions window will be displayed. When you're finished viewing an item's description, either press <Return> to accept it as the Remarks data for the order, or press <Delete> to remove it from your screen and return to the field in which you were entering data.

4 The Reports/Inquiry Menu Column

The Reports/Inquiry menu column enables you to view information on your screen and print reports for management. It contains entries that enable you to

- View purchase orders on your screen
- View item and order status on your screen
- Generate a list of the entered purchase orders
- Generate a History Report and an Open Purchase Order Report by vendor or item
- Print the reports in the print queue

4.1 Viewing an order

To view the detail and status for any order that has not been closed and purged, select "Order inquiry" from the Reports menu column. (You can view closed orders just as long as they haven't been purged.) The Purchase Order Inquiry window is displayed showing the purchase order header information (from the ***pohedr.ism*** file). Press <Return> to continue the inquiry and display the Line items window.

Enter the line number to display the detail of each line or use the "Find" shortcut to display a summary listing window showing eight lines at a time. When you have completed your summary listing, press <Return> to move the cursor back to the **Line number** field. Once there, use the "Exit window" shortcut to return to the order number field. Press the "Exit window" shortcut again to return to the Reports/Inquiry menu column.

Purchase Order Inquiry window

Order no: Enter the number of the order you want to view. To view the next or first order on file, press <Return> without typing an order number. To view the orders for a particular vendor, press the "Next field" shortcut and enter that vendor's ID code in the **Vendor** field.

When you press <Return>, the information for the selected order number is displayed in the fields discussed below. These fields are display only and cannot be changed via this menu selection.

Vendor: The ID code, name, and address of the vendor with whom this order was placed are displayed.

If you didn't enter an order number in the **Order no** field so that you could view the orders for a particular vendor, enter the ID code of the vendor for which you want to view orders. When you press <Return>, the information for the first or next order on file is displayed in the fields discussed below.

You can search for a vendor's ID code by vendor sort name or by the first several characters of the code itself using the "Find" shortcut.

Ship to: The requested shipping address, as well as the code that was used to specify that address, is displayed. A receiving address can be specified with a customer ID code, with a receiving address code, or by manually entering an address.

Date: The date stored in the **Order date** field in the order header record is displayed. This date should be the date the order was either entered in Down To Earth or placed with the vendor.

Required: The date stored in the **Required by** field in the order header record is displayed. This is the date by which the order is required to be delivered.

Ship via: The code stored in the **Ship via** field in the order header record is displayed. This is the code of the requested shipping method (for example, the code for Federal Express, Next Day Air, or U.S. Postal Service).

Location: The code of the inventory location for which this order was placed is displayed.

Buyer: The code for the person who placed this order is displayed.

Status: This field displays the code for the order's status. Status codes are

O for **Open**
P for **Partially received**
C for **Closed** (either all items are received, or the order was manually closed)
R for **Receipts on file, but not posted**

Type: This field displays the code for the order's type. Type codes are

O for **Order**
H for **Hold**

P: If a purchase order has been printed for this order, **Y** is displayed. If no purchase order has been printed for this order, this field is blank.

R: If this order has been included on a receivings worksheet, **Y** is displayed. Otherwise, this field is blank.

S: If this order has been received, regardless of quantity, and its receipt was entered in Down To Earth (and was or was not posted), **Y** is displayed. If no receipts have been entered, nothing is displayed.

L: If labels have been printed for this order, **Y** is displayed. If no labels have been printed, this field is blank.

Total: The dollar amount of the entire order is displayed.

Rcvd: Your cost for all received items is displayed.

When you're finished viewing the data displayed in the Purchase Order Inquiry window, press <Return>. The Line Items window is displayed.

Line Items window

Either enter the line number to inquire on or press the "Find" shortcut from the **Line number** prompt to display a list of items on the purchase order. You can then choose the line item you want to view.

Line number: The number assigned to the line item you're viewing is displayed in this field.

When you press <Return>, the information for the selected line item is displayed in the fields discussed below. These fields are display only and cannot be changed via this menu selection.

Type: **I** is displayed if this line item is stocked in your inventory. **N** is displayed if this line item is not stocked in your inventory.

Item ID: This field contains the ID code of the ordered item.

Description: The ordered item's description is displayed.

Vendor item: The vendor's identification code for the ordered item is displayed. If no vendor identification code was entered for this item when this order was created, this field is blank.

UOM: The code assigned to the unit in which you're purchasing this item is displayed. If you're purchasing a case of widgets, for example, the code assigned for case is displayed.

Qty ordered: This field displays the number of units ordered. If you purchased two cases of 50 widgets each, for example, **2** is displayed.

Qty received: The number of units received is displayed in this field.

Unit cost: The first field at this prompt displays the cost for one unit of the ordered item.

The second field displays the total cost for all units received. If no units have been received, **.00** is displayed in this second field.

If you purchased two cases of 50 widgets each, the cost for one case of widgets would be displayed in the first field, and when both cases are received, the total cost for both cases would be displayed in the second field.

Disc pct: The percentage of discount applied to the line item is displayed. If no discount was applied, **.00** is displayed.

Date required: The date stored in the **Date required** field in the line item record is displayed.

Received: The last date on which units of this line item were received is displayed.

To view another line item for this order, enter the line item you want to view or select from the "Find" shortcut display. To view another order on your screen, press the "Exit window" shortcut.

When you're finished viewing orders, press the "Exit window" shortcut again to return to the Reports/Inquiry menu column.

4.2 Viewing order status

To list the status of all orders on file beginning with a specified order number, select "Order status inquiry" from the Reports/Inquiry menu column. The PO Status Inquiry window is displayed. The "Order status inquiry" function also includes closed orders that have not been purged.

The Order status gives you a displayed list of what processing stage the open purchase orders are, sorted by the order number. A single line display includes the order number, vendor name, order date, received date (if applicable), and **Y** (yes) indicators if the order has had

- ✔ purchase order printed
- ✔ receivings worksheet printed
- ✔ order received, regardless of quantity
- ✔ labels printed
- ✔ order closed

PO Status Inquiry window

Beginning order no: Enter the number of the first order you want listed. To list the status of all orders on file, press <Return> to enter **0** (the default value).

When you press <Return> to enter your selection, all orders on file, beginning with the number you entered, are listed in numeric order according to order number.

To page through the listed orders, use the shortcuts for the "Next page" and "Prev page" functions from the Select menu column.

When you're finished viewing order status, press the "Abort entry" shortcut or <Return> to move the cursor back to the PO Status Inquiry window. Then press the "Exit window" shortcut to redisplay the Reports menu column.

4.3 Viewing item status

To view an item's status on the screen, select "Item status inquiry" from the Inquiry menu column. Enter the item ID to display the first location's master category code and description, buy and sell unit-of-measure, average and last cost, pricing levels 1-5, and quantities. You can change the item default location code to display the same information from another location and also choose to view more detail.

At the **Option** prompt, choose to view a single detail line of all open purchase orders (from the Down To Earth Purchase Order application) or all open customer orders created for the selected item (through Order Entry). You can also choose to view the detail for each lot or serial-numbered unit of an item.

- ✔ The detail purchase order window displays the order number, line number, location code, buyer code, vendor ID, order date, date required, and ordered and received quantities to date.
- ✔ The detail customer order window displays the order number, line number, location code, salesman code, customer ID, ordered date, required date, and ordered, shipped, and back-ordered quantities to date.
- ✔ The detail serial/lot number window displays the serial/lot number, status (**A** for **Available** or **S** for **Sold**), Type (**N** for **New**, **U** for **Used**, or **R** for **Rebuilt**), date received in, quantity on hand, quantity available, and price from the serial/lot file (***insnlt.ism***).

When you select "Item status inquiry," the Item Inquiry window is displayed.

Item Inquiry window

Item ID: Enter the ID code assigned to the item whose status you want to view. If you don't remember the ID code, you can use the "Find" shortcut to search for it according to the item's search name or by a portion of the code itself. Or you can enter the UPC number for the item, and Down To Earth will search for the item by that number if the **UPC lookup** field in the Inventory "Company" function is set to **Yes**.

After you enter the item's ID code or UPC number, its description and basic master statistics is displayed for the default location.

Location: The code and description of the default location in which the item is stored are automatically displayed. If the item you selected is stored in more than one location, the location with the lowest code is displayed. Either press <Return> to view the status for the displayed item and location or enter the code for a different location. When you press <Return>, the cursor moves to the **Option** field.

Option: From the displayed selection window, choose whether you want to view the transactions (orders) created through Down To Earth's Purchase Order application, the transactions (orders) created through Order Entry, or the serial/lot information from the item's master record.

- ✔ If you selected **Purchase order** and open orders exist for the specified item record, the detail for each open order is displayed.
- ✔ If you selected **Order entry** and open orders exist for the specified item record, the detail for each order is displayed.
- ✔ If you selected **Serial/lot numbers** and lots or serial-numbered units exist for the item whose status you are viewing, the detail for each lot or serial-numbered unit is displayed

4.4 Printing a list of the entered orders

To print a list of all orders on file and have an order date within a specified date range, select "Orders entered list" from the Reports menu column. All orders, including orders that have been closed but not purged, are listed in order number sequence. You can also specify a range of orders for this report.

This report prints in a format similar, if not exactly like the purchase order. It includes all the same header information at the top of the form and the line item detail listed as a purchase order would. In addition to the detail, the Order total is listed at each order's end and a Final total at the report's end.

When you select "Orders entered list," the Orders Entered Report window is displayed.

NOTE: We recommend that you print an orders entered list before you print purchase orders to verify that your entries are correct.

Orders Entered Report window

Starting date: Enter the first order date for which you want orders included on the list. If you press <Return> without entering a date, the current date is entered by default.

Down To Earth will begin the list with orders that were entered with the same order date as the date you enter in the **Starting date** field.

Ending date: Enter the last order date for which you want orders included on the list. If you press <Return> without entering a date, the current date is entered by default and all orders from the specified starting date through the current date will be included on the orders entered list.

Starting order: Enter the first order number you want included on this report. To begin with the first order on file for the specified date range, press <Return> to enter the default value, **0**.

Ending order: Enter the last order number you want included on this report. If you want to include through the last order on file for the specified date range, press <Return> to enter the default value, **999999**.

Make corrections and press <Return> to complete input. Once you're satisfied with your entries, press <Return> again to pull down the Print Option column. From the Print Option column, choose where you want the orders entered list printed.

4.5 Printing an Open Purchase Orders Report by vendor

You can generate an Open Purchase Orders Report that lists open orders according to the vendor with whom those orders were placed. You can also choose the buyer code(s), purchase order date(s), and designate how many days past the required date the order must be late to be included on the report.. Open orders are considered orders that have not been received in full and posted or that have not been closed using the "Close orders" function from the Miscellaneous menu column.

The open purchase orders by vendor report is sorted by vendor ID and includes the vendor name and telephone on the first line with each item ID listed on subsequent lines. The item detail line indicates the item description, location code, purchase order number, dates ordered and required, unit of measure, and quantity ordered. In addition, one asterisk (*) is printed to the far right if the order is 1 - 7 days late, two asterisks if the order is 8 - 10 days late, and three asterisks if the order is 15 or more days late.

To generate an Open Purchase Orders Report by vendor, select "Open PO by vendor" from the Reports menu column. The Open Orders by Vendor window is displayed.

Open Orders by Vendor window

Starting vendor: Enter the ID code of the first vendor for whom you want open purchase orders included on the Open Purchase Orders Report. (Vendor ID codes were defined using the "Vendors" function from the Maintenance menu column in either this application or Accounts Payable.) If you want to begin the report with open orders for the vendor that has the lowest ID code on file, press <Return> to enter the default value, *****.

You can search for a vendor by vendor sort name by pressing the "Find" shortcut. You can also search for a vendor by the first several characters of its ID code.

Ending vendor: Enter the ID code of the last vendor in the sequence of vendors you want included on the Open Purchase Orders Report. If you want to end the report with open orders for the vendor that has the highest ID code on file, press <Return> to enter the default value, *****.

If you want to include open purchase orders for all vendors, enter the default value, *****, in both this field and the **Starting vendor** field. You can search for a vendor either by sort name or by the first several characters of the vendor ID code.

Starting buyer: Enter the code of the first buyer for whom you want open orders included on the Open Purchase Orders Report. If you want to begin the report with open orders for the buyer that has the lowest code on file, press <Return> to enter the default value, *****.

To list the buyer codes that were defined using the "Buyer codes" function from the Maintenance menu column, press the "Find" shortcut.

Ending buyer: Enter the code of the last buyer in the sequence of buyers you want included on the Open Purchase Orders Report. If you want to end the report with open orders for the buyer that has the highest code on file, press <Return> to enter the default value, *.

To include open purchase orders for all buyers, enter the default value, *, in both this field and the **Starting buyer** field discussed above. You can list the defined buyer codes using the "Find" shortcut.

Starting date: Enter the first order date for which you want open orders included on the report. If you press <Return> without entering a date, **1/01/0001** is entered by default and the report will begin with the first order on file.

Down To Earth will begin the Open Purchase Orders Report with orders that were entered with the same order date as the date you enter in the **Starting date** field.

Ending date: Enter the last order date for which you want orders included on the report. If you press <Return> without entering a date, the current date is entered by default and all orders from the specified starting date through the current date will be included on the Open Purchase Orders Report.

Late days: Enter the number of days past the required date that the order must be late for it to be included on the report. If you press <Return> without entering a value in this field, **0** is entered by default and all open purchase orders within the specified vendor, buyer, and date ranges will be included, regardless of the number of days they are late.

When you press <Return>, the message "Make corrections or press <Return> to complete input" is displayed. Once you're satisfied with your entries, press <Return> again. If no open purchase orders are within the ranges you specified, the message "No open orders are on file" is displayed. Press <F6> to return to the Reports menu column.

If open purchase orders do exist within the ranges you specified, the Print Option menu column is displayed. From the Print Option menu column, choose where you want the Open Purchase Orders Report sent.

4.6 Printing an Open Purchase Orders Report by item

You can generate an Open Purchase Orders Report that lists open orders according to item ID code, purchase order date, and designate how many days past the required date the order must be late to be included on the report. Open orders are considered orders that have not been received and posted in full or that have not been closed using the "Close orders" function from the Miscellaneous menu column.

The open purchase orders by item report is sorted by item ID and includes the item ID and description on the first line with each vendor listed on subsequent lines. The vendor detail line indicates the location code, vendor ID and name, purchase order number, dates ordered and required, unit of measure, and quantity ordered. In addition, one asterisk (*) is printed to the far right if the order is one - seven days late, two asterisks if the order is eight - ten days late, and three asterisks if the order is 15 or more days late.

To generate an Open Purchase Orders Report by item, select “Open PO by item” from the Reports menu column. The Open Orders by Item window is displayed.

Open Orders by Item window

Starting item: Enter the ID code of the first item for which you want open orders included on the Open Purchase Orders Report. (Item ID codes were defined using the “Items” function from the Maintenance menu column in Inventory, Order Entry, or this application.) If you want to begin the report with orders for the item that has the lowest ID code on file, press <Return> to enter the default value, *****.

To search for an item by its search name, press the “Find” shortcut. To search for an item by the first several characters of its ID code, enter those characters and then press the “Find” shortcut. If you search by ID code and only one item ID code begins with the specified characters, that ID code is automatically entered in the **Starting item** field.

Ending item: Enter the ID code of the last item in the sequence of items you want included on the Open Purchase Orders Report. To end the report with orders for the item that has the highest ID code on file, press <Return> to enter the default value, *****.

To include the open purchase orders for all items, enter the default value, *****, in both this field and the **Starting item** field.

You can use the “Find” shortcut to search for an item’s ID code by search name or by the first several characters of the ID code itself.

Starting date: Enter the first order date for which you want open purchase orders included on the report. If you press <Return> without entering a date, **1/01/0001** is entered by default and the report will begin with the first order on file.

Down To Earth will begin the Open Purchase Orders Report with orders that were entered with the same order date that you enter in the **Starting date** field.

Ending date: Enter the last order date for which you want orders included on the report. If you press <Return> without entering a date, the current date is entered by default and all orders from the specified Starting date through the current date will be included on the Open Purchase Orders Report.

Late days: Enter the number of days past the required date that the order must be late for it to be included on the report. If you press <Return> without entering a value in this field, **0** is entered by default and all open purchase orders within the specified item and date ranges will be included, regardless of the number of days they are late.

When you press <Return>, the message “Make corrections or press <Return> to complete input” is displayed. Once you’re satisfied with your entries, press <Return> again. If no open purchase orders are within the ranges you specified, the message “No open orders are on file” is displayed. Press <F6> to return to the Reports menu column.

If open purchase orders do exist within the ranges you specified, the Print Option menu column is displayed. From the Print Option menu column, choose where you want the Open Purchase Orders report printed.

4.7 Printing a History Report

If you are retaining transaction detail in the Purchase Order history file, you can print a Purchase Order History Report that lists the information stored in that file (***pohist.ism***). The Purchase Order History Report can be generated for a specified sequence of vendors and items, including a range of purchase order dates, the report detail can be sorted by vendor or item ID code, and optionally include serial/lot numbers.

The history report includes the vendor ID and name, the item ID and description, vendor item ID, purchase order number, order and received date, location code, unit of measure, quantity ordered and received, and total cost. If sorting by vendor, the total cost for each vendor is included and if sorting by item ID, the total cost for each item ID.

To generate a Purchase Order History Report, select “History” from the Reports menu column. The Purchase Order History Report window is displayed.

Note: If you will be purging transaction history, we recommend that you first print a Purchase Order History Report for your records.

Purchase Order History Report window

Starting vendor: Enter the ID code of the first vendor for whom you want to include order history on the report. (Vendor ID codes were defined using the “Vendors” function from the Maintenance menu column in either this application or Accounts Payable.) If you want to begin the report with history for the vendor that has the lowest ID code on file, press <Return> to enter the default value, *****.

To search for a vendor by sort name, press the “Find” shortcut. To search for a vendor by the first several characters of the vendor ID code, enter those characters and then press the “Find” shortcut. If you search by ID code and only one vendor ID code begins with the specified characters, that ID code is automatically entered in the **Starting vendor** field.

Ending vendor: Enter the ID code of the last vendor in the sequence of vendors that you want included on the History Report. To end the report with order history for the vendor that has the highest ID code on file, press <Return> to enter the default value, *****.

To include history for all vendors, enter the default value, *****, in both this field and the **Starting vendor** field.

You can use the “Find” shortcut to search for a vendor by the first several characters of his ID code or by vendor search name.

Starting item: Enter the ID code of the first item for which you want order history included on the report. (Item ID codes were defined using the “Items” function from the Maintenance menu column in Inventory, Order Entry, or this application.) If you want to begin the report with history for the item that has the lowest ID code on file, press <Return> to enter the default value, *****.

To search for an item by its search name, press the “Find” shortcut. To search for an item by the first several characters of its ID code, enter those characters and then press the “Find” shortcut. If you search by ID code and only one item ID code begins with the specified leading characters, that ID code is automatically entered in the **Starting item** field.

Ending item: Enter the ID code of the last item in the sequence of items you want included on the History Report. To end the History Report with order history for the item that has the highest ID code on file, press <Return> to enter the default value, *****.

To include the history for all items, enter the default value, *****, in both this field and the **Starting item** field.

You can use the “Find” shortcut to search for an item ID code by search name or by the first several characters of the code itself.

Starting date: Enter the first date for which you want history included on the report. If you press <Return> without entering a date, **1/01/0001** is entered by default and the report will begin with the earliest history on file.

Ending date: Enter the last date for which you want history included on the report. If you press <Return> without entering a date, the current date is entered by default and history from the specified Starting date through the current date will be included.

Report sequence: If you want to list history on the report according to vendor ID code, choose **Vendor** from the displayed selection window. If you want to list history according to item ID code, select **Item**.

Include serial/lot nos: If you want to include serial and lot numbers on the report, choose **Yes** from the displayed selection window. Otherwise, select **No**, which is the default value.

When you’re sure the data you entered in the preceding fields is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the History Report sent.

4.8 Printing reports created through Report Writer

To print custom-made reports that were created using the Down To Earth Report Writer application, select “Other reports” from the Reports menu column.

NOTE: This function is not supported in the or DOS (non-windows) environment. You must print Report Writer reports from within the Report Writer menu.

Report Name window

Application code: Down To Earth automatically displays the two-character code of the application you’re processing. Because you’re currently processing transactions from within Purchase Order, **PO** is displayed.

Report name: The names of the reports created through Report Writer are displayed in a selection window. Choose the report you want to print.

After you’ve made your selection, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want the report to be sent.

4.9 Printing queued reports

To display a list of the reports in the print queue, select “Queued reports” from the Reports/Inquiry menu column. The report name, filename, date and time queued, company code, and unique ID of the user who queued the report will be displayed. You can print as many copies of a report as you want, delete a report from the print queue, or rename a report. We suggest that you view the queued reports in this way before you clear the print queue via the “Clear print queue” entry in the Files menu column in System Manager. The reports you can access will depend on your user security set up in System Manager.

Print Queued Report window

File: From the displayed selection window, choose the report you want to print, delete, or rename.

Copies: Enter the number of copies you want to print. If you want just one copy printed, press <Return>.

Delete: If you want to delete the report from the print queue, press <Return> to select the default, **Yes**. If you want to leave the report in the queue, select **No**.

Rename: To rename the report, select **Yes**. To leave the report as it is, select **No**. If you rename the report, it is deleted from the print queue but can be accessed outside Down To Earth.

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to six characters long. The system automatically assigns the extension **.prt** to the name you enter and places the report in the directory referenced by the RPT logical.

Select printer: From the displayed selection window, choose the printer to which you want to send the report. When you press <Return>, the report is sent to that printer.

5 The Miscellaneous Menu Column

From the Miscellaneous menu column, you can

➲ Close orders, even if they are not fully received

➲ Purge posted orders, even if they are not closed

➲ Purge order history

5.1 Closing orders

If the **Automatic close when recvd** field in the Company file is set to **Yes**, the order's status is automatically changed to closed when all items purchased with an order are received and posted. If the field is set to **No**, you must manually close an order when you want to prevent anyone from accessing the order.

Even if orders are automatically being closed when received, there may be a situation when you want to change an order's status to closed manually if the order has been partially received but the remainder of the order has been canceled. Closing an order does not purge its order header and line item records. These records are retained so that you can still view the closed order on your screen and include it in reports.

Closing an order manually performs the following functions:

✔ Changes the order's status to Closed

✔ Decrements the value stored in the Qty on order field in the item's record by the amount that it was incremented for the order

To close an order, post all receipts against the order and then select "Close orders" from the Miscellaneous menu column. The Close Purchase Orders window is displayed.

Close Purchase Orders window

Order ID: Enter the number assigned to the purchase order you want to close.

If no order has been assigned the number you entered, the message "Order number is not on file" is displayed. Press <Return> twice to reposition the cursor on the **Order ID** field so you can enter another order number.

Vendor ID: The ID code and description for the vendor with whom this order was placed are displayed.

Status: One of the following messages describing the order's status is displayed in this field:

Order is closed
Order is not closed
Receivings are pending, close not allowed
Order is partially received

The “Order is not closed” or “Order is partially received” message must be displayed to close the order. The “Receivings are pending...” message is displayed if receivings for the selected order have been entered but not posted. To close the order, you must first post the receivings.

Confirm: If “Order is not closed” or “Order is partially received” is displayed in the **Status** field, you’re asked to confirm that you want to close this order. To close the order, type **YES** and press <Return>. To keep the order open, press <Return> without typing **YES**. Down To Earth will automatically enter **NO** in this field.

Press <Return> again to either close the order or abort the process. The cursor is repositioned on the **Order ID** field so you can select the next order you want to close. When you’re finished closing orders, press the “Exit window” shortcut to redisplay the Miscellaneous menu column.

5.2 Purging orders

Down To Earth retains all order header and line item records (***pohedr.ism*** and ***poline.ism***) even after orders are received and posted in full (or closed). This enables you to include those orders on inquiries, reports, and lists. Periodically however, you may want to purge your order header and line item files of the records for closed orders to free space on your system.

NOTE: Although the “Purge orders” function allows you to purge any order header and line item records on file, you should only purge the records for closed orders

To purge the records for a specified order, enter the number assigned to that order in the **Order ID** field. To purge the records for all closed or paid orders on file, enter **0** or press <Return> in the **Order ID** field.

Whether Down To Earth purges all closed orders or all orders that have been paid depends on the option that was entered in the **Purge type** field when your company was defined. If order header and line item records should be purged for any orders that are fully received and posted, choose **Completed** for the **Purge type**. If you’re also using the Down To Earth Accounts Payable application and don’t want order header and line item records purged until the invoice for the order has been entered and posted, choose **Paid**.

Purging an order performs the following functions:

✔ Deletes the order’s order header and line item record(s) for the order number entered. (This eliminates the order from screen inquiries, orders entered, and open orders reports.)

- ✔ Decrements the value stored in the **Qty on order** field in the item's master record by the quantity not yet received for the order if the order was not completely received.

To purge order header and line item records, select "Purge orders" from the Miscellaneous menu column. The Purge Purchase Orders window is displayed.

Purge Purchase Orders window

Order ID: You can either specify a single order to purged, or you can purge the records for all closed or paid orders on file.

- ✔ To purge the records for a specified order, enter the number assigned to that order. If no order has been assigned the number you entered, the message "Order number is not on file" is displayed. Press <Return> twice to reposition the cursor on the **Order ID** field so you can try another order number.
- ✔ To purge the records for all closed or paid orders on file, enter **0** or press <Return> in the **Order ID** field. Whether Down To Earth purges all closed orders or all orders that have been paid depends on the option that was entered in the **Purge type** field when your company was defined. (Refer to the section "Setting up your company" in the Maintenance menu section of this manual.)

Vendor ID: The ID code and description for the vendor with whom this order was placed are displayed. This field is only displayed if purging a single order.

Status: One of the following messages describing the order's status is displayed in this field: This field is only displayed if purging a single order.

Order is closed
Order is not closed
Order partially received

If the **Automatic close when recvd** field in the Company file is set to **Yes**, Down To Earth automatically flags an order as closed when all line items have been received and posted. You can also manually set an order's status to closed — even if line items are outstanding — using the "Close orders" function.

NOTE: Be careful! Although Down To Earth will allow you to purge orders that have not been closed, you should only purge closed orders. Once orders are purged they cannot be retrieved.

Confirm: To purge the selected order(s), type **YES** and press <Return>. To retain the selected order, press <Return> without typing **YES**. Down To Earth will automatically enter **NO** in this field.

Press <Return> again to either purge the order or abort the process. The cursor is repositioned on the **Order ID** field so you can select the next order to be purged.

When you're finished purging orders, press the "Exit window" shortcut to redisplay the Miscellaneous menu column.

5.3 Purging history

The "Purge history" function enables you to delete the detailed history information stored in the Purchase Order history file (***pohist.ism***). Once this process is performed, the transaction records are no longer available for inclusion in the History report.

If you're short on disk space and are retaining Purchase Order transaction history, you might want to purge the Purchase Order history file to create more space on your system. But before you purge the history file, we recommend that you print a History Report for your records and create a tape back-up. Except via the archive, purged records cannot be retrieved through Down To Earth.

To purge the Purchase Order history file, select "Purge history" from the Miscellaneous menu column. The Purge Order History window is displayed.

Purge Order History window

Purge through date: Enter the date through which you want to purge the history file. To purge orders through the current date from the file, just press <Return>.

Save deleted records: Choose **No** if you do not want to save the records that are deleted from the history file. Choose **Yes** to create a file called **WRK:pohist.pur** that contains all deleted records. If you choose to save the purged records, it is suggested that you copy off the newly created **pohist.pur** file into a separate directory in preparation for a future purge. For most operating systems, the next time you purge and save the deleted records, the new file will override the previous file of the same name.

Confirm: To verify that you want to purge the history file, type **YES** and press <Return>. To retain the history file, just press <Return>. Down To Earth will automatically enter **NO** in this field.

Press <Return> to either purge the history file or abort the process. The Miscellaneous menu column is redisplayed.

Appendix A: Procedures

Processing purchase orders

Purchase orders are processed using the entries from the Transaction menu column. To process a purchase order, beginning with the purchase order request through receipt of the ordered items,

1. Enter the purchase order request in Down To Earth using the “Enter orders” function.

2. Print a list of the purchase orders on file using the “Orders entered” function from the Reports menu column and check the list for accuracy.

3. Once you’re sure the entries on the orders entered list are correct, create purchase orders using the “Print purchase orders” function.

4. Send the purchase orders generated in step 3 to your vendors to either request or verify your orders.

5. When an order is received (either in full or partially), log the receipt in Down To Earth using the “Enter receivings” function. You may want to print a receivings worksheet to record the receipts before you log them in your system. To print a receivings worksheet, use the “Print receivings worksheet” function.

6. Generate a proof list and check the entries on the list to verify that you entered your receipts properly. Use the “Proof receivings” function.

7. If receivings labels or an Items Received/Back-ordered Report are required, print them now before you post receipts. To create an Items Received/Back-ordered Report, use the “List back-ordered receivings” function. To create receivings labels, use the “Print receivings labels” function.

8. Post entered receipts using the “Post receivings” function.

Periodic Processing

Certain Purchase Order functions should be performed on an almost daily basis, while other functions will be performed rarely, if ever. To give you a feel for which functions you will be using most often, we have broken them down into four categories: daily, weekly, monthly, and yearly.

These categories are only meant as guideposts. How often you use each function will depend on your company’s operations and any space limitations on your system.

Daily processing - Daily, you should

- Enter and print purchase orders.
- Log items as they are received on a receivings worksheet.
- Enter the entered receipts in Purchase Order.
- Proof and post those receipts.

Weekly processing - On a weekly basis, you may want to

- Print an Open Purchase Orders Report by vendor to verify that you have received all shipments that are due.
- Purge closed orders.

How often you decide to purge your order header and line item records will depend on how much activity you enter and on the amount of disk space available on your system.

Monthly processing - On a monthly basis, you may want to

- Purge closed orders.

How often you decide to purge your order header and line item records will depend on how much activity you enter and on the amount of disk space available on your system.

Yearly processing

You may want to purge your Purchase Order history file on a yearly basis. If you do, make sure that you first print a History Report for your records

Appendix B: Troubleshooting / Common Down To Earth & DBL errors

➲ Purchase Order is closed. No changes are allowed.

This error usually displays if you are trying to access a purchase order that has been closed or is in the process of having receivings entered but not posted yet. To verify the status of the order, select "Order inquiry" from the Reports/Inquiry menu column and enter the order number in question. Verify the **Status** field - **R** indicates the order has receivings entered but not posted, **C** indicates the order has been closed. Either cancel or post the receivings to clear the **R** status. Once an order is closed, it cannot be opened again.

➲ The cost of an item is automatically entered as **.00**

If the Vendor ID is defined in the item master (Vendor window), the value in the **Unit cost** field for the vendor is used for the default value in PO line item entry. If the Vendor ID is not defined in the Vendor input window, the item master's **Last cost** field value (Price/Quantity input window) is used.

Verify that the item master's **Last cost** field has the correct value defined. If the last cost field is correct but the purchase order entry default value is still a value of **.00**, it is probably due to an incorrect value from the Vendors window of the item master. Change the item ID's last cost or vendor's unit cost by selecting "Items" from either the Purchase Order, Inventory, Order Entry, of Bill of Materials Maintenance menu column.

➲ Error 18: File not found

The file specified was being accessed by a program but was not found in the location assigned to the logical specified. Either the file is truly not there and must be created or the Device assignment is incorrect. An incorrect device assignment indicates the file has been created but the program was looking in the wrong place..

Appendix C: Record Layouts

Filename: **pohedr.rec**

Record Description: Purchase Order header file record map

Record Length: 447

Primary key: 1.8 pom_comp, pom_order
Alternate 1: 10.6 pom_vend

```
record  pohedr
      pom_key          ,a8                        ; Primary key
        pom_comp       ,a2      @pom_key          ; Company code
        pom_order      ,d6      @pom_key+2        ; Order number
      pom_ordtype      ,a1                        ; Order type
                                                  ;   O - order
                                                  ;   H - hold
                                                  ;   C - credit
      pom_vend         ,a6                        ; Vendor ID
      pom_name         ,a25                       ; Vendor name
      pom_addr1        ,a25                       ; Address 1
      pom_addr2        ,a25                       ; Address 2
      pom_city         ,a20                       ; City
      pom_state        ,a2                        ; State
      pom_zip          ,a9                        ; Zip code
      pom_phone        ,a14                       ; Telephone number
      pom_fax          ,a10                       ; FAX phone number
      pom_orddate      ,d8                        ; P/O date  (YYYYMMDD)
      pom_reqdate      ,d8                        ; Required date (YYYYMMDD)
      pom_viacode      ,a3                        ; Ship via
      pom_buyrcode     ,a3                        ; Buyer code
      pom_termcode     ,a3                        ; Terms code
      pom_confirmed    ,a20                       ; Confirmed with
      pom_fobc         ,a1                        ; FOB
                                                  ;  O - origin
                                                  ;  D - destination
      pom_colppd       ,a1                        ; Collect/Prepaid  (C/P)
      pom_locncode     ,a3                        ; Location
      pom_status       ,a1                        ; Status
                                                  ;   O - open
                                                  ;   P - partial
                                                  ;   C - closed
      pom_comment1     ,a40                       ; Comment line 1
      pom_comment2     ,a40                       ; Comment line 2
      pom_cust         ,a6                        ; Customer ID
      pom_custord      ,d6                        ; Customer order number
```

```
pom_shipid       ,a6         ; Ship to ID
pom_shipname     ,a25        ; Ship to name
pom_shipaddr1    ,a25        ; Ship to address 1
pom_shipaddr2    ,a25        ; Ship to address 2
pom_shipcity     ,a20        ; Ship to city
pom_shipstate    ,a2         ; Ship to state
pom_shipzip      ,a9         ; Ship to zip code
pom_flag1        ,a1         ; Flag - P/O printed
pom_flag2        ,a1         ; Flag - Receiver issued
pom_flag3        ,a1         ; Flag - Quantities set
pom_flag4        ,a1         ; Flag - Labels printed
pom_totamt       ,d9         ; Total PO amount  (7.2)
pom_totrcvd      ,d9         ; Total PO recvd to date  (7.2)
pom_totinvcd     ,d9         ; Total amt invcd to date  (7.2)
pom_invcdate     ,d8         ; Last invoice date  (YYYYMMDD)
pom_invcno       ,a8         ; Last invoice paid
```

Filename:	**pohist.rec**	
Record Description:	Purchase Order history file record map	
Record Length:	155	
Primary key:	1.32	poh_comp, poh_vend, poh_item
Alternate 1:	9.42	poh_item, poh_order, poh_lineno, poh_recdate, poh_linetype
Alternate 2:	1.8	poh_comp, poh_vend
	33.9	poh_order, poh_lineno (descending)

```
record  pohist
      poh_key          ,a32                        ; Primary key
        poh_comp       ,a2     @poh_key            ; Company code
        poh_vend       ,a6     @poh_key+2          ; Vendor ID
        poh_item       ,a24    @poh_key+8          ; Item ID
      poh_order        ,d6                         ; Order number
      poh_lineno       ,d3                         ; Line number
      poh_recdate      ,d8                         ; Date received  (YYYYMMDD)
        poh_recyr      ,d4     @poh_recdate
        poh_recmo      ,d2     @poh_recdate+4
      poh_linetype     ,a1                         ; Line type
                                                   ;   I - stock item
                                                   ;   N - non stock item
                                                   ;   S - serial number
                                                   ;   L - lot number
      poh_orddate      ,d8                         ; Order date  (YYYYMMDD)
      poh_locncode     ,a3                         ; Location
      poh_descr        ,a30                        ; Description
        poh_snlt       ,a20    @poh_descr          ; Serial/lot number
      poh_ordqty       ,d9                         ; Quantity ordered  (6.3)
      poh_recqty       ,d9                         ; Quantity received  (6.3)
      poh_buomcode     ,a3                         ; Buy unit of measure
      poh_ucost        ,d9                         ; Unit cost  (6.3)
      poh_discpct      ,d4                         ; Discount %  (2.2)
      poh_vendpn       ,a12                        ; Vendor's item ID
      poh_cust         ,a6                         ; Customer ID
      poh_custord      ,d6                         ; Customer order number
      poh_pfactor      ,d6                         ; Price/cost factor  (6.0)
```

Filename:	**poline.rec**
Record Description:	Purchase Order line file record map
Record Length:	175
Primary key:	1.14 pol_comp, pol_order, pol_lineno, pol_linetype
Alternate 1:	15.24 pol_item

```
record  poline
      pol_key             ,a14                          ; Primary key
        pol_comp          ,a2        @pol_key           ; Company code
        pol_order         ,d6        @pol_key+2         ; Order number
        pol_lineno        ,d3        @pol_key+8         ; Line number
        pol_linetype      ,a1        @pol_key+11        ; Line type
                                                        ;   I - stock item
                                                        ;   N - non stock item
                                                        ;   R - remarks
        pol_lineseqn      ,d2        @pol_key+12        ; Line sequence number
      pol_item            ,a24                          ; Item ID
      pol_locncode        ,a3                           ; Location code
      pol_descr           ,a30                          ; Description
      pol_vendpn          ,a12                          ; Vendor's item ID
                          ,a12                          ; filler
      pol_buomcode        ,a3                           ; Buy unit of measure
      pol_catgcode        ,a3                           ; Category
      pol_ordqty          ,d9                           ; Quantity ordered  (6.3)
      pol_recpqty         ,d9                           ; Quantity rcvd (to-date)  (6.3)
      pol_recuqty         ,d9                           ; Quantity rcvd (unposted)  (6.3)
      pol_ucost           ,d9                           ; Unit cost  (6.3)
      pol_discpct         ,d4                           ; Discount %  (2.2)
      pol_ordcost         ,d9                           ; Total cost  (7.2)
      pol_reqdate         ,d8                           ; Required date  (YYYYMMDD)
      pol_recdate         ,d8                           ; Last received date  (YYYYMMDD)
      pol_slst            ,a1                           ; Serial/lot numbered item
                                                        ;   S - serial numbered
                                                        ;   L - lot numbered
                                                        ;   K - kit
                                                        ;   N - none
      pol_status          ,a1                           ; Status flag
                                                        ;   C - completed
                                                        ;   D - deleted
                                                        ;   P - partial
      pol_updcost         ,a1                           ; Update item costs  (Y/N)
      pol_pfactor         ,d6                           ; Price/cost factor  (6.0)

record  ,X
                          ,a14
      pol_remark1         ,a60                          ; Remarks line 1
```

```
     pol_remark2          ,a60                    ; Remarks line 2
     pol_rem1prt          ,a1                     ; Where to print remarks line 1
                                                  ;   P - purchase order
                                                  ;   R - receivings worksheet
                                                  ;   B - both
     pol_rem2prt          ,a1                     ; Where to print remarks line 2
                                                  ;   P - purchase order
                                                  ;   R - receivings worksheet
                                                  ;   B - both

record  ,X
                          ,a14
     pol_extdescr         ,2a60                   ; Extended description
```

Filename:	**poslno.rec**	
Record Description:	Purchase Order serial/lot numbers received file record map	
Record Length:	54	
Primary key:	1.31	pos_comp, pos_order, pos_lineno, pos_snlt

```
record  poslno
    pos_key          ,a31                        ; Primary key
      pos_comp       ,a2       @pos_key          ; Company code
      pos_order      ,d6       @pos_key+2        ; Order number
      pos_lineno     ,d3       @pos_key+8        ; Line number
      pos_snlt       ,a20      @pos_key+11       ; Serial/lot number
    pos_qty          ,d6                         ; Quantity  (6.0)
    pos_ucost        ,d9                         ; Unit cost  (6.3)
    pos_recdate      ,d8                         ; Date received  (YYYYMMDD)
```

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