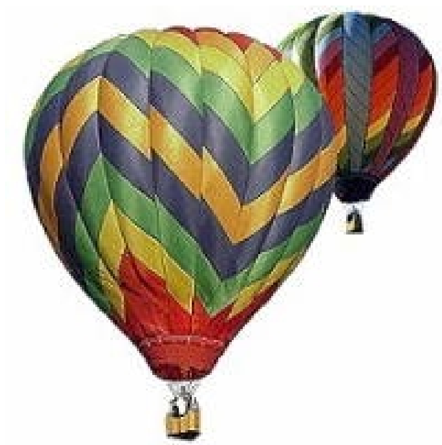
Down To Earth

Business Software

Purchase Order Entry
User's Reference Manual



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Purchase Order

The Purchase Order application allows you to order inventory items and print purchase orders to send to your vendor and replenish your stock. When the goods arrive in your warehouse, each item quantity received is recorded via either one-step (goes directly into the same/correct warehouse location) or two-step (must now be shipped to a different warehouse within your company) receivings transaction.

The quantities are updated accordingly when posted – reducing the **Qty on order** value and increasing the **Qty in stock** quantity for one-step receivings and reducing **On order** and increasing **Qty at dock** quantity for two-step until the items actually arrive at their true destination. Upon reaching their final destination, the second step of the receiving is entered and posted, decreasing the **Qty at dock** and increasing **Qty in stock** and **On hand** for Bin and if applicable, serial/lot records.

Other miscellaneous procedures related to managing the outstanding Purchase orders include

- Closing a single order, even if not fully received
- Re-opening that order should the situation change
- Purge closed orders, vendor PO history records, and/or receivings history
- Re-set the Qty on order value for all items based on valid, open POs

Each purchase order's basic and vendor information is stored in order header records (***pohedr.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. Specific item information in the line records (***poline.ism***), such as the item ordered, the quantity ordered, and the cost per unit is stored in line item records.

The Purchase Order application requires that you also install the Down To Earth ***Accounts Payable***, ***Name/Address***, and ***Inventory*** applications. The Accounts Payable application can interface data from the Purchase Order system to help you tighten controls with invoice vs. PO verification. The Name/Address vendor file (Tab) contains the information necessary for processing PO's for your company as well as the PO Mail Tab for shipping information. The Inventory item file carries the status, quantities, costs, etc. for each item involved on the order.

Purchase Order also allows you the flexibility to define ***buyer codes***, different ***delivery addresses*** for your orders, the ***shipping methods*** used for your orders, and the ***payment terms*** used for your orders. Each code is defined for all companies via the "Codes ►" menu selection while the default values are determined for each Company with the DTE Control Variables. And, you can always define new codes "on the fly" within the order entry.

The ***forms*** required for printing of purchase orders can be purchased at any office supply store. You will need either NEBS 9055, NEBS 9051, or standard Laser 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 DTE Controls. You can also choose the option to print 10 or 12 characters per inch with this same form.

Receiving POs are designed for efficient scanner entry, although manual keyboard entry is also acceptable. First the PO number is scanned or entered, then each individual line received in. The quantity remaining for the PO is displayed and used as the default received with optional entry of items rejected.

There are two methods of receiving goods for your business. ***One-step –*** is most commonly used and receives items directory into the warehouse that they are eventually shipped to customers from. ***Two-step –*** processing adds the ability to track the items when there is an additional time element before they are received in the final destination warehouse.

When an order is received in full, Down To Earth can optionally close the order's header record (via the DTE Control Variables) 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 header and corresponding line item records, you simply purge the PO data.

Analyzing data from the past and for future purchases can really help in managing your inventory efficiently. Several reports are offered to keep track of existing POs in progress and to track the costs charged by your vendors and their performance with your orders. For example, the ***Aged Open PO items*** report ages Purchase Orders based on a user defined aging and compared to the date in 30 day aging cycles, the ***Receivings Cost*** report comparing actual costs to standard costs, and ***Vendor Performance*** lets you know who your best vendors are.

1 Getting Started

To set up Purchase Order, select “Purchase Order” from the Inventory Control menu column. The Purchase Order main menu is displayed with “Enter orders” as the default selection. From this menu, perform the following functions in the order specified below. For details about getting around within Down To Earth or shortcuts for data entry, please refer to the General Concepts User’s Reference Manual.

1. Set up your company (DTE Controls) to determine how options are defined for the Purchase Order application. Select “Company” from the Maintenance menu column and follow the detailed instructions in the section, “Setting up your company” in this manual

   You determine whether orders are closed when fully received, order numbers assigned automatically or manually, PO form to use, if kit components are printed on a PO, and if specific printers should be used to automatically print Purchase Orders and Labels. In addition, you define controls for PO entry and receiving such as the default buyer, location, ship via, and terms codes, if multiple locations are allowed on a single order, what type of receiving (1- or 2-step), if you allow cost changes when receiving, and re-print parameters.

   DTE Control variables are defined for each company processing within the Down To Earth software.

2. Assign Receiving addresses for your company 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. Select “Codes ►” from the Maintenance menu selection, and follow the instructions for “Defining codes” within this manual. For more complete description of each field, refer to the Name/Address manual, “Codes ► Purchasing ► Maintenance Menu column” section.

3. If you have not defined all vendors from whom you purchase goods or services using the Name/Address application, define them now via the “Name/Address” Maintenance menu selection. Follow the detailed instructions in the section, “Defining Addresses & Masters” in the Name/Address User’s Reference manual.

NOTE: The Vendor master Tab defines if a Purchase Order is required received prior to A/P invoice payment with the value in the **PO required** field. When an A/P invoice is entered and the PO number referenced, DTE checks the Purchase Order records for non-received status, quantities ordered vs. quantities received, and freight billed (depending on the FOB field value in the PO). The A/P invoice transaction record is ‘suspended’ and marked as ‘On Hold’ if the items have not been received, freight is incorrect, costs do not match, or the PO record is not found. Please refer to the Accounts Payable User’s Reference manual for additional information regarding this function.

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4. Define the codes used within the Purchase Order entry. Make a list of your employees who are allowed to place purchase orders and assign each authorized employee a unique **Buyer code**. Also define each **Ship via code** (shipping method) to be used for delivery of goods to your receiving addresses (UPS ground, Air freight, Rail, Ground freight, etc.) If you have not created a **Terms code** for each combination of payment Terms codes that apply to your vendors, create them now.

   Please refer to the Defining codes section of this manual for detailed input information.

5. 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 section, “Maintaining inventory item records” in the Inventory User’s Reference manual for detailed field definitions.

6. 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

Most Master and Transaction maintenance window entry allows for ID code creation 'on the fly' by using the "Field maintenance" shortcut for that field. However, creating as many master records as possible at one time is the most efficient method of data entry. The individual codes identified within any master should be defined before the actual master record. Select "Codes" to define system wide sales, item, purchasing (such as *Buyer* or *Receiving*), and other codes used throughout Down To Earth. Select "Name/Address" to enter *vendors*, customers, ship to, *mail to*, contact, and group masters.

You can select "Name/Address" or "Codes" from any Maintenance menu column within any application that utilizes any of the codes defined. Then create the necessary vendor, customer, ship to, mail to address, and contact information required. You can optionally also define Call management information for the Contact and Groups associated with the addressee.

The Maintenance menu column enables you to define the Vendor and Item master records needed to process Purchase Order Entry transactions. You can

- ✓ Create codes for your buyers, rejection (reason) codes, receiving addresses (via Purchasing ▶ code selection), vendor terms, and ship via methods (via the Sales ▶ codes selection)
- ✓ Use these and any additional codes to define your item master records or vendor and mail to addresses, if not already defined (via Name/Address and Items)
- ✓ Set up your company to determine how Purchase Orders are processed

"Locate record" and "Find" shortcut: If you're using any Maintenance menu selection to change an existing record, you can use the "Locate record" shortcut to search for the record by any of the field choices displayed, based on the record key(s). Use the "Find" shortcut to search for a previously defined code during data entry if not already known. Most "Find" shortcuts do not offer search options but instead simply display a list of valid codes to use for data entry.

- ✓ Non-Windows environments display the message, "Find(Locate)" on the information line when your cursor is placed in a field or the shortcut key is enabled when you pull down the Records or Input menu columns. Any keyboard equivalent defined for your system is displayed in the menu column list.
- ✓ Windows environments either indicate the "Locate record" shortcut is allowed by enabling the Binoculars button or displaying a "Find" button next to the field with three periods. Either click on the enabled button or use the equivalent keyboard key as noted when you pull down the Records menu column.

For example, to locate a Name/Address record for a vendor, use the "Locate record" shortcut to display the search options for ID, Name, Telephone, Zip, or City. Use the

“Fill defaults” shortcut to search alphabetically by Search name or press <Enter> for ID, enter a blank for the Search name field (using the <Spacebar>) and enter data in any other field to search on. Wildcards are allowed along with several “Locate record” shortcut search options. Please refer to the General Concepts User’s Reference manual for complete descriptions and additional examples.

“Field Maintenance” shortcut: Throughout Down To Earth applications there are some Master fields that can be defined ‘on the fly’ while in other routines. For example, you can define a new Vendor, Terms code, or Chart of Account number while entering A/P invoices or define a new Customer, Cost Center, or Cost Category while entering AR transactions.

- ✓ Windows environment fields enabling the use of the “Field Maintenance” shortcut are noted by a different color field name – the standard color is green. Click on the green field name to display the maintenance input window for that code.
- ✓ Non-Windows environments display “^A maintenance” on the Information line and require the key sequence, Ctrl-A, to display the Maintenance entry window for that code.

Keyboard shortcuts: For your system’s actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

2.1 Defining vendors and mail to addresses

Before you can create a Purchase Order for a vendor, that vendor’s address(es) and PO Mail record must be defined for your company.

Vendors are companies or individuals who you purchase goods or services from for your company. Within the Vendor master, the standard terms of payment are defined, the general ledger default accounts when paying the invoice, 1099 information if applicable, a different remit to address can be defined, and if the PO is required to be fully shipped prior to issuing payment. (Please refer to the Accounts Payable User’s Reference manual for additional information regarding suspended invoices.)

PO mail to addresses tell where the Purchase Orders your company creates for a Vendor being defined, should be sent. It is suggested that you define each Name/Address ID and address to which orders are sent on a regular basis. If there is more than a single PO mail to address for this vendor, each address is defined as **Yes** to the **PO mail to** field only, and the **Parent ID** field should contain the associated main Name/Address ID for your vendor.

For example, the vendor’s main warehouse is defined as Name/Address ID 101. Additional warehouse or administrative locations where PO’s are sent are given their own Name/Address ID, **Yes** only for the **PO mail to** field, and the **Parent ID** defined as **101**.

NOTE: Please refer to the, “Defining Addresses & Masters,” “Vendor Maintenance Tab window” sections of your Name/Address User’s Reference Manual for detailed instructions and specific field descriptions for Vendor master maintenance.

Although the Vendor master is accessible by selecting “Name/Address” from almost any Maintenance menu column, all name and address records are stored in a single file from the Name/Address application (***namast.ism***). The actual vendor master data (Tab) is carried in a separate file, ***apvend.ism***. Any manipulation of the master file data is done from within the Name/Address application. For example, instructions to define criteria for a vendor list and label printing is contained within the Name/Address User Reference Manual.

2.2 Defining inventory items

For the purpose of Purchase Order Entry, inventory items are goods or services that you must order and eventually sell to your customers. Before you begin using the Down To Earth Purchase Order Entry application, you must create a record for each item in your inventory, for each location it is stored. To create these records or to change or delete the data in an existing record, select “Items” from the Maintenance menu column. The Item Maintenance window is displayed along with the Location, Bin, Serial/Lot, Customers, Vendors, and Sales (tabs) windows.

NOTE: Please refer to the section, “Maintaining inventory item records,” of your Inventory User’s Reference 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 item’s description, category used for G/L information, if the item is taxable, the units in which the item is bought and sold, and if the item is serialized. In addition, the item’s costs, pricing levels, quantities, and reorder information are defined for each warehouse Location. Within each Location code, the Bin is assigned and carries Physical Count data, and each Serial/Lot number for the quantities carried in the Bin and Location. If an item is stored in more than one inventory location, you must define that item for each of those locations.

2.3 Defining codes

Select “Codes ▶” from the Maintenance menu column to define the various codes used by all the applications in Down To Earth. Although you can define or edit any of the application codes from this menu selection, only the codes defined under the **Purchasing** ▶ sub-menu are actually referenced within the Purchase Order Entry application manual.

◈ NOTE: For more detailed information regarding each input field within any Codes Maintenance window, please refer to the Name/Address chapter of your Down To Earth User Reference manual, "Defining codes" section.

From the "Codes ►" selection, choose either "Sales ►," "Item ►," "Purchasing ►," or "Other ►" to display the respective code selection menu. To defined codes used within the Vendor or PO ship to, choose "Sales ►" and select "Terms (Payable)" to define the terms of payment between you and your vendor and "Ship Via" to define the methods of shipment your company uses to get goods to your warehouses. Choose "Item ►" to define codes used for item masters. ►.

Choose "Purchasing ►" to define codes unique to the Purchase Order application such as **Buyer** codes, the people within your company that have the authority to order product. The **Rejection** code is only used when using the two-step receiving method. This determines why product was not accepted. **Receiving addresses** are the locations your product will ship to.

When entering a Receiving address within the PO header, you have the option to

- ✓ Press <Enter> without entering any data to enter the default value, **-1**, and display the receiving address assigned as the first record in the Receivings address codes. To override the displayed value, enter a different ship to (Receivings) name and address.
- ✓ Enter a minus and another Receivings address code to choose a different ship to/warehouse defined for your company (or enter 0 to display the Receiving address code choices).
- ✓ Enter a Name/Address ID code to request that the order be sent directly to the address stored in the ***namast.ism*** file, such as a drop ship to a customer.

Codes ►

Sales ►
Item ►
Purchasing ►
Other ►

Sales Item **Purchasing** Other

Finance Charge Folder type (Calls) Geographic area Group (Names) Literature Mail Product Project Sales Representative Sales tax Ship via Terms (Payable) Terms (Receivable) Territory	Category Catalog Commission Location Unit of Measure Warranty	**Buyer** **Rejection** **Receive addr**	Activity status Cost Center type Cost Center Category Sales Analysis Fixed Asset GL

Entry Information: Choose the "Add record" shortcut to add a new record, the "Edit record" shortcut to edit the displayed record, or the "Exit" shortcut to return to the Menu column. You can also utilize the "Locate record," "Next record," "Last record," "Prior record," or "First record" shortcuts to display a specific record in the entry window. You can use the "Help" shortcut for a brief description of any individual field. To cancel your input, use the "Cancel process" shortcut and be sure to use the "Update record" shortcut if any changes are made.

2.4 Setting up your company

This menu entry allows you to define data file and customer order options; designate which forms are used to print invoices; and specify automatic and default entry options such as

- ✓ Automatically assign numbers to Purchase Orders and invoices and control the next order number
- ✓ Select the format of the PO form submitted to your vendor
- ✓ Order, Kit, and Label print options
- ✓ Default Buyer, Location, Ship via, and Terms code to use for each PO
- ✓ Option to allow multiple locations on the same PO

DTE Controls Maintenance summary: The DTE Control variable and field definition is created via the System Manager application, "DTE Controls" in the Maintenance menu column. This method of creating Company controls allows for customization of the Company options for each application. (Please refer to your System Manager User 's Reference manual for more information re creating custom control variables.)

Defining the values for the standard DTE Control variables already in place are entered via the "Company" selection of each application and those values written to the ***UTF:smctrl.ism*** file. The Company, Application code, and Variable assigned automatically display at the top of the window, as well as a brief instruction message as help for its function at the bottom.

Not all Controls allow change within the application but are visible for information. In addition, some Controls, such as the data files, are considered system files and are only accessible via System Manager.

Changing DTE control values: Changing the value of a DTE controls variable requires you to completely exit Down To Earth and return again. When you re-enter that application, the change has taken affect.

Entry Information: Select “Company” to display the (Company) Control Maintenance window. Choose the “Edit record” shortcut to edit the displayed record. You can also use the “Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record. A brief help description is automatically displayed for each input field in lieu of the “Help” shortcut. Use the “Cancel process” shortcut to cancel any input or the “Exit” shortcut to return to the Menu column. Be sure to use the “Update record” shortcut if any changes are made.

(Company) Control Maintenance window

Company code: Display only. The code of the current company is displayed in this field.

Application: Display only. The application code assigned for the current application loaded.

Control: Display only. The variable assigned to the control of the function being defined. The order of the records displayed is alphabetical, by this field.

NOTE: Please see chart following each field description for the standard specifications of each option within the current application.

Spec type: Display only. This field identifies the specification code assigned to the current variable. Please see chart to follow for standard specifications for each option within the application. The different types codes are:

- ✓ **ITM:**parameter **-** A parameter value entered by the user and not chosen from a selection window. The current fiscal year, your A/P Aging periods, the next invoice number, etc. are examples.
- ✓ **FIL:**data file **-** Not displayed within the individual application Company maintenance window. This identifies the data files and location (FIL) and is only displayed within the System Manager, “DTE controls” menu selection.
- ✓ **SEL:**selection **-** An option to be selected from a list of displayed choices. Yes/No values, the type of accounting basis - Cash or Accrual, printing an A/P proof list in order of entry or by vendor ID are just a couple of examples.
- ✓ **RPT:**report **-** Links the particular custom report specified to the “Custom reports” menu function in the Reports/Inquiry menu column.

- ✓ **ACT:**glaacct **-** Specifying the default account to be used for posting transactions is identified as this type of control.

Data type: Display only. Identifies this variable as **Alpha/numeric**, **Date**, or **Numeric** only field.

Alpha Value: Displayed only if the **Data type** field value is **Alpha/numeric**. Enter one of the choices as displayed in the available list or enter the text required as indicated for the particular variable. (An example is **Yes** or **No** to answer a question or the default G/L account numbers.)

Date: Enabled only if the **Data type** field value is **Date.** Enter the date that applies to the variable being defined. (An example is Last A/P Check date, automatically updated with each check post.)

Number: Enabled only if the **Data type** field value is **Numeric.** Enter the numeric value that applies to the variable being defined. (An example is the G/L current fiscal year.)

Entered: Display only. The date this record was originally entered.

Changed: Display only. The date this record was last changed.

Company Maintenance Options

Adding freight : Select **Yes** to include the charges for Freight when calculating and updating a receiving item's costs. Choose **No** if this cost should not be considered.

The freight added into the cost of an item is determined by the value in the **Unit freight** field of the Vendor Tab of the item master. The unit freight percent or dollar amount entered in this field is then added to the unit cost of an item when the PO receivings cost is posted. The Inventory DTE Controls variable FRTADDTYPE determines if the amount is a percent (%) or a dollar amount ($).

Control	Spec type	Data type	Alpha value	Date	Number
ADDFRGTIN	SEL:selection	Alpha	Yes/No		

Auto close order: Select **Yes** to automatically mark a PO as closed when all items are completely received and those receivings are posted. Choose **No** to keep the order header with an Order status value of Open or Partial. If you choose not to automatically close order s when fully received and posted, you must manually close any orders by selecting "Close Order" from the Miscellaneous menu column.

Control	Spec type	Data type	Alpha value	Date	Number
AUTOCLOSE	SEL:selection	Alpha	Yes/No		

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

Control	Spec type	Data type	Alpha value	Date	Number
AUTOORDERNO	SEL:selection	Alpha	Yes/No		

Cost origin for "Copy" shortcut: Using the "Copy" shortcut to generate a new PO from an open or previously received PO offers the choice of three different cost values for Down To Earth to use. Define the COSTORIGIN control to utilize the current last cost value from the item master record (for the location code), the same cost as the original PO, or zero cost. This same option applies to open or history records used as the basis for the shortcut.

Control	Spec type	Data type	Alpha value	Date	Number
COSTORIGIN	SEL:selection	Alpha	I:Item cost / P:Original PO cost / Z:Zero cost		

Default buyer code: Enter the code value to use within the purchase order entry as the default buyer. The code entered is the primary person responsible for purchasing goods for your company. This code becomes the default value for the **Buyer** field (in the Order Header window) of new orders.

Control	Spec type	Data type	Alpha value	Date	Number
DEFAULT–BUYR	ITM:parameter	Alpha	aaa		

Default location code: Enter the code value to use within purchase orders as the default location. The code entered is the warehouse location you receive into most often. This code becomes the default value for the **Location** field (in the Order Header window) of new POs.

Control	Spec type	Data type	Alpha value	Date	Number
DEFAULT–LOCN	ITM:parameter	Alpha	aaa		

Default shipping method code: Enter the code value to use within purchase orders as the most often used method of shipping for your products. This code becomes the default value for the **Ship via** field (in the Order Header window) of new POs.

Control	Spec type	Data type	Alpha value	Date	Number
DEFAULT–SVIA	ITM:parameter	Alpha	aaa		

Default payment terms code: Enter the code value to use within purchase orders as the most often used method of shipping for your products. This code becomes the default value for the **Terms** field (in the Order Header window) of new POs if a Terms code was not assigned to the vendor record.

Control	Spec type	Data type	Alpha value	Date	Number
DEFAULT–TERM	ITM:parameter	Alpha	aaa		

Freight account number: Enter the number of the General Ledger account most often used when recording the freight amounts processed. Special conditions apply to the entry of A/P Invoices if utilizing the Purchase Order application and the distribution is for a Vendor that requires PO verification (**PO required** master field is defined as **Yes**).

The G/L Freight account number entered on the invoice is compared to the value defined for this Control. The PO **FOB** field value is also verified to see if the freight is to be paid by the **Origin** (vendor) or **Destination** (you). (This verification is done when this distribution record is completed and being written to the transaction file). If freight is to be paid by the Vendor (origin), the message "Freight not allowed on the purchase order." displays and does not allow distribution to this account number. If freight is paid by you, it is allowed for entry.

Control	Spec type	Data type	Alpha value	Date	Number
FREIGHTACCT	ACT:gl account	Alpha	aaaaaa		

Hand held scanner: Enter the type of scanner being used for the PO receivings systems. The standard distribution is defined as **CPT711** – the basic scanner model. If you are unsure of the value to enter, contact Down To Earth support for verification.

This Control is defined to allow an operator to delete the control from Purchase Order application. The existence of this control determines what is printed on the Receivings worksheet. If the HHSCANNER Control is found by DTE, two additional bar codes are printed on the receiving worksheet, the location/bin (as one bar code) and the quantity. If this Control is deleted, only the PO number and Item ID (or UPC) is printed on the worksheet.

Control	Spec type	Data type	Alpha value	Date	Number
HHSCANNER	ITM:parameter	Alpha	aaaaaa . . .		

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 PO 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.

Control	Spec type	Data type	Alpha value	Date	Number
KEEPHISTORY	SEL:selection	Alpha	Yes/No		

Multi locs/order: Choose **Yes** if you want to allow items from multiple locations to be included on a single purchase order. Choose **No** if all items on an order must all be going into a single location.

Control	Spec type	Data type	Alpha value	Date	Number
MULTILOCS	SEL:selection	Alpha	Yes/No		

Next order number: Companies that are assigning their own purchase order numbers do not define this variable. If you entered **Yes** in the Automatic order numbers variable, AUTOORDERNO, enter the next order number you want Down To Earth to assign. Order numbers must be whole numbers less than or equal to **999999**.

Control	Spec type	Data type	Alpha value	Date	Number
NEXTORDERNO	ITM:parameter	Numeric			1-999999

Non-stock item labels: Choose **Yes** to include non-stocked items when printing receivings labels. A value of **No** excludes non-stocked items received in.

Control	Spec type	Data type	Alpha value	Date	Number
NONSTKLABELS	SEL:selection	Alpha	Yes/No		

Quantities for Back-ordered receivings report: Choose **Yes** to include all unshipped item quantities when listing the customer orders waiting for received goods. Choose **No** to only include back-ordered quantities as noted in the "Creating an Items Received/Back-ordered Listing" section of either the One- or Two-step processing.

Control	Spec type	Data type	Alpha value	Date	Number
PO4600QTY	SEL:selection	Alpha	Yes/No		

Receivings posting date: For 2-step processing only. Choose **at dock** to use the Receivings date you entered for the first step of the receiving. This step updates the **Quantity at dock** field in the item ID master. Choose **Stock** to use the Receivings date entered when the goods reach their final destination and the **Quantity in stock** (on hand) item master field is updated.

Control	Spec type	Data type	Alpha value	Date	Number
POSTDATE	SEL:selection	Alpha	at dock/stock		

Print kit components: Choose the option for printing Kit and Kit components on invoices. Enter **Yes** to print the kit component item IDs on the purchase order or choose **No** if you want only the main kit item ID to print.

Control	Spec type	Data type	Alpha value	Date	Number
PRINTKITS	SEL:selection	Alpha	Yes/No		

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
2 Laser
5 NEBS 9051 (blank) 10cpi
6 NEBS 9051 (company) 10cpi
7 NEBS 9051 (blank) 12cpi
8 NEBS9051 (company) 12cpi

9 Custom

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 System Manager COMPNAME Control variable.) The respective formats offer the option to print in 10 or 12 characters per inch (cpi). Select **2** to use **Laser** forms. Laser POs require custom programming for any format changes from the standard version distributed with DTE.

Control	Spec type	Data type	Alpha value	Date	Number
PURCHFORM	SEL:selection	Alpha	9055, Laser, 9051-bl 10cpi, 9051-Co 10cpi, 9051-bl 12cpi, 9051-Co 12cpi, custom		

Purchase order printer: Choose a pre-defined printer number designated as the PO printer. This printer is automatically used when printing purchase orders from the Purchase Order application, bypassing any individual printer selection. To display the printer choices when printing invoices, enter **0**. Valid entries are whole numbers from **0** through **99**.

Control	Spec type	Data type	Alpha value	Date	Number
PURCHPRINTER	ITM:parameter	Numeric			0 - 99

When to purge POs: Your selection for this variable 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.

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**.

Control	Spec type	Data type	Alpha value	Date	Number
PURGEWHEN	SEL:selection	Alpha	Completed, Paid		

Stock receivings date: This Control is applicable only if processing 2-step receivings. Select **Prompt** to have DTE Prompt for a **Post date** when receiving items/adding the stock into inventory. ("Stock inventory" from the "Two-step receivings ►" sub-menu) Choose **System** to bypass the **Receiving date** field and automatically enter the current system date as the post date.

Control	Spec type	Data type	Alpha value	Date	Number
RCVSTOCKDATE	SEL:selection	Alpha	Prompt, System		

Allow cost changes: Enter **Yes** to allow your operators to change the unit cost for an item when receiving it into stock as inventory. (via ("Stock inventory" from the "Two-step receivings ►" sub-menu) Choose **No** to disable this field for entry or viewing.

Control	Spec type	Data type	Alpha value	Date	Number
RCVUNITCOST	SEL:selection	Alpha	Yes/No		

Recevings labels: For use only with BarTender® PC software. Select, **None** if you are not printing receivings labels. Choose **Prompt** to have the system prompt you for this option at the time you set the received quantities. Choose **Order** to print one label per order or **Line** to print one label per PO line number. Receivings label records are created in a file in the LBL directory, named **po4320.txt**. Each PO receiving entered generates a new file therefore requiring the labels to be printed immediately, prior to the next PO received.

Control	Spec type	Data type	Alpha value	Date	Number
RECVGSLABELS	SEL:selection	Alpha	None, per order, per line, Prompt		

Receivings type: Choose **1 step** method of receiving when you receive goods directly into the warehouse that will be storing the inventory. When receivings are posted, the quantities In stock/On hand are updated with the new quantities.

Choose the **2 step** method if the items are received into a central warehouse only to be shipped to a different warehouse for the final destination. If your business orders in bulk and distributes to individual warehouses, choose **2 step**. This allows the At dock quantities to be updated while the PO remains open for the final receiving.

NOTE: Do not change from 1-step to 2-step receiving method when Purchase Orders are still in the receiving process. All PO's that are marked as received must also be posted. Open PO's entered but not yet received are not affected.

Control	Spec type	Data type	Alpha value	Date	Number
RECVGSTYPE	SEL:selection	Alpha	1 step, 2 step		

Re-print line status: The REPRINTTYPE control defines what quantity to print when a Purchase Order is reprinted. Select **Remaining** to print only the quantity that is remaining to be received for PO reprints or choose **Original** to print the original quantity ordered regardless of what is remaining.

Control	Spec type	Data type	Alpha value	Date	Number
REPRINTTYPE	SEL:selection	Alpha	Original, Remaining		

3 The Transaction Menu Column

The menu selections in the Transaction menu column are the menu selections used most often and on a regular basis. These functions allow you to enter and print purchase orders for goods to sell and use internally for your business. In addition, the receiving procedures insure the most efficient method of accurate tracking of the goods until they are in your inventory.

In addition, the Transaction menu allows you to

- ✓ Print worksheets to record delivered items as received
- ✓ Enter, proof, report status, and post delivered items as received and automatically update inventory item quantities
- ✓ Print Price labels (one-step), Stock labels (two-step), or generate a label file for BarTender® labels for received items
- ✓ Print a list of items back ordered on customer orders prior to posting receivings entered

PO Entry Shortcuts: To assist order entry, DTE offers several "Hot key" shortcut options to previous, current, or expected quantities, prices, and costs and functions. For example, from within the order header you can . . .

- ✓ Display/Enter the individual line item detail via "Entries"
- ✓ Print a PO for the individual order by using the "Print" shortcut – you are not required to "Edit" the PO to use the "Print" shortcut, only display the record, even in disabled entry mode
- ✓ Copy existing purchase order data when adding a new order via "Enter orders" menu selection with the "Copy" shortcut. You are prompted for the existing order number, if the PO is from open orders or posted history, and the new order is generated with the same data.

From within the line item detail window, you can . . .

- ✓ Display an Extended description. Each item ID can have extended description, up to 240 characters defined in the master and displayed during entry with the "Extd Desc" shortcut
- ✓ Add "Remarks" to the purchase order and/or receiving worksheet for a given line item
- ✓ Add "Reference" information to the purchase order and/or receiving worksheet, in addition to the Remarks, for a given line item
- ✓ Display Purchasing "History" for this line item including the order and line number, the quantity and the price per unit of measure
- ✓ Recalculate the (non-deleted) lines with the "Re-total" shortcut to insure the lines add up to the header total displayed. (This would only be necessary if changes are made to a line, then those changes are canceled.)

Options: There are many options offered to fit your company's method of operation defined via the "Company" Maintenance menu column selection. Please be sure you are familiar with the DTE Control settings defined for your company in the Purchase Order application regarding:

- ✓ option to add freight into the item costs when updating the item master with the ADDFRGTIN Control
- ✓ if your orders should automatically be closed when an order is completely received and posted (AUTOCLOSE) and when to purge (PURGEWHEN)
- ✓ automatically assigning order numbers (AUTOORDERNO), forms to be used (PURCHFORM), and printers (PURCHPRINTER)
- ✓ the COSTORIGIN Control defines your preference for which cost is brought into the new PO when using the "Copy" shortcut to generate a new PO record. You choose the original PO line cost, the item master cost (for the location), or no cost value
- ✓ bar code scanner settings and programs for receivings with the existence of the HHSCANNER Control
- ✓ default buyer, location, ship via, and terms code to use with the DEFAULT–BUYR, –LOCN, –SVIA, –TERM Controls respectively
- ✓ default Freight G/L account for AP/PO receivings with FREIGHTACCT
- ✓ if receiving history is to be saved – strongly suggested – by setting KEEPHISTORY
- ✓ if you allow multiple locations on a single PO with the MULTILOCS Control
- ✓ one- or two-step receivings processing (RECVGSTYPE) and posting date (POSTDATE)
- ✓ what does or does not print on the PO with PRINTKITS and REPRINTTYPE
- ✓ cost change settings if allowed during entry (RCVUNITCOST)

Discounts: You can associate a discount percent for any item via the individual line item entry. There is no volume or order discount option.

Customer Notes/Contact Management application: The shortcut to enter customer contact notations in the Notes Utility or Contact Management system is available by using the "Notes" shortcut, once the vendor ID has been established for an order. The Contact Management application must be installed prior to using this function to link to the application. This shortcut then automatically displays the Bill to customer's Activity Entry input window and all the previously established folders or the Note window for entry.

DTE offers one or the other function. If the Contact Management application is installed, it replaces the Notes utility in functionality. For more detailed information, please refer to the "Notes Utility" section of the General Concepts or the Contact Management User's Reference Manual.

<u>One-step vs Two-step receivings:</u> There are two methods of receiving goods for your business. The type of receivings is defined with the RECVGSTYPE Control variable and also determines which menu option is enabled from the Transaction menu column. Either receivings method chosen displays a sub-menu listing the procedures in order as they should be performed. Please refer to the overview section of the "Entering items as received" for more details.

- ✓ **One-step –** is most commonly used and receives items directory into the warehouse that they are eventually shipped to customers from.
- ✓ **Two-step –** processing adds the ability to track the items when there is an additional time element before they are received in the final destination warehouse. For example, the goods are received into your main warehouse in Texas and then promptly shipped to other warehouses in Oklahoma and New Mexico. With two-step receivings, the items are received as "At dock" in Texas and the PO remains open until the item is "Stocked" and posted upon arrival in Oklahoma and New Mexico.

<u>"Locate record" and "Find" shortcuts</u>: If you're using any Transaction menu selection to change an existing order, you can use the "Locate record" shortcut to search for a record by either the **Order number** or the **Vendor ID/Name**. Use the "Find" shortcut to search for a previously defined code during data entry if not already known. Most "Find" shortcuts do not offer search options but instead simply display a list of valid codes to use for data entry.

- ✓ Non-Windows environments display the message, "Find(Locate)" on the information line when your cursor is placed in a field or the shortcut key is enabled when you pull down the Records or Input menu columns. Any keyboard equivalent defined for your system is displayed in the menu column list.
- ✓ Windows environments either indicate the "Locate record" shortcut is allowed by enabling the Binoculars button or displaying a "Find" button next to the field with three periods. Either click on the enabled button or use the equivalent keyboard key as noted when you pull down the Records menu column.

There are several "Locate record" shortcut search options and rules for selection and display. Please refer to the General Concepts User's Reference manual for complete descriptions and additional examples.

<u>"Field Maintenance" shortcut:</u> Throughout Down To Earth applications there are some Master fields that can be defined 'on the fly' while in other routines. For example, you can define a new Vendor, Mail to, Ship to, Terms, Buyer, or Ship via while entering PO information.

- ✓ Windows environment fields enabling the use of the "Field Maintenance" shortcut are noted by a different color field name – the standard color is green. Click on the green field name to display the maintenance input window for that field.
- ✓ Non-Windows environments display "^A Maintenance" on the Information line and require the key sequence, 'Ctrl-A', to display the Maintenance entry window for that field.

Keyboard shortcuts: For your system's actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

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 with information that applies to the entire order (written to the ***pohedr.ism*** file) and individual line item records for each item ordered (written to the ***poline.ism*** file).

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 type, 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 and freight details, the quantity ordered, the cost per unit, discount percent if any, the date the item is required, and if the item's cost should be updated when received and posted.

Shortcuts: There are numerous shortcuts available for use within the order header and/or line entry. Please review the list and a brief summary of the function in the previous "Transaction menu column" overview, "PO Entry Shortcuts."

Mail to/Ship to: Each Name/Address record can optionally be assigned as a PO Mail to address when defining an address. This allows an alternate address to be defined for mailing the POs to.

For example, the Corporate address is assigned as only a Vendor for A/P purposes (Name/Address defined as **Yes** for Vendor and **No** for PO Mail). Corporate has individual Warehouses where the actual PO's are sent – they ship the product. Warehouses addresses are defined as **Yes** for PO Mail address and not (necessarily) as a Vendor.

Ship to/Receiving addresses are defined via any "Codes ►" Maintenance menu selection, "Purchasing ► sub-menu, Receiving address selection." The most common ship to address should be entered as the first record in the file and is used as the default value, normally your main receiving warehouse. When entering POs, you have the following options within the **Ship to** field of entry:

- ✓ Press <Enter> to enter the default value, **-1**, the displayed first receiving address in the data file.
- ✓ Use the "Find" shortcut to display a list of Names/Address records with the noted identifiers for ID's marked as **OE Ship to** or **PO Mail to** addresses

- ✓ Enter a zero (0) then <Enter> to display a list of Receiving address codes as defined via the "Codes ▶, Purchasing ▶, Receiving address" Maintenance menu selection

Order options: There are many options offered for entry and printing of purchase orders to fit your company's operation. Be sure you are familiar with the DTE Control variable definitions for your company (Purchase Order "Company" Maintenance menu column selection). For detailed information of each option, please refer to the previous "Transaction menu column" overview, "Options" and the "Setting up your Company" section of this manual.

Entry Information: Select "Enter orders" to display the Order Header window and enter purchase orders. Choose the "Add record" shortcut to add a new record (order), the "Edit record" shortcut to edit the displayed record (order), or the "Exit" shortcut to return to the Menu column. You can also utilize the "Locate record," "Next record," "Last record," "Prior record," or "First record" shortcuts to display a specific record in the entry window. You can use the "Help" shortcut for a brief description of any individual field. To cancel your input, use the "Cancel process" shortcut, the "Delete record" shortcut deletes the active record displayed, and be sure to use the "Update record" shortcut if any changes are made to the transaction header fields.

Order Header window

Order no: If Purchase Order is set to automatically assign order numbers for your company, the number is displayed but disabled for entry. 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 **999999**.

Vendor: Enter the ID code assigned to the vendor with whom you want this order placed. The vendor's name and address are displayed for visual verification.

NOTE: If the Vendor ID entered in this field is listed in the Vendor Tab of the item master, the vendor's item ID and cost is automatically displayed as the default values for any line items entered. The vendor ID, corresponding item ID, and unit cost must be defined in your item ID master, via the Vendors Tab input window.

MailTo: Press <Enter> to enter the default value, **0**, and use the same mailing address as the address assigned to the Vendor ID. The mail to name and address is displayed for visual verification. You may also enter a different Name/Address ID that has been optionally assigned as a PO Mail to address (in Name/Address application) when defining the address. This allows an alternate address to be defined for mailing the POs to that is different than the Vendor address.

Confirm with: Optional. Enter the name of the vendor representative with whom you placed or confirmed this order or press <Enter> to enter the default value displayed. (The displayed value is the first contact in the Name/Address record fir this vendor.) Press the <Spacebar> to replace the displayed value with blanks. You can enter up to 20 characters.

ShipTo (ID): Press <Enter> to enter the default value displayed, **–1**, representing the first Receivings address code defined. (Receivings addresses are defined via any "Codes ▶ Purchasing ▶ Receiving address" Maintenance menu selection.) Otherwise, use any of the follow to enter an alternate address:

- ✓ Enter a Name/Address ID of a customer to drop ship the items on the PO to. (Use the "Find" shortcut to display a list of Names/Address records with the noted identifiers for ID's marked, **V**endor, **C**ustomer, **S**hipTo, **M**ailTo, or **P**ropect.)
- ✓ Enter a zero (0) then <Enter> to display a list of Ship to codes as defined via the "Codes ▶, Purchasing ▶, Receiving address" Maintenance menu selection
- ✓ Press <Enter> to move the cursor to the first Ship to address field, normally reserved for the Ship to company and type over the default value

Telephone: The telephone number for the vendor is displayed. Just press <Enter> 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.

Fax: The fax number for the vendor is displayed. Press <Enter> to enter the displayed value or enter a different fax number. You can enter up to 10 characters, unformatted. Formatting is done automatically as follows: (**aaa**)**ppp-nnnn**, where **aaa** is the area code, **ppp** is the prefix, and **nnnn** is the number.

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 <Enter> 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 <Enter> without typing a date, the current date is entered by default.

Customer ID: Optional. If this order is being placed to fill a specific customer order, enter the ID code of that customer. The customer ID code and order number — which you'll enter in the next field — 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. Customer order numbers are assigned when an order is entered via the Sales Order Entry application. The order number and the customer's ID code enable you to associate the purchase order with the customer order when the order is delivered.

NOTE: The combined values of the customer ID and order number are not verified against an existing sales order entered (***oehedr.ism***). This information is associated with the PO for information and reporting only.

Order status: To enter a new order, choose **Open** from the displayed selection window. If the order being entered is partially received but some lines are still open, select **Partial**. If the order should be closed and no additional receipts are expected, select **Closed**. A status of **Received** may also be displayed in an inquiry mode if an order is still in process but is not allowed for entry. Down To Earth automatically changes the order's status as transactions are processed:

NOTE: If the AUTOCLOSE Control variable is defined as **Yes**, **C** for **Closed** will be displayed once the entire order has been received and posted. No receipts can be entered for an order whose status is **Closed**. If the AUTOCLOSE field is set to **No**, and **P** for **Partial** is displayed, you can receive against the order again.

Location: Press <Enter> to enter the default location as defined in the DEFAULT-LOCN Control variable or enter a different location code. If the MULTILOCS Control variable is defined as **Yes** to allow receiving in multiple locations within the same PO, you can override this location on each detail line. If multiple locations are not allowed on the same order, every detail line will use the location entered in this field.

Terms: The default terms code for this vendor is displayed. Either press <Enter> to enter this code, or enter a different code in the field. When you press <Enter>, the Terms code's description is displayed.

Buyer: Enter the buyer code assigned to the person responsible for purchasing or requested this order. Press <Enter> to enter the default as defined in the DEFAULT–BUYR Control.

NOTE: The Open PO 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.

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, defined with the DEFAULT–SVIA Control, press <Enter>.

FOB: (Free-On-Board) 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**. When entering an A/P Invoice for a vendor defined with the **PO Required** field as **Yes**, this field determines if freight is allowed for entry on that Invoice. If **FOB** is **Origin**, Freight is not allowed on the A/P Invoice entry.

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

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 <Enter> -- Down To Earth automatically wraps the text to the next line.

Select your next function from the displayed shortcuts. Use the “Entries” shortcut to display the List Selection window and enter the individual line items. You can also “Print” a PO if only making changes. Be sure t to “Update” any changes made if not also entering individual line items.

Print (Optional Shortcut)

The “Print” shortcut allows you to print a PO directly from the input window to the printer of your choice. This shortcut is available when the order is displayed in the window, even if you are not editing the order. An alternative method is to select “Print purchase orders” from the same Transaction menu. You may re-print a Purchase Order as often as necessary.

Copy (Optional Shortcut)

You can create a new order from a previously entered open or fully received PO with the “Copy” shortcut. Fully received PO lines are included in the PO History report. (Lines not received or partially received are not included in any PO history report.) In many cases, the POs may also have been purged from the Open PO file but remain in the history.

You must know the purchase order number prior to using this shortcut. This shortcut is only enabled when you have chosen the “Add new record” shortcut for a new PO. When the cursor is in the Order number field, use the “Copy” shortcut to display a prompt and enter the **Order no** to copy from and if that number is coming from the **Open orders** file (not fully received or purged) or the **History** (fully received and posted lines).

When the new order is created, many of the accumulation or total values are cleared to allow edits to the individual lines or adding new lines to the new PO. For example, the status flags, order totals, quantity totals, remarks, received totals, and AP invoice information. It is strongly suggested that the new PO values are as you would expect prior to sending it to the vendor.

Partially received orders: If an order is partially received, the value of the **Open/Posted** field prompt determines which lines of the PO are retrieved for the new order. For example, if a PO is partially received and you choose **History**, only those lines that are fully received are added to the newly created PO. The lines not yet received are not in the history file at the time. Given that same partially received order with the choice of **Open orders**, all lines of the PO are created in the new PO.

The order is not closed because some lines are still to be received and all lines are found in the open order file.

Cost Control: Be sure to verify the COSTORIGIN Control is defined for your preference to determine which cost (if any) is brought into the new PO – the original PO line cost, the item master cost (for the location), or no (zero) cost value.

NOTE: Much of the data generated from a received/closed PO is taken from the Vendor or Item ID master files. Please verify the defaults entered automatically by DTE for any PO generated with this shortcut prior to sending it to the vendor.

List Selection window (Entries shortcut)

The sequence number is automatically assigned to each line item detail record in the Purchase Order List selection window. The maximum number of sequence records (line items) per order is 499. Double-click the mouse or press <Enter> to select a marked sequence number record on a Windows system or use the arrows to move up and down then <Enter> to select on a non-Windows environment. Choose one of the following options

- ✓ Select the first sequence line when adding a new record to display input fields for a new line item entry.
- ✓ Select a displayed sequence number to edit existing line item records.
- ✓ Select an unused sequence number to add to the list of existing line items
- ✓ Mark/Block (do not select) an existing sequence number within the List selection window then use the "Delete entry" shortcut to mark the sequence as deleted. The sequenced record remains in the file (and displayed in the window) but is marked as deleted by the " x " to the right of the sequence number. To undelete the transaction distribution, repeat the "Delete entry" shortcut action. The " x " no longer displays.

NOTE: The letter " p " to the right of the sequence number indicates that there are receivings transactions pending for this line item.

Line Item Detail window

Line Type: From the displayed selection window, choose **I - stock item** if you normally stock the line item and an item master record already exists. 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.

Item ID: Enter the ID code or the UPC code of the item being ordered. You can also scan the UPC code if a scanner is available and the UPC code has been defined in the item master.

Stocked items automatically enter the default **Location** code (from the header), (item) **Description**, and **Unit cost**, then move the cursor to the **Order qty** field. Stocked items also display the default for **UOM**, **Category**, **Vendor item**, **Cubes**, and **Weight** values as the cursor moves to the respective fields and if the values are defined in the item master. Non-stocked items require manual entry of each of the following fields.

Location: Enter the location code for this line item. The location entered in the order header will be displayed in this field. If multiple locations are not allowed (the MULTILOCS Control is defined as **No**), the displayed location code cannot be changed.

Description: If an item record with the ID code you entered in the **Item ID** field above exists, the item's description is displayed for visual verification. You must manually enter the item description if the item ID entered in the **Item ID** field is a non-stocked item.

Order qty: 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 <Enter> without entering a quantity, **1.000** is entered by default. The maximum value allowed 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 in order, as follows:

- ✓ The vendor and item combination in the item master is the first priority. If a vendor's Last cost is defined in the Vendor Tab of the Item master record, that value is displayed. First time orders for a vendor default to the next option . . .
- ✓ If no vendor is associated with this item ID, the value stored in the **Last cost** field of the item master Location Tab is used as the default unit cost value.

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 <Enter>. 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 a valid code for the type of units you're purchasing. For example, **DOZ** for Dozen, **EA** for each, or **CS** for case.

Category: Press <Enter> to enter the default category code assigned to this item master or enter a new category code value. This field information is used as a sub-total grouping for the Receivings not invoiced report usually used to calculate General Ledger accrual journal entries by category.

Vendor item: Optional. If this item and vendor part number are defined in the item master/vendor Tab, that part number is displayed by default. To enter the displayed part number, press <Enter>. You can also manually enter up to 25 characters as the vendor's part number. To leave this field blank, press <Enter> without entering any data. To erase data displayed without overriding with new, press the <Spacebar>.

NOTE: The value you enter in the Vendor item field prints on the purchase order instead of the number entered in the **Item ID** field. If no Vendor item is entered, then the your internal item ID is printed. Both the vendor item and your internal item ID print on the receivings worksheet.

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, enter that date.

Note that if the line item **Required by** date is different than the header **Required by** date, the phrase, "Required by: mm/dd/yyyy" prints on the standard PO forms. This description prints on the line below and directly under the item description. If the two dates are the same, no special **Required by** notation is included. In addition, the Aged Open PO Items report keys the aging date from the line, not the header **Required by** field value.

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**.

Cubes: Optional. This field is used only by the Freight application. Press <Enter> to enter the default value from the item master or enter the total cubic size, up to **99.99**, of the product, usually in it's shipping container.

Weight: Optional. This field is used only by the Freight application. Press <Enter> to enter the default value from the item master or enter the weight of this item, up to **9999.99**. If this item is sold by the dozen, for example, enter the weight of the entire dozen.

Update IN cost: Press <Enter> to enter the default value, **Yes**, and update the costs of the item master when the item is received. Choose **No** if the costs in the item master should not be updated when the receiving is posted. (Note that costs and quantities are only updated for items defined as **Controlled** within the Item master.)

When you've entered all the data that is required in the Line Item Detail window, press <Enter> or click OK to complete input. The amount in the Order Totals window automatically reflects the new line item dollar amount, weight, cubes, and Units parameters. The cursor returns to the Line type field for additional line entry. Use the "Exit" shortcut as many times as necessary to return to the menu.

Remarks window (Optional Shortcut)

Use the "Remarks" shortcut to print instructions or information on either the PO, worksheet, both, or neither. Use the "Exit" shortcut again when you have completed Remarks entry and return to the Line Item Detail window to utilize another shortcut or exit.

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

Locate 1: From the displayed selection window, choose where you want the comments you entered in the **Remarks 1** field above to be printed. Your choices are **Purchase order**, **Worksheet**, **Both,** or **Nowhere** with the default value as **Purchase Order**.

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 <Enter>. You can enter up to 60 characters in this field.

Locate 2: From the displayed selection window, choose where you want the comments you entered in the **Remarks 2** field above to be printed. . Your choices are **Purchase order**, **Worksheet**, **Both,** or **Nowhere** with the default value as **Purchase Order**.

Reference window (Optional Shortcut)

Use the “Reference” shortcut to print additional information not already noted with the “Remarks” shortcut. The reference lines are a duplicate of the Remarks field in function and print options. They can be printed on the PO, worksheet, both, or neither. Use the “Exit” shortcut again when you have completed Reference entry and return to the Line Item Detail window to utilize another shortcut or exit.

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Reference 1: If you want to print any comments on the PO, worksheet or both for this line item, type the comments you want printed and press <Enter>. You can enter up to 60 characters in this field.

Locate 1: From the displayed selection window, choose where you want the comments you entered in the **Reference 1** field above to be printed. Your choices are **Purchase order**, **Worksheet**, **Both,** or **Nowhere** with the default value as **Purchase Order**.

Reference 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 <Enter>. You can enter up to 60 characters in this field.

Locate 2: From the displayed selection window, choose where you want the comments you entered in the **Reference 2** field above to be printed. . Your choices are **Purchase order**, **Worksheet**, **Both,** or **Nowhere** with the default value as **Purchase Order**.

(Extended) Description window (Optional Shortcut)

Use the “Extd Desc” shortcut to display a window that allows the operator to enter up to four lines of 60 characters each as an extended description. Optionally the item master extended description already defined for the item can also be displayed by using the “IN Descr” shortcut within the Description window. You can also add to the already existing description if remaining space allows.

Press <Enter> of click OK when completed to return to the **Item ID** field.

History window (Optional Shortcut)

You can view the order history for this vendor and item combination by using the “History” shortcut. The order number, line within that order, item and description, quantity ordered, price (cost) per unit display for informational purposes.

Use the “Exit” shortcut to return to the Line item detail window.

Re-Total (Optional Shortcut)

Recalculate the (non-deleted) lines with the “Re-total” shortcut to insure the lines add up to the header total displayed in the Order totals window. This process is only necessary if changes are made to a line, then those changes are canceled or an operator uses the “Cancel” shortcut to exit. Because the changes were updated immediately but the “Cancel” shortcut was used, the totals could get out of sync.

3.2 Printing 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.

Print shortcut: You may opt to print an individual PO from the “Enter orders” PO Header shortcut. This shortcut does not require the PO number to be in “Edit” mode, only that the PO to be printed is displayed on the screen, even if disabled for entry. Using the “Print” shortcut pulls down the Print Option menu column to choose where you want to print the PO.

If a PO was printed using the “Print” shortcut, that PO will not print again within an inclusive range of PO numbers. To re-print a previously printed PO, you must select **One order** at the **Option** prompt and enter that specific PO number.

PO Forms: 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 the PURCHFORM and PURCHPRINTER Controls, respectively. For additional information on these and other Controls, please refer to the “Setting up your Company” section of this manual

Vendor item number: 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.

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/Inquiry menu column and specify the starting and ending date and starting and ending order.

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. Use the "Go" shortcut to indicate you have completed entry, and "Exit" to bring down the Print Option menu column.
- ✓ 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 <Enter> respectively to start and end with the first and last order number on file. Use the "Go" shortcut to indicate you have completed entry, and "Exit" to bring down the Print Option menu column.

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: You must choose **One order** if you need to create either a duplicate purchase order for a purchase order that has already been printed for the order. You must also choose **One order** for an order that has outstanding, unposted receipts.

Order no: This field is only enabled if you selected **One order** at the **Option** field. Enter the number of the order for which you want a purchase order created. Press <Enter> to move the cursor back to the **Option** field and repeat the process as many times as you need orders printed. Be sure to use the "Go" then "Exit" shortcuts when you have completed your order selections to display the Print option menu column.

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: This and the **Ending order no** field are disabled if **One order** was selected as the **Option** field value. Enter the number of the first order for which you want a purchase order created. If you press <Enter> 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 <Enter> 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.

Be sure to use the “Go” shortcut after all the orders have been selected to print then the “Exit” shortcut to display the Print Option menu column. If the PURCHPRINTER Control variable is defined with a printer number, all Purchase Orders are automatically sent to that printer and the Print Option menu does not display.

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 then be used as a source document to enter those receipts.

The worksheet prints an 80 column wide page with a page break after each Purchase Order. Within each PO, the lines are list in line number order within Location code. For example, if lines 1 and 3 are from one location and line 2 is from another, 1 and 3 are listed together separated from line 2. The information included on the worksheet includes your internal item ID and description, the vendor item number if entered, date required, UOM code, quantity ordered, quantity remaining to receive, the bin number, and an area to write the quantity received with this order. In addition, the weight and cubes for each line are noted when applicable and there is an area to write serial numbers.

Bar code placement: Below is an example of where the bar codes print on the Receivings worksheet. Note that if the PO HHSCANNER Control is not found, only the bar codes ❶ and ❷ are printed.

Purchase Order

```
     DATE:09-MAY-2002              Your company name                     PAGE:    1
     TIME:12:39              PURCHASE RECEIVINGS WORKSHEET               PO4200
     COMPANY: 01                                                   ORDER NO: 001516
     VENDOR: 00000010 Driftwood Arts Inc                           DATE:  5/07/2002
     ******************************************************************************
     DESCRIPTION                         VENDOR-ITEM-NO
       ITEM-NO                    DATE           QUANTITY   QUANTITY          RECEIVED
                                REQUIRED   UOM    ORDERED  REMAINING  BIN     THIS ORD
     ******************************************************************************

     ------------------------------------------------------------------------------
 ❶                                             RESTOCK TO: 001 Location 001

      Serial cable – 14"
       03-45009                 5/07/2002 EA           1          1  B1        _______
               S/N: ____________________________ S/N: ____________________________
 ❷

 ❸
 ❹

                Wt:      .00   Cubes:   .00                               Line:   1
```

In the above example, barcode ❶ represents the six-digit PO number and ❷ is the combination six-digit PO number and the three-digit line number within the PO. Lines ❸ and ❹ represent the quantity and location/bin combination number respectively.

Bar code setup: There are several requirements to implement bar code printing on the receiving worksheet. Please consult Down To Earth Technical support to get a list of complete details. In summary, you are required to have an HP brand laser (not ink/desk jet), with the required bar code font card or cartridge, and define a DTE type printer. Within the printer definition, the respective **Bar code on/off** field values and the **UTF:lzbarcde.cmd** file set for the **Report begin** field value must exist.

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 <Tab> key 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: Only enabled if the <Tab> key is pressed without entering a value in the **Order number** field. Enter the last date for which you want orders included on the worksheet or press <Enter> to enter the current system date. 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.

The cursor returns to the **Order number** field for additional order selection. If the selection is complete, use the “Go” shortcut to pull down the Print Option menu column and choose the printer to send the Receivings worksheet to. The Transaction menu redisplays when completed.

3.4 Print Receivings label pages

Select “Print receiving label pages” to print a single page per line of a PO of a specific or all lines of the desired PO. The receiving label page is based on an 8.5 x 11 page format with peel off labels at the bottom. Prior to official use of this label form, your company must get ISO approval.

A smaller example is shown below with the main section at the top of the page and the “Acceptance” box in the lower left portion of the page:

```
DATE:08-MAY-2002                Your company name                    PAGE:    4
TIME:12:42                  PURCHASE ORDER RECEIVINGS                PO4210
COMPANY: 01                                                    ORDER NO: 001516
VENDOR: 00000010 YOUR VENDOR NAME HERE                         DATE:  5/07/2002
********************************************************************************
DESCRIPTION                        VENDOR-ITEM-NO
ITEM-NO                    DATE         QUANTITY   QUANTITY                RECEIVED
                         REQUIRED  UOM   ORDERED  REMAINING     BIN       THIS ORD
********************************************************************************

                   RESTOCK TO LOCATION: 005  Warehouse #5

This is a 2in X 3in X 4in parrot swing. Made of aluminum
04-6                     5/07/2002 EA          4          4  b1         _________
         S/N: ______________________________ S/N: ______________________________
         S/N: ______________________________ S/N: ______________________________
             Wt:      .00   Cubes:    .00   Pallets:     +     units


         Quantity Accepted: ____________________
         Quantity Rejected: ____________________
         MDR # ______________________________________
         Inspector: ____________________________
         Date:
```

```
*********** ACCEPTED ***********
    QUALITY ASSURANCE INSPECTION
    Part No: 04-6

    Quantity Accepted:_______________
    Stock Room Location: 005 b1

    Purchase Order: 001516-002
    Accepted By:_____________________
    Date:
```

Receiving Label Sheets (Pages) window

Selection: Choose **All lines** to print all lines of the purchase order number (entered in the next field) with each line as a separate sheet. Choose **Select line** to only print a single line of the PO. (A list of the PO lines displays to choose from after the PO number is entered in the next field.)

Order number: Enter the PO number to print receiving label sheet(s) for.

Vendor ID: Display only. The vendor ID and name displays for visual verification.

The cursor returns to the **Selection** field for additional Label sheet selections. When all PO lines have been selected, use the "Go" shortcut to pull down the Print Option column and select where you want receiving label sheet(s) to print.

(PO) Line Items window

Choosing **Select line** for the value in the **Selection** field displays a list of the PO lines to choose from. Select then press <Enter> to choose the line to print. Included in this window is the sequence (PO line) number, the item ID and description, the quantity ordered, at dock, posted, and unit cost.

3.5 Overview of 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. 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.

It is 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.

Scanning the receivings – scanner file: This process requires a scanner, CPT711 is recommended, and a specialized scanner program to process the scanned receivings and upload the file to DTE, similar to an Inventory physical count. (Contact Down To Earth Technical Support department for details and requirements regarding this feature.)

With this processing, the receivings program is selected on the scanner then the following are scanned from the worksheet, in order

- ✓ the bar code for the PO number and line combination
- ✓ the quantity bar code if fully received or keyed into the scanner if the quantity is different than ordered
- ✓ the location/bin combination bar code – see notation below

---

◈ NOTE: The DTE PO Control variable HHSCANNER determines what bar codes are printed on the receivings worksheet for ease of scanning entry when entering the receivings. If the HHSCANNER Control is not found, only the PO/line number and Item ID (or UPC) is printed on the worksheet. If the HHSCANNER control is found by DTE, two additional bar codes are printed on the receiving worksheet, the location/bin (as one bar code) and the quantity.

The scanner file is then uploaded into DTE via the same method as the Physical Count. Within the DTE Inventory application, select "Process warehouse file" from the Inventory Transaction menu column. Please refer to the "Processing Warehouse Physical Count file" section of the Transaction menu column chapter of the Inventory User's Reference Manual for more information.

Scanning the receivings – wedge scanner entry: You also have the option of using a scanner instead of keyboard for the actual method of input into the Set PO Receivings window. In this case, the PO Control HHSCANNER is not necessary because you are not utilizing the two extra bar codes on the worksheet, and a standard 'wedge scanner' is attached to the system. The only PO Receivings field that accepts data from a scanner is the **Scan data** field. First the six digit PO number is scanned, then scan the nine digit number containing both the PO number (again) and the line within that PO. The quantity received is then entered via the keyboard.

Keyboard receivings entry: The receivings entry process is designed for use with a scanning device though does allow keyboard entry as well. Keyboard entry of received goods requires the complete field value information entered as would be scanned. First the six digit PO number is entered, then the nine digit number containing both the PO number (again) and the line within that PO are entered. Enter a different value or <Enter> to enter the quantity received as displayed.

One-Step vs. Two-Step receivings: The main differences between one-step and two-step receivings are the expansion of the basic item receiving process and the reporting. One-step receivings are entered and posted. Two-step receiving requires you to enter the receivings at dock ("Receive at dock" sub-menu selection) when they first arrive at the main warehouse. Then the same receivings are entered again when reaching their final destination ("Stock inventory" sub-menu selection) at an alternate warehouse for your company.

The **One-step** method of receiving is used when you receive goods directly into the warehouse that will be storing the inventory. When receivings are posted, the quantities in stock/on hand are updated with the new quantities. The **Two-step** method is used if the items are received into a central warehouse only to be shipped to a different warehouse for the final destination. This allows the At dock quantities to be updated while the PO remains open for the final receiving. The type of receiving your business uses is defined by the RECVGSTYPE Control variable defined via the "Company" selection of the Maintenance menu column. Many of the entry screens and reports are the same for either one-step or two-step receivings entry.

If you are using the **Two-step** process, you can also decide if DTE should prompt for the receivings date or automatically use the system date. The RCVSTOCKDATE

Control allows you to select **Prompt** to have DTE Prompt for a **Post date** when receiving items/adding the stock into inventory. ("Stock inventory" from the "Two-step receivings ►" sub-menu) Choosing **System** bypasses the **Receiving date** field and automatically enters the current system date as the post date.

NOTE: Do not change from One-step to Two-step receiving method when Purchase Orders are still in the receiving process. All PO's that are marked as received must also be posted. Open PO's entered but not yet received are not affected.

Barcode labels: You may opt to use a specialized BarTender® PC software to print receivings labels from product received via DTE. The RECVGSLABELS Control determines if the label is to print one per line, per order, or to prompt for the number of labels.

Each item within a purchase order set as received can optionally generate a comma delimited file to be used with BarTender® PC software. Receivings label records are created as a comma delimited file in the **LBL** directory, named **po4320.txt**. Each PO line received generates a new file, therefore requiring the labels to be printed immediately, prior to the next receiving entry. You can also choose to print all received POs at one time by selecting "Print price labels" from the On step receivings sub-menu.

Below is a sample of the fields included in the text file.

Item ID Description Loc Loc Description S/L Serial/Lot Bin
Date Price UPC

```
"00-25-H0475"," SNAP RING 4-3/4","005","Whse #5","S/N:","65-437944","Bin009",
" 7/17/2003","$     23.030"," "
"00-25-H0485"," SNAP RING 4-7/8","005","Whse #5","S/N:","64-793235","Bin008",
" 7/17/2003","$     23.120"," "
```

Receivings entered by mistake: There is no actual method of deleting the receivings entry of an item prior to posting but instead, zero out the received quantity entered. For both one and two-step receivings, you are prompted for several checks to make sure that you are aware that a receivings entry had already been processed for the PO and line combination. When prompted for the quantity received, enter **0**. This quantity is still included on the proof list but updates the quantities accordingly as if the receipt of the item did not actually happen.

3.6 One-step Receivings ►

The **One-step** method of receiving is used when you receive goods directly into the warehouse that will be storing the inventory. When receivings are posted, the quantities in stock/on hand are updated with the new quantities.

Select "**One-step receiving ►**" from the Transaction menu column and choose from the following sub-menu options

- ✓ Enter receivings

- ✓ Proof receivings
- ✓ Print price labels
- ✓ Daily receivings report
- ✓ List back ordered receivings
- ✓ Post receivings entered

NOTE: Do not change from 1-step to 2-step receiving method when Purchase Orders are still in the receiving process. All PO's that are marked as received must also be posted. Open PO's entered but not yet received are not affected.

Enter receivings - Set PO Receivings (1-step) window

Date: Enter the date the item was received or press <Enter> (twice) to enter the current system date and move the cursor to the next field.

Scan data: Scan the PO number bar code from the worksheet or enter the PO number to access the correct PO and visually verify the vendor information displayed. For example, enter the value **000303** for PO # 303. The cursor returns to the **Scan data** field.

Then scan the bar code or enter the data via the keyboard representing the six digit PO and three digit line number. For example, if you are receiving line 1 for PO 303, you enter **000303001** and press <Enter>. The item ID, description, and quantity remaining to be received displays. The cursor moves to the **Qty accepted** field.

The Vendor ID, Name, Item ID, and description display for visual verification.

Qty accepted: Enter the quantity of the item received. The default value displays the quantity remaining and requires only pressing <Enter> to enter that value.

Qty rejected: If you are rejecting or returning any items just received in, enter that quantity to be returned or discarded.

Bin: Press <Enter> to enter the default value displayed, taken from this item's master file as the primary bin. If you are receiving items into a different bin, enter that bin number value. It is strongly suggested that even if you are not utilizing the Bin feature, that you establish a default Bin for each item.

If the item being received is a serial/lot numbered item, the Serial/Lot Nos (Receivings) window displays prior to the inquiry for a bar code label.

Print bar code label (window inquiry): Select **Yes** to generate a bar code label as the file ***LBL:po4320.txt*** for the product being received. Each PO line received generates a new file, therefore requiring the labels to be printed immediately, prior to the next receiving entry. Please reference the Receivings entry overview for more details and an example of the file generated. Select **No** to bypass this process and return the cursor to the **Scan Data** field.

The cursor returns to the **Scan data** field for additional purchase order receivings. When all POs have been selected, use the "Exit" shortcut to return to the Transaction menu column, receivings sub-menu. Proceed to the next step, proofing the receivings just entered.

Serial / Lot Nos (Receivings) window

Serial/Lot numbered items prompt you for the serial numbers of the items you are receiving. Serial number items are only allowed a quantity of one per serial number entered. Lot numbered items also prompt you for the quantity of items associated with the log number entered.

The List selection window works like all other List selection windows and allows up to 499 serial numbers to be entered, per PO line. Even though the maximum number of sequence numbers are available, you are only allowed entry of serial/lot and quantities up to the quantity being received.

NOTE: Down To Earth is not able to verify serial number entry against existing serial numbers for the item being received. Duplicates are not noted during receivings entry but are during the Receivings post. Duplicates are not allowed in the item master, serial/lot file and therefore not added to the item as a new serial number. Each duplicates entered displays a message requiring Operator entry to continue the post.

Press <Enter> to select an unused Sequence number and display the Serial/.Lot Number window and **Serial/Lot no** field. Enter the serial/lot number and press <Enter> to automatically select the next Sequence number and enter the next serial/lot number. Repeat for each item received. When completed, use the "Exit shortcut to return to the **Scan data** field.

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.

Print Price Labels - Receivings Labels window

Receivings labels can be printed for inventoried items either at the time of receiving entry or after they are received via the “Print price labels” selection.

Each item within a purchase order not posted as received can generate a comma delimited file to be used with BarTender® PC software. Receivings label records are created in a comma delimited file in the **LBL** directory, named **po4320.txt**. This is the same filename used when creating label file during receivings entry. (<u>Each PO number generates a new file</u>, therefore requiring the labels to be printed immediately, prior to the next entry.)

Below is a sample of the fields included in the text file.

Item ID	Description	Loc	Loc Description	S/L	Serial/Lot	Bin
Date	Price	UPC				

```
"00-25-H0475"," SNAP RING 4-3/4","005","Whse #5","S/N:","65-437944","Bin009",
" 7/17/2003","$     23.030"," "
"00-25-H0485"," SNAP RING 4-7/8","005","Whse #5","S/N:","64-793235","Bin008",
" 7/17/2003","$     23.120"," "
```

\- - - - - - - - - - - - - - -

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 select order(s) to print a label for, enter the number assigned to that order and confirm the process. The cursor returns to the **Price** field for additional order labels to print. Remember, <u>each PO number generates a new file</u>, therefore requiring the labels to be printed immediately, prior to the next order entered. Repeat as often as necessary for subsequent orders, printing each file between order numbers entered.

To create labels for all ordered items that were requested to be delivered by a specified date, press the <Tab> key to move the cursor to the **Due date cut off** field and enter the cut off date to e compared to the **Required date** of the PO. Please note the required conditions below.

Vendor ID: Display only. 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 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 <Enter> 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 bypassed.

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.

The cursor returns to the **Price** field for additional order selection. If the selection is complete, use the "Go" shortcut to generate the ***LBL:po4320.txt*** file. The Transaction menu redisplays when completed.

Print Daily Receivings report

The Daily receivings report includes only those receivings where the receivings date is equal to the date entered for the report. You can print this report for a single date only. If using the two-step method of receivings, the receivings date can either be entered by the operator or automatically written as the current system date dependant upon the RECVSTOCKDATE Control variable.

This report writes a single line for each item received and includes the order number and line, location, item ID and description, received, accepted, and rejected quantity and cost. The report is then totaled by the order and for the entire day.

The only prompt for this report is for the receivings **Date to print**. Press <Enter> for the current system date displayed or enter a different date to report. Use the "Go" shortcut to pull down the Print Option menu column and choose where to print the report.

Creating an Items Received / Back-ordered Listing

If you are using Order Entry to enter your customer orders, you can print an Items Backordered Report to find out what items are in the receivings process and what customer orders those items will fill. The data from this report is taken from the Purchase Order (***poline.ism***) and Sales Order Entry (***oeline.ism***) line files.

The Items Received/Back-ordered Report lists all the items that were received (but not posted) and also includes 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 PO4600QTY Control determines what customer items to consider.

The process of determining information to include on this report is as follows. If the PO4600QTY Control is defined as **Yes**, all unshipped customer items are considered:

- ✓ 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 (from the ***poline.ism*** file) whether there are any outstanding customer orders or not.
- ✓ If the PO4600QTY Control is defined as **No**, then the Sales 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 report to print.

NOTE: The Items Received/Back-ordered Report must be printed before you post receipts. The data is not available once the receipt is posted.

Posting entered receipts

After you've entered your received items 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 in stock/on hand** fields in your item master Location (***inlocn.ism***), Bin (***inabin.ism***), and if applicable, Serial./Lot (***insnlt.ism***) Tabs by the received quantities
- ✓ Decrements the **Qty on order** field in your item master Location Tab by the received quantities
- ✓ Updates **Average cost** and **Last cost** fields in your item master Location Tab
- ✓ Updates **Vendor unit cost** and **last purchase date** fields in your item master Vendor Tab (***initvc.ism***)

- ✓ Updates the Purchase Order history (***pohist.ism***) if you're retaining history and header and line (***pohedr.ism*** and ***poline.ism***) files
- ✓ If the AUTOCLOSE Control variable is defined as **Yes**, sets an order's status to **Closed** if all ordered items have been received. (If AUTOCLOSE Control variable is defined as **No** or the status is set to **Partial**, 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, One-step receivings ▶ sub-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.

3.7 Two-step Receivings ▶

The **Two-step** method is used if the items are received into a central warehouse only to be shipped to a different warehouse for the final destination. This allows the **At dock** quantities to be updated in the item master while the PO remains open for the final receiving. The type of receiving your business uses is defined by the RECVGSTYPE Control variable defined via the "Company" selection of the Maintenance menu column.

If you are using the two-step process, you can also decide if DTE should prompt for the receivings date or automatically use the system date. The RCVSTOCKDATE Control allows you to select **Prompt** to have DTE Prompt for a **Post date** when receiving items/adding the stock into inventory. ("Receive at doc" or "Stock inventory" from the "Two-step receivings ▶" sub-menu)

Select "**Two-step receiving** ▶" to choose from the following sub-menu options

- ✓ Receive at dock – still needs to be shipped to its final destination
- ✓ Proof receivings – verify what was received
- ✓ Print stock labels – to be sent to the final warehouse
- ✓ Stock inventory – when the final destination has received the product
- ✓ Daily receivings report – a list of receivings for a specific day
- ✓ Items at dock report – for those items received at the first warehouse and pending for receipt at the final destination
- ✓ List back ordered receivings – to identify what has been received, not posted, and includes any Sales Order Entry customer orders waiting for that product
- ✓ Post receivings entered – executed after reaching the final destination

NOTE: Do not change from 1-step to 2-step receiving method when Purchase Orders are still in the receiving process. All PO's that are marked as received must also be posted. Open PO's entered but not yet received are not affected.

Receive at dock – Set PO Receivings (2-step) window

Date: Enter the date the item was received or press <Enter> to enter the current system date. The RCVSTOCKDATE Control allows you to define your company with the value of **System** that disables the **Receiving date** field and automatically enters the current system date as the post date.

Scan data: Scan the PO number bar code from the worksheet or enter the PO number to access the correct PO and visually verify the vendor information displayed. For example, enter the value **000303** for PO # 303. The cursor returns to the **Scan data** field.

Then scan the bar code or enter the data via the keyboard representing the six digit PO and three digit line number. For example, if you are receiving line 1 for PO 303, you enter **000303001** and press <Enter>. The item ID and description displays and the cursor moves to the **Qty received** field.

Qty received: Enter the quantity of the item received. The default value displays the quantity remaining and requires only pressing <Enter> to enter that value.

The **Bin, Qty accepted**, **Qty rejected**, **Reject code**, and **Unit cost** field values are displayed when applicable but because this process is only receiving at dock, most often these field values are not displayed.

Print bar code label (inquiry): Select **Yes** to generate a bar code label as the file ***LBL:po4360.txt*** for the product being received. Each PO line received generates a new file, therefore requiring the labels to be printed immediately, prior to the next receiving entry. Please reference the Receivings entry overview for more details and an example of the file generated. Select **No** to bypass this process and return the cursor to the **Scan Data** field.

The cursor returns to the **Scan data** field for additional purchase order receivings. When all POs have been selected, use the “Exit” shortcut to return to the Transaction menu column, receivings sub-menu. Proceed to the next step, proofing the receivings just entered by either the or Proof receivings or Daily receivings reports.

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.

Print Stocking Labels window

Receivings/Stock labels can be printed for inventoried items either at the time of receiving entry or after they are received via the “Print stock labels” selection. After each receipt entry, you are prompted to “Print a bar code label.” by indicating **Yes** to this prompt, a record is generated. When you exit the receipts, the label file is created to be used with BarTender® PC software. Stocking (receiving) label records are created in a comma delimited file in the **LBL** directory, named **po4360.txt**.

Below is a sample of the fields included in the text file.

Item ID Description Loc Loc Description S/L Serial/Lot Bin Order Lin

```
"00-25-H0475"," SNAP RING 4-3/4","005","Whse #5","S/N:","65-437944","Bin009",
" 003156","001"
"00-25-H0485"," SNAP RING 4-7/8","005","Whse #5","S/N:","64-793235","Bin008",
" 003156","002"
```

Stock inventory – Set PO Receivings (2-step) window

This selection is only allowed entry only if the PO and line being stocked has already been received at dock.

Post Date: If the RCVSTOCKDATE variable is defined as **Prompt**, enter the date to be used as the receiving date when posting. When the Control is defined as **System**, this field does not display for entry and the

Date: Display only. The RCVSTOCKDATE Control allows you to define your company with the value of **Prompt** that disables the **Receiving date** field and instead prompts for the **Post date** field above. If the control is defined as **System**, the current system date is automatically entered and displayed.

Scan data: Scan the PO number bar code from the worksheet or enter the PO number to access the correct PO and visually verify the vendor information displayed. For example, enter the value **000303** for PO # 303. The cursor returns to the **Scan data** field.

Then scan the bar code or enter the data via the keyboard representing the six digit PO <u>and</u> three digit line number. For example, if you are receiving line 1 for PO 303, you enter **000303001** and press <Enter>. The item ID and description displays and the cursor moves to the **Qty received** field.

Qty received: Display only. This field was defined when the item(s) were received at dock.

Bin: Enter the Bin code that this item is received into or press <Enter> to enter the displayed value from the original PO entry.

Qty accepted: Enter the quantity that is accepted for this line number. If there are damaged goods or some discrepancy from the original order, this quantity may be different than the displayed value. If receiving the entire quantity, press <Enter> to enter the quantity as displayed.

Qty rejected: If any of the items received are damaged or for whatever reason not acceptable, enter the quantity rejected for this line. If accepting all quantity, press <Enter> to leave this field blank.

Reject code: Enter the Rejection code previously established as the reason items were rejected. If accepting all quantity, press <Enter> to leave this field blank.

Unit cost: Press <Enter> to enter the default value of the unit cost from the original PO entered. If the cost has changed, enter that new value to calculate the item's last and average cost correctly when posted. This field is disabled if the RCVUNITCOST Control variable is defined as **No**, do not allow cost changes.

If the item being received is a serial/lot numbered item, the Serial/Lot Nos (Receivings) window displays.

The cursor returns to the **Scan data** field for additional stocking. When all POs have been selected, use the "Exit" shortcut to return to the Transaction menu column, receivings sub-menu. Proceed to the next step, verifying the receivings just entered with the Proof receivings or Daily receivings reports.

Serial / Lot Nos (Receivings) window

Serial/Lot numbered items prompt you for the serial numbers of the items you are receiving. Serial number items are only allowed a quantity of one per serial number entered. Lot numbered items also prompt you for the quantity of items associated with the log number entered.

The List selection window works like all other List selection windows and allows up to 499 serial numbers to be entered, per PO line. Even though the maximum number of sequence numbers are available, you are only allowed entry of serial/lot and quantities up to the quantity being received.

Down To Earth is not able to verify serial number entry against existing serial numbers for the item being received. Duplicates are not noted during receivings entry but are during the Receivings post. Duplicates are not allowed in the item master, serial/lot file and therefore not added to the item as a new serial number.

Print Daily Receivings report

The Daily receivings report includes only those receivings where the receivings date is equal to the date entered for the report. You can print this report for a single date only. If using the two-step method of receivings, the receivings date can either be entered by the operator or automatically written as the current system date dependant upon the RECVSTOCKDATE Control variable.

This report writes a single line for each item received and includes the order number and line, location, item ID and description, received, accepted, and rejected quantity and cost. The report is then totaled by the order and for the entire day.

The only prompt for this report is for the receivings **Date to print**.

Items at dock report

This report includes each item, the description, (PO) order number and date, and the quantity qualified as 'at dock.' Items listed on the Items at dock report have met the criteria of the following formula from the receivings file (***porecv.ism***):

At Dock Qty – Accepted Qty – Rejected Qty = Value greater than 0

If the quantity at dock is equal to (or less than) the accepted quantity or the accepted and rejected total, they are not included in this report.

There is no additional criteria for this report. When "Items at dock report" is chosen from the two-step sub-menu, the Print Option menu is pulled down. Choose where you want this report to print.

Creating an Items Received / Back-ordered Listing

If you are using Order Entry to enter your customer orders, you can print an Items Backordered Report to find out what items are in the receivings process and what customer orders those items will fill. The data from this report is taken from the Purchase Order (***poline.ism***) and Sales Order Entry (***oeline.ism***) line files.

The Items Received/Back-ordered Report lists all the items that were received (but not posted) and also includes 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 PO4600QTY Control determines what customer items to consider.

The process of determining information to include on this report is as follows. If the PO4600QTY Control is defined as **Yes**, all unshipped customer items are considered:

- ✓ 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 (from the ***poline.ism*** file) whether there are any outstanding customer orders or not.
- ✓ If the PO4600QTY Control is defined as **No**, then the Sales 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 report to print.

NOTE: The Items Received/Back-ordered Report must be printed before you post receipts. The data is not available once the receipt is posted.

Posting entered receipts

After the stocked items are entered, checked 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 in stock/on hand** fields in your item master Location (***inlocn.ism***), Bin (***inabin.ism***), and if applicable, Serial./Lot (***insnlt.ism***) Tabs by the received quantities
- ✓ Decrements the **Qty at dock** (for two-step receivings only) and **Qty on order** fields in your item master Location Tab by the received quantities
- ✓ Updates **Average cost** and **Last cost** fields in your item master Location Tab
- ✓ Updates **Vendor unit cost** and **last purchase date** fields in your item master Vendor Tab (***initvc.ism***)
- ✓ Updates the Purchase Order history (***pohist.ism***) if you're retaining history and header and line (***pohedr.ism*** and ***poline.ism***) files
- ✓ If the AUTOCLOSE Control variable is defined as **Yes**, sets an order's status to **Closed** if all ordered items have been received. (If AUTOCLOSE Control variable is defined as **No** or the status is set to **Partial**, 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, Two-step receivings ▶ sub-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.

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4 The Reports / Inquiry Menu Column

The two selections from the Reports/Inquiry menu column, "Inquiry" and "Codes," are available from any application that maintains the data inquired or reported on. The selections take you to a sub-menu with additional choices. For example the "Inquiry ►" selection lists all the different inquiry options for all applications. You can inquire or print Accounts Receivable data from within the Accounts Payable or Inventory application because all three applications utilize some part of the Inquiry menu or master Codes.

This document includes detailed description of those Inquiries or Code lists that apply directly to Purchase Order. For detailed descriptions of other Inquiry or Code reporting, please refer to that application reference manual.

From the Reports/Inquiry menu column you can

- ✓ View purchase orders on your screen including the order status within the process of posting a receiving, the individual lines of each order, and the Accounts Payable invoice information if it has been posted within A/P.
- ✓ View a status summary of all or select orders as –PO **P**rinted, **R**eceiving worksheet printed, **S**et as received, if a **L**abel has been printed and if it is **C**losed
- ✓ Generate a list of all entered purchase orders or list the open POs by item or by vendor
- ✓ Age the open PO line items to plan for what items are expected in which period.
- ✓ Print a history of all PO's entered and received, a PO actual cost comparison to Standard cost value, and a Vendor performance report for analysis of the best vendor to order from
- ✓ Analyze costs and A/P invoice comparisons with a series of Receivings reports based on posted and invoiced (in Accounts Payable) receivings and not invoiced
- ✓ Execute custom reports and processes and print queued reports

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NOTE: Some reports also offer the option of generating an export file to then open into spreadsheet or word processing software.

Default values: The most common report field entries are chosen as the default field values for most reports. Starting and ending fields are designated by either an asterisk (*) or the lowest and highest numeric values for all. Other field defaults are listed as the first of multiple choices from a selection window.

If you know you want to generate a report using all the default values in the report criteria fields, you can use the "Fill defaults" shortcut, then the "Go" shortcut to start the report generation. If keyboard input is required, the “Fill defaults” process will stop at those fields with a screen message as a reminder.

“Find” shortcut: Many of the reports enable the “Find” shortcut for standard maintenance masters such as vendor ID. You can use the “Find” shortcut to search for the record by any of the field choices displayed, based on the record key(s). For additional information, please refer to the Down To Earth General Concepts, User’s Reference manual.

Keyboard shortcuts: For your system’s actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

Printing Options: When printing, you have several options for the output of that report.

- ✓ **Printer -** brings up a selection window with all previously defined printers available for you system
- ✓ **Screen -** display the full report to your screen with shortcut options available to move the data up, down, left, right, first page, or last page
- ✓ **Queue -** write the report to your harddisk to print at a later time via Queued reports
- ✓ **Text file -** choose the logical directory and filename to write the report to your harddisk
- ✓ **Abort -** cancel the printing of the selected report

Printing to the screen: There are many shortcuts that can be used when printing a report to the screen. For the exact key assigned to each shortcut for your system, activate the menu bar and pull down the View and General menu columns.

Once the report is displayed, use the “Next page” and “Previous page” shortcuts to view the data one screen at a time vertically. Also use the “End of the line” and “Beginning of the line” shortcuts“ to move to the far right and back to the far left of a report. To move immediately to the last page of the report, use the “Last page” shortcut and the “First page” shortcut, returns you to the first page. Use the “Exit” shortcut to return to the original application menu column when viewing is completed.

Printing to an API printer: Windows environments have the option to define a printer as API (Application Programming Interface) allowing a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode. For additional information on an API printer, please refer to the System Manager User Reference chapter, “Defining Printers” section.

4.1 Purchase Order Inquiry ▶options

An inquiry is a quick method to see information about a PO or item status if you don't need the ability to change any values or to see all detail information of existing orders. For example, to view the detail and status for any order that has not been closed and purged, select "Inquiry ▶" from the Reports/Inquiry menu column, then "Purchase Orders" or "Purchase Order Status" from the sub-menu. (You can view closed orders just as long as they haven't been purged.)

Although you can inquiry on any installed, listed inquiry selection, only the two sub-menu selections pertaining to Purchase Order application are described in this manual. Please refer to the individual application manual for specific inquiry information.

Purchase Orders Inquiry window

Select "Inquiry ▶" then "Purchase Orders" from the sub-menu to display the Purchase Order Inquiry window showing the purchase order header information (from the ***pohedr.ism*** file) of the first available PO in the file. Use the shortcuts described below in the **Entry Information:** paragraph to display a specific PO.

General PO header information: The header information includes the Vendor, Mail to and Ship to information, the method of shipping, location, buyer, dates entered and required and various status information. The **Status** field identifies if the order is **O**pen, **P**artially received, **C**losed (either all items are received, or the order was manually closed), or **R**eceipts are on file, but not posted. In addition the **Type** field specifies if the order is Open or on Hold

Directly under the **Type** field displays the processing status as **Y** (yes) or blank value (no) for the fields labeled:

- ✓ **P:** If a purchase order has been printed for this order
- ✓ **R:** If this order has been included on a receivings worksheet
- ✓ **S:** If this order has been set as received, regardless of quantity, and its receipt was entered in Down To Earth but not posted
- ✓ **L:** If labels have been printed for this order

Under the processing status identifiers, the total PO dollar amount and the total value received is displayed.

Detail Lines: The individual lines of the Purchase Order are available for viewing in summary form, by using the "Lines" shortcut. This reveals the sequence number, item ID and description, the quantity ordered, at dock, Posted, and Unit cost. You can also select an individual line to view more detail of that specific line item including any Remarks or Reference data entered on that Purchase Order originally.

A/P invoice statistics: There is also an option to see related Accounts Payable invoice information if using the A/P – P/O Control features offered and A/P invoices are posted that are associated with this PO. When applicable, the A/P (Invoice)

History window contains the Voucher number, Invoice number, date, and amount, check date and number if applicable, and PO number. Please review the information in the overview of the Accounts Payable, “Entering vendor invoices” User’s Reference Manual for more details of the Purchase Order and Accounts Payable association.

Entry Information: Select one of the options to inquire on for the displayed record, use the “Locate record” shortcut to search for the desired item, the “Next record” shortcut to display consecutive items, or the “Last record” shortcut to display a specific record in the entry window. You can page through the inquiry listings, both forward and backward using the “Next page” and “Prev page” shortcuts. Use the “Go” shortcut once operator input is complete to start a process and the “Exit” shortcut to return to the Menu column.

Use the “Exit” shortcut to return to the Purchase Order Reports/Inquiry menu column when you’ve completed your inquiry.

Viewing Purchase Order processing status

To list the status of all purchase orders on file beginning with a specified order number, select “Purchase Order Status” from the “Inquiry ►”sub- menu column. The PO Status Inquiry window is displayed. Enter the PO number to begin in the **Beginning order no** field and use the “Go” shortcut to display the actual information starting with that PO in the Purchase Order Status window. This 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**es or Blank (no) indicators if the order has had

- ✓ **P**urchase order printed
- ✓ **R**eceivings worksheet printed
- ✓ **S**et order as received, regardless of quantity
- ✓ **L**abels printed
- ✓ order **C**losed

Use the “Exit” shortcut to return to the Purchase Order Reports/Inquiry menu column when you’ve completed your inquiry.

4.2 Printing Codes ► listings

Select “Codes ►” from the Reports/Inquiry menu column to print a list the various codes used by all the applications in Down To Earth. Although you can print any of the application codes from this menu selection, only the Purchasing codes (Buyer, Rejection, and Receiving addresses) are directly applicable to the Purchase Order application.

From the “Codes ►” selection, choose either “Sales ►,” “Item ►,” “Purchasing ►,” or “Other ►” to display the respective code selection menu. To print a list of codes related to the Purchase Order application, choose “Purchasing ►” then either “Buyer,” “Rejection,” or “Receiving address” to pull down the Print Option menu column and select where you want to print the codes list.

4.3 Printing a list of the entered orders

To print a list of all orders on file and have an order number and/or order date within a specified date range, select “Orders entered” from the Reports/Inquiry menu column. All orders, including orders that have been closed but not purged, are listed in order number sequence.

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.

NOTE: It is recommend to use this report as a proof list and 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 <Enter> without a date, the current date is entered by default.

Ending date: Enter the last order date for which you want orders included on the list. If you press <Enter> 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 <Enter> 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 <Enter> to enter the default value, **999999**.

You can use the “Fill defaults” shortcut to enter the displayed default information in all fields. Use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.4 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 by selecting "Open PO by vendor" from the Reports/Inquiry menu column.. 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.

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. If you want to begin the report with open orders for the vendor that has the lowest ID code on file, press <Enter> to enter the default value, **0**.

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 <Enter> to enter the default value, **99999999**.

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 <Enter> to enter the default value, *****.

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 <Enter> to enter the default value, *****.

Starting date: Enter the first order date for which you want open orders included on the report. If you press <Enter> without entering a date, **1/01/1901** is entered by default and the report will begin with the first order on file. This date is compared to the Order date field value of each open PO.

Ending date: Enter the last order date for which you want orders included on the report. If you press <Enter> without entering a date, the current system 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 <Enter> 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.

Use the “Fill defaults” shortcut to enter the displayed default information in all fields. Then use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.5 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. To do this, select “Open PO by item” from the Reports/Inquiry menu column. 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.

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. If you want to begin the report with orders for the item that has the lowest ID code on file, press <Enter> to enter the default value, *****.

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 <Enter> to enter the default value, *****.

Starting date: Enter the first order date for which you want open orders included on the report. If you press <Enter> without entering a date, **1/01/1901** is entered by default and the report will begin with the first order on file. This date is compared to the Order date field value of each open PO.

Ending date: Enter the last order date for which you want orders included on the report. If you press <Enter> without entering a date, the current system 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 <Enter> 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.

Use the “Fill defaults” shortcut to enter the displayed default information in all fields. Then use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.6 Printing an Aging of open POs

Print an aging for a single or range of items that tells you when to expect to receive the product. The aging date entered for the report establishes when to start the calculation based on the Required date value from the PO header.

The report includes the item ID and description, the location code, vendor ID and name ordered from, the PO number, dates ordered and required, UOM code, quantity and four, 30-day periods aged out. Each aging period report heading is identified according to the date entered in the **Aging date** field. The first column heading is “Thru mm/dd/yy” where the date is 30 days from the Aging date entered.

For example, entering a date of **10/31/03** as the **Aging date** displays items expected in within thirty days in the first column, items expected in December in the second column, January in the third column, and anything expected beyond that in the last column.

Aged Open Orders window

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

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 <Enter> to enter the default value, *****.

Aging date: Enter the date to begin the point of aging for this report. The first aging period on the report includes all open purchase orders where the purchase order line **Required date** value is within 30 days from this date. If the PO line **Required date** is 31 to 60 days from the Aging date, it appears in the second column. Sixty-one to 90 days calculates the PO for the thirds aging column and over 91 days is in the fourth column.

Use the “Fill defaults” shortcut to enter the displayed default information in all fields. Then use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

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***) and the serial/lot history file (***pohsln.ism***), if applicable. 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.

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 purchase orders included on the History Report. If you want to begin the report with orders for the vendor that has the lowest ID code on file, press <Enter> to enter the default value, **0**.

Ending vendor: Enter the ID code of the last vendor in the sequence of vendors you want included on the History Report. If you want to end the report with orders for the vendor that has the highest ID code on file, press <Enter> to enter the default value, **99999999**.

Starting item: Enter the ID code of the first item for which you want orders included on the History Report. If you want to begin the report with orders for the item that has the lowest ID code on file, press <Enter> to enter the default value, *****.

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 report with orders for the item that has the highest ID code on file, press <Enter> to enter the default value, *****.

Location: Enter a single Location code or press <Enter> to enter ***** and include all warehouse locations in this report.

Starting (received) date: Enter the first receivings date for which you want history included on the report. If you press <Enter> without entering a date, **1/01/1901** is entered by default and the report will begin with the earliest history on file.

Ending (received) date: Enter the last receivings date for which you want history included on the report. If you press <Enter> without entering a date, the current system date is entered by default and history from the specified Starting date through the current date is 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**.

Record types: Choose the default value, **Item stock**, and include only items where the item entered on the PO was a stocked item. Choose **Non-stocked** to include only items entered on POs as Non-stocked items. Or, choose **Both** to include all items, regardless of the value entered in the **Line type** field of the Line item detail.

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.

Use the “Fill defaults” shortcut to enter the displayed default information in all fields. Then use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.8 Printing a Receivings (Standard) cost report

Selecting “Receivings cost” from the Reports/Inquiry menu to print a report primarily designed to identify those items received where the item costs of the PO differ from the item master **Standard cost** value. This report can be helpful when reviewing current costs and adjusting the standard costs for the future.

The data on this report is taken from the purchase order history file (***pohist.ism***). Any records purged from the history file via the “Purge history” Miscellaneous menu selection are not included.

You can also choose to generate a flat ASCII file, comma delimited, for import into a third party software such as Excel®. The ASCII file is written to the WRK directory as the filename **po6600.txt**.

Both the report and the file contain (in order), item ID, item description, order number, received date, location, received quantity, PO cost, standard cost, and the difference between the two costs.

Purchase Receiving Cost Report window

Starting date: Enter the first date for which you want purchase orders to be included on the report. This value is compared to the received date carried in the history file (***pohist.ism***). If you press <Enter> without entering a date, **1/01/1901** is entered by default and the report will begin with the earliest PO date in the history file.

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

Starting item: Enter the ID code of the first item for which you want orders included on the History Report. If you want to begin the report with orders for the item that has the lowest ID code on file, press <Enter> to enter the default value, *.

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 report with orders for the item that has the highest ID code on file, press <Enter> to enter the default value, *.

Output type: Choose the default value, **Report**, and generate a report to your choice of printer. Choose **Export** to create a flat ASCII file (comma delimited) for import into a third party software such as Excel®. The ASCII file is written to the WRK directory as the filename **po6600.txt**.

Use the "Fill defaults" shortcut to enter the displayed default information in all fields. Then use the "Go" shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.9 Printing a Vendor Performance report

Select "Vendor performance" from the Reports/Inquiry menu column for an analysis of vendor's purchase orders from your company and if they were on time. The report is sorted by vendor first, then item ID within that vendor to provide you with a like comparison between vendors.

The report includes the PO number, item ID and description, quantity ordered compared to quantity received, the last receiving date, the date the items were due, and an indicator if the PO was delivered on time. Note that if you received the item from this vendor more than once, only the last receiving date is carried in the ***porecv.ism*** file.

Vendor Performance window

Starting vendor: Enter the ID code of the first vendor for whom you want purchase orders included on the report. If you want to begin the report with orders for the vendor that has the lowest ID code on file, press <Enter> to enter the default value, **0**.

Ending vendor: Enter the ID code of the last vendor in the sequence of vendors you want included on the report. If you want to end the report with orders for the vendor that has the highest ID code on file, press <Enter> to enter the default value, **99999999**.

Starting date: Enter the first date for which you want purchase orders to be included on the report. This value is compared to the received date carried in the receivings file (***porecv.ism***). If you press <Enter> without entering a date, **1/01/1901** is entered by default and the report will begin with the earliest PO date.

Ending date: Enter the last received date for which you want information included on the report. If you press <Enter> without entering a date, the current system date is entered by default and records from the specified **Starting date** field through the **Ending date** is included.

Use the "Fill defaults" shortcut to enter the displayed default information in all fields. Then use the "Go" shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.10 Receivings item cost report

Select "Receivings item cost" to print a report based on data in the receivings file (***porecv.ism***), sorted by item ID, and based on the receiving date. This report includes the item, location, item description, PO number and line, order and receive quantity, receive cost, and the (A/P) invoice number, quantity, and cost. The report sub-totals by item and also includes a complete report total.

The only report criteria are the **Beginning receive date** and the **Ending receive date** fields to compare to the last Purchase order receivings date in the receivings file. If you have received more than once to a given line, only the last receivings date is carried in the file.

Use the "Fill defaults" shortcut to enter the current system dates in both fields to include information for a single day. Then use the "Go" shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.11 Receivings invoice cost report

Select "Receivings invoice cost" from the Reports/Inquiry menu column to include data associated to a purchase order from the P/O receivings (***porecv.ism***) file. Indirectly, the vendor invoice must have been entered and posted in the Accounts Payable application. In order for data to be included on this report, the vendor's invoice must have been interfaced to the General Ledger application.

The report is sorted by A/P invoice number/date and includes the PO number, line (sequence) number, the item ID, location, and description, the PO received quantity, the PO received cost, any freight added, the A/P invoice quantity (units), and the A/P invoice cost. The report totals by invoice and again by the report for the date range specified.

The only report criteria are the **Beginning** (A/P) **invoice** and the **Ending** (A/P) **invoice date** fields to compare to the invoice date entered in Accounts Payable for the vendor's invoice.

Use the "Fill defaults" shortcut to enter the current system dates in both fields to include information for a single day. Then use the "Go" shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.12 Receivings freight cost report

Select "Receivings freight cost" from the Reports/Inquiry menu column to include data associated to a purchase order from a variety of sources. This report retrieves its data direct from the P/O receivings (***porecv.ism***) file. Indirectly, the vendor invoice must have been entered and posted in the Accounts Payable application where it updates the receivings file with the A/P invoice information.

The report is sorted by Item ID and includes the item description, A/P invoice number and date, the PO number and line followed by the cost, weight, and freight information by item unit and total. Then the difference between the freight added into the cost (if the PO ADDFRGTIN Control is defined as **Yes** – see the control definition for more details.) and what was identified as allocated from the A/P invoice is calculated. (To track the allocated freight from the A/P invoice, the distribution expense account for the invoice must be the same account defined for the PO FREIGHTACCT Control.)

The only report criteria are the **Beginning** (A/P) **invoice** and the **Ending** (A/P) **invoice date** fields to compare to the invoice date entered in Accounts Payable for the vendor's invoice.

Use the "Fill defaults" shortcut to enter the current system dates in both fields to include information for a single day. Then use the "Go" shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.13 Receivings not invoiced report

Select "Receivings not invoiced" from the Reports/Inquiry menu column to include data that has been received in but has not been fully invoiced within the Accounts Payable invoice entry.

The report prints sorted in order by the Category code assigned to each item ID. (The Category code determines what G/L account numbers are used for Sales, Cost, and Inventory journal distributions created by DTE.) Data included on this report is retrieved from several different data files, PO receiving file (***porecv.ism***), inventory master file (***initem.ism***), and location file (***inlocn.ism***). The report includes the item ID and description, the PO number and line, the received quantity, the quantity not invoiced in A/P, the unit and total cost, and if there is any freight added into the cost (if the ADDFRGHTIN Control is defined as **Yes**).

Receivings Not Invoiced window

Beginning receive date: Enter the first date for which you want purchase orders to be included on the report. This value is compared to the <u>received date</u> carried in the receivings file (***porecv.ism***). If you press <Enter> without entering a date, the current system date is entered by default.

Ending receive date: Enter the last receiving date for which you want purchase orders to be included on the report. If you press <Enter> without entering a date, the current system date is entered by default.

NOTE: If you have received more than once to a given line, only the last recevings date is carried in the file and used to compare to for the previous two fields.

Location: Enter a single Location code or press <Enter> to enter ***** and include all warehouse locations in this report.

Items to include: Choose the default value, **Both,** to include all items, regardless of the value entered in the **Line type** field of the Line item detail. Choose **Item stock**, and include only items where the item entered on the PO was a stocked item. Choose **Non-stocked** to include only items entered on POs as Non-stocked items.

Use the "Fill defaults" shortcut to enter the displayed default information in all fields. Then use the "Go" shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.14 Custom Reports and Processes

Any custom programmed report or process installed for your business is displayed in the Custom Reports window by selecting "Custom reports" from the Reports/Inquiry menu column.

The program name and description must be defined via the DTE Controls maintenance variable CUSTOM–## where ## is a number 01 – 28 for the specific application. The actual program name and the description that appears in the Custom Reports window, is defined via the "DTE Controls" Maintenance menu selection, in the System Manager application.

Custom Reports window

Program number: Chose number 1 – 28 from the displayed list of available custom reports or processes. If a custom report of process is not displayed but you know is installed, verify that the DTE Controls variable is defined fir that company and application. Any subsequent input windows are custom and not defined in this manual.

Use the "Go" shortcut to pull down any additional customized input windows or the Print Option menu column to choose where you want the report to print.

4.15 Printing queued reports

To display a list of the reports that have been printed to the Queue, select "Queued reports" from the menu. The report description, (file) name, date and time queued, company code, and unique ID of the user who queued the report is automatically displayed. Choose the report you are now ready to print from the displayed window. Use the “Page up” and “Page down” shortcuts or the up and down arrow keys to find the correct report.

NOTE: The reports listed are created when the Print Option menu column is pulled down and an operator has chosen “Queue” from the list. The reports you can access will depend on your user security set up in System Manager.

You can print one or more copies of the report, delete a report from the print queue, or rename a report. We also suggest that you use this menu entry to view the queued reports before you clear the print queue (via the File menu column in the System Manager application).

Print Queued Report window

File: From the displayed selection window, select 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 <Enter> to enter the default value, **1**. If you want to delete or rename the report, enter **0**.

Delete: If you want to leave the report in the queue, press <Enter> to select **No**, the default value. If you want to delete the report from the queue once it is printed, select **No**. If you do not delete the report at this time, you can return to this input window, choose to print **0** copies and select **Yes** to delete the report.

Rename: If you want to rename the report, select **Yes**. If you don’t want to rename the report, press <Enter> to select the default value, **No**. If you rename the report, it’s deleted from the print queue, but you can access it using other software products (for example, Lotus 1-2-3 or WordPerfect).

NOTE: The number of copies must be equal to **0** to recognize the entry of the full path and/or of the filename.

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to 20 characters in length including any system defined logical and filename extension. If no logical or filename extension is included, the system automatically defaults to the **RPT** directory and assigns the extension **.prt** to the name.

The Print Option menu is automatically pulled down to choose where you want to print the report for any number of copies greater than zero (**0**).

5 The Miscellaneous Menu Column

The Miscellaneous menu column lists selections for tasks performed infrequently. Many businesses keep the transaction history intact for many years. The standard suggestion is at least five years unless your system is short on storage space. This allows inquiry and reporting on vendor and item history when needed. Even when history is purged, you have the option to save the deleted data to a separate file that can be stored on a different device to be merged with current data later, if necessary.

From the Miscellaneous menu column, you can

- ✓ Close orders, even if they are not fully received or re-open an order if they were closed in error
- ✓ Purge posted/closed orders from the header and line files
- ✓ Purge order history
- ✓ Reset the On order item master quantities with open purchase order information

Default values: The most common criteria entries are chosen as the default field values such as the current system date. When purging data, defaults are designated NOT to perform the function – you must enter dates and confirmations carefully. Selection field defaults are listed as the first of multiple choices from the window.

Entry Information: If you know you want to execute a process using all the default values in the criteria fields, don't forget you can use the "Fill defaults" shortcut, then the "Go" shortcut to start the process.

Confirming the process: Many of the processes selected from the Miscellaneous menu column are irreversible once started. For this reason, many processes have a confirmation field as a double check for the operator. If the confirmation field is more than one position and displays **NO** as the default, the entire word **YES** is required to actually start the process. A value of **Y** reverts to **NO** and does nothing.

If the confirmation field is a single position and the field prompt displays the field choices **Y/N**, a single entry of **Y** starts the process. For Windows environments, an Inquire window can display and require you to click OK or press <Enter> to confirm.

"Find" shortcut: Few functions within the Miscellaneous menu column offer the "Find" shortcut option. When enabled, you can use the "Find" shortcut to search for the record by any of the field choices displayed, based on the record key(s). For additional information regarding wildcards, options, and details of the "Find" shortcut, please refer to the General Concepts User's Reference manual.

Keyboard shortcuts: For your system's actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

5.1 Closing orders

If the AUTOCLOSE Control is defined as **Yes**, the order's status is automatically changed to closed when all items are received and posted. If the DTE Control is set to **No**, you must manually close an order when you want to prevent anyone from accessing the order for changes or additional receipts.

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 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.

To close an order, post all receipts against the order and then select "Close orders" from the Miscellaneous menu column. Closing an order this way performs the following functions:

- ✓ Changes the order header and each line'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

Close Purchase Orders window

Order ID: Enter the number assigned to the purchase order you want to close. If no order exists by that number, the message "Order number is not on file" is displayed. Press <Enter> to reposition the cursor on the **Order ID** field so you can enter another order number.

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

Status: Display only. 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. The message "Order is closed" indicates that this process has already been performed and cannot be done again.

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 (the whole word) **YES** and press <Enter>. To keep the order open, press <Enter> without typing **YES**. Down To Earth automatically enters **NO** in this field.

Use the “Go” shortcut after confirmed to mark the order as Closed. 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” shortcut to redisplay the Miscellaneous menu column.

5.2 Re-Opening closed purchase orders

Down To Earth allows you the option to re-open a purchase order that has been closed, but not purged. This function simply makes the PO accessible for additional line entry by changing the **Status** field value to **Partial**. Any existing lines when the order was originally closed still remain closed, however new lines can be entered.

Re-Open Purchase Orders window

Order ID: Enter the number assigned to the purchase order you want to re-open. If no order exists by that number, the message “Order number is not on file” is displayed. Press <Enter> to reposition the cursor on the **Order ID** field so you can enter another order number.

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

Status: Display only. One of the following messages describing the order’s status is displayed in this field:

Order is closed
Order is not closed
Order is partially received

The “Order is closed” message must be displayed to re-open the order. Any other message indicates this process is not applicable.

Confirm: To re-open the order, type (the whole word) **YES** and press <Enter>. To keep the order as it was, press <Enter> without typing **YES**. Down To Earth automatically enters **NO** in this field.

Use the “Go” shortcut after confirmed to change the order status back to **Partial**. The cursor is repositioned on the **Order ID** field so you can select the next order you want to re-open. When you’re finished, press the “Exit” shortcut to redisplay the Miscellaneous menu column.

5.3 Purging closed 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. To do this, select “Purge orders” from the Miscellaneous menu column.

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.

Purge one order: To purge the records for a specified order, press the <Tab> key to move to the **Option** field and choose **One order**. The cursor moves to the **Order ID** field for you to enter the number assigned to the order to be purged.

Purge all orders through a specified date: Enter the date to be compared to the **Required by** date and purge all closed orders with a required date on or before the date entered in the **Purge through date** field and based on the value defined in the PURGEWHEN Control.

Whether Down To Earth purges all closed orders or only the closed orders that must also have been paid (within the Accounts Payable application), depends on the value entered for the PURGEWHEN Control variable. The order header and line item records are purged for any orders that are fully received and posted (or closed) if the PURGEWHEN Control is defined as **Completed**. The PO must be completed received (or closed) and the AP Invoice paid to be purged if the PURGEWHEN Control is defined as **Paid**.

Purge Purchase Orders window

Purge through date: Enter the date through which you want to purge the PO header and line files. This field is compared to the **Required by** date value and does not have a default value, you must enter a valid date. To purge the records for a specified order, press the <Tab> key to move to the **Option** field to choose **One order**.

Option: Choose either **One order** to purge a single closed order regardless of the **Required by** date or choose **All posted** to purge all received and posted or closed Purchase Orders.

Order ID: This field is only enabled if **One order** was selected in the **Option** field. To purge the records for a single, 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 <Enter> twice to reposition the cursor on the **Order ID** field so you can try another order number.

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

Order is closed
Order is not closed
Order partially received

Confirm: To start the purge process, type **YES** and press <Enter>. To retain the selected order, press <Enter> without typing **YES**. Down To Earth automatically enters **NO** in this field.

Use the "Go" shortcut after confirmed to start the purge process. The cursor is repositioned on the **Purge through date** field. When you're finished, press the "Exit" shortcut to redisplay the Miscellaneous menu column.

5.4 Purging history

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

Use this function with caution! Although you can choose to save deleted records and create archive file, once the history is purged, you can no longer view or print history reports from the menu column.

Archiving data: You have the option of saving the deleted records in case you need to bring them back for some reason. The purged records for the detail transaction files are saved in sequential file named **pohist.pur** in the directory assigned to the **WRK** logical. It is recommended that you rename and store these archive files in a directory other than **WRK**. Many operating systems write over a file with the same name. Renaming and moving the archive files will keep them from being overridden the next time you purge.

Printing backup hardcopy: Before you purge history, we recommend that you print a History Report via the "History" selection in the Reports/Inquiry menu column. You may optionally want to print the "Receivings cost" report for your records as well as data for this report is taken from the history file.

Entry Information: Select "Purge history" from the menu, enter the purge date, choose if you want to save the purged records to a text file, confirm the process, and use the "Go " shortcut to start the purge function. Using the "Exit" shortcut prior to the "Go" shortcut, returns to the Menu column. Once the purge has been confirmed, it cannot be aborted by the operator.

Purge Order History window

Purge through date: Enter the date through which you want to purge the history file. There is no default value for this field. The value entered in this field is compared to the (last) receiving date.

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 <Enter>. To retain the history file, just press <Enter>. Down To Earth will automatically enter **NO** in this field.

Use the "Go" shortcut to begin the process – there is no report. The Miscellaneous menu column is displayed when completed.

5.5 Purging the receivings file

The "Purge receivings" function enables you to delete the detailed receivings history information stored in the Purchase Order receivings file (***porecv.ism***) based on the order's (last) received date. Once this process is performed, the transaction records are no longer available for inclusion in any of the following reports and a PO cannot be re-opened if not found in this file:

- ✓ Daily receivings report
- ✓ Receivings item cost
- ✓ Receivings invoice cost
- ✓ Receivings freight cost
- ✓ Receivings not invoiced

Use this function with caution! Although you can choose to save deleted records and create archive file, once the receivings file is purged, you can no longer view or print reports from the menu column.

Archiving data: You have the option of saving the deleted records in case you need to bring them back for some reason. The purged records for the detail transaction files are saved in sequential file named **porecv.pur** in the directory assigned to the **WRK** logical. It is recommended that you rename and store these archive files in a directory other than **WRK**. Many operating systems write over a file with the same name. Renaming and moving the archive files will keep them from being overridden the next time you purge.

Printing backup hardcopy: Before you purge history, we recommend that you print any of the above mentioned reports that you may need information from.

Entry Information: Select "Purge receivings" from the menu, enter the purge through date, choose if you want to save the purged records to a text file, confirm the process, and use the "Go " shortcut to start the purge function. Using the "Exit" shortcut prior to the “Go” shortcut, returns to the Menu column. Once the purge has been confirmed, it cannot be aborted by the operator.

Purge Receivings 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 <Enter>. The value entered in this field is compared to the (last) receiving date.

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:porecv.pur** that contains all deleted records. If you choose to save the purged records, it is suggested that you copy off the newly created **porecv.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 <Enter>. To retain the history file, just press <Enter>. Down To Earth will automatically enter **NO** in this field.

Use the “Go” shortcut to begin the process – there is no report. The Miscellaneous menu column is displayed when completed.

5.6 Reset on order quantities

Select “Reset on order quantities” to reset all item location on order quantities based on the current open orders and their status. In addition to the open purchase orders considered, if you are utilizing the Bill of Materials application, the finished goods from within the open work orders are also considered. (The actual field is the **Qty on order** field within the Location Tab of the item master.)

Periodically, this field value is updated incorrectly via a process that was interrupted or manual entry. The reset on order quantity process looks at all open purchase orders and re-writes each item’s **Qty on order** field value accordingly.

There is no criteria to enter other than to confirm the process. Type **YES** and press <Enter> to verify that you want to run the reset. Then use the “Go” shortcut to start the process. The entire word **YES** is required to actually start the process. A value of **Y** reverts to **NO** and does nothing. If you press <Enter> without typing **YES**, Down To Earth will automatically enter **NO** in this field and the on order quantities are not updated.

This process can be time consuming depending on the number of open orders and items your company has entered. A progress indicator displays in the information line indicating the percent and number of records read and the total order records on file.

6 Appendix A: Miscellaneous Procedures

Suggested Procedures

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 guidelines. 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 any purchase orders
- Log items as they are received on a receivings worksheet for their PO
- Enter the receipt of goods as either one-or two-step receivings and print any desired analysis/information reports within the respective sub-menu
- 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. The Starting/Ending dates for this report are compared to the Order dates, however you can also enter the number of days late to be considered for the report.
- Purge closed orders (if the AUTOCLOSE Control is not set to automatically close)

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

- Analyze costs with any of the Receivings item cost, invoice cost, or freight cost reports
- Verify vendor invoicing with Receivings not invoiced report
- Reset on-order quantities to make sure the item master is correct
- Purge closed orders (if the AUTOCLOSE Control is not set to automatically close)

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

Annual processing

There is no standard processing required at the end of the year. You may want to purge some Purchase Order files on a yearly basis. If you do, make sure that you first print a corresponding report and optionally archive the data.

- Purge receivings (***porecv.ism***) file – many reports take data from this file so be sure to print reports through the same date as being purged
- Purge history (***pohist.ism***) – many businesses prefer to keep history for at least five years and purge annually through the end of the year, five years previous. Be sure to print a history report prior to purging for your permanent record

Accounts Payable / PO controls

If you are also using the Down To Earth Accounts Payable application, you have the option to enter the PO number as part of the AP invoice (or prepaid transaction) header (first screen). The Purchase Order totals automatically display indicating the Total amount of the PO, the total amount of posted quantities, and the total amount already invoiced.

In addition, you can enter the Purchase Order line number within the AP invoice line distribution to cross reference this invoice entry with the PO number entered in the Invoice header. The line number entered is compared to the DTE Purchase Order line and a summary displayed. The item ID and description, Units ordered, and total dollars display for visual verification.

For tighter Purchase Order control, you must define the Vendor master **PO required** field as **Yes**. (Defining the vendor master as **No** indicates that a Purchase order is not required prior to payment to this vendor.) The PO information is still verified but not required to be absolutely accurate. Choosing **Yes** to identify this vendor as requiring Purchase Order verification prior to payment means that the invoice entry has conditions to be met or the invoice is not posted and therefore is not paid. If the interface to the Purchase Order does not qualify (see below for a list of qualifications), the invoice is put on Hold status, identified accordingly on the Proof list.

Invoice ** Hold ** status: When an AP invoice is entered, the PO number referenced and the Vendor master is identified as PO Required, DTE checks the Purchase Order records for non–received status, incorrect quantities, and freight billed in error. If any of the following exist, the AP invoice transaction record is 'suspended' (put on Hold):

- ✓ Vendor is defined as PO Required and no PO number is entered
- ✓ No Purchase Order found matching number entered

- ✓ Purchase Order is not marked as being received within PO application
- ✓ PO total **Quantity ordered** is less than **Quantity received** total or Units entered
- ✓ AP invoice **Units** (entered on the individual line) is not less than or equal to **Quantity received**
- ✓ PO item **Cost** is not equal to AP invoice **Cost** for the PO line identified within the invoice
- ✓ PO **FOB** field is marked as **Origin** and Freight is entered within the AP invoice, an entry message displays indicating “Freight is not allowed.” If the PO **FOB** field is defined as **Destination**, freight charge is allowed with the following restrictions.

NOTE: Freight is identified within the Accounts Payable Invoice entry when the GL account entered for the distribution is equal to the account defined in the Purchase Order FREIGHTACCT Control.

The following conditions do not place the Invoice on **Hold** status:

- ✓ Entering a partially received PO with the partially received number of units
- ✓ Entering a Freight amount distribution without entering Units or a PO line number (as long as the Freight account matches the PO Control, FREIGHTACCT), if the PO **FOB** field is defined as **Destination**.

Releasing suspended (Hold) invoices: Invoices marked as suspended require approval to release them to be posted. Approval is accomplished only with an Operator ID whose Unique ID’s (UID) first character is a lower ascii value (lower ASCII values mean more privileges) than the operator ID that entered the invoice, such as a manager. The manager Operator ID must use the “Edit” shortcut to enable that record then the “Update” shortcut to remove the HOLD status. This process does NOT change the original UID assigned to the invoice Tag ID and does allow the original Operator ID to be able to post the newly released transaction.

Releasing an invoice does not re–verify that all qualifications that put the invoice on Hold originally have been met. Releasing the invoice allows it to be posted and continue through the process to eventually pay the vendor, even if incorrect conditions still exist.

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

♦ 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 **Last 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 Tab, the item master's **Last cost** field value from the Location Tab is used.

If the "Copy" shortcut was used to generate the PO, verify the value of the COSTORIGIN Control is not defined as **Zero**. This control determines which cost is used for this function.

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 may be due to an incorrect value from the Vendors Tab of the item master. Change the item ID's last cost or vendor's unit cost by using the Item ID link to the master or by selecting "Items" from either the Purchase Order, Inventory, Sales Order Entry, or 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.

♦ Record to be added already exists _ _ _ _ _ _ _ in table/file _ _ _ _ _ _ _

The record indicated in the first section of the error message already exists in the file named in the second part of the message. Therefore, the record trying to be added is not added to the file because the file does not accept duplicate records. The duplicate is determined by the record layout of the data file and the keys defined therein. For example, if you are posting receivings for a PO and the serial number you have entered as being received already exists on the item record, serial number file. The message would read something like:

Record to be added already exists/01/35449-1744 001657756 in table c:\progra~1\dtev70\fil\insnlt.ism

Where 01 is the company code then a separator, followed by up to 24 characters of the item ID, the location code of this item, and the serial number being added. The second line indicates the path where the data file (table) is stored.

8 Appendix C: Record Layouts

Filename:	**pohedr.rec**	
Record Description:	**Purchase Order header file record map**	
Record Length:	**512**	
Primary key:	**1.8**	**pom_comp, pom_order**
Alternate 1:	**10.8**	**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
                                           ;   X - cancelled
      pom_vend      ,d8                    ; Vendor id
      pom_mail      ,d8                    ; Mail to id
      pom_name      ,a30                   ; Vendor name
      pom_addr1     ,a30                   ; Address 1
      pom_addr2     ,a30                   ; Address 2
      pom_city      ,a20                   ; City
      pom_state     ,a2                    ; State
      pom_zip       ,a10                   ; Zip code
      pom_phone     ,a14                   ; Telephone number
      pom_fax       ,a10                   ; FAX phone number
      pom_orddate   ,d8                    ; P/O date            (YMD)
      pom_reqdate   ,d8                    ; Required date       (YMD)
      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
                                           ;   R - receivings pending
                                           ;   P - partial
                                           ;   C - closed
      pom_comment1  ,a40                   ; Comment line 1
      pom_comment2  ,a40                   ; Comment line 2
      pom_cust      ,d8                    ; Customer ID
      pom_custord   ,d6                    ; Customer order number
      pom_shipid    ,d8                    ; Ship to ID
      pom_shipname  ,a30                   ; Ship to name
      pom_shipaddr1 ,a30                   ; Ship to address 1
```

```
pom_shipaddr2  ,a30                 ; Ship to address 2
pom_shipcity   ,a20                 ; Ship to city
pom_shipstate  ,a2                  ; Ship to state
pom_shipzip    ,a10                 ; 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     ,d9.2                ; Total PO amount          (7.2)
pom_totrcvd    ,d9.2                ; Total PO recvd to date   (7.2)
pom_totinvcd   ,d9.2                ; Total amt invcd to date  (7.2)
pom_invcdate   ,d8                  ; Last invoice date        (YMD)
pom_invcno     ,a8                  ; Last invoice paid
pom_ordwgt     ,d7.2                ; Total PO weight          (7.2)
pom_ordcubes   ,d5                  ; Total PO cubes           (5.0)
pom_ordqty     ,d6                  ; Total PO quantity        (6.0)
pom_entstatus  ,a1                  ; Entry status
```

Filename:	**pohist.rec**	
Record Description:	**Purchase Order history file record map**	
Record Length:	**171**	
Primary key:	**1.34**	**poh_comp, poh_vend, poh_item**
Alternate 1:	**11.42**	**poh_item, poh_order, poh_lineno, poh_recdate, poh_linetype**
Alternate 2:	**1.10**	**poh_comp, poh_vend**
	35.9	**poh_order, poh_lineno (descending)**
Alternate 3:	**1.2**	**poh_comp**
	35.9	**poh_order, poh_lineno (descending)**

```
record              pohist
      poh_key       ,a34                  ; Primary key
        poh_comp    ,a2      @poh_key     ; Company code
        poh_vend    ,d8      @poh_key+2   ; Vendor Id
        poh_item    ,a24     @poh_key+10  ; Item Id
      poh_order     ,d6                   ; Order number
      poh_lineno    ,d3                   ; Line number
      poh_recdate   ,d8                   ; Date received           (YMD)
        poh_recyr   ,d4      @poh_recdate
        poh_recmo   ,d2      @poh_recdate+4
      poh_linetype  ,a1                   ; Line type
                                          ;   I - stock item
                                          ;   N - non stock item
      poh_orddate   ,d8                   ; Order date              (YMD)
      poh_locncode  ,a3                   ; Location
      poh_descr     ,a30                  ; Description
      poh_ordqty    ,d9.3                 ; Quantity ordered        (6.3)
      poh_recqty    ,d9.3                 ; Quantity received       (6.3)
      poh_buomcode  ,a3                   ; Buy unit of measure
      poh_ucost     ,d9.3                 ; Unit cost               (6.3)
      poh_discpct   ,d4.2                 ; Discount %              (2.2)
      poh_vendpn    ,a24                  ; Vendor's item Id
      poh_cust      ,d8                   ; 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: **688**

Primary key: **1.11** **pol_comp, pol_order, pol_lineno**

Alternate 1: **13.24** **pol_item**

```
record              poline
      pol_key         ,a11                       ; 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                    ; Line type
                                             ;   I - stock item
                                             ;   N - non stock item
      pol_item        ,a24                   ; Item id
      pol_locncode    ,a3                    ; Location code
      pol_descr       ,a30                   ; Description
      pol_vendpn      ,a24                   ; Vendor's item id
      pol_buomcode    ,a3                    ; Buy unit of measure
      pol_catgcode    ,a3                    ; Category
      pol_ordqty      ,d9.3                  ; Qty ordered              (6.3)
      pol_recuqty     ,d9.3                  ; Qty rcvd (at dock)       (6.3)
      pol_recdqty     ,d9.3                  ; Qty rcvd (accepted)      (6.3)
      pol_recrqty     ,d9.3                  ; Qty rcvd (rejected)      (6.3)
      pol_recpqty     ,d9.3                  ; Qty rcvd (posted to-date)(6.3)
      pol_ucost       ,d9.3                  ; Unit cost                (6.3)
      pol_discpct     ,d4.2                  ; Discount %               (2.2)
      pol_ordcost     ,d9.2                  ; Total cost               (7.2)
      pol_reqdate     ,d8                    ; Required date            (YMD)
      pol_recdate     ,d8                    ; Last received date       (YMD)
      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                    ; UOM factor               (6.0)
      pol_weight      ,d6.2                  ; Unit weight              (4.2)
      pol_cubes       ,d4.2                  ; Unit cubes               (2.2)
      pol_rejcode     ,a3                    ; Rejection code
      pol_rem1prt     ,a1                    ; Where to print remarks line 1
                                             ;   P - purchase order
                                             ;   R - receivings worksheet
                                             ;   B - both
      pol_remark1     ,a60                   ; Remarks line 1
      pol_rem2prt     ,a1                    ; Where to print remarks line 2
                                             ;   P - purchase order
                                             ;   R - receivings worksheet
```

```
                                        ;   B - both
    pol_remark2     ,a60                ; Remarks line 2
    pol_extdescr    ,[4]a60             ; Extended descriptions
    pol_ref1prt     ,a1                 ; Where to print reference 1 (PRB)
    pol_refrnce1    ,a60                ; Reference line 1
    pol_ref2prt     ,a1                 ; Where to print reference 2 (PRB)
    pol_refrnce2    ,a60                ; Reference line 2
```

Filename: **poslno.rec**

Record Description: **Purchase Order serial/lot numbers history received file**

Record Length: **74**

Primary key: **1.46** **pohs_comp, pohs_item, pohs_snlt**

Alternate 1: **1.2** **comp**
47.19 **pohs_order, pohs_lineno, pohs_recvdate**

```
record               pohsln
      pohs_key       ,a46                 ; Primary key
        pohs_comp    ,a2       @pohs_key   ; Company code
        pohs_item    ,a24      @pohs_key+2 ; Item id
        pohs_snlt    ,a20      @pohs_key+26; Serial/Lot number
      pohs_order     ,d8                  ; Order number
      pohs_lineno    ,d3                  ; Line number
      pohs_recvdate  ,d8                  ; Date received
        pohs_recvyr  ,d4       @pohs_recvdate
        pohs_recvmo  ,d2       @pohs_recvdate+4
      pohs_recqty    ,d9.3                ; Quantity (for lots)      (6.3)
```

Filename: **porecv.rec**

Record Description: **Purchase Order receivings file**

Record Length: **720**

Primary key:	**1.19**	**por_company, por_order, por_lineno, por_recdate**
Alternate 1:	**21.27**	**por_item, por_locncode**
	3.9	**por_order, por_lineno**
Alternate 2:	**1.8**	**por_company, por_order**
	12.8	**por_recdate**

```
record               porecv
      por_key        ,a19                 ; Primary key
        por_comp     ,a2      @por_key    ; Company code
        por_order    ,d6      @por_key+2  ; Order number
        por_lineno   ,d3      @por_key+8  ; Line number
        por_recdate  ,d8      @por_key+11 ; Date received            (YMD)
          por_recyr  ,d4      @por_recdate
          por_recmo  ,d2      @por_recdate+4
          por_recdy  ,d2      @por_recdate+6
      por_linetype   ,a1                  ; Line type
                                          ;   I - stock item
                                          ;   N - non stock item
      por_item       ,a24                 ; Item Id
      por_locncode   ,a3                  ; Location
      por_descr      ,a30                 ; Description
      por_ordqty     ,d9.3                ; Quantity ordered
      por_recuqty    ,d9.3                ; Qty rcvd (at dock)
      por_recdqty    ,d9.3                ; Qty rcvd (accepted)
      por_recrqty    ,d9.3                ; Qty rcvd (rejected)
      por_ucost      ,d9.3                ; Unit cost
      por_pfactor    ,d6                  ; UOM factor
      por_posted     ,a1                  ; Posting flag
      por_frtadd     ,d6.3                ; Freight added
      por_postqty    ,d9.3                ; Qty posted to date
      por_abin       ,a8                  ; Aisle/Bin
      por_weight     ,d6.2                ; Unit weight
      por_discpct    ,d4.2                ; Discount %
                                          ;     invoice data
      por_apvend     ,d8                  ; Vendor ID
      por_apvch      ,[10]d8              ; AP voucher number
      por_apinvc     ,[10]a12             ; AP invoice number
      por_apdate     ,[10]d8              ; AP invoice date          (YMD)
      por_apqty      ,[10]d9.3            ; AP quantity
      por_apcost     ,[10]d10.2           ; AP total cost
      por_apfrgt     ,[10]d8.2            ; AP freight
```

Filename: **posnlt.rec**

Record Description: **Purchase Order serial/lot number file**

Record Length: **100**

Primary key: **1.39** **pos_company, pos_order, pos_lineno, pos_recdate**

```
record                  posnlt
      pos_key          ,a39                  ; 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_item       ,a24     @pos_key+11  ; Item ID
        pos_seqno      ,d4      @pos_key+35  ; Sequence number
      pos_snlt         ,a20                  ; Serial/lot number
      pos_qty          ,d9.3                 ; Quantity (lot)          (6.3)
      pos_linestatus   ,a1                   ; Status code
      pos_slst         ,a1                   ; S-serial or L-lot
      pos_locncode     ,a3                   ; Location code
      pos_bin          ,a8                   ; Bin
      pos_ucost        ,d9.3                 ; Unit cost               (6.3)
      pos_recdate      ,d8                   ; Date received           (YMD)
      pos_unused       ,a2
```

9 Index

10 Revisions list

The following lists program/function revisions to the software reflected in this User's Reference Manual.

Date	Description of change
Jan 2007	Added new Reference area in addition to and working as Remarks for each PO line item.
Aug 2006	Added Copy routine from within new PO entry to copy detail and lines from either previously received PO or currently open PO number.
July 2006	Added the ability to create a custom PO Form/format.