Purchasing User Guide

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Contents

CHAPTER 8: Enter or Change Receivers or PO Receipts

CHAPTER 1 Purchasing Overview

1

Purchasing is a purchase order entry, tracking, and history system. Reports and inquiries are available for requisitions, open purchase orders, and purchase order history. File maintenance is also provided for required purchasing files.

Purchasing Interfaces

Purchasing interfaces with the following modules:

- Order Entry
- Inventory Accounting
- Accounts Payable
- Warehouse Management
- EDI
- FAX
- Mail Server
- Customer Consignment

An explanation of these interfaces follows.

Order Entry Interface

Purchasing interfaces with Order Entry (O/E) to allow special orders to be created within O/E and to provide a means for tracking items that are returned to the vendor. Special orders are any orders with drop-ship items, non-stock items, or orders of unusually high quantities. You may also copy comments from a customer order to the purchase order.

Global Trade Item Number (GTIN) Usage

Purchasing also interfaces with O/E to use Global Trade Item Numbers (GTINs). GTINs are available to help you manage your products better, and to provide for improved and effective communication between distributors and their vendors, and distributors and their customers. As defined in the “An Introduction to the Global Trade Item Number” document, a GTIN is a unique identifier for trade items developed by the GS1 (a non-profit standards association) which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Through UPC Item/UOM Cross Reference Maintenance (MENU IAFILE), you have the option to set up cross references in Inventory Accounting that can later be used in Order Entry and Purchasing. In Enter, Change, & Ship Orders (MENU OEMAIN) you will be able to enter GTINs for customers placing orders. The GTIN will be replaced by the Distribution A+ Item Number, and the GTIN will be stored as the Original Item Number for the line item. In Enter or Change Requisition (MENU POMAIN), you will be able to enter GTINs when placing an order with a vendor. The GTIN will be replaced by the Distribution A+ Item Number.

Throughout all applications, where the search item **Find** field is available, you will also be able to search for a GTIN by keying G/ preceding your partial or full GTIN number.

NOTE: If a GTIN is entered and it is the same as a customer/item number that has been previously set up, no edit will occur and you will not be notified. Therefore, be sure to check your customer/item number references for any conflicts.

Inventory Accounting Interface

Purchasing interfaces with Inventory Accounting (I/A) enabling you to immediately check inventory availability when creating a purchase order. Most items used in Purchasing must be defined through I/A (exceptions exist, however, for unusual non-stock items such as substitute items).

If you have EDI installed and you are using the outgoing Product Activity Data (852) (PAD) document for one or more vendors, you must also select to send PAD documents for at least one warehouse through Warehouse Number Maintenance (MENU IAFILE). Additionally, the item quantities in the Item Balance File are used to determine whether to create and send the PAD document for a vendor.

Global Trade Item Number (GTIN) Usage

For details on how the Purchasing module interfaces with I/A regarding GTINs, refer to Global Trade Item Number (GTIN) Usage (p. 1-2).

Accounts Payable Interface

Once a purchase order is created, the information contained on that order may be transferred to Accounts Payable (A/P). This information is kept in detail, but may be summarized through A/P reports. This interface will allow you to access A/P information automatically when creating a voucher. In addition, if the purchase order is for a drop shipment, the receipt of the purchase order can be processed completely through Accounts Payable by using the drop ship receipt validation function available through the Voucher Entry Selection Screen (MENU APMAIN).

Note that landing cost validation is not included in this A/P drop ship receipt validation process.

In Purchasing Options Maintenance (MENU XAFILE) you can specify a **Cost Variance Warning Percent** and a **Cost Variance Warning Value**. During receipt validation, if the invoice amount and the receipt amount differ in excess of either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value**, you will receive a warning. Also, in Purchasing Options Maintenance (MENU XAFILE), you can specify a **PO-AP Voucher Hold Code**. If a voucher hold code has been set up, and the variance exceeds either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value**, the voucher will automatically be put on hold so that the variance can be verified. Only users authorized for the **Allow the Release of Vouchers on Variance Hold** action in Application Action Authority Maintenance (MENU XASCTY) may release this **PO-AP Voucher Hold Code**.

Warehouse Management Interface

When receiving items into inventory, this interface allows you to indicate where items will be stored in your warehouse. You will also be able to record serial and lot numbers, if needed. Additionally, as portions of larger orders are received and put-away, you may select those portions to post. This eliminates the need to wait until an entire order is put away before being able to access inventory.

EDI and FAX Interfaces

Purchase Orders can be sent and received via EDI and FAX. When creating vendors, the default method of sending and receiving Purchase Orders for that vendor must be identified: printed output, EDI, and FAX are all available options. Overrides are available on the End Requisition Screen for individual Purchase Orders.

You can also send Product Activity Data (852) (PAD) documents to vendors via EDI. PAD documents include:

- information about changes in quantity for items of which the vendor is the primary vendor
- the **IA Vendor No**. and **Department** fields from the vendor's record in the Vendor Master File

PAD documents can also include pre-assigned requisition numbers for the vendor to use when responding, if you select this option.

Mail Server Interface

Purchase Orders can be automatically e-mailed to a vendor, if the vendor is set up with an e-mail address and Purchase Orders are selected to be e-mailed through Vendor Master Maintenance (MENU POFILE). If Purchase Orders are not set up to e-mail automatically, they can still be e-mailed on an individual basis from the following options:

- Enter or Change Requisitions (MENU POMAIN)
- Purchase Orders (MENU POMAIN)

In addition, any report or listing that can be printed from the Report Options Screen and documents that can be faxed can be e-mailed.

Customer Consignment Interface

If Customer Consignment is installed, in Purchasing you will perform several setup and processing functions related to the handling of consignment inventory. Refer to the Overview and Introduction chapters in the Customer Consignment User Guide for details.

Selecting Items to Order

In addition to providing the capability to enter, print, and receive items for purchase orders, Purchasing provides several tools that will help you determine which items should be ordered.

These tools include:

- Item Search/Browse
- Special Order Processing
- Suggested Orders
- Multi-Warehouse Purchase Orders
- Centralized Purchase Orders
- Product Activity Data (852)

Item Search/Browse

Searching for items is available during Enter or Change Requisitions (MENU POMAIN) to help you locate items to be purchased. You may search by our item description, our item number, browse by vendor (reviewing those items that meet the selection criteria that are available from a vendor), and include or exclude suspended items.

Below Minimum Feature

In addition, Purchasing provides for the ability to limit the number of items that display by requesting only those items that fall below their minimum balance. You may also request to display items with a current stocking level within a specified percentage of their minimum balance.

Special Order Processing

Special Orders are those that consist of drop-ship items, non-stock items, or orders of such a large quantity that you do not want to remove the items from stock.

A drop-ship item is one that is shipped directly from your vendor to your customer. Drop ships can originate from a customer's order or from within requisition entry. If PO-AP Transfer = Y for a vendor in Vendors Maintenance (MENU APFILE), receipt processing of a drop shipment for that vendor can be performed through Accounts Payable Voucher Entry's drop ship receipt validation processing (MENU APMAIN).

A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an N in the *Update Inventory* field indicating that the quantities are not stocked in your warehouse. You must, however, use Item Balance Maintenance (MENU IAFILE) to define a non-stock item for each warehouse from which it will be sold.

Special orders are first created in Order Entry as normal customer orders, but are designated as "special orders". Thereafter, special orders are maintained, reviewed, or assigned to different vendors through Work With Special Orders (MENU POMAIN). When creating requisitions in Purchasing, you can then select one or more special ordered items for inclusion in the requisition for a specific vendor.

For any of these special order types that originate from a customer's order, when the related purchase order is finally received, the customer order quantities are updated so that the order may be released and invoiced.

Special order processing can be tailored for each of your companies through Special Order Options Maintenance (MENU XAFILE). You can choose to have requisitions/purchase orders automatically created/updated for special order or drop-ship items at end order time and choose to use several other useful functions. Refer to Special Order Options Maintenance (MENU XAFILE) in the Cross Application User Guide for details. For additional details about the extended features of special order processing, refer to Special Order Processing Extended Features in the Appendix section of this user guide.

Special Orders can be added to Suggested Orders when the Suggested Order Report is generated from Buyers Workbench using F6=CRT NEW RUN. The Linked and Unlinked special orders can then be maintained through Buyers Workbench by using the 'L' option.

Suggested Orders

Suggested Orders are created for items that fall below their minimum stocking level in a warehouse (or all warehouses). Suggested order quantities are generated for the quantity that should be ordered to replenish that item in inventory [that is, bring that item to the maximum stocking level as defined through Item Balance Maintenance (MENU IAFILE)], as explained in the Inventory Accounting User Guide.

The suggested order quantities for regular purchase orders and multi-warehouse purchase orders reflect the vendor minimum order quantities defined in Vendor Master Maintenance (MENU POFILE). Suggested order quantities for centralized purchase orders do not reflect vendor minimums.

A suggested order can also include special order items that are added (linked) to this suggested order in one the following ways through Buyers Workbench:

- Through the Suggested Order Report by setting the **Add Special Order Items** field to Y to automatically add (link) all qualified special order items when a suggested order is created.
- Through Buyers Workbench by entering 'L' in the **Option** field on the Workbench Suggested Orders List Screen (p. 38-5).

Through Purchasing, you can convert suggested orders to requisitions for any items that fall below their minimum stocking level (or fall within a specified percentage of their minimum stocking level).

Purchasing Line Item Classification

Selection criteria is available to limit the orders that are suggested. One selection criteria available is the Purchasing Line (or PLine). PLine is a code that allows you to group like items together for purchasing purposes. It is similar in nature to an item class/sub-class which allows grouping like items for purchasing. For example, Vendor Troybilt (100) may have different groupings of items like "Equipment" for a PLine that would be Snow Blowers, Lawn Mowers, etc., and then have different groupings of "Parts" that would be Bags, Accessories, Replacement Parts, etc. These groupings could be broken out to allow discounts at these levels by the vendor.

A PLine is defined through Purchasing Line Maintenance (MENU POFIL2), and assigned at the Item Balance level through Item Balance Maintenance (MENU IAFILE).

Creating Suggested Orders

The process of creating suggested orders is initiated through Suggested Orders Report (MENU POREPT) or Buyers Workbench (MENU POREPT). A file is created of suggested orders, which you can then review and use to create purchase requisitions. You may choose to print the Suggested Orders Report, or to generate and review suggested orders online with no printed copy. Additionally, you can choose to print alternate vendor information (if items are purchased from more than one vendor) and save information needed to create requisitions to the Suggested Orders Quantity File.

Prior to creating requisitions from suggested orders and prior to creating a new Suggested Orders Quantity File [through Suggested Orders Report (MENU POREPT) or Buyers Workbench (MENU POREPT)], you can delete one or more suggested orders from a specific run. These deletions occur through Delete Suggested Orders (MENU POREPT) or Buyers Workbench (MENU POREPT). Run this option if you do not want to add to an existing Suggested Orders Quantity File, or the information in an existing file is not what you desire.

If the Suggested Orders Report is run with the **Add Special Order Items** field defined as Y, all qualified special order items are added (linked) to suggested orders. Special order items can be linked to suggested orders in the following ways:

- Through the Suggested Order Report when F6=CRT NEW RUN is used in Buyers Workbench by setting the **Add Special Order Items** field to Y to automatically add (link) all qualified special order items when a suggested order is created.
- Through Buyers Workbench by entering 'L' in the **Option** field on the Workbench Suggested Orders List Screen (p. 38-5).

Reviewing Suggested Orders

You may review suggested orders on the Suggested Orders Report interactively through either Suggested Order Maintenance (MENU POREPT) or Buyers Workbench (MENU POREPT). Through Suggested Order Maintenance or Buyers Workbench, you can do the following:

- Determine whether you can create a Multi-Warehouse PO or a Centralized PO for each order. (These types of orders are explained in the following pages.) For any single vendor, all orders must be the same type (Regular, Multi-Warehouse, or Centralized)
- Change the suggested vendor to one of the alternate vendors shown on the report.
- Delete line items.
- Determine if the suggested order(s) qualify for volume discounts.
- Change the order quantity for Regular and Multi Ship-To purchase orders.
- Override the unit cost.
- Round-out (i.e., auto-round), create, and approve the requisition.

NOTE: You cannot auto-round Multi-Warehouse or Centralized POs.

Suggested orders will also include special order items if they have been added (linked) to a suggested order. Once a special order item is linked to a suggested order, the **Requisition Number** field (SORQNO) in the Special Order Detail File (SPORD) record for the item will be filled with the suggested order run number preceded by a # character. This will indicate that the Special Order Detail record is linked to a suggested order run. Also, suggested order totals will be recalculated, and in addition to suggested order items, suggested order totals will include the totals of all linked special order items, except drop-ship items (since these are directly shipped to the customer).

NOTE: Special order items that are added (linked) to suggested orders via this process in Buyers Workbench can be viewed, maintained or deleted in Buyers Workbench within Distribution A+.

Minimum Order Amounts Required by Vendor

If vendors require minimum order amounts or offer volume discounts, you may want to order more than you currently need. In this situation, you can easily distribute the excess order quantity to your other warehouses by creating one of the following types of purchase orders through Suggested Order Maintenance (MENU POREPT):

- Multi-Warehouse purchase order (if allowed by the vendor)
- Centralized purchase order

Multi-Warehouse POs and Centralized POs are described on the following pages. For information on warehouse transfers, refer to CHAPTER 3: *Warehouse Transfers Overview*.

Creating Requisitions from Suggested Orders

As you review each vendor, you have the option to create the requisition for that vendor on the Suggested Order Maintenance End Order Screen, through the use of a function key.

If you do not create the individual requisitions through Suggested Order Maintenance, you can also create them for the entire run through Create Requisitions from Suggested Orders (MENU POREPT). One requisition is created for each primary vendor that has selected items. The orders will be automatically placed on Suggested Order (SO) hold if the vendor minimums specified through Vendors Maintenance (MENU POFILE) are not met.

In Buyers Workbench, enter a ‘C’ in the **Option** field on the Workbench Suggested Orders List Screen (p. 38-5) to create requisitions and purchase orders on a suggested order run; valid only if you are authorized to the Create Req From Suggested Orders menu option (MENU POREPT).

If suggested orders include special order items that have been added (linked) to the suggested orders, these special order items will also be added to the requisition/purchase order created from the suggested order.

Multi-Warehouse Purchase Orders

A Multi-Warehouse purchase order (also referred to as Multi-WH PO) is a single purchase order that is created from a suggested order and shipped from the vendor to two or more warehouses. Multi-Warehouse POs allow you to combine demand from multiple warehouses to meet vendor minimums and take advantage of vendor volume discounts and vendor contract pricing.

To create Multi-Warehouse POs, the following must be true:

- In Vendor Master Maintenance (MENU POFILE), the **Allow Multi Ship-To POs** field must be Y
- In Warehouse Numbers Maintenance (MENU IAFILE), the **Multi Ship-To POs** field must be Y
- When creating the suggested orders report through Suggested Orders Report (MENU POREPT) or Buyers Workbench (MENU POREPT), the **Create Multi Ship-To P/Os** field must be Y

To turn off the Multi-Warehouse PO feature for vendors who do not allow it, key N in the **Allow Multi Ship-To POs** field in Vendor Master Maintenance (MENU POFILE).

Centralized purchase orders offer benefits similar to Multi-Warehouse purchase orders. If vendors will not ship to separate warehouses on a single PO, you may want to consider using Centralized POs instead.

Printing Multi-Warehouse Purchase Orders

When you print a multi-warehouse purchase order, a separate PO with a unique PO number is printed for each warehouse. Additionally, an item summary page is printed that combines item quantity, pricing, and discount information from all individual POs.

The PO number for each warehouse PO consists of two numbers: the Multi-Warehouse PO number and the individual PO number. The Multi-Warehouse PO number, which is the same for all of the individual POs in this run for the vendor, links the POs together. It is sequentially assigned (beginning with 000001) to each Multi-Warehouse purchase order and cannot be changed.

Centralized Purchase Orders

NOTE: To create Centralized purchase orders, you must have first setup the warehouse transfer feature of Purchasing. For more information about warehouse transfers, refer to refer to CHAPTER 3: *Warehouse Transfers Overview*.

A centralized purchase order is created from a suggested order and includes items that are received at one warehouse and then distributed to other warehouses through a warehouse transfer. Like Multi-Warehouse POs, Centralized POs allow you to combine demand from multiple warehouses onto one PO to meet vendor minimums and take advantage of vendor volume discounts and vendor contract pricing.

You can turn off this feature for individual warehouses to prevent goods from being received there and then shipped to another warehouse, or received there from another warehouse. To do so, key N in the *Allow Central Ship-to POs w/WH Trans* field on the Warehouse Number File Maintenance Screen (MENU IAFILE).

Creating a Centralized PO

To create a Centralized PO, follow these steps:

1. When creating the suggested orders report through Suggested Orders Report (MENU POREPT) or Buyers Workbench (MENU POREPT), key Y in the **Allow Centralized P/Os** field.
2. Use Suggested Order Maintenance (MENU POREPT) or Buyers Workbench (MENU POREPT) to centralize the items that do not meet the minimums.
3. Use Suggested Order Maintenance (MENU POREPT), Buyers Workbench (MENU POREPT), or Create Requisitions from Suggested Orders (MENU POREPT) to create the requisition.

   When you create a requisition for a centralized PO, the following orders are created:
   - Vendor PO, which includes all items.
   - One warehouse transfer requisition for each warehouse that will receive items. On each requisition, the warehouse transfer vendor is the warehouse that received the entire order from the vendor.
4. Using Purchase Orders (MENU POMAIN), print the PO twice. Once for the vendor PO, and the second time for the warehouse transfer PO, which creates a warehouse transfer sales order for the Centralized PO.

Product Activity Data (852)

If you have a large number of items, your buyers may not have the time to review the status of all of them on a daily or weekly basis. If you have EDI installed, you can use the outgoing Product Activity Data (852) (PAD) document to notify vendors of changes in item quantities automatically. PAD documents notify a vendor of changes in quantity for items of which the vendor is the primary vendor. The vendor can then respond by submitting a suggested purchase order, creating an order in their own system and shipping the items, or taking some other mutually agreed-upon action.

For a more detailed description of the PAD documents, refer to the CHAPTER 5: *Tools to Assist the Buyer*.

Purchase Order Processing

Through Purchasing, purchase orders are first created as requisitions. Requisitions may be entered manually, or automatically created in the following ways:

- From suggested orders and added (linked) special order items, if any.
- For special orders through Special Order Automatic Req Creation (MENU POMAST).

  Note that special order items that have been added (linked) to suggested orders will be omitted from this process.
- For special orders at end-order time based on company-level special order options defined through Special Order Options Maintenance (MENU XAFILE) or vendor-level special order options defined through Vendors Maintenance (MENU POFILE).
- From existing open or history purchase orders via Req/PO Inquiry, Vendor Order/Shipment Inquiry, Open PO's by Item, and PO History by Item (all on MENU POMAIN).

A requisition must be approved before a Purchase Order can be printed. Once printed, you may still change the content of a purchase order; order and line information can be changed, and items can be added.

After receiving items from a purchase order, you must record the receipt of these items. Receipts may be recorded in receipt groups manually (referred to as the Purchasing processing method of receipt entry), or automatically (referred to as the Receiver processing method of receipt entry). After entering purchase order receipts, you must post the receipts to update inventory. This will update your inventory counts, as well as the status of the purchase order. Note that related General Ledger updates are posted at a later time: either during Day-End Processing, or on an as needed basis via an option on the Inventory Accounting Master Menu (MENU IAMAST).

NOTE: Receipts can also be recorded manually through the drop-ship receipt validation process, which is accessible through Voucher Entry (MENU APMAIN). This process posts receipts and validates them at the same time.

After all items are received and posted for a purchase order, the purchase order is closed and the data will go to purchase order history (at Day-End.)

Vendor/Item and Vendor/Item/Price Information

Vendor/Item and Vendor/Item/Price information describes standard purchasing information for inventory items normally ordered through Purchasing. Unique ordering information is established for each vendor from whom an item can be purchased, and optionally, for the warehouse to receive the item. This information is then used when creating a requisition to allow you to order a specific item from a specific vendor, and optional receiving warehouse. Vendor/Item/Price data even may include date sensitive (expiration date) prices.

Vendor/Item and Vendor/Item/Price information is entered through Vendor/Item Information Maintenance (MENU POFILE).

NOTE: Purchasing provides for the automation of Vendor/Item information. Vendor/Item information may automatically be created through Create Default Vendor/Item Information from Item Master/Item Balance (MENU POFILE).

Quantity Discounting

Vendors often encourage larger purchases by offering better prices for large order quantities. Purchasing allows you to store your vendor's quantity discounting schedule for a specific item and will display an item's cost (when creating a requisition) based on the order quantity. When ordering an item on a requisition, if a larger order quantity offers a better cost, the next available cost break and quantity will display.

Each vendor/item can have up to 5 quantity breaks with associated costs. The costs can be expressed as fixed dollar amounts or as discount percentages from the item's regular cost. Using discount percentages can save time when implementing vendors price changes.

Vendor Volume Discounts

For vendors who offer discounts based on PO totals (i.e., a combination of all items on the PO), you can define vendor volume discounts which are automatically applied when you create requisitions through Suggested Order Maintenance (MENU POREPT).

Vendor volume discounts can be based on one or more of the following PO totals:

- Cubic size
- Number of units
- Purchase order amount
- Weight

When defining vendor volume discounts, you must specify one of the following types of discounts that the vendor offers through Vendor Master Maintenance (MENU POFILE):

- Highest qualifying discount
- Sum of all qualifying discounts
- Chain discount, where all qualifying discounts are applied, but each is based on the previously discounted value rather than the original cost.

Then, use Vendor Volume Discounts Maintenance (MENU POFIL2) to specify the minimum requirements (i.e., cubes, units, amount, and weight) and the discount percent to be applied when those four minimums are met.

Vendor Volume Discounts Example

Assume the vendor offers the following discounts:

- 2% discount when you purchase 50 units and the total PO amount is $2000.00
- 3% discount when you purchase 250 units

In Vendor Volume Discounts Maintenance (MENU POFIL2), define the discounts as follows:

Minimum Units	Minimum Amount	Disc %
50	2000.00	2
250	0.00	3

Also assume, you order a total of 350 units (they can be different items) and the PO amount is $3000.00. Since the discount amount differs depending on the type of discount specified in Vendor Master Maintenance, an example of each is shown here.

HIGHEST QUALIFYING DISCOUNT - #1

The requirements for both discounts have been met, but 3% is applied since it is higher than 2%.

Calculation:

PO amt x [1- (highest qualifying disc % / 100)] = disc PO amt
3000.00 x (1 - .03) = 2910.00

SUM OF QUALIFYING DISCOUNTS - #2

Since the requirements for both discounts have been met, the discount percentages are added together and the total is applied.

Calculation:

PO amt x [1- (sum of qualifying disc % / 100)] = disc PO amt
3000.00 x (1 - . 05) = 2850.00

CHAIN DISCOUNT - #3

Since the requirements for both discounts have been met, the highest discount is applied first, and the second discount is applied to the discounted amount.

Calculation:

PO amount x [1 - (highest disc % / 100)] = Disc 1 PO amt
Disc 1 PO amt x [1 - (next highest disc % / 100)] = Disc 2 PO amt
Disc 2 PO amt x [1 - (next highest disc % / 100)] = Disc 3 PO amt

These steps continue until the last qualifying discount has been applied.

3000.00 x (1 - .03) = 2910.00
2910.00 x (1 - .02) = 2851.80

During suggested order maintenance, Distribution A+ indicates whether or not the minimums have been met for both the item and the vendor. You can then change order quantities and create a Multi-Warehouse PO or Centralized PO to take advantage of the vendor volume discounts.

Vendor Contracts

You can set up vendor contracts for an item or item/warehouse, and enter purchase requisitions and suggested orders based on those contracts. When you enter a requisition, Distribution A+ searches for a vendor contract that matches the vendor and item specified on the requisition. If a valid contract is found and all contract requirements are met, the discounted cost is retrieved.

With a vendor contract, you can specify one of the following types of discounts:

- Up to 5 quantity breaks that offer a discounted cost when you purchase the minimum quantity specified.
- You can express the discount as a discounted unit cost or a percent discount that is applied to the current vendor/item cost or to an override contract price.
- A buy/get special that offers an additional amount of the item at no charge or at a discounted cost when you purchase a minimum quantity.

Vendor contracts also allow you to define the following optional specifications:

- Start and End dates, which allow you to set up discounts for a specified time period
- Contract Number, which can be used to track multiple contracted items and requires users to key the contract number when entering a requisition

For information on defining vendor contracts, refer to Vendor Contracts Maintenance (MENU POFIL2).

Cost Retrieval Process

When you enter an item on the requisition, Distribution A+ searches for a matching vendor/item record. If it finds a match, it retrieves the item cost.

The records that are searched differ depending on whether or not you key a contract number when entering the requisition. Each scenario is explained below.

Without Contract Number

If you do not key a contract number, the following files are searched in the order specified:

1. Non-numbered contracts defined through Vendor Contracts Maintenance (MENU POFIL2)
2. Vendor/item records defined through Vendor/Item Information Maintenance (MENU POFILE)

If a matching vendor/item record is not found, 0 is displayed in the Cost field.

With Contract Number

If you key a contract number, all numbered contracts are searched. If a matching vendor/item record is found in a contract, the cost is retrieved from the contract.

If a matching record is not found, a message appears. You must either enter a different contract number or leave the field blank to initiate the non-numbered contract search.

Cost Calculation Process

The cost is calculated differently depending on the type of discount defined in the vendor contract. A few examples are shown here.

Calculating Quantity Break Discounts Using Costs

If a vendor contract is defined using quantity break discounts with corresponding discounted unit costs, there is no calculation required. The cost is specified in the *Qty Break Cst* field.

Calculating Quantity Break Discounts Using Percentages

If the vendor contract is defined using quantity break discounts with corresponding discount percents, the cost is calculated as follows:

Calculation: Vendor Item Cost * (1.00 - Qty Break Pct %)

Example:

If Vendor/Item Cost is $20.00 and Qty Break Pct is 10, the cost is calculated as:

20.00 * (1.00 - 0.10) = 18.00

Calculating Buy/Get Discounts Using Costs

Unit costs for buy/get specials are calculated in two steps. In the first step, referred to in these examples as “Work Quantity Calculations”, several values are calculated for use in the second step. In the second step, referred to as “Cost Calculations”, the values from “Work Quantity Calculations” are plugged into a formula to calculate the unit cost.

For examples 1 and 2, assume the following:

- Vendor/Item Cost: 12.50
- Buy 10 at $10.00
- Get 2 at $5.00
- Get Quantity Limit: 50
- Buy Quantity Limit: 250

  Buy Qty Limit = (Get Qty Limit/Get Qty) * Buy Qty

  250 = (50/2) * 10

	Qty	Sct/Pct (%)	Code (%,$)
Buy:	10.000	10.00000	$
Get:	2.000	5.00000	$

Example: 1:
Order quantity is 25, which is less than the Buy Quantity Limit

Work Quantity Calculations

Step 1: Calculate the multiplier

Ord Qty / (Buy Qty from contract + Get Qty from contract) = multiplier

25 / (10 + 2) = 2 (decimals are truncated)

Step 2: Compare the multiplier to the Get Quantity Limit

2 (multiplier) < 50 (Get Quantity Limit)

Step 3:

Calculate the buy work quantity and get work quantity

If the multiplier is greater than the Get Quantity Limit, the calculations for determining the buy work quantity and get work quantity are ignored and the values are determined as follows:

- Buy Quantity Limit becomes buy work quantity
- Get Quantity Limit becomes get work quantity

In this example the multiplier (2) is less than the Get Quantity Limit (50). Therefore, the following calculations are used to determine the buy work quantity and get work quantity:

Buy Qty from contract * multiplier = buy work quantity

10 * 2 = 20

Get Qty from contract * multiplier = get work quantity

2 * 2 = 4

Step 4:

Calculate the remainder

Ord Qty - (buy work quantity + get work quantity) = remainder

25 - (20 + 4) = 1

Cost Calculations

Use the following formula to calculate the unit cost:

[(buy work quantity + remainder) * Buy Cost] + (get work quantity * Get Cost) / Order Qty = Unit Cost

{(20 + 1) * $10.00} + {4 * $5.00}

/ 25 = $9.2000 Unit Cost

Example: 2:

Order quantity is 2500, which is more than the Buy Quantity Limit

Work Quantity Calculations

Step 1: Calculate the multiplier

Ord Qty / (Buy Qty from contract + Get Qty from contract) = multiplier

2500 / (10 + 2) = 208 (decimals are truncated)

Step 2: Compare the multiplier to the Get Quantity Limit

208 (multiplier) > 50 (Get Quantity Limit)

Step 3: Calculate the buy work quantity and get work quantity

If the multiplier is greater than the Get Quantity Limit, the calculations for determining the buy work quantity and get work quantity are ignored and the values are determined as follows:

- Buy Quantity Limit becomes buy work quantity
- Get Quantity Limit becomes get work quantity

In this example the multiplier (208) is greater than the Get Quantity Limit (50). Therefore, the following values are used:

buy work quantity = 250

get work quantity = 50

Step 4:

Calculate the remainder

Ord Qty - (buy work quantity + get work quantity) = remainder

2500 - (250 + 50) = 2200

Cost Calculations

Use the following formula to calculate the unit cost:

[(buy work quantity + remainder) * Buy Cost] + (get work quantity * Get Cost) / Order Qty = Unit Cost

{(250 + 2200) * $10.00} + {50 * $5.00}

/ 2500 = $9.9000 Unit Cost

Calculating Buy/Get Discounts Using Percentages

Unit costs for buy/get specials are calculated in two steps. In the first step, referred to in these examples as “Work Quantity Calculations", several values are calculated for use in the second step. In the second step, referred to as “Cost Calculations", the values from “Work Quantity Calculations” are plugged into a formula to calculate the unit cost.

For examples 1 and 2, assume the following:

- Vendor/Item Cost: 100.00
- Buy 5 at 75% off
- Get 3 at 98% off
- Get Quantity Limit: 24
- Buy Quantity Limit: 40

  Buy Qty Limit = (Get Qty Limit/Get Qty) * Buy Qty

  40 = (24/3) * 5

	Qty	Cst/Pct (%)	Code (%,$)
Buy:	5.000	75.00000	%
Get:	3.000	98.00000	%

Example: 1:
Order quantity is 25, which is less than the Buy Quantity Limit

Work Quantity Calculations

Step 1: Calculate the multiplier

Ord Qty / (Buy Qty from contract + Get Qty from contract) = multiplier

25 / (5 + 3) = 3 (decimals are truncated)

Step 2: Compare the multiplier to the Get Quantity Limit

3 (multiplier) < 24 (Get Quantity Limit)

Step 3: Calculate the buy work quantity and get work quantity

If the multiplier is greater than the Get Quantity Limit, the calculations for determining the buy work quantity and get work quantity are ignored and the values are determined as follows:

- Buy Quantity Limit becomes buy work quantity

- Get Quantity Limit becomes get work quantity

In this example the multiplier (3) is less than the Get Quantity Limit (24). Therefore, the following calculations are used to determine the buy work quantity and get work quantity:

Buy Qty from contract * multiplier = buy work quantity

5 * 3 = 15

Get Qty from contract * multiplier = get work quantity

3 * 3 = 9

Step 4: Calculate the remainder

Ord Qty - (buy work quantity + get work quantity) = remainder

25 - (15 + 9) = 1

Cost Calculations

Use the following formula to calculate the unit cost:

{(buy work quantity + remainder) * [Vendor Item Cost * (1.00 - Buy Pct)]}

+ {get work quantity * [Vendor Item Cost * (1.00 - Get Pct)]}

/ Order Qty = Unit Cost

{(15 + 1) * [100.00 * (1.00 - 0.75)]}

+ {9 * [100.00 * (1.00 - 0.98)]}

/ 25 = 16.72000 Unit Cost

Example: 2:
Order quantity is 250, which is more than the Buy Quantity Limit

Work Quantity Calculations

Step 1: Calculate the multiplier

Ord Qty / (Buy Qty from contract + Get Qty from contract) = multiplier

250 / (5 + 3) = 31 (decimals are truncated)

Step 2: Compare the multiplier to the Get Quantity Limit.

31 (multiplier) > 24 (Get Quantity Limit)

Step 3: Calculate the buy work quantity and get work quantity

If the multiplier is greater than the Get Quantity Limit, the calculations for determining the get work quantity and buy work quantity are ignored and the values are determined as follows:

- Buy Quantity Limit becomes buy work quantity
- Get Quantity Limit becomes get work quantity

In this example the multiplier (31) is greater than the Get Quantity Limit (24). Therefore, the following values are used:

buy work quantity = 40

get work quantity = 24

Step 4: Calculate the remainder

Ord Qty - (buy work quantity + get work quantity) = remainder

250 - (40 + 24) = 186

Cost Calculations

Use the following formula to calculate the unit cost:

{(buy work quantity + remainder) * [Vendor Item Cost * (1.00 - Buy Pct)]}

+ {get work quantity * [Vendor Item Cost * (1.00 - Get Pct)]}

/ Order Qty = Unit Cost

{(40 + 186) * [100.00 * (1.00 - 0.75)]}

+ {24 * [100.00 * (1.00 - 0.98)]}

/ 250 = 22.792 Unit Cost

Calculating Buy/Get Discounts Using Cost and Percentage

Unit costs for buy/get specials are calculated in two steps. In the first step, referred to in these examples as “Work Quantity Calculations", several values are calculated for use in the second step. In the second step, referred to as “Cost Calculations", the values from “Work Quantity Calculations” are plugged into a formula to calculate the unit cost.

For Example 1 and 2, assume the following:

- Vendor/Item Cost: 12.00
- Buy 10 at $10.00
- Get 2 at 50 % off
- Get Quantity Limit: 4
- Buy Quantity Limit: 20

Buy Qty Limit = (Get Qty Limit/Get Qty) * Buy Qty

20 = (4/20) * 10

	Qty	Cst/Pct (%)	Code (%,$)
Buy:	10.000	10.00000	$
Get:	2.000	50.00000	$%

Example: 1:
Order quantity is 20, which is within the Buy Quantity Limit

Work Quantity Calculations

Step 1: Calculate the multiplier

Ord Qty / (Buy Qty from contract + Get Qty from contract) = multiplier

20 / (10 + 2) = 1 (decimals are truncated)

Step 2: Compare the multiplier to the Get Quantity Limit.

1 (multiplier) < 4 (Get Quantity Limit)

Step 3: Calculate the buy work quantity and get work quantity

If the multiplier is greater than the Get Quantity Limit, the calculations for determining the buy work quantity and get work quantity are ignored and the values are determined as follows:

- Buy Quantity Limit becomes buy work quantity
- Get Quantity Limit becomes get work quantity

In this example the multiplier (1) is less than the Get Quantity Limit (4). Therefore, the following calculations are used to determine the buy work quantity and get work quantity:

Buy Qty from contract * multiplier = buy work quantity

10 * 1 = 10

Get Qty from contract * multiplier = get work quantity

2 * 1 = 2

Step 4: Calculate the remainder

Ord Qty - (buy work quantity + get work quantity) = remainder

20 - (10 +2) = 8

Cost Calculations

Use the following formula to calculate the unit cost:

[(buy work quantity + remainder) * Buy Cost]

+ {get work quantity * [Vendor Item Cost * (1.00 - Get Pct)]}

/ Order Qty = Unit Cost

[(10 + 8) * $10.00]

+ {2 * [12.00 * (1.00 - 0.50)]}

/ 20 = $9.600 Unit Cost

Example: 2:
Order quantity is 200, which is more than the Buy Quantity Limit

Work Quantity Calculations

Step 1: Calculate the multiplier

Ord Qty / (Buy Qty from contract + Get Qty from contract) = multiplier

200 / (10 + 2) = 16 (decimals are truncated)

Step 2: Compare the multiplier to the Get Quantity Limit.

16 (multiplier) > 4 (Get Quantity Limit)

Step 3: Calculate the buy work quantity and get work quantity

If the multiplier is greater than the Get Quantity Limit, the calculations for determining the buy work quantity and get work quantity are ignored and the values are determined as follows:

- Buy Quantity Limit becomes buy work quantity
- Get Quantity Limit becomes get work quantity

In this example the multiplier (16) is greater than the Get Quantity Limit (4). Therefore, the following values are used:

buy work quantity = 20

get work quantity = 4

Step 4: Calculate the remainder

Ord Qty - (buy work quantity + get work quantity) = remainder

200 - (20 +4) = 176

Cost Calculations

Since the order quantity is much greater than the Buy Quantity Limit, the formula is different from the formula used in the other examples.

Use the following formula to calculate the unit cost:

(buy work quantity * Buy Cost)

+ {get work quantity * [Vendor Item Cost * (1.00 - Get Pct)]}

+ (remainder * Buy Cost)

/ Order Qty = Unit Cost

(20 * $10.00)

+ {4 * [12.00 * (1.00 - 0.50)]}

+(176 *10.00)

/ 200 = $9.920 Unit Cost

Sales Analysis/Purchase Order Fiscal Calendar

Purchasing allows you to define sales analysis/purchase order fiscal calendars through SA/PO Fiscal Calendar Maintenance (MENU POFIL2) in order to define buyer budgets for specified buyer budget levels. Fiscal calendars are used in conjunction with buyer item classes/subclasses and buyer budgets that you define in order to capture statistical budget/actual information on the buyer level.

The original Sales Analysis Fiscal Calendar is being shared by Purchasing Buyer Budgets to accurately plan purchasing against inventory demand captured by sales analysis and utilized in Inventory Management & Planning or Advanced Inventory Management.

Buyer Budgets

Purchasing allows you to define buyer budgets for up to 11 specified buyer budget levels. Different buyer budget levels may be assigned to a selected buyer, 1 level per buyer, through Buyers Maintenance (MENU POFILE). These variations may be assigned as follows:

- Warehouse
- Warehouse/Vendor
- Warehouse/Vendor/Buyer Item Class
- Warehouse/Vendor/Buyer Item Class/Subclass
- Warehouse/Buyer Item Class
- Warehouse/Buyer Item Class/Subclass
- Vendor
- Vendor/Buyer Item Class
- Vendor/Buyer Item Class/Subclass
- Buyer Item Class

- Buyer Item Class/Subclass

Refer to Buyers Maintenance (MENU POFILE) for details on assigning buyer budget levels to a buyer.

Actual buyer budgets purchase amounts for buyers are updated with purchase order line values when a Purchase Order is printed and when a purchase order is maintained. The 12 or 13 actual periods will be updated based on where the PO print date falls in the SA/PO Fiscal Calendar. This actual budget information allows you to compare your actual buyer costs with the buyer budgets you defined through Buyer Budgets Maintenance (MENU POFIL2). The Buyer Budgets Analysis Report (MENU POREPT) may be run to compare actual buyer purchase amounts with those buyer budgets defined through Distribution A+.

Buyer Item Class/ Sub Class

Purchasing allows you to define buyer item classes and optional subclasses for your buyers through Buyer Item Class/SubClass Maintenance (MENU POFIL2). Buyer Item Classes/Subclasses are used for grouping items into categories for buyer budgets and buyer actual purchases.

Approval Levels

Purchasing allows you to restrict authority to approve requisitions and to change Purchase Orders. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), only approval codes defined through Approval Codes Maintenance (MENU POFIL2) can be used to approve requisitions. Authority to use the approval code is based on the following requirements:

- The user logged onto Distribution A+ must be user ID assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition will not be approved.
- The total requisition value cannot be greater then the Maximum Approval Amount assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the total requisition value exceeds the **Maximum Approval Amount** defined for the approval code, the requisition will not be approved. To approve the requisition, a user with a greater approval amount must log on and enter an approval code.

If a different user entered an approval code and you want to change a requisition or Purchase Order, you can do one of the following:

- Change the requisition or Purchase Order within the approval amount value for that requisition or Purchase Order. If your **Maximum Approval Amount** defined through Approval Codes Maintenance (MENU POFIL2) is less than or equal to the approval amount for the requisition or Purchase Order, this is your only option.
- Change the approval code to your approval code and then change the requisition or Purchase Order. Use this method if you want to increase the approval amount. You can use this method only if your Maximum Approval Amount defined through Approval Codes Maintenance (MENU POFIL2) is greater than the former Approval Amount value.

You can print a list of defined approval codes through Approval Codes Listing (MENU POFIL2).

If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed.

Standard Comments

Purchasing allows you to define standard comments that are specific to a vendor, item, or vendor/item (items specific to a vendor). Vendor comments (order comments) are automatically copied into each new requisition created for the vendor. Item comments are automatically copied to a line comment when the specified item is added to any requisition. Vendor/item comments are copied to a line comment when the specified item is added to a requisition created for a specific vendor. Standard comments are defined through Standard Comments Information Maintenance (MENU POFILE).

Landing Costs

Landing costs allow distributors to include the cost of procuring goods in the cost of their products, landing costs are available.

Up to six different landing costs can be defined and used for each warehouse. Landing costs can be combined in a variety of ways under the cover of a landing code or factor. An unlimited number of landing codes/factors may be defined. Landing codes can then be assigned to a vendor/item record to ensure that when that item is ordered from that vendor, these landing costs will be used.

The formulas for calculating landing costs are defined through Landing Factors Maintenance (MENU POFILE). Landing costs are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE).

The one to six landing costs to be used throughout purchase order processing for a warehouse are determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. If your company is located in a European Community member country and you are required to submit a monthly Intrastat Report (MENU IAREPT), you can also use this option to specify which landing costs should be included when calculating the value of receipts for the report. Related account information for landing costs is defined through G/L Transfer Definition (MENU GLXFER) in General Ledger.

Note that a line item's landing costs are those costs incurred due to specific situations (overhead, duty, etc.), whereas a line item's landed cost is the total cost of that line item (calculated as the vendor's price plus all individual landing costs).

Since prior to the actual receipt of an invoice for an order, landing costs are estimated, there may be a difference between the value keyed for a landing cost included in a purchase order and the actual value of that landing cost. To account for this, overrides for landing costs are available when processing purchase order receipts through Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WOMAIN).

Special Charges

Special Charges are defined in Purchasing through Special Charges Information Maintenance (MENU POFILE) to allow you to record non-product charges (for single lines or entire orders), such as freight and handling charges. Up to nine order charges, and nine line charges may be defined.

Shipping Locations

Purchasing allows you to define multiple ship-to locations (up to 999 for each company). A ship-to location is the address to which the vendor will ship ordered items. Each shipping location contains a standard address (including country name, if applicable), warehouse, sales tax percentage, and other ordering information.

Automatic Warehouse Transfer Receipts

Purchasing allows you to specify, at the warehouse level, whether or not receipt of warehouse transfer POs will be automatically posted in the receiving (to) warehouse when the Invoice prints for the sending (from) warehouse. This automates the receiving and posting of PO receipts when goods arrive at the receiving warehouse.

You may use the Automatic Warehouse Transfer Receipts feature regardless if you have Warehouse Management installed on your system. The auto receive will occur as part of the "Create Backorders" job that is submitted to the Transaction Processor when the transfer order is invoiced. Also, if your warehouse uses backorder staging, receipts will be posted to that location (i.e., all 8's). If Radio Frequency is being used and you are not using backorder staging, the receipts will be posted to the receiving dock location (i.e., all 4's). Otherwise, regular put-away processing will be followed.

For additional information regarding the Automatic Warehouse Transfer Receipts feature, refer to the following:

- Purchasing Options Maintenance (MENU XAFILE)
  - The **Auto Receive Incoming WH Transfers at Invoice Print** field, which is used to indicate whether or not you want to have transfer POs automatically received in the "to" warehouse when the Invoice is printed for the "from" warehouse.
- Enter, Change & Ship Orders (MENU OEMAIN)
  - If you request an invoice print (F6=INVOICE PRINT) for a transfer order and the receiving warehouse has selected the "auto receive" process, you will be prompted for the G/L posting date of the receipt.
- Print Invoices (MENU OEMAIN)
  - If you are printing Invoices for the transfer company and any receiving warehouse has selected the "auto receive" process, you will be prompted for the G/L posting date of the receipt.

For additional information regarding Warehouse Transfers, refer to the Appendix section.

Purchase Order Returns and Receipt Validation Processing

When PO returns are processed, the Receipts History File (RCPT) is updated and the PO Returns Account is changed accordingly. In other words, PO returns post to General Ledger at print process time as opposed to when PO Receipts Register (MENU POMAIN - Option 22) is run. This allows you to perform receipt validation against PO returns.

To enable you to distinguish account balances from the original Purchases Clearing and Purchase Price Variance Accounts, the following two G/L accounts exist:

- Purchases Returns Clearing Account
- Purchases Returns Variance Account

Purchase Order History

During Day-End Processing, all purchase orders that have been closed are saved in the Purchase Order History File. This file contains information from those Purchase Orders that have been printed and received in Purchasing. Information in this file will continue to grow until the file is purged. Purging the file will remove old, unwanted history from the file. Purchase orders deleted from the file will depend on the date and vendor information that you provide. Additionally, this information may be saved to a diskette or streaming tape before it is removed.

Purchasing also stores information about each receipt processed against a purchase order in the Receipt History File. This file, unlike the Purchase Order History File, is updated when receipts are posted (even if the purchase order is not closed). Therefore, an open purchase order that has had receipts posted will have information in the Receipt History File. The open purchase order inquiry can display receipt history for a line item. The Receipt History File is purged through Reorganize A+ History Files (MENU XAMAST).

Additionally, if receiver processing was utilized to enter the purchase order receipts, information about the receiver is stored in the Receiver History File. This file is updated when receivers are closed, much like the Purchase Order History File. The information in this file will continue to grow until the file is purged. Purging the file will remove old, unwanted history from the file.

Purchasing Inquiries

Purchasing provides you with many inquiries that allow you to:

- Access detailed item information for item numbers entered: Item Inquiry (MENU POMAIN)
- Access all receivers for a particular company and warehouse on which an indicated item number resides: Item Inquiry (MENU POMAIN; refer to the Appendix section for details)

- Review detailed information for POs and/or requisitions: Req/PO Inquiry (MENU POMAIN)
- Access detailed information regarding requisitions, POs, and purchase order history for a vendor: Vendor Order/Shipment Inquiry (MENU POMAIN)
- View information for open POs/requisitions by item: Open PO's by Item Inquiry (MENU POMAIN)
- Access closed line items from purchase order history by item number and/or manufacturer's item number: PO History By Item Inquiry (MENU POMAIN)
- View vendor shipping performance: Vendor Performance Inquiry (MENU POMAIN)
- View vendor/item ordering information, from the Vendor/Item File: Vendor/Item Information Inquiry (MENU POMAIN)
- Review and maintain special order change requests that have occurred through Order Entry and Purchasing and that have not yet been sent to history (if you are using the change request process and are retaining history based on company-level options defined through Special Order Options Maintenance (MENU XAFILE))
- Create a new requisition from an existing open or history purchase order: Req/PO Inquiry, Vendor Order/Shipment Inquiry, Open PO's by Item, PO History by Item (MENU POMAIN)

Reports

Purchasing has a variety of reports that may be printed for open and closed purchase orders. Reports are printed through the Purchasing Reports Menu (MENU POREPT). The reports available are:

- Open Purchase Order Summary Report (p. 25-2)
- Open Purchase Order Detail Report (p. 26-1)
- Purchase Order History Summary Report (p. 27-1)
- Purchase Order History Detail Report (p. 28-1)
- Purchasing Cash Requirements Report (p. 29-1)
- Vendor Performance Report (p. 30-1)
- Item Receipt Forecast Report (p. 31-1)
- Item In-Transit Report (p. 32-1)
- Open Receivers by Item Report (p. 33-1)
- Suggested Orders Report (p. 34-2)
- Suggested Orders Requisition Creation Due Date Exception Report (p. 36-11)
- Buyer Analysis Report (p. 39-1)
- Special Order Summary Report (p. 40-1)
- Special Order Detail Report (p. 41-1)
- Special Order Edit Report (p. 42-1)

Special Types of PO’s

The following table represents the letters that are reserved for special types of PO’s.

Letter	**Special Type of PO**
S	Suggested Order PO’s
T	Special Order Warehouse Transfers
M	Work Order PO’s
A	Automatic Special Order Requisitions for Drop Ship Orders

CHAPTER 2

Purchase Order Processing

2

Overview

Purchase Order processing involves creating purchase orders, receiving ordered items into inventory, and creating return purchase orders for items that are being returned to the vendor. These tasks are accomplished using options on the Purchasing Main Menu (MENU POMAIN).

If Warehouse Management is installed, you can perform some receiving tasks through Warehouse Management (MENU WMMAIN). For more information, refer to the Warehouse Management User Guide.

When returning items to the vendor, you can automatically track the items using a special type of Purchase Order processing called Return to Vendor processing.

This chapter describes both Purchase Order processing and Return to Vendor processing. Purchase Order processing is explained first.

Processing Purchase Orders

The steps of Purchase Order Processing are as follows (those steps indicated with an * are required):

1. Create requisitions*
2. Edit and change requisitions, if needed
3. Print Purchase Orders for approved requisitions*
4. Edit and change purchase orders, if needed
5. Print a Receiving List, if desired
6. Enter items received from a purchase order*
7. Edit and change purchase order receipts, if needed
8. Update inventory and purchase order status (post) with purchase order receipts*

NOTE: Most of the menu options explained in this section are performed on the Purchasing Main Menu (MENU POMAIN). Assume that menu option references are for MENU POMAIN, unless otherwise noted.

Creating Requisitions

The first step of purchase order processing is creating requisitions. A requisition is used to specify the vendor and item information necessary to issue a purchase order. It contains all of the information that will be printed on a Purchase Order, including items, special charges, landing costs, and comments.

After a requisition is approved, a Purchase Order may be printed. In Purchasing, a requisition exists until a Purchase Order is printed; the requisition becomes a purchase order when the Purchase Order is printed.

Note the following:

- Printing a Purchase Order includes not only hard copy production from a printer, but also EDI and FAX productions.
- A requisition can be created in several ways; for example:
  - through Suggested Orders Maintenance (MENU POREPT), Special Order Automatic Req Creation (MENU POMAST) or at end order time based on company-level special order options defined through Special Order Options Maintenance (MENU XAFILE), or vendor-level special order options defined through Vendors Maintenance (MENU POFILE).
  - through Req/PO Inquiry, Vendor Order/Shipment Inquiry, Open PO’s by Item, and PO History by Item (all on MENU POMAIN) via the F17=DupPO function key which will create a new requisition from an existing open or history purchase order.

This section outlines how a requisition is created through Enter or Change Requisitions (MENU POMAIN).

Entering a Requisition

Requisitions can be entered into Purchasing through Enter or Change Requisitions (MENU POMAIN). Through this option, you specify header and detail information.

Requisition Header Information

Requisition header information is general information that applies to the entire requisition. It contains information about the vendor from whom items will be purchased (name, address, payment and shipping terms, etc.), purchase order information (order date, warehouse, buyer, shipping address, etc.), and defaults used for each item on the requisition (these can be overridden or accepted for each item).

Requisition Detail Information

Requisition detail information is presented on one line of a requisition, and will be printed on one line of the purchase order. This is usually the individual items being ordered, and are also special charges or comments.

Item detail, also called line items, consists of the item number, the item description (yours and/or the manufacturer's, as it will print on the Purchase Order), the quantity ordered in the buying unit of measure, the cost per unit in the costing unit of measure, and other specifics about the item. At least one item detail line must be entered on a requisition on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) or Requisition/Purchase Order Item Summary Screen (p. 6-61).

Items Ordered from Specific Vendors

Items that are ordered from specific vendors should be set up through Vendor/Item Information Maintenance (MENU POFILE). The creation and maintenance of records in both the Vendor/Item File and the Vendor/Item/Price File will ensure that the item's cost, units of measure, and quantity breaks offered by the vendor (if any) are considered when entering an item on a requisition.

Vendor costs, which are maintained at the warehouse level through the Vendor/Item/Price File, may even include expiration dates (i.e., the file has the ability to maintain date-sensitive prices).

You can also define vendor contracts for vendors that offer discounted unit costs or percent discounts. When you enter a requisition, Distribution A+ searches for a vendor contract that matches the vendor and item specified on the requisition. If a valid contract is found and all contract requirements are met by this order, the discounted cost is retrieved. For more information on vendor contracts, refer to Vendor Contracts in the Overview section of this user guide.

Standard packaging, minimum order quantities and lead times are also available by specific vendor. Standard packaging and minimum order quantities may be defined at the global vendor/item level or warehouse vendor/item level.

If the **Calculate PO Due Dates Based on Lead Times** field is set to Y for the company through Purchasing Options Maintenance (MENU XAFILE), the due date for an item in a requisition will be calculated as: **System Date + Vendor Lead Time**.

The vendor lead time for the item will be determined using the following hierarchy:

- IM&P Balance Record (if item/warehouse is a planned by IM&P)
- AIM Balance Record (if item/warehouse is a planned by AIM)
- Vendor Item Record
- Vendor Master Record

The **Due Date** is also used to calculate vendor performance for the Vendor Performance Inquiry (MENU POMAIN) and Vendor Performance Report (MENU POREPT).

Special Charges

Special charge detail lines specify non-product charges for individual items (line charges), or for the entire order (order charges). Such charges include freight and handling charges, and would be entered on the Requisition/Purchase Order Special Charge Screen (p. 6-66). Before entering a special charge on a requisition, you must have defined the special charge through Special Charges Information Maintenance (MENU POFILE).

Landing Costs

Landing costs are a means for a distributor to include the cost of procuring goods (e.g., broker fees, duty, etc.) into the cost of the products. Up to six landing costs may be defined and used. Since landing costs are vendor specific, a vendor/item record must be present in the Vendor/Item File.

Once landing costs are established, they are assigned to items for vendors, and optionally warehouses. Which and how many landing costs are to be used is determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. Related account information for landing costs is defined through the Inventory Accounts option of the G/L Transfer Definition (MENU GLXFER) in General Ledger. The formulas for calculating landing costs are defined for all (or one) warehouses through Landing Factors Maintenance (MENU POFILE). Finally, landing costs are assigned to a vendor/item through Vendor/Item Information Maintenance (MENU POFILE), or globally assigned to more than one item through Global Landing Code Update (MENU POMAST) in Purchasing.

Landing cost values are either flat monetary amounts, or are calculated amounts using an initial monetary value and a calculation formula known as a landing factor. The definition of a landing factor includes the determination of the base upon which the landing cost will be generated. This base is either:

- A percentage of the monetary value
- The number of units
- The unit weight
- The unit cubic measurement

The value of a landing cost can be overridden at both the line item level and the purchase order/ receiver level. Just as the original landing cost values can be defined as a flat monetary value, or as a calculated amount using an initial monetary value and a landing factor, so too are overrides.

Comments

Comment detail lines contain comment text that pertain to an individual item (line comments), or to the entire purchase order (order comments). You may key comments for a specific requisition or for a specific item on the Order Comments/Line Item Comments Entry Screen (p. 6-34).

You may optionally create default comments through Standard Comments Information Maintenance (MENU POFILE) for a single vendor, item, or vendor/item. When a requisition is created for the corresponding vendor and/or item, the comment will be automatically copied to the requisition.

Receipt Comments

In addition to keying comments for a specific item on the Order Comments/Line Item Comments Entry Screen (p. 6-34), you may press a function key, which is only available when entering a PO return, to key receipt comments associated with a line item on the return. These comments are the same comments keyed during Warehouse Management receiving or Inventory Accounting transactions.

The comments you key may be displayed and changed during receipt validation. This is useful for all types of receipts, and particularly for returns as it enables you to review important information about the return as well as enter information pertaining to the status of a credit.

Tools to Assist the Buyer

To assist you in determining which items should be ordered, Distribution A+ provides several powerful tools. Each of these tools, listed below, are explained in detail in the Tools to Assist the Buyer chapter of this user guide.

- Item/Search Browse: In addition to providing an item search and providing access to various inquiries, this tool displays and allows you to select items for one or more vendors that are below, or a specified percentage above, their minimum stocking level. Refer to the “Requisition/PO Entry Item Search/Browse Screen” on page 6-69.
- Special Order Processing: Allows you to select items that have been special ordered by a customer (during Order Entry) for a requisition/purchase order. This eliminates the need to re-key the customer’s order information into Purchasing to create a purchase order. Refer to the Special Orders Selection Screen within Work With Special Orders (MENU POMAIN).
- Suggested Order Processing: Automatically creates requisitions for items that fall below their minimum stocking levels. These requisitions are assigned a requisition number starting with the letter S, and are put on special order hold. Suggested order processing is performed on the Reports Menu (MENU POREPT).
- Product Activity Data (852). If you have EDI installed, you can use the outgoing Product Activity Data (852) (PAD) document to automatically notify a vendor when there is a change in quantity for any items of which that vendor is the primary vendor. You can select to send PAD documents to a vendor through Vendor Master Maintenance (MENU POFILE).

Additional Tools

Enter or Change Requisitions (MENU POMAIN) provides some other tools to help you create a requisition; these include:

- Vendor Search: When creating a requisition, you can select a vendor from the Vendor Search Screen (p. 43-7) using only a portion of the vendor’s name or number.
- Open Requisition Search: Displays all current requisitions on the Open Requisition Search Screen (p. 6-10). Select one of these to work with (i.e., add items to, delete items from, approve, hold, delete, or modify.)

Completing a Requisition

After entering the individual detail lines for a requisition through Enter or Change Requisitions (MENU POMAIN), press F10 to display the End Requisition Screen (p. 6-92). Requisition summary information is displayed, and the total weight and total monetary value of the requisition is compared to the vendor’s minimum weight and monetary values. When completing entry of a requisition, you may approve or hold the requisition.

Editing a Requisition

After entering a requisition or requisitions, you may optionally print the Requisition Edit List (p. 7-5). This report prints the requisitions in purchase order format, so you may verify the contents of each requisition.

If you are not satisfied with a requisition, you may change any part of the requisition through Enter or Change Requisitions (MENU POMAIN). Repeat the process of editing and changing requisitions until you are satisfied with all requisitions.

Requisition Status

The requisition status indicates if a Purchase Order may be printed for the requisition. The requisition status may be either of the following:

- Open: A Purchase Order cannot be printed for an open requisition.
- Approved: A Purchase Order can be printed for an approved requisition.

A requisition will remain open if it is pending, held, or in-use:

- Pending: The requisition has been created, but not approved.
- Held: The requisition has been held with a hold code, and cannot be approved until it is removed from hold.
- In-use: The requisition is being updated or modified by another user at another workstation.

Approving a Requisition

Before you can print the Purchase Order for any requisition, the requisition must be approved. By approving a requisition, authority is given to purchase the items as specified on the requisition.

A requisition cannot be approved if it is held. A requisition is held when a hold code is specified on the End Requisition Screen (p. 6-92); hold codes must first be defined through Hold Codes Maintenance (MENU POFILE). To remove a requisition from hold, remove the hold code from the End Requisition Screen. The requisition may then be approved.

To approve a requisition, key an approval code when ending the requisition on the End Requisition Screen.

If the **Use Approval Code Authorization for Req/PO** field is set to N, through Purchasing Company Options Maintenance (MENU XAFILE), an authorization check is not activated and any three-character text can be used to approve a requisition. If the **Use Approval Code Authorization for Req/PO** field is set to Y, only approval codes defined through Approval Codes Maintenance (MENU POFIL2) can be used to approve requisitions. These approval codes restrict authority to approve requisitions based on user ID and a maximum approval amount.

Once requisitions have been entered and approved, you may proceed to print Purchase Orders for any or all approved requisitions.

Printing Purchase Orders

After a requisition is approved, it may be converted to a purchase order by selecting Purchase Orders (MENU POMAIN). Through this option, the Purchase Order is printed (printed output, EDI output, FAX output) and posted in Distribution A+.

NOTE: During requisition processing, through Enter or Change Requisitions (MENU POMAIN), a print PO function key is available for use. This function key will display only if you have allowed Purchase Orders to be printed from this screen. This is determined through Purchasing Options Maintenance (MENU XAFILE). Pressing this key for an approved requisition will submit the Purchase Order for print. The immediate printing of a PO in cases of great urgency is easily accomplished with this function key. However, it is important to know that this key should not be used as the normal means by which POs are printed. Each print job submitted via this function key creates a separate Transaction Processor job. Unlike printing POs through Purchase Orders (MENU POMAIN), which creates a single Transaction Processor batch job for all POs, printing via this function key creates individual jobs for each. The result is that the queue space is under-utilized and valuable processing time is inefficiently used.
Also, a purchase order can be created in other ways for special orders. For example, through Special Order Automatic Req Creation (MENU POMAST) or at end order time based on company-level special order options defined through Special Order Options Maintenance (MENU XAFILE) or vendor-level special order options defined through Vendors Maintenance (MENU POFILE).

You may print Purchase Orders for a specific company, warehouse, buyer, or range of requisition numbers, vendors, and/or entry dates. Refer to the Cross Application User Guide for details about rules for using ranges in Distribution A+.

NOTE: If there are purchase orders for warehouse transfers, you must print the purchase orders for the receiving warehouses before printing the purchase orders for the warehouse transfers.

After selecting the purchase order criteria, Purchase Orders will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE). In addition, Purchase Orders are printed on a special forms type, designated by Distribution A+ as POxx where xx is the number of the company for which purchase orders were selected. If you select to print Purchase Orders for all companies, the company number used is 00. Be sure that you have loaded the purchase order forms in your printer before allowing Purchase Orders to print.

NOTE: Refer to the EDI User Guide and the FAX User Guide for unique EDI and FAX PO requirements. If Mail Server is installed, you can e-mail Purchase Orders in addition to printing, faxing, and sending them via EDI. Refer to Vendor Master Maintenance (MENU POFILE) for information about e-mailing Purchase Orders.

Posting Purchase Orders

When you print Purchase Orders (hard copy, EDI or FAX), the print process job is submitted to the Transaction Processor because POs are also posted to update the on-order quantity of inventory counts in Distribution A+. This posting process occurs to keep inventory status up-to-date, and therefore causes the following inventory update reports to print:

- Inventory Transaction Update Process Edit,
- Inventory Transaction Update Edit Recap
- Inventory Transaction Register

You also have the option to reprint Purchase Orders. However, when you reprint Purchase Orders, the above inventory update reports do not print since inventory is not updated when Purchase Orders are reprinted. For details about these reports, refer to Process Transactions (MENU IAMAIN) in the Inventory Accounting User Guide where these reports are also printed.

Additionally, if PO returns are detected when printing Purchase Orders, the print process that occurs when running the option updates the Receipts History File (RCPT), and the PO Returns Account changes accordingly. In other words, PO returns post to General Ledger at print process time as opposed to when PO Receipts Register (MENU POMAIN) is run. This allows you to perform receipt validation against the PO return.

NOTE: The term "printing" a Purchase Order includes not only hard copy production from a printer, but also EDI and FAX productions.

Changing Purchase Orders

Purchasing provides you with the ability to change a Purchase Order after it has been printed, and before its items are received in full. Once modified, you may reprint the original Purchase Order. The following steps explain how to perform changes to purchase orders in Purchasing:

1. Select the open purchase order through the Open Req/PO's Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN).
2. After selecting the purchase order, press F5=CHANGE to request maintenance.
3. Make the necessary changes. The purchase order is presented in the same manner as its requisition was entered through Enter or Change Requisitions (MENU POMAIN).
4. If you wish, you may reprint the entire Purchase Order through Purchase Orders (MENU POMAIN). There is no need to send the changes through the Transaction Processor since all applicable purchase order files and inventory accounting files are updated immediately upon keying the modifications.

Purchase Order Status

Once a Purchase Order is printed, it is assigned a purchase order status. This status indicates if some, all, or none of the items on a purchase order have been received. There are three purchase order status categories:

- Open
- Closed
- History

How the purchase order changes status is briefly described next.

Open Purchase Orders

An open purchase order is one that has been printed, but has not been received in full. Therefore, if no items have been received, or if some items have been received for a purchase order, the purchase order is open.

An open purchase order that has had at least one unit of one item received and posted is partially received. Partially received purchase orders remain as open purchase orders, until the purchase order is closed.

Receiving Purchase Order Items

Item receipts must be entered in Distribution A+ against the associated purchase order. This receipt processing may be performed in one of three ways:

- Receiver Processing: The creating of “Receivers” which, in turn, will automatically create receipt groups (used to post receipts).
- Purchase Order Processing: The manual creation of receipt groups.
- Drop Ship Receipt Validation Processing: The means by which drop ship purchase orders may be received and vouchers automatically created through Accounts Payable Voucher Entry (MENU APMAIN) if the **PO-AP Transfer** field is set to Y for the purchase order’s vendor in Vendors Maintenance (MENU APFILE).

The first two methods allow selection of line items from a purchase order (although receiver processing allows selection from more than one PO) for which receipts will be posted, and these two methods are processed entirely through Purchasing. The third method, Drop Ship Receipt Validation Processing, is done entirely through Accounts Payable. Further information concerning this method is available in the Overview section of the Accounts Payable User Guide.

Processing for receivers can be completed through Purchasing alone, or through a combination of Purchasing and Warehouse Management. If Warehouse Management is utilized, added features will be available (such as “putting away” while in the midst of receiver processing). When this is the case, mention will be made of the feature and reference will be made to the Warehouse Management User Guide; generally, specifics of the feature will not be provided in this User Guide.

Closed Purchase Orders

When a purchase order is closed, you are no longer anticipating receipt of any items for that purchase order. A purchase order is closed when all items on the purchase order are closed.

An item on a purchase order will be closed automatically when the quantity of items received is equal to or greater than the quantity of items ordered and no other open receivers exist for the line item. A line item will not be closed as long as open receivers exist for the item. You may also manually close an item on a purchase order by indicating that the item was received complete.

A closed purchase order remains closed until Day End Processing (MENU XAMAST) is performed. This procedure (which should be run daily) will move closed purchase orders to purchase order history.

Purchase Order History

Purchase order history is a record of the purchase orders and receipts that were processed. This information serves as verification of the purchase order transactions performed through Purchasing, as well as a record of how well vendors performed in shipping their orders. You can inquire on requisitions and purchase orders in history through Req/PO Inquiry (MENU POMAIN). Information is stored in the Purchase Order History File, the Receipt History File, and, if applicable, the Receiver History File.

Receiving Items

After Purchase Orders are printed, the items that were ordered may be received at any time. After one, some, or all items on a purchase order are received, they are recorded in Purchasing as purchase order receipts. This is done by optionally printing a Receiving List, then entering and posting purchase order receipts.

Printing a Receiving List

Purchasing provides a Receiving List (MENU POMAIN) that will help you manually record items as they are received into your warehouse. This list is also available in Warehouse Management.

The Receiving List (p. 22-18) prints all items on open purchase orders (in purchase order number sequence), and provides blank lines for you to write in the quantity, cost, and total of the items as they are received. You can then use this Receiving List as the source document when keying receipt information at your data entry workstation.

Entering Purchase Order Receipts

You can enter purchase order receipts at any time for any open purchase order. Receipts can be entered via “receiver processing” or “purchase order processing.” While both methods allow the entering, modification, and posting of receipts, the means by which these functions are accomplished are slightly different.

NOTE: During the drop ship receipt process in both Purchasing and Accounts Payable, you have the ability to enter order entry special charges for a customer. If charges are entered, during the update process, the charge will automatically be added to the customer sales order as an order level special charge and Order Activity will be updated. If International Currency is installed, the International Currency Order Detail Record will also be added/updated.

Receiver Processing

This processing method involves the manual creation and modification of receivers (which in turn will automatically create receipt groups). These activities are performed through Enter or Change Receivers or PO Receipts (POMAIN), or Warehouse Management (MENU WMMAIN).

Before you receive your purchase order items, you can prepare for their receipt by creating a receiver using, for example, an Advance Shipping Notice (ASN). Additionally, if you have EDI installed a receiver can be created from an incoming ASN sent by a vendor via the Electronic Data Interchange. This activity is performed through the Pending Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN).

Line items from one or more purchase orders or warehouse transfer purchase orders can be included in the receiver. A single line item can be included in different receivers. For example, a PO line item identifying quantity 15 of item A100, can be included in Receiver 1 as quantity 5, in Receiver 2 as quantity 5, and in Receiver 3 as quantity 5. When inventory physically arrives, you can simultaneously receive, approve, put-away, and post receipts for the line item. If you are using Warehouse Management, put-away must be completed in the Warehouse Management option (MENU WMMAIN).

After receivers are created, and the items are received, you can edit the receiver, if necessary, and approve the applicable receiver line items. Note that approval indicates that the items have physically arrived. Once approved, the receiver items can be posted. The selected receiver items are automatically included in a system generated receipt group and submitted to the Transaction Processor for immediate posting.

NOTE: If you choose to perform receiver processing through Warehouse Management (MENU WMMAIN), you will also be able to assign warehouse locations and print your Put-Away Lists, as well as post the receiver items.

The posting method available in receiver processing allows for immediate order entry access to any portion of a received shipment that has been physically warehoused (even if portions of that same shipment are still being processed and have not yet been warehoused).

If the quantity received for a line item equals or exceeds the quantity on the purchase order, that purchase order line item will be closed unless there are other open receivers for the line item. The line will not be closed until all receivers are posted. When the last line item on the purchase order is closed, the purchase order will also be closed. To review a list of open purchase order line items, you can use the Open PO Item Received Complete Report which prints automatically as part of Day-End Processing and can be printed anytime from the Purchasing Master Menu (MEUN POMAST).

Receiver inquiries and the Open Receiver By Item Report are available, indicating information and status for the entire receiver, and for specific line items. Also, if EDI is installed, the Off-Line Receiver Edit Report is printed for each receiver created from an incoming Advance Shipping Notice sent by the vendor via Electronic Data Interchange. Additionally, events associated with a receiver may be entered on the PO Receiver Note Pad through Enter or Change Receivers or PO Receipts (MENU POMAIN), or the Item Inquiry (see the Appendix section for details.) You may then review or maintain events associated with a receiver, or add new events to the note pad.

Purchase Order Processing

This processing method involves the manual creation and modification of receipt groups. These activities are performed through Enter or Change Receivers or PO Receipts (MENU POMAIN), while the posting of these manually created receipt groups is performed through PO Receipts Register (MEUN POMAIN).

In purchase order processing, receipts are entered in a receipt group for an individual purchase order. Therefore, after selecting Enter or Change Receivers or PO Receipts (MEUN POMAIN) to create a receipt group, you must key the number of the company and purchase order for which receipts will be entered, as well as provide a unique receipt group identification code (Group ID) that will be utilized throughout the life of the receipt group (once a group is complete and posted, its ID may be reused for another group).

Once the receipt group is created, you select open purchase order line items for inclusion into the group, much the same as for receiver groups.

If Warehouse Management is installed, it is required that received items be assigned warehouse locations prior to receipt posting. This may be accomplished directly through Enter or Change Receivers or PO Receipts (MENU POMAIN), if the items have not yet been pre-received in Warehouse Management.

After location assignment, completed receipt groups can be posted. Through PO Receipts Register (MENU POMAIN), you identify the completed receipt group, and the group will be posted.

Receiving Complete

If all items in a receiver or a receipt group were received in full, you do not have to key the individual quantities for each item. This alleviates the need to key individual quantities for selected items.

For receiver processing, first you must include an entire purchase order in the receiver. To do this, key the desired purchase order on the Line Items On PO Select Screen (p. 8-97) to display all applicable line items. Then use the Select All function key to include all line items in the receiver, as ordered (that is, complete). Once received, a similar APPROVE ALL function key is available to approve all receiver items.

For purchase order processing, you receive the purchase order complete by pressing F5 on the PO Header Screen (p. 8-23). When you receive a purchase order complete, the receipt quantities and costs are updated by the order quantities and costs (that is, those originally requested on the PO).

NOTE: The received complete code specified for each individual PO line item in the receiver or receipt group is used to indicate that you want to close an item on a purchase order, even if the quantity of items received is not equal to the quantity of items ordered.

Receiving Items Individually

Receiving selected items is also available. For receiver processing, for example, on the Line Items On PO Select Screen (p. 8-97), “Change” a displayed item to include only a certain number of the indicated quantity in your receiver. For purchase order processing, the same is achieved by using the “Enter Qtys" function key to access the PO Enter Receipts Screen. Select an item and key the desired quantities.

For either processing method, changes of this type are not limited to quantity: cost of the items, total weight of the items received, a substitute item number, and a received complete code can also be entered. (A substitute item is one received in place of the item originally ordered; this may be an existing item, or a non-stock item.)

NOTE: -While landing costs for purchase order line items are included in both purchase order processing and receiver processing, receiver processing offers greater flexibility in overrides and modifications than does purchase order processing.
-During the drop ship receipt process in both Purchasing and Accounts Payable, you have the ability to enter order entry special charges for a customer. If charges are entered, during the update process, the charge will automatically be added to the customer sales order as an order level special charge and Order Activity will be updated. If International Currency is installed, the International Currency Order Detail Record will also be added/updated.

Editing Purchase Order Receipts

After entering purchase order receipts, you may review receipt data keyed. For receivers, you can print the Receiver Edit List (p. 8-79). For PO processing, you can print the Purchase Order Receipts Edit List (p. 9-4). Both reports print the receipts keyed and may be used for verification.

If you are not satisfied with the receipts keyed for a purchase order, you may change the receipts, depending on how they were entered:

- Receipts entered using receiver processing may be modified through Enter or Change Receivers or PO Receipts (MENU POMAIN), or Warehouse Management (MENU WMMAIN).
- Receipts entered using PO receipt processing may be modified through Enter or Change Receivers or PO Receipts (MENU POMAIN).

Repeat the process of editing and changing receipts until you are satisfied with all receipts.

Posting Purchase Order Receipts

Entered purchase order receipts are not reflected in inventory counts until they are posted. Purchase order receipts are entered, optionally edited, and posted in groups that are identified by Receipt Group IDs.

In Receiver Processing, where receipt groups are created automatically and submitted to the Transaction Processor, the Workstation ID is used as the Receipt Group ID. Since this ID is not used until the group is actually submitted for posting, it is not “held” for long. At the completion of the posting activity, the ID is immediately “freed” for re-use.

In Purchase Order Processing where receipt groups are initially created with the Receipt Group ID and maintained for a varying period of time prior to submission for posting, the Receipt Group ID, which defaults to the Workstation ID, can be modified. One to five characters are available to ensure each group you create is uniquely identified. This also allows you to create a variety of receipt groups without regard to a previous receipt group’s posting status.

Posting of receipts keyed via receiver processing is performed through Enter or Change Receivers or PO Receipts (MENU POMAIN), or optionally through Warehouse Management (MENU WMMAIN). Posting of receipts keyed via purchase order processing is performed through PO Receipts Register (MENU POMAIN).

Just as posting the original requisition (which created the PO) updated the on-order inventory quantity, posting of the inventory receipt will also update that on-order quantity. Additionally, receipt posting will update the on-hand inventory quantity. As a result of updating inventory, the Inventory Transaction Update Process Edit,

Inventory Transaction Update Edit Recap, and Inventory Transaction Register are printed. Since these reports are also printed in I/A through Process Transactions (MENU IAMAIN), they are explained in detail in the Inventory Accounting User Guide.

Closing a Purchase Order

After all items on a purchase order are received in full and the purchase order receipts are entered and posted, the status of the purchase order is changed to closed. When a purchase order is closed, it can no longer be changed, and can no longer have any receipts entered or posted for it.

Purchase orders will remain closed until the next Day-End Processing is run. At this time, closed purchase orders are moved to purchase order history, where they remain as a record of your purchasing transactions.

Purchase Order Processing Lists

The following lists explain the basic steps involved in processing requisitions and purchase orders in Purchasing. Each list is preceded by a brief explanation of the function being performed. These lists are intended to help you understand the typical processing sequences used in Purchasing.

NOTE: A requisition/purchase order can be created in several ways. For example, a requisition can be created through Suggested Orders Maintenance (MENU POREPT). Requisitions/purchase orders can be created through Special Order Automatic Req Creation (MENU POMAST) or at end order time based on company-level special order options defined through Special Order Options Maintenance (MENU XAFILE) or vendor-level special order options defined through Vendors Maintenance (MENU POFILE). This section outlines how a requisition/purchase order is created through Enter or Change Requisitions (MENU POMAIN).

Creating a Requisition and Printing Purchase Orders

To create a requisition in Purchasing, follow these steps. Requisitions are used to enter all the information to print on a Purchase Order. A Purchase Order cannot be printed, however, if the requisition is held, or if the requisition is not approved.

1. Select Enter or Change Requisitions (MENU POMAIN). Select the company and vendor for which the requisition will be created.
2. Enter requisition header information on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). You may enter order comments by pressing F5=COMMENTS, or create the requisition for a customer’s special order by pressing F6=SPORD. Press ENTER to display the Requisition/ Purchase Order Item Detail Review Screen (p. 6-38).
3. On the Requisition Item Detail Entry Screen, add the items to order using this requisition. Press F2=RVW to display a summary of the items selected, F6=SP CHG to enter special charges, F9=SEARCH to search for items to order, or F11=BUYINQ to display buying information for an item. Press ENTER after keying an item number and quantity. Default values for the item selected will display on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). From this screen, you can press F5=COMNT to add comments for a specific line item or press F15=LND CST to access landing cost information for an item.
4. After entering all of the items to order from this vendor, press F10=END to display the End Requisition Screen (p. 6-92). On this screen you may hold the requisition by keying a hold code, or approve the requisition by keying an approval code. A requisition must be approved before a Purchase Order can be printed.
5. To print Purchase Orders for approved requisitions, select Purchase Orders (MENU POMAIN). Select the company, buyer, warehouse, and ranges of requisitions, vendors, or entry dates for which Purchase Orders will print (Leave the **Reprint** field as N.)

NOTE: If you leave these fields blank, all approved requisitions will be selected.

Also, through Purchasing Options Maintenance (MENU XAFILE), you may set up your options to print POs from the End Requisition Screen (p. 6-92). Note, however, that each PO print will result in a Transaction Processor job, so this method should not be used for normal PO printing.

6. Load your printer with purchase order forms if printing hard copy output. [If using EDI or FAX, refer to the respective User Guides for details. If using e-mail, refer to Vendor Master Maintenance (MENU POFILE)]. The forms type specified in your printer/output queue is POxx, where xx is the number of the selected company (00 for all companies).

Changing a Purchase Order

Follow these steps to change a Purchase Order that has been printed through Purchase Orders (MENU POMAIN).

1. Select the open purchase order to change through the Open Req/PO's Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN).
2. After selecting the purchase order, press F5=MAINTENANCE to request maintenance.
3. Make the necessary changes. The purchase order is presented in the same manner as the requisition was entered through Enter or Change Requisitions (MENU POMAIN). If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), changes to the total value of the Purchase Order will be checked. If the user ID that changes the Purchase Order is the same as the user ID that approved the Purchase Order, the total value changes are checked against the maximum approval amount defined for that user ID through Approval Codes Maintenance (MENU POFIL2). If the user IDs are different, the total value is compared to the value in the **Approval Amount** field. Refer to Approval Levels in the Overview section for additional information.
4. If desired, you may reprint the changed purchase order(s) by selecting Purchase Orders (MENU POMAIN) and keying Y in the **Reprint** field and specifying a range of purchase order numbers or dates on the Print Purchase Order Selection Screen (p. 23-3).

Entering and Posting PO Receipts - Receiver Processing

To enter and post item receipts in Purchasing using the receiver processing method, follow these steps:

NOTE: W/M or RF may also be used to perform receiver processing.

Receivers are usually created prior to the actual arrival of the items. The entering of receipts for receivers is, therefore, generally separated into 2 separate tasks:

- Creating the receiver using, for example, an Advanced Shipping Notice (ASN).
- Once the items are received, modifying, if necessary, and approving all or selected portions of the receiver, then submitting it for posting.

The following steps describe the activities required to perform both of these tasks.

1. Select Enter or Change Receivers or PO Receipts (MENU POMAIN) to create a receiver for a company, vendor, and warehouse. Select to process receipts by Receiver.

NOTE: You may also create receivers:

- in Warehouse Management, using the Add/Maint function key in the Warehouse Management option (MENU WMMAIN)

- in Radio Frequency, through the Receiving task
- in Electronic Data Interchange (EDI), from incoming Advance Shipping Notices sent by the vendor [(refer to the Pending Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN)]

2. Select open PO line items from the Line Items On PO Select Screen (p. 8-97) (all items on a PO, some items from a PO, some items from different POs). If a selected item must be changed (e.g., the quantity received), utilize the "C" (Change) as opposed to "S" (Select) in the **OPT** field. The Line Items On PO Select Change Screen (p. 8-104) is then accessed to modify data about the line item. Landing costs, substitute items, and transaction comments can also be added or modified from any of the receiver "change" screens.

NOTE: During the drop ship receipt process in both Purchasing and Accounts Payable, you have the ability to enter order entry special charges for a customer. If charges are entered, during the update process, the charge will automatically be added to the customer sales order as an order level special charge and Order Activity will be updated. If International Currency is installed, the International Currency Order Detail Record will also be added/updated.

3. Review items included in the Receiver Review Selection Screen (p. 8-92) by pressing F9=REVIEW from the Line Items On PO Select Screen (p. 8-97) and change any information, if necessary.
4. Complete the receiver by accessing the End Receiver Information Screen (p. 8-89). Overriding landing costs for the entire receiver may be keyed by selecting F9=LND CST.
5. Approve the items in the receiver. You can do this in 1 of 2 ways:
   - To approve all of the items on the receiver at once, press F15=APPROVE ALL on the End Receiver Information Screen (p. 8-89).
   - To approve individual items, press F11=APPROVE on the End Receiver Information Screen (p. 8-89). The Receiver Approval Selection Screen (p. 8-126) will display. You can then key approval for each item that you have received.

NOTE: If Warehouse Management is installed, you must assign location receipts for each item to be received (posted). You can assign locations manually or through the auto put-away process. For more information, refer to the Warehouse Management User Guide.

6. Post the received items. To do this, select the receiver to be posted from the Receiver List Selection Screen (p. 8-69) and press the F15=POST function key.

NOTE: You can also post receivers through Warehouse Management (MENU WMMAIN).

7. If no errors exist, the Post Received Items Screen (p. 8-146) is presented identifying all items in the receiver available (approved) to be posted. Optionally omit any items that you do not want to post and then press ENTER. A receipt group with the items selected for posting is created and automatically submitted to the Transaction Processor.

NOTE: If the interface is on between Inventory Accounting and General Ledger, you will have to supply a G/L posting date for the submission to be accepted.

Entering and Posting PO Receipts - Purchase Order Processing

To enter and post item receipts in Purchasing using the purchase order processing method, follow these steps:

1. Select Enter or Change Receivers or PO Receipts (MENU POMAIN). Select to process receipts by Purchase Order.
2. Key the number of the company and purchase order for which items have been received and identify the Group ID of the receipt group to be created. If all items on the purchase order have been received in full, press F5=REC PO COMPLETE to indicate that the purchase order has been received complete; skip to step 5. Otherwise, press ENTER to enter receipts for individual items.
3. Each item that was ordered for the selected purchase order will display on the PO Item Review Screen (p. 8-35). Press F2=ENTER QTYS to key the quantity and cost of the items received on the PO Enter Receipts Screen (p. 8-41), or press F13-F20=ITEM DETAIL to enter receipts for one of the items on the PO Enter Item Detail Screen (p. 8-46).

NOTE: During the drop ship receipt process in both Purchasing and Accounts Payable, you have the ability to enter order entry special charges for a customer. If charges are entered, during the update process, the charge will automatically be added to the customer sales order as an order level special charge and Order Activity will be updated. If International Currency is installed, the International Currency Order Detail Record will also be added/updated.

4. Press F10=END RECEIPTS when you have finished entering item receipts. The End Receipts Screen (p. 8-28) will display.
5. A summary of item receipts will display on the End Receipts Screen. Press ENTER to confirm the items received for this purchase order.
6. Return to MENU POMAIN and select PO Receipts Register (MENU POMAIN). Select the receipt group you want to post and press ENTER to submit the receipt group to the Transaction Processor for posting.

NOTE: If the interface is on between Inventory Accounting and General Ledger, you will have to supply a G/L posting date for the submission to be accepted.

Special Orders

Follow these steps to create a special order and select a special order item on a requisition. Special orders are created in Order Entry, and are selected for a requisition (and/or purchase order, if special order options have been set up for your company through Special Order Options Maintenance (MENU XAFILE)) in Purchasing for drop-ship, non-stock, or unusually high quantity orders.

The steps below vary if special order options have been set up for your company through Special Order Options Maintenance (MENU XAFILE).

1. Select Enter, Change & Ship Orders (MENU OEMAIN). When entering an item, key Y in the **Sp Ord** field on the Item Review Screen for any item that you want to special order. End the order in the typical manner, it will be saved as a backorder. If the special order is to be a drop ship (i.e., sent directly from the vendor to the customer), you must also key Y in the **Drp Shp** field.

If you do not specify a vendor when entering the order, the item is special ordered from the vendor defined through Item Balance Maintenance (MENU IAFILE). If no vendor is specified in the Item Balance File, the vendor specified through Item Master Maintenance (MENU IAFILE) is used. If no vendor is specified in the Item Master File, the special order will not be assigned to a vendor, but you can assign one to it later.

2. Select Work With Special Orders (MENU POMAIN). With this option you can view, change, or assign different vendors to special ordered items. Also, if you are using the change request process, you can use this option to request a change to a special order.

   If you are using the auto-creation process, requisitions/purchase orders can be created/updated at end order time. The SO/RQ Edit Report will identify any items that were not successfully added to a requisition/purchase order. If you are using the auto-creation process and items were not successfully added, review the SO/RQ Edit Report, correct any errors it lists, then select Special Order Automatic Req Creation (MENU POMAST). This option allows you to make another attempt to get the items on a requisition/purchase order or you can manually update a requisition (or purchase order, if special order options are set up) to include the special order.

3. If you are not using the auto-creation process, select Enter or Change Requisitions (MENU POMAIN) to create a requisition for a vendor. Press F6=SpOrd from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) to display the Work With Special Orders Screen (p. 10-13) within Work With Special Orders (MENU POMAIN), which lists special ordered items assigned to the selected vendor.

4. To select a special ordered item to include in the requisition, key O in the **Option** column on the Work With Special Orders Screen (p. 10-13) and press Enter.

5. When you finish selecting items, press F10=End. Then, press F13=Update Req from the End Special Order Selection Screen to add the selected items to the requisition.

6. A suggested order can also include special order items that are added (linked) to this suggested order in one the following ways through Buyers Workbench:
   - Through the Suggested Order Report by setting the **Add Special Order Items** field to Y to automatically add (link) all qualified special order items when a suggested order is created.
   - Through Buyers Workbench by entering ‘L’ in the **Option** field on the Workbench Suggested Orders List Screen (p. 38-5).

7. Process the requisition and purchase order as explained in the previously described steps for Creating a Requisition, and Printing Purchase Orders.

NOTE: If a special order has been created in order entry but not placed on a purchase order yet, and the order entry line is deleted in order entry, the special order request is also deleted.

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8. When the purchase order is received, the order’s quantities will be updated so that the order can be released and invoiced.

Special Order Receipts Posting

The following will occur when a special order receipt is posted and a Pick List has been printed for the order it is updating:

- **If the order is not in use:** All special order line items on the order that are received in the posting will be split into a separate order, retaining the same identifying warehouse. If the original order was assigned a hold code, the separate order will be put on the same hold; otherwise, the separate order will have a status of “Pick List Ready to Print.”

- **If the order is in use:** The receipt transaction will be restored to the Receipt Entry File and removed from the Receipt Posting File. The user will be notified by a message that not all POs were posted and then referred to the Receipt Post Special Order Exception Report (p. 24-11). This report will identify all special order transactions not posted. Once the listed orders are no longer in use, the user can re-run the PO Receipts Register (MENU POMAIN).
- Based on company-level special order options defined through Special Order Options Maintenance (MENU XAFILE) or customer/ship-to-level special order options defined through Customer/Ship-to Master Maintenance (MENU ARFILE), the order quantity can be automatically increased for special order over/under shipments and drop-ship under shipments.

Accounts Payable Drop Ship Receipt Validation Processing

If **PO-AP Transfer** is set to Y for the purchase order’s vendor in Vendors Maintenance (MENU APFILE), posting of drop ship receipts may occur through the Accounts Payable drop ship receipt validation process (MENU APMAIN). When this occurs, Purchasing warehouse-level options will allow the original customer’s order to be released directly to a status of Ready for Invoice (even if the order was originally on any other type of hold), or to be placed on the default drop ship hold code, defined in Purchasing company-level options, to indicate that a review of this order is necessary. Refer to the Overview section of the Accounts Payable User Guide for further information on the drop ship receipt validation process.

NOTE: During the drop ship receipt process in both Purchasing and Accounts Payable, you have the ability to enter order entry special charges for a customer. If charges are entered, during the update process, the charge will automatically be added to the customer sales order as an order level special charge and Order Activity will be updated. If International Currency is installed, the International Currency Order Detail Record will also be added/updated.

Centralized Replenishment

Centralized replenishment enables you to use another warehouse’s inventory as the standard source (vendor) when creating stock orders (replenishing). For simplicity, it is described as a central warehouse acting as a vendor for remote warehouses. Distribution A+ does not limit you to one central warehouse. In fact, any warehouse can act as a stock vendor for any other warehouse because the replenishment relationship is defined at the item/warehouse level.

Remote warehouses can create purchase orders through suggested order processing, or they may be keyed manually. The suggested order report has an option which shows other warehouses as potential sources for items to be ordered. Options are available to determine which warehouses should be shown based on the stock level in each warehouse.

Once the purchase order requisition is complete, the Purchase Order can be printed. The remaining process will be handled identically to warehouse transfers. In order to be sure the shipping warehouse does not need the inventory, you can choose to hold the replenishment order for review before it is shipped.

Centralized Purchasing

Centralized purchasing is used when one location serves as a buyer for other warehouses. Goods are received at a central warehouse and trans-shipped to other warehouses without affecting the inventory availability at the central warehouse.

Centralized purchasing processes are identical to centralized replenishment with the following exception: the central warehouse is logically divided into two warehouses; one for customer orders and the other for trans-shipping to other warehouses.

All centrally purchased items are sourced from a vendor representing the purchasing (central) warehouse. The purchasing warehouse only buys enough inventory to meet the consolidated purchase order requirements of all remote warehouses. Except for purchases that are waiting to be trans-shipped to other warehouses, the purchasing warehouse will be empty. Therefore, Inventory Management & Planning or Advanced Inventory Management is not used to plan inventory levels in the purchasing warehouse.

Before preparing a suggested order for the purchasing warehouse, purchase orders are created in the remote warehouses against the purchasing warehouse. The system will automatically create a transfer order in the purchasing warehouse for each purchase order. The transfer orders will force the item availability in the purchasing warehouse to be negative. The next step is to print a suggested order for the purchasing warehouse which will order enough inventory to meet the demand established by the transfer orders.

When the inventory arrives at the purchasing warehouse, the automatic backorder release program will identify transfer orders that are ready to be trans-shipped.

Return to Vendor Processing

Overview

Return to Vendor processing provides an efficient means for tracking items that are returned to the vendor. When Return to Vendor processing is enabled, you can track items from the creation of the return order in Order Entry through the printing of the packing list for shipment back to the vendor.

To activate Return to Vendor Processing, enter Y in the **Use Return to Vendor Processing** field in Purchasing Options Maintenance (MENU XAFILE). You can also tailor RTV processing to your needs by responding to three other questions on that screen.

When you create a return sales order in Order Entry, you specify whether the item will be placed back into inventory, returned to the vendor, or disposed of. If the item is being placed back into inventory or disposed of, the return sales order process ends with the printing of a Credit Memo. For more information about this return process, refer to the OE Order Processing section of the Order Entry User Guide.

If the item is being returned to the vendor, an RTV log number is assigned to the item, and the item is added to the Return to Vendor Log File, which stores data for all items being returned to vendors. You can also manually add items to this file using Return to Vendor Additions (MENU POMAIN or WMMAIN). This option is useful when returning damaged merchandise that was never sold to customers.

Using Return to Vendor Processing (MENU POMAIN), you can perform the following tasks for items in the Return to Vendor Log File:

- Review items
- Change information such as the item cost, quantity, and the vendor to which the item is being returned
- Create return requisition

After creating the requisition, you can print a Return Requisition Pick List. When the items are being picked, if circumstances arise that require changes to the requisition, you can change it before printing the return Purchase Order.

Processing Returns

When returning an item to the vendor, follow these steps:

1. Create a return sales order through Enter, Change & Ship Orders (MENU OEMAIN) or manually add the item to the Return to Vendor Log File through Return to Vendor Additions (MENU POMAIN or MENU WMMAIN).
2. If a return sales order was created in Order Entry, print an RGA Slip using Print RGA Slips (MENU OEMAIN). The RTV number is printed on the RGA Slip if you chose to track RTV numbers in Purchasing Options Maintenance (MENU XAFILE).
3. If a return sales order was created in Order Entry, complete that process by printing a Credit Memo using Print Invoices (MENU OEMAIN).
4. Review, and if necessary, change item and vendor information using Return to Vendor Processing (MENU POMAIN).
5. Create a return requisition using Return to Vendor Processing (MENU POMAIN). The item is deleted from the Return to Vendor Log File.

   A return requisition will allocate inventory if the **Update Inv** field is set to Y on the Requisition Header Screen and the Requisition Item Detail Entry Screen (MENU POMAIN).
6. If desired, print a Return Requisition Pick List using (MENU POMAIN). The RTV number is printed on the Return Requisition Pick List if you chose to track RTV numbers in Purchasing Options Maintenance (MENU XAFILE).
7. If necessary, change information on the return requisition using Enter or Change Requisitions (POMAIN).

8. If desired, print the Return Requisition Pack List using (MENU POMAIN).
9. Approve and print the return Purchase Order using (MENU POMAIN). The return is automatically posted to General Ledger when the Purchase Order is printed, and items will be released from inventory if the **Update Inv** field is set to Y.

CHAPTER 3

Warehouse Transfers Overview

3

Warehouse Transfers enable you to use current shipping and receiving methods to control the movement of goods from one warehouse to another. Since the warehouses involved in a transfer do not have to belong to the same company, warehouse transfers can occur whether your Distribution A+ environment is established for single-company processing, or multi-company processing.

Based on General Ledger (G/L) transfer definitions, appropriate accounts can be created and maintained. The inter-company account feature of general ledger will be used to properly account for warehouse transfers occurring between different companies. Options determine how transfer orders will be costed. You can choose to mark up the current cost of an item to account for the cost associated with shipping the transfer order, or mark down from a list price. If a cost is used, be aware that warehouse transfer orders will be re-cost just before invoices are generated. This is to assure that the cost is accounted for appropriately in the shipping warehouse. Use the Purchasing Options - Purchasing Warehouse Options (MENU XAFILE) to set up the different costs you may incur when transferring goods from one warehouse to another. You can select the pricing base (one of five list prices, average cost, last cost, standard cost, or user cost) to be used for costing the requisition for other warehouses when they request a transfer from

There are basically two types of warehouse transfers. The first type occurs when you transfer inventory between or among multiple warehouses within the same company. The second type of transfer, available only if your Distribution A+ environment is set up for multi-company processing, occurs when inventory is moved from a warehouse in one company to a warehouse in a different company.

Warehouse Transfer Process Overview

Warehouse transfer processing may be performed totally manually or scheduled to run at a specified time. Warehouse transfer setup can be accomplished with the assistance of an automated option allowing for the creation of some of the documents and files necessary. The details provided in this chapter describe the manual process to provide you with an understanding of all the steps required to perform warehouse transfers. A description of the feature to schedule warehouse transfers is also included in this Appendix. For a description of the available automated option, refer to CHAPTER 74: *Automatic WH Transfer Order Creation* (MENU POMAST).

The basic flow of the transfer process is described as follows:

1. A requisition is created in the warehouse transfer company with a special vendor designated as the “transfer-from” warehouse and the receiving warehouse encoded as the “transfer-to” location. Following the entry, purchase orders should be printed for all warehouse transfer company requisitions. The purchase order print process will automatically generate off-line order entry records to create a sales order in the warehouse transfer company. The customer for this order will be a special customer set up for the receiving warehouse, and the shipping warehouse will be the transfer-from warehouse from the original purchase order.

Important

Be sure to review the Offline Entry Edit Report to ensure that Distribution A+ did not encounter problems in the automatic creation of customer orders.

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2. After the orders have been created, it is necessary to print Pick Lists for the warehouse transfer orders. This is accomplished by printing the Pick List for the warehouse transfer company and appropriate warehouses.
3. The next step in the warehouse transfer process is to perform shipping confirmation of all orders which are being transferred.
4. Following shipping confirmation, all invoices for the warehouse transfer company should be generated. At invoice print time, the in-transit quantity will be updated in the receiving warehouse based on the option to **Auto Receive Incoming WH Transfers at Invoice Print** Y/N found in Purchasing Warehouse Options Maintenance (MENU XAFILE).

NOTE: If a cost is used, be aware that warehouse transfer orders will be re-cost just before invoices are generated. This is to assure that the cost is accounted for appropriately in the shipping transfer-from warehouse.

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5. Day-End Processing will then reduce inventory in the shipping warehouse. Day-End will also generate appropriate G/L transactions.
6. When the goods are received at the transfer-to warehouse, normal purchase order receiving should be performed against the original purchase order which began the process if it wasn’t done automatically. In other words, the requesting warehouse performs its receiving function just as it would for a regular purchase order. To reduce keying and chance of errors, the receipt entry program will bring the receipt quantities and costs in from the shipment history of the shipping warehouse transfer order. The result of the posting of purchase order receipts will be the update of inventory in the receiving warehouse. G/L transactions will be generated to close out the transfer process.

NOTE: When performing a warehouse transfer of lot item(s), the aging date from the transfer-from warehouse is transferred into the transfer-to warehouse location. If the transfer-to warehouse location already contains the same item and lot, the earliest age date will be used.

Scheduled Warehouse Transfer Order Processing

The creation of the warehouse transfer purchase order process can be scheduled to run through Automatic WH Transfer Options (MENU POMAST). The following steps can be included in the scheduled job:

1. Select specific job templates, companies and warehouses.
2. Create and approve requisitions.
3. Include or bypass held customer sales orders

This job can be scheduled to run once, daily, weekly or monthly. For further information, refer to Automatic WH Transfer Options (MENU POMAST).

Warehouse Transfer Components

To perform warehouse transfers, certain transfer components must be established. These components, and the order in which they must be created, are as follows:

1. Create a warehouse transfer company through which all transfers will occur.
2. Create a warehouse transfer customer in the warehouse transfer company for each warehouse into which you will be transferring inventory.
3. Create a warehouse transfer vendor for each warehouse from which you will be transferring inventory.
4. Assign the created warehouse transfer customers and vendors to their respective warehouses.
5. Set up Purchasing ship-to address locations in the warehouse transfer company for each warehouse.
6. Set up the Purchasing warehouse options for each applicable warehouse in your system. This option will prompt for the customer and vendor numbers you have assigned each warehouse. If you wish transfer orders to go on hold automatically in Order Entry, indicate the hold code. Price, discount/markup, and cost options for transfer orders are also addressed. There are several options to identify processing tasks at the receiving warehouse and a different list of processing tasks at the shipping warehouse. Refer to Purchasing Options - Warehouse Options Maintenance (MENU XAFILE) in the Cross Application User Guide for more information.
7. Establish G/L accounts to allow for accurate warehouse transfer accounting.

Instituting Warehouse Transfers

Regardless of the environment in which you are to perform warehouse transfers (single or multi-company), you must set up the environment to handle those transfers. The first step in preparing for the use of transfers is to create a special pseudo-company in which all transfer processing will occur. To alleviate any confusion in transfer or sales analysis data between the warehouses/companies involved in a transfer, all warehouse transfers occur within this pseudo-company, established specifically as a warehouse transfer company.

NOTE: If your System Options (MENU XAFILE) are set up with the **Multi-Company** field set to N, you must change this option to **Multi-Company** set to Y. Although this warehouse transfer company is a pseudo-company, you still must be able to access it. Individual company access is provided only when your system options define your Distribution A+ environment as multi-company.

This warehouse transfer company is created through Setup Warehouse Transfer Options (MENU POMAST). You may want to give this company a number quite different than those normally used (e.g., company 99). Utilizing Setup Warehouse Transfer Options (MENU POMAST) will not only create the warehouse transfer company, but it will also set up needed control and option records for this company. These control/option records will be created automatically, using the data contained in your default company (usually company number 01), with appropriate modifications.

Important

Since the control/option records for your warehouse transfer company will be copied from your default company, ensure all records (with all options answered appropriately) for that default company exist. Also, when creating a warehouse transfer company through this option, note that the warehouse transfer miscellaneous code must be keyed at the top of the screen.

The warehouse transfer company control/option records automatically created are as follows:

1. The Company Option records for the new warehouse transfer company will be created. Maintenance of these records is performed through Company Options Maintenance (MENU XAFILE).

   If you complete this step manually, for the warehouse transfer company, we recommend that the **Interface Order Entry to A/R** field be set to N because normally there are no receivable collections that occur within the inter-company transfer of merchandise. The value of the moved inventory is handled through general ledger transactions. See Warehouse Transfer G/L Requirements (p. 3-7) for detailed information.
2. The warehouse transfer company will be added to the Default Company Control record.
3. The Accounts Receivable Option records will be created. Maintenance of these records is performed through Accounts Receivable Options Maintenance (MENU XAFILE).
4. The Order Entry Option records will be created. Maintenance of these records is performed through Order Entry Options Maintenance (MENU XAFILE).
5. The Inventory Accounting Option records will be created. Maintenance of these records is performed through Inventory Accounting Options Maintenance (MENU XAFILE).
6. The Sales Analysis Option records will be created. Maintenance of these records is performed through Sales Analysis Options Maintenance (MENU XAFILE).
7. The Purchasing Company Option records will be created. Maintenance of these records is performed through Purchasing Options Maintenance (MENU XAFILE).

Important

Even though these records are created automatically for you, some specific selections may still be needed to ensure all processing is performed as desired. Review the following for sample situations which may need attention:

Situation 1: Although Account Receivable records are created for you, you must use the Accounts Receivable Options Maintenance (MENU XAFILE) to key a Y or N in the **Validate Adj No** field. Since data from the default company is not carried forward for all fields (such as the Validate Adj No field), you must be sure to access each of the above created records to ensure all selections are made.

Situation 2: The Order Entry Option record may not reflect the desired cost. When a warehouse transfer requisition is entered, the system will get the price/cost which will appear on that purchase order from the Purchase Warehouse Options record. When the system automatically creates a customer order in the warehouse transfer company, it will fix the cost selected in that company's Order Entry Options record. If the same cost was not chosen to be used in Purchasing/Warehouse Options and in **Display GL Cost and Profit (OE, SA, AR, some PO)** in Order Entry Options (i.e., Standard), you could actually have a situation where a company could lose money on a warehouse transfer. For example, if a purchase order is placed at standard cost of $1.00, but the average cost is $1.05, a $.05 loss on the transfer would result.

Assigning a Default Warehouse Transfer Company

After the warehouse transfer company and its control/option records are created, you will assign it to all other companies as the default warehouse transfer company. This way, when you create a warehouse transfer requisition as company 1, for example, the system can automatically find the warehouse transfer company in which the processing is to occur, and change the company number appropriately (e.g., from 01 to 99). The default warehouse transfer company is assigned to a company through Inventory Accounting Options Maintenance (MENU XAFILE).

Once the warehouse transfer company has been established, a calendar must be created through S/A Fiscal Calendar Maintenance (MENU SAFILE). This will most likely be the same as the calendar for the default company.

Creating Warehouse Transfer Vendors and Customers

After the warehouse transfer company is assigned as the default for all other applicable companies, you must create the following for each warehouse that will be involved in transfers:

- warehouse transfer vendor - to be used to indicate the warehouse (instead of a true vendor) from which inventory is requested
- warehouse transfer customer - to be used to indicate the warehouse (instead of a true customer) which requested and is to receive the inventory.

For example, if you have warehouses 1, 3, and 5, all of which belong to company 1, and all of which will transfer inventory among themselves, you must establish three warehouse transfer vendors and three warehouse transfer customers. These vendors and customers will indicate the transfer-from and transfer-to warehouses involved in transferring inventory. To establish these warehouse transfer vendors and warehouse transfer customers:

1. Create a warehouse transfer vendor for warehouse 1 through Vendor Master Maintenance (MENU POFILE). This will be the vendor number used when another warehouse is requesting shipment from warehouse 1. You may wish to identify the vendor number as one which is indicative of its function. For example, since this is the warehouse transfer vendor for warehouse 1, you may wish to create the vendor with a number such as WTV01.

   We recommend that the **Allow Vouchers** field be set to N because normally there are no accounts payable payments that occur within the inter-company transfer of merchandise. The value of the moved inventory is handled through general ledger transactions. See "Warehouse Transfer G/L Requirements" on page A-7 for detailed information.
2. Repeat step 1 as needed to create warehouse transfer vendors for each warehouse. Using the previous examples, you might create warehouse transfer vendor WTV03 (to be used when requesting an inventory transfer from warehouse 3) and WTV05 (to be used when requesting an inventory transfer from warehouse 5), in addition to the WTV01 vendor created in step 1.
3. Create a warehouse transfer customer through Customer/Ship to Master Maintenance (MENU ARFILE) in your warehouse transfer company (e.g., 99) to indicate warehouse 1 as a customer.

NOTE: Be sure to indicate your warehouse transfer company number (e.g., 99) when adding the record.

   This will be the customer number used when another warehouse is transferring inventory to warehouse 1. You may wish to identify the customer number as one which is indicative of its function. For example, since this is the warehouse transfer customer in company 99 representing warehouse 1, you may wish to create the customer with a number such as 9901.

   When creating the record, in order to uniquely track warehouse transfers, it is recommended that the warehouse transfer miscellaneous code set up on the Warehouse Transfer Company Setup Screen (p. 71-3) be used for the following fields:

   - Age code
   - Customer class
   - Customer user codes
   - Payment type
   - Sales Rep (00001)
   - Terms code
   - Territory
   - Tax body
4. Repeat step 3 as needed to create warehouse transfer customers to account for each warehouse to be involved in warehouse transfers. Using the naming conventions shown in the previous examples, you might create warehouse transfer customer 9903 (to be used when identifying warehouse 3 will receive the transfer inventory) and 9905 (to be used when identifying warehouse 5 will receive the transfer inventory), in addition to the 9901 customer created in step 3.
5. Create a default receiving warehouse ship-to address through Enter or Change Requisitions (MENU POMAIN) for each warehouse that will be used in the transfer process.

If this is the first time the warehouse transfer company (e.g., 99) is being used, you must create a default shipping information requisition for that company using the **Requisition Number** of DFT000. The shipping location information keyed for this default requisition will be used whenever another requisition is added without the Receiving WH or Ship-To No being identified. For details about this default requisition record, refer to the Shipping Location Screen (p. 6-13) found in Enter or Change Requisitions (MENU POMAIN).

6. Assign the created warehouse transfer vendors and warehouse transfer customers to each applicable warehouse. These assignments are performed through the warehouse options of Purchasing Options Maintenance (MENU XAFILE). For example, for warehouse 1, assign customer 9901 and vendor WTV01.

   It is through these same warehouse options that you determine if Inventory Management & Planning or Advanced Inventory Management will, as a default, consider warehouse transfers as part of an item's demand when setting inventory levels in the indicated shipping warehouse. Additional selections for the price, discount and cost to be used between specific warehouses, auto-receiving options, drop-ship order processing choices, and controls for additions/changes to the warehouse transfer orders that are in-process must also be completed. Refer to the Cross Application User Guide for further information on Purchasing Options Maintenance (MENU XAFILE).

Warehouse Transfer G/L Requirements

To ensure accurate General Ledger accounting for warehouse transfers, you must:

1. Setup the G/L Option Records for the warehouse transfer company via G/L Options Maintenance (MENU GLFIL2).
2. Setup the Fiscal Calendar for the warehouse transfer company via Fiscal Calendar Maintenance (MENU GLFIL2); this will most likely be the same as the calendar for your default company.
3. Create all necessary G/L accounts to support the warehouse transfer process in the normal companies through G/L Accounts Maintenance (MENU GLFILE). This includes transfer accounts and accounts to be used as inter-company accounts.

NOTE: No G/L accounts will actually be created for the warehouse transfer company itself. All accounts referring to the warehouse transfer company will be created within the bounds of other existing, valid companies.

   If multi-company transfers are to occur, inter-company clearing accounts and transfer accounts are required. Both work together to handle the complicated accounting situations resulting when warehouse transfers occur between companies.

   Inter-company clearing accounts represent the "Due To" and "Due From" relationships between your default company 01 and all other companies. Transfer accounts are pseudo-accounts created within one company to represent real accounts in another. Refer to Inter-company and Transfer Accounts (p. 3-11) for more details about inter-company and transfer accounts.

4. Establish the G/L inventory accounts for all company/warehouse transfer combinations through option 5 of the G/L Transfer Definition (MENU GLXFER).

Single-Company Environment G/L Setup

In a single-company environment, you must set up the following accounts:

1. **Inventory Account**

   A separate Inventory account must be set up for each warehouse to be involved in transfers.
2. **Transfer Revenue Account**

   At least one Transfer Revenue account must be set up for your company.
3. **Transfer Cost of Goods Sold (COGS)**

   At least one Transfer Cost of Goods Sold (COGS) account must be set up for your company.

NOTE: In a single-company environment, the Transfer Revenue account and the Transfer COGS account may be the same number.

4. **In-transit Inventory Account**

   At least one In-transit Inventory account must be set up for your company. An In-transit Inventory account must be established for you company to represent inventory in-transit between warehouses within that company.

Single-Company Account Setup Example

This section provides details about establishing all appropriate accounts.

Assume that you have a single default company, 01 and three warehouses, 1,3, and 5. Your warehouse transfer company is 99. You will need to set up the following accounts.

G/L Accounts	Type	Bal
01/ 001.0001100.001 Inventory Warehouse 1	A	D
01/ 001.0001100.003 Inventory Warehouse 3	A	D
01/ 001.0001100.005 Inventory Warehouse 5	A	D
01/ 001.0004100.000 Transfer Revenue	I	C
01/ 001.0004100.000 Transfer COGS	E	D
01/ 001.0001400.000 In-Transit Inventory	A	D

To complete the setup in the G/L Transfer Definition Inventory Account Option Setup using the following example as a guide. From MENU GLXFER, select option 20, GL Transfer Definition. Then, select option 5 from the G/L Transfer Definition Sub-menu to access Inventory account data.

If each warehouse in this company (Company 1) is it’s own profit center. the G/L Accounts may look like this:

G/L Accounts	Type	Bal
Warehouse 1		
01/ 001.0001100.000 Inventory Warehouse 1	A	D
01/ 001.0004100.000 Transfer Revenue	I	C
01/ 001.0004100.000 Transfer COGS	E	D
01/ 001.0001400.000 In-Transit Inventory	A	D
Warehouse 3		
01/ 002.0001100.000 Inventory Warehouse 3	A	D
01/ 002.0004100.000 Transfer Revenue	I	C
01/ 002.0004100.000 Transfer COGS	E	D
01/ 002.0001400.000 In-Transit Inventory	A	D
Warehouse 5		
01/ 003.0001100.000 Inventory Warehouse 5	A	D
01/ 003.0004100.000 Transfer Revenue	I	C
01/ 003.0004100.000 Transfer COGS	E	D
01/ 003.0001400.000 In-Transit Inventory	A	D

In this example, the first segment of the G/L Account Number is being used as the control segment for all transactions in the warehouse business unit or profit center.

Multi-Company Environment G/L Setup

In a multi-company environment, you must set up the following General Ledger accounts.

1. **Inventory Accounts**

   A separate Inventory account must be set up, under each company, for each warehouse, regardless of company ownership. For example, if company 1 owns warehouse 1 and wants to transfer inventory to and from warehouse 2 (owned by company 2), for company 1, you must set up

   a. an Inventory account for warehouse 1

   b. a pseudo Inventory account for warehouse 2 (owned by company 2)

   For company 2, you must set up

   a. an Inventory account for warehouse 2

b. a pseudo Inventory account warehouse 1 (owned by company 1).

Pseudo inventory accounts created for another company's warehouse must be tagged as "Transfer" accounts through G/L Accounts Maintenance (MENU GLFILE). When creating a pseudo account to represent another company's inventory, you must key that company's real inventory account number in the **Transfer Account** field so that Distribution A+ will generate journal entries for the pseudo account and the real inventory account.

NOTE: You must also define inter-company accounts through Option B of the G/L Transfer Definition (MENU GLXFER).

2. **Transfer Revenue Accounts**

A Transfer Revenue account must be set up for each company.

3. **Transfer Cost of Goods Sold Accounts**

A Transfer Cost of Goods Sold account must be set up for each company.

4. **In-transit Inventory Accounts**

An In-transit Inventory account must be set up for each company transfer possibility. Just as in the single-company environment, an In-transit Inventory account must be established for each company to represent inventory in-transit between warehouses within that company. However, additional In-transit Inventory accounts are required in a multi-company environment to represent inventory leaving that company which is in-transit to another company. In-transit Inventory accounts should be set up to handle the possible combinations of inventory in-transit within the company and from all other companies. Pseudo In-transit Inventory accounts are created for one company, but representing another, and must have the other company's real In-transit Inventory account number reflected as the transfer account. Therefore, each company may have:

- One real In-transit Inventory account representing inventory in-transit within that company.
- Real In-transit Inventory accounts representing inventory in-transit to other applicable companies (a unique for each company).
- Pseudo In-transit Inventory accounts representing inventory in-transit from other applicable companies and linked to real transfer accounts in the other company.

For example, if you had two companies, you might set up

a. an In-transit Inventory account for transfers within company 1.

b. an In-transit Inventory account for transfers within company 2.

c. an In-transit Inventory account for company 1, for inventory in transit from company 1 to company 2.

d. a pseudo In-transit Inventory account for company 1, representing inventory in transit from company 2 to company 1. When this account is created, the real In-transit Inventory account number for company 2 will be designated as the transfer account.

e. an In-transit Inventory account for company 2, for inventory in transit from company 2 to company 1.

f. a pseudo In-transit Inventory account for company 2, representing inventory in transit from company 1 to company 2. When this account is created, the real In-transit Inventory account number for company 1 will be designated as the transfer account.

You may create one In-transit Inventory account for inventory moving from or to another company, rather than separate accounts. For example, if you have two companies, you might create

a. an In-transit Inventory account for transfers within company 1.

b. a pseudo In-transit Inventory account representing inventory in-transit to and from company 2. When this account is created, the real In-transit Inventory account number for company 2 will be designated as the transfer account.

c. an In-transit Inventory account for transfers within company 2.

d. pseudo In-transit Inventory account representing inventory in-transit to and from company 1. When this account is created, the real In-transit Inventory account number for company 1 will be designated as the transfer account.

Inter-company and Transfer Accounts

Inter-company and transfer accounts work together to allow for the General Ledger accounting of warehouse transfers occurring in a multi-company environment. For a brief description of transfer accounts, refer to the previous section of this Appendix. For detailed information, refer to G/L Accounts Maintenance (MENU GLFILE), as described in the General Ledger User Guide.

NOTE: Inter-company accounts may be used within General Ledger without using warehouse transfers.

This section briefly describes inter-company accounts. For detailed information, refer to the setup checklist for General Ledger in the Cross Applications User Guide and the description for option B of the G/L Transfer Definition (MENU GLXFER) as described in the General Ledger Interface User Guide.

NOTE: Unlike transfer accounts, inter-company accounts need be defined in only one direction (i.e., if you define inter-company accounts for “company 1 to company 2,” you do not have to define “company 2 to company 1" accounts).

The use of transfer and inter-company accounts forces Applications Plus to create the journal entries required in a multi-company environment. When a pseudo account is updated in General Ledger, the system will automatically generate entries for the associated transfer account in another company and update corresponding accounts between the two companies. To do this accurately, inter-company clearing accounts must be established.

Inter-company account transactions affecting the defined inter-company clearing accounts are created automatically when a transfer occurs between two companies. All inter-company account transactions are posted in a Transfer Journal (TJ). After a multi-company warehouse transfer has been initiated, inter-company transfer entries are made for the initiating and the transfer companies.

Example:

Assume that the following inter-company accounts have been established:

01/ 001.0009802.001 - Co #01 Due To Co #02

02/ 001.0009901.001 - Co #02 Due From Co #01

The following inventory accounts have been established:

01/ 001.0001100.002 - Pseudo Inventory for WH 2 (with transfer account 02/ 001.0001100.002 associated)

02/ 001.0001100.002 - Inventory for WH 2

01/ 001.0005099.001 - Transfer Cost of Goods Sold (COGS)

Then, company 1 sells Item A worth $100.00 from company 2, warehouse 2.

Initial General Ledger entries for company 1 would be:

01/ 001.0005099.001 - Transfer COGS - $ 100 (DR)

01/ 001.0001100.002 - Pseudo Inventory for WH 2 - $ 100 (CR)

The transfer journal entries for company 1 would be:

01/ 001.0001100.002 - Pseudo Inventory for WH 2 - $ 100 (DR)

01/ 001.0009802.001 - Co 1 Due To Co 2 - $ 100 (CR)

The transfer journal entries for company 2 would be:

02/ 001.0009901.001 - Co 2 Due From 01 - $ 100 (DR)

02/ 001.0001100.002 - Inventory for WH 2 -$ 100 (CR)

For details about establishing all appropriate accounts, refer to examples below.

Multi-Company Account Setup Example

This section provides details about establishing all appropriate accounts.

Assume that you have two companies, 01 and 02. Company 01 has two warehouses, 1 and 5. Company 02 owns warehouse 2. Your warehouse transfer company is 99. You will need to set up the following accounts:

Co/Account	Description	Type	Bal	Transfer To
01/ 001.0009802.001	Co 01 Due To Co 02	L	C	

Co/Account	Description	Type	Bal	Transfer To
01/ 001.0009902.001	Co 01 Due From Co 02	A	D	
02/ 001.0009801.001	Co 02 Due To Co 01	L	C	
02/ 001.0009901.001	Co 02 Due From Co 01	A	D	
01/ 001.0001100.001	Inventory WH 1	A	D	
01/ 001.0001100.005	Inventory WH 5	A	D	
01/ 001.0001100.002	Pseudo Inventory WH 2	A	D	02/ 001.0001100.002
02/ 001.0001100.002	Inventory WH 2	A	D	
02/ 001.0001100.001	Pseudo Inventory WH 1	A	D	01/ 001.0001100.001
02/ 001.0001100.005	Pseudo Inventory WH 5	A	D	01/ 001.0001100.005
01/ 001.0004099.001	Transfer Revenue	I	C	
02/ 001.0004099.001	Transfer Revenue	I	C	
01/ 001.0005099.001	Transfer COGS	E	D	
02/ 001.0005099.001	Transfer COGS	E	D	
01/ 001.0001100.910	In-Transit w/in Co 01	A	D	
01/ 001.0001100.912	In-Transit Co 01 to Co 02	A	D	02/ 001.0001100.920
02/ 001.0001100.920	In-Transit w/in Co 02	A	D	
02/ 001.0001100.921	In-Transit Co 02 to Co 01	A	D	01/ 001.0001100.910

To complete the setup in the G/L Transfer Definition Inventory Account Option Setup using the following example as a guide. From MENU GLXFER, select option 20, GL Transfer Definition.

G/L Transfer Inter-Company Transfer Definition Setup

To begin the inter-company setup, select option B from the G/L Transfer Definition Sub-menu to access inter-company account data.

On the G/L Transfer Inter-Company Transfer Definition Prompt Screen, select the 2 companies relationship to be defined, for example 01 to 02.

Then, on the G/L Transfer Inter-Company Transfer Definition Account Screen, enter the Due To and Due From accounts to be used between these companies. Using the sample accounts above, the data would be:

Prompt	Accounts	Description
Co 01 Due To Co 02 Acct	01/ 001.0009802.001	01/ 001.0009802.001
Co 01 Due From Co 02 Acct	01/ 001.0009902.001	01/ 001.0009902.001
Co 02 Due To Co 01 Acct	02/ 001.0009801.001	02/ 001.0009801.001
Co 02 Due From Co 01 Acct	02/ 001.0009901.001	02/ 001.0009901.001

G/L Transfer Inventory Account Transfer Definition Setup

The warehouse level inventory account setup should be completed for the company-owned warehouses first. Using the sample accounts above, those accounts will look like this:

Prompt	Accounts	Description
Company 01, Warehouse 1		
Inventory	01/ 001.0001100.001	Inventory WH 1
In-Transit Inventory	01/ 001.0001100.910	In-Transit w/in Co 01
Company 01, Warehouse 5		
Inventory	01/ 001.0001100.005	Inventory WH 5
In-Transit Inventory	01/ 001.0001100.910	In-Transit w/in Co 01
Company 02, Warehouse 2		
Inventory	02/ 001.0001100.001	Inventory WH 2
In-Transit Inventory	02/ 001.0001100.920	In-Transit w/in Co 02

To create the links between the companies and the pseudo accounts for company 01, select option 5 from the G/L Transfer Definition Sub-menu to access Inventory accounts.

On the GL-IA Inventory Accounts Distribution Prompt Screen, select warehouse 2 (owned by company 02). Use the F5=FILL DEFAULTS function key to fill the account number fields with the company 01 default values. Using the sample accounts above, the following changes would be completed:

Prompt	Accounts	Description
Company 01, Warehouse 2		

Prompt	Accounts	Description
Inventory	01/ 001.0001100.002	Pseudo Inventory WH 2
In-Transit Inventory	01/ 001.0001100.912	In-Transit Co 01 to Co 02

To create the links between the companies and the pseudo accounts for company 02, select option 5 from the G/L Transfer Definition Sub-menu to access Inventory accounts.

On the GL-IA Inventory Accounts Distribution Prompt Screen, select warehouse 1 (owned by company 01). Use the F5=FILL DEFAULTS function key to fill the account number fields with the company 02 default values. Using the sample accounts above, the following changes would be completed:

Prompt	Accounts	Description
Company 02, Warehouse 1		
Inventory	02/ 001.0001100.001	Pseudo Inventory WH 1
In-Transit Inventory	02/ 001.0001100.921	In-Transit Co 02 to Co 01

On the GL-IA Inventory Accounts Distribution Prompt Screen, select warehouse 5 (owned by company 01). Use the F5=FILL DEFAULTS function key to fill the account number fields with the company 02 default values. Using the sample accounts above, the following changes would be completed:

Prompt	Accounts	Description
Company 02, Warehouse 5		
Inventory	02/ 001.0001100.005	Pseudo Inventory WH 5
In-Transit Inventory	02/ 001.0001100.921	In-Transit Co 02 to Co 01

Reconciling Warehouse Transfer In-Transit Accounts

During the processing and transit of warehouse transfer purchase orders, there can be a loss of goods due to shipping mistakes, theft, loss, damage, etc. When this loss occurs, the amount received and the amount invoiced will not match. As a result, the Warehouse Transfer In-Transit general ledger account (which tracks the value of goods when processing warehouse transfers) may have transactions that cannot be balanced. You can use the General Ledger Reconciliation Report - Warehouse Transfer option (MENU GLREPT) to determine which transactions are resulting in an unbalanced Warehouse Transfer In-Transit account and then manually reconcile the account. This report is designed to help you investigate and pinpoint the cause of unbalanced transactions due to loss/damage of inventory during transit based on company, receiving warehouse, and general ledger posting date. Invoice and receipt information is shown for transactions that do not clear each other.

Processing Warehouse Transfers

Creating a Warehouse Transfer Requisition

Once all required components for warehouse transfers have been established, you can implement a transfer by creating a requisition. Open Enter or Change Requisitions (MENU POMAIN).

To create a warehouse transfer requisition, you must:

- Indicate that the purchase order type is an O (order), since an R (return) is not allowed for warehouse transfers.
- Indicate, for the required **Vendor No** field, the desired warehouse transfer-from vendor previously created.

  For example, if you wish to request an item be transferred from warehouse 1 to warehouse 2, create a requisition indicating vendor WTV01 (the defined warehouse transfer vendor indicating warehouse 1).
- For the **Receiving WH**, indicate the transfer-to warehouse which is to receive the inventory being transferred (e.g., warehouse 2).

  After pressing ENTER, you will notice that a message will appear on the screen indicating the fact that the vendor keyed is a warehouse transfer vendor. Therefore, the company number under which the requisition processing is to occur has been changed to the default warehouse transfer company number (e.g., 99).
- Complete the requisition as a normal request and print the purchase order.

When the purchase order is printed, the warehouse transfer sales order may be automatically created in company 99 for the customer number that was defined to represent warehouse 1 based on set up options in Purchasing Warehouse Options (MENU XAFILE).

Pertinent Notes To Remember

Warehouse Transfer PO and Customer Order Maintenance

After a warehouse transfer requisition is entered into Distribution A+, a purchase order is created and a customer sales order may be automatically generated in the warehouse transfer company. Therefore, careful attention should be made to the Purchasing Warehouse Options (MENU XAFILE) to determine if any maintenance to the purchase order will or will not automatically be reflected in the customer sales order and if any maintenance to the customer order will or will not automatically be reflected in the purchase order.

Transfer Order Invoicing/Receiving Timing

Normally a transfer customer sales order is ship confirmed and then invoiced. The invoiced quantities are stored in the Purchasing Receipt Work File so when receiving is done, the invoiced quantities will automatically become the default received quantities in the purchase order receipt process. The system allows you to under-receive but not over-receive in this situation. If you attempt to receive against a transfer purchase order prior to the time the associated transfer customer order has been invoiced, you will receive a warning message on the header screen informing you that the order has not yet been invoiced. If the warning message is by-passed, you will still be allowed to enter any quantities in the received field. This could cause confusion later on if for some reason the invoiced quantities do not match the received quantities.

When the option to automatically receive warehouse transfer purchase orders is turned on, some of these steps are completed automatically and with different timing.

Automatic Warehouse Transfer Receipts

Purchasing will allow you to specify, at the warehouse level, whether or not receipt of warehouse transfer POs will be automatically posted in the transfer-to warehouse when the invoice prints for the sending transfer-from warehouse. This automates the receiving and posting of PO receipts when goods arrive at the receiving warehouse. The auto receive will occur as part of the Create Backorders job that is submitted to the Transaction Processor when the transfer sales order is invoiced. The system will not allow you to maintain the purchase order while the inventory is in-transit.

You may use the Automatic Warehouse Transfer Receipts feature regardless if you have Warehouse Management installed on your system. If Warehouse Management is installed and your warehouse uses backorder staging, receipts will be posted to that location (i.e., all 8s). If Radio Frequency is being used and you are not using backorder staging, the receipts will be posted to the receiving dock location (i.e., all 4s). Otherwise, regular put-away processing will be followed.

For additional information regarding the Automatic Warehouse Transfer Receipts feature, refer to the following:

- Purchasing Options - Purchasing Warehouse Options (MENU XAFILE)
    - Auto Receive Incoming WH Transfers at Invoice Print
    - Mark Item for Cycle Count when Closing PO for both the receiving and shipping warehouse
    - Auto Close PO Line if Under Receive Order Line
- Enter, Change & Ship Orders (MENU OEMAIN)

  If you request an invoice print (F6=INVOICE PRINT) for a transfer order and the receiving warehouse has selected the auto receive process, you will be prompted for the G/L posting date of the receipt.
- Print Invoices (MENU OEMAIN)

  If you are printing Invoices for the transfer company and any receiving warehouse has selected the auto receive process, you will be prompted for the G/L posting date of the receipt.

Receipt Costs/In-transit Accounts for General Ledger

When Transfer Purchase Orders/Customer Sales Orders are created and invoiced, the following will occur:

- The inventory account in the transfer-from warehouse will be reduced by the cost amount on the customer sales order.
- The in-transit account in the transfer-to company will be increased by that same cost amount.

When the receipt against the transfer purchase order is finally performed in the receiving company/warehouse, the following will occur:

- The inventory account in the receiving warehouse will be increased, based on the selected cost from the receiving warehouses item balance record.
- The in-transit account in the transfer-to company will be reduced by the same amount.

Note that this could result in a balance in the in-transit account even though there are no in-transit orders in the system. A variance will always occur if costs in different warehouses are not identical. In fact, if average cost is being used, they will probably never be the same.

Sales Data

Warehouse transfer information is kept separate in Sales Analysis. Whether or not IM&P demand is updated for the sending warehouse is determined by the value in the **Update Demand** field in Purchasing Options - Purchasing Warehouse Options (MENU XAFILE). For example, If company 01 has a customer sales order for ten A100, and decides to special order this item from warehouse 3, the sales data will appear as follows:

- Item A100 company 99 warehouse 3 a sale for ten (10)
- Item A100 company 01 warehouse 1 a sale for ten (10)

Setting the **Update Demand** field in Purchasing Options - Purchasing Warehouse Options (MENU XAFILE) to update demand determines whether or not the sale of the warehouse transfer is reflected for each warehouse. If the **Update Demand** field for warehouse 3 is set to Y, you would see a demand for ten (10) in warehouse 3 (based on the company 99 sale), and a demand for ten (10) in warehouse 1 (based on the company 01 sale). If the **Update Demand** field for warehouse 3 is set to N, you would see only a demand for ten (10) in warehouse 1. In inventory history, transfers show as a Sale/issue or T in the transfer-from warehouse, and as a receipt in the transfer-to warehouse.

Warehouse Transfer - BackOrders

Warehouse transfer information is kept separate in Sales Analysis. Inventory Management and Planning is updated for the sending warehouse if the **Update Demand** field is set to Y through Purchasing Options - Purchasing Warehouse Options (MENU XAFILE).

Canadian Warehouse Transfers - GST Registration Numbers

Canadian warehouses with different GST Registration Numbers are subject to the applicable goods and services tax for warehouse transfers. No GST tax is applied for warehouse transfers for Canadian customers whose warehouses have the same GST Registration Numbers.

CHAPTER 4

Special Order Processing Overview

4

Special Order Processing (SOP) features provide streamlined special order processing. These features allow you to automate the handling of special order changes and ordering processes, eliminate discrepancies between the customer order and the purchase order, and, by reducing the amount of time you would normally spend on tasks to keep special order components in sync, increase your productivity.

This overview provides a description of the main functions that comprise Special Order Processing including:

- Processes and how they work
- Company, vendor, customer/ship-to level options as they pertain to the main processing functions
- Modules and how they are impacted to work with the extended features
- Using the change request process

Special Order Processing Benefits

Using Special Order Processing streamlines your special order process and provides you with many benefits. When a special order needs to be changed, rules are provided that drive automation, communication, change control, and improve the visibility of the special order elements.

Special Order Processing includes not only the change request process, which updates all special order components to keep values in sync, but other features from which you can benefit. These features are based on company-level options and in some cases, vendor or customer/ship-to level options, and are summarized in this overview.

The Extraction Process

The extraction in Order Entry (run from various places, such as Enter, Change, & Ship Orders and Release Blanket Orders, if any special order line items on the order are detected) will extract special order line items for the order you are working with, not all orders, and place them in the Special Order File (SPORD). Having the extraction process run for the particular order only and not all orders will decrease processing time and increase your productivity.

During the extraction process, line comments (and other information that can be included as a line or order comment, such as the customer purchase order number, FOB code, carrier code and/or ship via) will be added to the Special Order Comments File (SPCMT). These comments can be included based on company-level options, and you will have the option to override this default option during Order Entry or Purchasing. Comments included in the file can later be used as line comments, based on company-level options, on a requisition or purchase order when created either manually or automatically for special order or drop-ship items.

NOTE: If the line comment information is the same for all drop shipment lines on a requisition in any of these areas mentioned above, then that comment information is removed at the line level and converted into an order level comment.

The Auto-Creation Process

The auto-creation process can occur in Purchasing and in Order Entry. The Purchasing process [run through Special Order Automatic Req Creation (MENU POMAST)] allows for the automatic creation of a requisition or purchase order, allowing you to determine, based on company-level and vendor-level options, where the special order items will be placed (on a new requisition, unapproved or approved requisition, or purchase order).

The auto-creation process can also run when you complete an order in Order Entry. You will receive immediate notification of the requisition or purchase order number, if special order items were added to an existing requisition or purchase order or placed on a new, unapproved or approved requisition or new purchase order.

The Change Request Process

The change request process is responsible for the automation of special order changes, keeping the customer order, purchase order, and special order values in sync. This process provides:

- increased communication between the Customer Service and Purchasing departments (change requests can be initiated by either department)
- one central location where change requests for a special order are entered
- security that allows only user groups comprised of Order Entry and Purchasing users to access and use the change request process
- approval of changes before they take effect, based on company-level options (changes can be approved immediately or require review and approval from the opposite group before the changes take effect; once approval is received, if it is required, the customer order, purchase order and special order are automatically updated, eliminating the need for you to manually update them)
- tracking of special order changes through the Special Order Change Request Inquiry
- follow up of marked change requests that were previously closed and require review

The special order change request process provides you with the ability to enter any changes that need to be made to a special order, whether it pertains to Order Entry or Purchasing, as a change request.

You have the option of not using the change request process and still benefit from the other features available.

For steps on how to use the change request process, see Using the Change Request Process (p. 4-13).

The Receipt Post Process

The receipt post process allows you to determine, at both the company and customer/ship-to level, whether or not the order quantity should be increased for special order over-shipments or for complete shipment if the special order or drop-ship item is under-received. During the receipt post process, special order history can also be retained. If order history is retained, you will have a complete picture of your special order records.

Work With Special Orders

Work With Special Orders (MENU POMAIN) includes selection criteria to assist you in the selection of special order records by limiting your selections to include orders:

- with a particular status (ordered, unordered, or both, and in history, if being retained)
- of a particular order type (special ordered, drop-ship, non-stock, or all)
- with a particular customer number, order number, or item number
- with a particular hold status (either held or not held)

Understanding Special Order Processing

Once you have tailored company-level options and, if available, vendor and customer/ship-to options (explained later in this overview) to determine the results of the special order processing functionality, the following topics summarize how the extraction, auto-creation, change request, and receipt post processes work.

How the Extraction Process Works

Upon completing an order in Order Entry (whether the order is created online through Order Entry or offline through Storefront, EDI, etc.), the extraction process runs if line items have been flagged as special orders. Any line items flagged as special orders, for the order that is being processed at that time, are extracted and added to the Special Order File (SPORD) and the Special Order Summary File (SPSUM) is updated. Once the Special Order File is created, line and order comments associated with the special orders can also be written, based on company-level options, to the Special Order Comments File (SPCMT). Based on company-level options, these comments can later be used on a requisition or purchase order. The customer purchase order number, freight on board code (including description), carrier code (including description), and/or ship via code can be included as line comments on a requisition or purchase order for special order or drop-ship items. Additionally, company-level options allow you to increase the on purchase order quantity of the special order or drop-ship item to the size of the vendor's standard pack requirement, if the vendor requires it. You can also determine whether or not you want to require approval of any order or purchase order quantity differences.

The auto-creation process can also run after the extraction process, depending on vendor-level or company-level options.

How the Auto-Creation Process Works

The auto-creation process may run, based on company or vendor-level options, following the extraction process when completing an order in Order Entry. During the auto-creation process, based on company or vendor-level options, the special order or drop-ship items may be added to a new or existing requisition, unapproved requisition, approved requisition, or purchase order. The system determines what values (company or vendor-level) to use based on the auto-creation company-level options defined and what values exist. If the auto-creation options indicate to use vendor level options first, Distribution A+ checks to see if values exist for the vendor. If values are defined at the vendor-level, those values will be used during the auto-creation process. By having special order options available at the vendor-level, you can tailor how the auto-creation process will work for specific vendors and turn the process off for other vendors. If values do not exist at the vendor-level, Distribution A+ will use the values defined at the company-level. If the auto-creation options indicate to not use vendor level options first, even if values are defined at the vendor-level, Distribution A+ will use the values defined at the company-level.

When completing an order in Order Entry, if any special order items were added to requisitions or purchase orders, the *Special Order Items Req/PO Information Screen* automatically displays to identify the requisitions or purchase orders that were created or updated. In addition, the Special Order Requisition Edit Report prints. This report includes additional information, such as any errors that occurred preventing the special order items from being added to the requisitions or purchase orders or warning messages that indicate a particular function has occurred (for example, it might indicate that a requisition has become unapproved since a new special order record was added to it). Output Queue Overrides Maintenance (MENU XAFILE) has been enhanced to allow you to specify an override output queue for this report.

During the auto-creation process, you can also choose to have:

- a purchase order reprint if the special order item was added to an existing purchase order.
- the line items added to an approved requisition or purchase order even if the line items being added cause the order total to exceed the defined approval limits (if using approval limits as defined through Purchasing Options Maintenance, MENU XAFILE).
- the requisition becomes unapproved when line items are added to an approved requisition (based on company-level options; this can be at all times or only if the order total exceeds the defined approval limits, if using approval limits).
- the special order or drop-ship items added to a requisition or purchase order, even if the order is on hold.

NOTE: The Special Order Automatic Req Creation (MENU POMAST) option, which you can run on demand to manually create requisitions or purchase orders, considers the auto-creation options, if the auto-creation process is being used.

When this option is run, any special order line items that cannot be added to existing requisitions or purchase orders will be added to a new requisition, even if the auto-creation company-level options are set to deny the creation of the requisition (this is assuming that selection criteria is met, company-level options are set accordingly, and the special order line items pass the edit process.)

How the Change Request Process Works

The special order change request process is a flexible feature that can be tailored to adapt to your business needs and functions. It is activated and tailored by defining company-level options. If you choose to use this feature, the change request process provides for a central location where you enter changes pertaining to a special order, eliminating the need for you to manually perform multiple tasks to maintain the separate components of a special order.

The special order process, without using the change request process, requires that verbal communication take place when a special order change has occurred in Order Entry or Purchasing to notify other people/departments of the change. With the change request process, to ensure that the process does not lead to a breakdown in communication between you (the distributor) and your customers and vendors, an Order Entry or Purchasing user enters any changes that need to be made to a special order as a change request through either Order Entry or Purchasing. When a change request is created, the request can then be reviewed and, based on company-level options, will or will not require approval from the opposite group before the change is accepted and the special order components are updated. Upon acceptance of a change request, all areas of the special order, including the customer order, purchase order, and special order can be updated simultaneously. In some cases, the approval or rejection of a change request could require that a change be included before the update can occur. To facilitate this, the change request can be updated, modified, have notes added, and continue to pass between people/departments until all parties are satisfied. Once the request has been approved, the actual update can be directed by either the change requester or the approver, or in some business environments, the same person. Additionally, when a change request is closed, it can be marked for follow up to ensure that it will be reviewed.

The change request process assumes that there is a division between the Customer Service and Purchasing departments. This means that one person (or a group of people) can perform functions associated with Order Entry and one person (or a group of people) can perform functions associated with Purchasing. Having this division between groups would usually require the opposite group to review the change. If an Order Entry person creates a special order change request, the Purchasing person reviews the change and decides if they want to approve it or reject it, and vice versa. This is referred to as a two-step process. There may be other distributors, however, that have the same people performing both of these functions and a two-step process will not be required. When the same person performs both functions, approval is not required by the other group (Order Entry or Purchasing), since that person exists in both groups. This is referred to as a one-step process. When working in a two-step process environment, the separate components of a special order are not updated until approval is received and the change request is closed. When working in a one-step process environment, you can assume that all changes to the special order will immediately update both the customer order and the purchase order by having the ability to approve and close the request immediately. A change request that has been marked as requiring review, will be indicated with an asterisk (*). Once a change request has been updated and closed, you will have the option to review change requests through the Special Order Change Request Inquiry.

To use the change request process, you must create Order Entry and Purchasing user groups through User Groups Maintenance (MENU XASCTY) and add users to each group. Using the Authorized to Special Order Change Requests - OE and PO actions in Application Action Authority Maintenance (MENU XASCTY), you must then identify the customer service (Order Entry) and buyer (Purchasing) approval authority user groups for each company. These groups are comprised of the Order Entry and Purchasing users that will be allowed to access the change request process, and to enter a change request.

Although the change request process greatly automates the changing of special orders, the process must be followed in order to ensure that the customer order and purchase order stay synchronized. All changes to the values that are shared by the customer order and the purchase order [values in the Special Order Detail file (SPORD) must be changed using the change request process. Any changes to these values that are made directly to the customer order will not get automatically changed in the purchase order and special order, and vice versa. It is the change request process that ensures all values stay in sync.

The Special Order Change Request Inquiry

Once a change request has been created, you can access the Special Order Change Request Inquiry from either Order Entry or Purchasing to review and work with change requests that have occurred and that have not yet been sent to history (if you are retaining history based on company-level options). You can limit the requests you want to work with as well as view all change requests that have been made against a particular special order line item, the number of change requests requested by a particular user or all users, and the change requests that have been marked for review. You can also view the group the user belongs to (Order Entry, Purchasing, or both) and statistics about the group (new change, pending change, approved change, rejected change, and canceled change).

The change request process will not consider orders and purchase orders in history when called from the Special Order Change Request Inquiry. However, if history is retained in the Special Order History file (SPOHS), all activity is tracked and all change requests for the special order can be reviewed through the inquiry when it is accessed from Work with Special Orders (MENU POMAIN) only.

How the Receipt Post Process Works

After you have posted receipts for your special orders, Distribution A+ updates the order so the order can be ship confirmed. The purchase order is also updated to reflect the amount of inventory that is received.

When receipts are processed for your special orders, if over-shipments or under-shipments are noted, options can be set up (at both the customer/ship-to and company-level) to determine whether the customer/ship-to will accept the over-shipment or consider the order complete even with an under-shipment.

When a special order line item is received complete, the receipt post process deletes the special order from the Special Order File, reduces quantities in the Special Order Summary File, and, based on company-level options, adds the records to the Special Order History File (SPOHS). If company-level options are set to retain special order history, when receipts are posted, whether partial or complete receipts, the Special Order History File is updated before the special order line item is deleted. If partial receipts are posted, the Special Order History File is updated with the amount received. The special order record will also be deleted if the purchase order line is closed for a drop-ship item or the receipt quantity exceeds the back order quantity. If special order history is not being retained and the change request process is being used, based on company-level options, when a special order line item is received complete, any change requests for those line items will be deleted.

When receipts are posted for special order line items, any existing change requests will be rejected. When working with a requisition for which any existing change requests were rejected, you will receive a message that receipts have been posted and your only option will be to close the change request.

Special Order Processing Setup Options

To use Special Order Processing, you must define company-level special order options through Special Order Options (MENU XAFILE). These options are described in detail in the Cross Application User Guide. The following sections provide an overview of the available choices for consideration to tailor Distribution A+ to meet your company's business needs.

Before defining special order company-level change-request process options, it is recommended that you run the Special Order Edit Report from Purchasing to identify all existing problems. This report is used to keep special order information in sync with the customer order and requisition/purchase order information. This report will print the values that differ and where each value is contained so that you can make the necessary corrections.

Special Order Options (MENU XAFILE)

Special Order Options - Control Settings Screen

1. Retain Special Order History

   This option allows you to retain special order data in the Special Order History File, which will be updated during the receipt post process. If you choose to keep history and are using the change request process, you will be able to review changes that occurred for special order line items. If you choose not to keep history and are using the change request process, change request history will not be available.

2. Allow manual addition of special order items to an approved requisition or purchase order

   The manual addition of special order items to a requisition or unapproved requisition can optionally be required. In addition to manually adding a special order item to a requisition or approved requisition, you can also manually add (through the use of a special order function key) special order items to a purchase order as well.

3. Place S/O or D/S Items on a Req/PO immediately

   These options provide the ability for the special order items and the drop-ship special order items to automatically be placed on a requisition or unapproved requisition during end order time. When these options are set to Y, further choices will be made to create a new requisition, add to unapproved requisition, add to approved requisition, add to purchase order.

4. Include Order or Line Comments on the Req/PO

   These options will automatically include the sales order order-level comments and/or the sales order item-level comments with the special order item into the requisition. When these options are set to Y, further choices will be made to establish the type of comments to include and the print codes to use.

5. Use change request process to update special order elements.

   This process streamlines special order processing and automatically updates all special order components to keep the customer order, purchase order, and special order values in sync. If you choose not to use the change request process with option, you can use the special order process and still benefit from other features available as summarized in the Special Order Processing Benefits (p. 4-1) topic.

   For each company, define the requirements for the special order extraction process, the auto-creation process, the change request process, the receipt post process, as well as other processes related to special orders. Some tailoring options also have vendor-level and customer/ship-to level overrides available.

Special Order Options - Additional Settings Screen

Special Order Creation

1. Increase the purchase order quantity to a multiple of the standard pack on a special order or drop-ship.

   During the extraction process, you can determine whether or not you want to increase the on purchase order quantity of the special order or drop-ship item to the next highest increment to meet the vendor’s standard pack requirement.

Example:

If the standard pack of soda cans is 24 and the customer orders 12 cans, the purchase order can be automatically increased to 24 and the order would be for 12.

Special Order Receipts

2. Increase the order quantity for special order over-shipments.

   During the receipt post process, if the value of the over-shipment is less than a specified percentage of the line value and optionally less than a specified currency amount, the order quantity for special order over-shipments can be increased. This determination can be made at both the customer/ship-to and company-level.

3. Assume complete shipment when the special order or drop-ship item is under-received.

   During the receipt post process, if the value of the under-shipment is less than a specified percentage of the line value and optionally less than a specified currency amount, complete shipment of the special order or drop-ship items can be assumed.

4. Force Update of OE Cost

This field determines if an update to the Order Entry (OE) cost will be imposed during the PO receiving process for a special order item, regardless of any other setting.

5. Force Update of Commission Cost

   This field determines if an update to the commission cost will be imposed during the PO receiving process for a special order item, regardless of any other setting.

Special Order Options - Automatic Creation Screen

1. Place special order items on a requisition or purchase order immediately or place drop-ship items on a requisition or purchase order immediately.

   Special order items or drop-ship items can be added to a requisition or purchase order. If you choose Y for either of these options, you can select to:

   - create a new requisition for the special order or drop-ship items
   - add the special order or drop-ship items to an unapproved or approved requisition
   - add the special order or drop-ship items to a purchase order

   If selecting to add to an existing document, the **Add to Req/PO Based On** field in Special Order Options Maintenance (MENU XAFILE), allows you to select how the items will be added. You will be able to select to add the special order line items or drop ship line items to:

     - the last or most recent requisition/purchase order with the latest order date
     - a requisition/purchase order based on the sales order number
     - a requisition or purchase order based on the requested ship date from the order detail record

NOTE: Lead times may affect which requisition/purchase order is selected to add special order or drop ship line items to.

Based on company-level options, the sequence (assuming all sequence options are selected) in which the application attempts to place special order or drop-ship items on a requisition or purchase order is:

a. add the special order or drop-ship items to the selected (see **Add to Req/PO Based On** field above) open purchase order; if it fails this attempt,
b. add the special order or drop-ship items to the selected (see **Add to Req/PO Based On** field above) open approved requisition; if it fails this attempt,
c. add the special order or drop-ship items to the selected (see **Add to Req/PO Based On** field above) open unapproved requisition; if it fails this attempt,
d. create a new requisition for the special order or drop-ship items; if it fails this attempt,
e. the Special Order Edit Report will print identifying why the process failed (this report will always run; if no errors were detected, “successful” prints on the report).

NOTE: If during this hierarchy a document is available but an item cannot be added to it, the Special Order Edit Report will print identifying the error that occurred and the hierarchy cycle stops.

Vendor-level options can also be defined and you can tailor the process to run differently for individual vendors or choose not to have the auto-creation process run at all for certain vendors.

NOTE: The auto-creation process may run following the extraction process when you complete an order, based on if either of these options is Y and if vendor-level options are being used and are tailored to run the auto-creation process.

2. Reprint purchase order when items are added.

   You can choose to reprint a purchase order after a special order line item has automatically been added to the purchase order.

3. Create requisition or purchase order for held orders.

   If the special order or drop-ship items reside on an order on hold, you can choose to allow those line items to be added to a requisition or purchase order.

4. Allow approval limits to be exceeded.

   During the auto-creation process, if it is being used based on company-level options, you can choose whether or not special order line items will be added to an approved requisition or purchase order, even if the line items being added causes the total to exceed the defined approval limits. This field is applicable only if you are using approval limits as defined through Purchasing Options Maintenance (MENU XAFILE).

5. Unapprove requisition when items are added.

   You can choose to have a requisition become automatically unapproved when a special order line item has been added to an approved requisition. You can also choose to have an approved requisition become automatically unapproved if the approval limit is exceeded (if available, based on options) when line items are added to the requisition.

   Unapproving a requisition that has changed allows you to review the requisition again.

6. You can also determine whether or not you want to require approval of any order or purchase order quantity differences.

Special Order Options - OE to PO Comments Screen

1. Include Order Entry and Purchasing comments on the requisition or purchase order.

   During the extraction process, the customer purchase order number, freight on board code (including its description), carrier code (including its description), and ship via code can also be written to the Special Order Comments File, and be used later as a line comment, based on options, on a requisition or purchase order for the special order or drop-ship item. You can also select the PO print code for these comments.

Special Order Options - Order and Line Comments Screens

1. Include order and line comments on the requisition or purchase order.

   During the extraction process, order and line comments can be written to the Special Order Comments File and be included later, based on options, on a requisition or purchase order. For each available type of Order Entry order/line comment (i.e., pick list print only comments, invoice only comments, non-print comments, all-print comments, pack only comments, quote acknowledgment only comments, order acknowledgment only comments, quote/order acknowledgment only comments, and pack/invoice/acknowledgement comments), you can determine the PO print code that will be assigned to the type of comment once it is on a requisition or purchase order, indicating where it will print (i.e., on the purchase order only, on the receiving list only, internal inquiry viewing only, or print on all documents). You can now also have up to 999 comments for each special order item on a requisition or purchase order.

Special Order Options - Update Special Order Elements Screens

1. Require approval for change requests (only if you chose to use the change request process).

   You can determine if approval of the opposite group (Purchasing or Order Entry) is required to complete a change request when the special order:

   - has not yet been included on a requisition
   - has been included on an unapproved requisition
   - has been included on an approved requisition
   - has been included on a purchase order

2. Reprint purchase order after change requests are closed and updated (only if you chose to use the change request process).

   The purchase order can be reprinted after a change is made to a line item during the change request process and the change request has been closed and updated.

Security Options for the OE/PO User Groups

When using the change request process, identify which users will be authorized to OE and/or PO user groups:

1. Customer service approval authority user group for Order Entry (only if you chose to use the change request process). The OE user group will be used to identify Order Entry users that are allowed to access and use the change request process.

   The OE reserved group name is defined in User Groups Maintenance (MENU XASCTY). The users that are defined in this group will be able to access change requests for a special order from within Order Entry only. They will not be able to make a change to a special order from within Purchasing unless they are defined in the Purchasing group as well.

2. Buyer/purchasing approval authority user group for Purchasing (only if you chose to use the change request process). The PO user group will be used to identify Purchasing users that are allowed to access and use the change request process.

   The PO reserved group name is defined in User Groups Maintenance (MENU XASCTY). The users that are defined in this group will be able to access change requests for a special order in Purchasing only. They will not be able to make a change to a special order from within Order Entry unless they are defined in the Order Entry user group as well.

Modules Impacted by Special Order Processing

Accounts Receivable

The Accounts Receivable module allows access to customer/ship-to level special order options, which the system will use during special order processing. You will be able to add or print customer/ship-to level special order options. During special order processing, if no customer/ship-to level options exist, the system will use the options defined at the company-level. Access the customer special order options through Customer/Ship-to Master Maintenance (MENU ARFILE) by pressing F2=S/O OPTIONS.

International Currency

The International Currency module shows values in the local and trading currency (when applicable), currency amounts in the company’s currency for the company and customer/ship-to options, and special order changes in the change request process in the purchase order’s currency.

Order Entry

Special order processing begins in Enter, Change & Ship Orders (MENU OEMAIN) when a user flags an item to be special ordered. The Order Entry module provides access to the change request process, provides immediate extraction of special order line items, adds special order line items to a new requisition, approved requisition, or purchase order (if using the auto-creation process), and can flag a comment to be included with the special order when incorporated onto a requisition/purchase order. It also allows you to review and work with change requests through the S/O Change Request Inquiry (MENU OEINQY).

Purchasing

The Purchasing module allows access to the change request process and vendor-level special order options, which the system will use during special order processing. You will be able to add or print vendor-level special order options through Vendors Maintenance/Listing (MENU POFILE). During special order processing, if company-level options indicate to use vendor-level options, vendor-level options will be used. If no vendor-level options exist or company-level options indicate not to use vendor-level options, the system will then use the options defined at the company-level.

When maintaining a requisition or purchase order through Enter or Change Requisitions (MENU POMAIN), the maintenance of an approved requisition can either be allowed or restricted based on company-level options. There are up to 999 comments Order and Line comments for each special order item on a requisition or purchase order.

Special orders can be monitored and maintained through Work with Special Orders (MENU POMAIN) and the S/O Change Request Inquiry (MENU POMAIN). Use the Special Order Automatic Req Creation (MENU POMAST) option to select all available special order requests and place them on approved /unapproved requisitions or purchase orders.

When inventory receipts are completed and posted through the PO Receipts Register (MENU POMAIN), the sales order will be updated to indicate the inventory availability.

Using the Change Request Process

Change Request Process Business Overview

The change request process, which is activated at the company-level, is initiated when a change needs to be made to a customer order or requisition/purchase order containing a special order or drop-ship item. A customer may contact a customer service representative and ask to change the quantity of a special order item, to cancel the special order, or to change the ship-to address on a drop-ship order. The customer service representative would use the change request process to communicate with the buyer and see if a change is possible.

On the Purchasing side, a vendor may contact a buyer to inform them that a special order item is no longer available, there will be a delay in delivery of merchandise, or the costs have changed. The buyer would also use the change request process to communicate with the customer service representative and inform them that the customer sales order with the special order must change.

Customer service representatives and buyers are members of user groups, each with approval and security capabilities specific to their business functions. However, if your company does not have a division between the customer service and buying departments, users can be defined as members of both groups, allowing the same user to initiate and approve change requests from either the customer service tasks or buyer tasks.

For customer service reps and buyers that work with special orders, the S/O Change Request Inquiry will be part of their day-to-day routine. Customer service reps can access this inquiry through MENU OEINQY; buyers can access the inquiry through MENU POMAIN. Through this inquiry, you can review and maintain change requests that have occurred through Order Entry and Purchasing and that have not yet been sent to history (if you are retaining history). You can limit the requests you want to maintain as well as view all change requests that have been made against a particular special order line item, the number of change requests requested by a particular user or all users, and the change requests that have been marked for review. You can also view the group the user belongs to (Order Entry, Purchasing, or both) and statistics about the group (how many new changes, pending changes, approved changes, rejected changes, and canceled changes currently exist).

Change Request Process Summary

Entering a new change request can be initiated by pressing a function key in Enter, Change & Ship Orders (MENU OEMAIN) or Enter or Change Requisitions (MENU POMAIN). The following summary is a simple explanation of the change request process flow. Tailoring options and rules greatly impact the flow of this flexible process. However, the same basic flow explained in this simple scenario is followed.

To summarize the screen flow for entering a new change request by customer service reps:

- A user selects a special order line item for change from the *Item Entry Screen* in Enter, Change & Ship Orders (MENU OEMAIN).

- The *Item Review Screen* appears and the user is prompted to press the F17=ChgRqst function key to use the change request process to make the change.
- The *OE Special Order Change Request Screen* appears. The current special order information displays and the user can key new values and enter notes about the change request.
- The user presses the F10=Store function key to store the change request. Pressing F10=Store saves the change request only; it does not update the special order elements.
- The S/O Change Request Status Screen appears, providing the user with a snapshot of the change request they just entered. The user then presses Enter to return to the *Item Review Screen*.

The user can now access the S/O Change Request Inquiry (MENU OEINQY) to track the buyers response to the change request.

To summarize the screen flow for entering a new change request by buyers:

- A user selects a special order line item for change from the *Line Item Review Screen* in Enter or Change Requisitions (MENU POMAIN).
- The *Line Item Detail Screen* appears and the user is prompted to press the F17=ChgRqst function key to use the change request process to make the change.
- The *PO Special Order Change Request Screen* appears. The current special order information displays and the user can key new values and enter notes about the change request.
- The user presses the F10=Store function key to store the change request. Pressing F10=Store saves the change request only; it does not update the special order elements.
- The *S/O Change Request Status Screen* appears, providing the user with a snapshot of the change request they just entered. The user then presses Enter to return to the *Line Item Review Screen*.

The user can now access the S/O Change Request Inquiry (MENU POMAIN) to track the buyers response to the change request.

Approval Requirements

Approval of special order changes is required based on special order company options defined through Special Order Options Maintenance (MENU XAFILE). If approval is required, a special order change request must be approved before it can be closed to automatically update the special order elements. Approval can be required when a special order:

- that is not yet on a requisition is changed
- that is on an approved requisition is changed
- that is on an unapproved requisition is changed
- that is on a purchase order is changed

CHAPTER 5

Tools to Assist the Buyer

5

Purchasing provides many tools that make day-to-day purchasing tasks more efficient for the buyer. These tools include:

- The Item Search/Browse which assists in the ordering of items.
- Special Order Processing which helps you handle orders that are drop-shipments, non-stocks, or orders of such a large quantity that you do not want to remove the items from stock.
- Suggested Orders which creates orders for items that fall below minimum stocking level.
- Customer Order Assignment which brings backordered items to your attention when they are received.
- Product Activity Data (852), an EDI document that automatically notifies a vendor of changes in quantity for items of which that vendor is the primary vendor.
- Product Transfer & Resale Report (867), an EDI document that automatically notifies a vendor of item sales (including warehouse transfers) of which that vendor is the primary vendor.

Item Search/Browse

The Requisition/PO Entry Item Search/Browse Screen (p. 6-69) allows the buyer to use search criteria to search for and select items to order on a requisition. You may search by:

- Our Item Description
- Our Item Number
- Browse by Vendor
- Or, Include or Exclude Suspended Items

This allows you to limit the items that display. When searching for items below their minimum stocking level, you may key a percent (of the minimum balance) to increase the number of items displayed. This allows you to select items that are near their minimum stocking levels. For additional information on this feature, refer to the Requisition/PO Entry Item Search/Browse Screen (p. 6-69).

Searching by Our Item Description

You may locate items by keying item description search criteria in the **Find** field to activate the Item Search. Items with descriptions (in the Item Master File or Vendor/Item File) matching the search criteria entered will be displayed.

To search by item description only, key criteria in the **Find** field and leave the item number ***(Item No)*** field blank. Search criteria can be up to fifteen characters long and do not have to match the sequence of words in the item description. Refer to the Cross Application User Guide for details about using searches in Distribution A+.

Searching by Our Item Number

Use in addition to or in place of item description search criteria to select the items for display. A partial (or complete) item number may be keyed in the **Item No** field to limit the number of items displayed to those that match the number keyed. The number keyed will be matched against the item number in the Vendor/Item File. This search method will work for a single vendor or for all vendors.

Browsing by Vendor

You may review all items available from this order's vendor by keying a ? in the **Item No** field. This type of browse is only available for this order's vendor; you cannot key ? if you have used F6 to display all vendors.

The buyer may also access the following inquiries from the Requisition/PO Entry Item Search/Browse Screen (p. 6-69) through the use of the F4=INQUIRIES function key:

- Item Inquiry
- Vendor/Item Information Inquiry (which includes Vendor/Item/Price File data)
- Vendor List Inquiry
- Buying Information Inquiry

Once F4 is pressed, the **Reference Number** field on the Item Search/Browse Screen changes to a **Selection** field where you may key the displayed value related to the inquiry you desire to access.

NOTE: You cannot access these inquiries unless item(s) are found based on the search criteria entered

Including or Excluding Suspended Items

After entering criteria in either the **Find** or **Item No** fields, you may use F9 to include or exclude suspended items from the search. Items that meet the search criteria are displayed, including or excluding those items that are suspended, depending on the F9 toggle key.

Item Inquiry

By keying I in the **Selection** field on the Requisition/PO Entry Item Search/Browse Screen (p. 6-69), the buyer is able to access the Inventory Accounting Item Inquiry. This inquiry displays inventory status information. You will view such information as the warehouse, unit of measure, quantity on hand, allocated, net available, quantity on PO, and quantity on backorder. Access to detailed item information will also be available. Refer to the Requisition/PO Entry Item Search/Browse Screen (p. 6-69) for additional information.

Vendor/Item Information Inquiry

By keying V in the **Selection** field on the Requisition/PO Entry Item Search/Browse Screen (p. 6-69), the buyer is able to access Vendor/Item File and Vendor/Item/Price File information. Detailed ordering information for the default warehouse will display. Another warehouse may be selected to determine the minimum and maximum on-hand quantity at the indicated warehouse. Our item number and description will display from the Item Master File (ITMST), and the manufacturer's item number and description from the Vendor/Item Master File (VNITM). Costing data will be extracted from the Vendor/Item/Price File (VIPRC).

Vendor List Inquiry

By keying L in the **Selection** field on the Item Search/Browse Screen, the buyer accesses the vendor list for the item. Ordering information by vendor and item is displayed. When an item is purchased from the same vendor frequently, that item may be assigned to the vendor through Vendor/Item Information Maintenance (MENU POFILE). Any vendor on this screen may be selected to display the line items ordering information from the Vendor/Item and Item Balance Files.

Buying Information Inquiry

NOTE: This inquiry is available only if Inventory Management & Planning or Advanced Inventory Management is installed.

The Buying Information Screen will display if you key B in the **Selection** field on the Item Search/Browse Screen (or press F11 after keying an item number in the **Item No** field on the Requisition Item Detail Review Screen). From this screen, you will be able to access detailed buying information extracted from the item sales and demand information used by Inventory Management & Planning or Advanced Inventory Management. Information that will be presented is the item number, forecast of sales for this item, landing cost information, quantity of the item available, quantity of the item on open purchase order, and order statistics.

Function keys allow access to:

- The Order Statistics Screen (displaying up to 12 months of demand history for an item)
- The Buying Information Landing Costs Screen (displaying any pre-defined landing costs for the item)

- The Item Usage Summary Screen (displaying and item's demand and the values that make up that demand)
- The Item Replacement Inquiry Screen (displaying all items for which a selected item has been a replacement)
- The Item Usage By Company Screen (displaying an item's demand, by company, and the values that make up that demand)
- The Manual Demand Adjustments Selection Screen (displaying a list of manual adjustments that have been made for an item - adjustments can be added, changed, or deleted)
- The Manual Adjustment Detail Screen (displaying detailed information about a specific manual adjustment)
- The Warehouse Stock Display Screen (displaying warehouses which stock a specified item)

NOTE: The F11 function key used to access this screen will be in reverse image if the item has buying information for other warehouses.

Refer to the Inventory Management & Planning User Guide for a description of these screens. They are located in the Interactive Forecasting (MENU IMMAIN) chapter.

Special Order Processing

Special order processing is the means by which you handle orders that are drop-shipments, non-stocks, or of such a large quantity that you do not want to remove the items from stock. They are entered into Order Entry (O/E) just as you would enter a normal order (type "O"), with some minor differences.

In order to utilize special order processing, **Special Order Processing Active** in Order Entry Options Maintenance (MENU XAFILE) must be Y. Also, special order processing can be tailored through Special Order Options Maintenance (MENU XAFILE). Refer to that option in the Cross Application User Guide for details. For additional details about special order processing, refer to CHAPTER 4: *Special Order Processing Overview*.

Entering a Special Order

A special order begins in O/E. There are four ways in which items on an order (or an entire order) may be processed as a special order; they are as follows:

Drop-ship Items

Drop-ship items may be defined through Item Balance Maintenance (MENU IAFILE). When entering an item through Enter, Change & Ship Orders (MENU OEMAIN), if **Drp Shp** [in Item Balance Maintenance (MENU IAFILE)] is Y, the item will always be special ordered. Also, the **Sp Ord** field on the Item Entry Screen [accessed through Enter, Change & Ship Orders (MENU OEMAIN)] will default to Y.

Drop-ship Order

Alternatively, you may override the **Drp Shp** field on the Order Header Screen [accessed through Enter, Change & Ship Orders (MENU OEMAIN)] to Y during order entry. This will convert the entire order into a special order.

You also have the ability to convert stocked items to special order items on a particular order. To do this, you override the **Sp Ord** field on the Item Review Screen [accessed through Enter, Change & Ship Orders (MENU OEMAIN)] to Y.

Special Order Item

If a customer orders an unusually high quantity of an item, or an item is out of stock that the customer wants shipped promptly, you may special order the item. This is accomplished by changing the *Sp Ord* field on the Item Review Screen [accessed through Enter, Change & Ship Orders (MENU OEMAIN)] to Y.

Non-stock Item

A non-stock item may be defined through Item Master Maintenance (MENU IAFILE) with an N in the **Update Inventory** field indicating that the quantities are not stocked in your warehouse. You must, however, use Item Balance Maintenance (MENU IAFILE) to define a non-stock item for each warehouse from which it will be sold.

Assigning a Vendor

When you leave the **Vendor** field blank on the Work With Special Orders Selection Screen (p. 10-3), the special ordered items which have not been assigned a vendor will be displayed on the Special Orders Screen. From this screen, you may select the C option to display the Work With Special Orders Change Screen (p. 10-30) to change the special order. From there, you can use available function keys to key a vendor, search on a vendor, or access the Vendor/Item Information Inquiry (MENU POMAIN). This will show you all of the vendor/item records for the item in question. You can then select one for detail and assign it to the item.

Hierarchy for Defaulting a Vendor

The following hierarchy for defaulting a vendor is used during Purchasing:

1. If a vendor is entered during item review, that vendor will be used.
2. If a default is keyed in Item Balance Maintenance (MENU IAFILE), that default will be used.
3. If a default is keyed in Item Master Maintenance (MENU IAFILE), that default will be used.
4. If no match on any of the above exists, then the vendor must be assigned using Work With Special Orders (MENU POMAIN).

Creating the Special Order File

Upon completing an order in Order Entry (whether the order is created online through Order Entry or offline through Storefront, Mobile Order Entry, etc.), the extraction process runs if line items have been flagged as special orders. Any line items flagged as special orders, for the order that is being processed at that time, are extracted and added to the Special Order File (SPORD).

Creating Requisitions/Purchase Orders for Special Orders

Once a special order has been entered and the Special Order File has been built or added to, the requisition may be created.

Distribution A+ allows you to create requisitions for special orders in three ways:

- Manually, through Enter or Change Requisitions (MENU POMAIN)
- Manually or automatically, through Buyers Workbench (MENU POREPT)
- Automatically, through Special Order Automatic Req Creation (MENU POMAST)
- Automatically, at end order time, based on special order company options defined through Special Order Options Maintenance (MENU XAFILE) or vendor-level special order options defined through Vendors Maintenance (MENU POFILE).

  Additionally, you may create warehouse transfer orders automatically for special orders indicating warehouse transfer vendors through Automatic WH Transfer Order Creation (MENU POMAST).

Creating a Requisition Manually

To create a requisition manually for a special order, begin the requisition in the same manner that you enter a normal requisition. However, once you access the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), press the function key to display special orders (F6) assigned to the selected vendor that have not yet been included on a requisition/purchase order.

NOTE: When processing drop-ship (D/S) special orders, Distribution A+ will warn you to ship to one customer only. Use the F9 toggle key during item selection to view one customer at a time.

If you select items to be shipped to multiple customers, it will still create just one requisition using the ship-to of the first item selected.

Through Buyers Workbench, using the ‘L’ function, Special Orders can be linked to a Suggested Order and in turn the Suggested Order can be turned into a Requisition.

Creating Requisitions Automatically

The Special Order Automatic Req Creation option allows you to automatically create requisitions and print purchase orders for one or more non-warehouse transfer special orders. Based on selection criteria you enter, Distribution A+ selects special orders from the Special Order File, creates a requisition for each vendor, and optionally prints the necessary purchase order. Edit checking is performed on all special orders selected, and no requisition is created for a special order in which an error is found. In addition, the special orders selected are checked for a number of conditions that require buyer review. Requisitions are created for those special orders requiring review, but no purchase orders are printed. The SO/RQ Edit Report (p. 75-12) prints a record of all errors detected, and all requisitions and purchase orders created.

Based on special order company options defined through Special Order Options Maintenance (MENU XAFILE) or vendor-level special order options defined through Vendors Maintenance (MENU POFILE), requisitions/purchase orders can be automatically created/updated at end order time. If a requisition/purchase order is not created/updated automatically due to an error, you can use the Special Order Automatic Req Creation option after the error is corrected. For additional details about special order processing, refer to How the Auto-Creation Process Works (p. 4-4).

Requisitions can also be created automatically through Buyers Workbench if the Suggested Order Report was created using the F6=CRT NEW RUN and the option to add special order items was set to 'Y'.

Creating Warehouse Transfer Orders

The Automatic WH Transfer Order Creation option allows you to automatically create warehouse transfer orders from all the special order warehouse transfers that you have entered through Enter, Change & Ship Orders (MENU OEMAIN). Based on selection criteria you enter, Distribution A+ finds the desired special order warehouse transfers that have been created with a warehouse transfer vendor identified, creates requisitions in the warehouse transfer company for each warehouse transfer vendor specified, and optionally prints Purchase Orders in the warehouse transfer company. When a Purchase Order is printed, the sales order is simultaneously created in the requested from warehouse, beginning the normal warehouse transfer process.

Maintaining Special Orders

Special orders should be treated differently during the customer order and purchase order change operations. It is possible that while you maintain an order in Distribution A+, paperwork on this order may have already been sent to the vendor for shipment to your customer. Distribution A+ will warn you if you are maintaining a special order and/or special order line item.

In addition, if you are not using the change request process as determined by company-level special order options defined through Special Order Options Maintenance (MENU XAFILE), you can prevent special order line items and entire orders with one or more special order line items from being deleted, except by Master Users and the Authorized User ID, through Order Entry Options Maintenance (MENU XAFILE).

NOTE: If you are not using the change request process as determined by company-level special order options defined through Special Order Options Maintenance (MENU XAFILE), changing the contents of a customer order will not change the special order or requisition/purchase order information. Also, changing the special order or requisition/purchase order will not affect the customer order information. Therefore, any changes made in one place must also be made in the other. However, if you are using the change request process, all special order elements can be automatically updated when a change request is approved (if approval is required) and closed.

Allocations/Availability

When you special order items, item allocations are not adversely affected.

NOTE: If you are using query to investigate allocations, you should be aware that there is a Special Order Summary (SPSUM) file which is used to figure out availability. Therefore, this file should be taken into account when you use System i Query.

Calculation: availability = on hand - allocated + special order quantity
Calculation:

Suggested Orders

Purchasing provides for the use of suggested orders. Purchase orders are suggested and may be selectively converted to requisitions for those items that fall below their minimum stocking level. The following steps, available on MENU POREPT, summarize the cycle of suggested orders:

1. Print the Suggested Orders Report.
2. Utilize the Suggested Order Maintenance.
3. Create Requisitions from Suggested Orders.
4. Delete Suggested Orders.
5. Buyers Workbench

Create the Suggested Orders Report

To begin the cycle of suggested orders, the Suggested Orders Report (MENU POREPT) process is run. The system will prompt you for selection criteria to limit the reporting process, if desired.

The vendor information on the report is retrieved from the Vendor Master File according to the primary vendor in the Item Balance File. To be included on the report, there must be a vendor in the Item Balance File (ITBAL) record for the item. You have the option to print alternate vendor information (when items are purchased from more than one vendor) when running the report. Additional, relevant information may also be included in the report, based on selections, such as other warehouses which stock the items and could be used as sources for ordering, details regarding any existing special orders for the items, sales usage information, etc. and save information needed to create requisitions.

The suggested order information can be saved to the Suggested Orders Quantity File in addition to printing on the report. This file can be assigned by owner or the buyer assigned to the vendor or vendor/item and contains the suggested order quantity information that was printed on the Suggested Orders Report. The suggested order information may be modified and used to automatically create the suggested order requisitions or purchases orders. The Suggested Orders Quantity File can be created without printing a report.

You will also have the option to **Add Special Order Items** when the Suggested Order Report is created through Buyers Workbench. If this option is Y, all qualifying special order items for this run's warehouse and vendor will be added (linked) to the suggested order. Note that qualifying indicates that the special order items have not already been added to a requisition, purchase order or linked to a suggested order run that passed validation used in adding special order items to a requisition or purchase order in Enter or Change Requisitions, Add Special Orders option.

The Suggested Order Report will print by buyer, and the by primary vendor, warehouse and item sequence, and show only those items whose net available quantities are below minimum balance. The intent is to present to the buyer, those items below their minimum stocking levels and to suggest that a quantity of the items be purchased to bring them up to their maximum stocking levels.

While Inventory Management & Planning (IMP) and Advanced Inventory Management (AIM) planned items have minimum balance/order point and maximum balance/line point values calculated in the default UOM only, users can manually specify minimum and maximum quantities in the Item Balance File for each of the stocking units of measure for an item when not using a planning tool. If those values exist, they will be considered by the suggested order process.

Distribution A+ calculates the net available for all 3 units of measure as follows:

Calculation: net quantity available = quantity on hand - allocated + unposted Inventory Accounting transaction quantity + quantity on order

When Warehouse Management is installed, the quantity on hand (listed in the above calculation) will take into consideration the **Qty Avail ATS/PO** flag (in Location Master Maintenance (MENU WMFILE)) that is specified on each location defined as unavailable when determining if the quantities in the location should be counted as on hand or not. Users will be able to specify, on a location by location basis, those locations defined as unavailable that should have their inventory included.

The unposted Inventory Accounting transaction quantity (listed in the above calculation) are the transactions affecting the quantity on-hand that were keyed through Enter/Update Transactions (MENU IAMAIN), but are not yet posted through Process Transactions (MENU IAMAIN).

If any calculated quantities in the three available units of measure are below maximum, quantities are extracted from the larger units of measure. This is done to try to increase the numbers to the maximum.

If the buying unit of measure from the Vendor/Item File equals the default unit of measure:

- The larger unit of measure quantities are rolled into the default unit of measure, without reducing the larger unit of measure below its minimum balance.
- The suggested order quantity is determined as the difference between the calculated quantity and the maximum quantity from the Item Balance File in the default unit of measure

Calculation: Suggested Order Quantity = (Maximum U/M 1 * Conversion Factor 1) + (Maximum U/M 2 * Conversion Factor 2) +(Maximum U/M 3 * Conversion Factor 3) - Net Quantity

If the buying unit of measure from the Vendor/Item File is not the same as the default unit of measure:

- The larger unit of measure quantities are rolled into the smaller unit of measure, ignoring the minimum balances.

The suggested order quantity is determined as the total of the difference between the calculated quantity and the maximum quantity for the default unit of measure and any larger unit of measure above it.

Calculation: Suggested Order Quantity = [Suggested Order Quantity (in the default unit of measure from above) / U/M conversion (default unit of measure)] / purchasing U/M conversion

For AIM planned items, additional factors such as economic order quantity (EOQ) and warehouse transfer rounding may be considered when computing a suggested order quantity. Refer to the Advanced Inventory Management User Guide for more information.

A final consideration checked by Distribution A+ is to make sure the suggested order quantity is in full standard pack quantities, and is in the buying unit of measure, as defined through Vendor/Item Information Maintenance (MENU POFILE).

Maintain Suggested Orders

After the Suggested Orders Report has been reviewed, and if information was saved, Suggested Order Maintenance (MENU POREPT) allows you to delete suggested order line items and/or change the primary vendor (that was automatically selected) to one of the alternate vendors shown on the report.

Suggested orders can also include special order items if they have been added (linked) to a suggested order. Once a special order item is linked to a suggested order, the **Requisition Number** field (SORQNO) in the Special Order Detail File (SPORD) record for the item will be filled with the suggested order run number preceded by a # character. This will indicate that the SPORD record is linked to a suggested order run. Also, suggested order totals will be recalculated, and in addition to suggested order items, suggested order totals will include the totals of all linked special order items, except drop-ship items (since these are directly shipped to the customer).

NOTE: Special order items that are added (linked) to suggested orders via this process in Buyers Workbench can be viewed, maintained or deleted in Buyers Workbench within Distribution A+.

Create Requisitions from Suggested Orders

Suggested orders may be created from the Suggested Orders Quantity File through Create Requisitions from Suggested Orders (MENU POREPT). One requisition is created for each primary vendor that has selected items.

Once a line item is placed in the Requisition Detail File, that information is deleted from the Suggested Orders Quantity File. The new requisition number will begin with an “S” to identify it as being created from a suggested order. The order will be placed on suggested order hold (SO). The requisition may now be reviewed during Enter or Change Requisitions (MENU POMAIN) and approved for purchase order printing.

If suggested orders include special order items that have been added (linked) to the suggested orders, in Buyers Workbench, these special order items will also be added to the requisition/purchase order created from the suggested order.

Delete Suggested Orders

Once a Suggested Order Quantity File is created, suggested orders contained in that file may be deleted prior to creating requisitions from the suggested orders. One or all suggested orders in the file may be deleted through Delete Suggested Orders (MENU POREPT).

This option should be run when you do not want to add to an existing file, or the information in the existing file is not what you desire. You may then re-run Suggested Orders Report (MENU POREPT) to create a file that meets your needs.

Linked special orders to the run that is deleted will also be unlinked.

Buyers Workbench

Buyer Workbench combines the following four processes into one process:

- Create the Suggested Orders Report
- Maintain Suggested Orders
- Create Requisitions from Suggested Orders
- Delete Suggested Orders

All the features and functions from these processes are also available within Buyers Workbench, as well as additional features and functions.

Customer Order Assignment

When creating a requisition through Enter or Change Requisitions (MENU POMAIN), you may assign an item on the requisition to a customer's order that has been created in O/E through Enter, Change & Ship Orders (MENU OEMAIN). You would want to do this when a customer's order has been backordered, and the item is to be shipped to that customer as soon as it is received.

When the assigned item is received and posted in Purchasing, the Backorder Release Report (p. 24-9) will print. This report informs you that a customer's backordered item has been received. You may proceed to release the backorder manually through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) or automatically through Automatic Backorder Release (MENU OEMAST), then ship and invoice the customer's order in Order Entry.

To assign an item on a requisition to a customer's order, press F14 from the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). The Assign Customer Order Numbers Screen (p. 6-85) will display. Key the company and order number for the order to which the item is assigned.

Product Activity Data (852)

NOTE: To use the Product Activity Data (852) (PAD) document, you must have EDI installed.

Buyers may not have time to review item quantities in their warehouses on a daily or weekly basis.If you have EDI installed, you can use the outgoing PAD document to automatically notify specific vendors of inventory changes in specific warehouses. During Day-End Processing (MENU XAMAST), Distribution A+ will review item inventory in the Item Balance File and create PAD documents.The PAD document notifies a vendor of changes in quantity for items of which the vendor is the primary vendor.The vendor can then respond by submitting a suggested purchase order, creating an order in their own system and shipping the items, or taking some other mutually agreed-upon action.

- PAD documents can include inventory changes to the following quantities:
- sold
- returned
- on-hand
- maximum on-hand
- minimum on-hand
- backordered
- PO
- committed
- available

You can choose which quantities each vendor will be notified of through Vendors Maintenance (MENU POFILE).

To use PAD documents, set up specific vendors through Vendors Maintenance (MENU POFILE) and specific warehouses through Warehouse Numbers Maintenance (MENU IAFILE). To notify one vendor of inventory changes in several warehouses, each warehouse must be set up individually.

Product Transfer and Resale Report (867)

NOTE: To use the Product Transfer & Resale Report (867) (PTR) document, you must have EDI installed.

The Product Transfer & Resale Report (867) can be used by either the distributor creating the report or the vendor receiving the report. This report will show information about sales of product from one or more warehouses to an end customer, warehouse transfer sales orders, and demand requested beyond actual sales (lost orders).

Based on user defined send frequencies, the data for the PTR report will be extracted from the order history files using the **Invoice Date** for the extraction data including items that are sold as kit components if Bill of Material is installed.

CHAPTER 6

Enter or Change Requisitions

6

Use this option to add or change requisitions and shipping locations. In Purchasing, a requisition is used to specify all vendor and item information required to issue a purchase order. Once a requisition is approved [see the End Requisition Screen (p. 6-92)], it can be converted to a purchase order by printing a Purchase Order for the desired requisition through Print Purchase Orders (MENU POMAIN).

Many of the screens in this option will also be accessed for maintaining purchase orders. That process begins by selecting the open purchase order through the Req/PO Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN) and pressing F5=MAINTENANCE which will bring you to the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).

NOTE: Purchase Orders may also be printed from the F6=PRT/FAX PO function key on the End Requisition Screen (p. 6-92) at the completion of requisition entry.

Important

Even though the F6=PRT/FAX PO function key has the ability to print POs from the End Requisition Screen (p. 6-92) and is available, you should not use it as the normal means for printing POs. Each print job submitted via this function key creates a separate Transaction Processor job. Unlike printing POs through Purchase Orders (MENU POMAIN), which creates a single Transaction Processor batch job for all POs, printing via this function key creates individual jobs for each. The result is that the Transaction Processor queue space is under-utilized and valuable processing time is inefficiently used.

The following explains the distinction between a requisition and a purchase order as used in this user guide:

- **Requisition**: Entered through this option - it remains a requisition until Purchase Orders are printed (after the requisition is approved) through Purchase Orders (MENU POMAIN).
- **Purchase Order**: Previously a requisition - once a requisition has a Purchase Order form printed for it, it becomes an open purchase order. The purchase order is closed after receipts for all items on the purchase order are entered and posted. Closed purchase orders are moved to purchase order history during Day-End Processing (MENU XAMAST).

NOTE: Receipts are entered through Enter or Change Receivers or PO Receipts (MENU POMAIN). You can also enter receipts through Warehouse Management (MENU WMMAIN) or the Receiving task in Radio Frequency, if you have those modules installed.

Additionally, receipts are posted through Enter or Change Receivers or PO Receipts (MENU POMAIN), PO Receipts Register (MENU POMAIN), or, if Warehouse Management is installed, through Warehouse Management (MENU WMMAIN).

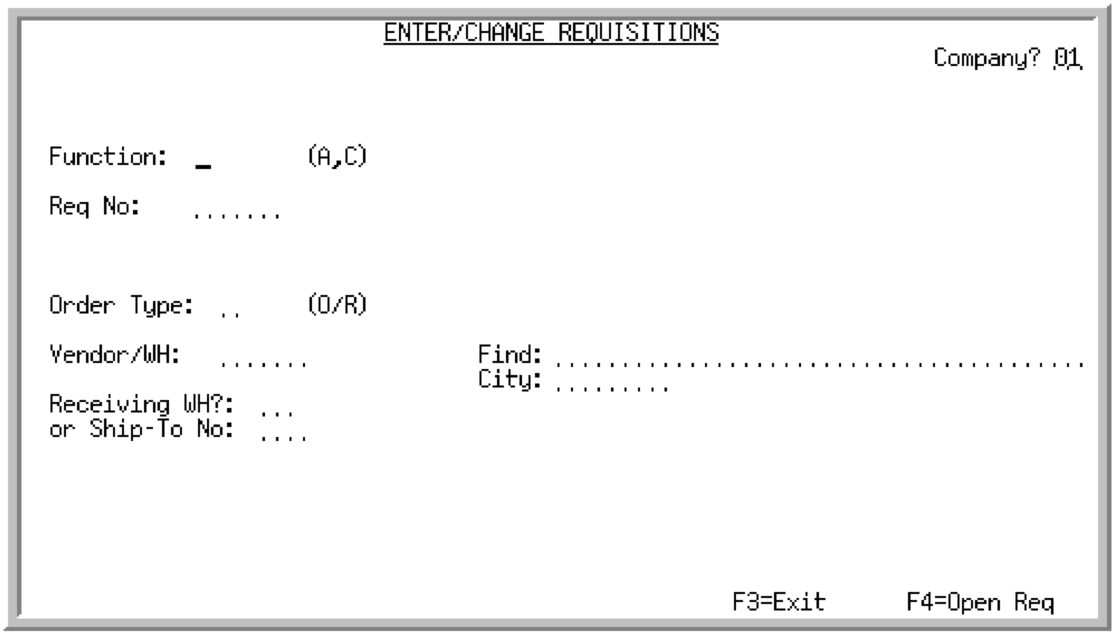
Enter or Change Requisitions

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Enter/Change Requisitions Start Screen	Use to specify the requisition or shipping location you are adding or changing.
Open Requisition Search Screen	Use to select an open requisition for the selected company and vendor.
Requisition/Purchase Order Maintenance Header Screen Shipping Location Screen	Use to specify the header information for a requisition/ purchase order. Use to define from 1 to 999 shipping locations for each company.
Order Comments/Line Item Comments Entry Screen Order Comments/Line Item Comments Change Screen	Use to enter and review comments for a requisition/ purchase order and the line items within the requisition/ purchase order.
I/C Currency Information Screen	Use to override the exchange rate for this order when International Currency is installed. This shared screen is described in the International Currency User Guide.
Requisition/Purchase Order Item Detail Entry Screen Requisition/Purchase Order Item Detail Review Screen	Use to key the individual items for a requisition/ purchase order and review that information for existing items for change or deletion.
Requisition/Purchase Order Item Summary Screen	Use to select an existing item on the requisition/ purchase order for change, or to add new items to this requisition/purchase order.
Requisition/Purchase Order Special Charge Screen	Use to enter and review special charges for a requisition/ purchase order.

Title	Purpose
Requisition/PO Entry Item Search/Browse Screen	Use to search for and select items to order on this requisition/purchase order.
Requisition/PO Entry Item Search Inquiry Selections Screen	Use to select an item and launch to the Item Inquiry (MENU IAMAIN), launch to the Vendor/Item Information Inquiry (MENU POMAIN), review the Inventory Management Buying Information Screen, or review a list of additional vendors to source the item from.
Ordering Information Screen	Use to review vendor/item information for the vendor on the current requisition/purchase order, and the item being ordered.
Assign Customer Order Numbers Screen	Use to identify the order numbers of up to 15 customer orders that have been backordered, and are waiting for the item keyed on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38).
Requisition/Purchase Order Item Landing Costs Screen	Use to access and, if desired, modify landing cost information for the requisition/purchase order line item displayed on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38).
End Requisition Screen End Purchase Order Changes Screen	Use to review summarized order data and approve the requisition/purchase order.
End Requisition/Purchase Order Landing Costs Screen End Requisition/Purchase Order Landing Costs Override Screen	Use to override landing cost values for the entire requisition/purchase order and to distribute the totals to the individual items in the requisition/purchase order.

Enter/Change Requisitions Start Screen



This screen is displayed when you select option 1 - Enter or Change Requisitions (MENU POMAIN). Use this screen to specify the requisition or shipping location you are adding or changing.

Additionally, if using Warehouse Transfers and warehouse transfer options have been setup, this screen may be used to establish a warehouse transfer. This is done by creating the requisition in the warehouse transfer company with the vendor designated as the “transfer from” warehouse and the receiving warehouse encoded as the “ship-to location.” For a detailed explanation of warehouse transfers, refer to the Warehouse Transfer appendix.

NOTE: For warehouse transfers, if the warehouse number is the same as the vendor number, the vendor number will always be extracted first.

When Consignment is installed, if the **Receiving WH** is a consignment warehouse, the purchase order will be used to move inventory into a consignment warehouse.

Enter/Change Requisitions Start Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). A requisition is created/modified for the company number that you key in this field. Key the company number to be associated with this requisition. NOTE: For warehouse transfers, key the warehouse transfer company for which the requisition will be created. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Required
Function	Key A to add a new requisition or shipping location for the specified company. Key C to change a requisition or shipping location. (A 1) Required

Enter/Change Requisitions Start Screen Fields and Function Keys

Field/Function Key	Description
Req No	NOTE: If you are changing a requisition or shipping location, this field is required; otherwise, it is optional. If adding a requisition, key a number to assign to the requisition or leave this field blank to automatically assign the next requisition number. NOTE: If you are adding a requisition number that comes from a Product Activity Data (852) (PAD) document that was sent to a vendor and a requisition number has been pre-assigned to the vendor, key the requisition number from the PAD document in this field. If changing a requisition, key the requisition number. If you do not know the requisition number, use the Open Requisition Search by entering a vendor in the **Vendor/WH** field and pressing F4=OPEN REQ. If adding a shipping location, key DFT followed by a ship-to number, which is used to retrieve the shipping location when you enter requisitions. For example, if you are defining several shipping locations for each of your warehouses, you may want to assign numbers as follows: Warehouse / Ship-to numbers 1 / 010 through 019 2 / 020 through 029 3 / 030 through 039 If defining the default shipping location for the company, key DFT000. The information for DFT000 is used for the default values on the Requisition/ Purchase Order Maintenance Header Screen (p. 6-13). If changing a shipping location, key DFT followed by the ship-to number (e.g., DFT021). For more information on shipping locations, refer to the Shipping Location Screen (p. 6-13). (A 6) Required/Optional

Enter/Change Requisitions Start Screen Fields and Function Keys

Field/Function Key	Description
Order Type	The **Order Type** field is required when adding a new requisition; it must be blank when changing an existing requisition. This field indicates if the requisition being created is for an order or for a return. Key O if the requisition is an order. Order type requisitions can only have positive item quantities. NOTE: For warehouse transfers, key O in this field. Note that Returns are not allowed for a warehouse transfer company. Key R if the requisition is for a return. Return type requisitions can only have negative item quantities. (A 1) Required/Blank
Vendor/WH	The **Vendor/WH** field is optional when changing an existing requisition or purchase order; it is required when adding a requisition. This field may be used during regular requisition entry, or for warehouse transfers. For regular requisition entry, key the vendor for whom a requisition will be created. If you do not know a vendor's number, use the **Find**/**City** fields to activate the vendor search. For warehouse transfers, use this field to designate the vendor as the "transfer from" warehouse. Key the vendor/warehouse from which you are ordering. If you are unsure of the vendor number, use the **Find** and **City** fields with the ENTER key to activate the vendor search. NOTE: If you key a vendor that is defined as a warehouse vendor, a message will display informing you of this and the company number will be automatically changed to the warehouse transfer company number. *Valid Values:* A vendor number defined through Vendor Master Maintenance (MENU POFILE). (A 6) Required/Optional

Enter/Change Requisitions Start Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
Receiving WH	This field is optional when adding a requisition; it must be blank when changing a requisition. For warehouse transfers, use this field to designate the receiving warehouse as the “ship-to location.” For a consignment replenishment directly from the vendor, use this field to designate the consignment warehouse for receiving. Key the warehouse that is receiving the order. (A 2) Optional/Blank
Ship-To No	This field is optional when adding a requisition; it must be blank when changing a requisition. For regular requisition entry, specify the location to which you want the items shipped by keying the ship-to number. If the **Ship-To No** field is left blank, the default shipping information (i.e., DFT000) is used. You can override this information on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). If you are adding or changing a ship-to location, key the number of the ship-to location. This number is different from the DFTxxx number. For more information on ship-to numbers, refer to the Shipping Location Screen (p. 6-13). (N 3,0) Optional/Blank
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.

Enter/Change Requisitions Start Screen Fields and Function Keys

Field/Function Key	Description
F4=Open Req	After selecting a company and vendor, press F4=OPEN REQ to display the Open Requisition Search Screen (p. 6-10).
Enter	This key serves different purposes depending on the screen values. • If the requisition number contains DFT followed by a ship-to number, the Shipping Location Screen (p. 6-13) will display. • If you entered vendor search criteria in the **Find** or **Find** and **City** fields, the Vendor Search Screen (p. 43-7) will display. • After making requisition and vendor selections and pressing ENTER, the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) will display.

Open Requisition Search Screen

```
Co/Vendor: 01/IC1000 LITTLE ITALY RESTAURANT SUPPLY      OPEN REQUISITIONS
           Italian Lira
                  Req     PO
   WH   Buyer   Number  Number  Status       Ent Date  Due Date             Value
 1 1     102    S00163  S00163  Held-SO       2/06/07   2/13/07  6,768,592,852.00
 2 1     102    S00171  S00171  Held-SO       2/07/07   2/14/07  6,768,592,852.00
 3 1     102    S00185  S00185  Held-SO       2/07/07   2/14/07      4,270,832.00
 4 1     102    S00186  S00186  Held-SO       2/07/07   2/14/07      4,614,659.00
 5 1     102    S00187  S00187  In Use-$$     2/07/07   2/14/07      4,270,832.00

 6 1     102    S00188  S00188  In Use-$$     2/07/07   2/14/07      4,270,832.00
 7 1     102    S00633  S00633  Held-SO       3/24/08   3/31/08  6,769,762,279.00
 8 1     102    100548  100548  Pending       7/20/05   7/27/05        197,000.00
 9 1     102    100609  100609  Pending       7/29/05   8/05/05        446,264.00
10 1     102    100610  100610  Pending       7/29/05   8/05/05         44,626.00

11 1     102    100612  100612  Pending       7/29/05   8/05/05         44,626.00
12 1     102    100662  100662  Pending       8/08/05   8/15/05              2.00
13 1     102    101288  101288  Pending       3/04/08   3/11/08         67,966.00
14 1     102    101290  101290  Pending       3/04/08   3/11/08         67,966.00
15 1     102    101292  101292  Pending       3/04/08   3/11/08         67,966.00
                                                                          More...
Selection: _
                                                   F11=Loc Cur     F12=Return
```

This screen displays after selecting a company and vendor, and pressing F4=OPEN REQ from the Enter/ Change Requisitions Start Screen (p. 6-4). Use this screen to select an open requisition for the selected company and vendor.

A requisition is open after being created, it contains at least one item, and before the Purchase Order prints for the requisition is printed through Purchase Orders (MENU POMAIN).

NOTE: Purchase Orders may also be printed from the F6=PRT/FAX PO function key at the completion of requisition entry. Refer to the F6=PRT/FAX PO function key description on the End Requisition Screen (p. 6-92) for important details about the use of this key.
Additionally, this is a roll screen. Refer to the Cross Application User Guide for instructions about roll screens.

Open Requisition Search Screen Fields and Function Keys

Field/Function Key	Description
(Currency)	This field only displays when International Currency is installed and only if the trading currency differs from the company's local currency and the F11=LOC CUR / F11=TR CUR function key displays as F11=LOC CUR. This field displays the description for the trading currency, if the vendor's currency is different from the company's local currency. Display

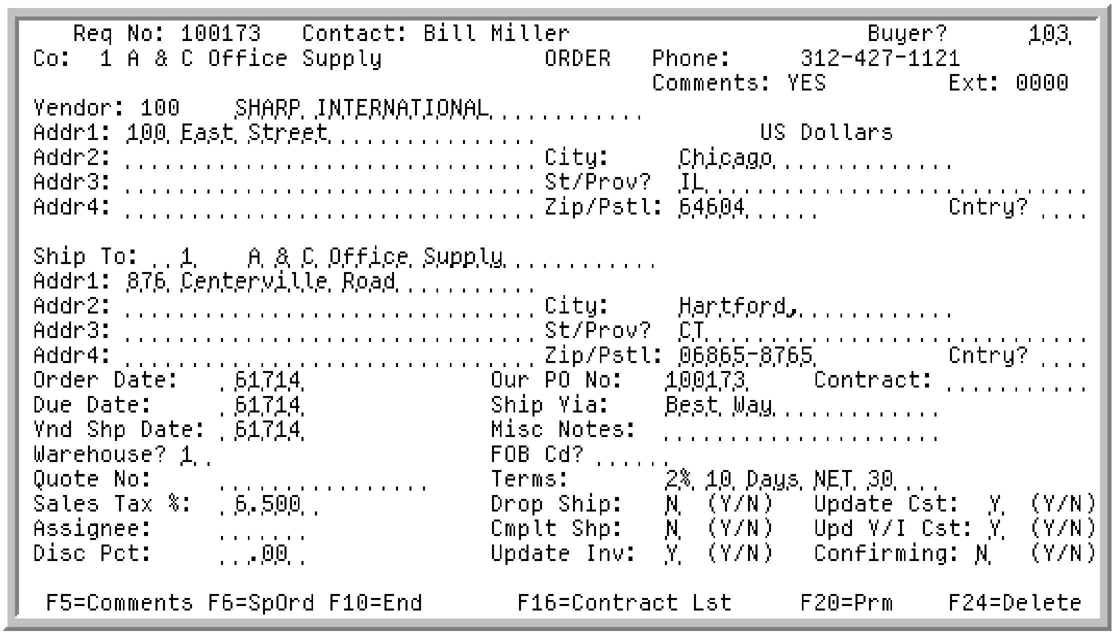
Open Requisition Search Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of the open requisition displayed. To select one of the displayed open requisitions, you must key this number in the **Selection** field on this screen. Display
WH	The number of the warehouse for which the requisition was created. Display
Buyer	The buyer code specified on the Requisition Header Screen. Display
Req Number	The requisition number automatically selected or manually keyed when the requisition was created. Display
PO Number	The number of the purchase order; the purchase order number will display in this column only if **Use Requisition No. for Purchase Order No.** is defined as Y through Purchasing Options Maintenance (MENU XAFILE). When the requisition number and purchase order number are not the same, the purchases order number is generated when the purchase order is printed through Purchase Orders (MENU POMAIN) or through or the F6=PRT/FAX PO function key at the completion of requisition entry. Display
Status	The status of the requisition; this may be one of the following: • **Pending**: The requisition has been entered, and is awaiting approval. • **Approved**: The requisition has been approved. • **Held-xx**: The requisition has been held with the two character hold code shown with the status value. Display
In Use-ws	The requisition is being updated at workstation ws, where ws is the two character Workstation ID. Display
Ent Date	The date the requisition was entered. Display
Due Date	The due date specified on the requisition. Display

Open Requisition Search Screen Fields and Function Keys

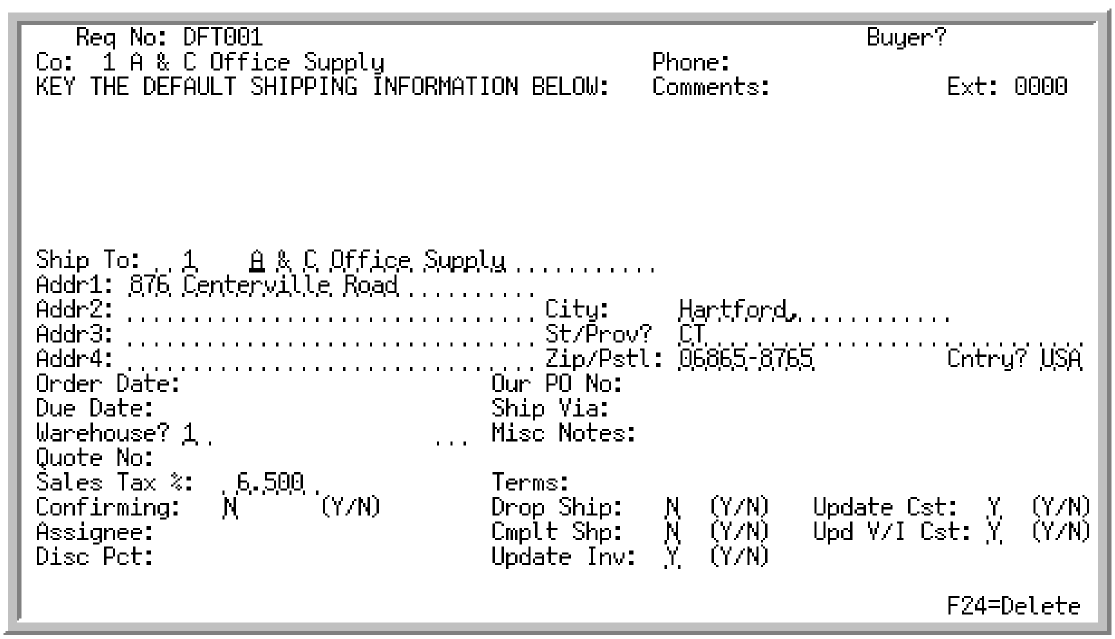
Field/Function Key	Description
Value	The total monetary amount of the requisition. This field may be toggled with the F11=Loc Cur / F11=Tr Cur function key to display the total amount of each requisition in the vendor's trading currency or in the company's local currency. Display
Selection	Key the **Reference Number** of the open requisition to change through this option. (N 2,0) Required
F11=Loc Cur/ F11=Tr Cur	Press F11=Loc Cur / F11=Tr Cur to toggle between a display of the vendor's currency description and requisition values in the trading currency, and a display of requisition values in the company's local currency. Press F11=Loc Cur to display requisition values in the company's local currency. The currency description will not display under the vendor information at the top of the screen. Press F11=Tr Cur to display the vendor's currency description and to display requisition values in the trading currency.
F12=Return	Press F12=Return to return to the Enter/Change Requisitions Start Screen (p. 6-4) without selecting an open requisition for change.
Enter	Press Enter after selecting an open requisition for change in the **Selection** field. The associated requisition header information will display on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).

Requisition/Purchase Order Maintenance Header Screen



```
   Req No: 100173   Contact: Bill Miller                          Buyer?      103
 Co:  1 A & C Office Supply          ORDER   Phone:      312-427-1121
                                             Comments: YES         Ext: 0000
 Vendor: 100    SHARP INTERNATIONAL...........
 Addr1: 100 East Street...............                 US Dollars
 Addr2: ...............................City:     Chicago.............
 Addr3: ...............................St/Prov?  IL.........................
 Addr4: ...............................Zip/Pstl: 64604.....         Cntry? ....

 Ship To: ..1    A & C Office Supply...........
 Addr1: 876 Centerville Road..........
 Addr2: ...............................City:     Hartford............
 Addr3: ...............................St/Prov?  CT.........................
 Addr4: ...............................Zip/Pstl: 06865-8765         Cntry? ....
 Order Date:     .61714            Our PO No:    100173     Contract: ...........
 Due Date:       .61714            Ship Via:     Best Way............
 Vnd Shp Date: .61714              Misc Notes:   ....................
 Warehouse? 1..                    FOB Cd? ......
 Quote No:       ................  Terms:        2% 10 Days NET 30....
 Sales Tax %:   .6.500..           Drop Ship:    N  (Y/N)   Update Cst:   Y  (Y/N)
 Assignee:      .......            Cmplt Shp:    N  (Y/N)   Upd V/I Cst: Y  (Y/N)
 Disc Pct:      ...00..            Update Inv:   Y  (Y/N)   Confirming: N   (Y/N)

  F5=Comments F6=SpOrd F10=End       F16=Contract Lst      F20=Prm    F24=Delete
```

Shipping Location Screen



```
   Req No: DFT001                                                  Buyer?
 Co:  1 A & C Office Supply                  Phone:
 KEY THE DEFAULT SHIPPING INFORMATION BELOW:  Comments:             Ext: 0000




 Ship To: ..1    A & C Office Supply...........
 Addr1: 876 Centerville Road..........
 Addr2: ...............................City:     Hartford............
 Addr3: ...............................St/Prov?  CT.........................
 Addr4: ...............................Zip/Pstl: 06865-8765         Cntry? USA
 Order Date:                       Our PO No:
 Due Date:                         Ship Via:
 Warehouse? 1..                ... Misc Notes:
 Quote No:
 Sales Tax %:  .6.500..            Terms:
 Confirming:    N      (Y/N)       Drop Ship:    N  (Y/N)   Update Cst:   Y  (Y/N)
 Assignee:                         Cmplt Shp:    N  (Y/N)   Upd V/I Cst: Y  (Y/N)
 Disc Pct:                         Update Inv:   Y  (Y/N)

                                                                       F24=Delete
```

You may access the Requisition/Purchase Order Maintenance Header Screen while working in this menu option, as follows:

- After making requisition and vendor selections and pressing ENTER from the Enter/Change Requisitions Start Screen (p. 6-4), Open Requisition Search Screen (p. 6-10), or Vendor Search Screen (p. 43-7).

- After pressing F2=HEAD from the Requisition/Purchase Order Item Summary Screen (p. 6-61).
- After pressing F10=HEAD from the End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92).

The Requisition/Purchase Order Maintenance Header Screen is also accessed by pressing F5=MAINTENANCE while in Req/PO Inquiry (MENU POMAIN), on the Req/PO Inquiry Screen (p. 14-9) or in the Vendor/Order Shipment Inquiry on the Vendor Order/Shipment Inquiry Screen (p. 15-7). When you access this screen through the inquiries, minor differences exist if you selected a purchase order instead of a requisition and will be noted within the field/function key descriptions.

Use the Requisition/Purchase Order Maintenance Header Screen to specify the header information for a requisition/purchase order, and it is the only screen from which you may delete a requisition/purchase order. The information on this screen applies to the entire requisition and is printed once on a Purchase Order. Detail or item information, unlike header information, applies to the individual items on the requisition [see Requisition/Purchase Order Item Detail Entry Screen (p. 6-38)]. The vendor information displayed is retrieved from and defined through Maintaining Vendors (MENU POFILE).

The Shipping Location Screen view of this screen appears when you enter DFT followed by a ship-to number in the **Req No** field on the Enter/Change Requisitions Start Screen (p. 6-4).

You must define at least one location to be used as the default shipping location (DFT000) for each company. When you enter a requisition, you can accept the default shipping location or retrieve information for another location by entering the assigned ship-to number in the **Ship-To No** field on the Enter/Change Requisitions Start Screen (p. 6-4). You can also change ship-to information for an individual requisition on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).

Use this screen to define from 1 to 999 shipping locations for each company. For each location, you specify a ship-to address and the receiving warehouse, among other information. For each company, including the warehouse transfer company, add a default ship-to record for every warehouse.

Since the fields used to define shipping locations are the same as those used on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), the same screen is used for both. The following fields are applicable only on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) and therefore protected on the Shipping Location Screen:

Fields Protected on the Shipping Location Screen

Buyer	Phone	Comments	Order Date
Our PO No	Due Date	Ship Via	Misc Notes
Quote No	Terms	Assignee	Disc Pct

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Req No / PO No	This field displays as **Req No** when entering or changing requisitions and **PO No** when maintaining purchase orders. The **Req No** is the unique number of the requisition for the selected company. If you did not specify a requisition number on the Enter/Change Requisitions Start Screen (p. 6-4), the automatically assigned requisition number is displayed. The **PO No** is the purchase order number automatically assigned or manually keyed for this order. When the requisition number and purchase order number are not the same based on the **Use Requisition No. for Purchase Order No.** field defined as N through Purchasing Options Maintenance (MENU XAFILE), the purchase order number is generated when the purchase order is printed through Purchase Orders (MENU POMAIN) or through or the F6=Prt/Fax PO function key at the completion of requisition entry. Display
Contact	The contact person for this vendor as defined in Vendor Master Maintenance (MENU POFILE). Display
Buyer	This field indicates the code of the buyer who primarily deals with this vendor and is responsible for this requisition. Buyer codes may be assigned to a vendor through Vendors Maintenance (MENU POFILE), to a vendor/warehouse through Vendor/Warehouse Assignments (MENU POFILE), to a vendor/item and/or a vendor/item/warehouse through Vendor/Item Information Maintenance (MENU POFILE). Enter or Change Requisitions will locate the buyer at the most unique level in which it exists and place that buyer code in this field. If **Keep Buyer Analysis Information** is set to Y in Purchasing Options Maintenance (MENU XAFILE), this field will become a required entry on this screen in order to track buyer budgets and buyer actual purchase amounts. Once a purchase order has been printed, the buyer cannot be changed for that PO, because the Buyer Actual File (BYACT) has been updated. *Default Value:* The buyer defined for this vendor through Vendors Maintenance (MENU POFILE) or Vendor/Warehouse Assignments Maintenance (MENU POFILE), if one exists *Valid Values:* A valid buyer defined through Buyers Maintenance (MENU POFILE) (A 3) Optional/Required

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Co	The number and name of the company for which this requisition is created. Display
(Order Type)	Displays the type of order as specified on the Enter/Change Requisitions Start Screen (p. 6-4): • **ORDER** displays for order requisitions. • **RETURN** displays for return requisitions. Display
Phone	The vendor's country code and phone number as defined in Vendor Master Maintenance (MENU POFILE). Display
Comments	Indicates if any order comments have been entered for this requisition: • **YES** displays if order comments have been keyed for this requisition on the Order Comments/Line Item Comments Entry Screen (p. 6-34), or if they were created for this vendor through Standard Comments Information Maintenance (MENU POFILE). • **NO** displays if order comments have not been keyed for this requisition and have not been created for this vendor. If item comments have been keyed on the Order Comments/Line Item Comments Entry Screen (p. 6-34), **NO** will still display here. NOTE: Press F5=COMMENTS to key order comments on the Order Comments/Line Item Comments Entry Screen (p. 6-34). Display
Ext	The phone extension to be used to call the vendor regarding this requisition/ purchase order.
Vendor	The vendor number from the Enter/Change Requisitions Start Screen (p. 6-4) displays for reference. Key the name of the vendor from which you are ordering items. This address will print on the Purchase Order. Also, purchase order history is recorded using this address. *Default Value:* The name specified for the vendor number through Vendors Maintenance (MENU POFILE). (A 30) Required
Foreign Currency Vendor	This message displays when International Currency is installed and if the vendor's trading currency is different from the company's local currency. Display

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
(Currency Description)	The currency description displays when International Currency is installed and the vendor's currency is different than the company's local currency. Display
Addr1 - Addr4 (Vendor)	You can use the **Addr4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the vendor's street address, post office box number, or other address information except for the city, state/province, country, zip/postal code, and country code which are specified in fields below. *Default Value:* The address field data specified for the vendor number through Vendors Maintenance (MENU POFILE) (4 @ A 30) Optional
City (Vendor)	Key the vendor's city. *Default Value:* The vendor's city specified for the vendor number through Vendors Maintenance (MENU POFILE) (A 20) Optional
St/Prov (Vendor)	Key the vendor's state or province. *Default Value:* The vendor's state or province specified for the vendor number through Vendors Maintenance (MENU POFILE) *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE) (A 30) Optional
Zip/Pstl (Vendor)	Key the vendor's zip or postal code. *Default Value:* The vendor's zip or postal code specified for the vendor number through Vendors Maintenance (MENU POFILE) (A 10) Optional
Cntry (Vendor)	Key the vendor's country. *Default Value:* The vendor's country code specified for the vendor number through Vendors Maintenance (MENU POFILE) *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2) (A 3) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Shipping Location Screen: Ship To (Name and Address)	On the Shipping Location Screen, use these fields to specify a name and address for this shipping location. If your company is located in a European Community member country and is required to submit a monthly Intrastat Report (MENU IAREPT), the country code in the ship-to address on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) will be used to determine whether receipts for the PO are included in the report. For more information, refer to the explanation of the Intrastat Report option (MENU IAREPT) in the Inventory Accounting User Guide. *Default Value:* The ship-to address specified for the DFT000 shipping location, if that location has already been defined. (N 3,0 / 5 @ A 30 / A 20 / A 20 / A 10 / A 3) Required
Ship To (Number)	If you accessed this screen after entering a line item on the Requisition/ Purchase Order Item Detail Entry Screen (p. 6-38), this field is display-only; otherwise, this field is required. Key the ship-to number for the location to which the items will be shipped. If a shipping location has not been defined for the receiving address, leave this field blank and change the address, city, state/province, zip/postal code and country fields instead. *Default Value:* 000 if you left the **Ship-To No** field blank on the Enter/Change Requisitions Start Screen (p. 6-4). This number represents the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13); or the **Ship-To No** for the receiving warehouse if you entered a value in the **Receiving WH** field instead of the **Ship-To No** on the Enter/Change Requisitions Start Screen (p. 6-4). (N 3,0) Required/Display
(Name (Ship To))	Key the name of the business or warehouse to which the items are being shipped. *Default Value:* The ship-to name specified for the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13). (A 30) Required
Addr1 - Addr4 (Ship To)	You can use the **Addr4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the street address for the location to which the items will be shipped. *Default Value:* The ship-to name address fields specified for the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13). (4 @ A 30) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
City (Ship To)	Key the city to which the items will be shipped. *Default Value:* The ship-to city field specified for the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13). (A 20) Optional
St/Prov (Ship To)	Key the state or province to which the items will be shipped. *Default Value:* The ship-to state/province specified for the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13). *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional
Zip/Pstl (Ship To)	Key the zip or postal code for the location to which the items will be shipped. *Default Value:* The ship-to zip code/postal code specified for the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13). (A 10) Optional
Cntry (Ship To)	Key the country code for the country to which the items will be shipped. If your company is located in a European Community member country and is required to submit a monthly Intrastat Report (MENU IAREPT), the country code you enter in this field will be used to determine whether receipts for this PO are included in the report. For more information, refer to the explanation of the Intrastat Report option (MENU IAREPT) in the Inventory Accounting User Guide. *Default Value:* The ship-to country code specified for the DFT000 shipping location defined on the Shipping Location Screen (p. 6-13). *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Order Date	This is the date that the requisition is created. *Default Value:* The current system date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Our PO No	This field is display if the Purchasing Options Maintenance (MENU XAFILE) to **Use Requisition No. for Purchase Order No**. is Y; otherwise, this field is optional. The purchase order number assigned to this requisition. When the requisition number and purchase order number are not the same based on the **Use Requisition No. for Purchase Order No.** field set to N through Purchasing Options Maintenance (MENU XAFILE), the purchase order number is generated when the purchase order is printed through Purchase Orders (MENU POMAIN) or through or the F6=PRT/FAX PO function key at the completion of requisition entry. (A 6) Display/Optional
Contract	When using numbered contracts, use this field to specify the contract from which you want to retrieve the cost for items on this requisition. Key the number of the contract. If the requisition is for items on more than one contract, leave this field blank and enter the appropriate contract number for each item when entering the individual items on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38). *Valid Values:* A contract number defined through Vendor Contracts Maintenance (MENU POFIL2). (A 10) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Due Date	For purchase orders, use this field to specify the date by which items should be received from the vendor. For returns, use this field to specify the date on which items will be shipped from the warehouse to be returned to the vendor. This **Due Date** defaults into the **Due** field for individual items on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38), unless the due date is being calculated. When the **Calculate PO Due Dates Based on Lead Times** field is set to Y for the company through Purchasing Options (MENU XAFILE), the due date for an item will be calculated as: **System Date + Lead Time**. When the requisition is ended, the value in this **Due Date** field will be updated with the earliest item due date from all the items in the requisition. Key the due date. You will receive a warning message if the **Due Date** is earlier than the **Vnd Ship Date**. NOTE: When the **Due Date** field is changed, and the Requisition/ Purchase Order includes special order lines for sales orders with a Requested Ship Date that is earlier than the new Requisition/PO Due Date, a warning message will display. *Default Value:* The current system date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Ship Via	The standard shipping instructions for the purchase order. *Default Value:* The shipping instructions defined for this vendor through Vendor Master Maintenance (MENU POFILE) (A 20) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Vnd Shp Date	This field does not display on the Shipping Location Screen, or for Return Purchase Orders (type R). For orders, use this field to specify the date by which items will be shipped from the vendor. You will receive an error message if the **Vnd Ship Date** is earlier than the **Order Date**. You will receive a warning message if the **Vnd Ship Date** is later than the **Due Date**. *Default Value:* The value in the **Due Date** field on this screen. *Valid Values:* Cannot be earlier than the Order Date; key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Misc Notes	Use this field to enter additional information about the requisition. The text that you enter in this field will print on the Purchase Order. Key the text you want printed. (A 20) Optional
Warehouse	On the Shipping Location Screen, use this field to specify the warehouse that is assigned to this shipping location to receive the items shipped into this location. On the Requisition/Purchase Order Maintenance Header Screen, use this field to specify the warehouse into which the items on this requisition/ purchase order will be received. This field is required when **Use Multiple Warehouses** is set to Y in Purchasing Options (MENU XAFILE). It is a display-only field under the following circumstances: • If **Use Multiple Warehouses** is set to N. • If **Use Multiple Warehouses** is set to Y and line items have been entered on this requisition. Key the warehouse number. *Default Value:* Shipping Location Screen: The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, the warehouse specified for the DFT000 shipping location if that location has already been defined. Requisition/Purchase Order Maintenance Header Screen: The default warehouse for this ship-to address as defined for requisition number DFTnnn (where nnn is the ship-to number (A 2) Required/Display

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Transport Mode	The **Transport Mode** field displays only if the country code in the vendor's address is defined as a European Community (EC) member through Country Names Maintenance (MENU POFILE). Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The mode of transport for each shipment or receipt is required on the report. Key the transport mode code for this requisition. *Default Value:* The transport mode code for this vendor in the Vendor Master File. *Valid Values:* A transport mode code defined through Transport Mode Maintenance (MENU OEFIL3/MENU POFIL2). (A 2) Required
FOB Cd	The FOB code contains shipping information for the order, including who is responsible (you or the vendor) for shipping charges and for freight damages. NOTE: If your company is located in a European Community member country and is required to submit a monthly Intrastat Report, the FOB code on the requisition is used to determine the Intrastat delivery terms, which are required for the report. If you are required to submit the Intrastat Report, you should not leave this field blank. If you are using vendor volume discounts, you can assign a different FOB code to each discount for a vendor through Vendor Volume Discounts Maintenance (MENU POFIL2). However, the FOB code on the vendor volume discount is for informational purposes, only. If a vendor volume discount that has an FOB code assigned applies to this order, the FOB code you enter here will print on the Purchase Order, not the FOB code from the discount. Key the FOB code you want printed on the Purchase Order. *Default Value:* The FOB code assigned to this vendor through Vendor Master Maintenance (MENU POFILE). *Valid Values:* An FOB code defined through FOB Codes Maintenance (MENU POFIL2/MENU OEFIL3). (A 5) Optional
Quote No	If the vendor provides a quotation number for this requisition, you may key it in this field. This quotation number will print on the Purchase Order. (A 15) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Sales Tax %	On the Shipping Location Screen, use this field to specify the sales tax percentage to be applied to all taxable items that are shipped to this warehouse location. This value is used as the default value for the **Sales Tax %** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). On the Requisition/Purchase Order Maintenance Header Screen, this is the sales tax percentage that is applied to all taxable items on this requisition. The total sales tax for the requisition will display on the End Requisition Screen (p. 6-92). Key the sales tax percentage. *Default Value:* Shipping Location Screen: 0 Requisition/Purchase Order Maintenance Header Screen: Sales tax percentage defined for the DFT000 shipping location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (N 5, 3) Optional
Terms	The vendor's payment terms for this requisition, which are printed on the Purchase Order. *Default Value:* The payment terms defined for this vendor through Vendor Master Maintenance (MENU POFILE) (A 20) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Confirming	On the Shipping Location Screen, use this field to indicate if purchase orders for this ship-to location will be used to confirm prior verbal purchase orders. This value is used as the default value for the **Confirming** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Key Y if purchase orders for this location are typically confirming purchase orders. A message is printed on the Purchase Order to indicate that it is a confirmation. Key N if purchase orders for this location are not typically confirming purchase orders. On the Requisition/Purchase Order Maintenance Header Screen, use to indicate if the purchase order for this requisition will be a confirming purchase order. A confirming purchase order is used to confirm a prior verbal purchase order. Key Y if this is a confirming purchase order. A message will print on the Purchase Order for this requisition indicating confirmation of a prior purchase order. Key N if this is not a confirming purchase order. *Default Value:* Shipping Location Screen: The **Confirming** value for the DFT000 shipping location if that location has already been defined, otherwise this value is N. Requisition/Purchase Order Maintenance Header Screen: Confirming value specified for the DFT000 shipping location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (A 1) Required

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Drop Ship	On the Shipping Location Screen, use this field to indicate if the items for this ship-to location will be shipped directly from the vendor to your customer. This value is used as the default value for the **Drop Ship** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Key Y if items for this location will typically be shipped directly from the vendor to the customer. Key N if items for this location will not typically be shipped directly from the vendor to the customer. On the Requisition/Purchase Order Maintenance Header Screen, use this field to indicate if the items on this purchase order will be drop-shipped by the vendor. Drop-shipped items are shipped directly from your vendor to your customer. The value keyed in this field is used as the default for the Drop Ship field for each item on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). *Default Value:* Shipping Location Screen: The **Drop Ship** value for the DFT000 shipping location if that location has already been defined. Requisition/Purchase Order Maintenance Header Screen: Drop Ship value specified for the DFT000 shipping location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (A 1) Required

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Update Cst	On the Shipping Location Screen, use this field to indicate if the average costs for this ship-to location's items should be updated when receipts are posted for purchase orders. The value keyed in this field is used as the default for the **Update Cst** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Refer to that field for information on how the average cost may be affected. Key Y if you typically want to update the average cost of items when receipts are posted. Key N if you typically do not want to update the average cost of items when receipts are posted. On the Requisition/Purchase Order Maintenance Header Screen, this field indicates if the average cost for the item is updated when receipts are posted for this purchase order. The value keyed in this field is used as the default for the **UpdCst** field for each item on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). The value in this field affects the following: • If Y is keyed here or on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), using the receipt cost (including zero cost) of the item which may include landing costs, the average cost is recalculated. • If N is keyed here or on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), regardless the purchase cost of the item, the average cost is not recalculated. Keying N also records a zero for the item receipt cost that displays in the Item Inquiry on the Transaction History Screen (MENU IAMAIN). If a zero cost item has a Landing Code so the normal receipt cost will include landing costs, the receipt cost that displays in the Item Inquiry on the Transaction History Screen (MENU IAMAIN) is the value of the landing factor costs. Key Y to have the average cost of the item updated when the receipts are posted for this PO. Key N if you do not want to have the average cost of the item updated when the receipts are posted for this PO. *Default Value:* Shipping Location Screen: The **Update Cst** value for the DFT000 shipping location if that location has already been defined. Requisition/Purchase Order Maintenance Header Screen:The **Update Cst** value specified for the DFT000 shipping location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (A 1) Required
Assignee	The number of the assignee for this purchase order. This field is for informational purposes only. (A 6) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Cmplt Shp	On the Shipping Location Screen, use this field to specify if purchase orders for this ship-to location must be shipped complete. This value is used as the default value for the **Cmplt Shp** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Key Y if purchase orders for this ship-to location typically must be shipped complete. A message is printed on the Purchase Order to indicate that orders must be shipped complete. Key N if you do not want the message to print on the Purchase Order and partial receipts are acceptable for purchase orders at this shipping location. On the Requisition/Purchase Order Maintenance Header Screen, use this field to specify if this purchase orders must be shipped complete. Key Y if this purchase order must be shipped complete. A message is printed on the Purchase Order to indicate that this order must be shipped complete. Key N if you do not want the message to print on the Purchase Order and partial receipts are acceptable for this purchase order. *Default Value:* Shipping Location Screen: The **Cmplt Shp** value for the DFT000 shipping location, otherwise this value is N. Requisition/Purchase Order Maintenance Header Screen: The **Cmplt Shp** value for the DFT000 shipping location if that location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (A 1) Required

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Upd V/I Cst	On the Shipping Location Screen, use this field to indicate if the vendor/item costs for this ship-to location's items should be updated when receipts are posted for purchase orders. Vendor/item costs are defined through Vendor/ Item Maintenance (MENU POFILE). The value keyed in this field is used as the default for the **Upd V/I Cst** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Key Y if you typically want to update the vendor/item cost of items when receipts are posted. Key N if you typically do not want to update the vendor/item cost of items when receipts are posted. On the Requisition/Purchase Order Maintenance Header Screen, use this field to indicate if the cost of an item for this vendor [as maintained through Vendor/Item Information Maintenance (MENU POFILE)] is updated when receipts are posted for this purchase order. Special Order items are excluded from this process; receipt costs for special order items will not update the vendor/item cost, regardless the Y/N setting of this field. *Default Value:* Shipping Location Screen: The **Upd V/I Cst** value for the DFT000 shipping location if that location has already been defined. Requisition/Purchase Order Maintenance Header Screen: **Upd V/I Cst** value specified for the DFT000 shipping location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (A 1) Required
Disc Pct	Use this field to specify a discount percentage to be applied to all items on the requisition. You can override this value for individual items on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). Key the discount percent to be applied to items on the requisition. If you are applying different discount values, leave this field blank or key the discount to be applied to most items and override it as necessary on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). *Default Value:* The discount percent assigned to this vendor through Vendor Master Maintenance (MENU POFILE). (N 5,3) Optional

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Update Inv	On the Shipping Location Screen, use this field to indicate if the items for this ship-to location update your inventory on-hand balances. The value keyed in this field is used as the default for the **Update Inv** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Key Y if you typically want items to update your on-hand inventory balances. Key N if you typically do not want items to update your on-hand inventory balances. On the Requisition/Purchase Order Maintenance Header Screen, use this field to indicate if the items on this purchase order will update your inventory balance when received. The value keyed in this field is used as the default for the **Update Inv** field for each item on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). NOTE: A return requisition will allocate inventory if you key Y in this field. Inventory allocated to return PO's is not available to order entry sales orders. Key Y to update inventory balances for this item on this requisition/purchase order when it is received. A return requisition will allocate inventory if you key Y in this field, making the in-stock inventory unavailable to order entry sales orders. When the **Interfaces: I/A to G/L** is set to Y in Company Name Maintenance (MENU XAFILE), keying Y also determines that the value of the inventory does change, so G/L transactions are created and G/L Source drill down is available in the transaction history of the Item Inquiry. Key N if you do not want to update inventory balances for this requisition/ purchase order item. You must key N in this field if either the **Drp Shp** or **Non-St** field is Y; inventory balances will not be updated for drop shipments or non-stock items. When the **Interfaces: I/A to G/L** is set to Y in Company Name Maintenance (MENU XAFILE), keying N also determines that the value of the inventory does not change, so G/L transactions are not created and G/L Source drill down is not available in the transaction history of the Item Inquiry. *Default Value:* Shipping Location ScreenThe **Update Inv** value for the DFT000 shipping location if that location has already been defined. Requisition/Purchase Order Maintenance Header Screen: **Update Inv** value specified for the DFT000 shipping location if you did not enter a ship-to number on the Enter/Change Requisitions Start Screen (p. 6-4). (A 1) Required
F5=Comments	Press F5=COMMENTS to enter or review comments for this requisition. The Order Comments/Line Item Comments Entry Screen (p. 6-34) will display.

Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F6=Sp Ord</td><td>Press the F6=SP ORD function key to review special order items for this requisition/purchase order's company and warehouse (and optionally ship-to address for drop-ships) that are not currently on an existing requisition/ purchase order. Changes to the special orders can be made and the special order items can be selected for inclusion on this requisition/purchase order. The Work With Special Orders Screen (p. 10-13) appears. Refer to Work With Special Orders (MENU POMAIN) for an explanation of this screen.
This key will not display under any of the following conditions:
• You are modifying a default ship-to address.
• You are entering a return.
• You are restricted from manually adding special order items to an approved requisition or purchase order, as defined through Special Order Options Maintenance (MENU XAFILE).
• Special Order Options (MENU XAFILE) have not been defined for this company and you are maintaining a purchase order.
• You are restricted from adding special order items to a warehouse transfer approved requisition or purchase order, as defined through Purchasing Options Maintenance (MENU XAFILE).</td></tr>
<tr><td>F10=End</td><td>The F10=END function key is used to end the creation or modification of this requisition. When accessing this screen through Enter or Change Requisitions (MENU POMAIN), the End Requisition Screen (p. 6-92) will display. When accessing this screen through Req/PO Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN), the End Purchase Order Changes Screen (p. 6-92) will display.
NOTE: If a purchase order for this requisition/purchase order was previously sent through EDI and this screen was accessed through Req/PO Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN), a message will display warning you that the PO should be sent through EDI again if modifications were made to it.</td></tr>
<tr><td>F15=IC Info</td><td>The F15=IC INFO function key only displays when International Currency is installed and only if a foreign currency vendor is selected.
Press F15=IC INFO to access data pertaining to the vendor's currency, where you may enter or change the vendor's exchange code, if any, override the vendor's default exchange rate, enter a lock date for the exchange rate, or specify a currency contract to be used for the transaction. The I/C Currency Information Window will display. This shared screen is described in the International Currency User Guide.</td></tr>
</table>

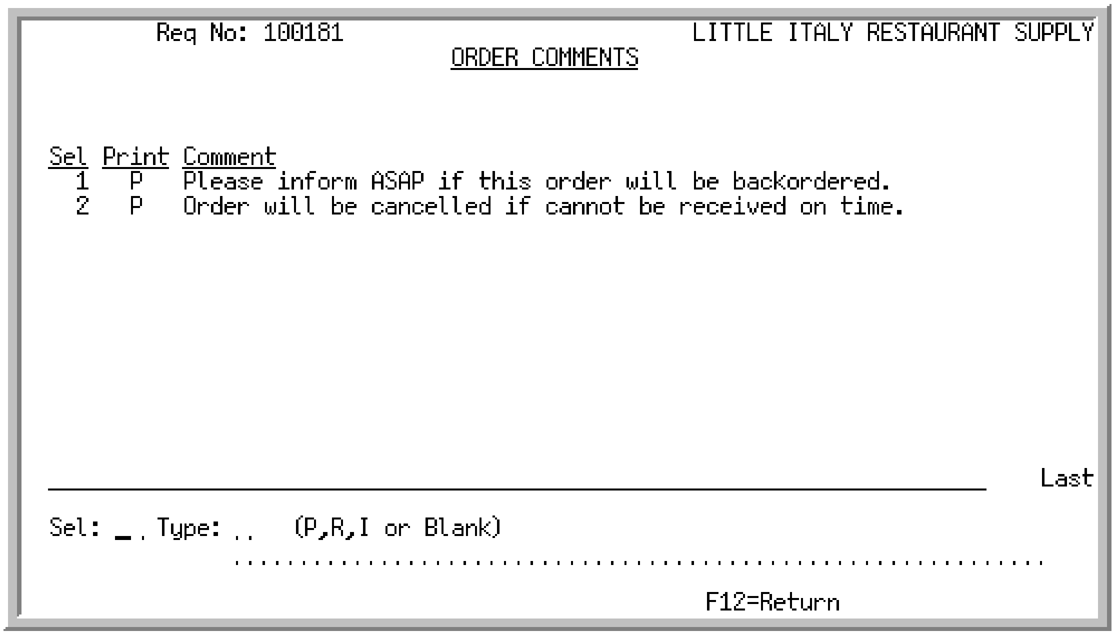
Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
F16=Contract Lst	Press F16=CONTRACT LST to display the Vendor/Item Contract List Screen (p. 55-8), from which you can view information for any of this vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen.
F20=Prm	Press F20=PRM to change the **Prm** (Promised) field on every open item currently included in this Req/PO to Y (Yes). The **Prm** field is located on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38). If you press F20=PRM and there are no open items on this Req/PO, you will receive a message stating that the Req/PO has no items to update. Otherwise, you will be prompted to press F20=PRM again to confirm your action and change the **Prm** field to Y (Yes) on every open item currently included in this Req/PO.
F24=Delete / F24=Close / F24=Delete	When working with requisitions, this function key displays as F24=DELETE; otherwise, when working with purchase orders this function key displays as F24=CLOSE. Press the F24=DELETE key twice to delete the selected Requisition from the Open Requisition Files (RQHED, RQDET, etc.). Press the F24=CLOSE key to close the selected Purchase Order from the Open Purchase Order Header Files (POHED, PODET, etc.). If the purchase order is currently in a receipt group on receiver, you will not be able to close it. You can close a warehouse transfer Purchase Order that has been invoiced and for which receipts have been posted, however, you will be warned if there is a balance in the Warehouse Transfer In-Transit general ledger account (meaning that invoice transactions and receipt transactions do not clear). You can use the GL Reconciliation Report - Warehouse Transfer option (MENU GLREPT) to print a report of unbalanced transactions in that account. If the **Mark Item for Cycle Count when Closing PO** field is set to Y through Purchasing Options Maintenance (MENU POFILE) for the receiving warehouse and/or the shipping warehouse and the quantity received for the item was less than the quantity shipped, the item will be marked for an immediate count and included in the number of immediate counts the next time count sheets are printed through Print Count Sheets (MENU WMPHYS). On the Shipping Location Screen, press F24=DELETE twice to delete the shipping location and return to the Enter/Change Requisitions Start Screen (p. 6-4)

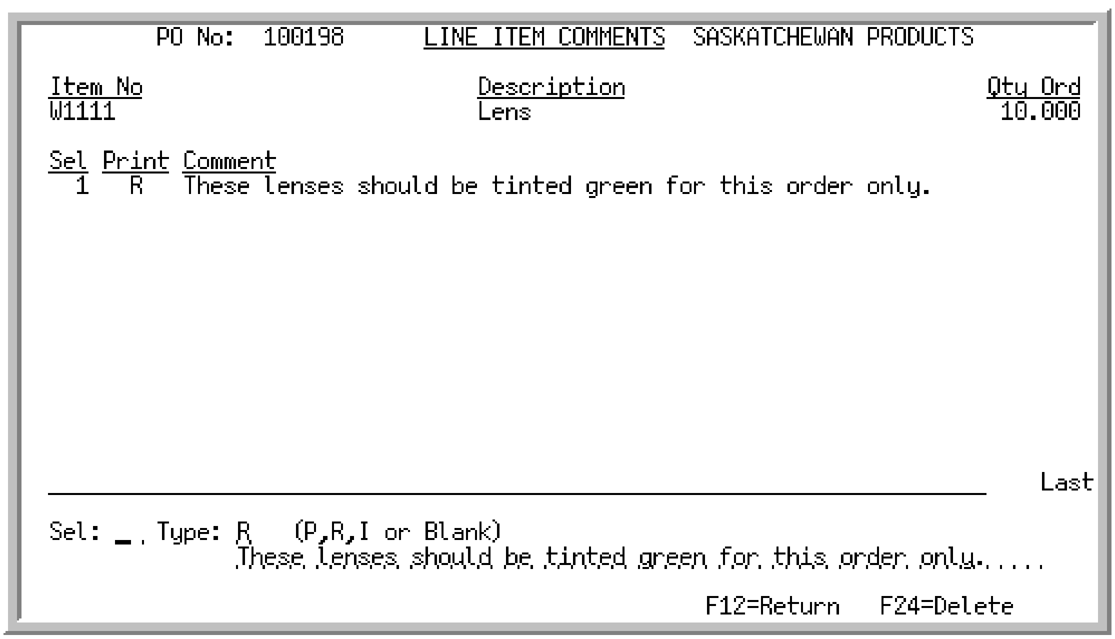
Requisition/Purchase Order Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your requisition header selections. Based on certain conditions, one of the following screens will display: • the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), if you have not yet keyed any items for this requisition. • the Requisition/Purchase Order Item Summary Screen (p. 6-61), if items have been keyed for this requisition. • the Enter/Change Requisitions Start Screen (p. 6-4), if you made additions or modifications on the Shipping Location Screen (p. 6-13). • the Customer/Ship-To Selection Screen, if Customer Consignment is installed and you are entering a requisition for a consignment warehouse. (Refer to this screen in the Moving Goods to a Consignment Warehouse chapter in the Customer Consignment User Guide.) On the Shipping Location Screen, press ENTER to save your changes and return to the Enter/Change Requisitions Start Screen (p. 6-4)

Order Comments/Line Item Comments Entry Screen



Order Comments/Line Item Comments Change Screen



The Order Comments Entry Screen displays after pressing F5=COMMENTS from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Use this screen to enter and review comments for a requisition/purchase order. These comments may print on the Purchase Order, Receiving List, or both for this order, and also may be used for internal purposes only. Order comments are general for the entire requisition/purchase order.

The Line Item Comments Entry Screen displays after pressing F5=COMNT from the Requisition/ Purchase Order Item Detail Review Screen (p. 6-38). Use this screen to enter and review comments for an item on a requisition/purchase order. Line Item Comments are specific to the selected item. These comments may print on the Purchase Order, Receiving List, or both for this order.

If you are reviewing comments for a special order requisition/purchase order, comments entered in Order Entry and those comments that, based on special order company options, have been selected to be extracted from the order, can display on this screen based on special order company options defined in Special Order Options Maintenance (MENU XAFILE). Up to 999 comments can be entered for each line item.

If you previously defined comments through Standard Comments Maintenance (MENU POFILE), one type of comment will already be displayed on this screen. For details about defining different types of comments, refer to Standard Comments (MENU POFILE). The system checks for which type of comment to display in the following sequence and displays the first type it locates:

- Vendor
- Vendor/item comment
- Item comment

NOTE: Order comments may be saved to purchase order history if the Purchasing Options Maintenance (MENU XAFILE) to **Keep Order Comments in History** is Y.

NOTE: If **Keep Detail Comments in History** is Y in Purchasing Options Maintenance (MENU XAFILE), comments may be saved to purchase order history.

Order Comments/Line Item Comments Entry/Change Screen Fields and Function Keys

Field/Function Key	Description
Headings	The requisition number/purchase order number and vendor name display on the first line. Line Item Comments also display the item number, item description and the quantity ordered for this item in this requisition/purchase order. Display
Sel	The reference number that will be used in the **Sel** input field to select a comment line for change or deletion. Display
Print	The print codes assigned to each comment line. Display
Comment	The order and line item comments. Display

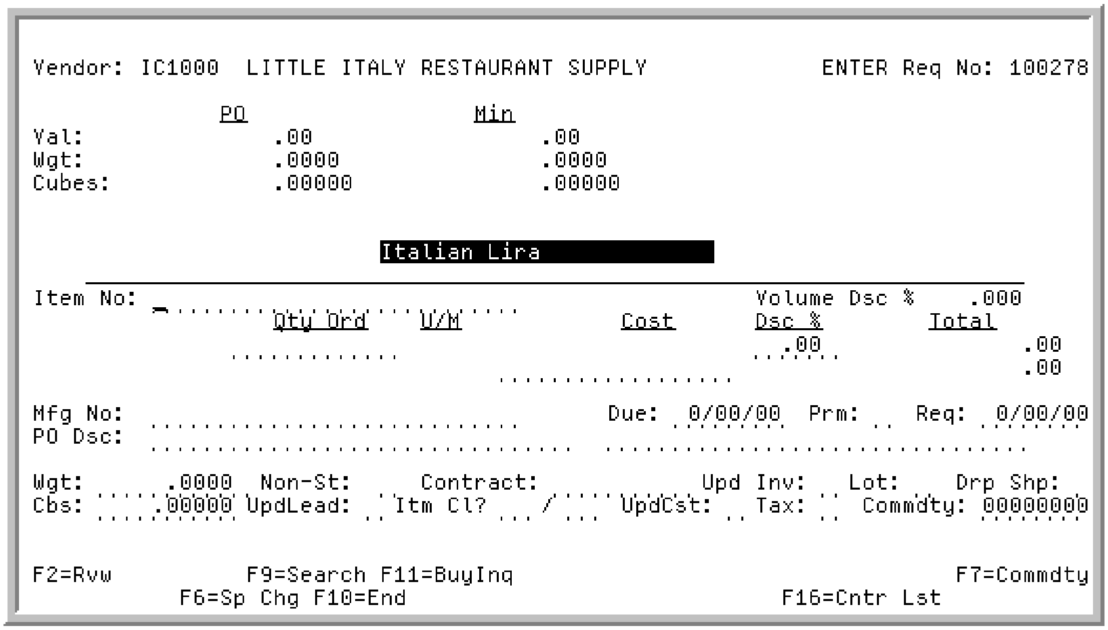
Order Comments/Line Item Comments Entry/Change Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select a comment for change or deletion. Key the reference number for the line that will be maintained. *Valid Values:* 1 - 15 (N 2,0) Optional
Type	This print code indicates where, or if, the comment on the corresponding comment line will print. Key P if you want the comment to print on the Purchase Order only. Key R if you want the comment to print on the Receiving List only. Key I if you do not want the comment to print on either the Purchase Order or Receiving List, but want it to be used for internal purposes only. It will display on this screen, and will be saved to purchase order history, if desired. Leave this field blank if you want the comment to print on the Purchase Order, the Receiving List, and the Return Requisition Pick/Pack List. *Valid Values:* P, R, I, or blank (A 1) Optional
(Comment)	The text of the order comment. Each line of the comment is used as identified in the **Type** column. *Default Value:* If comments have been created for this vendor through Standard Comments Information Maintenance (MENU POFILE), they will display in these fields with the associated print codes. Also, any comment copied for a special order [see Special Order Comments Screen in Work with Special Orders (MENU POMAIN)] will display. (15 @ A 62) Optional
F2=Receipts Cmnts	The F2=RECEIPTS CMNTS function key displays only if you are entering a requisition for a PO return that has an order type of R entered on the Enter/ Change Requisitions Start Screen (p. 6-4). Press F2=RECEIPTS CMNTS to display the I/A Receipt Comment Maintenance Screen (p. 8-110), where you may add, change, or delete inventory transaction comments. Refer to Enter or Change Receivers or PO Receipts (MENU POMAIN) for more information regarding this screen.
F12=Return	Press F12=RETURN to return to the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) without saving the order comments (if any) keyed on this screen. Press F12=RETURN to return to the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) or the Requisition/Purchase Order Item Summary Screen (p. 6-61) without saving the line item comments (if any) keyed on this screen.

Order Comments/Line Item Comments Entry/Change Screen Fields and Function Keys

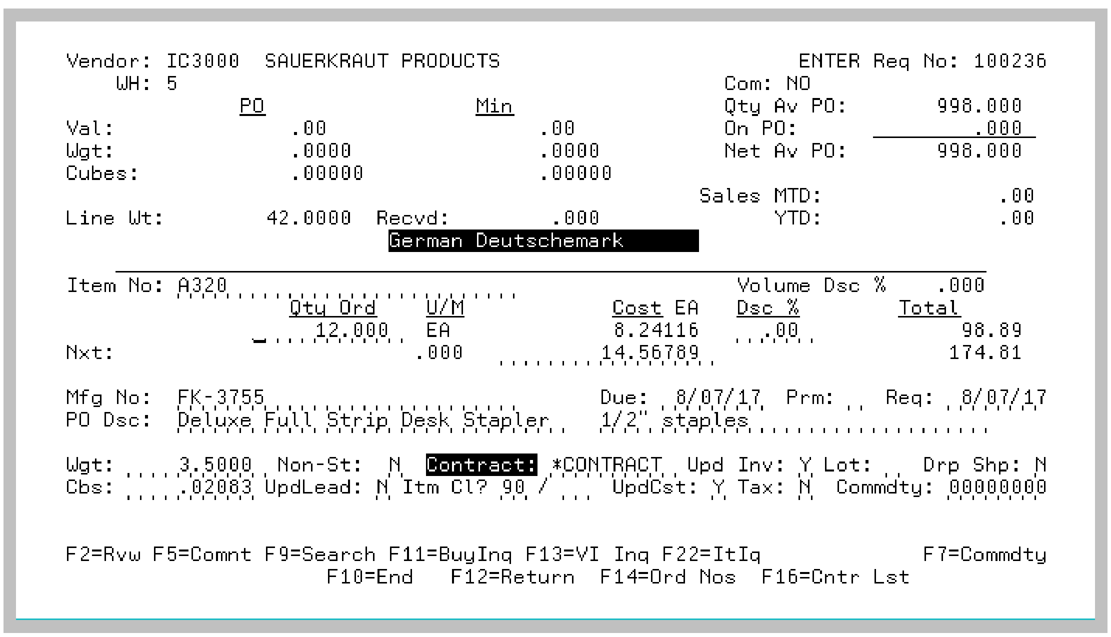
Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays after you select an order/line item comment from the list. Press F24=DELETE twice to delete the order/line item comment you selected from the list.
Enter	Press ENTER to confirm the comments keyed. The Requisition/Purchase Order Maintenance Header Screen (p. 6-13) will display if you are entering order comments. The Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) or Requisition/Purchase Order Item Summary Screen (p. 6-61) will display if you are entering line item comments.

Requisition/Purchase Order Item Detail Entry Screen



```
Vendor: IC1000  LITTLE ITALY RESTAURANT SUPPLY          ENTER Req No: 100278

              PO                  Min
Val:              .00                 .00
Wgt:              .0000               .0000
Cubes:            .00000              .00000

                          Italian Lira

Item No:                                          Volume Dsc %     .000
                   Qty Ord   U/M          Cost     Dsc %       Total
                                                     .00               .00
                                                                       .00

Mfg No:                                  Due:  0/00/00  Prm:    Req:  0/00/00
PO Dsc:

Wgt:       .0000  Non-St:     Contract:            Upd Inv:   Lot:    Drp Shp:
Cbs:      .00000 UpdLead:   Itm Cl?    /         UpdCst:   Tax:   Commdty: 00000000

F2=Rvw        F9=Search F11=BuyInq                                  F7=Commdty
      F6=Sp Chg F10=End                              F16=Cntr Lst
```

Requisition/Purchase Order Item Detail Review Screen



```
Vendor: IC3000  SAUERKRAUT PRODUCTS                      ENTER Req No: 100236
   WH: 5                                           Com: NO
            PO                 Min                 Qty Av PO:        998.000
Val:            .00                 .00            On PO:               .000
Wgt:            .0000               .0000          Net Av PO:        998.000
Cubes:          .00000              .00000
                                                 Sales MTD:              .00
Line Wt:       42.0000  Recvd:         .000            YTD:              .00
                         German Deutschemark

Item No: A320                                       Volume Dsc %     .000
                   Qty Ord   U/M          Cost EA   Dsc %       Total
                    12.000   EA          8.24116     .00          98.89
Nxt:                         .000       14.56789                 174.81

Mfg No:  FK-3755                             Due:  8/07/17  Prm:    Req:  8/07/17
PO Dsc:  Deluxe Full Strip Desk Stapler      1/2" staples

Wgt:     3.5000  Non-St:  N  Contract: *CONTRACT  Upd Inv: Y Lot:    Drp Shp: N
Cbs:     .02083 UpdLead: N Itm Cl? 90 /     UpdCst: Y Tax: N  Commdty: 00000000

F2=Rvw F5=Comnt F9=Search F11=BuyInq F13=VI Inq F22=ItIq          F7=Commdty
                 F10=End   F12=Return  F14=Ord Nos  F16=Cntr Lst
```

The Requisition/Purchase Order Item Detail Entry Screen displays after pressing ENTER on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). Use this screen to key the individual items to be added to a requisition/purchase order.

NOTE: The entry of Global Trade Item Numbers (GTINs) is also allowed on this screen when placing an order with a vendor. The GTIN will be replaced by the Distribution A+ Item Number.

The Requisition/Purchase Order Item Detail Review Screen displays after pressing ENTER from the following screens:

- Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) when adding items
- Requisition/Purchase Order Item Summary Screen (p. 6-61) after keying an item number and quantity and pressing ENTER, or selecting an item on a requisition/purchase order for change using F13 through F20
- Requisition/PO Entry Item Search/Browse Screen (p. 6-69) after selecting one of the items in the search and pressing ENTER

Use this screen to review/change information for one item on a requisition/purchase order.

NOTE: The default values specified for this screen appear only after you press ENTER, at which point you are viewing the Requisition/Purchase Order Item Detail Review Screen (p. 6-38).

Approval Code Authorization

If you are changing a requisition or purchase order and the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE) and an **Approval Code** and **Approval Amount** have been previously specified for this requisition/purchase order on the End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92), pressing ENTER will perform an authorization check. This authorization check compares the new total requisition/purchase order value to the value in the **Approval Amount** field to ensure the approval amount has not been exceeded. When International Currency is installed, for trading currency requisitions/purchase orders, the local equivalent of the requisition/purchase order’s total trading value will be used in the comparison since the approval amount is always expressed in the company’s local currency.

For the changes made to the requisition/purchase order to be approved, the following limits apply:

- If you are not the user ID associated with the approval code through Approval Codes Maintenance (MENU POFIL2), the total requisition/purchase order value after the changes must be less than or equal to the previously defined approval amount. If the changes are greater, a different approval code with a greater maximum approval amount must be keyed on the End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92).
- If you are the user ID associated with the approval code, the total requisition/purchase order value after the changes must be less than or equal to the **Maximum Approval Amount** defined for the approval code through Approval Codes Maintenance (MENU POFIL2). Otherwise, a different approval code with a greater maximum approval amount must be keyed on the End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92).

Once the authorization check is complete press ENTER to confirm your selections on Requisition/Purchase Order Item Detail Review Screen.

If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed.

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor from whom the items keyed on this screen will be ordered. Display
(FUNCTION)	This field displays the function you selected to perform on the previously keyed item for this requisition. One of the following displays: • **ENTER**: This appears after you enter a new item for this requisition from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). • **CHANGE**: This appears if you selected an existing item on this requisition for change on the Requisition/Purchase Order Item Summary Screen (p. 6-61). • **ENTER/SEARCH**: This appears if you selected an item for this requisition from the Requisition/PO Entry Item Search/Browse Screen (p. 6-69). Display
Req No / PO No	This field displays as **Req No** when entering or changing requisitions and **PO No** when maintaining purchase orders. The requisition number/purchase order number being created or changed. Display
WH	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. The warehouse number of the warehouse that will receive the item. Display

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Com	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. This field identifies if a line item comment has been entered for this item: • **YES** indicates a line item comment has been keyed for this requisition/ purchase order on the Order Comments/Line Item Comments Entry Screen (p. 6-34), or line item comments have been created for this vendor and item, or item only, through Standard Comments Information Maintenance (MENU POFILE) or copied from a special order. • **NO** indicates no line item comment has been for this item, or no comments have been created for this vendor and item through Standard Comments Information Maintenance (MENU POFILE). If order comments have been keyed on the Order Comments/Line Item Comments Entry Screen (p. 6-34), **NO** will still display here. Display
Val: PO and Min	The requisition's current status based on value, which may be modified by the addition/deletion of items from the requisition. The total value of the current requisition is displayed in the **PO** column. The vendor's minimum dollar requirement for any order is displayed in the **Min** column. Display
Wgt: PO and Min	The requisition's current status based on item weight, which may be modified by the addition/deletion of items from the requisition. The total item weight of all items on the current requisition is displayed in the **PO** column. The vendor's minimum total item weight requirement for any order is displayed in the **Min** column. Display
Cubes: PO and Min	The requisition's current status based on item size measured in cubes, which may be modified by the addition/deletion of items from the requisition. The total cubic measurements of all the items on the current requisition is displayed in the **PO** column. The vendor's minimum total item weight requirement for any order is displayed in the **Min** column Display
Line Wt	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. The total weight of the item that is currently being added or changed (on the bottom half of this screen) is displayed. Display

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Recvd	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. When changing a partially received purchase order [through Req/PO Inquiry (MENU POMAIN) or Vendor Order/Shipment Inquiry (MENU POMAIN)], the received field displays the quantity of this item that has already been received. Display
(Currency)	When International Currency is installed, this field displays the description for the vendor's trading currency. Display
Qty Av PO	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. The quantity of the item that is available for customer orders. The quantity available PO calculation is: **Calculation:** Quantity Available PO = Qty On-hand - Allocated + In Process NOTE: When Warehouse Management is installed, the in-process quantity used will include the Receiving Dock (4's location) items that are being shelved through the put-away process. The Quantity On-hand (listed in the above calculation) will take into consideration the **Qty Avail ATS/PO** flag (in Location Master Maintenance (MENU WMFILE)) that is specified on each location defined as unavailable when determining if the quantities in the location should be counted as on hand or not. Display
On PO	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. The quantity of this item that is currently on an open purchase order. An open purchase order is one that has not been completely received and posted. NOTE: Receipts are entered through Receiver Entry/Maintenance (MENU POMAIN), Enter or Change PO Receipts (MENU POMAIN), or, if Warehouse Management is installed, through Warehouse Management (MENU WMMAIN). Receipts are posted through Enter or Change PO Receipts (MENU POMAIN), PO Receipts Register (MENU POMAIN), or, if Warehouse Management is installed, through Warehouse Management (MENU WMMAIN). Display

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Net Av PO	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. The net quantity of this item calculated as the sum of the available quantity (Net Av PO), the quantity on purchase order (Qty Av PO), and the quantity in the Receiving Doc Location (4's location). Net available PO quantity is calculated as: **Net Av PO = Available Qty + PO Quantity + Receiving Doc Location** Display
Sales MTD/YTD	This field only displays on the Requisition/Purchase Order Item Detail Review Screen. The total dollar month-to-date and year-to-date item sales. Display
Item No	This field is display only on the Requisition/Purchase Order Item Detail Review Screen. Use this field to key the item you are ordering. If you are ordering items that you do not sell (e.g., office supplies), key a code or description that identifies the item. NOTE: If the item number entered is a Global Trade Item Number (GTIN), the GTIN keyed will be replaced with the actual Distribution A+ item number. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE) or the identifying code used for items which are not resold and therefore have no item number. (A 27) Required/Display
Vol Dsc %	This field displays the vendor volume discount percentage applied to this purchase order. Volume discounts are applied to a new requisition once the F10=END function key has been pressed. If you come back to the Requisition/ Purchase Order Item Detail Review Screen, the discount percent that has been applied will be displayed. Volume discounts are maintained through Vendor Volume Discounts Maintenance (p. 56-1). The vendor volume discount type is specified vendor through Vendors Maintenance (MENU POFILE). The volume discount choices are: • 1 - use the highest qualifying percentage discount. • 2 - use the sum of the qualifying discounts. • 3 - chain the qualifying discount values and use the result (the chain discount will apply all qualifying discounts, but each is based on the previously discounted value rather than the original cost. Display

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord	Key the quantity of this item to be ordered from or returned to your vendor. *Valid Values:* Must be a positive value if the requisition is for an order; must be negative if the requisition is for a return. This determination was made on the Enter/Change Requisitions Start Screen (p. 6-4). (N 10,3) Required
U/M	This field is display only on the Requisition/Purchase Order Item Detail Review Screen. Use this field to specify the unit of measure in which the quantity in the **Qty Ord** field will be ordered. Key the buying or alternate unit of measure. NOTE: If the item number entered is a Global Trade Item Number (GTIN) and a unit of measure was not entered on the Item Review Screen, the U/M will be defaulted in from the Global Trade Item Number Cross Reference File (ITGTIN). If a unit of measure was entered on the Item Review Screen, but it does not match the unit of measure in the ITGTIN file, then you will receive a message stating that the GTIN U/M is not equal to the Order U/M. You will have to correct the error before you can proceed. *Default Value:* The buying unit of measure (U/M) for this vendor/ item as defined through Vendor/Item Information Maintenance (MENU POFILE). *Valid Values:* Either the buying or alternate U/M for this vendor/item as defined on the Vendor/Item File Detail Screen (p. 44-17). (A 3) Required/Display

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Cost	Use this field to specify the unit cost of the item. Key the item's unit cost for the costing unit of measure. The costing unit of measure appears next to the **Cost** heading on the Requisition/Purchase Order Item Detail Review Screen. If the difference between the cost you enter and the vendor/item cost exceeds the **Cost Variance Warning Value** or **Cost Variance Warning Percent** set through Purchasing Options Maintenance (MENU XAFILE), you will see a warning message. NOTE: For information on how costs are calculated when a contract is in effect, refer to the Purchase Order Processing chapter. When International Currency is installed, key the item cost in the vendor's trading currency. The company's local equivalent of the item's cost displays above the trading value. The vendor's trading cost field displays only if the trading currency differs from the company's local currency. *Default Value:* • If a current vendor contract exists for the item, the vendor/item cost as defined through Vendor/Contract Maintenance (MENU POFIL2) is displayed on the Requisition/Purchase Order Item Detail Review Screen. • If a current vendor contract does not exist for the item and a vendor/item record does exist, the vendor/item cost as defined through Vendor/Item Information Maintenance (MENU POFILE) is displayed on the Requisition/Purchase Order Item Detail Review Screen. (N 15,5) Required
Dsc %	Use this field to specify a discount percent to be applied to the unit cost value in the **Cost** field. Key the discount percent as a whole number. **Example: :** • For a 10% discount, key 10 • For a 10.5% discount, key 10.5 *Default Value:* 0 if a current vendor contract exists for the item. Otherwise, the discount percent specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) is displayed in this field. (N 4,2) Optional

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Total	The total cost for this item, calculated as: **Calculation:** Quantity Ordered * Cost * (1.00 - Disc %) If the costing and buying U/M are not the same, you will need to consider the U/M conversion defined for this vendor/item through Vendor/Item Information Maintenance (MENU POFILE). For a catch-weight item, the total cost for this item is calculated as: **Calculation:** : Quantity Ordered * Cost * (1.00 - Disc %) * cost conversion factor defined through Vendor/Item Information Maintenance (MENU POFILE) If ordering a catch-weight item and there is no vendor/item record, the total will not reflect the estimated value based on weight. However, when the item is received, the actual receipt weight will be used to update the receipt cost of the item. If you key L (lot charge) in the **Lot** field on this screen, this field is calculated as: **Calculation:** Cost * (1.00 - Disc %) When International Currency is installed, this field displays the total cost of the item in the trading currency below the company's local currency equivalent of the total cost. The vendor's trading currency field displays only if the trading currency differs from the company's local currency. Display
Nxt	The next quantity break fields display only on the Requisition/Purchase Order Item Detail Review Screen. If any quantity break discounts have been defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE), the discounted cost for the closest break quantity is displayed below the **Qty Ord** field, and the associated break quantity is displayed below the **U/M** field. If you wish to take advantage of the quantity break discount, you must key the break quantity in the **Qty Ord** field and clear the corresponding item cost in the **Cost** field. When you press ENTER, the discounted cost will display in the **Cost** field. To view all the quantity break discounts, press the F13=VI INQ function key. Display

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Mfg No	NOTE: This field is optional if the item print code (**Itm Prt**) for this vendor is O (our item number); otherwise, this field is required. The item print code is defined through Vendor Master Maintenance (MENU POFILE). Key the manufacturer's item number for this item if you have not defined this item for this vendor through Vendor/Item Information Maintenance (MENU POFILE). This item number will print on the Purchase Order if you have selected it to do so through Vendor Master Maintenance (MENU POFILE). Leave the field blank to have it filled in from Vendor/Item Information Maintenance (MENU POFILE) when the Requisition/Purchase Order Item Detail Review Screen appears. *Default Value:* The manufacturer's number for the item/vendor, if any, defined through Vendor/Item Information Maintenance (MENU POFILE). (A 27) Optional/Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Due	The date that receipt of this item is requested. You may specify different due dates for different items on the same requisition. If the **Calculate PO Due Dates Based on Lead Times** field is set to Y for the company through Purchasing Options (MENU XAFILE), the due date for an item will be calculated as: **Calculation:** System Date + Lead Time The vendor lead time for the item will be determined using the following hierarchy: • IM&P Balance Record (if item/warehouse is a planned by IM&P) • AIM Balance Record (if item/warehouse is a planned by AIM) • Vendor Item Record • Vendor Master Record This date is used to calculate vendor performance for the Vendor Performance Inquiry (MENU POMAIN) and Vendor Performance Report (MENU POREPT). The original due date for this requisition is maintained in the **Req** field on this screen. NOTE: When the **Due** date field is changed on a special order line for a sales order with a Requested Ship Date that is earlier than the new Requisition/PO Due Date, a warning message will display. *Default Value:* When **Calculate PO Due Dates Based on Lead Times** field is set to N, the **Due Dt** keyed on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) is the default value. When **Calculate PO Due Dates Based on Lead Times** field is set to Y, the default value is calculated. The **Due Dt** on the header is ignored. *Valid Values:* A date keyed in the **Default Date Format** defined for your user ID through Register User IDs (MENU XACFIG), or if that format is not defined, the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Prm	Use this field to indicate that the vendor promised delivery of this item on or before the date keyed in the **Due** date field. Key Y if the vendor promised delivery by the indicated **Due** date. The **Due** date for promised items will display in reverse image on the: • Requisition/Purchase Order Item Summary Screen (p. 6-61) • Requisition/Purchase Order Item Detail Review Screen (p. 6-38) • Open Purchase Order Item Detail Screen (p. 17-12) Leave this field blank if you do not wish to mark delivery of this item as being promised. NOTE: On the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), you have the option to press F20=PRM to automatically have this field changed to Y (Yes) on every open item currently included in this Req/PO. This eliminates having to key Y in this field on each item, if necessary. *Valid Values:* Y or blank (A 1) Optional
Req	This field maintains the original requested due date for this requisition item. This is helpful if you change the due date, since you will know the date on which the request was first made. *Default Value:* The requested due date used when this requisition was first created *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Optional
PO Dsc	This is the description of this item as it will print on the Purchase Order. Change or accept the default. *Default Value:* The item description for this item/vendor as defined through Vendor/Item Information Maintenance (MENU POFILE) or for the item number, as defined through Item Master Maintenance (MENU IAFILE), if the item has not been defined for this vendor. (2 @ A 31) Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Mfg Ds	The manufacturer's description field display only on the Requisition/ Purchase Order Item Detail Review Screen. When adding or changing an item, this field displays only after manually keying a description into the **PO Dsc** field rather than allowing the description to be defaulted into that field. If you manually key a PO description in the **PO Dsc** field and a vendor/item record for this vendor and item exists, after pressing ENTER, the system will display what you keyed. It also displays in this field the description that would have been defaulted in from the Vendor/Item File if you had not manually keyed a different description in the **PO Dsc** field. If the item you keyed the PO description for does not have a vendor/item record (including non-stock items), when you press ENTER, the system will display the **Mfg Ds** field, but since there is no vendor/item record and therefore no vendor/item description, the **Mfg Ds** field will be blank. Display
Wgt	The unit weight of this item. Item weights must be considered when the vendor has minimum order weight requirements. *Default Value:* the weight specified for this vendor's item through Vendor/ Item Information Maintenance (MENU POFILE). (N 9,4) Optional
Non-St	This field indicates if this item is considered a stock or non-stock item for requisition purposes. To be considered a requisition non-stock item, the item is one that is not defined through Item Master Maintenance (MENU IAFILE). A stock item, for requisition purposes, is one that is defined through Item Master Maintenance (MENU IAFILE). Key Y if this item is not defined through Item Master Maintenance. The **Upd Inv** field on this screen must be N if you key Y in this field. Also, if you key Y in this field the **Upd Lead** field defaults to N. NOTE: If an item that is not defined in Item Master Maintenance is ordered on a PO, you will not be able to inquire on that item in the Item Inquiry, but you will be able to drill-down on that item via a function key in the G/L Inquiry to display source document information. Refer to the General Ledger Inquiry (MENU GLMAIN) in the General Ledger User Guide for details about the F4=SOURCE DATA function key. Key N if this item is defined through Item Master Maintenance. *Default Value:* N if the item is defined through Item Master Maintenance (MENU IAFILE); otherwise, Y. (A 1) Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Contract	Use this field to specify the contract from which you want to retrieve the cost for this item. When the **Contract** field heading is displayed in reverse image, active vendor/item or vendor/item/warehouse contracts exist. Use the F16=CNTR LIST key to view contract pricing for this item. Key the number of the contract. *Valid Values:* A contract number defined through Vendor Contracts Maintenance (MENU POFIL2). (A 10) Optional
Upd Inv	Indicates if the items on this purchase order will update your inventory balance when received. NOTE: A return requisition will allocate inventory if you key Y in this field. Inventory allocated to return PO's is not available to order entry sales orders. Key Y to update inventory balances for this item on this requisition/purchase order when it is received. A return requisition will allocate inventory if you key Y in this field, making the in-stock inventory unavailable to order entry sales orders. When the **Interfaces: I/A to G/L** is set to Y in Company Name Maintenance (MENU XAFILE), keying Y also determines that the value of the inventory does change, so G/L transactions are created and G/L Source drill down is available in the transaction history of the Item Inquiry. Key N if you do not want to update inventory balances for this requisition/purchase order item. You must key N in this field if either the **Drp Shp** or **Non-St** field is Y; inventory balances will not be updated for drop shipments or non-stock items. When the **Interfaces: I/A to G/L** is set to Y in Company Name Maintenance (MENU XAFILE), keying N also determines that the value of the inventory does not change, so G/L transactions are not created and G/L Source drill down is not available in the transaction history of the Item Inquiry. *Default Value:* Update inventory code for this vendor and item as defined through the **Update OH Qty** field found in Vendor/Item Information Maintenance (MENU POFILE) *Valid Values:* Cannot be Y if the Item Master File (ITMST) **Update Inventory** (Y/N) field is set to N (A 1) Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Lot	Used to indicate if you are buying this item by the lot. The cost of lot items remains constant, regardless of the quantity of items ordered. This is a one-time lot charge for the item you are ordering. Key L in this field to calculate the total cost (**Total**) for this item as the value keyed in the **Cost** field minus any discounts. Leave this field blank to calculate the total cost for this item using the **Cost** and **Qty Ord** values minus applicable discounts. *Valid Values:* L or blank (A 1) Optional
Drp Shp	This field indicates if this item is a drop-ship item. Drop-ship items are sent directly from your vendor to your customer. Key Y if this item is a drop-ship item. If this field is Y, **Upd Inv** must be N since inventory cannot be updated by drop-shipped items. If you key Y in this field the **UpdLead** field defaults to N. Key N if this item is not a drop-ship item. *Default Value:* Drop-ship code for this item as defined on the Requisition/ Purchase Order Maintenance Header Screen (p. 6-13) (A 1) Required
Cbs	The cubic measurement of the item being added to the requisition. Keying a value here will modify the above display of the cubic measurement for the total requisition. *Default Value:* The cubic dimension of the item as defined through Item Master Maintenance (MENU IAFILE) (N 10,5) Optional

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
UpdLead	Use this field to identify whether this order's line item will be used in the calculation of the item's lead time for the Lead Time History Report (MENU IMREPT) and updating the IM&P Balance File. Key Y to use this line item's receipt history in the calculation of lead time. Key N to not use this item's receipt history in the calculation of lead time. *Default Value:* There are a series of checks to find the correct default value: • N if **Drp Shp** field is set to Y. Default value is display only. • N if **Non-St** field is set to Y. Default value is display only. • N if it is a special order item. Default value is display only. • If the **Calc from Receipts** field is set to I through Vendor Master Maintenance (MENU POFILE) the Vendor/Item File record **Calc from Receipts** field determines this value. • Y if **Calc from Receipts** field is set to A through Vendor Master Maintenance (MENU POFILE). • N if **Calc from Receipts** field is set to N through Vendor Master Maintenance (MENU POFILE). • If all previous checks do not return a value, the default is set to N. (A 1) Required/Display
Itm Cl	Key the item class and sub-class. *Default Value:* The item class and sub-class of this item as defined through Item Balance Maintenance (MENU IAFILE) *Valid Values:* Must be a valid item class and sub-class defined through Item Class/Sub Class Maintenance (MENU IAFILE) (2 @ A 2) Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
UpdCst	Indicates if the average cost for the item is updated when receipts are posted for this purchase order through Purchasing or Warehouse Management. The value in this field affects the following: If Y is keyed here or on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), using the receipt cost (including zero cost) of the item which may include landing costs, the average cost is recalculated. If N is keyed here or on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), regardless the purchase cost of the item, the average cost is not recalculated. Keying N also records a zero for the item receipt cost that displays in the Item Inquiry on the Transaction History Screen (MENU IAMAIN). If a zero cost item has a Landing Code so the normal receipt cost will include landing costs, the receipt cost that displays in the Item Inquiry on the Transaction History Screen (MENU IAMAIN) is the value of the landing factor costs. Key Y to have the average cost of the item updated when the receipts are posted for this PO. Key N if you do not want to have the average cost of the item updated when the receipts are posted for this PO. You must key N in this field if **Drp Shp** is Y or if **Non-St** is Y. *Default Value:* Update average cost code for this item as defined through Vendor/Item Information Maintenance (MENU POFILE) (A 1) Required
Tax	Indicates if the **Sales Tax %** keyed on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) will be applied to this item. Key Y if the sales tax percentage specified for this requisition will be applied to this item. The sales tax for all items with Y in this field is calculated and displayed on the End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92). Key N if the sales tax percentage specified for this requisition will not be applied to this item. *Default Value:* Sales tax code for this item as defined through Vendor/Item Information Maintenance (MENU POFILE) (A 1) Required

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
Commdty	The commodity field displays only on the Requisition/Purchase Order Item Detail Entry Screen. This field displays only if the country code in the vendor's address on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) is defined as a European Community (EC) member through Country Names Maintenance (MENU POFILE). This field is required if the **Allow Blank Commodity Code** field is set to N in System Options Maintenance (MENU XAFILE). Additionally, if your company is located in an EC member country and you are required to submit a monthly Intrastat Report (MENU IAREPT), the commodity code for each item is required on the report. You will not be able to produce an accurate Intrastat Report if you do not fill in this field. Enter the commodity code for this item. If you do not know the commodity code, press F7=COMMDTY to see a list of codes. *Default Value:* The commodity code assigned to this item through Item Master Maintenance (MENU IAFILE). *Valid Values:* If the **Validate Commodity Code** field is set to Y in System Options Maintenance (MENU XAFILE), your entry in this field must be a commodity code defined through Commodity Codes Maintenance (MENU IAFIL2); otherwise your entry in this field is not checked for validity. (A 10) Required/Optional

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>COO</td><td>The country of origin field display only on the Requisition/Purchase Order Item Detail Review Screen.

For orders, not return purchase orders, the COO field displays only if the item you key is a non-stock item (not found in the Item Master File) or an item set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).

This field displays the item’s default country of origin determined by the following hierarchy:
1. PO Vendor/Item Price File (VIPRC), warehouse specific (if country of origin is not blank)
2. PO Vendor/Item Price File (VIPRC), no warehouse (if country of origin is not blank)
3. Vendor’s Country on this purchase order/requisition (POHED/ RQHED), if not blank
4. Ship-to country on this purchase order/Requisition (POHED/RQHED)

You can accept this country of origin or override this value, if necessary. This field is required if the item is set up to track country of origin.

NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), and if the item is set up to track country of origin, the system will perform a country of origin check between this country of origin and the country of origin on the header. Also, if the item is a drop ship item and selling restrictions are active, as defined through System Options Maintenance, the system will perform a country of origin check based on the ordering customer’s ship-to country.

Valid Values: a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)

(A 3) Required/Optional</td></tr>
<tr><td>F2=Rvw</td><td>Press F2=RVW to display the Requisition/Purchase Order Item Summary Screen (p. 6-61), which displays the items selected for this requisition.

WARNING!WARNING: If you press F2=RVW before pressing ENTER on the Requisition/Purchase Order Item Detail Review Screen to confirm the addition of this item, the current item is not saved for this requisition.</td></tr>
</table>

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
F4=Asg Loc	The F4=ASG LOC function key only displays on the Requisition/Purchase Order Item Detail Review Screen. NOTE: This key appears only if you installed Warehouse Management, and you are reviewing additions or changes to return requisitions. Press F4=ASG LOC to display the Location Reservations Screen, which appears only if you installed Warehouse Management, and you have added or changed a return. The Location Reservations Screen [Warehouse Management (MENU WMMAIN)] shows the warehouse location (or locations) for returned items and lets you assign those items to the correct locations.
F5=Comments	The F5=COMMENTS function key only displays on the Requisition/Purchase Order Item Detail Review Screen. Press F5=COMMENTS to enter comments for this item on the Order Comments/ Line Item Comments Entry Screen (p. 6-34). At requisition/purchase order entry (during line item entry), when you press F5=COMMENTS, either vendor/ item comments (if they exist for that vendor/item), or item comments only (if they exist for that item) will display. If both exist, vendor/item comments take priority, and only those will show on the Order Comments/Line Item Comments Entry Screen (p. 6-34).
F6=Sp Chg	The F6=SP CHG function key only displays on the Requisition/Purchase Order Item Detail Entry Screen. Press F6=SP CHG to display the Requisition/Purchase Order Special Charge Screen (p. 6-66).
F7=Commdty	The F7=COMMDTY function key only displays on the Requisition/Purchase Order Item Detail Entry Screen. The F7=COMMDTY function key appears only if the country code in the vendor's address on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) is defined as a European Community member through Company Names Maintenance (MENU POFILE). Press F7=COMMDTY to access a list of valid commodity codes. A pop-up window will appear from which you can select a commodity code.

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
F9=Search	Press F9=SEARCH to display the Requisition/PO Entry Item Search/Browse Screen (p. 6-69). NOTE: If accessed for a warehouse transfer order, the Item Search/Browse Screen will include all items whose primary vendor in the Item Master File matches the warehouse transfer vendor, not just those which have vendor/item records in the Vendor/Item File. This is due to the fact that vendor/item records are not created for warehouse transfer vendors.
F10=End	Press F10=END to end item entry/item review for this requisition/purchase order. The End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92) will display. WARNING! If you press F10=END before pressing ENTER on the Requisition/Purchase Order Item Detail Review Screen to confirm the addition of this item, the item is not saved for this requisition.
F11=BuyInq	The F11=BUYINQ key is applicable if Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM) is installed and activated on your system, and you keyed an item number in the **Item No** field. Press F11=BUYINQ to display the Buyer Inquiry for this buyer, item, and vendor. The Buying Information Screen will display. For an explanation of this screen, and all screens that may be accessed through this screen, refer to Interactive Forecasting (MENU IMMAIN) in the Inventory Management & Planning User Guide.
F12=Return	The F12=RETURN function key only displays on the Requisition/Purchase Order Item Detail Review Screen. Press F12=RETURN to return to the previous screen. The Requisition/PO Entry Item Search/Browse Screen (p. 6-69), the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), or the Requisition/Purchase Order Item Summary Screen (p. 6-61) will display.
F13=VI Inq	The F13=VI INQ function key only displays on the Requisition/Purchase Order Item Detail Review Screen. Press F13=VI INQ to display the Ordering Information Screen (p. 6-81).

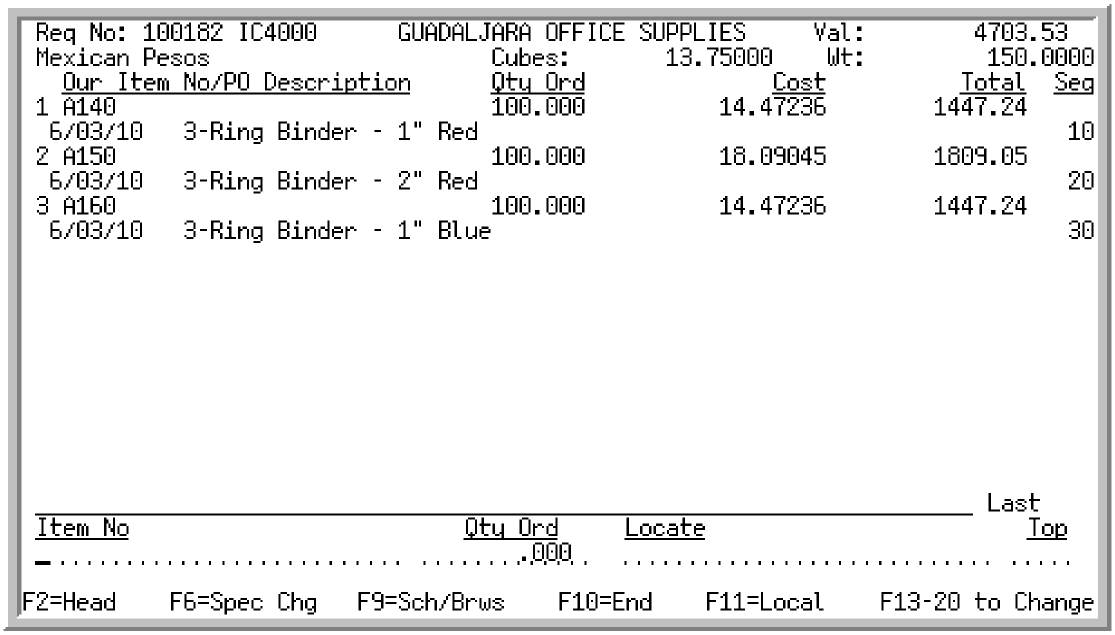
Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
F14=Ord Nos	The F14=Ord Nos function key only displays on the Requisition/Purchase Order Item Detail Review Screen. Press F14=Ord Nos to assign this item to as many as 15 company/order numbers of backorders that are waiting for this item. These backordered assignments will print when the items are received. The Assign Customer Order Numbers Screen (p. 6-85) will display.
F15=Lnd Cst	The F15=Lnd Cst function key only displays on the Requisition/Purchase Order Item Detail Review Screen. The F15=Lnd Cst function key will display only if you are using Purchasing Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Press F15=Lnd Cst to access landing cost information for this vendor and item. The Requisition/Purchase Order Item Landing Costs Screen (p. 6-87) will display.
F16=Cntr List	Press F16=Cntr List to access the Vendor/Item Contract List Screen (p. 55-8) as explained in Vendor Contracts Maintenance (MENU POFIL2). from which you can review information for any of the selected vendor's contacts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen.
F17=Chg Rqst	The F17=Chg Rqst function key only displays on the Requisition/Purchase Order Item Detail Review Screen. The F17=Chg Rqst function key appears only if: • you have selected to review a special order item • special order company options are set to use the change request process • you are a member of a group that is allowed to work with special order changes Press F17=Chg Rqst to access the special order change request process, where you can request a special order item change.

Requisition/Purchase Order Item Detail Entry Screen and Requisition/Purchase Order Item Detail Review Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete/F24=Close	The F24=DELETE / F24=CLOSE function key serves multiple functions, based on how you accessed this screen. The F24=DELETE function key appears only if you selected the item for change using F13 through F20 from the Requisition/Purchase Order Item Summary Screen (p. 6-61). Press F24=DELETE to delete an item from this requisition. You are required to press F24=DELETE a second time to confirm the deletion. NOTE: You can delete a special order line item or an entire requisition with one or more special order line items based on authorization for the **Allow Deletion of Special Order Items** action defined through Application Action Authority Maintenance (MENU XASCTY). The F24=CLOSE function key appears only if you accessed this screen through Req/PO Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN). Press F24=CLOSE to close the item on the requisition/ purchase order.
Enter	This key serves multiple functions. Press ENTER on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) to confirm your selections. The Requisition/Purchase Order Item Detail Review Screen (p. 6-38) will display. Press ENTER on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) to accept the data as displayed. The calling screen from which you selected an item will display: the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) the Requisition/Purchase Order Item Summary Screen (p. 6-61), or the Requisition/PO Entry Item Search/Browse Screen (p. 6-69). If you are processing a Return and have Warehouse Management installed, pressing ENTER displays the Location Reservations Screen. For more information regarding this screen refer to the Warehouse Management User Guide.

Requisition/Purchase Order Item Summary Screen



This screen will display after pressing ENTER from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) when changing an existing requisition/purchase order, or after pressing F2=RVW from the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) or F2=REVIEW on the End Requisition Screen (p. 6-92) or End Purchase Order Changes Screen (p. 6-92).

This screen displays all of the items that have been selected for this requisition/purchase order. You may use this screen to select an existing item on the requisition/purchase order for change, or to add new items to this requisition/purchase order. Additionally, you may access several of the features of requisition entry/purchase order change maintenance from this screen.

If you are changing a requisition/purchase order and add more line items to it, you will be positioned to the most recently added items when you access this screen. You can view the previously entered items by scrolling down the list.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD to display the next screen

* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

NOTE: Items may be deleted with the F24=DELETE / F24=CLOSE key only after first selecting an item to change using one of the F13 through F20 keys. Otherwise, F24=DELETE / F24=CLOSE does not appear on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38).

Requisition/Purchase Order Item Summary Screen Fields and Function Keys

Field/Function Key	Description
Req No / PO No	This field displays as **Req No** when entering or changing requisitions and **PO No** when maintaining purchase orders. The requisition number for this purchase order which may or may not be the same as the purchase order number based on the Purchasing option to **Use Requisition No. for Purchase Order No.** set to Y or N. Display
(Vendor Information)	The number and name of the vendor for whom the requisition is being created/changed. Display
Val	The total dollar value of all the items ordered on this requisition. Display
Cubes	The total cubic dimensions of all the items ordered on this requisition. Display
Wt	The total weight of all the items ordered on this requisition. Display
(Currency Description)	This field only displays when International Currency is installed. The vendor's trading currency description may be toggled with the F11=TRADING / F11=LOCAL function key to display the description for the trading currency or the company's local currency. Display
Reference Number	Used to reference one of the eight items that may display on this screen. The first item always has a reference number of 1, and the last item always has a reference number of 8. Use the F13 through F20 function keys to select an item for change. Display
Our Item No/PO Description	The first line displays the number of the item. The second line displays the first line of the item description as it has been specified for this requisition/ purchase order. Display
(Due Date)	The date by which the item should be received displays beneath the item number. This field will display in reverse image if the due date for the corresponding item is different than the due date specified for the entire order. Display
Qty Ord	The quantity of this item to order from your vendor. Display

Requisition/Purchase Order Item Summary Screen Fields and Function Keys

Field/Function Key	Description
Cost	The unit cost of this item on this requisition/purchase order. This field displays the unit cost of each item on the requisition/purchase order. If the trading currency differs from the company's local currency, this field may be toggled with the F11=Local / F11=Trading function key to display unit costs in the vendor's trading currency or in the company's local currency. When F11=Local is shown, these values will display in the vendor's trading currency. When F11=Trading is shown, these values will display in the company's local currency. Display
Total	The total extended cost for this item based on the item cost, quantity ordered, discounts, and unit of measure conversions. If the vendor's trading currency differs from the company's local currency, this field may be toggled with the F11=Local / F11=Trading function key to display total extended costs in the trading currency or in the company's local currency. When F11=Local is shown, these values will display in the vendor's trading currency. When F11=Trading is shown, these values will display in the company's local currency. Display
Seq	The sequence number assigned to this item on this requisition/purchase order. Sequence numbers are assigned in increments of 10 to each item on the requisition/purchase order. Display
Item No	To add a new item to this requisition/purchase order, key the item number in this field. After you press Enter, the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) will display for the specified item number. (A 27) Optional
Qty Ord	When adding a new item to this requisition/purchase order on this screen, you may key the quantity of the item to order in this field. If you do this, you will not have to key the quantity on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) which will display after you press Enter. (N 10,3) Optional

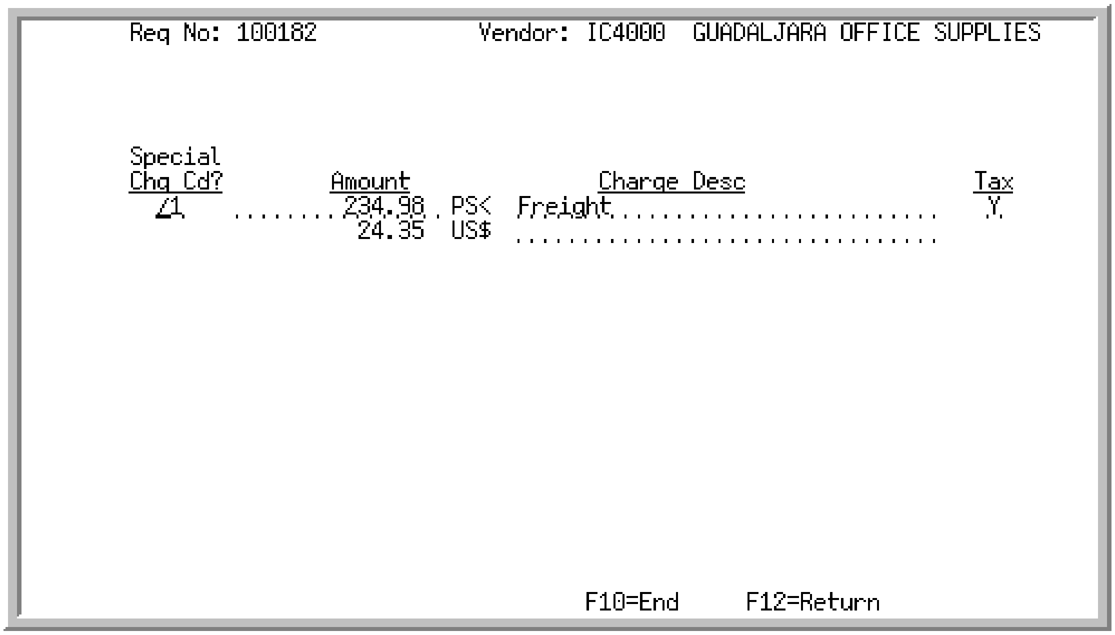
Requisition/Purchase Order Item Summary Screen Fields and Function Keys

Field/Function Key	Description
Locate	Use this field to locate an item on this requisition. The located item will display at the top of this screen. Key the complete or partial item number to locate, then press ENTER. The item that closest meets the item number keyed will display at the top of the screen. If you also key a sequence number in the **Top** field, the item number keyed in this field is ignored. Additionally, the item number that displays in the first line of the list should not be keyed in this field, as it already displays at the top of the list. (A 27) Optional
Top	Use this field to display an item with the specified sequence number at the top of this screen. Key the desired sequence number, then press ENTER. The item that has been assigned the closest sequence number will display at the top of this screen. (N 4,0) Optional
F2=Head	Press F2=HEAD to display the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) for this requisition/purchase order.
F6=Spec Chg	Press F6=SPEC CHG to enter a special charge for this requisition. The Requisition/Purchase Order Special Charge Screen (p. 6-66) will display.
F9=Sch/Brws	Press F9=SCH/BRWS to display the Requisition/PO Entry Item Search/Browse Screen (p. 6-69). NOTE: If accessed for a warehouse transfer order, the Item Search/Browse Screen will include all items whose primary vendor in the Item Master File matches the warehouse transfer vendor, not just those which have vendor/item records in the Vendor/Item File. This is due to the fact that vendor/item records are not created for warehouse transfer vendors.
F10=End	Press F10=END to end item entry for this requisition/purchase order. The End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92) will display.
F11=Local/Trading	Press the F11=TRADING / F11=LOCAL function key to toggle between a display of the currency description and unit/total costs in the vendor's trading currency and a display of the currency description and unit/total costs in the company's local currency. Press F11=TRADING to display unit and total costs in the trading currency. The trading currency description will display at the top of the screen. Press F11=LOCAL to display unit and total costs and total costs in the company's local currency. The description for the company's local currency will display at the top of the screen.

Requisition/Purchase Order Item Summary Screen Fields and Function Keys

Field/Function Key	Description
F13-F20 To Change	Press the key that corresponds to the **Reference Number** field of an item that you wish to change or delete. Use the function keys as follows to change an item: F13=Reference Number 1 F14=Reference Number 2 F15=Reference Number 3 F16=Reference Number 4 F17=Reference Number 5 F18=Reference Number 6 F19=Reference Number 7 F20=Reference Number 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE**: To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. After you enter the desired function key, the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) displays.
Enter	Press ENTER after keying a complete or partial item number to **Locate** that item in this requisition/purchase order. The item that closest meets the item number keyed will display at the top of the screen. Press ENTER after keying the desired sequence number in the **Top** field. The item that has been assigned the closest sequence number will display at the top of this screen. Press ENTER to confirm an item number and quantity keyed on this screen. The Requisition/Purchase Order Item Detail Review Screen (p. 6-38) will display for the item to add to this requisition. NOTE: If you are adding or changing a return, and Warehouse Management is installed, the Location Reservations Screen will display. Refer to the Warehouse Management User Guide for further explanation of this screen and subsequent ones.

Requisition/Purchase Order Special Charge Screen



This screen displays after pressing F6=SPEC CHG from the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) or from the Requisition/Purchase Order Item Summary Screen (p. 6-61). It also appears when selecting a special charge line for changes from the Requisition/Purchase Order Item Summary Screen (p. 6-61).

The screen appears blank when adding special charges; existing data displays for changes. The **Req No** field displays as when entering or changing requisitions and **PO No** displays when maintaining purchase orders.

Use this screen to enter and review special charges for a requisition/purchase order. Special charges may be required by your vendor for freight, handling, packaging, or other charges. Special charges may be specific to an item on the order (a line charge), or general for the entire order (an order charge).

Like item entries, special charges will display on the Requisition/Purchase Order Item Summary Screen (p. 6-61).

NOTE: When special charges are created through Special Charges Maintenance, each is assigned a two character code. The first character is a / or &. Special charges with the first character of / are order charges; special charges with the first character of & are line charges.

Requisition/Purchase Order Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Special Chg Cd	The code representing this special charge. You may define up to eighteen special charges through Special Charge Definitions Maintenance - up to nine order charges, and up to nine line charges. Order charges are applied to an entire purchase order; line charges are applied to an individual item on the purchase order. Key the special charge code for this requisition/purchase order or item. If the special charge is an order charge, the charge is applied to the entire order. If the special charge is a line charge, the charge is applied for the item on the order that is immediately before the line charge. *Valid Values:* Any special charge code, /1 - /9 or &1 - &9, defined through Special Charges Information Maintenance (MENU POFILE) (A 1) Required
Amount	Use this field to enter the amount of the special charge. Key the amount of the corresponding order or line charge. If the special charge is for a return requisition (R), key a negative amount in this field. When International Currency is installed, key the amount of the corresponding order or line charge in the vendor’s trading currency. The company’s local currency will display on the line below. The local equivalent displays only if the vendor’s trading currency differs from the company’s local currency. The currency symbol for each currency will display to the right of each value. *Valid Values:* Cannot be zero (N 13,2) Required
Charge Desc	The description of the special charge. You may accept or override the default. Key a description of the special charge, if you wish to change the default description. *Default Value:* The special charge description as defined through Special Charge Definitions Maintenance (MENU POFILE) (2 @ A 31) Required

Requisition/Purchase Order Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Tax	Determines if this special charge is subject to sales tax. You may override or accept the default. Key Y if this special charge is subject to sales tax. Key N if this special charge is not subject to sales tax. *Default Value:* The value for this special charge which indicates if it is taxable as defined through Special Charges Information Maintenance (MENU POFILE) *Valid Values:* Y or N (A 1) Required
F10=End	Press F10=END to end special charge entry for this requisition/purchase order. The End Requisition Screen (p. 6-92) or the End Purchase Order Changes Screen (p. 6-92) will display. NOTE: If you press F10=END before pressing ENTER to confirm this special charge, the special charge is not saved for this requisition/purchase order.
F12=Return	Press F12=RETURN to return to the calling screen without entering a special charge or updating changes. Either the Requisition/Purchase Order Item Summary Screen (p. 6-61),or the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) will display.
F24=Delete	The F24=DELETE function key displays only if you selected to change an existing special charge. Press F24=DELETE to delete an existing special charge that was selected using F13 through F20 on the Requisition/Purchase Order Item Summary Screen (p. 6-61). The charge line is removed from the requisition/purchase order and will no longer display. You must press F24=DELETE a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. The screen from which this screen was selected will display.

Requisition/PO Entry Item Search/Browse Screen

```
                                                                    |---U/M---|
   P Our Item No/Description                     Cost     Net Avail Stk Buy Alt
 1 P A140 3-Ring Binder - 1" Red             43.20000   22570.000  EA  CAS
 2 P A150 3-Ring Binder - 2" Red             27.00000    4364.000  EA  CAS
 3 P A160 3-Ring Binder - 1" Blue            54.00000    8854.000  EA  CAS
 4 P A170 3-Ring Binder - 2" Blue            27.00000     983.000  EA  CAS

 5 P A180 3-Ring Binder - 1" Black           43.20000    2228.000  EA  CAS
 6 P A190 3-Ring Binder - 2" Black           27.00000    1957.000  EA  CAS
 7   A220 Pocket Planner Weekly Orga+        11.60478   38350.000  EA  EA
 8 P A240 Single Subject Wire Bound +        26.40000    6141.000  EA  CAS

 9 P A260 #6 3/4 White Envelopes 20#+        59.80000    5348.000  BOX CAS
10 P A270 #10 White Envelopes 20# Wo+       107.00000    3100.000  BOX CAS
11 P A280 #10 Security Tint Envelope+       129.90000    1461.000  BOX CAS
12 P A290 #10 Recycled Paper Envelop+        97.00000   12181.000  BOX CAS
                                                                       More...
ITEM SEARCH/BROWSE     Sel: _ .    Qty: ........000 .    Below Min + .... %
                       Find:     ........................................
                       Item No: A.......................... (?  Ours)

   F23=Speed Entry      F4=Inquiries         F6=All Vendors       F11=Below Min
   F2=Desc Left         F5=Mfg No's          F9=Excl Suspnd       F12=Return
```

This screen displays after pressing F9=SEARCH from the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) or Requisition/Purchase Order Item Detail Review Screen (p. 6-38), or F9=SCH/BRWS on the Requisition/Purchase Order Item Summary Screen (p. 6-61).

Use this screen to search for and select items to order on this requisition/purchase order. The initial display shows the Item Search File (ISCHX) filtered by the vendor for the current requisition/purchase order. You may use item search criteria, and display items that are below (or a specified percentage above) their minimum stocking level to limit the items displayed. Additionally, you may access various Purchasing and Inventory Accounting inquiries for a single item.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	Used to reference an item. Key this number in the **Sel** field to select the desired item to include on this requisition/purchase order. Display
P	This column indicates if the vendor on the current requisition/purchase order is the primary vendor for the corresponding item. The primary vendor for this item is defined through Item Balance Maintenance (MENU IAFILE). The letter P displays in this column if the vendor for whom the current requisition/purchase order has been created is defined as the primary vendor for this item. NOTE: For P to display in this column, this vendor must have been defined for this item's warehouse record through Item Balance Maintenance (MENU IAFILE). If a primary vendor has not been specified for the Item Balance File (ITBAL) record, the vendor defined for the Item Master File (ITMST) record through Item Master Maintenance (MENU IAFILE) is the primary vendor. If the vendor for whom the current requisition/purchase order has been created is not the primary vendor for the item displayed, this field is blank. Display
Our Item No/ Description Mfg Item No/ Description	This field displays the items resulting from the item search criteria (see **Below Min +**, **Find**, and **Item No**) You may use the following function keys to show different item attributes in this column: • F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC to toggle the display of the item number and item description. • F5=MFG NO'S / F5=OUR NO'S to toggle the manufacturer's item number/ description (Mfg item), or the stocking item number/description (Our item). Display
Vendor	This column displays after selecting to display all vendors using the F6=ALL VENDORS toggle key. This is the vendor associated with each of the items displayed on this screen. You may not select an item from this screen if the vendor is different than the vendor who has been selected for the current requisition. Display
Cost	The cost of this item as defined for this vendor through Vendor/Item Information Maintenance (MENU POFILE). Display

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
Net Avail / Order Qty	Either the quantity available of this item, or the quantity of this item that should be ordered to bring the inventory quantity to the maximum balance. You may toggle between the fields using the F11=BELOW MIN / F11=ALL ITEMS function key. The quantities are calculated as: **Calculation:** **Net Available** = Quantity On-hand - Allocated + In Process + On PO **Calculation:** **Order Quantity** = Quantity On-hand - Allocated + Allocated Special Orders + Inventory Unposted Transactions - Quantity in Unavailable Locations + Unposted Allocated Returns The Quantity On-hand (listed in the above calculation) will take into consideration the **Qty Avail ATS/PO** flag (in Location Master Maintenance (MENU WMFILE)) that is specified on each location defined as unavailable when determining if the quantities in the location should be counted as on hand or not. Display
U/M	The units of measure used for this item: • **Stk**: The stocking unit of measure for this item. This stocking unit of measure can be any of the units of measure defined for this item through Item Master Maintenance (MENU IAFILE). • **Buy**: The buying unit of measure for this item. This is the unit of measure in which this item is purchased from this vendor. This unit of measure is defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE). • **Alt**: The alternate buying unit of measure for this item. This unit of measure is defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE). Display
Sel	Key the **Reference Number** of the item to select for processing. (N 2,0) Required
Qty	If you select one of the items for the current requisition/purchase order, you may specify the quantity of the item to order in this field. If you leave this field blank, you must specify the quantity to order on the Requisition/ Purchase Order Item Detail Review Screen (p. 6-38) (N 10,3) Optional

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
Below Min +	Use this field in conjunction with F11=BELOW MIN / F11=ALL ITEMS function key to display only the items that are within a percentage of their minimum balance. You specify that percentage in this field. The item's minimum balance is either calculated by Inventory Management & Planning, Advanced Inventory Management, or is keyed for an item and warehouse through Item Balance Maintenance (MENU IAFILE). Key the percentage of minimum balance for which items, whose quantities fall within that percentage, will display on this screen. **EXAMPLE:** Assume that the minimum balance for Item-A has been determined to be 950 cases. There are currently 975 cases of Item-A available. If you press F11=BELOW MIN from this screen to display items that are below their minimums, Item-A will not display since its quantity of items available is above its minimum balance. You may, instead, select to display items that are within 2% of their minimum balance by keying 2 in this field. Item-A still will not display since it is not within 2% of its minimum balance (1 -(950/975) * 100 = 2.6%). However, if you select to display items that are within 3% of their minimum balance by keying 3 in this field, then Item-A will display. Key 99 to display items within any percentage over 99% of their minimum balance. Items that are within 100%, 150%, 500%, and up of their minimum balances will display (N 2,0) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. Key a ? to filter the items on the screen to all items that have vendor/item records defined for the vendor of the requisition. NOTE: You cannot key ? in this field if you have selected to display items for "all vendors" on this screen using the F6=ALL VENDORS / F6=THIS VENDOR function key. Also note, if accessed for a warehouse transfer order, the Item Search/Browse Screen will include all items whose primary vendor in the Item Master File matches the warehouse transfer vendor, not just those which have vendor/item records in the Vendor/Item File. This is due to the fact that vendor/item records are not created for warehouse transfer vendors. (A 27) Optional
F2=Desc Left F2=Desc Right F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC toggle function exists only if you selected not to normally display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / F24=SINGLE LINE function key]. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is high intensity to distinguish it from the description.
F4=Inquiries	Press F4=INQUIRIES to access various inquiries for each of the items displayed. The Requisition/PO Entry Item Search Inquiry Selections Screen (p. 6-77) displays.

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
F5=Mfg No's / F5=Our No's	The F5=MFG NO'S / F5=OUR NO'S function key is used as a toggle to display either the manufacturer's item number or the stocking item number in the **Our Item No/Description** / **Mfg Item No/Description** column. Press F5=MFG NO'S to display the manufacturer's item number and description in the **Mfg Item No/Description** column. Press F5=OUR NO'S to display the stocking item number and description in the **Our Item No/Description** column.
F6=All Vendors / F6=This Vendor	The F6=ALL VENDORS / F6=THIS VENDOR function key is used as a toggle to display the results of the item search for the vendor specified on the current requisition/purchase order only, or for all vendors. Press F6=ALL VENDORS to display the results of the item search for all vendors. Items assigned to different vendors through Vendor/Item Information Maintenance (MENU POFILE) that meet the search criteria are displayed. However, when keying an order you may only select an item that is for the current vendor. The **Vendor** column will display on this screen. Press F6=THIS VENDOR to display the results of the item search for the vendor for whom the current requisition/purchase order has been created. Only items for the selected vendor meeting the search criteria are displayed. You may select any of these items when keying items on the requisition/purchase order. The **Vendor** column will not display on this screen.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
F9=Excl Suspnd / F9=Incl Suspnd	The F9=EXCL SUSPND / F9=INCL SUSPND function key is used as a toggle to display the results of the item search for items that are or are not suspended. After entering criteria in either the **Find** or **Item No** fields, press F9=EXCL SUSPND to display the results of the item search. Items that meet the search criteria are displayed, excluding those items that are suspended. After entering criteria in either the **Find** or **Item No** fields, press F9=INCL SUSPND to display the results of the item search. Items that meet the search criteria are displayed, including those that are suspended. NOTE: The default value of the F9=EXCL SUSPND / F9=INCL SUSPND function key is defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Items **Search (REQ/PO)** field.
F11=Below Min / F11=All Items	The F11=BELOW MIN / F11=ALL ITEMS function key is used as a toggle to display only the items that are below (or within a percentage of) their minimum balances, or to display all items regardless of their minimum balances. Press F11=BELOW MIN to display the items (of those currently displayed) that have an available quantity that is less than their minimum balance. Using the **Below Min +** field, you may also display those items that have an available quantity within a specified percentage of their minimum balances. Also, when you press F11=BELOW MIN, the **Net Avail** column will change and display the **Order Qty** field. Press F11=ALL ITEMS to display all items meeting the item search criteria on this screen, regardless of their minimum balances. Also, when you press F11=ALL ITEMS, the **Order Qty** column will change and display the **Net Avail** field.
F12=Return	Press F12=RETURN to return to the previous screen. When keying items on a requisition/purchase order, you must press F12=RETURN to terminate the item search.
F23=Speed Entry / F23=Reg Entry	Press F23=SPEED ENTRY / F23=REG ENTRY to enter transactions without displaying the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) after entering each item, provided that there are no errors in the entry. This makes the process of entering items for an order faster. Since this key toggles regular entry from speed entry, press F23=SPEED ENTRY / F23=REG ENTRY when in speed entry to resume regular entry mode. If you leave the Requisition/PO Entry Item Search/Browse Screen and return to any other screen, regular entry mode is reset upon return here.

Requisition/PO Entry Item Search/Browse Screen Fields and Function Keys

Field/Function Key	Description
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Press ENTER with no selection criteria to redisplay the screen and show all items based on the F6=ALL VENDORS / F6=THIS VENDOR function key. Press ENTER to with search / selection criteria confirm your selections. The items meeting the criteria keyed in the **Find**, **Item No**, or **Below Min +** fields will display on this screen. If you keyed a reference number in the **Sel** field and you are in Regular Entry mode, the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) will display for the selected item. If you keyed a reference number in the **Sel** field and you are in Speed Entry mode, the item is edited. If there are no warning or halt error messages, the item is added to the order and you remain on this screen for additional item search/entry. If there are warning or halt error messages the Requisition/ Purchase Order Item Detail Review Screen (p. 6-38) will display for the selected item.

Requisition/PO Entry Item Search Inquiry Selections Screen

```
                                                              |---U/M---|
  P Our Item No/Description                 Cost    Net Av PO Stk Buy Alt
_ P A500 File Folders - Manilla Box+     4.39000     230.000  CAS CAS EA
_ P A510 File Folders - 4 Assorted +     4.59000     102.000  CAS CAS EA
_ P A520 File Folders - Red Box of +     4.59000              CAS CAS EA
_ P A530 File Folders - Yellow Box +     4.59000     175.000  CAS CAS EA

_ P A540 File Folders - Blue Box of+     4.59000     500.000  CAS CAS EA
_ P A550 File Folders - Green Box o+     4.59000     454.000  CAS CAS EA
_ P A580 File Folders - Manilla Box+     6.87000      50.000  CAS CAS EA
_ P A870 Bond Paper Full Height Pal+    50.00000     160.000  BOX BOX

_ P A880 Bond Paper Half Height Pal+    50.00000     176.000  BOX BOX


______________________________________________________________________ Last

             Inquiry Selections:   I - Item Inquiry
                                   V - Vendor/Item Information
                                   L - Vendor List
                                   B - Buying Information

                                                                F12=Return
```

This screen displays after pressing F4=INQUIRIES from the Requisition/PO Entry Item Search/Browse Screen (p. 6-69). Use this screen to select an item and research more information about the selected item.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item is based on the view selection on the Requisition/PO Entry Item Search/Browse Screen (p. 6-69).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Requisition/PO Entry Item Search Inquiry Selections Screen Fields and Function Keys

Field/Function Key	Description
Inquiry Selections	Select a line by keying an Inquiry Selections value to access various inquiries for each of the items displayed. The **Reference Number** field is replaced with a single character field in which you may key one of the following: • Key I to access the Item Inquiry for the corresponding item. This inquiry may also be called through Item Inquiry (MENU POMAIN). • Key V to access Vendor/Item Information for the corresponding item. This information may also be called through Vendor/Item Information Inquiry (MENU POMAIN). • Key B to access Buying Information (if Inventory Management & Planning or Advanced Inventory Management is installed) for the corresponding item. This information may also be called by pressing F11=BELOW MIN / F11=ALL ITEMS from the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). For details about this buying information appearing on the Buying Information Screen (and other screens accessed via this screen), refer to Interactive Forecasting (MENU IMMAIN) in the Inventory Management & Planning User Guide. • Key L to access the Vendor List of all vendors to whom this item has been assigned through Vendor/Item Information Maintenance (MENU POFILE) on the Vendor/Item Information Summary Screen (p. 19-3). You may select one of the vendors on this screen to display vendor/item information. (1 A) Optional
P	This column indicates if the vendor on the current requisition/purchase order is the primary vendor for the corresponding item. The primary vendor for this item is defined through Item Balance Maintenance (MENU IAFILE). The letter P displays in this column if the vendor for whom the current requisition/purchase order has been created is defined as the primary vendor for this item. NOTE: For P to display in this column, this vendor must have been defined for this item's warehouse record through Item Balance Maintenance (MENU IAFILE). If a primary vendor has not been specified for the Item Balance File (ITBAL) record, the vendor defined for the Item Master File (ITMST) record through Item Master Maintenance (MENU IAFILE) is the primary vendor. If the vendor for whom the current requisition/purchase order has been created is not the primary vendor for the item displayed, this field is blank. Display

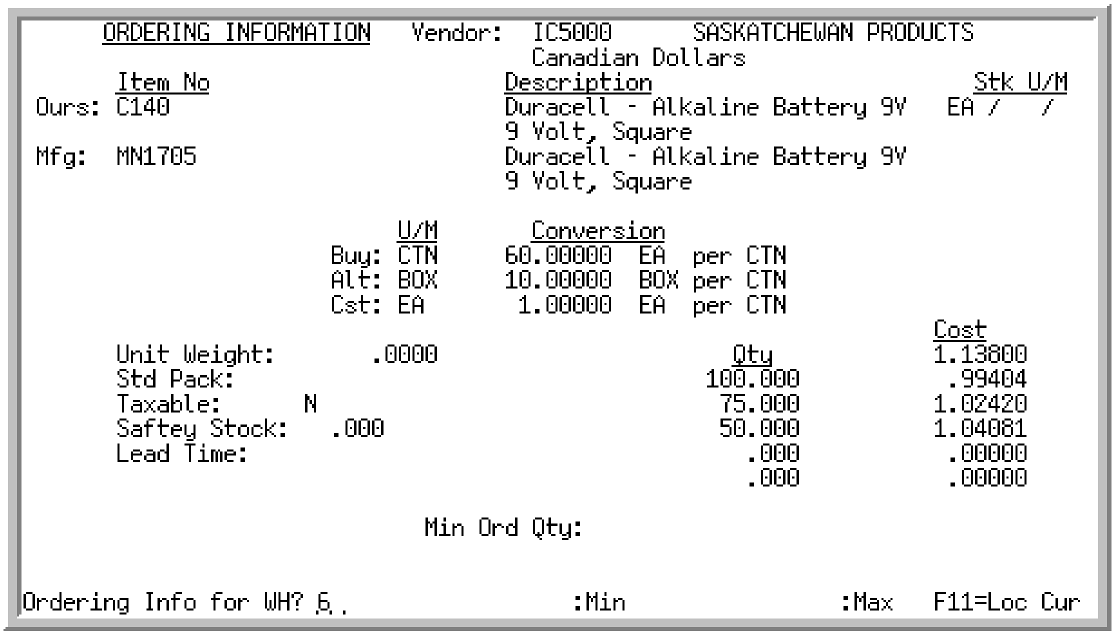
Requisition/PO Entry Item Search Inquiry Selections Screen Fields and Function Keys

Field/Function Key	Description
Our Item No/ Description Mfg Item No/ Description	This field displays the items resulting from the previously entered item search criteria and the toggle of the function keys on the Requisition/PO Entry Item Search/Browse Screen (p. 6-69) to show different item attributes in this column: • F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC to toggle the display of the item number and item description. • F5=MFG NO'S / F5=OUR NO'S to toggle the manufacturer's item number/ description (Mfg item), or the stocking item number/description (Our item). Display
Vendor	This is the vendor associated with each of the items displayed on this screen. You may not select an item from this screen if the vendor is different than the vendor who has been selected for the current requisition. This column only displays after selecting to display all vendors using the F6=ALL VENDORS toggle key on the Requisition/PO Entry Item Search/Browse Screen (p. 6-69). Display
Cost	The cost of this item as defined for this vendor through Vendor/Item Information Maintenance (MENU POFILE). Display
Net Avail / Order Qty	Either the quantity available of this item, or the quantity of this item that should be ordered to bring the inventory quantity to the maximum balance. Display
U/M	The units of measure used for this item: • **Stk**: The stocking unit of measure for this item. This stocking unit of measure can be any of the units of measure defined for this item through Item Master Maintenance (MENU IAFILE). • **Buy**: The buying unit of measure for this item. This is the unit of measure in which this item is purchased from this vendor. This unit of measure is defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE). • **Alt**: The alternate buying unit of measure for this item. This unit of measure is defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE). Display
F12=Return	Press F12=RETURN to return to the Requisition/PO Entry Item Search/Browse Screen (p. 6-69).

Requisition/PO Entry Item Search Inquiry Selections Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to launch to the selected inquiry for the selected items.. • With an I to access the Item Inquiry (MENU POMAIN). • With a V to access the Ordering Information Screen (p. 6-81). • Key B to access Buying Information (if Inventory Management & Planning or Advanced Inventory Management is installed) for the corresponding item. For details about this buying information appearing on the Buying Information Screen (and other screens accessed via this screen), refer to Interactive Forecasting (MENU IMMAIN) in the Inventory Management & Planning User Guide. • Key L to access the Vendor List of all vendors to whom this item has been assigned through Vendor/Item Information Maintenance (MENU POFILE) on the Vendor/Item Information Summary Screen (p. 19-3). You may select one of the vendors on this screen to display vendor/item information.

Ordering Information Screen



This screen displays by pressing F13=VI INQ from the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). This screen displays vendor/item information for the vendor on the current requisition/ purchase order, and the item being ordered.

Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the number and name of the vendor selected for this inquiry. Display
(Currency Description)	This field only displays when International Currency is installed. This field displays the description for the vendor's trading currency, if the trading currency differs from the company's local currency. The currency description displays only if the F11=LOC CUR / F11=TR CUR function key displays as F11=LOC CUR. Display
Item No/Description	These fields display the item number and description for the selected item: • **Ours**: This is the stocking item number and description. • **Mfg**: This is the item number and description that are used by the item's manufacturer. Display

Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Stk U/M	This field displays the stocking units of measure (up to three) for this item. These units of measure are defined for this item through Item Master Maintenance (MENU IAFILE). Display
Unit of Measure Information	Units of measure for this vendor and item are defined through Vendor/Item Information Maintenance. The following units of measure for this vendor and item are displayed: • **Buy**: The buying unit of measure. This is the largest unit of measure in which this item is ordered from this vendor. It may be any of the stocking units of measure or completely different. Its conversion factor to the primary stocking unit of measure is displayed in the **Conversion** column. For example, the stocking unit of measure is EA and the buying unit of measure is CTN and there are 60 single units in the carton, the conversion factor is 60. • **Alt**: The alternate unit of measure. This unit of measure may be used in place of the buying unit of measure when ordering this item from this vendor. Its conversion factor to the buying unit of measure is displayed in the **Conversion** column. For example, the buying unit of measure is CTN and the alternate buying unit of measure is BOX and there are 10 boxes in the carton, the conversion factor is 10. • **Cst**: The costing unit of measure. This is the unit of measure in which the cost of this item is based when ordered from this vendor. Its conversion factor to the buying unit of measure is displayed in the **Conversion** column. Display
Unit Weight	The weight of this item, defined for this vendor through Vendor/Item Information Maintenance. Display
Std Pack	The standard packaging quantity usage defined for this vendor/item, if any. This is the multiple in which this vendor requires that this item be purchased. Display
Taxable	The default tax code for this vendor and item that is used when entering a requisition/purchase order for this vendor and item. Display
Safety Stock	The percentage of inventory of this item that should remain in stock when ordering from this vendor, as defined for this vendor and item. Display

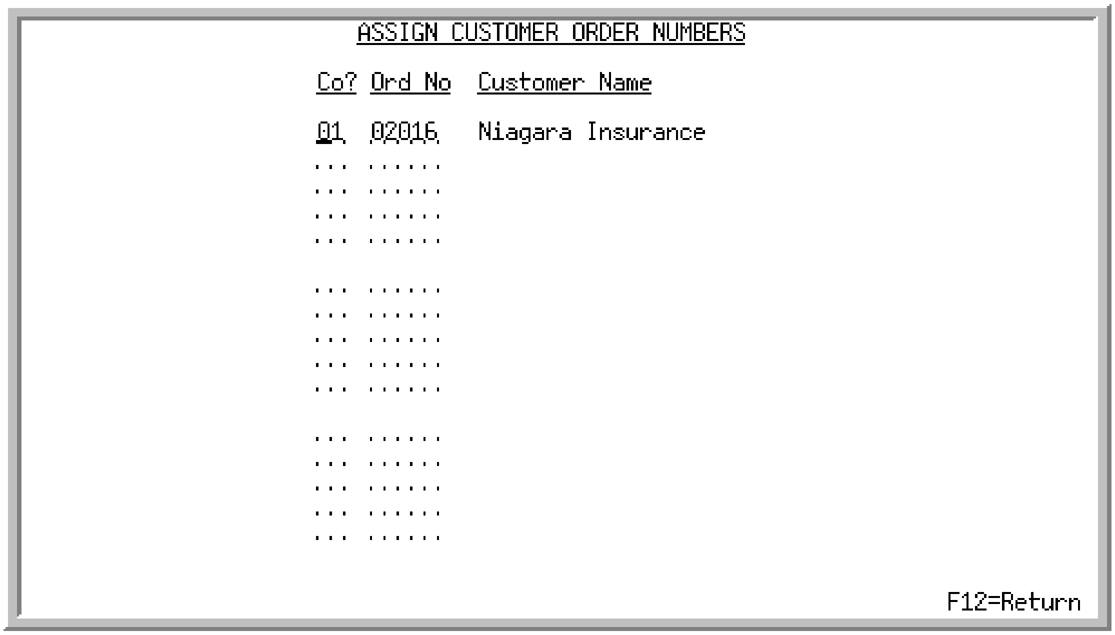
Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Lead Time	The average time, in weeks, that it takes this vendor to deliver a typical shipment of this item. Display
Cost	The first cost field is the Vendor/Item Cost (VIPRC) for this item as specified for the costing U/M. Display
(Quantity Breaks)	The quantity breaks, if any, that have been established for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE). The **Qty** column shows the 5 available quantity levels for discounts and the **Cost** column then displays the costs that will be paid when purchased at the quantity level break displayed. When International Currency is installed, if the trading currency differs from the company's local currency, this field may be toggled with the F11=Loc Cur / F11=Tr Cur key to display costs in the trading currency or in the company's local currency. Display
Min Ord Qty	The minimum quantity of this item that can be ordered from this vendor. Display
Ordering Info for WH	Use this field to key the warehouse location of a different warehouse to display the minimum and maximum quantities of this item on-hand in that warehouse. These values display in the **Min**/**Max** fields on this screen. *Default Value:* The default warehouse set up for the default company that was established through System Options Maintenance (MENU XAFILE) (A 2) Optional
Min/Max	Displays the minimum and maximum quantity stocking level for this item in the warehouse specified on the **Ordering Info for WH** field on this screen. These values are determined by the item balance information for the item and warehouse as maintained through Item Balance Maintenance (MENU IAFILE). Display
F11=Loc Cur/ F11=Tr Cur	Press F11=Loc Cur / F11=Tr Cur to toggle between a display of the vendor's currency description and quantity break costs in the trading currency, and a display of costs in the company's local currency. Press F11=Loc Cur to display costs in the company's local currency. The vendor's currency description will not display. Press F11=Tr Cur to display costs in the trading currency. The vendor's currency description will display.

Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER from this screen to return to the Requisition/Purchase Order Item Summary Screen (p. 6-61). Key a new value in the **WH** field and press ENTER and the Min/Max stocking levels will refresh along the bottom of this screen.

Assign Customer Order Numbers Screen



This screen displays after pressing F14=ORD NOS from the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). Use this screen to identify the order numbers of up to 15 customer orders that have been backordered, and are waiting for the item keyed on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38).

When this item is received and posted through Purchasing or, if applicable, Warehouse Management, the Backorder Release Report (p. 24-9) will print indicating the order numbers keyed on this screen.

NOTE: If the item is on a special order, the company number and order number will be updated automatically on this screen.

Assign Customer Order Numbers Screen Fields and Function Keys

Field/Function Key	Description
Co	Key the number of the company for which the corresponding customer order was keyed. *Default Value:* If you do not key a company number, the default company is assumed. (N 2,0) Optional
Ord No	Use this column to key the order numbers of any orders containing the current item [i.e., the item keyed on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38)]. This will assign the current item to this customer order. When the items are received, you will be informed that they are assigned to these orders. (A 5) Required

Assign Customer Order Numbers Screen Fields and Function Keys

Field/Function Key	Description
Customer Name	This column displays the name of the customer for whom the specified order number was created. If you key the number of an order that does not exist, a ? will display in this column. Display
F12=Return	Press F12=Return to return to the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) or Requisition/Purchase Order Item Summary Screen (p. 6-61), without assigning this item to any orders.
Enter	Press Enter to confirm your selections. The Requisition/Purchase Order Item Detail Review Screen (p. 6-38) or Requisition/Purchase Order Item Summary Screen (p. 6-61) will display.

Requisition/Purchase Order Item Landing Costs Screen

```
Vendor: 2600    WINDSOR INDUSTRIES                          ENTER Req No: 100029
    WH: 2                                              Com: NO
                      Landing Cost(s)            Factor  Mth        Landed Cost
Freight                          86.14           12.468 %         89.51166 BOX
Handling Fees                     7.50            2.500 U          5.59447 SLV
Broker Fees                      50.00           50.000 C
Duty                            180.00            1.250 W
Import Fees                      53.55            7.750 %
Docking Fees                      6.03            1.000 S (%,C,G,U,W,S or Z)
                                383.22
                     Qty Ord     U/M          Cost SLV  Dsc %        Total
                      12.000     BOX          3.59856     .00          690.92
Nxt:                .00000      .000

Mfg No:  23248686                          Due: 20/08/18  Prm:    Req: 20/08/18
PO Dsc:  Bridgestone Lady Precept          Golf Balls Lemon Yellow

Wgt:    12.0000  Non-St:  N  Contract:           Upd Inv: Y Lot:    Drp Shp: N
Cbs:      .50244 UpdLead: Y Itm Cl? 60 /     UpdCst: Y Tax: N



                                   F5=Refresh     F10=Continue
```

This overlay screen displays after pressing F15=LND CST on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38). Use this screen to access and, if desired, modify landing factor information for the requisition/purchase order line item displayed on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38).

When landing codes are added to the Vendor/Item/Price File (VIPRC) after the item has been added to a purchase order, press F5=REFRESH to attach those values to the item in the purchase order.

Also use this screen to view or override landing factor amounts for line items. Overall access to allow overrides is determined via Warehouse Numbers Maintenance (MENU IAFILE). Note that an individual line item’s landing factors cannot be overridden if a group override [refer to the End Requisition/Purchase Order Landing Costs Screen (p. 6-106)] for all items in a requisition/purchase order has occurred. Likewise, a requisition/purchase order override cannot occur for any landing factors that have had individual line item overrides performed.

The **Landing Cost(s)** and **Landed Cost** values displayed are calculated in accordance with the values keyed in the **Factor** and **Mth** fields based on the total quantity ordered.

NOTE: Landing costs are not available for returns.

Example: Landing Costs

Assumption: The cost for item A150 is $5.00, and a quantity of 10 is requested.

Procedure: On this screen, key a landing cost factor of 2.000 and a calculation method of % (for percentage of extended cost) for the landing factor 1. Press ENTER.

Results: The landing cost 1 value reflects an amount equal to 2% of the total value of the line item; in other words, a value of $1.00.

Procedure: Change the calculation method to U (for all units) for the landing cost 1 and press ENTER.

Results: The landing cost 1 value reflects an amount equal to the 2.000 factor multiplied by the number of units expected to be received (10): in other words, a value of $20.00.

Procedure: Change the calculation method to C (for a specified currency amount) and the factor to 12 for the landing cost 1 and press ENTER.

Results: The landing cost 1 value reflects an amount equal to the 12 factor: in other words, a value of $12.00.

Requisition/Purchase Order Item Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
(Landing Factor(s))	This field displays the landing factor descriptions defined through Warehouse Numbers Maintenance (MENU IAFILE). NOTE: If specific landing cost factors are not specified, but landing factors are used [as determined through Warehouse Numbers Maintenance (MENU IAFILE)], the display on this screen will show all zeros for the landing costs. Modifications to individual landing factors for a line item on this screen may be made only if both the following are true: • Overrides are allowed for that landing factor as determined through Warehouse Numbers Maintenance (MENU IAFILE). • An override for the indicated landing factor has not been performed on a group level. Refer to the End Requisition/Purchase Order Landing Costs Screen (p. 6-106). Note that likewise, if a landing factor override is performed on this screen for a line item, a group override for all items in the requisition cannot be performed for that landing factor. Display

Requisition/Purchase Order Item Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost(s)	A line item's landing costs are those costs incurred due to specific situations (overhead, duty, etc.), whereas a line item's landed cost is the total cost of that line item calculated as the vendor's price plus all individual landing costs. The **Landing Cost(s)** values displayed in this field are calculated in accordance with the values keyed in the **Factor** and **Mth** fields. When International Currency is installed, these fields display in the applicable currency defined for each landing code. If landing cost(s) are calculated in currencies different from the company's local currency, these fields may be toggled with the F11=Loc Cur / F11=Tr Cur key to display landing cost(s) in the trading currency with the applicable currency symbol displayed to the right of each cost, or in the company's local currency with the local currency symbol displayed to the right of each cost.
Factor	NOTE: This field is display-only for any landing factor whose values (**Factor** or **Mth**) cannot be overridden because either it was defined as not allowing overrides through Warehouse Numbers Maintenance (MENU IAFILE), or because a group override for the specific landing factor has occurred [refer to the End Requisition/Purchase Order Landing Costs Screen (p. 6-106)]. Key override values to be used with the calculation methods for each of the landing costs. Pressing Enter will cause the recalculation of the landing costs values, in accordance with the factor values keyed here and in the **Mth** field. The default landing factor amounts are assigned to specific landing codes. Landing codes are assigned to an item for a vendor through Vendor/Item Information Maintenance (MENU POFILE). When International Currency is installed, if the trading currency differs from the company's local currency, these fields may be toggled with the F11=Loc Cur / F11=Tr Cur key to display values in the trading currency or in the company's local currency. **Important** When F11=Tr Cur key displays and local currency values are displayed, these fields will become display-only. When keying factors using a method of C for currency, you must key these amounts in the applicable trading currency. If you have pressed F11=Loc Cur to display local currency values, you must return to a display of trading currency values before keying new amounts. (N 10,3) Display/Required

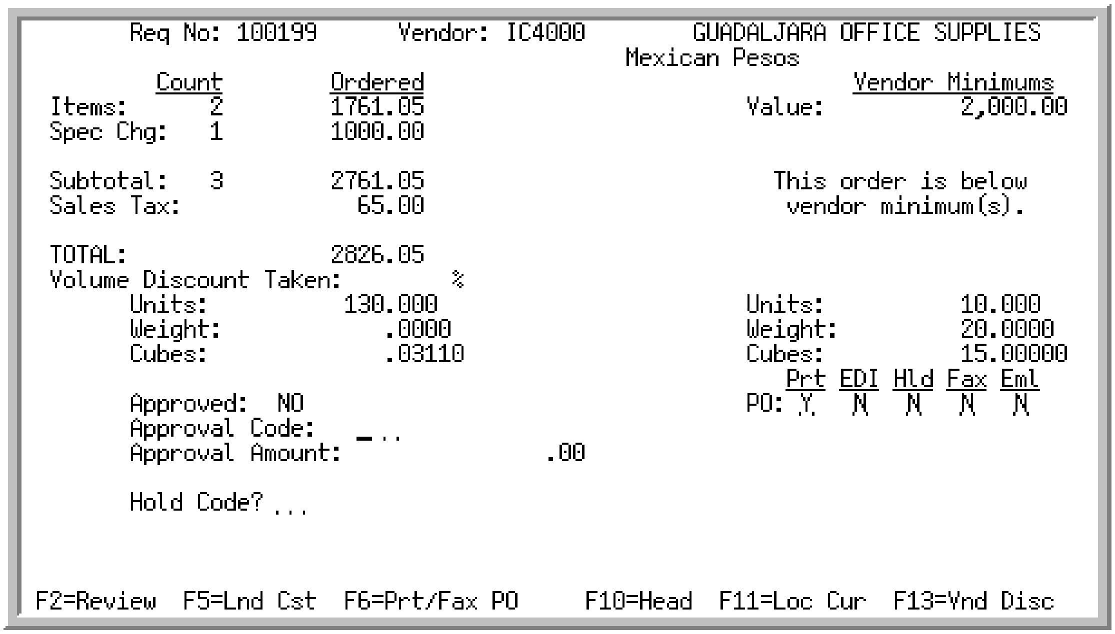
Requisition/Purchase Order Item Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Mth	NOTE: This field is display-only for any landing factor whose values (**Factor** or **Mth**) cannot be overridden either because it was defined as not allowing overrides through Warehouse Numbers Maintenance (MENU IAFILE), or because a group override for the specific landing factor has occurred [refer to the End Requisition/Purchase Order Landing Costs Screen (p. 6-106)]. Key override values to be used with the landing factors for each of the landing costs. Pressing ENTER will cause the recalculation of the landing costs values, in accordance with the values keyed here and in the **Factor** field. The valid values are described as follows: %*:* Defines the landing factor amount as a percentage of the line item's extended cost. C*:* Defines the landing factor amount as a specific currency amount. U*:* Defines the landing factor amount as a currency amount per item based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total charge for all units in the line item. W*:* Defines the landing factor amount as a currency amount per line item weight based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total weight of all items included in the line. S*:* Defines the landing factor amount as a specific currency amount per size (cube) based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total cubic space for all units in the line item. Z*:* Defines the landing factor as zero. G*:* Identifies that the landing factor has been overridden on a group level [refer to the End Requisition/Purchase Order Landing Costs Screen (p. 6-106)] and therefore cannot be overridden here. *Valid Values:* %, C, U, W, S, Z, G (A 1) Display/Required

Requisition/Purchase Order Item Landing Costs Screen Fields and Function Keys

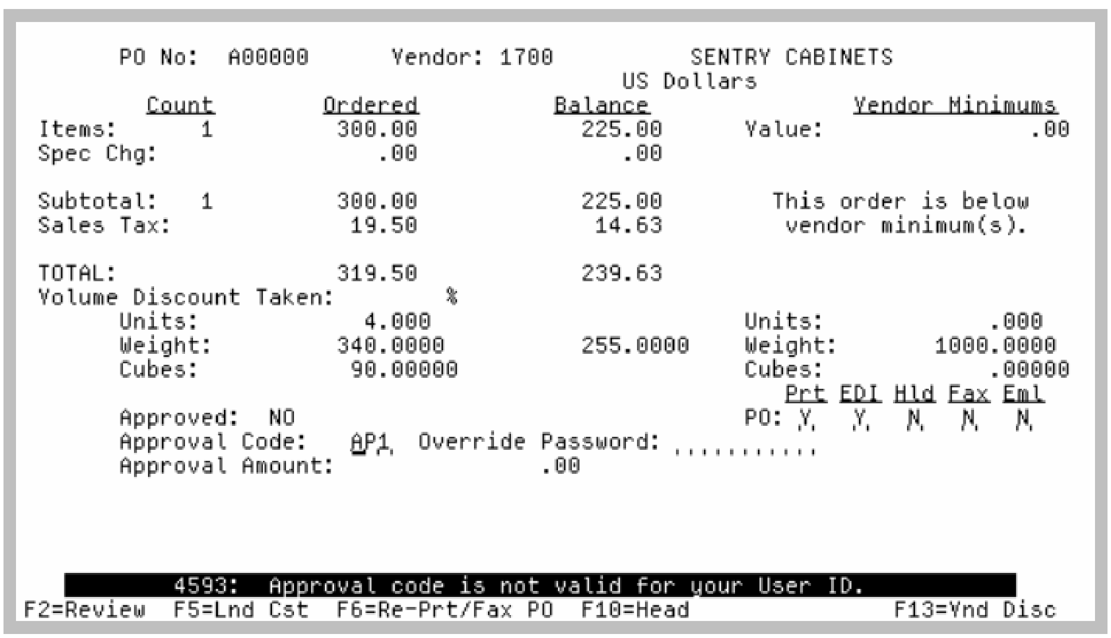
Field/Function Key	Description
Landed Cost	This is the total cost of the item calculated as the vendor's price plus all individual landing costs based on the purchase order unit of measure. When the ordering and cost units of measure are different, the landed cost in the cost unit of measure will also display. **Important** When International Currency is installed, this field displays for landing cost(s) calculated in trading currencies only if all costs are in the same currency. If the landing cost(s) are in mixed currencies, zeros will display in this field, and you must press F11=LOC CUR to display local currency equivalents in order to review this total. All landing cost(s) will display the company's local currency symbol to the right and the total will appear in the company's local currency. Display
F5=Refresh	Press F5=REFRESH after making field changes to return the original values to those fields.
F10=Continue	Press F10=CONTINUE to continue requisition/purchase order processing. Overridden values are saved for this specific purchase order. The Requisition/Purchase Order Item Detail Review Screen (p. 6-38) will display.
F11=Loc Cur/ F11=Tr Cur	This function key only displays when International Currency is installed. F11=LOC CUR / F11=TR CUR displays only if you are working with trading currency landing cost(s). Press F11=LOC CUR / F11=TR CUR to toggle between a display of landing cost(s) in the trading currency and a display of landing cost(s), including total landed cost, in the company's local currency. Press F11=LOC CUR to display landing cost(s) in the company's local currency. The symbol for the company's local currency will display to the right of each landing cost, and the total landed cost value will display. Press F11=TR CUR to display landing cost(s) in the trading currency. The symbol for the currency will display to the right of each landing cost. The total landed cost value will not display, however, unless all landing cost(s) are calculated in the same currency. Also note that overrides are not allowed when local equivalent values are displayed.
Enter	Press ENTER to update field changes made on this screen and recalculate the **Landed Cost** based on the overrides entered.

End Requisition Screen



```
      Req No: 100199      Vendor: IC4000        GUADALJARA OFFICE SUPPLIES
                                               Mexican Pesos
         Count         Ordered                               Vendor Minimums
 Items:      2         1761.05                      Value:          2,000.00
 Spec Chg:   1         1000.00

 Subtotal:   3         2761.05                        This order is below
 Sales Tax:              65.00                         vendor minimum(s).

 TOTAL:                2826.05
 Volume Discount Taken:        %
      Units:            130.000                     Units:          10.000
      Weight:              .0000                    Weight:         20.0000
      Cubes:               .03110                   Cubes:          15.00000
                                                       Prt EDI Hld Fax Eml
      Approved:   NO                                PO: Y   N   N   N   N
      Approval Code:  _..
      Approval Amount:              .00

      Hold Code? ...

 F2=Review  F5=Lnd Cst  F6=Prt/Fax PO     F10=Head  F11=Loc Cur  F13=Vnd Disc
```

End Purchase Order Changes Screen



```
      PO No:  A00000      Vendor: 1700         SENTRY CABINETS
                                              US Dollars
        Count          Ordered            Balance             Vendor Minimums
 Items:     1          300.00             225.00       Value:              .00
 Spec Chg:                .00                .00

 Subtotal:   1         300.00             225.00         This order is below
 Sales Tax:             19.50              14.63          vendor minimum(s).

 TOTAL:                319.50             239.63
 Volume Discount Taken:        %
      Units:             4.000                         Units:            .000
      Weight:          340.0000           255.0000     Weight:       1000.0000
      Cubes:            90.00000                       Cubes:            .00000
                                                          Prt EDI Hld Fax Eml
      Approved:   NO                                   PO: Y   Y   N   N   N
      Approval Code:   AP1  Override Password: ..........
      Approval Amount:             .00

         4593:  Approval code is not valid for your User ID.
 F2=Review  F5=Lnd Cst  F6=Re-Prt/Fax PO  F10=Head            F13=Vnd Disc
```

This screen is displayed when you press F10=END from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), Requisition/ Purchase Order Item Detail Review Screen (p. 6-38), Requisition/Purchase Order Item Summary Screen (p. 6-61) or the Requisition/Purchase Order Special Charge Screen (p. 6-66).

This screen displays summarized order data and allows you to approve the requisition/purchase order.

Approval Code Authorizations

Regardless of the **Use Approval Code Authorization for Req/PO** field, a value is required in the **Approval Code** field required to print a Purchase Order.

If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), the value keyed in the **Approval Code** field must be an approval code defined for your user ID through Approval Codes Maintenance (MENU POFIL2). The user logged onto Distribution A+ must be the user ID assigned to the **Approval Code** through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition/purchase order will not be approved. Once a purchase order has been approved, if an **Override Password** has been defined for an **Approval Code** through Approval Codes Maintenance (MENU POFIL2), this password can be used to override an approval code when changes are being made to an approved purchase order by a user other than the original approver. This allows you to approve and exit an approved purchase order on the End Order Screen even though the approval code does not match the current user's user ID.

The **Approval Amount** field displays the approved value for this requisition/purchase order. When you key an approval code in the **Approval Code** field and press ENTER, the total requisition/purchase order value will default into the **Approval Amount** field. You can key a different amount, within the limits of the **Maximum Approval Amount** defined for the approval code through Approval Codes Maintenance (MENU POFIL2). Additionally, through Approval Codes Maintenance (MENU POFIL2), you have the option to determine if the overriding of an approved purchase order (if being overridden) will validate (on this screen) the purchase order amount against the maximum approval amount defined for the approval code.

If a change is made to the requisition/purchase order that changes the total requisition/purchase order value, the following applies:

- If the user ID of the user making the changes is the same as the user ID associated with the approval code, the amount in the approval amount field will change automatically, as long as the new value does not exceed the **Maximum Approval Amount** defined for the approval code through Approval Codes Maintenance (MENU POFIL2). If the new total requisition/purchase order value exceeds the maximum approval amount, the changes will not be approved. You can either enter a different approval code with a greater approval amount or blank out the approval code and leave the requisition/purchase order unapproved. A user with a greater approval amount must log on and enter an approval code

If a different user entered an approval code and you want to change the requisition/purchase order, you can do one of the following:

- Change the requisition/purchase order within the approval amount value defined by the approval code. If your **Maximum Approval Amount** defined through Approval Codes Maintenance (MENU POFIL2) is less than or equal to the approval amount for the requisition/purchase order, this is your only option.
- Change the approval code fields to your approval code and amount and press F2=REVIEW and then change the item information on the requisition/purchase order. Use this method if you want to increase the approval amount. You can use this method only if your **Maximum Approval Amount** defined through Approval Codes Maintenance (MENU POFIL2) is greater than the former **Approval Amount** value.
- Have a user with override ability enter their approval code and press ENTER. The override password can be entered and it can be determined if the overriding of an approved purchase order will validate the purchase order amount against the maximum approval amount defined for the approval code.

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Headings	The requisition number/purchase order number and vendor name display on the first line. Display
(Currency)	This field only displays when International Currency is installed. The vendor's trading currency description. This field may be toggled with the F11=LOC CUR / F11=TR CUR function key to display the description for the trading currency or for the company's local currency, if the two differ. Display
Items	The count is the number of item lines in the order and ordered is the total monetary amount of the items for this requisition/purchase order. The **Items: Balance** field displays the total value of items ordered on this PO that have not yet been received. When International Currency is installed, this field may be toggled with the F11=LOC CUR / F11=TR CUR key to display the total amount of items to order in the vendor's trading currency or in the company's local currency. Display
Spec Chg	The count is the number of special charge lines in the order and ordered is the total monetary amount of the special charges for this requisition/purchase order. The **Spec Chg: Balance** field displays the amount of special charges for items not yet received. When International Currency is installed, this field may be toggled with the F11=LOC CUR / F11=TR CUR key to display the total amount of special charges in the vendor's trading currency or in the company's local currency. Display
Subtotal	The count is the total quantity of lines in this order (items and special charges), and ordered is the total amount of the order. The total amount of the order is calculated as the total item amount plus the total special charges amount. The **Subtotal: Balance** field displays the subtotal of special charges and items not yet received. When International Currency is installed, this field may be toggled with the F11=LOC CUR / F11=TR CUR key to display the total amount of the entire order in the vendor's trading currency or in the company's local currency. Display

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Sales Tax	The ordered sales tax amount for the items and charges in the order. Sales tax is calculated only for items and special charges that are defined as taxable. The rate used is the **Sales Tax %** field specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). The **Sales Tax: Balance** field displays any applicable sales tax for items not received. When International Currency is installed, this field may be toggled with the F11=LOC CUR / F11=TR CUR key to display the sales tax amount in the vendor's trading currency or in the company's local currency. Display
TOTAL	The total order value, calculated as the ordered subtotal amount plus the ordered sales tax amount minus the volume discount amount. The **Total: Balance** field displays the total order value for items not received. When International Currency is installed, this field may be toggled with the F11=LOC CUR / F11=TR CUR key to display the total order value in the vendor's trading currency or in the company's local currency. Display
Volume Discount Taken	The volume discount percent applied to the order. Vendor volume discounts are defined in Vendor Volume Discounts Maintenance (MENU POFIL2). Display
Units	The total number of units for all items on the order. The number shown is a simple count of the number of units ordered on each line of the requisition/purchase order, regardless of unit of measure. For example, a requisition for one case of item A, 1 box of item B, and three units (unit of measure is EA) of item C would show 5.000 in the **Units** field. Display
Weight	The sum of the weights of all items ordered. Item weights are defined for each item through Item Master Maintenance (MENU IAFILE), and for a specific vendor/item combination through Vendor/Item Information (MENU POFILE). The **Weight: Balance** field displays the total order weight for items not received. Display
Cubes	The total cubic measurement of the entire order. The cubic dimension of each item is defined through Item Master Maintenance (MENU IAFILE). Display

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Vendor Minimum Value	The vendor’s minimum monetary requirement for any order as defined through Vendor Master Maintenance (MENU POFILE) for this vendor. When International Currency is installed, this field may be toggled with the F11=Loc Cur / F11=Tr Cur key to display the vendor’s minimum monetary requirement for any order in the vendor’s trading currency or in the company’s local currency. Display
Vendor Minimum Units	The vendor’s minimum number of units requirement for any order as defined through Vendor Master Maintenance (MENU POFILE) for this vendor. Display
Vendor Minimum Weight	The vendor’s minimum total item weight requirement for any order as defined through Vendor Master Maintenance (MENU POFILE) for this vendor. Display
Vendor Minimum Cubes	The vendor’s minimum total cubic volume requirement for any order defined through Vendor Master Maintenance (MENU POFILE) for this vendor. Display
Approved	Indicates if this requisition/purchase order has been approved. **NO** displays if the requisition/purchase order has not been approved. **YES** displays if the requisition/purchase order has been approved. Display

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Approval Code	Use this field to approve the requisition/purchase order. Once a requisition is approved, a Purchase Order can be printed through Purchase Orders (MENU POMAIN), or by using the F6=PRT/FAX PO function key on this screen. If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed; however, this field cannot be left blank. On an **Order Type** R for return requisition, this field will be protected if Warehouse Management is installed and there are missing location assignments. There must be full location assignments for the items in the requisition before it can be approved and printed. Key an approval code. If, after pressing ENTER, you key an approval code that does not match the current user ID, the **Override Password** field will appear. Refer to that field for further details. *Valid Values:* If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), a valid approval code for the user defined through Approval Codes Maintenance (MENU POFIL2); unless an **Override Password** has been defined. (A 3) Optional/Required
Override Password	This field displays only if you keyed an approval code in the corresponding **Approval Code** field and pressed ENTER, and that code does not match the current user ID. It will not display for an approval code that matches the current user ID, even if an override password is defined for the particular approval code through Approval Code Maintenance (MENU POFIL2). Use this field to key an override password for the approval code. By keying an override password, you will be able to approve and exit the purchase order even though the approval code does not match your user ID. You will be returned to the Purchasing Main Menu (MENU POMAIN). NOTE: The override password pertains to editing purchase orders only, when the Purchasing Option: **Use Approval Code Authorization for Req/PO** is in use. It will not be displayed when adding a new purchase order or at any time during requisition entry. The override password is valid for overriding the approval code during a particular edit session only and will not be stored. *Valid Values:* The override password that is defined for the corresponding **Approval Code** through Approval Code Maintenance (MENU POFIL2) (A 10) Optional

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Approval Amount	This field appears only if the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE). This field is required in order for a requisition to become a Purchase Order, if the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE). This field is display-only for a requisition when there is no approval code in the **Approval Code** field on this screen. This field displays the approved value for this requisition/purchase order. When you key an approval code in the **Approval Code** field and press ENTER, the total requisition/purchase order value will default into this field. You can key a different amount, within the limits of the **Maximum Approval Amount** defined for the approval code through Approval Codes Maintenance (MENU POFIL2). When International Currency is installed, the value in this field must be keyed in the company's local currency and will always be presented in the local currency, regardless of which currency you select to display with the F11=LOC CUR / F11=TR CUR toggle key. Accept the default total requisition value in this field or key a different approval amount. • . 00, if the requisition/purchase order has not been approved. • The total requisition/purchase order value, if the requisition/purchase order is approved and a different amount has not been keyed. NOTE: Through Approval Codes Maintenance (MENU POFIL2), when overriding an approved purchase order, if applicable, it may be determined to have or not have the approved purchase order that is being overridden validate the purchase order amount against the maximum approval amount defined for the approval code. (N 13,2) Required/Display

End Requisition Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Prt PO</td><td>NOTE: This field displays only if the Mail Server, EDI, or FAX modules are installed.

Use this field to identify how the Purchase Order will be printed/processed when multiple methods of generation exist. If the other modules are not installed on your system, simply press F6=PRIN PO to print the purchase order.

Key a Y in the Prt field to indicate that the Purchase Order is to be printed. This field must be Y if the EDI, Fax, and Eml fields are N. Note, if only EDI or only FAX or only Mail Server is installed and if the applicable EDI, Fax, or Eml field is N, then this Prt field must still be Y. Note too that keying a Y here does not preclude the use of EDI, FAX, and/or e-mail for Purchase Orders; the EDI, Fax, and/or Eml field may also be Y.

Key an N to indicate that a hard copy Purchase Order will not be printed. If an N is keyed here, either the EDI or the Fax field must be Y.

NOTE: If you key an N in this field and “print” this PO using EDI or FAX, you may still produce a paper copy reprint of the PO through Purchase Orders (MENU POMAIN). A message will print at the top of the PO identifying the original method of generating the purchase order.

Default Value: The value defined for the selected vendor via the Print Purchase Orders field in Vendor Master Maintenance (MENU POFILE).

(A 1) Required</td></tr>
</table>

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
EDI PO	This field displays only if the EDI module is installed. Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used. A Y indicates that an EDI Outgoing Purchase Order (850) document will be sent to the vendor for this purchase order. An N indicates that EDI Outgoing Purchase Order (850) documents will not be sent. **Important** When sending a Purchase Order through EDI, it is important to remember that even if the **Prt** field is N, indicating a hard-copy PO is not to be printed, the act of "printing" the Purchase Order via the F6=PRT/FAX PO function key or the Purchase Orders (MENU POMAIN) option must still occur. It is this act of "printing" the Purchase Order in either of these ways that updates the necessary files to complete PO processing through Distribution A+. Also, be sure to refer to the **Prt** field description for details about PO printing options and requirements for printing POs as related to EDI. *Default Value:* The value defined for the selected vendor in the **EDI Purchase Orders** field in Vendors Maintenance (MENU POFILE). (A 1) Required
Hld PO	This field displays only if the EDI module is installed. If using EDI for Purchase Orders, as determined with a Y in the **EDI** field, you must use this field to determine whether the EDI Outgoing Purchase Order (850) document will be available for immediate processing, or if an EDI hold will be placed on the job, which would require a manual release. A Y indicates that if a PO print is submitted to be processed via EDI, it will go on hold until manually released through EDI. Refer to the EDI User Guide for details about releasing jobs from EDI hold. An N indicates that if a PO print is submitted, no EDI hold will occur and EDI processing will continue normally. *Default Value:* The value defined for the selected vendor via the **Hold EDI Purchase Orders** field in Vendors Maintenance (MENU POFILE). (A 1) Required

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Fax PO	This field displays only if the FAX module is installed. Since Purchase Orders may be hardcopy printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used. A Y indicates that FAX will be used for "printing" and the Purchase Order form will be faxed to the vendor. An N indicates that the Purchase Order form will not be faxed to the vendor. **Important** Refer to the **Prt** field description for details about PO printing options and requirements for printing POs as related to FAX. *Default Value:* The value defined for the selected vendor via the **FAX Purchase Orders** field in Vendors Maintenance (MENU POFILE). (A 1) Required
Eml PO	This field displays only if the Mail Server module is installed. Use this field to specify whether the Purchase Order form will be e-mailed. Key Y to e-mail a copy of this Purchase Order to the vendor. Key N if you do not want to e-mail this Purchase Order to the vendor. *Default Value:* The value defined for the selected vendor in the **Email Purchase Orders** field in Vendor Master Maintenance (MENU POFILE). (A 1) Required
Hold Code	To prevent a requisition/purchase order from being approved, or to prevent an approved requisition/purchase order from being printed, you may hold the requisition/purchase order by keying a hold code in this field. To release a requisition/purchase order from hold, remove the hold code from this field. *Valid Values:* Any purchasing hold code that has been defined through Hold Codes Maintenance (MENU POFILE). You may not key a hold code if you keyed an **Approval Code**. (A 2) Optional

End Requisition Screen Fields and Function Keys

Field/Function Key	Description
F2=Review	Press F2=REVIEW to display the Requisition/Purchase Order Item Summary Screen (p. 6-61). NOTE: If message **4596: Cannot add to the Req/PO have exceeded Approval Amount** is issued to the user, keying a new **Approval Amount** and **Approval Code** and then pressing F2=REVIEW will update the updated approval information and return the user to the Requisition/Purchase Order Item Summary Screen (p. 6-61) where the item changes and additions can be completed.
F5=Lnd Cst	The F5=LND CST function key will display only if you are using Purchasing Landing Costs, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Press F5=LND CST to display the End Requisition/Purchase Order Landing Costs Screen (p. 6-106).

End Requisition Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F6=Prt/Fax PO
F6=Re-Prt/Fax PO</td><td>

The F6=PRT/FAX PO function key displays only if you have allowed Purchase Orders to be printed from this screen, as determined through Purchasing Options Maintenance (MENU XAFILE). This key will also only work if the PO has an **Approval Code**, and no restriction criteria to print the PO is set in Purchasing Options Maintenance.

Press F6=PRT/FAX PO to submit the Purchase Order for hardcopy printing, EDI, FAX, or e-mail. The values keyed in the **Prt**, **EDI**, **Fax**, and **Eml** fields determine which method(s) will be used.

NOTE: You will be restricted from printing the PO, when you press F6=PRT/FAX PO, if there are any item(s) from a special order that is currently on (or eventually will be on) a Credit (CR) or Slow Pay (SP) hold and the Purchasing options (MENU XAFILE) are set to not allow the PO print for such holds.

After you press F6=PRT/FAX PO, the Report Options Screen will display (refer to Cross Applications User Guide for details about this screen). You will not, however, be able to change the **Submit to Batch** field on that screen since this job is submitted to the Transaction Processor.

After your selections on the Report Options Screen, the job is submitted to the Transaction Processor. If, however, the interface is on between General Ledger and Inventory (as determined through Company Name Maintenance) and you requested a hardcopy, EDI or FAX printing for a PO return, the G/L Posting Date Selection Screen (p. 23-15) will display before the job is submitted to the Transaction Processor. Refer to Purchase Orders (MENU POMAIN) for details about the G/L Posting Date Selection Screen (p. 23-15).

NOTE: If FAX is being used to send this particular PO as an interactive job [as opposed to sending a batch job through Purchase Orders (MENU POMAIN)], a Fax Cover Sheet Screen will display. On that screen, you can override FAX data related to this vendor with data from the installed fax system's (e.g., QUADRANT's FastFax) files. Refer to the description of the FAX Cover Sheet Screen, as provided in the FAX User Guide.

Important

Each print job submitted with this function key creates a separate Transaction Processor job; unlike printing POs through Purchase Orders (MENU POMAIN), which creates a single Transaction Processor batch job for all POs. The result is that the queue space is under-utilized and valuable processing time is inefficiently used.

</td></tr>
</table>

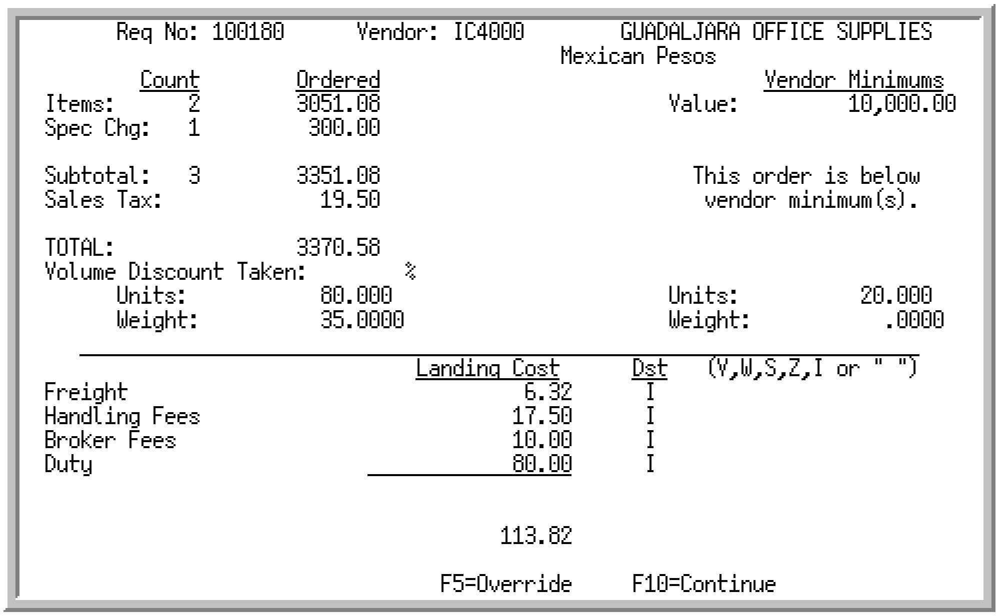
End Requisition Screen Fields and Function Keys

Field/Function Key	Description
F10=Head	Press F10=HEAD to display the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).
F11=Loc Cur/Tr Cur	Press F11=LOC CUR / F11=TR CUR to toggle between a display of the vendor's currency description and the total amount of items to order, the total amount of special charges, the total amount of the entire order, the sales tax amount, the total order value, and the vendor's minimum requirement in the trading currency, and a display of the company's local currency description and these amounts in the company's local currency. The value in the **Approval Amount** field will not toggle between local and trading currency. It displays only in the local currency. Press F11=LOC CUR to display amounts in the company's local currency. The description for the company's local currency will display. Press F11=TR CUR to display amounts in the trading currency. The description for the trading currency will display below the vendor name. The **Approval Amount** field will continue to display in the local currency.
F13=Vnd Disc	Press F13=VND DISC to display the Suggested Order Maintenance End Order Screen (p. 35-22), from which you can view vendor volume discounts and vendor minimums. You can also override the vendor volume discount, if desired.

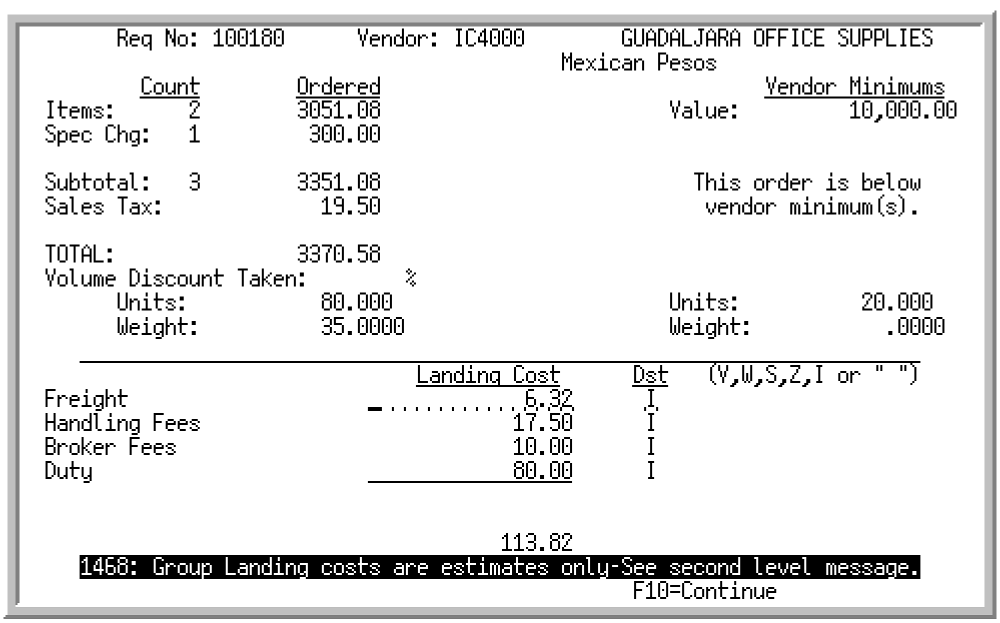
End Requisition Screen Fields and Function Keys

Field/Function Key	Description
Enter	This key serves multiple functions: • If you entered an approval code, press ENTER to approve the requisition/ purchase order. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE) and you enter an approval code in the **Approval Code** field, pressing ENTER will perform an authorization check. If the approval code you keyed is authorized, the total requisition/purchase order value will default into the **Approval Amount** field. • Press ENTER to save the requisition/purchase order. You will not be able to store this requisition/purchase order if no items have been ordered. NOTE: To delete this requisition/purchase order, you must press F10=HEAD to display the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) and then press F24=DELETE. If the order related to the PO is IN-USE, a pop-up window appears informing you that you will not be able to update the order. The updates to the PO and the order, which occur based on your option setup, can therefore not take place. In order to continue, you must remove that order from being IN-USE. If you made any changes to a special order line item within the purchase order, and the **Reprint PO after Change Requests are Closed and Updated** tailoring option is Y in Special Order Options Maintenance (MENU XAFILE), purchase orders will be reprinted at this time.

End Requisition/Purchase Order Landing Costs Screen



End Requisition/Purchase Order Landing Costs Override Screen



The End Requisition/Purchase Order Landing Costs Screen appears after you press F5=LND CST on the End Requisition Screen (p. 6-92) or from the End Purchase Order Changes Screen (p. 6-92).

The End Requisition/Purchase Order Landing Costs Override Screen appears when you press F5=OVERRIDE on the End Requisition/Purchase Order Landing Costs Screen. Use this screen to override landing cost values for the entire requisition/purchase order and to distribute the totals to the individual items in the requisition/purchase order. Overall access to allow overrides at the group level is determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting.

NOTE: Any group ("G") level landing costs overridden on this screen should be estimated costs (not fixed). The group level landing costs are redistributed according to the value received during receipt processing.

If you key a group override for a landing factor, you can change the landing cost on this screen. The method of distribution keyed here determines how the override value is to be distributed among each of the line items that was used in calculating the original landing cost.

Example:

Assumption: The total weight of line item 1 is 10 pounds. The total weight of line item 2 is 30 pounds. The total weight of line item 3 is 60 pounds. The displayed freight landing cost for all three lines is $15.00. You wish to override the freight landing cost to reflect $30.00 and desire to distribute the $30.00 among the three line items according to their weight.

Procedure: Press the F5=OVERRIDE key to make the change. Key the $30.00 in the Freight **Landing Cost** field and key a W (for weight) in the **Dst** field. Press ENTER.

Results: While this screen simply appears updated with the new values, the freight landing costs of each of the three items has been modified in the following manner:

- Weight of line item 1 (10 pounds) is 10% of the total weight of 100 pounds. Therefore, the amount equal to 10% of the total $30.00 fee is attributed to line item 1; in other words, a value of $3.00.
- Weight of line item 2 (30 pounds) is 30% of the total weight of 100 pounds. Therefore, the amount equal to 30% of the total $30.00 fee is attributed to line item 2; in other words, a value of $9.00.
- Weight of line item 3 (60 pounds) is 60% of the total weight of 100 pounds. Therefore, the amount equal to 60% of the total $30.00 fee is attributed to line item 3; in other words, a value of $18.00.

If you were to review each individual item's Landing Cost information on the Requisition/ Purchase Order Item Landing Costs Screen (p. 6-87), you would see that the landing factor line for Freight was changed to the newly calculated landing cost amount, the factor value is zero, and the method has been set to G.

End Requisition/Purchase Order Landing Costs Screen and End Requisition/Purchase Order Landing Costs Override Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost	The landing cost values displayed here are a calculated combination of those defined for each line item in the requisition/purchase order. The number of landing factors used in calculating the landing costs is based on the number of landing factors selected for use for the requisition/purchase order's receiving warehouse through Warehouse Numbers Maintenance (MENU IAFILE). When International Currency is installed, these **Landing Cost** fields display in the applicable currency defined for each landing factor associated with the requisition. If landing cost(s) are calculated in currencies different from the company's local currency, these fields may be toggled with the F11=Loc Cur / F11=Tr Cur key to display landing cost(s) in the trading currency with the applicable currency symbol displayed to the right of each cost, or in the company's local currency with the local currency symbol displayed to the right of each cost. This field is also used to key group level overrides. To key overrides in this field, press F5=Override to begin data entry mode. Once in data entry mode, key the desired landing factor values (the field is no longer just a cost amount). You will be required to also key a method of distribution (**Dst**). Note that only those landing factors that can be overridden will change from display mode to data entry mode. When International Currency is installed, if you are keying override landing factors values based on currency (V for value), you must key these amounts in the applicable trading currency. (N 16,2) Display/Required

End Requisition/Purchase Order Landing Costs Screen and End Requisition/Purchase Order Landing Costs Override Screen Fields and Function Keys

Field/Function Key	Description
Dst	The available distribution methods are as follows: V*:* Key V to distribute the cost to the line items according to the extended cost (excluding landing costs) of those items. W*:* Key W to distribute the cost to the line items according to the weight of those items based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total weight of all items included in the line. S*:* Key S to distribute the cost to the line items according to the size of those items per size (cube) based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total cubic space for all units in the line item. Z*:* Key Z if no landing cost is to be calculated. Each item's applicable landing factor field will be zeroed out. I: The I code may denote that the total landing cost amount has or will be calculated based on the individual items landing cost amounts. The I code can also be used to recalculate or correct a group override. Use this code if you make a mistake in a **Landing Cost** field. Before pressing ENTER to accept the erroneous data, blank out the data, key I in this **Dst** field, and then press ENTER. The **Landing Cost** field will be replaced with the data originally displayed prior to the mistake. This data is obtained by re-reading the individual item landing cost data as it existed immediately prior to the mistake. In other words, if changes had been made to individual records prior to your accessing this screen, those changes would be considered. This differs from a "recalculate" function such as that achieved by blanking out this field and the distribution method which actually recalculates values, as opposed to simply re-reading what has been keyed to this point. (blank): Blank out the **Landing Cost** field and this **Dst** field to recalculate the landing costs for the items by resetting all line item landing costs to their default landing factor values. These values will then be totaled to calculate the total landing cost amount. Blanking out this field differs from using the I code in that line item landing costs will actually be recalculated and updated; the I code only re-reads the line item landing costs to redisplay the total on this screen. *Valid Values:* V, W, S, Z, I, blank (A 1) Required

End Requisition/Purchase Order Landing Costs Screen and End Requisition/Purchase Order Landing Costs Override Screen Fields and Function Keys

Field/Function Key	Description
(Total Landing Cost)	This field displays the total amount of all the individual landing factor costs that will be added to the items/purchase order receipt group during the receiving process. If you keyed overrides to the group level landing costs, the total landing cost will be recalculated and redisplayed when you press ENTER. **Important** This field displays for landing cost(s) calculated in trading currencies only if all landing factor costs are in the same currency. If the landing factor cost(s) are in mixed currencies, zeros will display in this field, and you must press F11=LOC CUR to display local currency equivalents in order to review this total. The company's local currency symbol will display to the right of all landing cost(s), and the total will appear in the company's local currency. Display
F5=Override	The F5=OVERRIDE key only displays on the End Requisition/Purchase Order Landing Costs Screen view. Press F5=OVERRIDE to change from display mode to data entry mode to modify the landing cost and distribution values if the landing cost is defined as allowing group level overrides. Group level overrides are determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. Note that any group ("G") level landed costs overridden on this screen should be estimated costs (not fixed). The group level landed costs are redistributed according to the value received during receipt processing. To account for this, overrides for landing costs are available when entering receipts.
F10=Continue	Press F10=CONTINUE to return to the End Requisition Screen (p. 6-92) if you accessed this screen from this option. Or, press F10=CONTINUE to return to the End Purchase Order Changes Screen (p. 6-92) if you accessed this screen from Req/PO Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN). If you pressed F5=OVERRIDE and made changes, the changes will be updated to the file when you press ENTER. If you do not press ENTER before you continue, the override values will not be saved.

End Requisition/Purchase Order Landing Costs Screen and End Requisition/Purchase Order Landing Costs Override Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to accept and recalculate values on this screen and for the individual line items. The total landing cost will be recalculated and displayed for verification. If the new total is correct, press the F10=CONTINUE key to continue.

CHAPTER 7

Requisition Edit List

7

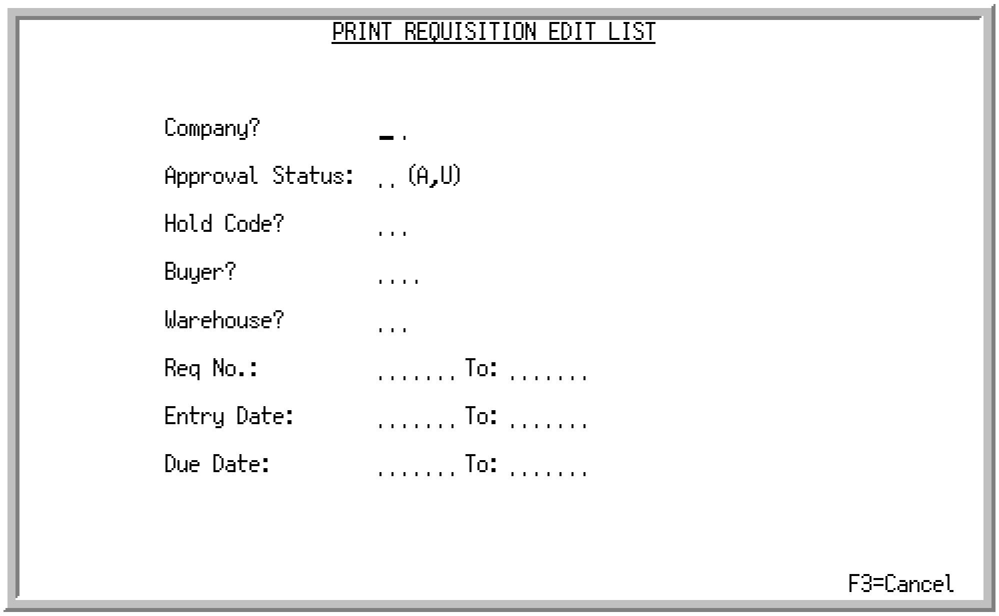
This option is used to print the Requisition Edit List (p. 7-5). Use this report to validate and verify requisitions keyed through Enter or Change Requisitions (MENU POMAIN) or created automatically through Special Order Automatic Req Creation (MENU POMAST).

Requisition Edit List

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Print Requisitions Edit List Selection Screen	Use to select the requisitions that will print on the Requisition Edit List (p. 7-5).
Requisition Edit List	Prints the requisitions meeting the criteria selected on the Print Requisitions Edit List Selection Screen (p. 7-2).

Print Requisitions Edit List Selection Screen



This screen displays after selecting option 2 - Requisition Edit List on MENU POMAIN. Use this screen to select the requisitions that will print on the Requisition Edit List (p. 7-5). If you leave all of these fields blank, all open requisitions will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Print Requisitions Edit List Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the number of the company for which requisitions will print on the report. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Optional

Print Requisitions Edit List Selection Screen Fields and Function Keys

Field/Function Key	Description
Approval Status	This field indicates the approval status of requisitions to print on the report. You may print unapproved requisitions only, approved requisitions only, or both. Leave the **Approval Status** field blank to include all requisitions,. Key U to print only requisitions that have not been approved (unapproved) on the report. Key A to print only the requisitions that have been approved on the report. (A 1) Optional
Hold Code	Use this field if you want to print the Requisition Edit List for requisitions that have been held, with a specific hold code. Key the hold code for which held requisitions will print on the report. (A 2) Optional
Buyer	Use this field to print the Requisition Edit List for a specific buyer. Key the desired **Buyer** code. Only requisitions created by this buyer will print on the report. *Valid Values:* A valid Buyer codes defined through Buyers Maintenance (MENU POFILE). Buyer codes may be assigned to a vendor (through MENU POFILE), vendor/warehouse (through MENU POFILE), vendor/ item (through MENU POFILE), and/or vendor/item/warehouse (also through MENU POFILE). (A 3) Optional
Warehouse	Use this field to print the Requisition Edit List for a specific warehouse. Key the **Warehouse** ID code in this field. Only requisitions created for items in this warehouse will print on the report. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Req No	Use to select a range of requisition numbers to be included on the Requisition Edit List. Key the requisition numbers. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ A 6) Optional

Print Requisitions Edit List Selection Screen Fields and Function Keys

Field/Function Key	Description
Entry Date	Use to select a range of requisition entry dates to be included on the Requisition Edit List. Key the appropriate dates. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Due Date	Use to select a range of requisition due dates to be included on the Requisition Edit List. Key the appropriate dates. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POMAIN will display.
Enter	Press ENTER to confirm your selections of the requisitions to print. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. The Requisition Edit List (p. 7-5) will then print.

Requisition Edit List

```
PO310          12/04/11        REQUISITION EDIT LIST           8:12:36    PAGE:     1
       Company: 01         Approved/Unapproved          All Hold Codes
     All Buyers                 All Warehouses
   Req No From: 100175       All Entry Dates              All Due Dates
             To: 100175
      VENDOR:                                    SHIP-TO:
      IC1000   LITTLE ITALY RESTAURANT SUPPLY    A & C Office Supply
               Leaning Tower Office Park         876 Centerville Road
               345 Michaelangelo Way
               District of the Vatican
               Rome, Italy                       Hartford,
                                                 CT
               12345-3789                        06865-8765
               ITALY                             UNITED STATES OF AMERICA
         ORDER
 CO WH   DATE     SHIP VIA             FOB                 TERMS
 -- --   -----    --------             ---                 -----
 01 1  12/04/11                                            NET 30
 REQ NUMBER: 100175    BUYER: 102    QUOTE NUMBER:                 APPRVD:
 CURRENCY:   Italian Lira
 ---------------------------------------------------------------------------------
 ITEM NUMBER                DUE DATE     ORD QTY U/M   UNIT COST U/M TX   TOTAL AMT
 ---------------------------------------------------------------------------------
 A100                       12/04/11      10.000       399.99004 EA         3939.90   US$
    Sharp Fax Machine                                  438.08500 Landed               US$
    Model SX-765                                    695063.00000            6846371   IT|
    Designer Line for spring sales
 ---------------------------------------------------------------------------------
    Ship direct - customs hold not required
                                                             SUBTOTA        3939.90   US$
                                                                            6846371   IT|
                                                             TAX                .00   US$
                                                                                  0   IT|
                                                                          ---------
                                                                TOTA        3939.90   US$
                                                                            6846371   IT|
 ---------------------------------------------------------------------------------
 =================================================================================
```

This report prints the requisitions meeting the criteria selected on the Print Requisitions Edit List Selection Screen (p. 7-2). The requisition header information is printed for each requisition selected to edit and is printed in the same format as it will print on the Purchase Order.

NOTE: If one of the requisitions that you have selected for this report is being used at another workstation, the message ****** REQ NUMBER: xxxxxx CURRENTLY IN USE BY ws ****** will print, where ws is the ID of the other workstation.

Requisition Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	Vendor information includes the number, name, address, city, state, zip code and country of the vendor for whom the requisition was created.
Ship-To	Vendor Ship-To information includes the ship-to number, address, city, state, zip code and country where the items on this requisition will be shipped.
CO	The number of the company for which the requisition was created.
WH	The Warehouse ID of the warehouse where items will be received.

Requisition Edit List

Report/Listing Fields	Description
Order Date	The date the requisition was initially created.
Ship VIA	The standard shipping instructions for this requisition.
FOB	The freight terms (freight on board) for this requisition.
Terms	The payment terms for this requisition.
Req Number	The number of the requisition.
Buyer	The three character code of the buyer who primarily deals with this vendor.
Quote Number	The quote number supplied by the vendor for this requisition, if any.
Apprvd	The approval code for the requisition: YES if approved, description if not approved.
Currency	Currency description of the vendor's trading currency when International Currency is installed.
Item Number	The number of the item to order.
Due Date	The date that receipt of the item is expected.
Ord Qty	The quantity of the item to order.
U/M	The buying unit of measure for this vendor and item that corresponds with the order quantity.
Unit Cost	The cost of the item. When International Currency is installed, the vendors trading currency unit cost prints below the company's local currency.
U/M	The costing unit of measure for this vendor and item that corresponds with the unit cost.
TX	Indicates if this item is taxable or not: Y if the item is taxable; N if it is not.
Total Amt	The total value of this item that is requested to be ordered on this requisition. When International Currency is installed, the vendors trading currency total amount prints below the company's local currency. The local and trading currency symbols print to the right.

Requisition Edit List

Report/Listing Fields	Description
Landed Costs	When an item is defined with a landing code or the landing factors are overridden during the creation of the requisition, the cost of the item, including all landing costs prints beneath the unit cost. When International Currency is installed, the **Landed** cost prints before the trading currency unit cost.
Item Description	The 2 lines of the item description of the items in this order.
Line Item Comment	When there are item related comments, the comment prints on the line below the item description.
Order Comment	Comments applicable to the entire order will print after the last item and before the totals section.
Subtotal	The subtotal of the requisition, before taxes. When International Currency is installed, the vendors trading currency subtotal amount prints below the company’s local currency. The local and trading currency symbols print to the right.
Tax	The total amount of the tax applied to this requisition. When International Currency is installed, the vendors trading currency sales tax amount prints below the company’s local currency. The local and trading currency symbols print to the right.
Total	The total value of the requisition; the sum of the subtotal and tax. When International Currency is installed, the vendors trading currency purchase order total prints below the company’s local currency. The local and trading currency symbols print to the right.

CHAPTER 8

Enter or Change Receivers or PO Receipts

8

Use this option to:

- Create and maintain “receivers” which include one or more line items from one or more of a vendor’s purchase orders. Once line items are incorporated into a receiver, they can be modified, received, approved, and posted. If the Warehouse Management (WM) module is installed, you can also perform these tasks through Warehouse Management (MENU WMMAIN). You can also create receivers and receive items through the Receiving task in the Radio Frequency (RF) module, if you have that module installed.

  Warehouse transfer purchase orders can be included on receivers once the corresponding sales order has been shipped and invoiced. A receiver cannot be created if the sales order has been deleted. When receiving line items for warehouse transfer purchase orders, **Cost** and **Cost Code** fields will be display-only and the **Subst Item No** and **Non-Stock** fields will not display on the PO Enter Item Detail Screen (p. 8-46). The warehouse transfer purchase order received quantity cannot be greater than the In Transit Quantity minus the Total Quantity on other open receivers.
- Enter item receipts into Purchasing via manual receipt group creation (called purchase order processing).
- Post receipt groups created through receiver processing. To post receipt groups created through purchase order processing, you must use the PO Receipts Register option (MENU POMAIN). Note that before posting receiver items, you should have printed the Receiver Edit List (p. 8-79). This list allows you to review receipts that have been keyed.

Important

These types of inventory postings (receiver and PO processes both use receipt groups to post) will update the Item Balance File, any quantities on-hand, etc. Related general ledger updates do not occur, however, until you run either Day-End Processing (MENU XAMAST) or Post IA Transactions to G/L (MENU IAMAST). Once these general ledger postings occur, general ledger information will be incorporated into all applicable item files.

Receiver Processing

Receivers are usually created upon receipt of an Advanced Shipping Notice (ASN), identifying the items expected to be shipped and the expected ship date. After you create the receiver, you can approve line items in the receiver as soon as they arrive. Once approved, line items can be put away and posted individually.

The difference between posting a receiver line item and posting a partial purchase order is that as soon as you select to post the receiver, the system creates a receipt group and posts the inventory. To post a partial purchase order, you must first create a receipt group manually, then submit it for inventory posting.

One advantage of receiver processing is this immediate posting. The items you received are available to fill customer orders almost immediately after you receive them. Also, receivers can include line items from more than one purchase order, and receivers allow you to include the same purchase order line item in more than one receiver. For example, a purchase order line indicating quantity 15 of item number A100, can be included in receiver 1 as item A100, quantity 5; in receiver 2 as item A100, quantity 5; and in receiver 3 as item A100, quantity 5. Once you receive individual line items, you should approve and post them immediately to make the items available in inventory for order entry processing.

After all items in a receiver are posted, it is closed. Closed receivers are retained in Receiver history immediately upon the completion of the posting activity.

NOTE: You can also perform receiver processing through Warehouse Management. Rather than identifying this on each and every receiver screen in this Purchasing User Guide, W/M will be mentioned only when options in that module provides added features (such as "putting away" while in the midst of receiver processing). When this is the case, the W/M feature will be mentioned, and you will be referred to the Warehouse Management User Guide for specific details.

Purchase Order Processing

For purchase order processing, use this option to create a receipt group. You can then enter receipts for selected line items, or for all items on a PO (specify that a PO has been received complete). The receipt group can then be processed and submitted for posting through PO Receipts Register (MENU POMAIN).

After all items on a PO are received, or if a PO is received complete, it is closed. Closed POs are retained in Purchasing history after you perform Day-End Processing (MENU XAMAST).

After a receipt group has been successfully posted, it is closed. Closed receipt groups are retained in Receipt history after you perform Day-End Processing (MENU XAMAST).

Enter or Change Receivers or PO Receipts

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

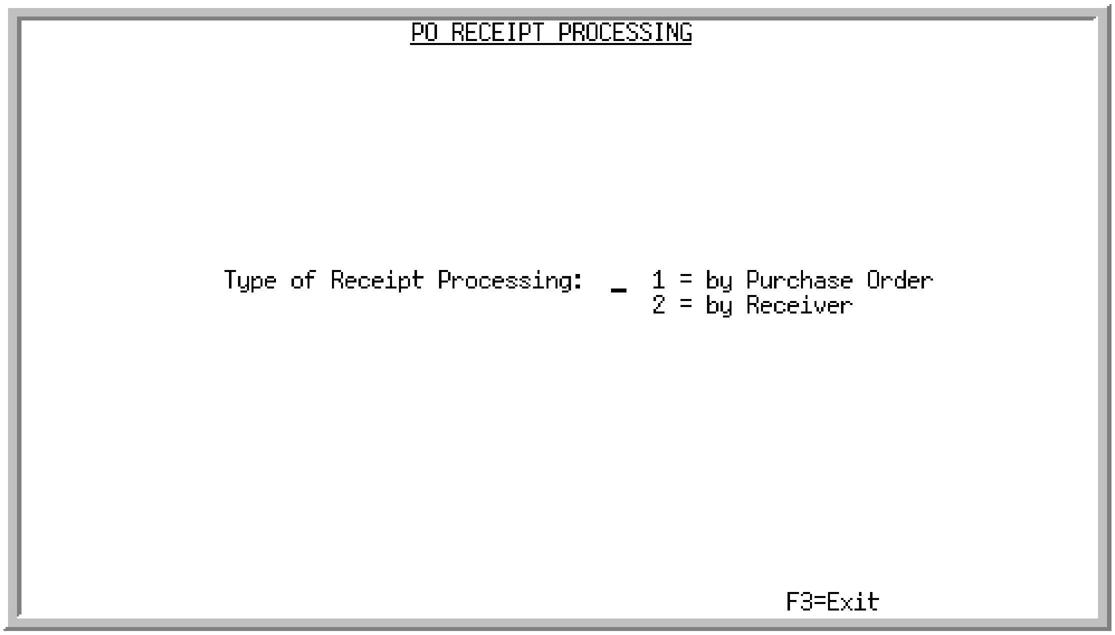
Title	Purpose
PO Receipt Processing Selection Screen	Use to determine the type of receipt processing to be performed.
PO Receipt Group Entry/Edit Screen	Use to identify the receipt group to be created or maintained.
PO Receipt Processing Group Selection Screen	Use to review a list of existing receipt groups. A group may be selected for processing if it is not already in use and if it is not an open drop ship receipt group.
PO Receipt Processing Screen	Use to view or maintain general information concerning the receipt group being processed.
Enter/Change PO Receipts Screen	Use to select the company and open purchase orders for which receipt information will be entered.
Pending Receipts Summary Screen	Use to review summary information for receipts that have been keyed for the selected receipt group.
Pending Receipts Detail Screen	Use to review detailed information concerning receipts that have been keyed for the selected receipt group.
PO Header Screen	Use to review the header information for the purchase order for which receipts will be entered. Also use to receive a purchase order complete.
End Receipts Screen	Use to review summary information and the new status for the purchase order receipts entered through this option.
PO Item Review Screen	Use to enter the quantity or cost of each item, or select an item for detail purchase order information.
PO Enter Receipts Screen	Use to enter the item quantity received, close an open line item, and change the item unit or lot cost.
PO Enter Item Detail Screen	Use to review detailed item and receiving information for a single item on the purchase order.
Order Special Charge Screen; Order Special Charge Merge Screen	Use to enter and review order entry special charges at receipt time.
PO Line Item Comments Screen	Use to review comments entered for the selected item.
PO Enter Item Detail Landing Costs Screen	Use to review landing cost information for the selected line item on the purchase order.

Title	Purpose
Customer Order Numbers Screen	Use to review the customers awaiting arrival of a specific item in the purchase order.
Pre-Received Line Items Screen	Use to select the desired pre-received items to include in your receipt group.
Receiver List Selection Screen	Displays a list of existing receivers and provides access to receiver maintenance screens through which receivers can be created or modified. This screen is also included in the Warehouse Management User Guide and contains the same information.
Put-Away List Reprint Screen	Use to select reprinting put-away labels and/or item labels when reprinting a Put-Away List.
Receiver Edit List	Prints a combination of values keyed during the processing of a receiver and default item information included in item records (e.g., Item Balance File, Item Master File, etc.).
Receiver Entry/Maintenance Selection Screen	Use to create a new receiver for processing or to select an existing receiver for maintenance or deletion.
Receiver Header Information Screen	Use to enter/modify the overall information provided for a receiver.
End Receiver Information Screen	Use to review high-level receiver information or to access data entry screens for modifications.
Receiver Review Selection Screen	Use to review a list of items contained in the identified receiver. Individual line items can be selected for viewing, modification, or removal from the receiver.
Line Items On PO Select Screen	Use to select individual line items for viewing and inclusion into the receiver as they are, or you can first modify the displayed quantity information.
Line Items On PO Select Change Screen; Receiver Review Change Screen; Receiver Approval Change Screen	Use to review current information about the line items selected, and allows modifications to be made.
I/A Receipt Comment Maintenance Screen	Use to add, change or delete inventory transaction comments, or review previously entered inventory transaction comments. This screen is also included in the Inventory Accounting User Guide and contains the same information.

Title	Purpose
Line Items On PO Select Landing Costs Screen; Receiver Review Landing Costs Screen; Receiver Approval Landing Costs Screen	Use to view or override landing cost amounts for specific items.
Assignments - Lot No. Screen; Assignments - Serial No. Screen	Use to add, change, review, or delete the lot numbers of lot items that are assigned to warehouse locations. Use to add, change, review, or delete the serial numbers of serial number items that have been assigned to warehouse locations.
Receiver Approval Selection Screen	Use to review a list of items contained in the identified receiver.
End Receiver Information Landing Costs Screen	Use to override landing cost values for the entire receiver and distribute the totals to the individual items in the receiver.
PO Receiver Note Pad Screen	Use to review previously entered events relating to the selected receiver.
PO Receiver Note Pad Event Screen	Use to add, change, or delete notes/comments or entire events to/from the note pad.
Receipt Post Errors Screen	Displays approved items not yet assigned warehouse locations after selecting to post receivers.
Post Received Items Screen	Use to post all or selected items.
G/L Posting Date Selection Screen	Use to select the date under which inventory transactions will be posted.
Post Items - Review Location Receipts Screen	Use to review the location assignments when Warehouse Management is installed.
Post Items - Review Lot/Serial Assignments Screen	Use to review the lot number or serial numbers assigned to specific locations when Warehouse Management is installed.
Receiver Inquiry Header Information Review Screen	Use to review high-level receiver information or to access data entry screens for modifications.
Receiver Inquiry Header Landing Costs Screen	Use to review landing cost values for the entire receiver.
Receiver Inquiry Detail Item Selection Screen	Use to review a list of items contained in the identified receiver. Individual line items can be selected for viewing in detail, or for reviewing associated purchase order information.

Title	Purpose
Receiver Inquiry Item Detail Screen	Use to review current information about the line items selected.
Receiver Inquiry Detail Landing Costs Screen	Use to review landing cost amounts for specific items.
Receiver Inquiry Detail Lot No / Serial No Assignments Screen	Use to review the lot numbers of lot items or serial numbers that are assigned to warehouse locations.

PO Receipt Processing Selection Screen



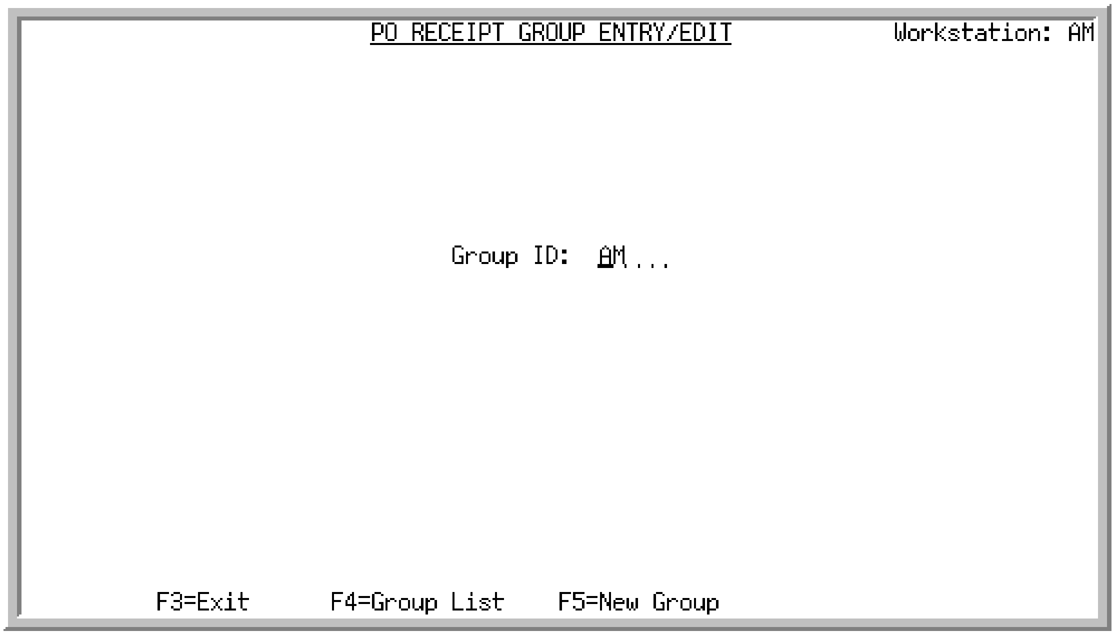
This screen displays after selecting option 4 - Enter or Change Receivers or PO Receipts on the Purchasing Main Menu (MENU POMAIN). This screen is used to determine the type of receipt processing to be performed.

This screen also displays from Print Receiving List on the Warehouse Management Main Menu (MENU WMMAIN).

PO Receipt Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Type of Receipt Processing	Use this field to select which type of receipt processing you want to perform. Key 1 to process by purchase order (that is, manual receipt group processing). Key 2 to process by receiver. (N 1,0) Required
F3=Exit	Press F3=Exit to exit from this option. MENU POMAIN will display.
Enter	Press Enter to confirm your selections. If you select purchase order processing, the PO Receipt Group Entry/Edit Screen (p. 8-8) will display. If you select receiver processing, the Receiver List Selection Screen (p. 8-69) will display.

PO Receipt Group Entry/Edit Screen



This screen displays after selecting to process PO receipts by purchase order on the PO Receipt Processing Selection Screen (p. 8-7). This screen is used to identify the receipt group to be created or maintained. Since receipt groups are not limited to any one workstation, many different receipt groups can be processed from a single workstation.

NOTE: If you create a receipt group here but do not enter any receipts, the group is automatically deleted. This prevents empty receipt groups from being maintained.

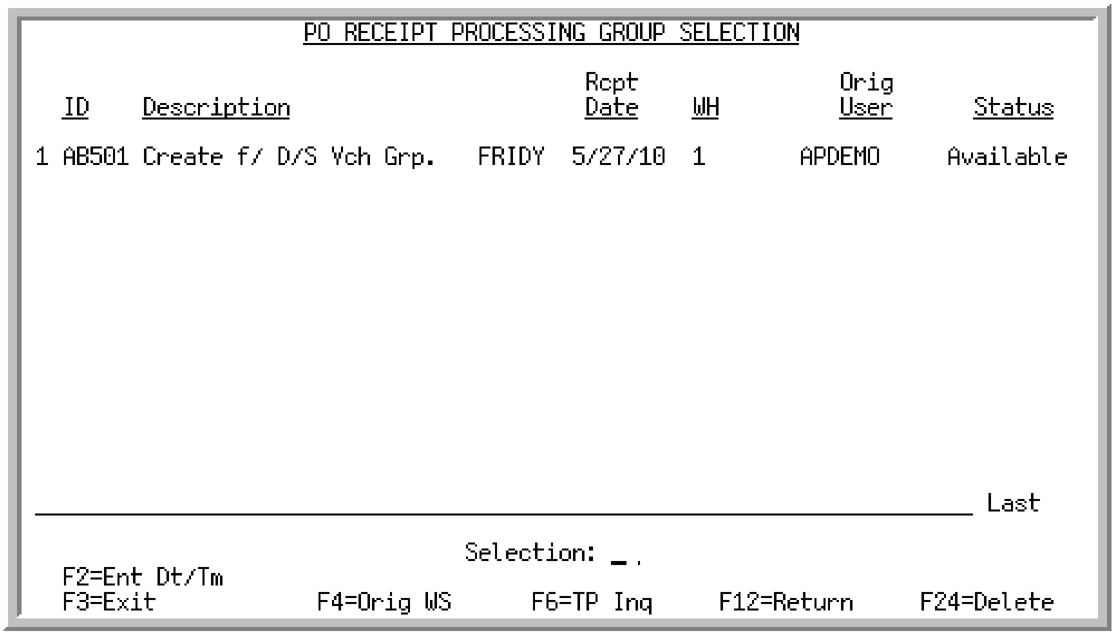
PO Receipt Group Entry/Edit Screen Fields and Function Keys

Field/Function Key	Description
Workstation	The ID of the physical workstation. This will be used as the default for the **Group ID** for receipt processing. (A 2) Display
Group ID	Key a one to five character Receipt Group ID (or leave the default) to create a receipt group. The F5=NEW GROUP function key is available to clear the field prior to keying a group ID, if desired. The ID keyed must not exist elsewhere, or an error will display. Press the F4=GROUP LIST function key to display a list of existing receipt groups. *Default Value:* The **Workstation ID** of the physical workstation. (A 5) Required/Display
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.

PO Receipt Group Entry/Edit Screen Fields and Function Keys

Field/Function Key	Description
F4=Group List	Press F4=GROUP LIST to display a list of existing receipt groups. The PO Receipt Processing Group Selection Screen (p. 8-10) will display.
F5=New Group	Press F5=NEW GROUP to clear the **Group ID** field prior to keying a different receipt group ID.
Enter	Press ENTER to confirm your selection. The PO Receipt Processing Screen (p. 8-14) will display.

PO Receipt Processing Group Selection Screen



This screen displays after pressing F4=GROUP LIST from the PO Receipt Group Entry/Edit Screen (p. 8-8) and presents a list of existing receipt groups. A group may be selected for processing if it is not already in use and if it is not an open drop ship receipt group. An open drop ship receipt group is one that was created via the drop ship receipt validation process and is still associated with a voucher that has not yet been posted. Open drop ship receipt validation groups can only be processed via the Voucher Entry menu option (MENU APMAIN). A saved drop ship receipt validation group is one that was created via the drop ship receipt validation process but is not associated with a voucher for either of the following reasons:

- After the drop ship receipt group was created, a save was selected; thus the voucher was never created.
- After the drop ship receipt group and it's associated voucher was created, the voucher was deleted/ canceled.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

PO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	A line number to be keyed in the **Selection** field to further process a receipt group. Display

PO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
ID	The ID displayed in this field can come from one of two sources: • The **Group ID** keyed on the PO Receipt Group Entry/Edit Screen (p. 8-8) • A system assigned receipt group ID assigned through drop ship receipt validation processing (MENU APMAIN). This drop ship receipt group ID is created by using your two-character workstation ID and appending a three-digit sequence number starting with 001. The sequence number will be incremented until a unique receipt group name is found. If this group is saved, using the Accounts Payable drop ship receipt validation process, the group changes from open to saved. It is then assigned a receipt group ID created by using your workstation ID and appending a three-digit sequence number starting with 501. The sequence number will be incremented until a unique receipt group name is found. Display

Description	The description displayed in this field can come from one of two sources:
	• The **Group Desc** keyed on the PO Receipt Processing Screen (p. 8-14)
	• If the receipt group was created through drop ship receipt validation processing (MENU APMAIN):
	  • For an open receipt group, the description will be **D/S Rcpt's f/ Vch Grp XXXXX**, where XXXXX is the voucher group that this receipt group is associated with.
	  • For a saved receipt group, the description will be **Create f/ D/S Vch Grp. XXXXX**, where XXXXX is the voucher group that this receipt group is associated with.
	Display

Rcpt Date Entry Date	The date entered on the PO Receipt Processing Screen (p. 8-14) that receipts for the PO's in the receipt group was received toggles with the receipt group entry date (system assigned when the receipt group was entered) based on the F2=Ent Dt/Tim / F2=Rcpt Dt/Wh toggle key. Display
WH Time	The warehouse for which the PO receipt group was created as keyed on the PO Receipt Processing Screen (p. 8-14) toggles with the receipt group entry time (system assigned when the receipt group was entered) based on the F2=Ent Dt/Tim / F2=Rcpt Dt/Wh toggle key. Display

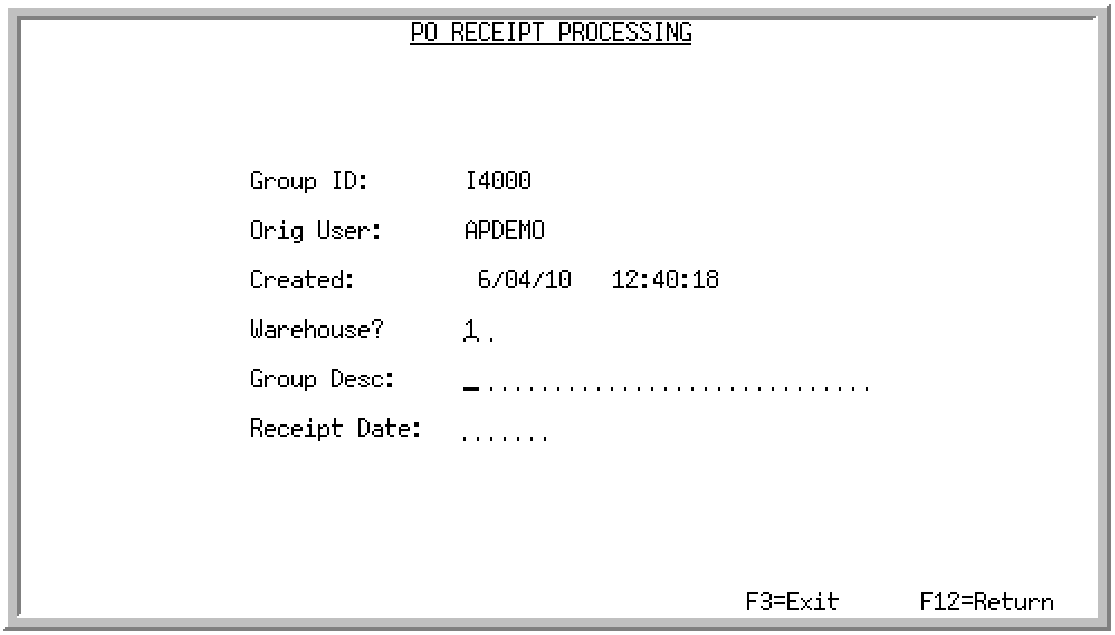
PO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Orig User Orig WH	The **Orig User** ID (the original user ID of the user who created the receipt group) field toggles with the **Orig WH** field (the ID of the workstation where the receipt group was created) using the F4=Orig WS / F4=Orig Usr toggle key. Display
Status	The status of the receipt group. The status of a receipt group is one of the following: • **Available** - Able to be selected for processing • **In Use** - Not able to be selected for processing since it is currently being used • **Posting** - Not able to be selected for processing since it is currently being prepared for posting • **TP Post** - Not able to be selected for processing since it is currently being posting by the Transaction Processor Display
Selection	Note: You cannot select for processing a receipt group that is already in use, or an open drop ship receipt group. Open drop ship receipt validation groups can only be processed via the Voucher Entry menu option (MENU APMAIN). Key the **Reference Number** of the desired receipt group and press ENTER to continue processing. (N 2,0) Required
F2=Ent Dt/Tm / F2=Rcpt Dt/Wh	The F2=Ent Dt/Tim / F2=Rcpt Dt/Wh toggle key changes the display from the receipt group entry date and time (system assigned when the receipt group was entered) to the receipt date and warehouse [keyed on the PO Receipt Processing Screen (p. 8-14)].
F3=Exit	Press F3=Exit to exit from this option. MENU POMAIN will display.
F4=Orig WS / F4=Orig Usr	The F4=Orig WS / F4=Orig Usr toggle key changes the display from the original workstation (the ID of the workstation where the receipt group was created) to the original user (the ID of the user who created the receipt group).
F6=TP Inq	The F6=TP Inq function key displays only if your user ID has been established as one which can access the Transaction Processor Inquiry [determined with Authority Profile Maintenance (MENU XASCTY)]. Refer to the User Security User Guide for details. Press F6=TP Inq to access the Transaction Processor Jobs Screen to view jobs submitted to the Transaction Processor. Refer to the Cross Applications User Guide for information regarding the Transaction Processor.

PO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the PO Receipt Group Entry/Edit Screen (p. 8-8) without making any selection on this screen.
F24=Delete	Press F24=DELETE after making a selection to delete the indicated receipt group. You will be required to confirm the request. You may not delete a receipt group that is currently being processed.
Enter	Press ENTER to confirm your selection. The PO Receipt Processing Screen (p. 8-14) will display.

PO Receipt Processing Screen



This screen appears when you press ENTER on the PO Receipt Group Entry/Edit Screen (p. 8-8) or the PO Receipt Group Edit List Screen (p. 9-2). This screen is used to view or maintain general information concerning the receipt group being processed.

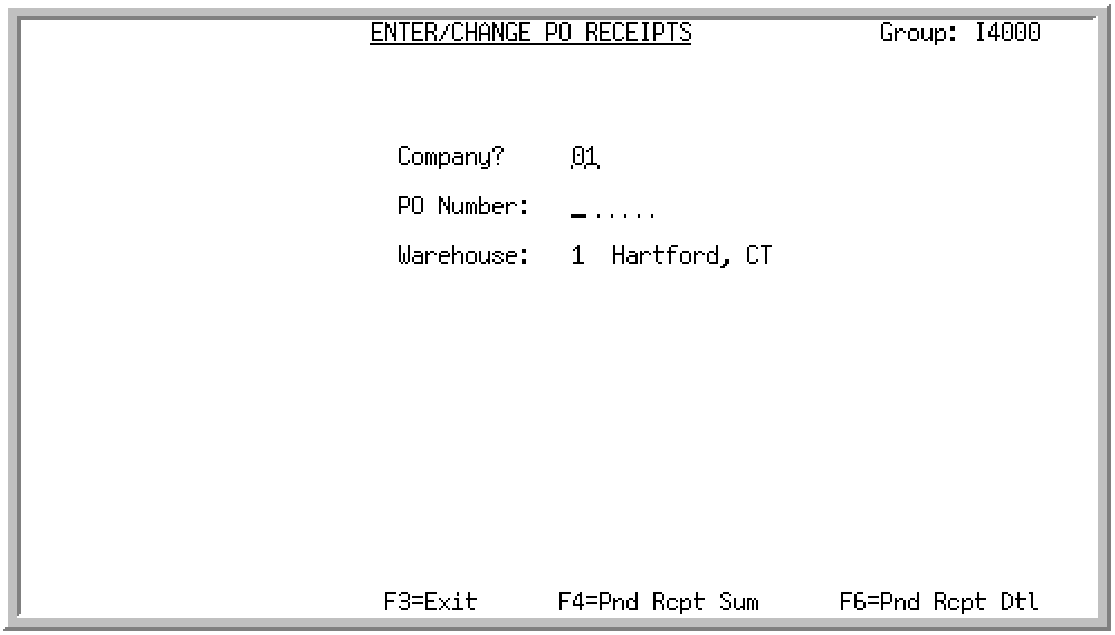
PO Receipt Processing Screen Fields and Function Keys

Field/Function Key	Description
Group ID	The **Group ID** determined on the PO Receipt Group Entry/Edit Screen (p. 8-8). Display
Orig User	The user ID of the originator of the receipt group, determined on the PO Receipt Group Entry/Edit Screen (p. 8-8) when the receipt group is first created. Display
Created	The system assigned date and time of the receipt group creation, determined on the PO Receipt Group Entry/Edit Screen (p. 8-8) when the receipt group is first created. Display

PO Receipt Processing Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse for which you will be processing PO receipts in this receipt group. Any POs to be included in the receipt group must be for the same warehouse. NOTE: Once receipts have been keyed for this receipt group, the warehouse identification cannot be changed. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Group Desc	Key text to describe the receipt group or provide information as to the content of the receipt group. (A 30) Required
Receipt Date	Key the date that receipts for the POs in the receipt group were received. When a purchase order is not received complete, this date indicates the last time that receipts were entered for the purchase order. When a purchase order is received complete, the date is saved to purchase order receipt history. This date will be included in the PO record for each of the POs in the group, and will also be maintained in Purchase Order history. If the receipt date is changed for a receipt group, the change will be carried to each of the PO records, just as the initial entry of the receipt date did. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F12=Return	Press F12=RETURN to return to the PO Receipt Group Entry/Edit Screen (p. 8-8) without making any selection on this screen.
Enter	Press ENTER to confirm your selection. The Enter/Change PO Receipts Screen (p. 8-16) will display.

Enter/Change PO Receipts Screen



This screen displays after selecting/creating a receipt group for processing on the PO Receipt Processing Screen (p. 8-14). This screen is used to select the company and open purchase orders for which receipt information will be entered.

If you have accessed this screen at the completion of a receipt group creation or modification, an informational message with the **Last PO Received** and the **New Status** of the receipt group it was processed in, is displayed.

NOTE: For warehouse transfer purchase orders that are being automatically received, the system will not allow you to maintain the purchase order while the inventory is in-transit.

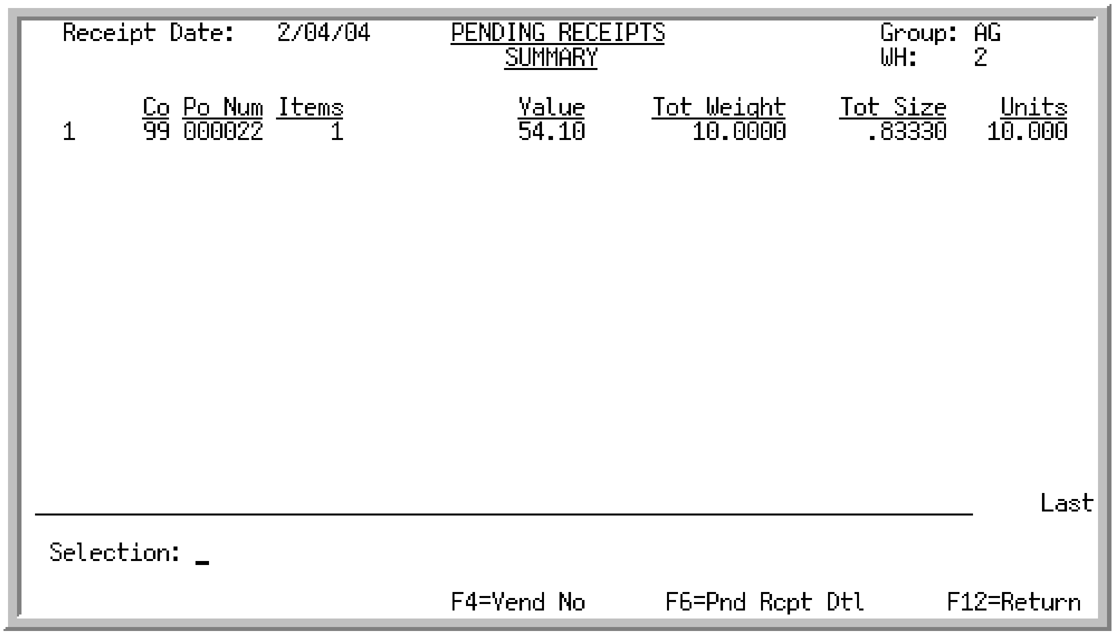
Enter/Change PO Receipts Screen Fields and Function Keys

Field/Function Key	Description
Group	The Receipt Group ID keyed on the PO Receipt Group Entry/Edit Screen (p. 8-8). Display

Enter/Change PO Receipts Screen Fields and Function Keys

Field/Function Key	Description
Company	If you have tailored Distribution A+ to have **Multi Company** set to Y through System Options Maintenance (MENU XAFILE), this field is required; otherwise, it is display only. Key the number of the company for which receipt information will be entered. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Required
PO Number	Key the number of the open purchase order for which receipt information will be entered. *Valid Values:* Must be the number of a purchase order that has at least one item that has not been completely received (A 6) Required
Warehouse	The Warehouse ID keyed on the PO Receipt Processing Screen (p. 8-14). Display
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F4= Pnd Rcpt Sum	Press F4= PND RCPT SUM to display the Pending Receipts Summary Screen (p. 8-18).
F6=Pnd Rcpt Dtl	Press F6=PND RCPT DTL to display the Pending Receipts Detail Screen (p. 8-20).
Enter	Press ENTER to confirm your selections. The PO Header Screen (p. 8-23) will display for the selected purchase order.

Pending Receipts Summary Screen



This screen displays after pressing F4=PND RCPT SUM from the Enter/Change PO Receipts Screen (p. 8-16). This screen displays summary information for receipts that have been keyed for the selected receipt group. One of the receipts displayed can be selected for processing.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

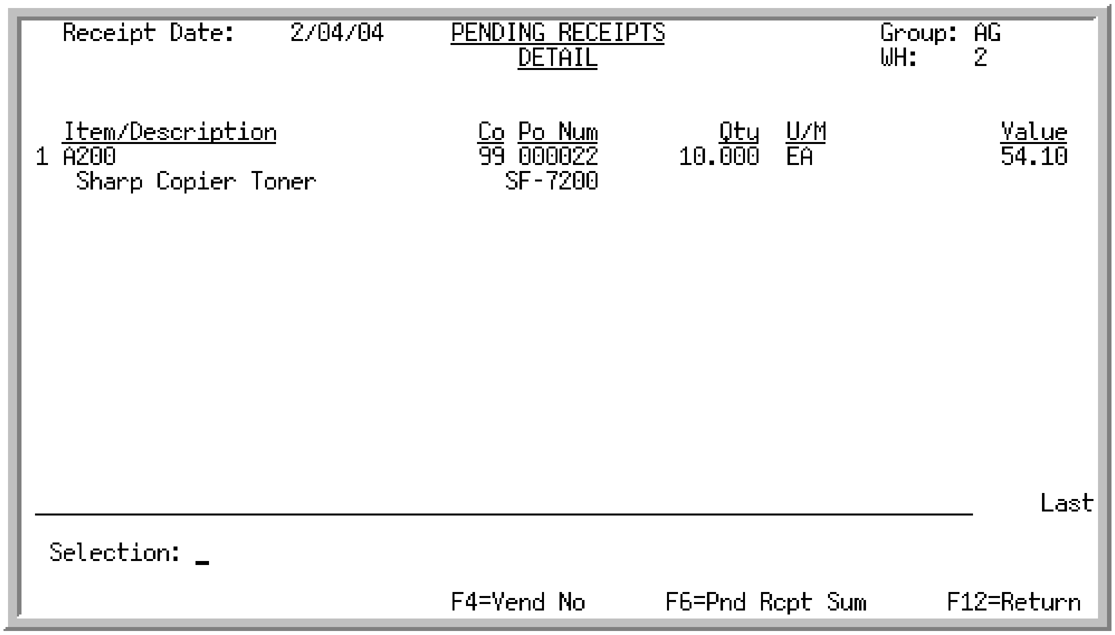
Pending Receipts Summary Screen Fields and Function Keys

Field/Function Key	Description
Receipt Date	The receipt date for this group keyed on the PO Receipt Processing Screen (p. 8-14). Display
Group / WH	The group ID and warehouse ID specified on the PO Receipt Group Entry/ Edit Screen (p. 8-8). Display
(Reference Number)	The line number to be used in the **Selection** field to choose a PO number for further processing. Display

Pending Receipts Summary Screen Fields and Function Keys

Field/Function Key	Description
Co	The company associated with the PO Number selected on the Enter/Change PO Receipts Screen (p. 8-16). Display
PO Num Vnd No	The PO Number selected on the Enter/Change PO Receipts Screen (p. 8-16) for which receiving will be processed toggles with the F4=Vend No / F4=PO No to display the vendor number for the purchase order. Display
Items	The number of items on the selected purchase order. Display
Value	The total value of the items on the selected purchases order. Display
Tot Weight	The total value of the items on the selected purchases order. Display
Tot Size	The total value of the items on the selected purchases order. Display
Units	The number of units to be received for all the items on the selected purchases order. Display
Selection	Key the **Reference Number** of the existing receipt for this receipt group for which processing is to occur. The PO Header Screen (p. 8-23) will display for the selected receipt. (N 2,0) Required
F4=Vend No / F4=PO No	Press F4=Vend No / F4=PO No to toggle the display between showing the vendor number and the purchase order.
F6= Pnd Rcpt Dtl	Press F6=Pnd Rcpt Dtl to display the Pending Receipts Detail Screen (p. 8-20).
F12=Return	Press F12=Return to return to either the Enter/Change PO Receipts Screen (p. 8-16) or the Pending Receipts Detail Screen (p. 8-20) without making any selections.
Enter	Press Enter to confirm your selections. The PO Header Screen (p. 8-23) will display for the selected purchase order.

Pending Receipts Detail Screen



This screen displays detailed information concerning receipts that have been keyed for the selected receipt group. This screen displays after pressing F6=PND RCPT DTL from the Enter/Change PO Receipts Screen (p. 8-16).

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Pending Receipts Detail Screen Fields and Function Keys

Field/Function Key	Description
Receipt Date	The receipt date for this group keyed on the PO Receipt Processing Screen (p. 8-14). Display

Pending Receipts Detail Screen Fields and Function Keys

Field/Function Key	Description
Group / WH	The group ID and warehouse ID specified on the PO Receipt Group Entry/ Edit Screen (p. 8-8). Display
(Reference Number)	The line number to be used in the **Selection** field to choose a PO number for further processing. Display
Item/Description	The item number and item description for the lines on the purchase order. Display
Co	The company associated with the PO Number selected on the Enter/Change PO Receipts Screen (p. 8-16). Display
PO Num Vnd No	The PO Number selected on the Enter/Change PO Receipts Screen (p. 8-16) for which receiving will be processed toggles with the F4=VEND NO / F4=PO NO to display the vendor number for the purchase order. Display
Qty	The open quantity to be received for this item in this purchase order. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
Value	The extended value of the open quantity to be received. Display
Selection	Key the **Reference Number** of the existing receipt for this receipt group for which processing is to occur. The PO Header Screen (p. 8-23) will display for the selected receipt. (N 2,0) Required

Pending Receipts Detail Screen Fields and Function Keys

Field/Function Key	Description
F2=Desc Left / F2=Desc Right / F2=Item & Desc	F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC will display only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / F24=SINGLE LINE hidden function key]. Press F2=DESC LEFT to show the “left window” of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the “right window” of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is high intensity.
F4=Vend No / F4=PO No	Press F4=VENDOR NO / F4=PO NO to toggle the display between showing the vendor number and the purchase order.
F6=Pnd Rcpt Sum	Press F6=PND RCPT SUM to display the Pending Receipts Summary Screen (p. 8-18).
F12=Return	Press F12=RETURN to return to the Enter/Change PO Receipts Screen (p. 8-16) or the Pending Receipts Summary Screen (p. 8-18) without making any selections.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Press ENTER to confirm your selections. The PO Header Screen (p. 8-23) will display for the selected purchase order.

PO Header Screen

```
 PO: 01/100099   Buyer:                                          Purchase Order Header


Vendor:  100     SHARP INTERNATIONAL
         100 East Street                            US Dollars



         Chicago              IL                            64604

Ship To:         ABC Distribution Company, Inc.
         Central Receiving
         876 Centerville Road


         Hartford,            CT                            06865-8765
         Order Date:    1/19/14   Ship Via:   Best Way
         Due Date:      2/01/14   FOB:
         Vnd Shp Date:  2/01/14   Drop Ship:  N
         Warehouse:    1          Cmplt Ship: N
         No Items:       1
                           Receipt Date:  1/01/13

         F5=Rec PO Complete     F10=End Receipts     F12=Return
```

This screen displays the header information for the purchase order for which receipts will be entered. It displays after:

- pressing ENTER from the Enter/Change PO Receipts Screen (p. 8-16)
- after making a selection and pressing ENTER from the Pending Receipts Summary Screen (p. 8-18)
- after making a selection and pressing ENTER from the Pending Receipts Detail Screen (p. 8-20)
- after pressing ENTER on the Drop Ship Receipt Validation Screen within Voucher Entry (MENU APMAIN)
- after pressing F12=RETURN on the End Drop Ship Receipt Validation Screen within Voucher Entry (MENU APMAIN)

Additionally, this screen may be used to receive a purchase order complete. A purchase order may be received complete if all items on the purchase order have been received, provided that the quantities and costs of the items received are the same as the costs and quantities of the items ordered.

All the fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

PO Header Screen Fields and Function Keys

Field/Function Key	Description
PO	The company number and the purchase order number of the requisition for the selected company.
Buyer	This field indicates the code of the buyer who primarily deals with this vendor and is responsible for this requisition.
Vendor	The vendor number, name and address, zip/postal code and country of the vendor from which you are ordering items that was entered on the requisition to print on the Purchase Order. Also, order history is recorded using this address.
Foreign Currency Vendor	This message field only displays when International Currency is installed and only for vendors whose trading currency is different from the company's local currency. If the vendor's trading currency is the same as the company's local currency, this message field will not display.
(Currency Description)	This field only displays when International Currency is installed and the selected vendor is defined as a trading currency vendor. This field displays the description of the vendor's currency.
Ship To	The ship-to number for the location of the warehouse to which the items will be shipped.The ship-to number location will then bring in the name and address, zip/postal code and country to the requisition.
Order Date	This is the date that the requisition is created.
Ship Via	The standard shipping instructions for the purchase order.

PO Header Screen Fields and Function Keys

Field/Function Key	Description
Due Date	For orders, this field indicates the date by which items should be received in your warehouse. For returns, this field indicates the date on which items will be shipped from the warehouse. The system date defaults into the **Due Date** field for individual items on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38), unless the due date is being calculated. If the **Calculate PO Due Dates Based on Lead Times** field is set to Y for the company through Purchasing Options Maintenance (MENU XAFILE), the due date for an item will be calculated as: **System Date + Vendor Lead Time** The vendor lead time for the item will be determined using the following hierarchy: • IM&P Balance Record (when installed), if the item is planned by IM&P • AIM Balance Record (when installed), if the item is planned by AIM • Vendor Item Record • Vendor Master Record
FOB	The FOB code contains shipping information for the order, including who is responsible (you or the vendor) for shipping charges and for freight damages. NOTE: If your company is located in a European Community member country and is required to submit a monthly Intrastat Report, the FOB code on the requisition is used to determine the Intrastat delivery terms, which are required for the report. If you are required to submit the Intrastat Report, you should not leave this field blank. A sample Intrastat Report is included in the Inventory Accounting User Guide.
Vnd Shp Date	The date by which items are expected to ship from the vendor.
Drop Ship	Indicates if all the items on this purchase order will be drop-shipped by the vendor. Drop-shipped items are shipped directly from your vendor to your customer.
Warehouse	The warehouse number that will receive the inventory from the vendor into stock.
Cmplt Ship	The complete shipment field is used to inform the vendor if you want this order to be held until it can be completely shipped. A Y indicates you want the vendor to ship all of the items on this purchase order at the same time. A message will print on the Purchase Order for this requisition indicating to please ship complete. A N indicates you do not want this message to print on the Purchase Order.

PO Header Screen Fields and Function Keys

Field/Function Key	Description
No Items	The total number of items included on this purchase order.
Receipt Date	This is the date on which the specified purchase order or individual items are received. This date was keyed on the PO Receipt Processing Screen (p. 8-14).
F5=Rec PO Complete	If a receipt is being entered for a PO line item which has been partially received already, F5=REC PO COMPLETE does not display. Press F5=REC PO COMPLETE to receive a purchase order complete. If you do this, you do not have to enter receipt information for each item on the purchase order. The received quantity and cost for each item on the purchase order is automatically updated by the order quantity and cost of each item. The End Receipts Screen (p. 8-28) will display, indicating that all items on the purchase order have been received as ordered, and that the purchase order will be closed since it has been received complete. NOTE: If you have Warehouse Management installed, before you can complete the item receipt process, you must have warehouse locations assigned to that item. If the automatic location assignments cannot be determined for all items being received, the Location Receipts Screen will display. Similarly, if lot/serial numbers are required, the Assignments - Lot No. Screen (p. 8-118) will display. Refer to the Warehouse Management User Guide for details about the Location Receipts Screen.
F10=End Receipts	If Warehouse Management is installed, and if you accessed this screen from the Pending Receipts Summary Screen (p. 8-18) or the Pending Receipts Detail Screen (p. 8-20), this key does not display. If a receipt is being entered for a PO line item which has been partially received already, F10=END RECEIPTS does not display. Press F10=END RECEIPTS to display the End Receipts Screen (p. 8-28) to complete Receipt Entry.
F12=Return	Press F12=RETURN to return to the Enter/Change PO Receipts Screen (p. 8-16) without entering any receipts for this purchase order. F12=RETURN only displays when the group is initially being created.
F15=IC Info	The F15=IC INFO function key only displays when International Currency is installed and the vendor is a trading currency vendor. Press F15=IC INFO to access data pertaining to the vendor's currency including the exchange code, exchange rates, and any currency contract information. The I/C Currency Information Screen will display. This shared screen is described in the International Currency User Guide.

PO Header Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the displayed information. Either the PO Item Review Screen (p. 8-35) will display, or the Pre-Received Line Items Screen (p. 8-65) will display.

End Receipts Screen

```
  PO: 01/418007   Vendor: IC9000 SPANISH OFFICE PRODUCTS          End Receipts
  Buyer:  104             Spanish Peseta

               No Line
                Items              Value        Quantity          Weight
   Ordered:       4         2,918,060.50          60.000      1,185.0000
   Received:      2           394,523.45           7.000        145.0000

   Balance:                 2,523,537.05          53.000      1,040.0000

   New Status:  OPEN - Partially Received

                                Landing Cost      Dst      Reference
   Freight                            106.75 B#S   I
   Handling Fees                       10.69 DM#   I
   Broker Fees                          5.56 FR@   I
   Duty                            14,500.00 IT{   I

                                         .00      (V,W,S or Z)

F2=Itm  Rvw  F5=Ovr LC    F10=Header    F11=Loc Cur
```

This screen displays summary information and the new status for the purchase order receipts entered through this option. It displays after pressing F10=END RECEIPTS from the PO Header Screen (p. 8-23), PO Item Review Screen (p. 8-35), or the PO Enter Receipts Screen (p. 8-41). This screen may also display after pressing F5=REC PO COMPLETE from the PO Header Screen (p. 8-23).

When International Currency is installed, if you are receiving a warehouse transfer order and the currency of the receiving warehouse is different from the currency of the warehouse transfer company, the information on this screen will be displayed in the currency of the receiving warehouse and a message will appear to inform you that all information is displayed in the currency of the receiving warehouse.

The Landing Cost fields display those landing factors being used, as determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. The formulas for calculating landing costs are defined for a landing code (and optionally a warehouse) through Landing Factors Maintenance (MENU IAFILE). Finally, the landing codes are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE).

The landing cost column values will display as zero values when:

- there is no landing code assigned to the item(s) through Vendor/Item Information Maintenance (MENU POFILE)
- there is no amount or method assigned to a landing factor in the landing code (i.e. no Duty will be charged)
- the calculation result is zero

This screen is also used to key landing cost overrides with the use of the F5=OVR LC function key. Pressing the F5=OVR LC function key will open up the keying fields. After keying a landing cost value and a distribution method, pressing ENTER will result in the individual line items being updated and the

Dst field returning to indicate I (since the totals you see on this screen are generated using individual line item totals).

Example:
Assumption: The total weight of the first line item is 10 pounds. The total weight of the second line item is 30 pounds. The total weight of the third line item 3 is 60 pounds. The displayed freight landing cost for all three lines is $15.00. You wish to override the freight landing cost to reflect $30.00 and desire to distribute the $30.00 among the three line items according to their weight.
Procedure: Press the F5=OVR LC function key to make the change. Key the $30.00 in the freight factor **Landing Cost** field and key a W in the **Dst** field. Press ENTER.
Results: While this screen simply appears updated with your new values, the freight factor landing costs of each of the three items has been modified in the following manner: • Weight of the first line item (10 pounds) is 10% of the total weight of 100 pounds. Therefore, the amount equal to 10% of the total $30.00 fee is attributed to that first line item; in other words, a value of $3.00. • Weight of the second line item (30 pounds) is 30% of the total weight of 100 pounds. Therefore, the amount equal to 30% of the total $30.00 fee is attributed to that second line item; in other words, a value of $9.00. • Weight of the third line item (60 pounds) is 60% of the total weight of 100 pounds. Therefore, the amount equal to 60% of the total $30.00 fee is attributed to that third line item; in other words, a value of $18.00.

End Receipts Screen Fields and Function Keys

Field/Function Key	Description
PO	The company number and the purchase order number of the requisition for the selected company.
Buyer	This field indicates the code of the buyer who primarily deals with this vendor and is responsible for this requisition.
Vendor	The vendor number, name and address, zip/postal code and country of the vendor from which you are ordering items that was entered on the requisition to print on the Purchase Order. Also, order history is recorded using this address.

End Receipts Screen Fields and Function Keys

Field/Function Key	Description
(Currency)	This field only displays when International Currency is installed. This field displays the description for the vendor's trading currency. If the trading currency differs from the company's local currency, this field may be toggled with the F11=Loc Cur / F11=Trd Cur key to display the description for the trading currency or in the company's local currency. Display
No Line Items	**Ordered**: The total number of lines (each containing any quantity of one item) that were ordered and received for this purchase order **Received**: Of the available lines, the total number of lines that were received for this purchase order. Display
Value	When International Currency is installed, this field may be toggled with the F11=Loc Cur / F11=Trd Cur key to display the total amount of each PO receipt in the vendor's trading currency or in the company's local currency. **Ordered**: The total value of the items ordered on this purchase order. **Received**: The total value of the received items ordered on this purchase order. **Balance**: The difference between the order values and the received values, indicating balance for the items that are yet to be received for this purchase order. Display
Quantity	The total quantity of items ordered and received. **Ordered**: The total quantity of the items ordered on this purchase order. **Received**: The total quantity of the received items ordered on this purchase order. **Balance**: The difference between the ordered quantity and the received quantity, indicating balance for the items that are yet to be received for this purchase order. Display
Weight	The total weight of the items ordered and received. **Ordered**: The total weight of the items ordered on this purchase order. **Received**: The total weight of the received items ordered on this purchase order. **Balance**: The difference between the ordered weight and the received weight, indicating balance for the items that are yet to be received for this purchase order. Display

End Receipts Screen Fields and Function Keys

Field/Function Key	Description
New Status	The status of the receipts for this purchase order. This may be one of the following: • **OPEN - No Receipts Entered**: If you selected a purchase order and did not key any receipt quantities for any items on it, then the purchase order remains open since no receipts were entered. • **OPEN - Partially Received**: If you keyed receipts for some items, or keyed partial receipts for any items without closing the item, then the purchase order remains open since there are remaining items that need to be received. • **CLOSED - Fully Received**: If receipts were entered for all items that were ordered, the purchase order is closed since all items have been received in full. • **CLOSED - Partially Received**: If all items have been closed, and at least one item was closed having the quantity received not equal to the quantity ordered (the item's complete ship code is C), the purchase order is closed even though the quantity of items received is different than the quantity of items ordered. Display
(Landing Factor Descriptions)	The first column displays the landing factors defined through Warehouse Numbers Maintenance (MENU IAFILE). Display
Landing Cost	The landing cost values displayed here are a calculated combination of those defined for each line item in the purchase order receipts. The number of landing factors available for calculating the landing costs is based on the number of landing factors selected for use for the purchase order's warehouse through Warehouse Numbers Maintenance (MENU IAFILE). These fields are also used to key group level overrides. To key overrides in these fields, press F5=OVR LC to begin override entry mode for those landing factors whose definitions allow overrides. Note that any landing factors that cannot be overridden at the group level will be display only. Once in override entry mode, key the desired landing factor values (the field is no longer just for cost). You will be required to also key a method of distribution (**Dst**). When International Currency is installed, if you are keying override landing factors values based on currency (V for value), you must key these amounts in the applicable trading currency when different than the company's local currency. The column is display only when toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display the company's local currency values. (N 16,2) Display/Required

End Receipts Screen Fields and Function Keys

Field/Function Key	Description
(Total Landing Cost)	This field displays the total monetary amount of all landing cost(s) that will be included in this receipt at the bottom of the **Landing Cost** column. When International Currency is installed, this field displays for landing cost(s) calculated in trading currencies only if all costs are in the same currency. If the landing cost(s) are in mixed currencies, zeros will display in this field, and you must press F11=Loc Cur to display local currency equivalents in order to review this total. All landing cost(s) will display in the company's local currency with that currency symbol and the total will appear in the company's local currency. Display
Dst	If a group override has been keyed for a landing cost, a method of distribution is required. The method of distribution keyed here determines how the override value is to be distributed among each of the line items in the receiver. The available distribution methods are defined as follows: Key V to distribute the cost to the line items according to the extended cost value (excluding landing costs) of those items. Key W to distribute the cost to the line items according to the total receipt weight of those items. Key S to distribute the cost to the line items according to the cubic size based on the receipt quantity of those items. Key Z if no landing cost is entered. Each item's applicable landing cost field will be zeroed out. Use I if you make a mistake in a **Landing Cost** field. Before pressing Enter to accept the erroneous data, blank out the data, key I in this **Dst** field, and then press Enter. The **Landing Cost** field will be replaced with the data originally displayed prior to the mistake. This data is obtained by re-reading the individual item landing cost data as it existed immediately prior to the mistake. In other words, if changes had been made to individual records prior to your accessing this screen, those changes would be considered. This differs from a "recalculate" function such as that achieved by blanking out this field which actually recalculates values, as opposed to simply re-reading what has been keyed to this point. (blank) Blank out the **Landing Cost** field and this **Dst** field to recalculate the landing costs for the items. Blanking out this field differs from using the I code in that line item landing costs will actually be recalculated and updated; the I code only re-reads the line item landing costs to redisplay the total on this screen. *Valid Values:* V, W, S, Z, I, blank (A 1) Required

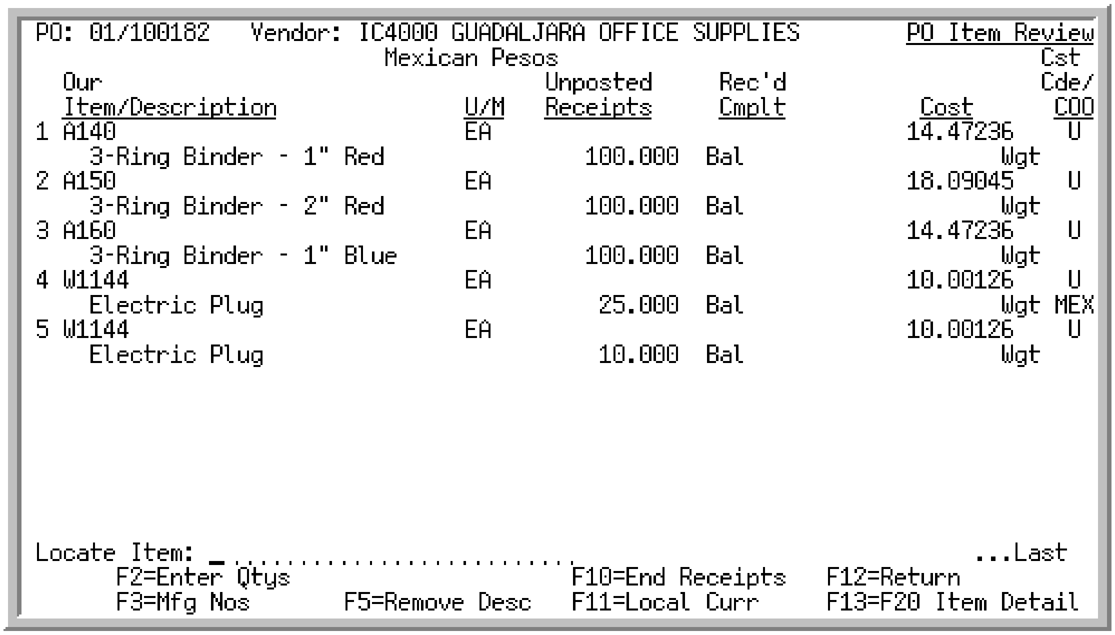
End Receipts Screen Fields and Function Keys

Field/Function Key	Description
Reference	Key a user comment or reference information that will assist in the association of the identified landing cost values to the source of the cost. For example, you might wish to key in UPS (to indicate United Parcel Service) next to a freight landing cost incurred for that company. This would assist when matching landing cost amounts to the correct landing cost invoices by helping to associate the two. You can even use this reference during receipt validation [through Voucher Entry (MENU APMAIN)] to limit the display of items to only those with that reference. (A 20) Optional
F2=Itm Rvw	Press F2=ITM RVW to display the PO Item Review Screen (p. 8-35) for this receipt.
F5=Ovr LC	The F5=OVR LC function key only displays in display mode. Press F5=OVR LC to change from display mode to data entry mode to modify the landing cost and distribution values.
F10=Header	Press F10=HEADER to display the PO Header Screen (p. 8-23) for this receipt.
F11=Loc Cur / F11=Trd Cur	Press F11=LOC CUR / F11=TRD CUR to toggle between a display of landing cost(s) in the trading currency and a display of landing cost(s) and the landing cost total in the company's local currency. Press F11=LOC CUR to display landing cost(s) in the company's local currency. The currency symbol for the company's local currency will display to the right of each landing cost. The **Total Landing Cost** will display in the company's local currency. Press F11=TRD CUR to display landing cost(s) in the trading currencies. The symbol for the applicable trading currency will display to the right of each cost. Note that if landing factors are calculated using mixed currencies, the total will not display.

End Receipts Screen Fields and Function Keys

Field/Function Key	Description
F13=Crt Vch	This function key will be displayed only when you are performing drop ship receipt validation processing. Note that landing costs are not incorporated in this process. Refer to the Accounts Payable User Guide for further details on drop ship receipt validation processing. Press F13=CRT VCH to create the voucher that will be associated with the drop ship receipts just entered. Note that through this process these drop ship receipts have been placed in an open drop ship receipt group. The drop ship receipt group ID was created by using your two-character workstation ID and appending a three-digit sequence number starting with 001. The sequence number is incremented until a unique receipt group name is found. If there is a difference between the invoice amount [entered during the initial step in the drop ship receipt validation process on the Drop Ship Receipt Validation Screen (MENU APMAIN)] and the received amount just entered, the *End Drop Ship Receipt Validation Screen* of Voucher Entry (MENU APMAIN) will display. If there is no difference between the invoice amount and the received amount, the *Voucher Header Screen* of Voucher Entry (MENU APMAIN) will display.
F14=Sav Rct	F14=SAV RCT will be displayed only when you are performing drop ship receipt validation processing. Refer to the Accounts Payable User Guide for further details on drop ship receipt validation processing. Press F14=SAV RCT to save the receipt entries that you have keyed, but without creating the voucher. The *Voucher Entry Selection Screen* of Voucher Entry (MENU APMAIN) will display.The saved receipt group name will be created by using your two-character workstation ID and appending a three-digit sequence number starting with 501. The sequence number will be incremented until a unique receipt group name is found.
Enter	If you are performing drop ship receipt validation processing, the ENTER function key will be disabled. You must choose to use F13=CRT VCH, F14=SAV RCT, or clear the receipt information just entered to be able to return to the *Drop Ship Receipt Validation Screen* of Voucher Entry (MENU APMAIN). If you are not performing drop ship receipt validation processing, press ENTER to confirm the entries keyed on this screen. The Enter/Change PO Receipts Screen (p. 8-16) will display.

PO Item Review Screen



This screen displays after pressing ENTER from the PO Header Screen (p. 8-23), or F2=ITM RVW from the End Receipts Screen (p. 8-28).

This screen displays the open items on this purchase order. Open items are those that have not been received complete. From this screen you may enter the quantity or cost of each item, or select an item for detail purchase order information.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

PO Item Review Screen Fields and Function Keys

Field/Function Key	Description
PO	The company number and purchase order number containing the items displayed on this screen. Display

PO Item Review Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor number and name of the vendor on the purchase order. Display
(Currency Description)	This field only displays when International Currency is installed. This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the description for the vendor's trading currency or for the company's local currency. Display
(Reference Number)	Used to reference one of the items that may display on this screen. The first item always has a reference number of 1, and the last item always has a reference number of 8. Use the F13 through F20 function keys to select an item for detail information. Display
Our Item/Description / Mfg Item/Description	The stocking item number and description (**Our**) used in the warehouse, or the manufacturers item and description (**Mfg**) used by the vendor. Either will display based on the selection made with the F3=MFG NOS / F3=OUR NOS toggle key. Also, either the item number or the item description will display based on your selection using the F5=REMOVE DESC toggle key. NOTE: This field will be highlighted if locations have not been completely assigned for the item. If the item is a lot/serial item, the field will be highlighted if lots and serials are not completely assigned for the item. Display
U/M / Order	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). If the PO is a drop ship and there is an order number associated with this purchase order line, you can use the F4=ORDER / F4=PO U/M toggle key to display the order number. Display

PO Item Review Screen Fields and Function Keys

Field/Function Key	Description
Unposted Receipts	This column displays two quantities for each item displayed (one above the other). The first number is the quantity of unposted receipts that are keyed through this option on the PO Enter Receipts Screen (p. 8-41) (see F2=ENTER QTYS); or the PO Enter Item Detail Screen (p. 8-46) using F13=F20 ITEM DETAIL; or are automatically assigned if you selected to receive the PO complete by pressing F5=REC PO COMPLETE from the PO Header Screen (p. 8-23). If you have not yet keyed any receipt quantities, the first quantity is blank. The second quantity is the balance (**Bal**). This is the quantity of each item that has been ordered, but not yet received. You cannot change this value through this option. When displaying this screen for an item that has not yet had any receipts posted, this quantity is the same as the quantity of the item that was ordered. If you display this screen after partial receipts have been posted for this item on this PO through Purchasing or, if applicable, Warehouse Management, then the quantity in this field is the quantity of items ordered minus the quantity of this item that has been posted for this PO. Display
Rec’d Cmplt	This column indicates if an item is received complete or not. An item is received complete when the quantity of items received equals the quantity ordered minus any previously posted item receipts. When this is the case, C displays in this column; otherwise, it is blank. If an item is only partially received, you may still receive it complete. This may be the case if you do not want to leave an item open on a PO, so you may indicate that the item is received complete, even if the quantity received is less than the order quantity. You can change the value of this field on the PO Enter Receipts Screen (p. 8-41) (see F2=ENTER QTYS); or the PO Enter Item Detail Screen (p. 8-46) using F13=F20 ITEM DETAIL. Display
Cost	The cost per unit, in the costing unit of measure, of the each item. You may change this cost on the PO Enter Receipts Screen (p. 8-41) or the PO Enter Item Detail Screen (p. 8-46). If you do change the cost, however, the purchase order will not change. Only purchase order receipt history and the current average cost of the item is affected. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display the cost per unit, in the costing unit of measure, of each item in the trading currency or in the company’s local currency. Display

PO Item Review Screen Fields and Function Keys

Field/Function Key	Description
Cst Cde	This column displays the type of cost displayed in the **Cost** field: **U** displays if the cost is a unit cost. The cost displayed is the cost per unit of the item in the costing unit of measure. **L** displays if the cost is a lot cost. A lot cost remains constant regardless of the quantity of items that are received. **N** displays if the cost is a no-charge item. The item cost cannot be zero unless the cost-code is **N**. Display
Wgt	The calculated total weight of the item's receipt based on the quantity being received. This value may be keyed the PO Enter Receipts Screen (p. 8-41) or the PO Enter Item Detail Screen (p. 8-46). Display
COO	The item's country of origin for those items that are set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). If the item is a non-stock item (not found in the Item Master File), the COO may be entered on the PO Enter Receipts Screen (p. 8-41) or the PO Enter Item Detail Screen (p. 8-46) for each individual receipt. Display
Locate Item	Use this field to locate an item using the manufacturer's item number, or the stocking item number. Use the F3=Our Nos / F3=Mfg Nos toggle key to switch the locate from the manufacturer's item number (**Mfg**) and the stocking (**Our**) item number. Key the item number to locate, then press Enter to find the item number. The item that closest matches the number keyed here will display at the top of the screen. (A 27) Optional
F2=Enter Qtys	Press F2=Enter Qtys to enter unposted receipt quantities, received complete codes, costs, and cost codes on the PO Enter Receipts Screen (p. 8-41) for each item displayed on this screen.
F3=Mfg Nos / F3=Our Nos	The F3=Mfg Nos / F3=Our Nos function key allows you to toggle between displaying the stocking item number (our item number) and the item number used by your manufacturer (manufacturer's item number) in the **Our Item/ Description** / **Mfg Item/Description** field on this screen.
F4=Order / F4=PO U/M	The F4=Order / F4=PO U/M function key allows you to toggle between displaying the unit of measure in which the item was purchased (the buying unit of measure) and the order number, if the PO is a drop ship and there is an order number associated with this purchase order line.

PO Item Review Screen Fields and Function Keys

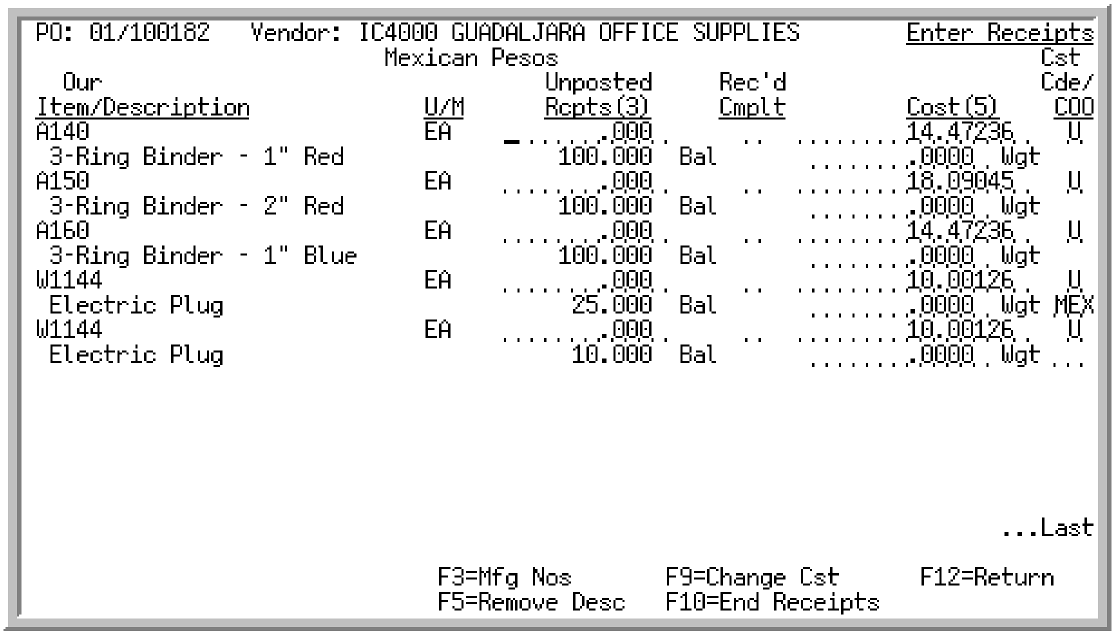
Field/Function Key	Description
F5=Remove / F5=Show Desc	The F5=REMOVE / F5=SHOW DESC function key allows you to toggle between displaying or not displaying the item description in the **Our Item/ Description** / **Mfg Item/Description** field on this screen.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=End Receipts	Press F10=END RECEIPTS to display the End Receipts Screen (p. 8-28) so you may complete receipt entry.
F11=Local Curr / F11=Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between a display of costs per unit in the trading currency and a display of costs per unit in the company's local currency. Press F11=LOCAL CURR to display costs per unit in the company's local currency. The description for the company's local currency will display under the vendor number. Press F11=TRADING CURR to display costs per unit in the trading currency. The description for the trading currency will display under the vendor number.
F12=Return	Press F12=RETURN to return to the PO Header Screen (p. 8-23).

PO Item Review Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F13=F20 Item Detail</td><td>Press the key that corresponds to the reference number (Reference Number field) of an item that you wish to select to display on the PO Enter Item Detail Screen (p. 8-46). This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change:
• F13=REFERENCE NUMBER 1
• F14=REFERENCE NUMBER 2
• F15=REFERENCE NUMBER 3
• F16=REFERENCE NUMBER 4
• F17=REFERENCE NUMBER 5
• F18=REFERENCE NUMBER 6
• F19=REFERENCE NUMBER 7
• F20=REFERENCE NUMBER 8
If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number.
EXAMPLE: To change line 8, press SHIFT and F8.

-OR-
If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row.
EXAMPLE: To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8.
The PO Enter Item Detail Screen (p. 8-46) will display for the selected item.</td></tr>
<tr><td>F24=Double Line / F24=Single Line</td><td>F24=DOUBLE LINE / F24=SINGLE LINE is non-display.
Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to Show 2nd Desc Line as determined in System Options Maintenance (MENU XAFILE).
In single line mode, the item number and one description line are displayed for each item. In double line mode, the two lines of item description are displayed below the full display of the item number field.</td></tr>
<tr><td>Enter</td><td>Press ENTER after keying an item number in the Locate Item field. The closest matching item number will display at the top of the screen.</td></tr>
</table>

PO Enter Receipts Screen



This screen displays after pressing F2=ENTER QTYS on the PO Item Review Screen (p. 8-35). Use this screen to enter the item quantity received, close an open line item, and change the item unit or lot cost. You can also override the cost code and country of origin, if applicable.

NOTE: If the Purchase Order being received is for a foreign currency vendor, then any costs changes will be done in the vendors currency. The vendors currency description will display below the vendors name.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. Because you are entering receipt quantities, costs, and weight values To scroll through information on roll screens press:
* F7=PAGE DOWN to display the next screen.

PO Enter Receipts Screen Fields and Function Keys

Field/Function Key	Description
PO	The company number and purchase order number containing the item displayed on this screen. Display
Vendor	The number and name of the vendor on the purchase order. Display

PO Enter Receipts Screen Fields and Function Keys

Field/Function Key	Description
(Currency Description)	This field only display when International Currency is installed. This field displays the vendor's trading currency description. Display
Our Item/Description / Mfg Item/Description	The stocking item number and description (**Our**) used in the warehouse, or the manufacturers item and description (**Mfg**) used by the vendor. Either will display based on the selection made with the F3=MFG NOS / F3=OUR NOS toggle key. Also, either the item number or the item description will display based on your selection using the F5=REMOVE DESC toggle key. NOTE: This field will be highlighted if locations have not been completely assigned for the item. If the item is a lot/serial item, the field will be highlighted if lots and serials are not completely assigned for the item. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
Unposted Rcpts	Key the quantity of each item that has been received for this purchase order. You may receive a negative item quantity. If you do, the negative quantity received cannot be greater than the (positive) quantity received to date. If the quantity of unposted receipts that you key in this field is equal to the order balance (**Bal**) quantity (displayed directly below), then this item is considered to be received complete. NOTE: This is the case although the letter C will not display in the **Rec'd Cmplt** field on this screen. The purchase order cannot be closed until all items on the purchase order are received complete. (N 10,3) Optional

PO Enter Receipts Screen Fields and Function Keys

Field/Function Key	Description
Rec’d Cmplt	This field is used to indicate if an item on this purchase order is received complete, even if the quantity received is less than the balance of the purchase order quantity. Key C to indicate that an item has been received complete if the receipt quantity is less than the order balance. A warning message will display on this screen when you do this; press ENTER to confirm the message. The item remains partially received, but is closed. A purchase order cannot be closed unless each item on the purchase order is received complete. NOTE: An item is also received complete when the quantity received equals or exceeds the purchase order quantity balance, although the letter C does not display in this column. Leave this field blank if the unposted receipt quantity is less than the order balance and you do not want to receive this item complete. The item will not be closed on the purchase order until its receipt quantity equals or exceeds the purchase order quantity balance; or you key C in this field. (A 1) Optional
Cost	This field is optional after you press the F9=CHANGE CST toggle key to open the **Cost(5)** fields for keying; it is display when you press F9=SHOW COST to protect the cost fields. Use this field to override the cost of the item from the purchase order. When overriding the cost when receiving an item, consider the following: • If the difference between the cost you enter and the cost on the purchase order exceeds either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value** specified through Purchasing Options Maintenance (MENU XAFILE) for this company, a warning message will display. • You cannot change the cost of an item to zero unless the **Cost Code** for the item is N (for no-charge item). This field is display-only if you are receiving an item from a warehouse transfer purchase order. When International Currency is installed, and you are receiving a purchase order for a trading currency vendor, key the new cost in the trading currency. *Default Value:* The total cost of the item specified on the purchase order (in the trading currency) (N 15,5) Optional/Display

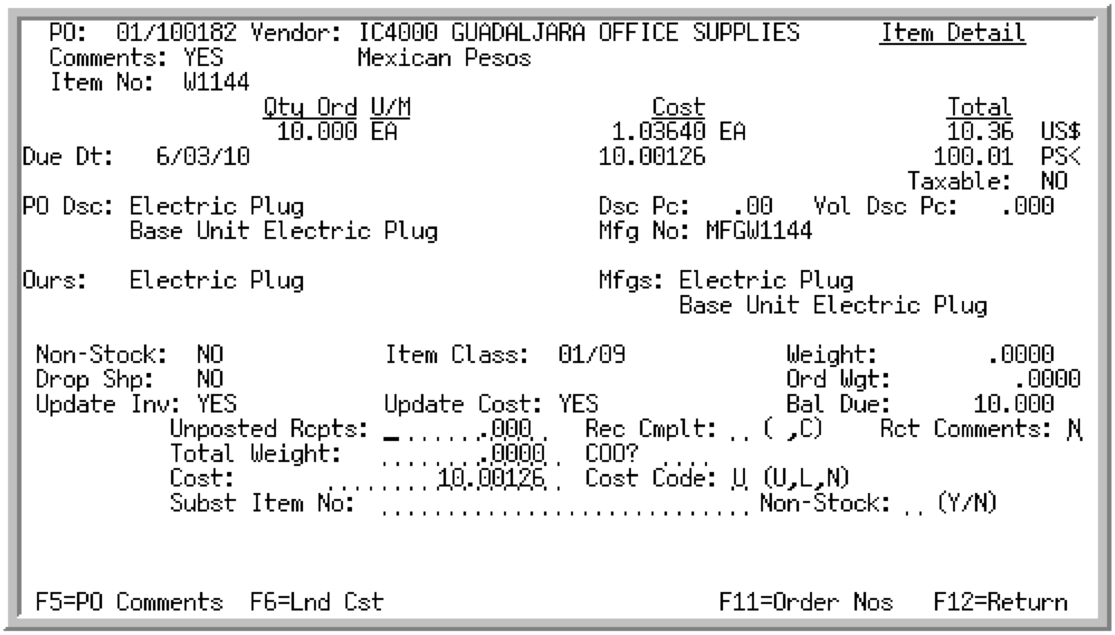
PO Enter Receipts Screen Fields and Function Keys

Field/Function Key	Description
Cst Cde	This column displays the type of cost displayed in the **Cost** field if the item is a non-stock item (not found in the Item Master File). When the F9 function key displays as F9=SHOW COST, the **Cst Cde** field is display-only. To override the cost code of the item, toggle the F9 to show F9=CHANGE CST. You will then have access to the **Cst Cde** field, where you can key one of the following values: • U if the cost is a unit cost; the cost displayed is the cost per unit of the item in the costing unit of measure • L if the cost is a lot cost, used when purchasing items by the lot; a lot cost remains constant regardless of the quantity of items received • N if the cost is a no-charge item; you must specify that the item is a no-charge item if you want to specify the cost of the item as zero *Default Value:* U *Valid Values:* U, L or N (A 1) Required/Display
COO	This column displays the item's country of origin, if the item is set up to track country of origin. You can accept or override the item's country of origin, if one is available. The country of origin is required if the item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check. Additionally, if the item is a special order item and selling restrictions are active, as defined through System Options Maintenance, the system will perform a country of origin check based on the ordering customer's ship-to country. *Default Value:* the origin entered on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) in Enter or Change Requisitions (MENU POMAIN) *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required/Optional
Wgt	The calculated total weight of the item's receipt based on the quantity being received. Accept the calculated value or key a different total receipt weight for the quantity being received. (N 11,4) Optional

PO Enter Receipts Screen Fields and Function Keys

Field/Function Key	Description
F3=Mfg Nos / F3=Our Nos	The F3=MFG NOS / F3=OUR NOS function key allows you to toggle between displaying the stocking item number and the item number used by your vendor (manufacturer's item number) in the **Our Item/Description** / **Mfg Item/Description** field on this screen.
F5=Remove Desc / F5=Show Desc	The F5=REMOVE DESC / F5=SHOW DESC function key allows you to toggle between displaying or not displaying the item description in the **Our Item/ Description** / **Mfg Item/Description** field on this screen.
F7=Page Down	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some screens, F7=PAGE DOWN is available for use but does not display. Use the F7=PAGE DOWN to display the next screen of information. Once all the items have been reviewed and updated, the End Receipts Screen (p. 8-28) displays, indicating the new status of the receipts for this purchase order.
F9=Change Cst / F9=Show Cost	This F9=CHANGE CST / F9=SHOW COST allows you to toggle between displaying or changing the item cost and cost code in the **Cost** and **Cost Code** fields, respectively. This key will not show for W/H Transfer Company Receipt Processing since costs should not be changed for W/H Transfer POs. Press F9=CHANGE CST to change the value of the item cost and/or cost code in the **Cost** and **Cost Code** fields on this screen. The screen redisplays and the columns are now input fields. Press F9=SHOW COST to display the value of the item cost and/or cost code in the **Cost** and **Cost Code** fields on this screen. The screen redisplays and the columns are now display only fields.
F10=End Receipts	Press F10=END RECEIPTS to display the End Receipts Screen (p. 8-28) so you may complete receipt entry.
F12=Return	Press F12=RETURN to return to the PO Item Review Screen (p. 8-35) without saving any changes or additions made on this screen.
Enter	Press ENTER to confirm your selections on this screen. The End Receipts Screen (p. 8-28) will display, indicating the new status of the receipts for this purchase order. NOTE: If you have Warehouse Management installed, before you can complete the item receipt process, you must have warehouse locations assigned to that item. To do this, if this is the case, the *Location Receipts Screen* will display. Refer to this screen as described in the Warehouse Management User Guide.

PO Enter Item Detail Screen



This screen displays after selecting an item on the PO Item Review Screen (p. 8-35) using the F13-F20 ITEM DETAIL function keys. This screen displays detailed item and receiving information for a single item on the purchase order.

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
PO	The company number and purchase order number containing the item displayed on this screen. Display
Vendor	The vendor number and name of the vendor on the purchase order. Display
Comments	Indicates if any item comments were created for this item during Enter or Change Requisitions (MENU POMAIN). **YES** displays if items have been entered for this item. Press F5=COMMENTS to display these comments. **NO** displays if no item comments were entered for this item. Display
(Currency Description)	This field only displays when International Currency is installed. This field displays the vendor’s trading currency description Display

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Item No	The item number used to stock the item by your company. Display
Qty Ord	The quantity of the item that was ordered. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
Cost	The cost of the unit when it was ordered, in the costing unit of measure. When International Currency is installed, the vendor's trading currency value displays below the local currency equivalent of the unit cost. Display
Total	The total value of the ordered item. When International Currency is installed, the vendor's trading currency value displays below the local currency equivalent of the total cost with the trading currency symbol displayed to the right. Display
Due Dt	The specified date by which the item, in the identified quantity, should be received. Display
~~Taxable~~	~~Indicates if this purchase of the item is taxable or not: **YES** or **NO**.~~ Display
Dsc Pc	The discount percentage specified for this item on the purchase order. Display
Vol Dsc Pc	The vendor volume discount percentage, if any, applied to this item on the purchase order. Display
Mfg No	The manufacturer's item number for this item. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and specifically to this vendor through Vendor/Item Information Maintenance (MENU POFILE). Display
Ours	The item's description, from the Vendor/Item File (VNITM) if a record existed; else the item's description from the Item Master FIle (ITMST). Display

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Mfgs	The item's description, as used by the manufacturer. Display
Non-Stock	If the item ordered is a non-stock item **YES** will display; **NO** displays if it is not. Display
Item Class	The item class and sub-class assigned to this item. Display
Weight	The weight of the item as defined through Item Master Maintenance (MENU IAFILE). and specifically to this vendor through Vendor/Item Information Maintenance (MENU POFILE). Display
Drop Ship	If the item has been specified to be drop-shipped from your vendor to your customer **YES** displays, else **NO** displays. Display
Ord Wgt	The total weight of this item based on the order quantity for this order. Display
Update Inv	If inventory will be updated upon posting of the receipts for this purchase order **YES** displays; **NO** displays if inventory will not be updated. Display
Update Cost	If the item's average cost will be updated upon posting of the receipts for this purchase order **YES** displays; **NO** displays if the average cost will not be updated. Display
Bal Due	The quantity of this item that remains to be received. Display
Unposted Rcpts	Key the quantity of each item that has been received for this purchase order. You may receive a negative item quantity. If you do, the negative quantity received cannot be greater than the (positive) quantity received to date. If the quantity of unposted receipts that you key in this field is equal to the order balance (**Bal**) quantity (displayed directly below), then this item is considered to be received complete. This is the case although the letter C will not display in the **Rec'd Cmplt** field on this screen. The purchase order cannot be closed until all items on the purchase order are received complete. (N 10,3) Optional

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Rec Cmplt	This field is used to indicate if an item on this purchase order is received complete, even if the quantity received is less than the balance of the purchase order quantity. Key C to indicate that an item has been received complete if the receipt quantity is less than the order balance. A warning message will display on this screen when you do this; press ENTER to confirm the message. The item remains partially received, but is closed. A purchase order cannot be closed unless each item on the purchase order is received complete. NOTE: An item is also received complete when the quantity received equals or exceeds the purchase order quantity balance, although the letter C does not display in this column. Leave this field blank if the unposted receipt quantity is less than the order balance and you do not want to receive this item complete. The item will not be closed on the purchase order until its receipt quantity equals or exceeds the purchase order quantity balance (or you key C in this field). (A 1) Optional
Rct Comments	This field indicates whether or not receipt transaction comments are affiliated with the item. A Y in this field indicates comments exist and are to be included for the line item. This will cause the presentation of the I/A Receipt Comment Maintenance Screen (p. 8-110) prior to the completion of the current receipt process. Note that exactly when this screen displays depends on such things as whether or not Warehouse Management is installed, and if so, have locations already been assigned for the items, etc. (A 1) Required/Display
Total Weight	The **Total Weight** is required for catch weight or substitute items. The calculated total weight of the item's receipt based on the quantity being received. Accept the calculated value or key a different total receipt weight for the quantity being received. *Default Value:* The weight of the item as specified on the purchase order (N 11,4) Optional/Required

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
COO	This field displays only if the item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). Use this field to key the item's country of origin. This field is required if the item is set up to track country of origin. NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check. Additionally, if the item is a special order item and selling restrictions are active, as defined through System Options Maintenance, the system will perform a country of origin check based on the ordering customer's ship-to country. *Default Value:* The country of origin entered on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38) in Enter or Change Requisitions (MENU POMAIN) *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required/Optional
Cost	Use this field to override the cost of the item from the purchase order. When overriding the cost when receiving an item, consider the following: • If the difference between the cost you enter and the cost on the purchase order exceeds either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value** specified through Purchasing Options Maintenance (MENU XAFILE) for this company, a warning message will display. • You cannot change the cost of an item to zero unless the **Cost Code** for the item is N (for no-charge item). This field is display-only if you are receiving an item from a warehouse transfer purchase order. When International Currency is installed, and you are receiving a purchase order for a trading currency vendor, key the new cost in the trading currency. *Default Value:* The total cost of the item specified on the purchase order (in the trading currency) (N 15,5) Optional/Display

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Cost Code	Use this field to override the cost code of the item. This field displays the type of cost displayed in the **Cost** field if the item is a non-stock item (not found in the Item Master File). This field is display-only if you are receiving an item from a warehouse transfer purchase order. When the F9=SHOW COST function key displays, the **Cst Cde** field is display-only. To override the cost code of the item, toggle to show F9=CHANGE CST. You will then have access to the **Cst Cde** field, where you can key one of the following values: • U if the cost is a unit cost; the cost displayed is the cost per unit of the item in the costing unit of measure • L if the cost is a lot cost, used when purchasing items by the lot; a lot cost remains constant regardless of the quantity of items received • N if the cost is a no-charge item; you must specify that the item is a no-charge item if you want to specify the cost of the item as zero *Default Value:* U *Valid Values:* U, L or N (A 1) Optional/Display

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Subst Item No	NOTE: This field does not display if you are performing a change to a receipt for which receipts have previously been identified or if you are receiving an item from a warehouse transfer purchase order. A stocked item is one that is defined through Item Master Maintenance (MENU IAFILE) with a Y keyed in the **Update Inventory** field indicating that the item is a stock item. The item is also defined in a warehouse through Item Balance Maintenance (MENU IAFILE) for each warehouse in which it will be stocked. A non-stock item is one that is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field indicating that the item is a non-stock item. The item must also be defined through Item Balance Maintenance (MENU IAFILE) for each warehouse from which it will be sold. This field allows you to specify the number of another item that may be received in place of this item. Substitute items must meet at least one of the following criteria: • At least one of the stocking units of measure defined for the substitute item must be the same as the unit of measure used on the PO for the original item. The receipt for the substitute item will be posted in this U/M. • The substitute must be the same type of item as the original. For example, if the original item was a non-stock item, the substitute also must be a non-stock item; if the original item was a catch weight item, the substitute also must be a catch weight item, etc. Key the desired item number, when receiving the original item on the purchase order, you may substitute it by receiving the item specified in this field. *Valid Values:* Must be defined as a stocked item if an N is keyed in the **Non-Stock** field, or must be defined as an non-stock item if a Y is keyed in the **Non-Stock** field. (A 27) Optional

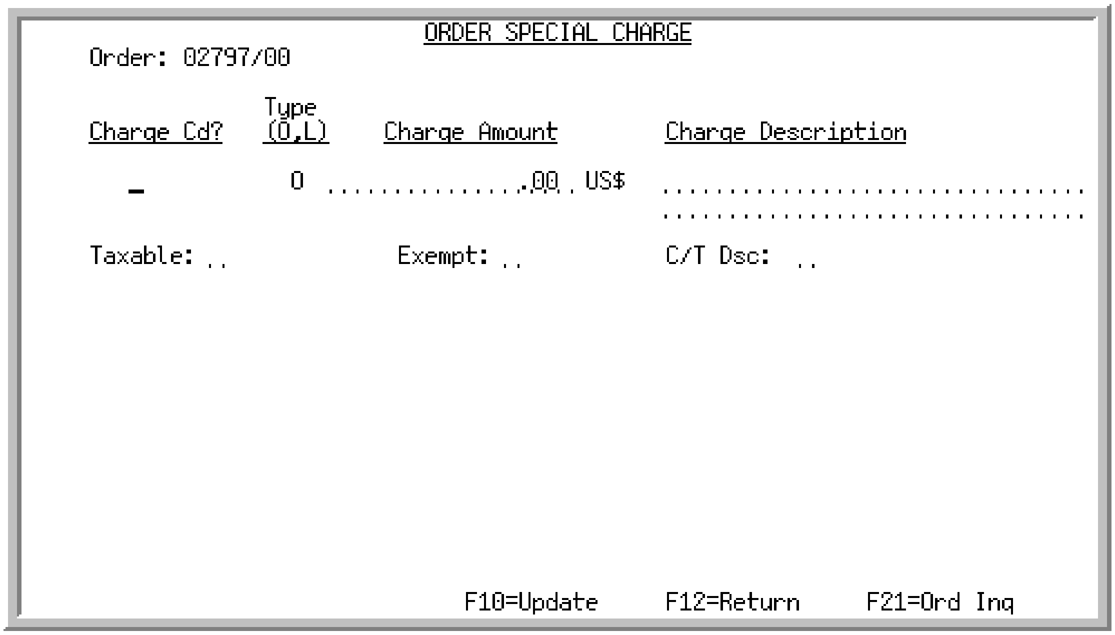
PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Non-Stock	NOTE: This field does not display if you are performing a change to a receipt for which receipts have previously been identified or if you are receiving an item from a warehouse transfer purchase order. Used to indicate if the substitute item (in the **Subst Item No** field) is a non-stock item. Key Y if the substitute item is a non-stock item. Key N if the substitute item is a stocked item. Refer to the **Subst Item No** field description for stock and non-stock item definitions. *Valid Values:* Y or N if the **Subst Item No** field contains a value, otherwise must be blank (A 1) Required/Blank
F4=OE Charges	This function key will display only if the item is a drop ship line item for a special order (i.e there is an order assignment for this line). Press F4=OE CHARGES to display the Order Special Charge Screen (p. 8-55), where you can enter order entry special charges for the customer during the drop ship receipt process.
F5=PO Comments	Press F5=PO COMMENTS to display the comments that were keyed for this item on this purchase order. The PO Line Item Comments Screen (p. 8-60) will display.
F6=Lnd Cst	This function key will display only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Also, this key is functional only if the quantity keyed in the **Unposted Rcpts** field is not zero. Press F6=LND CST to display the PO Enter Item Detail Landing Costs Screen (p. 8-62).
F9=Assign Lot / F9=Assign Serial	This function key will not display for items defined as fixed case quantity in Item Balance Maintenance. This key will display only for lot or serial drop ship items. Press F9=ASSIGN LOT to assign lot information for drop shipments. Press F9=ASSIGN SERIAL to assign serial numbers for drop shipments.
F11=Order Nos	Press F11=ORDER NOS to display customer sales orders to which this item on this purchase order has been assigned during Enter or Change Requisitions (MENU POMAIN). The Customer Order Numbers Screen (p. 8-64) will display.
F12=Return	Press F12=RETURN to return to the PO Item Review Screen (p. 8-35) without updating any changes made on this screen.

PO Enter Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the entries keyed on this screen. The PO Item Review Screen (p. 8-35) will display with any information keyed on this screen. If Y was entered for **Rct Comments**, the I/A Receipt Comment Maintenance Screen (p. 8-110) displays before the PO Item Review Screen (p. 8-35).

Order Special Charge Screen


ORDER SPECIAL CHARGE
Order: 02797/00

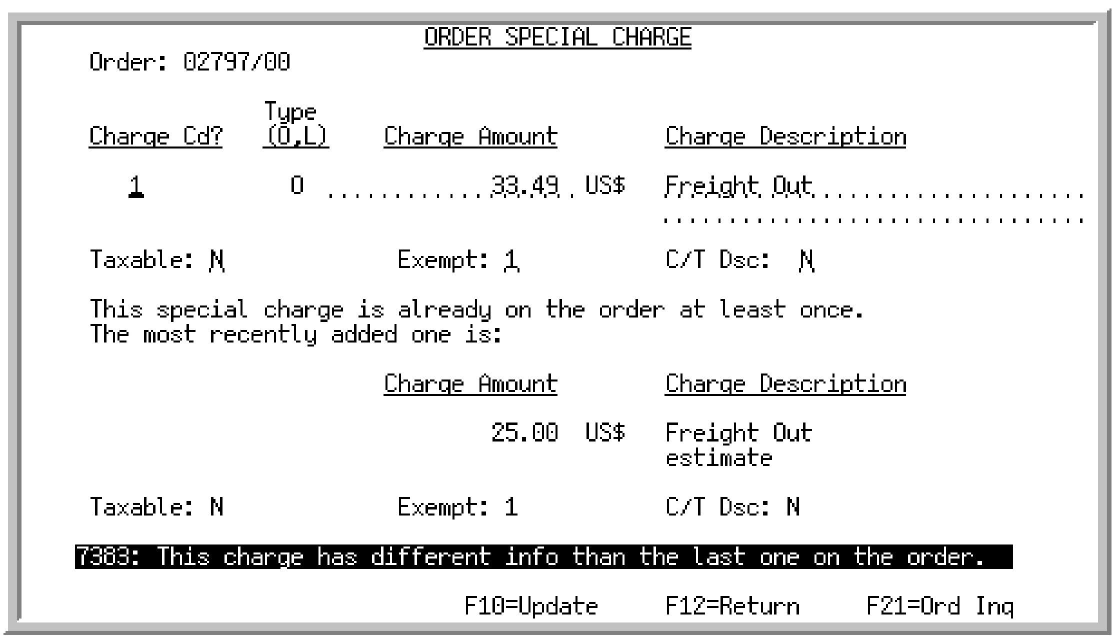
Charge Cd? | Type (O,L) | Charge Amount | Charge Description

0 .00 US$

Taxable: Exempt: C/T Dsc:

F10=Update F12=Return F21=Ord Inq

Order Special Charge Merge Screen


ORDER SPECIAL CHARGE
Order: 02797/00

Charge Cd? | Type (O,L) | Charge Amount | Charge Description

1 0 33.49 US$ Freight Out

Taxable: N Exempt: 1 C/T Dsc: N

This special charge is already on the order at least once.
The most recently added one is:

Charge Amount | Charge Description

25.00 US$ Freight Out estimate

Taxable: N Exempt: 1 C/T Dsc: N

7383: This charge has different info than the last one on the order.

F10=Update F12=Return F21=Ord Inq

The Order Special Charge Screen displays after pressing F4=OE CHARGES during the receipt process for a drop ship special order. Use this screen to enter and review order entry special charges at receipt time. Special charges may be needed on an order for freight, handling, packaging, or other charges.

With the use of this screen, entering order entry special charges during the drop ship receipt process allows you to pass these special charges onto the customer order at receipt time, eliminating the need to add the charges to the customer order before the invoice is printed. You will be able to key in the special charge with the special charge code allowed in Order Entry. Once you enter the charge and press F10=UPDATE, the charge will automatically be added to the customer sales order as an order level special charge and Order Activity will be updated. If International Currency is installed, the International Currency Order Detail Record will also be added/updated.

The Order Special Charge Merge Screen will display when the special charge is already on the sales order at least once for the same charge code entered in the **Charge Cd** field. The charge most recently added will be shown on the lower portion of this screen and a message will display informing you that the charge amount on the order will be changed by the new amount entered. For example, if a previous special charge of 25.00 was entered, and you are adding a new charge of 33.49, the screen would appear as shown above.

As indicated on the above screen, the charge amount on the order will be changed by the new amount entered. Meaning, the new charge amount applied to the order will be 58.49 (the amounts are totaled to arrive at the new charge, preventing a charge from being added to the order multiple times).

NOTE: If you need to adjust the amount applied to the order for the same charge code, key the difference in the **Charge Amount** field. The amount you key will be added or subtracted (if you key a negative amount) from the amount of the special charge. For special charges that have been adjusted to be a value of zero, the system will automatically remove the charge upon pressing F10=UPDATE.

Order Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Charge Cd	Use this field to select the code representing this order entry special charge. Key the special charge code to apply to this order. The charge can be applied to the entire order only, not a line item on the order. Therefore, the **Type** field is protected and displays O for Order type charge. If you are unsure of the charge to enter, key a ? in this field to present a list of valid order charge codes from which you may select the appropriate code (note that line charge codes set up through Special Charge Definitions Maintenance will not display in the list). *Valid Values:* An order charge code defined through Special Charge Definitions Maintenance (MENU POFILE) (N 1,0) Required
Type	This field represents the type of charge to apply (Order or Line charges). However, since a special charge entered at receipt time can be applied to the entire order only, this field is protected and displays O for order type charge. Display

Order Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Charge Amount	Use this field to key the amount of the special charge to be applied to the order. If you need to adjust the amount applied to the order for the same charge code, key the difference in this field. The amount you key will be added or subtracted (if you key a negative amount) from the amount of the special charge. For special charges that have been adjusted to be a value of zero, the system will automatically remove the charge upon pressing F10=UPDATE. When International Currency is installed and adding a charge amount in the vendor's currency, the charge will be converted to the order's currency. The order's exchange code and/or overridden locked rate will be used to produce the same results as if the special charge had been added through the order. *Valid Values:* Cannot be zero (N 13,2) Required
Charge Description	This field is the description of the special charge, which displays after keying a special charge code in the **Charge Cd** field and pressing ENTER. You may accept or override the default. *Default Value:* The special charge description as defined through Special Charge Definitions Maintenance (MENU OEFILE). (2 @ A 31) Required
Taxable	This field determines if this special charge is subject to sales tax. Key Y if this special charge is subject to sales tax. Key N if this special charge is not subject to sales tax. *Default Value:* The taxable status of this special charge as determined by the **Tax Code** field, or, if an applicable special charge tax override (with or without a warehouse) exists, as determined by the **Exempt** field defined through Special Charge Definition Maintenance (MENU OEFILE). *Valid Values:* Y or N (A 1) Required

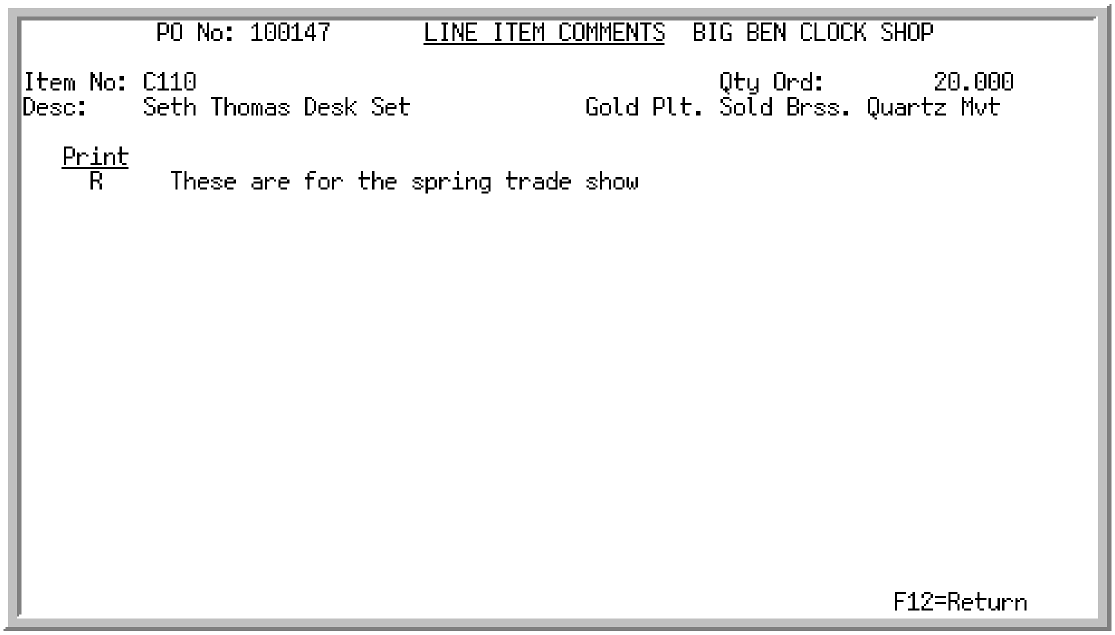
Order Special Charge Screen Fields and Function Keys

Field/Function Key	Description
Exempt	Use this field to enter the tax exemption code for this special charge. Key 0 if this special charge is taxable. This field must be 0 if the **Taxable** field is Y. Key 1, 2, or 3 if this special charge is tax exempt in one of three previously identified categories. *Default Value:* The exemption value of this special charge as determined by the **Tax Code** field defined through Special Charge Definition Maintenance (MENU OEFILE), or, if an applicable special charge tax override (with or without a warehouse) exists, as determined by the Exempt field also defined through the same option. *Valid Values:* 0 if Taxable is Y; 1, 2, or 3 if Taxable is N (A 1) Required
C/T Dsc	Determines if a cash or trade discount may be applied to this special charge. Key Y if a cash or trade discount may be applied to this special charge. Key N if a cash or trade discount cannot be applied to this special charge. NOTE: If the order has no discounts, the system will automatically change this field to N. *Default Value:* The value for this special charge (which indicates if discounts apply) as defined through Special Charge Definitions Maintenance (MENU POFILE). *Valid Values:* Y or N (A 1) Required
(Merge Screen View Display Fields)	The Order Special Charge Merge Screen displays when the special charge is already on the sales order at least once for the same charge code entered in the **Charge Cd** field. The charge most recently added is shown across the bottom this screen and with a message that this charge has different information than the last on the sales order. • **Charge Amount**: The amount of the special charge being added to the sales order. • **Charge Description**: The description of the special charge, either the default or overridden description. • **Taxable**: **Y** or **N** determines if the value of this special charge is taxable • **Exempt**: **0** is taxable and **1**, **2**, or **3** indicate a non-taxable status for this special charge • **C/T**: Y or N determines if the cash or trade discounts will include the value of this special charge Display

Order Special Charge Screen Fields and Function Keys

Field/Function Key	Description
F10=Update	Press F10=UPDATE to add the special charge to the customer's order. A new line will be added, if the charge code is not already on the order. If the charge code is already on the order, the system will add the new amount to the existing charge amount or subtract the amount from the existing charge amount, if the amount entered is a negative value. The order cannot be in use when the system is attempting to add the special charge.
F12=Return	Press F12=RETURN to return to the PO Enter Item Detail Screen (p. 8-46) without saving your entries.
F21=Ord Inq	Press F21=ORD INQ to review summary information about this order. The Order Display Screen appears. Refer to the Open Orders Inquiry (MENU OEMAIN) in the Order Entry User Guide for details.
Enter	Press ENTER to confirm your entries. To update the order with the special charge, press F10=UPDATE.

PO Line Item Comments Screen



This screen displays after pressing F5=PO COMMENTS on the PO Enter Item Detail Screen (p. 8-46). Use to review the item comments for this purchase order.

All fields on this screen are display only and cannot be changed.

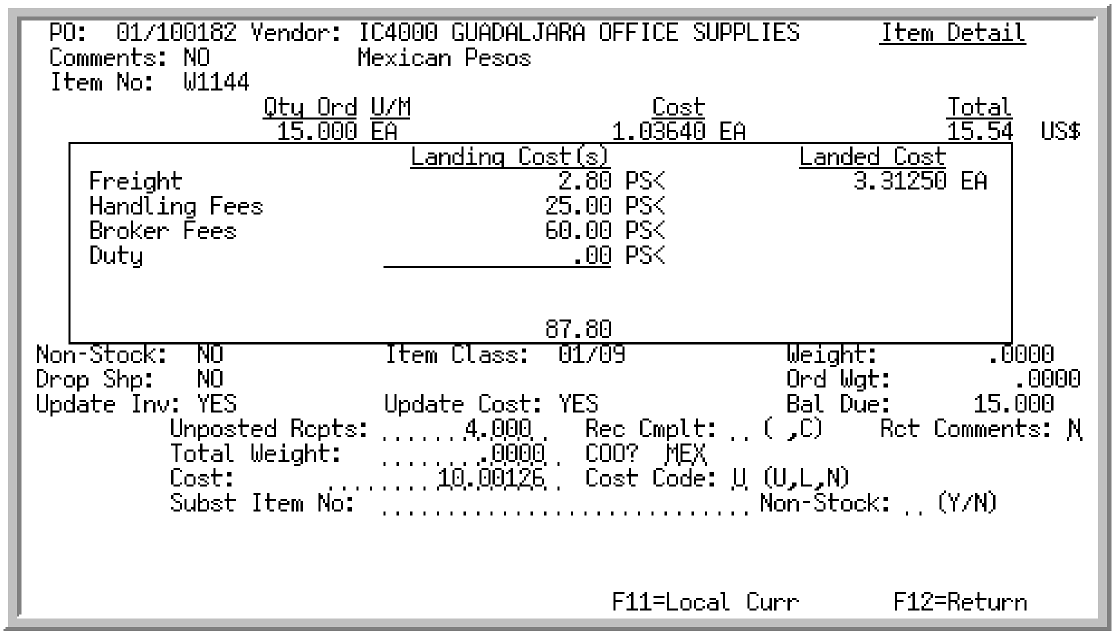
PO Line Item Comments Screen Fields and Function Keys

Field/Function Key	Description
PO No	The purchase order number that is currently being received.
(Vendor Name)	The name of the vendor that this purchase order was issued to.
Item No and Desc	The item number with the description below selected to view comments for.
Qty Ord	The quantity on order for this item in this purchase order.

PO Line Item Comments Screen Fields and Function Keys

Field/Function Key	Description
Print	The print code and comment line as keyed in Enter or Change Requisitions (MENU POMAIN). The print codes are: • **P -** to print the comment on the Purchase Order only. • **R -** to print the comment on the Receiving List only. • **I -** will not print the comment on either the Purchase Order or Receiving List, but will be used for internal purposes only. It will display on several screens. • **Blank -** to print the comment on the Purchase Order, the Receiving List, and the Return Requisition Pick/Pack List.
F12=Return	Press F12=RETURN to return to the PO Enter Item Detail Screen (p. 8-46).

PO Enter Item Detail Landing Costs Screen



This overlay screen displays landing cost information for the selected line item on the purchase order. It displays after pressing F6=LND CST on the PO Enter Item Detail Screen (p. 8-46).

The landing cost fields display those landing factors being used, as determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. The formulas for calculating landing costs are defined for a landing code (and optionally a warehouse) through Landing Factors Maintenance (MENU POFILE). Finally, the landing codes are assigned to an item through Vendor/ Item Information Maintenance (MENU POFILE).

The landing cost column values will display as zero values when:

- there is no landing code assigned to the item through Vendor/Item Information Maintenance (MENU POFILE)
- there is no amount or method assigned to a landing factor in the landing code (i.e. no Duty will be charged)
- the calculation result is zero.

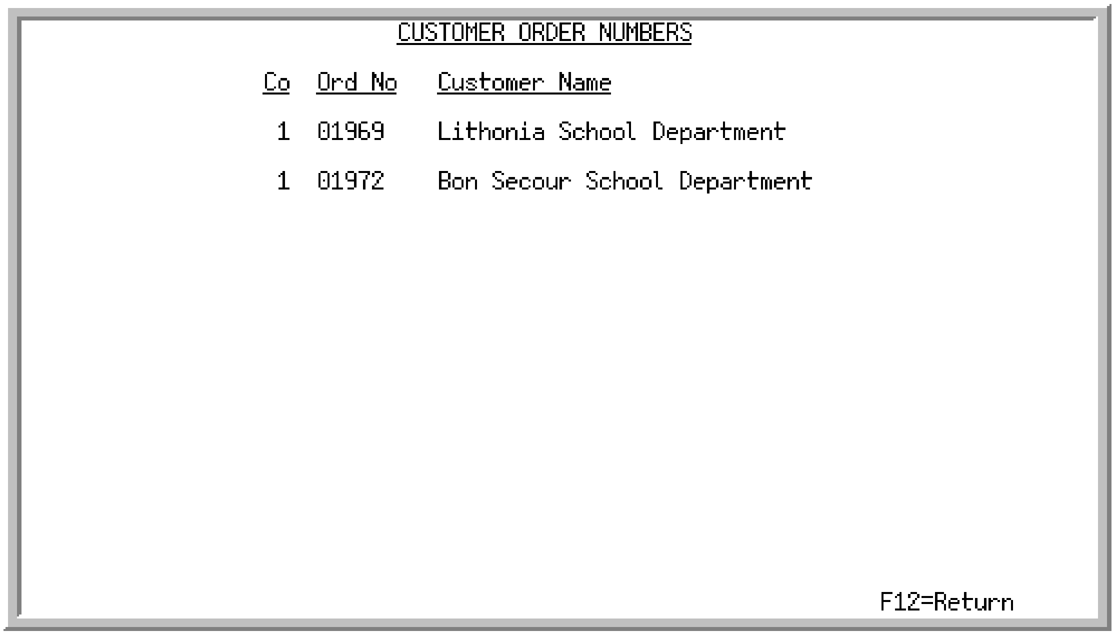
When International Currency is installed, the **Landing Cost(s)** column displays for landing costs calculated in trading currencies with the specific currency symbol. If the landing cost(s) are in mixed currencies, zeros will display in the **Total Landing Cost(s)** field, and you must press F11=LOCAL CURR to display local currency equivalents to review the Total Landing Cost(s) amount. All landing cost(s) will display the company’s local currency symbol to the right and the total will appear in the company’s local currency.

All the fields on this screen are display only and cannot be changed.

PO Enter Item Detail Landing Cost Screen Fields and Function Keys

Field/Function Key	Description
(Landing Factor Descriptions)	The first column displays the landing factors defined through Warehouse Numbers Maintenance (MENU IAFILE).
Landing Cost(s)	The Landing Cost(s) extended value totals based on the receipt quantity for the individual landing factor.
[Total Landing Cost(s)]	The total monetary amount of all the landing cost(s) at the bottom of the **Landing Cost(s)** column.
Landed Cost	The total cost of the item calculated as the vendor's price plus all the individual landing costs. This amount will be shown for both the purchase order buying unit of measure followed by the costing unit of measure, if different. When International Currency is installed, this value displays in the company's local currency.
F11=Local Curr / F11=Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between a display of landing cost(s) in the trading currency and a display of landing cost(s) and the landing cost total in the company's local currency. Press F11=LOCAL CUR to display landing cost(s) in the company's local currency. The currency symbol for the company's local currency will display to the right of each landing cost. If landing factors are calculated using mixed currencies, the total will display in the company's local currency. Press F11=TRADING CURR to display landing cost(s) in the trading currency's. The symbol for the applicable trading currency will display to the right of each cost. Note that if landing factors are calculated using mixed currencies, the total will not display.
F12=Return	Press F12=RETURN to return to the PO Enter Item Detail Screen (p. 8-46).

Customer Order Numbers Screen



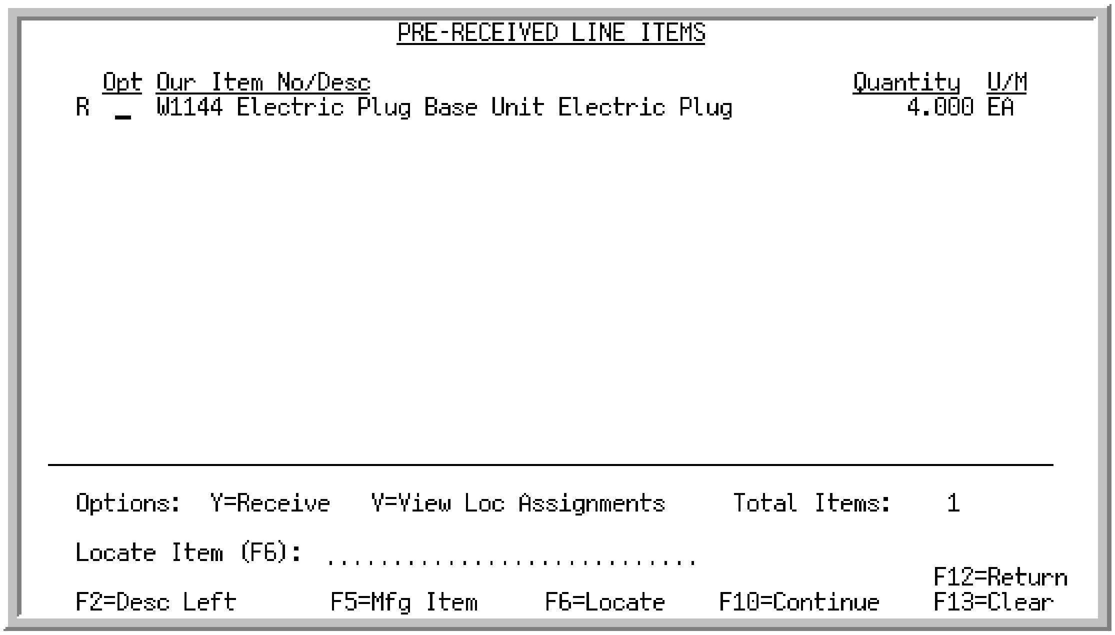
This screen displays after pressing F11=ORD NOS from the PO Enter Item Detail Screen (p. 8-46). Use this screen to review the order numbers of up to 15 customer orders that have been backordered, and are waiting for the selected item.When this item is received and posted through Purchasing or, if applicable, Warehouse Management, the Backorder Release Report (p. 24-9) will print indicating the order numbers shown on this screen.

All the fields on this screen are display only and cannot be changed/

Customer Order Numbers Screen Field and Function Keys

Field/Function Key	Description
Co	The number of the company for which the corresponding customer order was keyed.
Ord No	The order numbers of any customer sales orders containing the current item [i.e., the item keyed on the PO Enter Item Detail Screen (p. 8-46)]. This will assign the current item to this customer order. When the items are received, you will be informed that they are assigned to these orders.
Customer Name	This column displays the name of the customer for whom the specified order number was created.
F12=Return	Press F12=RETURN to return to the PO Enter Item Detail Screen (p. 8-46).

Pre-Received Line Items Screen



PRE-RECEIVED LINE ITEMS

	Opt	Our Item No/Desc	Quantity	U/M
R	_	W1144 Electric Plug Base Unit Electric Plug	4.000	EA

Options: Y=Receive V=View Loc Assignments Total Items: 1

Locate Item (F6): ....

F2=Desc Left F5=Mfg Item F6=Locate F10=Continue F12=Return F13=Clear

NOTE: This screen only displays if Warehouse Management is installed.

This screen displays after pressing ENTER on the PO Header Screen (p. 8-23), if any of the selected PO line items have been pre-received through Warehouse Management. From this screen, select the desired pre-received items to include in your receipt group. This will be of assistance in trying to post a portion of a large order so that it is not necessary to wait until the entire order is physically put-away prior to making the inventory available.

Pre-Received Line Items Screen Fields and Function Keys

Field/Function Key	Description
Opt	Use this field to determine whether or not the specified pre-received item should be included in the receipt group. This field may also be utilized to review warehouse location information for the selected PO line item. If you do not want to include a displayed line in the receipt group, blank out this field before continuing the posting process. Refer to the F13=CLEAR function key to blank out this field for all line items. An R displayed next to a line item indicates that receipts have already been keyed for this item. Key a Y to receive the line item(s) and press ENTER to update your choices. Key a V to view warehouse location information for the line item. The Post Items - Review Location Receipts Screen (p. 8-154) will display. *Default Value:* Y *Valid Values:* blank, Y, V (A 1) Optional
Our Item/Desc Mfg Item/Desc	The stocking item number and description (**Our**) used in the warehouse, or the manufacturers item and description (**Mfg**) used by the vendor. Use the F5=MFG ITEM / F5=OUR ITEM toggle key to change the display. The item number and item description for the lines on the purchase order. Use the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC toggle key to toggle the column to the description beginning in the left-most position, the description beginning at the right-most position, and the item number and description. Display
Quantity	The open quantity to be received for this item in this purchase order. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
Total Items	The total number of items that were pre-received through Warehouse Management on this purchase order.

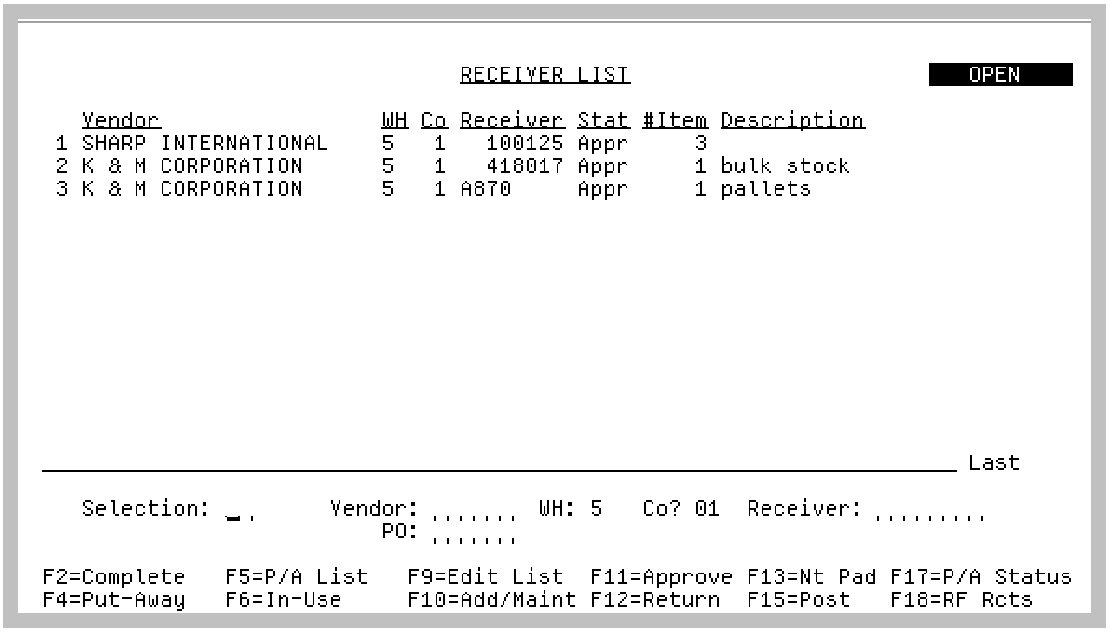
Pre-Received Line Items Screen Fields and Function Keys

Field/Function Key	Description
Locate Item	Use this field to locate an item in the displayed list. Use the manufacturers item number, or the stocking item number, depending upon the mode you are in. The F5=MFG ITEM / F5=OUR ITEM toggle key will switch the mode from the manufacturer's item number to the stocking item number. Key the complete or partial item number to locate in this field, then press F6=LOCATE to find the item number. The item that closest meets the item number keyed here will display at the top of the screen. (A 27) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC will display only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / F24=SINGLE LINE hidden function key]. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is high intensity.
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM function key is used as a toggle to display either the manufacturer's item number or the stocking item number in the **Our Item No/Desc** / **Mfg Item No/Desc** column. Press the F5=MFG ITEM key to display the manufacturer's item number in the **Our Item No/Desc** / **Mfg Item No/Desc** column Press the F5=OUR ITEM to display the complete or partial stocking item number in the **Our Item No/Desc** / **Mfg Item No/Desc** column.
F6=Locate	Press F6=LOCATE to locate the item number that was keyed in the **Locate Item** field.
F10=Continue	Press F10=CONTINUE to continue processing. Depending on the value keyed in the **Opt** field the PO Enter Item Detail Screen (p. 8-46) will display, or the PO Item Review Screen (p. 8-35) will display.
F12=Return	Press F12=RETURN to return to the previous screen without performing any posting activities.
F13=Clear	Press F13=CLEAR to clear out the values in the **Opt** field for all items on this screen. This is a valuable tool if desiring to only post one or two items out of the entire screen. Use this key to blank out all Y values, and then just key a Y next to the desired one or two items.

Pre-Received Line Items Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to accept your choices and continue. If a Y was keyed in the **Opt** column to receive the line item(s), the items will be flagged and included in this receipt group. If a V was keyed in the **Opt** column to view warehouse location information, the Post Items - Review Location Receipts Screen (p. 8-154) will display.

Receiver List Selection Screen



This screen displays:

- in Purchasing, after you select 2 = By Receivers on the PO Receipt Processing Selection Screen (p. 8-7) within Enter or Change Receivers or PO Receipts (MENU POMAIN).
- in Purchasing, after pressing F4=LIST from the Receiving List by Receiver Number Selection Screen (p. 22-6) within Enter or Change Receivers or PO Receipts (MENU POMAIN).
- in Warehouse Management, after pressing F18=RECEIVERS on the *Warehouse Management Selection Screen* within Warehouse Management (MENU WMMAIN).
- in Warehouse Management, after pressing F18=RECEIVERS on the *PO Selection Screen* within Warehouse Management (MENU WMMAIN).

This screen is also included in the Warehouse Management User Guide and contains the same information.

This screen displays a list of existing receivers and provides access to receiver maintenance screens with the F10=ADD/MAINT function key through which receivers can be created or modified. Limiting criteria can be entered on this screen to limit the display to particular receivers, such as specifying a particular purchase order number or receiver for which you want to display related receivers.

The body of the screen displays the receivers that meet the selection criteria in the fields at the bottom of the screen. To limit which receivers are listed, enter selection criteria in the fields at the bottom of the screen and press ENTER. To expand the list of receivers, blank out the entry in one or more of those fields and press ENTER again.

The default list of receivers displayed are those that are currently open. Use the F2=COMPLETE / F2=OPEN toggle key to change the display to receivers that are received and closed.

Additional function keys display on this screen only when is accessed through Warehouse Management (MENU WMMAIN). Also note that some of the function keys displayed on this screen do not appear when accessing this screen through Enter or Change Receivers or PO Receipts (MENU POMAIN).

From this screen, you can:

- print the Receiver Edit List (p. 8-79) for a receiver
- access the screens required to add, change, or delete a receiver
- access the Receiver Approval Selection Screen (p. 8-126), where you can approve or unapprove specific line items on the receiver
- access the PO Receiver Note Pad Screen (p. 8-136), where you may review, maintain or delete dated events associated with the selected receiver, as well as add new PO receiver events
- post a receiver

If you displayed this screen by pressing F18=RECEIVERS on the Warehouse Management Selection Screen [Warehouse Management (MENU WMMAIN)], the warehouse number for the receiver defaults to the warehouse number you entered on that screen. Additionally, the **Stage Back Orders** and **Auto Put-Away** fields for the receiver default to the values set in Warehouse Options Maintenance (MENU WMFILE) for the warehouse. To change any of these fields, press the F12=RETURN function key to display the *PO Selection Screen*.

If you select a receiver for put-away that contains only drop ship items, the status of the receiver will be set to pre-received. If the receiver contains a mix of stock and drop ship items, the drop shop items will not affect the status of the receiver.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
(Receiver List Type)	Identifies if the receiver list currently displayed contains **OPEN** receivers or **COMPLETE** receivers. You can toggle the display from one to the other by pressing F2=COMPLETE / F2=OPEN. Display
(Reference Number)	Use this number in the **Selection** field to select the associated receiver. Display

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81). From within Warehouse Management (MENU WMMAIN), that screen is accessed by pressing F10=ADD/MAINTAIN on this screen. Receivers are also often created in Purchasing due to the receipt of an Advance Shipping Notice (ASN) through EDI. Display
WH	The warehouse associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) or Warehouse Management (MENUWMMAIN). Display
Co	The company associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) or Warehouse Management (MENUWMMAIN). Display
Receiver	The number of the receiver assigned when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) or Warehouse Management (MENUWMMAIN). Display
Stat	The **Stat** field displays the current status of the receiver. It will toggle with the ID of the workstation where the receiver is currently in use (**WS**) with the F6=IN-USE / F6=STATUS function key. The current status of the receiver may be: • **Pend**: Pending approval • **Appr**: Approved • **Post**: Posted • **Prt**: Put-Away List has been printed with F5=P/A LIST through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • **PRcv**: Pre-received through Warehouse Management (MENU WMMAIN).This is applicable only if Warehouse Management is installed. Display

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
WS	The ID of the workstation where the receiver is currently in use. An ***R** appearing next to the Workstation ID indicates that the receiver is contained in a receipt group (i.e., it is currently in the process of being posted). This field will toggle with the status of the receiver (**Stat**) field with the F6=In-Use / F6=Status function key. Display
#Item	The total number of items included in the receiver from the Line Items On PO Select Screen (p. 8-97). Display
Description	The receiver description, as keyed when the receiver was created or modified on the Receiver Entry/Maintenance Selection Screen (p. 8-81) or Warehouse Management (MENUWMMAIN). Display
Selection	Use this field to select a receiver for processing. Key the **Reference Number** corresponding to the receiver you want to select and press Enter. (N 2,0) Required
Vendor	Use this field to limit the receivers on the screen to those associated only with a specific vendor. Key a vendor number to limit the receivers on this screen to only those associated with this vendor. Leave this field blank to display receivers for all vendors. *Valid Values:* A vendor number defined through Vendor Master Maintenance (MENU POFILE/MENU APFILE). (A 6) Optional

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	**Purchasing** Key a warehouse number to limit the receivers on this screen to only those associated with this warehouse. If left blank, orders for all warehouses will display. **Warehouse Management** This field displays the warehouse number you entered on the *Warehouse Management Selection Screen* within Warehouse Management (MENU WMMAIN). Only receivers for this warehouse are listed on the screen. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional/Display
Co	This field displays only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE). **Purchasing** Key a company number to limit the receivers on this screen to only those associated with this company. **Warehouse Management** This field displays the company number with which the warehouse in the **WH** field is associated. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional/Display
Receiver	Use this field to limit the receivers on the screen to only those associated with a specific receiver. Key a receiver number to limit the receivers on this screen to this receiver number only. Leave this field blank to display all receivers. (A 8) Optional

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
PO	Use this field to limit the receivers on the screen to only those associated with a specific purchase order. Key a valid purchase order number to limit the receivers on this screen to only those associated with this purchase order. Leave this field blank to display receivers for all purchase orders. (A 6) Optional
F2=Complete / F2=Open	Press F2=COMPLETE / F2=OPEN to toggle between displaying open and completed receivers. Note that while displaying completed receivers, the F11=APPROVE, F13=NT PAD, and F15=POST function keys become unnecessary and therefore do not display. Press F2=COMPLETE to display all completed receivers. If you have entered limiting criteria at the bottom of the screen, only completed receivers that meet the criteria you entered will display. Press F2=OPEN to display all open receivers. If you have entered limiting criteria at the bottom of the screen, only open receivers that meet the criteria you entered will display.
F4=Put-Away	The F4=PUT-AWAY function key displays only from within Warehouse Management (MENU WMMAIN) when Warehouse Management is installed, and only if the list on this screen currently displays **OPEN** receivers. Select a receiver and press F4=PUT-AWAY to access the *Put-Away Complete Screen* [Warehouse Management (MENU WMMAIN)]. W/M will select the locations to put away the items based on the selected backorder staging and put-away modes (see **Stage Back Orders** and **Auto Put-Away** fields). From this screen, you can put away approved receiver line items
F5=P/A List	The F5=P/A LIST function key displays only when Warehouse Management is installed, and only if the list on this screen currently displays OPEN receivers. Press F5=P/A LIST to print the Put-Away List for the selected receiver. The quantities of the pre-received items, and the locations where the items are to be put when they are received will be printed. If you have not pre-received any items for the specified receiver, the Put-Away List [Warehouse Management (MENU WMMAIN)] will not print. Depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels and Item Labels may or may not print when the Put-Away List is printed. Refer to Put-Away Labels (MENU WMMAIN) for details about Put-Away Labels; refer to Item Labels (MENU WMREPT) for details about Item Labels. If you have already printed the Put-Away List and Put-Away Labels/Item Labels for this Purchase Order, the Put-Away List Reprint Screen (p. 8-78) (Warehouse Management, MENU WMMAIN) will display.

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
F5=P/A List w/Radio Frequency	If Radio Frequency is installed, and depending on the selection made through Warehouse Management Options Maintenance (MENU WMFILE), all items in the receiver may be automatically posted to the receiving dock immediately following the printing of the Put-Away List. This receiving dock is defined as all 4's (e.g., 44.444.44). If you have selected the option to prompt for a response as to whether or not this posting to the receiver dock should occur, the *Post Receiver Option Screen* (Warehouse Management, MENU WMMAIN) will display.
F6=In-Use / F6=Status	Press F6=IN-USE / F6=STATUS to toggle the between displaying the status of each receiver in the **Stat / WS** field and displaying the workstation ID of any receiver that is currently being used elsewhere. If an ***R** appears next to the workstation ID, the receiver is contained in a receipt group (i.e., it is currently in the process of being posted). Press F6=STATUS to display the status of each receiver. Press F6=IN-USE to display the workstation ID where the receiver is currently being used.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Edit List	Key a **Reference Number** in the **Selection** field and press F9=EDIT LIST to print the Receiver Edit List (p. 8-79) for the indicated receiver. The Report Options Screen appears to allow you to submit your request for processing (refer to the Cross Applications User Guide for details about this screen). You can use the edit list to review details about the receiver, including cost information. Refer to the Receiver Edit List (p. 8-79) for a description of the data contained on the list.
F10=Add/Maint	To add a new receiver, leave the **Selection** field blank and press F10=ADD/MAINT. The Receiver Entry/Maintenance Selection Screen (p. 8-81) or within Warehouse Management (MENU WMMAIN) appears where you can create a new receiver. To work with a receiver from the list on the screen, key a **Reference Number** in the **Selection** field and press F10=ADD/MAINT. The Receiver Header Information Screen (p. 8-85) or within Warehouse Management (MENU WMMAIN) appears.

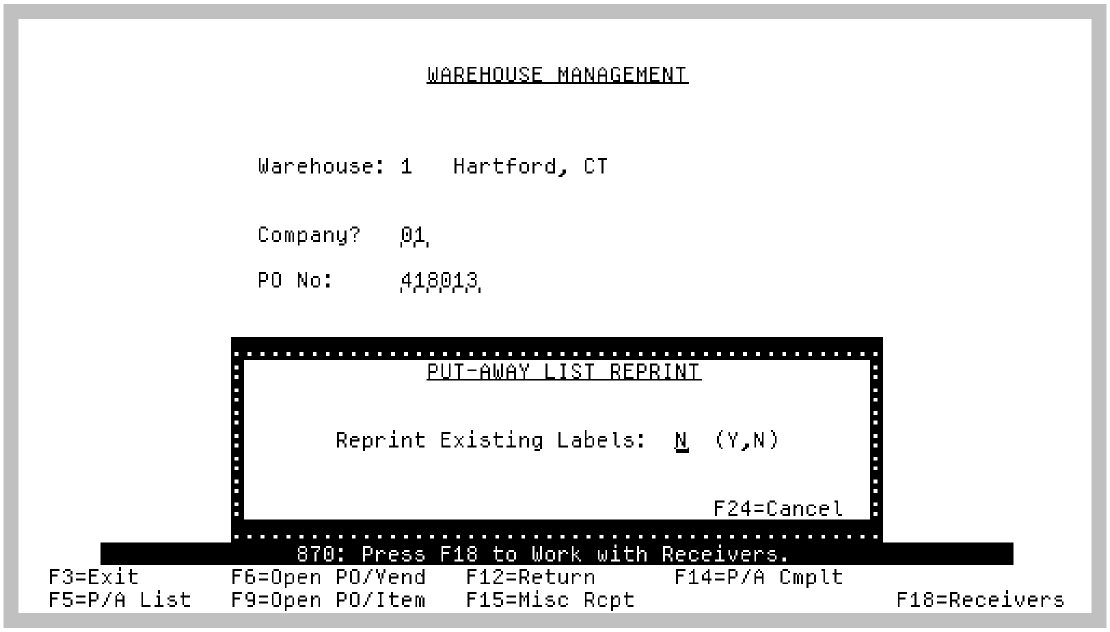
Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
F11=Approve	F11=APPROVE is available only if you are displaying open receivers. Key a **Reference Number** in the **Selection** field and press F11=APPROVE to access the Receiver Approval Selection Screen (p. 8-126) or within Warehouse Management (MENU WMMAIN). From that screen, you can approve or unapprove specific line items in the receiver. Prior to the posting of receipts for any items in a receiver, those items must be approved as having been actually received.
F12=Return	If you accessed this screen from Purchasing, press F12=RETURN to exit the receiving process and return to Menu POMAIN. If you accessed this screen from Warehouse Management, press F12=RETURN to return to the PO Selection Screen within Warehouse Management (MENU WMMAIN).
F13=Nt Pad	F13=NT PAD is available only if the list on this screen currently displays open receivers. Key a **Reference Number** in the **Selection** field and press F13=NT PAD to access the PO Receiver Note Pad Screen (p. 8-136), or within Warehouse Management (MENU WMMAIN), where you may review, maintain or delete dated events associated with this receiver, as well as add new events.
F15=Post	F15=POST is available only if the list on this screen currently displays open receivers. Key a reference number in the **Selection** field and press F15=POST to post the receiver. If no errors are found, the Post Received Items Screen (p. 8-146) or within Warehouse Management (MENU WMMAIN) displays. Each approved item in the receiver will be checked for errors, and if none are found, will be included in a system-generated receipt group and submitted to the Transaction Processor for immediate posting. For details about the Transaction Processor, refer to the Cross Applications User Guide. When Warehouse Management is installed, approved receiver items will be checked to ensure warehouse locations have been assigned for each, before posting can occur. If errors are found because locations have not been assigned to all items in the receiver, the Receipt Post Errors Screen (p. 8-144) within Enter or Change Receivers or PO Receipts (MENU POMAIN) will display.
F17=P/A Status	The F17=P/A STATUS function key displays only if Warehouse Management and Radio Frequency are installed and Radio Frequency is being used for putting away inventory [as determined through Radio Frequency Options Maintenance (MENU RFFILE)]. Select an item and press F17=P/A STATUS to display the status of the put-away. The *RF Put-Away Status Selection Screen* [Warehouse Management (MENU WMMAIN)] will display.

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
F18=R/F Rcts	The F18=R/F RCTS function key displays only if Warehouse Management and Radio Frequency are installed and Radio Frequency is being used for receiving inventory as determined through Radio Frequency Options Maintenance (MENU RFFILE). Press F18=R/F RCTS to display the receipts that have been entered through Radio Frequency, but not yet put away. These receipts may be reviewed for accuracy against any previously created receivers (entered through Warehouse Management or Purchasing). The *R/F Receipts List Screen* within Warehouse Management (MENU WMMAIN) will display.
Enter	This key performs 2 functions: • To limit the receivers on the list, key limiting criteria in the **Vendor**, **WH**, **Co**, **Receiver**, or **PO** fields and press ENTER. The display will include only those receivers that meet the criteria you entered. • To review a receiver, key a reference number in the **Selection** field and press ENTER. The Receiver Inquiry Header Information Review Screen (p. 8-160) will display for the selected receiver.

Put-Away List Reprint Screen



If you have already printed the Put-Away List, Put-Away Labels, and optionally Item Labels, for the Purchase Order selected when pressing F5=P/A LIST on the Receiver List Selection Screen (p. 8-69) this pop-up overlay window displays.

This screen is also included in the Warehouse Management User Guide and contains the same information.

Put-Away List Reprint Screen

Field/Function Key	Description
Reprint Existing Labels	You have the option to reprint existing Put-Away Labels and Item Labels for the Purchase Order as well as any new labels or you have the option to print only new labels for this Purchase Order. Key a Y to in this field reprint existing Put-Away Labels and Item Labels for this purchase order as well as any new labels. Key a N in this field to only print new labels for this purchase order.
F24=Cancel	Press F24=CANCEL to not print any labels for this put-away list.
Enter	Press ENTER to print put-away labels and/or item labels based on the selection criteria specified.

Receiver Edit List

```
PO706   04/07/11  15.16.17                      RECEIVER EDIT LIST                      AB/APDEMO           PAGE:    1
Co: 1 RECEIVER: THURSDAY Thursday                       Ship Date: 12/30/10  Receipt Date: 12/31/10
WH:1  Hartford, CT                                      Vendor: IC8000 BIG BEN CLOCK SHOP
                                                        Curr:   BPS    British Pound Sterling
                   Upd                                                        Cost
 PO Num  Seq  Sts    NS Inv     Ord Bal        Rcpt Qty         PO Cost         Rcpt Cost Code        Rcpt Value          Weight
--------------------------------------------------------------------------------------------------------------------------------
C100- Seth Thomas Desk Clock Gold Plate Solid Brass Roman Nm
 100180 0010  Pend    N  Y        8.000  EA       8.000        48.63441        48.63441 EA          389.08  US$         .0000
                                                               82.13209        82.13209             657.06  B#S
C110- Seth Thomas Desk Set Gold Plt. Sold Brss. Quartz Mvt
 100147 0010  PRcv    N  Y       20.000  EA       2.000        39.00000        38.70902 EA           77.42  US$         .0000
                                                               65.37044        65.37044             130.74  B#S
                              QTY RECEIVED IS       18.000  EA  LESS THAN ORIGINAL QTY
 100180 0020  Pend    N  Y        8.000  EA       8.000        38.67165        38.67165 EA          309.37  US$         .0000
                                                               65.30733        65.30733             522.46  B#S
C120- Seth Thomas Grandfather Clock Cherry, Solid Brass Pendulum
 100147 0020  Pend    N  Y       20.000  EA      20.000       595.00000       590.56066 EA       11,811.21  US$         .0000
                                                              997.31818       997.31818          19,946.36  B#S
 100180 0030  Pend    N  Y        8.000  EA       8.000       590.56066       590.56066 EA        4,724.49  US$         .0000
                                                              997.31818       997.31818           7,978.55  B#S
```

This report is generated after selecting the F9=EDIT LIST function key from the Receiver List Selection Screen (p. 8-69) and then pressing ENTER on the Report Options Screen. Data presented in this report is a combination of values keyed during the processing of a receiver and default item information included in item records (e.g., Item Balance File, Item Master File, etc.).

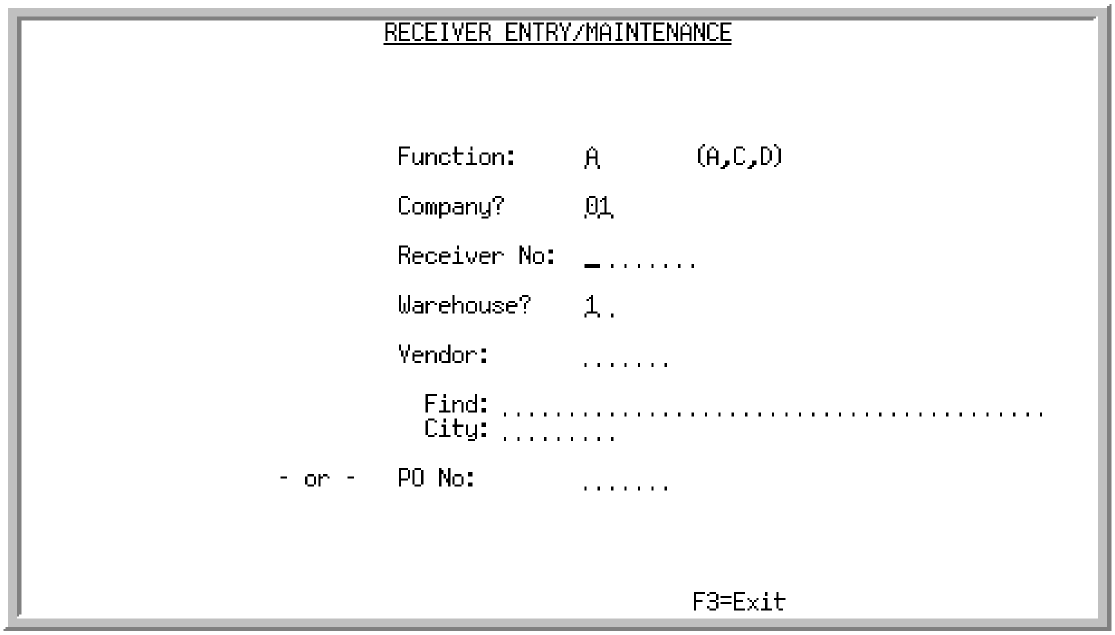
Receiver Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings as explained on the Receiver Header Information Screen (p. 8-85). • Company • Receiver Number • Receiver Description • Ship Date • Receipt Date • Warehouse • Vendor Number and Vendor Name • Vendor’s currency code and currency code description
(Item Information)	The item number and 2 description lines for the item in the purchase order.
PO Num	The purchase order number associated with the line item.
Seq	The sequence number of this line item as included in the purchase order.

Receiver Edit List

Report/Listing Fields	Description
Sts	The status of the line item.
NS	Identifies if the item is a non-stock item or not, as identified.
Upd Inv	Identifies if inventory counts should be updated when this item is received.
Ord Bal	The order balance identifies the original purchase order quantity minus any received and posted quantity.
Rcpt Qty	Identifies the quantity of this line item received in the specified receiver.
PO Cost	Identifies the cost, when ordered, of an item. When International Currency is installed, the vendor's trading currency displays below the local currency of the company for the purchase order.
Rcpt Cost	Identifies the cost of one item in the line item, determined either by default item data, or by keyed override data. When International Currency is installed, the vendor's trading currency displays below the local currency of the company for the purchase order.
Cost Code	The buying unit of measure for the item's cost.
Rcpt Value	Identifies the line item value for the quantity in the **Rcpt Qty** column, by calculations performed using the **Rcpt Cost** and **Cost Code** values.When International Currency is installed, the currency symbol displays to the right of this value.
Weight	Identifies the line item weight for the quantity in the **Rcpt Qty** column, determined either by default item data, or by keyed override data.
(Discrepancy Message)	This message prints on the Receiver Edit List for each line item whenever there is a discrepancy between the quantity on the receiver and the quantity actually received for that line item. The discrepancy message can be printed in one of two forms, depending upon the type of discrepancy (where xx is the quantity and unit of measure that is in discrepancy): **QTY RECEIVED IS xx MORE THAN ORIGINAL QTY** **QTY RECEIVED IS xx LESS THAN ORIGINAL QTY** Review the edit quantity against the actual quantities received and correct any discrepancies found.

Receiver Entry/Maintenance Selection Screen



This screen displays after you press F10=ADD/MAINT from the Receiver List Selection Screen (p. 8-69).

Use this screen to create a new receiver for processing or to select an existing receiver for maintenance or deletion. Receivers are created for a specific warehouse and vendor.

If you typed a reference number in the **Selection** field on the Receiver List Selection Screen (p. 8-69), the **Function** field defaults to C (Change) and the **Company**, **Receiver No**, **Warehouse**, and **Vendor** fields are filled in with information for the receiver you selected.

If you left the **Selection** field blank on the Receiver List Selection Screen (p. 8-69), the **Function** field defaults to A (Add). The entries you make on this screen determine what open PO line items appear on the Line Items On PO Select Screen (p. 8-97), where you select the line items to include on the new receiver.

Receiver Entry/Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new receiver. Key C to change an existing receiver. Key D to delete an existing receiver. (A 1) Required

Receiver Entry/Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays only if you have set **Multi Company** to Y in System Options Maintenance (MENU XAFILE). Key the company number for this receiver. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Receiver No	Use this field to specify the receiver you want to work with. When you are adding a new receiver, the receiver number can be assigned by either the system or the user. Key the receiver number. Leave this field blank if you are adding a new receiver, and you want the system to assign the receiver number. (A 8) Optional
Warehouse	Key the number of the warehouse for this receiver. If you selected to change an existing receiver, when you key a receiver number and press ENTER, this field will be filled in with the warehouse number for that receiver. You will see a message asking you to verify that this is the correct receiver/warehouse/vendor combination. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Receiver Entry/Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the number of the vendor for this receiver. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. If you are adding a new receiver and you key a vendor number, the Line Items On PO Select Screen (p. 8-97) will initially display only the open PO items for that vendor. If you selected to change an existing receiver, when you key a receiver number and press ENTER, this field will be filled in with the vendor number for that receiver. You will see a message asking you to verify that this is the correct receiver/warehouse/vendor combination. If you key a vendor number, you must leave the **PO No** field blank. You must key either a vendor number or a PO number on this screen. *Valid Values:* A vendor defined through Vendor Master Maintenance (MENU POFILE). (A 6) Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using search criteria, refer to the Cross Applications User Guide. For information on the Vendor Search Screen, refer to the Accounts Payable or Purchasing User Guides. (A 8) Optional

Receiver Entry/Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
PO No	Use this field when you want to create a receiver for the line items on one PO, and you know the PO number. If you are adding a new receiver and you key a PO number, the Line Items On PO Select Screen (p. 8-97) will initially display only the open line items for that PO. If you key a PO number, you must leave the **Vendor** field blank. You must key either a vendor number or PO number on this screen. Key the PO number. (A 6) Optional
F3=Exit	Press F3=EXIT to cancel your entries and return to the Receiver List Selection Screen (p. 8-69).

Enter	This key performs 2 different functions:
	• After keying search criteria in the **Find** and **City** fields, press ENTER to display the Vendor Search Screen (p. 43-7), which lists vendors that match all the criteria.
	• Press ENTER to confirm your entries. You will see one of the following screens:
	  • The Receiver Header Information Screen (p. 8-85), if you are changing an existing receiver, or if you are adding a new receiver and **Skip Receiver Header Screen on Add Receiver** is N in the warehouse options set through Purchasing Options Maintenance (MENU XAFILE).
	  • The Line Items On PO Select Screen (p. 8-97), if you are adding a new receiver and **Skip Receiver Header Screen on Add Receiver** is Y.

Receiver Header Information Screen

```
                    HEADER INFORMATION

Receiver No:   1 /    418004
Warehouse:    1       Hartford, CT
Vendor:       IC9000 SPANISH OFFICE PRODUCTS
Currency:     ESP     Spanish Peseta
Description:  meds

Status:       PUT-AWAY LIST PRINTED

Ship Date:     7/01/18
Receipt Date:  7/11/18

Number of Items:                5
Number of Approved Items:       5
Total Value:        1964117.31  S>P
                      13123.61  US$
Total Weight:          970.0000
Total Cubes:            40.35870

Created by:      APDEMO        7/09/18

                         F6=Lnd Cst    F9=Note Pad     F12=Return
```

This screen displays after selecting a function, keying data, and pressing ENTER from the Receiver Entry/Maintenance Selection Screen (p. 8-81), if you are changing an existing receiver, or if you are adding a receiver and **Skip Receiver Header Screen on Add Receiver** is N in the warehouse options set through Purchasing Options Maintenance (MENU XAFILE). This screen also displays when you press F12=RETURN from the Line Items On PO Select Screen (p. 8-97).

Additionally, if you have EDI installed, this screen is displayed after you select a completed Advance Shipping Notice (ASN) (**Action** of 1=Select) and press F15=RECEIVE, or after you select a receiver (**Action** of 5=Receiver) and press ENTER on the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN).

Use this screen to enter/modify the overall information provided for a receiver. Additionally, if F24=DELETE is displayed, you can use this screen to delete the displayed receiver. The receiver number, warehouse, and vendor for the receiver selected from the Receiver List Selection Screen (Receiver List Selection Screen (p. 8-69), or keyed on the Receiver Entry/Maintenance Selection Screen (p. 8-81), or (if you have EDI installed) selected on the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN), is displayed and cannot be modified. The user creating (or the user who previously created) the receiver, as well as the creation date is also displayed for information.

Receiver Header Information Screen Fields and Function Keys

Field/Function Key	Description
Receiver No	The number of the receiver assigned when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-76) or Warehouse Management (MENUWMMAIN). Display

Receiver Header Information Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-76) or Warehouse Management (MENUWMMAIN). Display
Vendor	The vendor associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-76). Display
Currency	This field only displays when International Currency is installed. This field displays the currency code and description for the vendor's trading currency. Display
Description	Key a description or special notes for the receiver being processed. (A 30) Optional
Ship Date	Key the date that the vendor shipped the receiver items. If you are creating this receiver prior to shipment of the items, you may leave this field blank now and update the information at a later date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Receipt Date	Key the date that the receiver items were received, or key an expected date of receipt. This field may be updated in the future, if necessary. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Number of Items	This field only displays when changing an existing receiver. The total number of items from all the PO lines that have been included in this receiver. Display
Number of Approved Items	This field only displays when changing an existing receiver. The total number of the items included in the receiver that have been approved. Display

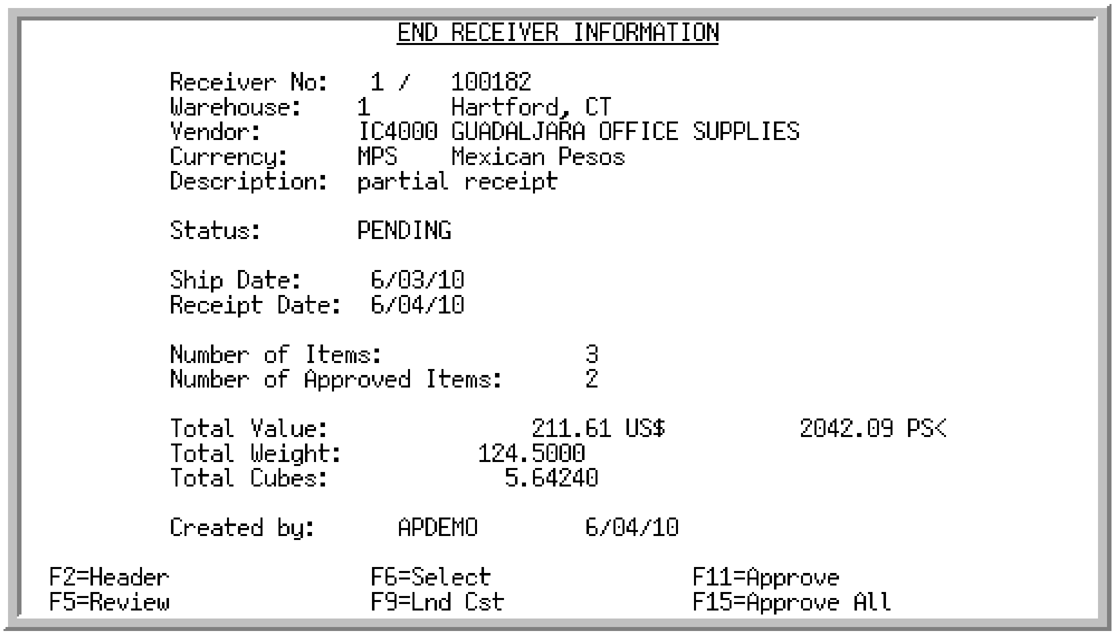
Receiver Header Information Screen Fields and Function Keys

Field/Function Key	Description
Total Value	This field only displays when changing an existing receiver. The total monetary value of the received items. When International Currency is installed, the total monetary value of the received items displays in the company's local currency, with the symbol for the company's local currency displayed to the right of this amount. The trading currency equivalent amount and trading currency symbol will display to the right of the screen if the vendor's currency is different from the company's local currency. Display
Total Weight and Total Cubes	The receivers total weight and cubic measurements are calculated by combining individual values for all items included in the receiver. Display
Created By	The ID of the user who created the receiver and the date the receiver was created. Display
F10=End	F10=END only displays if you accessed this screen with the F12=HEADER function key from either the Line Items On PO Select Screen (p. 8-97), the Receiver Review Selection Screen (p. 8-92), or F2=HEADER on the End Receiver Information Screen (p. 8-89). Press F10=END to access the End Receiver Information Screen (p. 8-89).
F12=Return	F12=RETURN only displays if you accessed this screen from the Receiver List Selection Screen (p. 8-69), or, if you have EDI installed, from the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN). If you accessed this screen from a Purchasing screen, the F12=RETURN function key will be replaced with an F10=END function key. Press F12=RETURN to return to the Receiver Entry/Maintenance Selection Screen (p. 8-81). However, if you accessed this screen from the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN), pressing F12=RETURN will return you to the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN).

Receiver Header Information Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	F24=DELETE only displays if you selected the delete function from the Receiver Entry/Maintenance Selection Screen (p. 8-81), or, if you have EDI installed, after selecting a receiver (**Action** of 1) and pressing F15 on the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN). Press F24=DELETE to delete the displayed receiver. You will have to press F24=DELETE twice to confirm the deletion. Once deletion has occurred, the Receiver Entry/Maintenance Selection Screen (p. 8-81) will display, however, if you accessed this screen via the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN), the Completed Incoming EDI Advance Shipping Notices Screen (MENU EIMAIN) will display.
Enter	Press ENTER to update this screen and display either the Line Items On PO Select Screen (p. 8-97) if you are adding a new receiver or the Receiver Review Selection Screen (p. 8-92) if you are processing an existing receiver.

End Receiver Information Screen



```
                       END RECEIVER INFORMATION

           Receiver No:   1 /   100182
           Warehouse:    1      Hartford, CT
           Vendor:       IC4000 GUADALJARA OFFICE SUPPLIES
           Currency:     MPS    Mexican Pesos
           Description:  partial receipt

           Status:       PENDING

           Ship Date:     6/03/10
           Receipt Date:  6/04/10

           Number of Items:              3
           Number of Approved Items:     2

           Total Value:            211.61 US$         2042.09 PS<
           Total Weight:       124.5000
           Total Cubes:          5.64240

           Created by:      APDEMO       6/04/10

  F2=Header                F6=Select               F11=Approve
  F5=Review                F9=Lnd Cst              F15=Approve All
```

This screen displays after pressing F10=END from the Receiver Review Selection Screen (p. 8-92), the Line Items On PO Select Screen (p. 8-97), or the Receiver Header Information Screen (p. 8-85). Use this screen to review high-level receiver information or to access data entry screens for modifications.

All the fields on this screen are display only and cannot be changed.

End Receiver Information Screen Fields and Function Keys

Field/Function Key	Description
Receiver No	The company number and the number of the receiver being processed.
Warehouse	The warehouse associated with the receiver.
Vendor	The vendor associated with the receiver.
Currency	This field only displays when International Currency is installed. This field displays the code and description for the vendor's trading currency, if the trading currency is different from the company's local currency.
Description	The description of the receiver being processed.

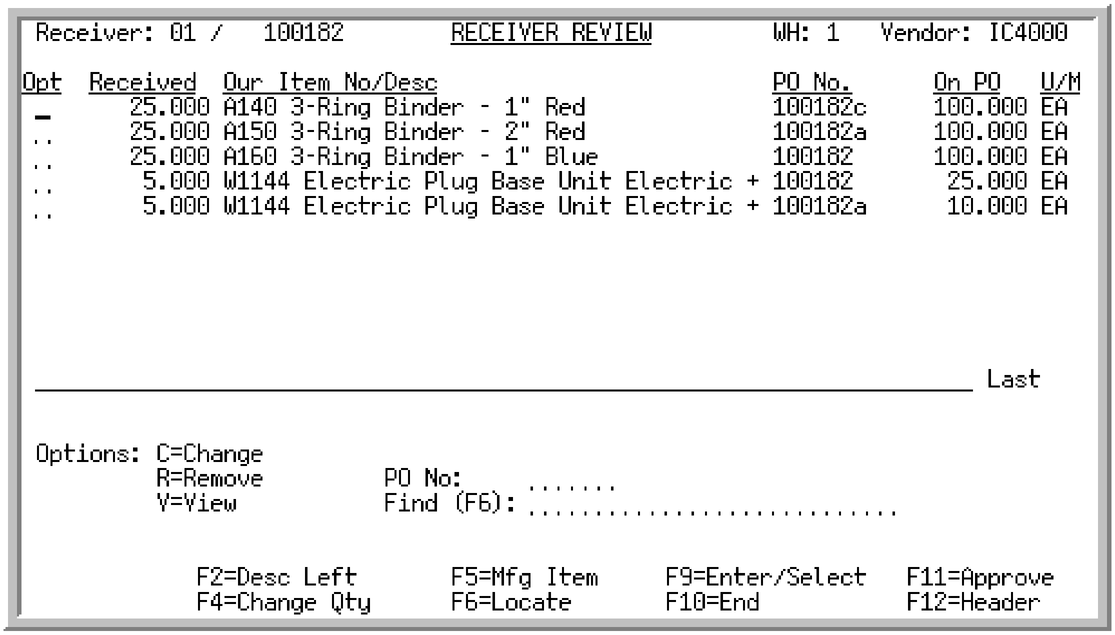
End Receiver Information Screen Fields and Function Keys

Field/Function Key	Description
Status	The status of the receiver. A receiver's status is either: • **PENDING**: Pending approval • **FULLY APPROVED**: Approved and ready for posting • **POST**: Posted • **PRT**: Put-Away List has been printed through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • **PRcv**: Pre-received through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. NOTE: The status for the entire receiver is equivalent to the lowest status of any line item in that receiver. For example, if one item in the receiver is approved, but another item is still pending, the status for the receiver is still pending.
Ship Date	The date the items in the receiver were shipped (or the estimated date of when they will be shipped).
Receipt Date	The date the items in the receiver were received (or the estimated date of when they will be received).
Number of Items	The total number of items from all the PO lines that have been included in this receiver.
Number of Approved Items	The total number of the items included in the receiver that have been approved.
Total Value	This field displays the total monetary value of the received items. When International Currency is installed, the total monetary value of the received items displays in the company's local currency, with the symbol for the company's local currency displayed to the right of this amount. The trading currency equivalent amount and trading currency symbol will display to the right of the screen if the vendor's currency is different from the company's local currency.
Total Weight and Total Cubes	The receivers total weight and cubic measurements are calculated by combining individual values for all items included in the receiver.
Created By	The ID of the user who created the receiver and the date the receiver was created.
F2=Header	Press F2=HEADER to display the Receiver Header Information Screen (p. 8-85).
F5=Review	Press F5=REVIEW to display the Receiver Review Selection Screen (p. 8-92).

End Receiver Information Screen Fields and Function Keys

Field/Function Key	Description
F6=Select	Press F6=SELECT to display the Line Items On PO Select Screen (p. 8-97).
F9=Lnd Cst	F9=LND CST will display only if you are using Purchasing Landing Costs, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Press F9=LND CST to display the End Receiver Information Landing Costs Screen (p. 8-131).
F11=Approve	Press F11=APPROVE to display the Receiver Approval Selection Screen (p. 8-126). You can then approve individual line items on the receiver.
F15=Approve All	Press F15=APPROVE ALL to approve all of the items on the receiver without displaying the Receiver Approval Selection Screen (p. 8-126). If all of the items on the receiver can be approved, the entry in the **Status** field changes to **Fully Approved**. If any problem is encountered in the approval process, the Receiver Approval Selection Screen (p. 8-126) appears.
F24=Cancel	F24=CANCEL will display only if you are adding a new receiver. Press F24=CANCEL to cancel the receiver. You will see a message asking you to press F24=CANCEL again to confirm the cancellation. Pressing F24=CANCEL again displays the Receiver List Selection Screen (p. 8-69).
Enter	Press ENTER to display the Receiver List Selection Screen (p. 8-69).

Receiver Review Selection Screen



This screen displays after the Receiver Header Information Screen (p. 8-85) when pressing F10=ADD/MAINTAIN on the Receiver List Selection Screen (p. 8-69), after pressing F5=OVERRIDE on the End Receiver Information Screen (p. 8-89) or F9=REVIEW from the Line Items On PO Select Screen (p. 8-97).

This screen displays a list of items contained in the identified receiver. Individual line items can be selected for viewing, modification, or removal from the receiver.

The display of line items is sequenced numerically by item number, but can be manipulated in several ways:

- Key a purchase order number in the **PO No** field to display only those items associated with that PO.
- Key an item number in the **Find** field and press F6=LOCATE to bring that item number to the top of the screen.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiver Review Selection Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and the number of the receiver being processed.
WH	The warehouse associated with the receiver.
Vendor	The vendor associated with the receiver.
Opt	Key a valid option in this field next to the item you wish to change (C), remove from the receiver (R), or view (V). NOTE: If receipts for the purchase order in which this item is included have been entered (but not yet posted), you will not be able to change the values. If an item has already been approved, you will not be able to remove the item without first unapproving it on the Receiver Approval Selection Screen (p. 8-126). In either case, an error message will display. Key a C to modify the data for a displayed item. The Receiver Review Change Screen (p. 8-104) will display. If you wish to just change the quantity of the item received, you can utilize the F4=CHANGE QTY function key (if necessary) to allow data entry to be performed, key a C in the **Opt** field, and key the new quantity here on this screen. Key an R to remove an item from the receiver. Note that once included you key R and press ENTER, the line item is removed from this screen. It will be displayed instead on the Line Items On PO Select Screen (p. 8-97). Key a V to view detailed information about the selected purchase order and item. The Requisition/Purchase Order Item Detail Screen (p. 14-30) displays. For specific information concerning the fields, refer to the Req/PO Inquiry (MENU POMAIN). *Valid Values:* C, R, V (A 1) Required
Received	This is the quantity of the items that has been identified as received [refer to the **Received** field description in the Line Items On PO Select Screen (p. 8-97)). Display
Our Item No/ Description Mfg Item No/ Description	Your organization's item number and description or the manufacturer's item number and description. The F5=MFG ITEM / F5=OUR ITEM function key is used to toggle the display between the two. Display

Receiver Review Selection Screen Fields and Function Keys

Field/Function Key	Description
PO No	The purchase order number that the item is affiliated with. The displayed number may have a lower case letter appended. The letters designate the following: • **a** Line has order assignments. • **b** Line has order assignments and comments. • **c** Line has comments. Display
On PO	The open quantity of the item on the PO. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
PO No	Key a valid purchase order number to limit the display of items on this screen to only those that are affiliated with that purchase order. (A 6) Optional
Find	This field, used in conjunction with the F6=LOCATE function key, will bring a specific item to the top of the displayed list. Depending upon the item number/description mode you are in (toggled with F5=MFG ITEM / F5=OUR ITEM), the item number keyed must be the manufacturer's number or the stocking (our) item number. (A 27) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC will display only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / F24=SINGLE LINE hidden function key]. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is high intensity.

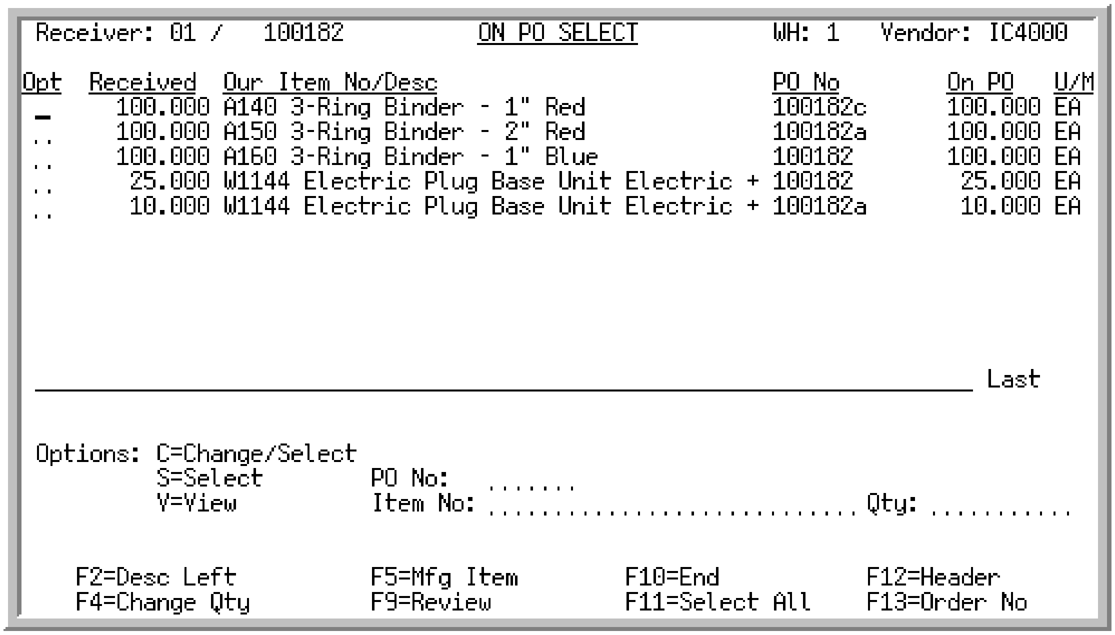
Receiver Review Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Change Qty / F4=Protect Qty	The F4=CHANGE QTY / F4=PROTECT QTY is key is used as a toggle to allow or disallow data entry modifications to the **Received** column on this screen. Before you can key modifications in this field for an item, you must be in Change mode.
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM key is used as a toggle to display either the manufacturer's item number or the item number in your organization (our item number) in the **Our Item No/Description** / **Mfg Item No/Description** column. Press F5=MFG ITEM to display the manufacturer's item number in the **Mfg Item No/Description** column. Press F5=OUR ITEM to display the complete or partial item number used by your organization (our item number) in the **Our Item No/Description** column.
F6=Locate	Press F6=LOCATE to bring the item identified in the **Find** field to the top of the display screen for processing.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Enter / F9=Select	Press F9=ENTER / F9=SELECT to add new items to this receiver. The Line Items On PO Select Screen (p. 8-97) will display.
F10=End	Press F10=END complete processing for this receiver. The End Receiver Information Screen (p. 8-89) will display.
F11=Approve	Press F11=APPROVE to select items for approval. The Receiver Approval Selection Screen (p. 8-126) will be displayed for you.
F12=Header	Press F12=HEADER to display the Receiver Header Information Screen (p. 8-85).

Receiver Review Selection Screen Fields and Function Keys

Field/Function Key	Description
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

Line Items On PO Select Screen



```
Receiver: 01 /   100182         ON PO SELECT          WH: 1   Vendor: IC4000

Opt  Received  Our Item No/Desc                        PO No         On PO   U/M
 _    100.000 A140 3-Ring Binder - 1" Red              100182c      100.000 EA
 ..   100.000 A150 3-Ring Binder - 2" Red              100182a      100.000 EA
 ..   100.000 A160 3-Ring Binder - 1" Blue             100182       100.000 EA
 ..    25.000 W1144 Electric Plug Base Unit Electric + 100182        25.000 EA
 ..    10.000 W1144 Electric Plug Base Unit Electric + 100182a       10.000 EA

                                                                        Last

 Options: C=Change/Select
          S=Select       PO No:   .......
          V=View         Item No: ........................... Qty: ...........

    F2=Desc Left         F5=Mfg Item        F10=End            F12=Header
    F4=Change Qty        F9=Review          F11=Select All     F13=Order No
```

This screen displays after pressing ENTER from the Receiver Entry/Maintenance Selection Screen (p. 8-81) [(if the Purchasing warehouse options are set to **Skip Receiver Header Screen on Add Receiver** through Purchasing Options Maintenance (MENU XAFILE)] or the Receiver Header Information Screen (p. 8-85) if you are adding a new receiver.

If you entered a vendor number on the Receiver Entry/Maintenance Selection Screen (p. 8-81), when this screen first appears it displays all open purchase order line items for the vendor. If you entered a PO number, this screen initially displays only the open line items on that purchase order. You can change which line items display by making an entry in the **PO No** field or by blanking out that field.

On this screen, you can select individual line items for viewing and inclusion into the receiver as they are, or you can first modify the displayed quantity information. The F11=SELECT ALL function key is available to select all displayed line items at once.

Line items are listed alphabetically by item number, but you can manipulate the list in several ways:

- To see only the open line items for one PO, key a purchase order number in the **PO No** field and press ENTER.
- To see all of the open line items for this vendor, blank out the entry in the **PO No** field and press ENTER.
- To position the cursor at the first open line for a specific item, key the item number in the **Item No** field and press ENTER. You will then have the option of selecting this line for addition to the receiver. For more information, see the description of the **Item No** field.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

NOTE: This is a roll screen. **More…** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Line Items On PO Select Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and the number of the receiver being processed.
WH	The warehouse associated with the receiver.
Vendor	The vendor associated with the receiver.

Line Items On PO Select Screen Fields and Function Keys

Field/Function Key	Description
Opt	Key a valid option in this field next to the item you wish to change (C), select for inclusion into the receiver (S), or view (V). NOTE: If receipts for the purchase order in which this item is included have been entered (but not yet posted), you will not be able to change the values or select the item for inclusion into the receiver. An error message will display if this is the case. Key a C to modify the data for a displayed item. The Line Items On PO Select Change Screen (p. 8-104) will display. If the item you want to change has no quantity displayed, you must key a quantity that you wish to receive. To change just the **Received** quantity, press the F4=CHANGE QTY function key. The **Received** column becomes a data entry field where you can easily change the quantity to be received for all the items. If you also key a C in the **Opt** field when you key a quantity in the **Received** field and press ENTER, the Line Items On PO Select Change Screen (p. 8-104) will also display. Key an S to select an item for inclusion into the receiver. Note that once you key S and press ENTER, the line item is removed from this screen. It will be displayed instead on the Receiver Review Selection Screen (p. 8-92). NOTE: Although the item is removed from this screen during processing for this receiver, it will again be included on the screen for the next receiver (minus the received quantity you keyed here), until the item has completed the cycle by being posted. Key a V to view detailed information about the selected purchase order and item. The Requisition/Purchase Order Item Detail Screen (p. 14-30) will display as described for Req/PO Inquiry (MENU POMAIN). *Valid Values:* C, S, V (A 1) Optional

Line Items On PO Select Screen Fields and Function Keys

Field/Function Key	Description
Received	When this screen first displays, the value defaulted in this field is the outstanding quantity still waiting to be received. This allows for the easy receipt of an item's entire quantity by simply keying an S next to the item. The quantity awaiting receipt value is calculated as follows: **Calculation:** (Quantity on order) - (Quantity of those for which receipts have been posted) - (Quantity of those that are included in another receiver) NOTE: When including only some of an item's quantity in a receiver, key the received amount in the **Qty** field on this screen, or the **Received** field on the Line Items On PO Select Change Screen (p. 8-104). This amount then, will override the amount in the **Received** column to show the amount received, as opposed to the amount awaiting receipt which displayed when first accessing this screen. Display
Our Item No/ Description Mfg Item No/ Description	The stocking item number and description or the manufacturer's item number and description. The F5=MFG ITEM / F5=OUR ITEM function key is used to toggle the display between the two. Display
PO No / Order No	The purchase order number that the item is affiliated with. The displayed number may have a lower case letter appended. The letters designate the following: • **a** = Line has order assignments • **b** = Line has order assignments and comments • **c** = Line has comments The F13=ORDER NO / F13=PO NO function key is used to toggle the display between the purchase order number or sales order number, if the PO is a drop ship and there is a sales order number associated with this purchase order line. Display
On PO	The quantity of the item requested by the identified PO. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
PO No	Key a valid purchase order number to limit the display of items on this screen to only those that are affiliated with that purchase order. Press ENTER to activate the filter. (A 6) Optional

Line Items On PO Select Screen Fields and Function Keys

Field/Function Key	Description
Item No	This field is used to select items for inclusion into the receiver by keying a partial or complete item number. Depending upon the item number/ description mode you are in (toggled with F5=MFG ITEM / F5=OUR ITEM, the item number keyed must be the manufacturer's number or your (our) number. If you key a partial item number and press ENTER, you will see a message indicating that the list has been scrolled to present the first item matching the partial number at the top of the screen. Pressing ENTER again, will select the item at the top of the screen for inclusion into the receiver. If you key a complete item number and press ENTER, the following will occur: • If only one of the specified item is included in this screen, and no receipts have been posted against the PO, the item is included in the receiver. Note that prior to pressing ENTER you may optionally key a new quantity received in the **Qty** field (otherwise, the item will be received for the "awaiting receipt" quantity displayed in the **Received** column of this screen). • If more than one of the specified item is included in this screen, a message will display indicating such, and the first item with that number will be included (unless receipts have been posted against the related PO, in which case, an error message will be provided). (A 27) Optional
Qty	Use this field in conjunction with the **Item No** field to update the quantity displayed in the Received column. Key the receipt quantity for the item that you are including in the receiver. (N 10,3) Optional
F2= Desc Left / F2=Desc Right / F2=Item & Desc	This key will display only if you selected not to display both description lines [as selected in System Options Maintenance (MEU XAFILE)] or with the F24=DOUBLE LINE / F24=SINGLE LINE hidden function key. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is high intensity.

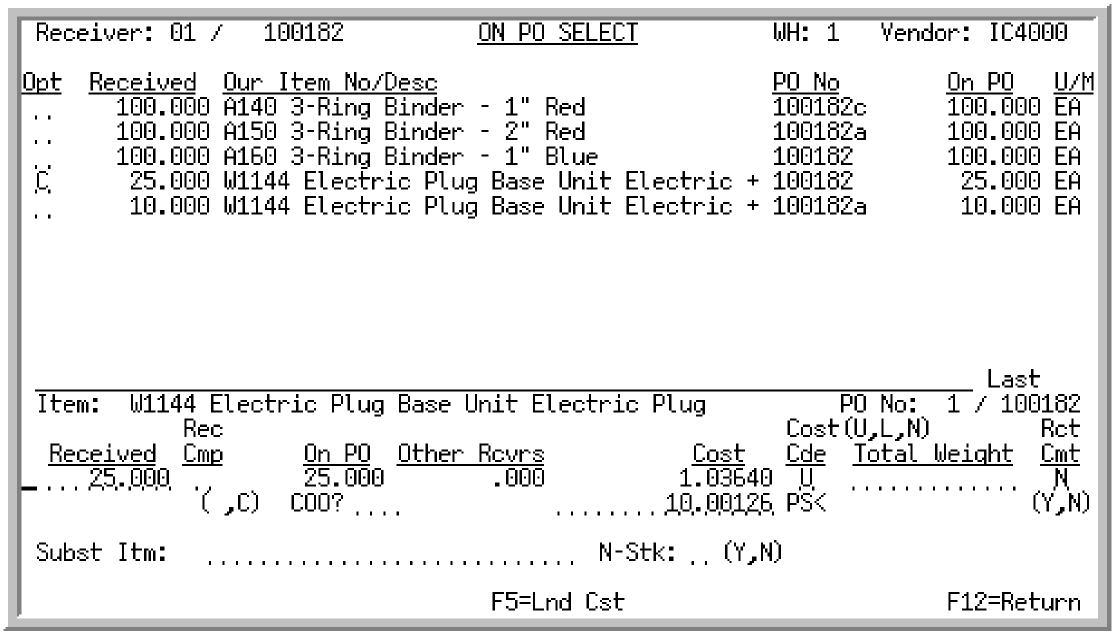
Line Items On PO Select Screen Fields and Function Keys

Field/Function Key	Description
F4=Change Qty / F4=Protect Qty	The F4=CHANGE QTY / F4=PROTECT QTY is function key is used as a toggle to allow or prevent changes in the Received column for an item. (The use of the **Item No** and **Qty** fields is still allowed regardless of this toggle.) Before you can key a quantity in the **Received** field, you must be in change mode. If you are adding an item to the receiver, pressing F4=CHANGE QTY / F4=PROTECT QTY and keying a new quantity changes the quantity you expected to receive based on the PO.
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM function key is used as a toggle to display either the manufacturer's item number or the item number in your organization (our item number) in the **Our Item No/Desc** and **Mfg Item No/ Desc** column.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Review	Press F9=REVIEW to view the items that have to date, been included in this receiver. The Receiver Review Selection Screen (p. 8-92) will display.
F10=End	Press F10=END complete processing for this receiver. The End Receiver Information Screen (p. 8-89) will display.
F11=Select All	Press F11=SELECT ALL to select all items that are displayed on the screen for inclusion into your receiver. If no receipts have been posted against any of the affiliated POs, all items will be included. If, for any reason, an item cannot be included, an error will be displayed for you.
F12=Header	Press F12=HEADER to display the Receiver Header Information Screen (p. 8-85).
F13=Order No / F13=PO No	The F13=ORDER NO / F13=PO NO is function key is used as a toggle to display either the order number or the purchase order number. Note that when receiving more than one purchase order to receive, the order number will be blank if the purchase order line is not associated with a customer special order.

Line Items On PO Select Screen Fields and Function Keys

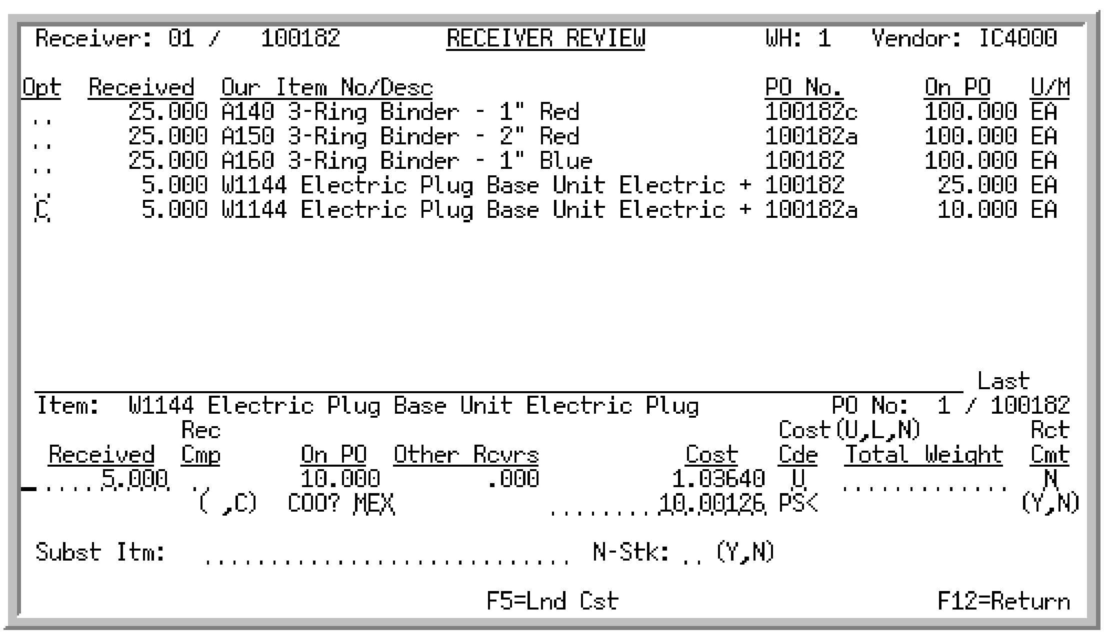
Field/Function Key	Description
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	If you keyed a C in the **Opt** field, pressing ENTER will display the Line Items On PO Select Change Screen (p. 8-104). If you keyed an S in the **Opt** field, pressing ENTER will display the Receiver Review Selection Screen (p. 8-92). If you keyed a V in the **Opt** field, pressing ENTER will display the Requisition/ Purchase Order Item Detail Screen (p. 14-30). This screen provides detail information concerning a selected item.

Line Items On PO Select Change Screen



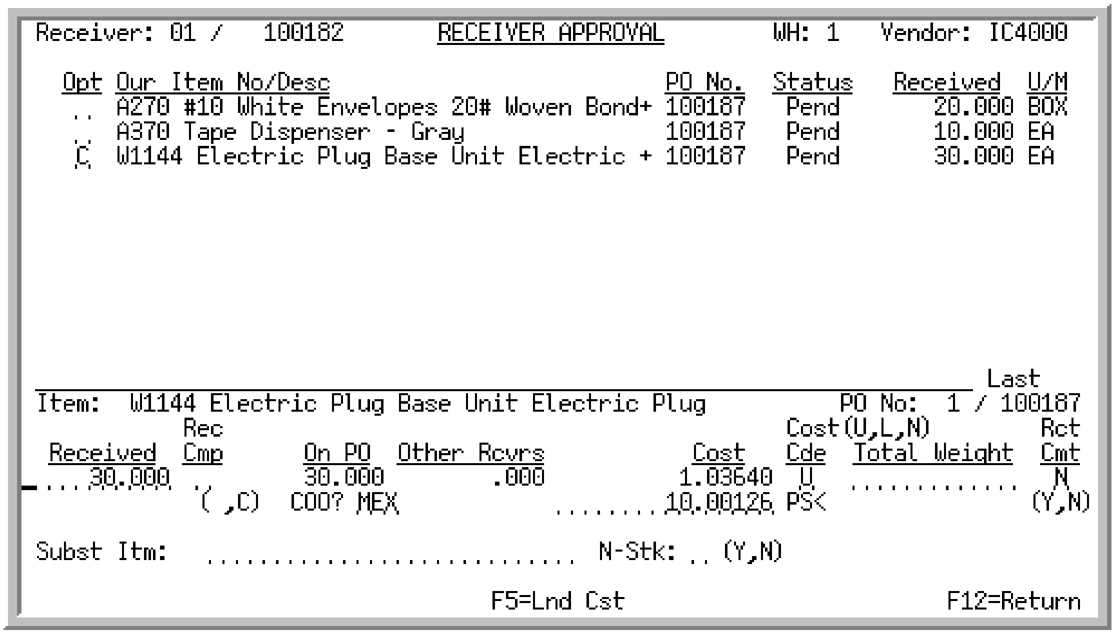
The Line Items On PO Select Change Screen overlay screen displays after selecting the C option from the Line Items On PO Select Screen (p. 8-97) and pressing Enter. The top and body of the screen are the Line Items On PO Select Screen (p. 8-97) and are described there.

Receiver Review Change Screen



The Receiver Review Change Screen overlay screen displays after keying a C in the **Opt** field and pressing ENTER from the Receiver Review Selection Screen (p. 8-92). The top and body of the screen are the Receiver Review Selection Screen (p. 8-92) and are described there.

Receiver Approval Change Screen



The Receiver Approval Change Screen overlay screen displays after keying a C in the **Opt** field and pressing ENTER from the Receiver Approval Selection Screen (p. 8-126). The top and body of the screen are the Receiver Approval Selection Screen (p. 8-126) and are described there.

Line Items On PO Select Change Screen, Receiver Review Change Screen, and Receiver Approval Change Screen Fields and Function Keys

Field/Function Key	Description
Item / PO No	The stocking item number and description or the manufacturer's item number and description (based on the previously selected F5=MFG ITEM / F5=OUR ITEM function key) followed by the company and purchase order number selected for change. Display
Received	This field is used to update the quantity displayed in the **Received** column. Key the desired quantity for the item that you are including in the receiver. (N 10,3) Required

Line Items On PO Select Change Screen, Receiver Review Change Screen, and Receiver Approval Change Screen Fields and Function Keys

Field/Function Key	Description
Rec Cmp	Use to indicate whether or not the item is to be considered “received complete”. If an item’s order quantity has been met (received) or exceeded, you can leave this field blank or key a C. If you leave it blank, the default at posting time will still be “received complete”. If an item’s order quantity has not been met (received), yet you wish to consider the item “received complete”, you can key a C in this field. If an item’s order quantity has not been met (received), and you do not wish to consider the item “received complete”, leave this field blank. *Valid Values:* C or blank (A 1) Optional
On PO	The open quantity of the item on this PO is displayed here. Display
Other Rcvrs	This field indicates how many of the indicated item are included in other receivers. Display
Cost	Use this field to key a new item unit cost or a lot cost. Key a new cost in this field to override the displayed cost. If you key a value not within the cost variance warning percentage or not within the cost variance warning value [determined via Purchasing Options Maintenance (MENU XAFILE)], a warning message will be displayed. If you key a value of 0, you must key a **Cost Code** of N for no charge. When International Currency is installed, the company’s local cost (local currency equivalent) displays with the vendor’s trading cost field on the line below with the trading currency symbol displayed to the right. The **Cost** field displays the current item unit cost or the lot cost in the vendor’s trading currency and currency symbol. The local currency equivalent displays above the trading cost only if the trading currency differs from the company’s local currency. Key a new cost in the trading currency or accept the displayed cost. (N 11,5) Optional
Cost Cde	This code indicates the type of cost keyed in the **Cost** field. Key U if the cost is a unit cost. Key L if the cost is a lot cost. Key N if there is no charge. *Valid Values:* U, L, or N (A 1) Required

Line Items On PO Select Change Screen, Receiver Review Change Screen, and Receiver Approval Change Screen Fields and Function Keys

Field/Function Key	Description
Total Weight	This is the total weight for the entire quantity received (as identified in the **Received** field). This is a required field for catch weight items. The unit weight for the item and buying U/M from the Purchase Order Detail File (PODET) is displayed for reference below the **Total Weight** when the unit weight value is greater than zero. (N 11,4) Optional/Required
Rct Cmt	This field indicates whether or not receipt transaction comments are affiliated with the item. A Y in this field indicates comments exist (or are to be maintained). When ENTER is pressed, the I/A Receipt Comment Maintenance Screen (p. 8-110) will display for comment viewing, modification, or deletion. An N in this field indicates no comments exist. When ENTER is pressed: the Line Items On PO Select Screen (p. 8-97) will display from the Line Items On PO Select Change Screen (p. 8-104); the Receiver Review Selection Screen (p. 8-92) will display from the Receiver Review Change Screen (p. 8-104); the Receiver Approval Selection Screen (p. 8-126) will display from the Receiver Approval Change Screen (p. 8-105). (A 1) Required
COO	This field displays only if the item you key set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). Use this field to enter the item's country of origin. This field is required if the item is set up to track country of origin. NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check. Additionally, if the item is a special order item and selling restrictions are active, as defined through System Options Maintenance, the system will perform a country of origin check based on the ordering customer's ship-to country. *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required/Optional

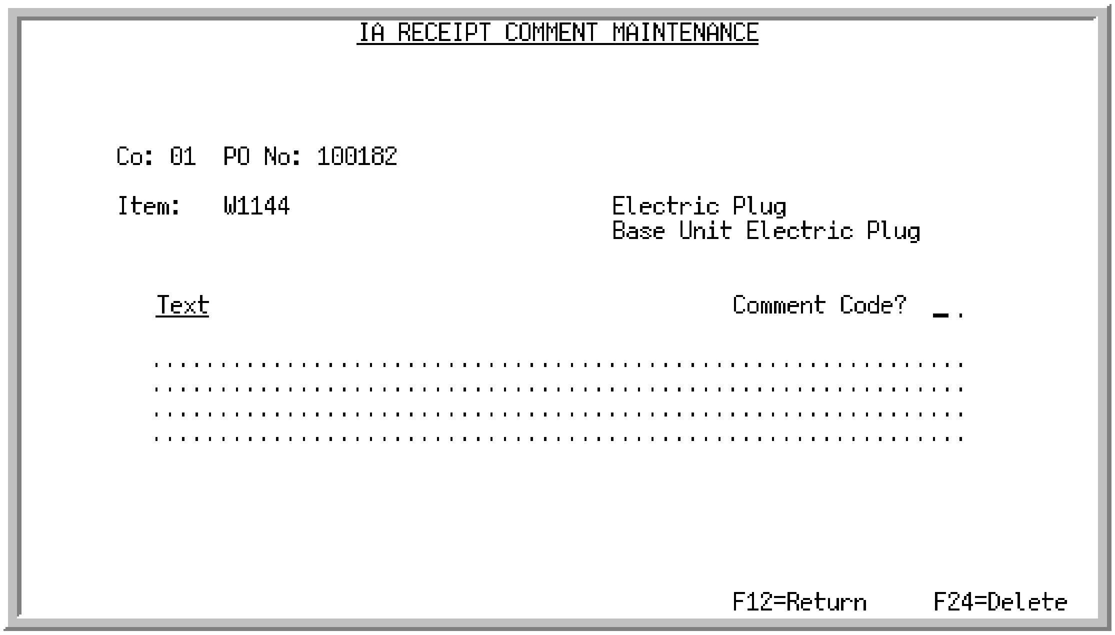
Line Items On PO Select Change Screen, Receiver Review Change Screen, and Receiver Approval Change Screen Fields and Function Keys

Field/Function Key	Description
Subst Item	Key an item number in this field to allow receipt of a substitute item. If a substitute item is keyed, you must indicate if it is a non-stock item (refer to the **N-Stk** field description.) **Important** If a substitute item is keyed, it must be of the same stocking unit of measure as the original item. The U/M displayed on other receiver processing screens, such as the Line Items On PO Select Screen (p. 8-97), the Receiver Review Selection Screen (p. 8-92) or the Receiver Approval Selection Screen (p. 8-126) is different than the U/M identified here. The U/M identified here is one that is defined through Item Master Maintenance (MENU IAFILE) and the U/M identified on the other display screens is the buying or alternate defined through Vendor/Item Information Maintenance (MENU POFILE). (A 27) Optional
N-Stk	This field is required if an item number is keyed in the **Subst Item** field. Key Y is the substitute item is a non-stock item. A non-stock item is one that is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field indicating that the item is a non-stock item. The item must also be defined through Item Balance Maintenance (MENU IAFILE) for each warehouse from which it will be sold. Key N if the substitute item is a stocked item. A stocked item is one that is defined through Item Master Maintenance (MENU IAFILE) with a Y keyed in the **Update Inventory** field indicating that the item is a stock item. The item is also defined in a warehouse through Item Balance Maintenance (MENU IAFILE) for each warehouse in which it will be stocked. (A 1) Optional/Required
Order	For drop-ship special order items, the sales order number and generation number associated with the purchase order will display. Display
F4=OE Charges	F4=OE CHARGES will display only if the item is a drop ship line item. Press F4=OE CHARGES to display the Order Special Charge Screen (p. 8-55), where you can enter order entry special charges for the customer during the drop ship receipt process.

Line Items On PO Select Change Screen, Receiver Review Change Screen, and Receiver Approval Change Screen Fields and Function Keys

Field/Function Key	Description
F5=Lnd Cst	F5=LND CST will display only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Press F5=LND CST to display the Line Items On PO Select Landing Costs Screen (p. 8-112), the Receiver Review Landing Costs Screen (p. 8-112), or the Receiver Approval Landing Costs Screen (p. 8-113).
F9=Assignments	F9=ASSIGNMENTS displays only if: • Warehouse Management is installed • the item selected has been defined as a lot or serial item through Item Master Maintenance (MENU IAFILE) Additionally F9=ASSIGNMENTS displays on the Receiver Review Change Screen (p. 8-104) and the Receiver Approval Change Screen (p. 8-105), if the lot/serial assignments were not made during the put-away process. Press F9=ASSIGNMENTS to display the Assignments - Lot No. Screen (p. 8-118) or Assignments - Serial No. Screen (p. 8-118). To change lot/serial assignments made during put-away, you must access the put-away function through Warehouse Management (MENU WMMAIN).
F12=Return	Press F12=RETURN to return to the: • Line Items On PO Select Screen (p. 8-97) from the Line Items On PO Select Change Screen (p. 8-104); • Receiver Review Selection Screen (p. 8-92) from the Receiver Review Change Screen (p. 8-104); • Receiver Approval Selection Screen (p. 8-126) from the Receiver Approval Change Screen (p. 8-105).
Enter	Press ENTER to update modifications made on this screen. If Y is indicated in the **Rct Comment** field, the I/A Receipt Comment Maintenance Screen (p. 8-110) will display. If N is indicated in the **Rct Comment** field, • the Line Items On PO Select Screen (p. 8-97) will display from the Line Items On PO Select Change Screen (p. 8-104); • the Receiver Review Selection Screen (p. 8-92) will display from the Receiver Review Change Screen (p. 8-104); • the Receiver Approval Selection Screen (p. 8-126) will display from the Receiver Approval Change Screen (p. 8-105).

I/A Receipt Comment Maintenance Screen



NOTE: Depending upon the method used to access this screen, the fields on this screen will be display only, or you will be able to edit them. The field descriptions provided here explain the maintenance of the fields.

This screen displays from various places:

- In the Purchasing module, Enter or Change Receivers or PO Receipts (MENU POMAIN), this screen also displays after keying a Y in the **Rct Comment** field on the
  - Line Items On PO Select Change Screen (p. 8-104)
  - Receiver Review Change Screen (p. 8-104)
  - Receiver Approval Change Screen (p. 8-105)
- In the Warehouse Management module, on the Enter/Change PO Receipts Screen within Warehouse Management (WMMAIN)
- In the Warehouse Management module, for Miscellaneous Receipts on the Pre-receive Item Selection Action Screen within Warehouse Management (WMMAIN) when **Action** C for Receipt Comments is selected
- From any place where the F2=RECEIPTS CMNTS function key is pressed (i.e., through MENU APMAIN or MENU POMAIN when processing a return)

NOTE: If you delete a PO that has an I/A comment associated with it, the comment also will be deleted along with the PO.

Use this screen to add, change or delete inventory receipt comments, or review previously entered inventory receipt comments. Comments entered on this screen will be displayed in the Item Inquiry (MENU IAMAIN) on the Transaction History Detail Screen.

I/A Receipt Comment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Co	The **Co** field only displays when this screen displays from a Purchasing or Warehouse Management screen. The company associated with the warehouse in which the item is being received. Display
PO No	The **PO No** field only displays when this screen displays from a Purchasing or Warehouse Management screen. The purchase order number selected or the miscellaneous purchase order created for this item's receipt. Display
Item	This is the number and description of the item for which a transaction has been entered. Display
Text	Manually key text describing the transaction. If the **Comment Code** field is used, and ENTER is pressed, the pre-defined text will display in this field. (4 @ A 60) Required
Comment Code	This field is used to call in a previously created comment, alleviating the need to manually key the comment. These previously created comments were defined through Transaction Comments (MENU IAFILE) along with the comment code. Key a valid comment code. (A 2) Optional
F12=Return	Press F12=RETURN to return to the previous screen without making any updates.
F24=Delete	The F24=DELETE function key displays only if maintenance of the fields on this screen is allowed, depending on how this screen was accessed. Press F24=DELETE to delete comment text displayed on this screen. You will have to press F24=DELETE twice to confirm your choice. The previous screen will display.
Enter	If you are maintaining fields on this screen, press ENTER to accept comment text keyed on this screen. You will have to press ENTER twice to confirm your choice. The previous screen will display.

Line Items On PO Select Landing Costs Screen

```
 Receiver: 01 /   100182          ON PO SELECT          WH: 1   Vendor: IC4000

Opt  Received  Our Item No/Desc                         PO No         On PO   U/M
 ..   100.000 A140 3-Ring Binder - 1" Red               100182c      100.000 EA
 ..   100.000 A150 3-Ring Binder - 2" Red               100182a      100.000 EA
 ..   100.000 A160 3-Ring Binder - 1" Blue              100182       100.000 EA
 ..    20.000 A270 #10 White Envelopes 20# Woven Bond+  100187        20.000 BOX
 ..    10.000 A370 Tape Dispenser - Gray                100187        10.000 EA

 ..    25.000 W1144 Electric Plug Base Unit Electric +  100182        25.000 EA
 ..    10.000 W1144 Electric Plug Base Unit Electric +  100182a       10.000 EA
 C     30.000 W1144 Electric Plug Base Unit Electric +  100187        30.000 EA


                                                                     Last
                        Landing Cost(s)          Factor Mth     Landed Cost
 Freight                          21.04 PS<         7.000 %      2.74966 EA
 Handling Fees                    25.00 PS< _......25.000 C
 Broker Fees                     450.00 PS< .......15.000 U
 Duty                               .00 PS< .......10.000 W

                                                       (%,C,U,W,S or Z)
                                 496.04
                                F5=Refresh     F10=Continue     F11=Local Curr
```

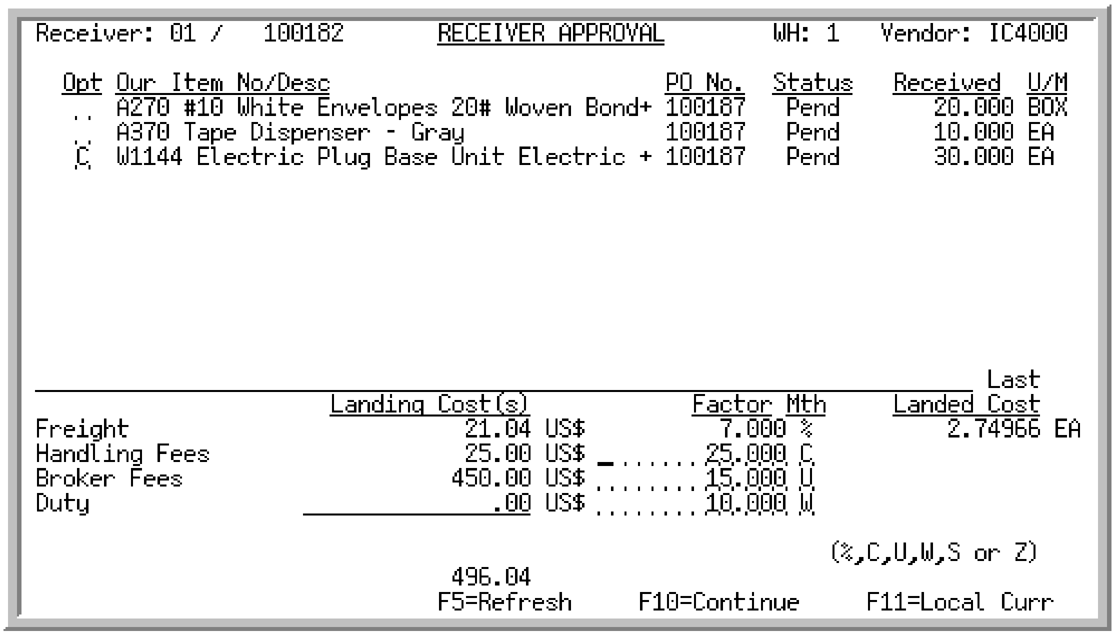
The Line Items On PO Select Landing Costs Screen overlay screen displays after pressing F5=LND CST from the Line Items On PO Select Change Screen (p. 8-104). The top and body of the screen are the Line Items On PO Select Screen (p. 8-97) and are described there.

Receiver Review Landing Costs Screen

```
 Receiver: 01 /   100194         RECEIVER REVIEW          WH: 1   Vendor: 100

Opt  Received  Our Item No/Desc                           PO No.       On PO   U/M
 C      3.000 A110 Sharp Copier Model Z-57                100194       10.000 EA
 ..     5.000 A130 Photo Paper Premium 10.5 ml Kodak +    100194       20.000 CAS
 ..    20.000 A150 3-Ring Binder - 2" Red                 100194       30.000 EA




                                                                     Last
                        Landing Cost(s)          Factor Mth     Landed Cost
 Freight                          28.87          2.000 %      499.03000 EA
 Handling Fees                    16.50    _.........500 W
 Broker Fees                       5.00    _       5.000 C
 Duty                              3.00    .........1.000 U

                                                       (%,C,U,W,S or Z)
                                  53.37
                                F5=Refresh     F10=Continue
```

The Receiver Review Landing Costs Screen displays after pressing F5=LND CST from the Receiver Review Change Screen (p. 8-104). The top and body of the screen are the Receiver Review Selection Screen (p. 8-92) and are described there.

Receiver Approval Landing Costs Screen


```
Receiver: 01 /    100182        RECEIVER APPROVAL          WH: 1    Vendor: IC4000

  Opt Our Item No/Desc                             PO No.   Status     Received  U/M
   ..  A270 #10 White Envelopes 20# Woven Bond+  100187    Pend        20.000  BOX
   ..  A370 Tape Dispenser - Gray                100187    Pend        10.000  EA
   C   W1144 Electric Plug Base Unit Electric +  100187    Pend        30.000  EA

                                                                            Last
                      Landing Cost(s)              Factor Mth          Landed Cost
Freight                         21.04 US$             7.000 %            2.74966 EA
Handling Fees                   25.00 US$ _.......25.000 C
Broker Fees                    450.00 US$ ........15.000 U
Duty                              .00 US$ ........10.000 W

                                                          (%,C,U,W,S or Z)
                               496.04
                            F5=Refresh     F10=Continue     F11=Local Curr
```

The Receiver Approval Landing Costs Screen displays after pressing F5=LND CST from the Receiver Approval Change Screen (p. 8-105). The top and body of the screen are the Receiver Approval Selection Screen (p. 8-126) and are described there.

The landing cost fields display those landing factor being used, as determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. The formulas for calculating landing costs are defined for a landing code (and optionally a warehouse) through Landing Factors Maintenance (MENU POFILE). Finally, landing codes are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE).

Use the overlay landing costs screen to view or override landing cost amounts for specific items. A line item’s landing costs are those costs incurred due to specific situations (overhead, duty, etc.), whereas a line item’s landed cost is the total cost of that line item calculated as the vendor’s price plus all individual landing costs. The values shown are the extended values based on the receipt quantity of the item.

Modifications to individual landing costs for a line item on this screen may be made only if:

- Overrides are allowed for that landing factor [determined through Warehouse Numbers Maintenance (MENU IAFILE)].
- An override for the indicated landing factor has not been performed on a group level. Note that likewise, if a landing factor override is performed on this screen for a line item, a group override for all items in the receiver cannot be performed for that landing factor.

The landing cost column values will display as zero values when:

- there is no landing code assigned to the item through Vendor/Item Information Maintenance (MENU POFILE)
- there is no amount or method assigned to a landing factor in the landing code (i.e. no Duty will be charged)
- the calculation result is zero

When International Currency is installed, these fields display each landing cost(s) associated with the requisition in the applicable trading currency. If landing cost(s) are calculated in currencies other than the company's local currency, the currency symbol will display to the right of each landing cost, and the F11=LOCAL CURR / F11=TRADING CURR function key may be used to toggle to the local currency equivalents of all landing cost(s) in these fields

The values displayed in the **Landing Cost(s)** field are calculated in accordance with the values keyed in the **Factor** and **Mth** fields.

Example:
The expected unit cost for item A150 is $10.00, and a quantity of 10 is received. The landing code assigned to the item is using one landing factor for freight
Percent of cost (percentage of cost for each unit) On this screen, key a freight landing cost factor of 2.000 and a calculate method of %. Press ENTER. The freight landing cost value reflects an amount equal to 2% of the total value of the line item, a value of $2.00 for the receipt quantity of 10.
Units (for all units) Change the calculate method to U for the freight landing cost and press ENTER. The freight landing cost value reflects an amount equal to the 2.000 factor multiplied by the receipt quantity of 10, a value of $20.00.
Currency amount (fixed amount) Change the calculate method to C and the freight landing cost factor to 12.000 and press ENTER. The freight landing cost value reflects an amount equal to the 12 factor, a flat charge of $12.00.

Line Items on PO Select Landing Costs Screen, Receiver Review Landing Costs Screen, and Receiver Approval Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
(Landing Factor Descriptions 1 - 6)	The first column displays the landing factors defined through Warehouse Numbers Maintenance (MENU IAFILE). Display

Line Items on PO Select Landing Costs Screen, Receiver Review Landing Costs Screen, and Receiver Approval Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost(s)	The Landing Cost(s) extended value totals based on the receipt quantity for the individual landing factor. Display
[Total Landing Cost(s)]	The total monetary amount of all the landing cost(s) that will be included in this receipt at the bottom of the **Landing Cost(s)** column. Display
Factor	This field is display only for those landing costs whose values cannot be overridden at the item level based on the definition through Warehouse Numbers Maintenance (MENU IAFILE), or because a group override for the specific landing cost has occurred. Key override values to be used with the calculation methods for each of the landing costs. Pressing ENTER will cause the recalculation of the landing costs values, in accordance with the factor values keyed here and in the **Mth** field. (N 9,3) Display/Required

Line Items on PO Select Landing Costs Screen, Receiver Review Landing Costs Screen, and Receiver Approval Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Mth	This field is display only for those landing costs whose values cannot be overridden at the item level based on the definition through Warehouse Numbers Maintenance (MENU IAFILE), or because a group override for the specific landing cost has occurred. Default methods for calculating landing costs are defined through Landing Factors Maintenance (MENU POFILE). Key override values to be used with the landing cost factors for each of the landing costs. Pressing Enter will cause the recalculation of the landing costs values, in accordance with the values keyed here and in the **Factor** field. The available values are described as follows: • % - Overrides the landing factor amount to be a percentage of the line item's extended cost. • C - Overrides the landing factor amount to be a specific currency amount. • U - Overrides the landing factor amount to be a currency amount per item based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total charge for all units in a line item. • W - Overrides the landing factor amount to be a currency amount per line item weight based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total weight of all items included in a line. • S - Overrides the landing factor amount to be a specific currency amount per size (cube) based on the purchasing unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total cubic space for all units in the line item. • Z - Overrides the landing factor amount to be zero. • G - Identifies that the landing cost has been overridden on a group level [refer to the End Receiver Information Landing Costs Screen (p. 8-131)] and therefore cannot be overridden here. *Valid Values:* %, C, U, W, S, Z, G (A 1) Display/Required

Line Items on PO Select Landing Costs Screen, Receiver Review Landing Costs Screen, and Receiver Approval Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Landed Cost	The total unit cost of the item calculated as the vendor's price plus all individual landing costs. This amount will be shown for both the purchase order buying unit of measure followed by the costing unit of measure, if different. When International Currency is installed, this value displays in the company's local currency. Display
F5=Refresh	Press F5=REFRESH after making field changes to return the original values to those fields.
F10=Continue	Press F10=CONTINUE to accept the changes and continue receiver processing. From the Line Items On PO Select Landing Costs Screen, the Line Items On PO Select Change Screen (p. 8-104) will display. From the Receiver Review Landing Costs Screen, the Receiver Review Change Screen (p. 8-104) will display. From the Receiver Approval Landing Costs Screen, the Receiver Approval Change Screen (p. 8-105) will display.
F11=Local Curr/ Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between a display of landing cost(s) in the trading currency and a display of landing cost(s), including total landing cost(s), in the company's local currency. Press F11=LOCAL CURR to display landing cost(s) in the company's local currency. The symbol for the company's local currency will display to the right of each landing cost, and the total landing cost(s) value will display. Press F11=TRADING CURR to display landing cost(s) in trading currency's. The symbol for the currency will display to the right of each landing cost. The total landing cost value will not display, however, unless all landing cost(s) are calculated in the same currency.
Enter	Press ENTER to edit the field changes made on this screen.

Assignments - Lot No. Screen

```
 LOT NO. ASSIGNMENTS       Receiver: 01 /   418003  WH: 1   Vendor: IC9000
 PO Number: A00000         Item: M005  Pepto-Bismol Liquid 16 oz

 Lot Number                  Qty       Expire     Aging Dt  Notes
1 300618-0096                  10.000                        partial receipt




                                                                        Last

 Sl  Lot Number              Cas      Qty         Expire Notes
  1  300618                  96 _     10.000  EA  300620 partial receipt
                                    Lot Aging Date:
        10.000  Entered            .000  To Go      F12=Return    F24=Delete
```

Assignments - Serial No. Screen

```
 SERIAL NO. ASSIGNMENTS    Receiver: 01 /   100103  WH: 1   Vendor: 100
 PO Number: 100103         Item: A100         Sharp Fax Machine

     Serial Number                           Notes
  1  1776543
  2  1776544




                                                                        Last

 Sl  Serial Number                                 Notes
     1776544
         2.000  Entered         18.000  To Go      F12=Return
```

NOTE: This screen displays only if Warehouse Management is installed.

The Assignments - Lot No. Screen is used to add, change, review, or delete the lot numbers of lot items that are assigned to warehouse locations.

The Assignments - Serial No. Screen is used to add, change, review, or delete the serial numbers of serial number items that have been assigned to warehouse locations.

They are displayed by pressing F9=ASSIGNMENTS from the Receiver Approval Change Screen (p. 8-105), the Line Items On PO Select Change Screen (p. 8-104), or the Receiver Review Change Screen (p. 8-104).

Important

If the **Require Lot/Serial Info for Drop Ships** field in Warehouse Management Options Maintenance (MENU WMFILE) is set to A (always require lot/serial information for drop shipments), and your purchase order contains lot/serial drop ship items, you need to complete the assignments on this screen before posting the purchase order receipt.

If the **Require Lot/Serial Info for Drop Ships** field in Warehouse Management Options Maintenance (MENU WMFILE) is set to I (require lot/serial information for drop shipments based on the item), and your purchase order contains lot/serial drop ship items, and those items are set to have their lots/serials print on the invoice or set to print on both the invoice and packing list (that is, the **Print Lot/Ser** field is set to either I for invoice or B for both in Item Master Maintenance (MENU IAFILE)), you need to complete the assignments on this screen before posting the purchase order receipt.

Receiver Processing through Warehouse Management (MENU WMMAIN) will not prompt for or require lot/serial numbers be entered for posting drop ship receipts since they are not assigned to a warehouse location.

NOTE: If a lot item is defined as a fixed case quantity item in Item Balance File Maintenance (MENU IAFILE), lots will not need to be assigned, regardless of the Warehouse Management Options as these type of lot items are ignored for the print process.

Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and the number of the receiver in which the items are included. Display
WH	The number of the warehouse in which the assignments will be made. Display
Vendor	The vendor associated with the receiver. Display
PO Number	The purchase order number being pre-received Display
Item	The number and description of the item. Display

Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the lot number or serial number displayed. Key this number in the **Sl** field to select a lot number or serial number to change or delete. Display
Lot Number	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The lot number(s) of the item(s) assigned to this warehouse location. Display
Qty	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The quantity of items in each lot. The sum of the quantities of all lots keyed on this screen must equal the quantity of items selected to pre-receive in this warehouse location. Display
Expire	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The expiration date of the lot, if any. Display
Aging Dt	This field only displays on the Assignments - Lot No. Screen. The aging date of the lot item, if one was entered. Display
Serial Number	This field only displays on the Assignments - Serial No. Screen for items that are defined with **WH Mgmt Code** of S in Item Master Maintenance (MENU IAFILE). The serial number for each item assigned to this warehouse location. Display
Notes	The notes keyed for this assignment, if any. When keying an assignment on this screen, you may optionally key up to 20 characters of notes regarding the lot number or serial number being assigned. Display
Sl	Key a **Reference Number** here to select one of the lots or serial numbers displayed (i.e., previously entered) for modification or deletion. (N 2,0) Optional

Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

Field/Function Key	Description
Lot Number	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). Use this field to assign a lot number in this warehouse location. When changing an existing lot number assignment, you cannot change this field. To change this field you must delete the assignment for the lot number, and re-enter the assignment with the new lot number. NOTE: If the item is a case quantity item, the quantity of items per case is appended to this lot number in the format -nnnn. For example, if the lot number that you specify for a case quantity receipt is 100, and there are 12 items in a case, W/M appends -0012 to the lot number; the entire lot number becomes 100-0012. (A 20) Optional
Cas	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE) and if this item is a variable case quantity item as defined in the **Case Qty Flag** field (V) through Item Balance Maintenance. For case quantity items, this field displays the quantity the item received in each case. If this item is a variable case quantity item, you may change the quantity of items received in the case using this field. If this is a fixed case quantity item, you cannot change the value displayed. *Default Value:* The case quantity of this item as defined through Item Balance Maintenance (N 4,0) Optional
Qty	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). Key the quantity of items in the lot being added or changed. Displayed to the right of this field is the unit of measure in which this item is assigned to this warehouse location. (N 10,3) Optional

Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

Field/Function Key	Description
Expire	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). If the lot item has been defined to require an expiration date through Item Master Maintenance (MENU IAFILE), you must key the expiration date of the lot in this field. Otherwise, you may optionally key the expiration date of the lot. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Required
Serial Number	This field only displays on the Assignments - Serial No. Screen for items that are defined with **WH Mgmt Code** of S in Item Master Maintenance (MENU IAFILE). Use this field to add a serial number for this item assignment, or to change the **Notes** for an existing serial number that was selected in the **SI** field. You cannot change a serial number using this field. To change a serial number, you must delete the serial number (see F24=DELETE) and enter the new serial number for the item. (A 20) Optional
Notes	You may optionally key up to a 20 character note for this lot number or serial number assignment. The notes displays in the top section of this screen. (A 20) Optional

Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Lot Aging Date</td><td>If you are authorized to change or override the aging date for a lot item, as determined by the Allow Changes to the Lot Aging Date field in Application Action Authority (MENU XASCTY), this field is input-capable. This field allows you to override the aging date for the lot item at the lot assignment line-level.

Key the Age Date for the lot item. This date will then be used (when the PO group is posted) instead of the receipt date entered at the PO receiver/group header level (via PO Processing). If a date is not entered here, when the PO group is posted, the PO group header receipt date will be used as the lot aging date.

If you are not authorized to change or override the aging date for a lot item, this field will still display on this screen but it will be protected. If no lot aging date could be entered, the PO group header receipt date would be used as the lot aging date for the received lot items when the group posts.

NOTE: If a WM Location Balance File (WMBAL) record already exists for the same item/lot number/location for the assignment line where the lot aging date is being entered, but stored with a different WMBAL lot aging date, you will receive a warning message. This message will inform you to select another location to receive this lot item into, if you do not want to update the lot aging date of this pre-existing WMBAL record with the earliest date (of the two).

Valid Values: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

(N 6,0) Optional/Display</td></tr>
<tr><td>Entered</td><td>Lot:

This value tells you the quantity of lot numbers already keyed for this lot (i.e., this is the sum of the Qty fields for this lot item). When you have completed entering lots, this number should equal the quantity of items specified to store in this location.

Serial:

This value tells you how many serial numbers have been keyed for this item assignment. When you have completed entering serial numbers, this number should equal the quantity of the item specified to store in this location.

Display</td></tr>
</table>

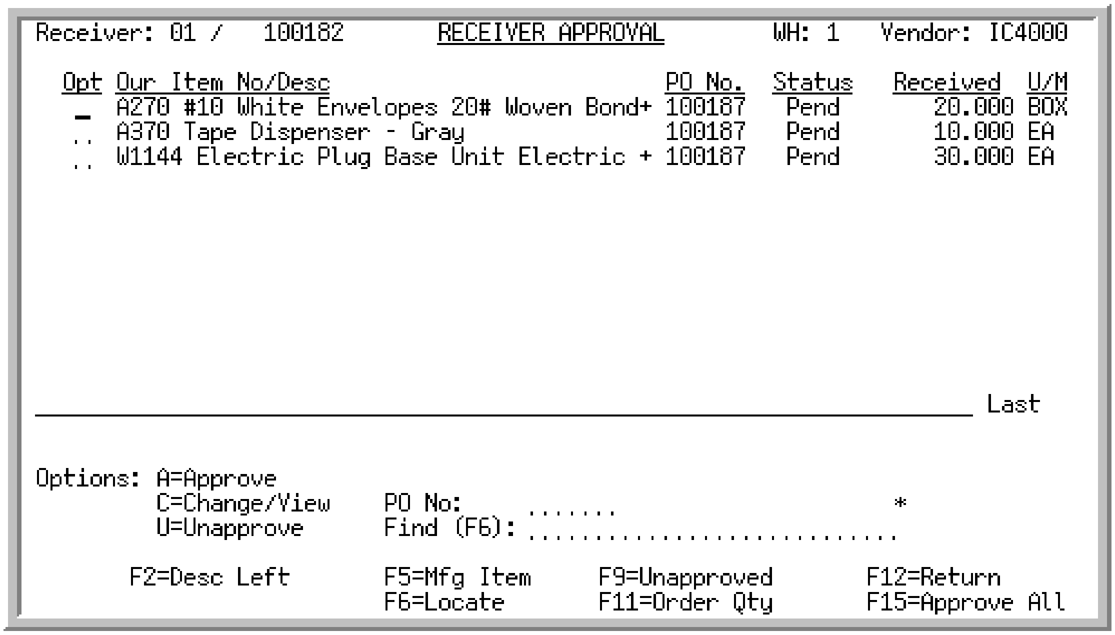
Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

Field/Function Key	Description
To Go	**Lot**: This number tells you the quantity of lot numbers that you need to enter. This number is calculated by subtracting the quantity of lots entered (see **Entered**) from the quantity of items specified to store in this location. If this number is not 0, then you will need to enter additional lot numbers to remove the * displayed on the Location Receipts Screen. Refer to the Warehouse Management User Guide for details about the Location Receipts Screen. **Serial**: The number preceding this field tells you how many more serial numbers you need to enter. This number is calculated by subtracting the number of serial numbers entered (see **Entered**) from the quantity of items to store in this warehouse location. If this number is not 0, then you will need to enter more serial numbers to remove the * displayed on the Location Receipts Screen. Refer to the Warehouse Management User Guide for details about the Location Receipts Screen. Display
F12=Return	Press F12=RETURN to return to the Receiver Approval Change Screen (p. 8-105), the Line Items On PO Select Change Screen (p. 8-104), or the Receiver Review Change Screen (p. 8-104).
F24=Delete	NOTE: Available only if you selected a lot number or serial number in the **SI** field and pressed ENTER. **Lot**: Press F24=DELETE to delete the lot. The number entered (see **Entered**) is decreased by the quantity of items in the lot, and the number to go (see **To Go**) is increased by the quantity of items in the deleted lot. **Serial**: Press F24=DELETE to delete the serial number. The number entered (see **Entered**) is decreased by one, and the number to go (see **To Go**) is increased by one

Assignments - Lot No. or Assignments - Serial No. Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. When adding new lots, the lot number keyed will appear in the top portion of the screen. After entering the lot number which completes the lot number assignments for this warehouse location, the previous screen, either the Receiver Approval Change Screen (p. 8-105), the Line Items On PO Select Change Screen (p. 8-104), or the Receiver Review Change Screen (p. 8-104) will display. When adding a new serial number, the serial number keyed will appear in the top section of the screen. After adding the serial number of the final item to store in this location, the previous screen, either the Receiver Approval Change Screen (p. 8-105), the Line Items On PO Select Change Screen (p. 8-104), or the Receiver Review Change Screen (p. 8-104) will display.

Receiver Approval Selection Screen



This screen displays after pressing F11=APPROVE from the Receiver List Selection Screen (p. 8-69), the Receiver Review Selection Screen (p. 8-92), or the End Receiver Information Screen (p. 8-89).

This screen displays a list of items contained in the identified receiver. Individual line items can be selected for modification/viewing and for approval (or to unapprove if previously approved). The F9=UNAPPROVED / F9=APPROVED function key exists to display only the approved or unapproved items for the receiver, while the F15=APPROVE ALL function key allows for the approval of all items on the screen in one step.

The display of line items is sequenced numerically by item number, but can be manipulated in several ways:

- Key a purchase order number in the **PO No** field and press ENTER to display only those items associated with that PO.
- Key an item number in the **Find** field and press F6=LOCATE to bring that item number to the top of the screen.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiver Approval Selection Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and the number of the receiver being processed.
WH	The warehouse associated with the receiver.
Vendor	The vendor associated with the receiver.
Opt	Key a valid option in this field next to the item you wish to approve (A), view or change (C), or unapprove (U). Key C to view or change the data for a displayed item. The Receiver Approval Change Screen (p. 8-105) will appear. Key A to approve the selected item. Note that once you key an A and press ENTER, the status of the line item changes (refer to the **Status** field description.) Key U to unapprove the selected item. Note that once you key a U and press ENTER, the status of the line item changes (refer to the **Status** field description.) *Valid Values:* A, C, U (A 1) Required
Our Item No/ Description Mfg Item No/ Description	The stocking item number and description or the manufacturer's item number and description. The F5=MFG ITEM / F5=OUR ITEM function key is used to toggle the display between the two. Display
PO No	The purchase order number that the item is affiliated with. Display
Status	The status of the line item for this receiver. An item's status is either: • **Pending**: Pending approval • **Appr**: Approved • **Post**: Posted • **Prt**: Put-Away List has been printed through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • **PRcv**: Pre-received through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. Display

Receiver Approval Selection Screen Fields and Function Keys

Field/Function Key	Description
Received / On PO	This is the quantity of the item that has been identified as received or the quantity identified as on purchase order [refer to the **Received** and **On PO** field descriptions in the Line Items On PO Select Screen (p. 8-97)]. The F11=Order Qty / F11=Received function key is used to toggle the display between the two. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
PO No	Key a valid purchase order number to limit the display of items on this screen to only those that are affiliated with that purchase order. (A 6) Optional
Find	This field, used in conjunction with the F6=Locate function key, will bring a specific item to the top of the displayed list. Depending upon the item number/description mode you are in (toggled with F5=Mfg Item / F5=Our Item), the item number keyed must be the manufacturer’s number or stocking (our) item number. (A 27) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=Desc Left / F2=Desc Right / F2=Item & Desc key will display only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=Double Line / F24=Single Line hidden function key]. Press F2=Desc Left to show the “left window” of the item description starting with the left-most word in the description. Press F2=Desc Right to show the “right window” of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=Desc Right to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is high intensity.
F4=Put-Away	The F4=Put-Away key only displays when Warehouse Management is installed. Select a receiver and press F4=Put-Away to access the *Put-Away Complete Screen*. Put-Away is only available with Warehouse Management. Refer to the Warehouse Management User Guide, Warehouse Management (MENU WMMAIN) option for details on this screen and the put-away process.

Receiver Approval Selection Screen Fields and Function Keys

Field/Function Key	Description
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM key is used as a toggle to display either the manufacturer's item number or the item number in your organization (our item number) in the **Our Item No/Description** / **Mfg Item No/Description** column. Press F5=MFG ITEM to display the manufacturer's item number in the **Our Item No/Description** / **Mfg Item No/Description** column. Press F5=OUR ITEM to display the complete or partial item number used by your organization (our item number) in the **Our Item No/Description** / **Mfg Item No/Description** column.
F6=Locate	Press F6=LOCATE to bring the item identified in the **Find** field to the top of the display screen for processing.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Unapproved / F9=Approved / F9=All	The F9=UNAPPROVED / F9=APPROVED / F9=ALL key is used as a toggle to: • F9=ALL Display all line items for the receiver, regardless of their status • F9=APPROVED Display only line items that have been approved • F9=UNAPPROVED Display only line items that have not yet been approved.
F11=Order Qty/ F11=Received Qty	Press F11=ORDER QTY / F11=RECEIVED QTY to display either the quantity of the item ordered, or the quantity of the item received to date.
F12=Return	Press F12=RETURN to return to the previous screen, the Receiver List Selection Screen (p. 8-69), the Receiver Review Selection Screen (p. 8-92), or the End Receiver Information Screen (p. 8-89), without making any updates to this screen.
F15=Approve All	Press F15=APPROVE ALL to approve all items for the receiver. If none of the line items have been approved, but not yet posted, for another receiver, all items will be approved. If, for any reason, an item cannot be approved, an error will be displayed for you.

Receiver Approval Selection Screen Fields and Function Keys

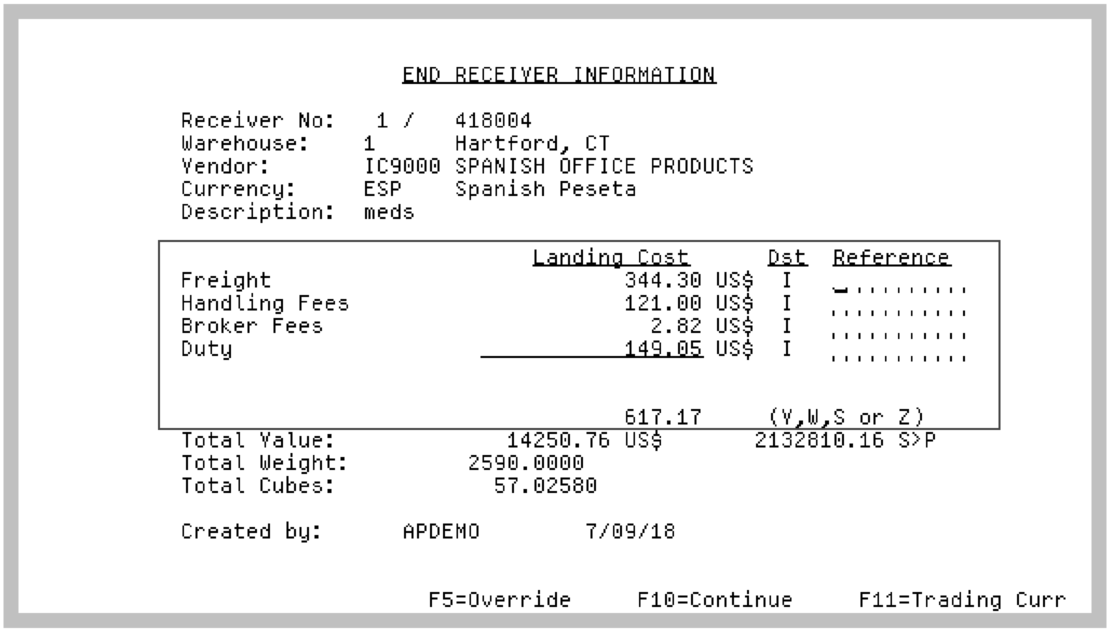
<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F24=Double Line / F24=Single Line</td><td>F24=Double Line / F24=Single Line is non-display.

Press F24=Double Line / F24=Single Line to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to Show 2nd Desc Line as determined in System Options Maintenance (MENU XAFILE).

In single line mode, the initial display shows the item number field based on the Longest Item Length field specified in System Options (MENU XAFILE) followed by the beginning of the item description.

In double line mode, the two lines of item description are displayed below the full display of the item number field.</td></tr>
<tr><td>Enter</td><td>The Enter key completes several different tasks:
• With a C value in the Opt column, the Receiver Approval Change Screen (p. 8-105) will appear.
• With an A value in the Opt column, the status of the line item changes to approved.
• With a U value in the Opt column, the status of the line item changes to unapproved.
• With a purchase order number in the PO No field, the screen is filtered to display only those items associated with that PO.</td></tr>
</table>

End Receiver Information Landing Costs Screen



The End Receiver Information Landing Costs Screen displays after pressing F9=LND CST from the End Receiver Information Screen (p. 8-89). This overlay screen is positioned in the middle of the screen and allows you override landing cost values for the entire receiver and distribute the totals to the individual items in the receiver.

The Landing Cost fields display those landing factors being used, as determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. The formulas for calculating landing costs are defined for a landing code (and optionally a warehouse) through Landing Factors Maintenance (MENU IAFILE). Finally, the landing codes are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE).

The landing cost column values will display as zero values when:

- there is no landing code assigned to the item(s) through Vendor/Item Information Maintenance (MENU POFILE)
- there is no amount or method assigned to a landing factor in the landing code (i.e. no Duty will be charged)
- the calculation result is zero

When International Currency is installed, these **Landing Cost** column displays in the applicable currency defined for each landing factor associated with the requisition. If landing cost(s) are calculated in currencies different from the company's local currency, these fields may be toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display landing cost(s) in the trading currency's with the applicable currency symbol displayed with each cost, or in the company's local currency with the local currency symbol displayed.

Overall access to allow overrides is determined through Warehouse Numbers Maintenance (MENU IAFILE). Additionally, an individual line item's landing costs cannot be overridden if a group override for all items in a receiver has occurred. Likewise, a receiver group override cannot occur for any landing costs that have had individual overrides performed. For example, if you overrode the broker fees landing cost for a line item on the Receiver Approval Selection Screen (p. 8-126)), you will not be able to override the displayed broker fees landing cost for the entire receiver on this screen.

If a group override has been keyed for a landing cost, a method of distribution is required. The method of distribution keyed here determines how the override value is to be distributed among each of the line items in the receiver.

Example:

Assumption:

The total weight of the first line item is 10 pounds. The total weight of the second line item is 30 pounds. The total weight of the third line item is 60 pounds. The displayed freight landing cost for all three lines is $15.00. You wish to override the freight landing cost to reflect $30.00 and desire to distribute the $30.00 among the three line items according to their weight.

Procedure:

Press the F5=OVERRIDE function key to make the change. Key the $30.00 in the freight factor **Landing Cost** field and key a W in the **Dst** field. Press ENTER.

Results:

While this screen simply appears updated with your new values, the freight factor landing costs of each of the three items has been modified in the following manner:

- Weight of the first line item (10 pounds) is 10% of the total weight of 100 pounds. Therefore, the amount equal to 10% of the total $30.00 fee is attributed to the first line item; in other words, a value of $3.00.
- Weight of the second line item (30 pounds) is 30% of the total weight of 100 pounds. Therefore, the amount equal to 30% of the total $30.00 fee is attributed to the second line item; in other words, a value of $9.00.
- Weight of the third line item (60 pounds) is 60% of the total weight of 100 pounds. Therefore, the amount equal to 60% of the total $30.00 fee is attributed to the third line item; in other words, a value of $18.00.

End Receiver Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
(Landing Factor Descriptions)	The first column displays the landing factors defined through Warehouse Numbers Maintenance (MENU IAFILE). Display

End Receiver Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost	The landing cost values displayed here are a calculated combination of those defined for each line item in the purchase order receiver. The number of landing factors available for calculating the landing costs is based on the number of landing factors selected for use for the purchase order's warehouse through Warehouse Numbers Maintenance (MENU IAFILE). These fields are also used to key group level overrides. To key overrides in these fields, press F5=OVERRIDE to begin override entry mode for those landing factors whose definitions allow overrides. Note that any landing factors that cannot be overridden at the group level will be display only. Once in override entry mode, key the desired landing factor values (the field is no longer just for cost). You will be required to also key a method of distribution (**Dst**). When International Currency is installed, if you are keying override landing factors values based on currency (V for value), you must key these amounts in the applicable trading currency when different than the company's local currency. The column is display only when toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display the company's local currency values. (N 16,2) Display/Required
(Total Landing Cost)	This field displays the total monetary amount of all landing cost(s) that will be included in this receipt at the bottom of the **Landing Cost** column. When International Currency is installed, this field displays for landing cost(s) calculated in trading currencies only if all costs are in the same currency. If the landing cost(s) are in mixed currencies, zeros will display in this field, and you must press F11=LOC CUR to display local currency equivalents in order to review this total. All landing cost(s) will display in the company's local currency with that currency symbol and the total will appear in the company's local currency. Display

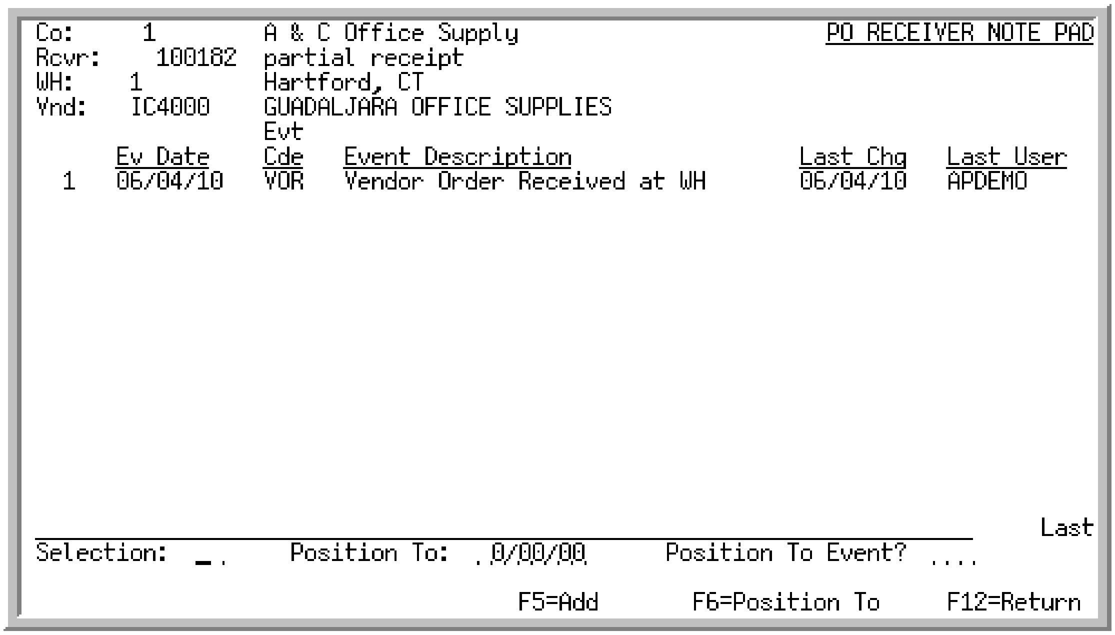
End Receiver Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Dst	If a group override has been keyed for a landing cost, a method of distribution is required. The method of distribution keyed here determines how the override value is to be distributed among each of the line items in the receiver. The available distribution methods are defined as follows: Key V to distribute the cost to the line items according to the extended cost value (excluding landing costs) of those items. Key W to distribute the cost to the line items according to the total receipt weight of those items. Key S to distribute the cost to the line items according to the cubic size based on the receipt quantity of those items. Key Z if no landing cost is entered. Each item's applicable landing cost field will be zeroed out. Use I if you make a mistake in a **Landing Cost** field. Before pressing ENTER to accept the erroneous data, blank out the data, key I in this **Dst** field, and then press ENTER. The **Landing Cost** field will be replaced with the data originally displayed prior to the mistake. This data is obtained by re-reading the individual item landing cost data as it existed immediately prior to the mistake. In other words, if changes had been made to individual records prior to your accessing this screen, those changes would be considered. This differs from a "recalculate" function such as that achieved by blanking out this field which actually recalculates values, as opposed to simply re-reading what has been keyed to this point. (blank) Blank out the **Landing Cost** field and this **Dst** field to recalculate the landing costs for the items. Blanking out this field differs from using the I code in that line item landing costs will actually be recalculated and updated; the I code only re-reads the line item landing costs to redisplay the total on this screen. *Valid Values:* V, W, S, Z, I, blank (A 1) Required
Reference	Key a user comment or reference information that will assist in the association of the identified landing cost values to the source of the cost. For example, you might wish to key in UPS (to indicate United Parcel Service) next to a freight landing cost incurred for that company. This would assist when matching landing cost amounts to the correct landing cost invoices by helping to associate the two. You can even use this reference during receipt validation via Voucher Entry (MENU APMAIN) to limit the display of items to only those with that reference. (A 20) Optional

End Receiver Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
F5=Override	The F5=OVERRIDE function key only shows in display mode. Press F5=OVERRIDE to change from display mode to data entry mode to modify the landing factor cost and distribution values.
F10=Continue	Press F10=CONTINUE to update the overridden landing cost values and return to the End Receiver Information Screen (p. 8-89).
F11=Local Curr / F11=Trading Curr	This function key displays only if the trading currency differs from the company's local currency. Press F11=LOCAL CURR / F11=TRADING CURR to toggle between a display of landing cost(s) in the trading currency and a display of landing cost(s), including total landing cost(s), in the company's local currency. Press F11=LOCAL CURR to display landing cost(s) in the company's local currency. The symbol for the company's local currency will display to the right of each landing cost, and the total landing cost(s) value will display. Press F11=TRADING CURR to display landing cost(s) in trading currency(ies). The symbol for the trading currency will display to the right of each landing cost. The total landing cost value will not display, however, unless all landing cost(s) are calculated in the same trading currency.
Enter	Press ENTER to update values on this screen and recalculate the values for the individual line items.

PO Receiver Note Pad Screen



This screen displays after selecting a receiver and pressing F13=NT PAD on the Receiver List Selection Screen (p. 8-69). A scrolling list of existing events are displayed in descending date order. Use this screen to review previously entered events relating to the selected receiver. You also may use this screen to:

- position an event (using the **Position To** or **Position To Event** field and F6=POSITION TO function key) at the top of the list based on a specified date or event code;
- access and maintain further detail [on the PO Receiver Note Pad Event Screen (p. 8-140)] relating to a given event with the use of the **Selection** field;
- add an event [on the PO Receiver Note Pad Event Screen (p. 8-140)] by pressing F5=ADD.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

PO Receiver Note Pad Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number for which the receiver was created. The company's description also displays to the right. Display

PO Receiver Note Pad Screen Fields and Function Keys

Field/Function Key	Description
Rcvr	The number of the receiver that was assigned when the receiver was created through this option. The receiver's description also displays to the right. Display
WH	The ID of the warehouse associated with the receiver. The warehouse's name also displays to the right. Display
Vnd	The vendor number associated with the receiver when it was created through this menu option. The vendor's name also displays to the right. Display
(Reference Number)	This number is used to reference the corresponding event. Key this number in the **Selection** field on the lower portion of this screen to display this event in detail and press ENTER. Display
Ev Date	The event date identified when adding or maintaining notes on the PO Receiver Note Pad Event Screen (p. 8-140). Display
Evt Cde	The code created for the recurring event, if any; this field will be blank if a defined event code was not identified on the PO Receiver Note Pad Event Screen (p. 8-140). Event codes are created through Event Codes Maintenance (MENU POFILE). Display
Event Description	The summarized (short) description of the event entered on the PO Receiver Note Pad Event Screen (p. 8-140). This field will be blank if an event code was not identified or if a short description of the event code was not entered on the PO Receiver Note Pad Event Screen (p. 8-140). Display
Last Chg	The date on which the event was last changed on the PO Receiver Note Pad Event Screen (p. 8-140); using the current system date at the time of the change. Display
Last User	The ID of the user who originally entered the event or who last changed the event. Display

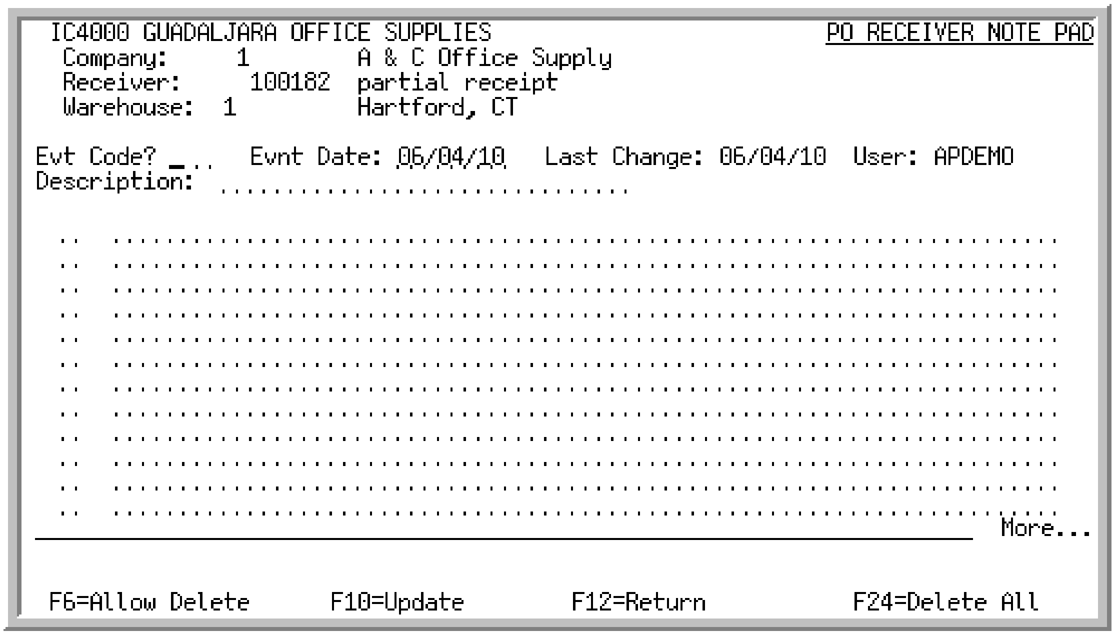
PO Receiver Note Pad Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an event you wish to display in detail. Key the corresponding **Reference Number** associated with the event and press ENTER. Leave this field blank and press F5=ADD to add an event. the PO Receiver Note Pad Event Screen (p. 8-140) displays. (N 2,0) Optional
Position To	Use this field to position an event on this screen to the top of the list according to its event date. Key the event date (**Ev Date**) of the applicable event to be repositioned and press F6=POSITION TO. All events with the same or later dates will display on this screen, following the notes created on the date that you selected. Leave this field blank if you do not want to reposition the screen's data by date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Position To Event	Use this field to position an event on this screen to the top of the list according to its event code. Key the event code (**Evt Cde**) of the applicable event to be repositioned and press F6=POSITION TO. Leave this field blank if you do not want to position the screen's data by event code. *Valid Values:* A valid event code created through Event Codes Maintenance (MENU POFILE) (A 3) Optional
F5=Add	Press F5=ADD to add events to this receiver's note pad; the **Selection** field must be blank. The PO Receiver Note Pad Event Screen (p. 8-140) will display.
F6=Position To	The F6=POSITION TO function key is used in conjunction with the **Position To** or **Position To Event** fields to reposition a specific event to the top of the list by date or by event code. After keying the desired event date or event code in the **Position To** or **Position To Event** field, press F6=POSITION TO. The list will scroll to the first event with the selected date or event code.

PO Receiver Note Pad Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the next screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to complete your review of the note pad and return to the Receiver List Selection Screen (p. 8-69).
Enter	After entering a reference number in the **Selection** field of an existing event that you want to display in detail, press ENTER. The PO Receiver Note Pad Event Screen (p. 8-140) will display, where you may review or maintain events on the receiver's note pad.

PO Receiver Note Pad Event Screen



This screen displays after pressing F5=ADD from the PO Receiver Note Pad Screen (p. 8-136), or after selecting an existing event from that screen with the use of the **Selection** field. Use this screen to add, change, or delete notes/comments or entire events to/from the note pad.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

PO Receiver Note Pad Event Screen Fields and Function Keys

Field/Function Key	Description
(Vendor Number and Name)	The number and name of the vendor associated with the selected receiver. Display
Company	The number and name of the company associated with the selected receiver. Display
Receiver	The number and description of the receiver. Display
Warehouse	The ID and name of the warehouse associated with the receiver. Display

PO Receiver Note Pad Event Screen Fields and Function Keys

Field/Function Key	Description
Evt Code	Use this field to enter the code for the event you plan to add to the note pad, if in the “Add” mode. If you selected an existing event, you may change the event code in this field, if desired. Key the appropriate code. Any events keyed on this screen will be saved and stored based on this code. *Default Value:* If you selected an existing event on the PO Receiver Note Pad Screen (p. 8-136), this is the code for the event, if any; if you pressed F5=ADD, this field is blank. *Valid Values:* Any event code created through Event Codes Maintenance (MENU POFILE) (A 3) Optional
Evnt Date	If you selected an existing event on the PO Receiver Note Pad Screen (p. 8-136), this field displays the date associated with the event, if any. Otherwise, if you are in the “Add” mode, it displays the current system date. Accept the default or key the appropriate date. *Default Value:* The current system date, or a previously entered date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system’s **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Last Change	This field displays the date upon which the last modification was made to this note pad. This date is automatically assigned using the current system date. Display
User	This field displays the ID of the user who is currently adding an event. Display
Description	Use this field to enter a summarized (short) description of the event you are adding or maintaining, or to change an existing description. This description will appear on the PO Receiver Note Pad Screen (p. 8-136) in the **Event Description** field. *Default Value:* The description of the event code in the **Evnt Cde** field on this screen, if any; or, this is a description manually keyed on the PO Receiver Note Pad Screen (p. 8-136), if any. (A 30) Optional

PO Receiver Note Pad Event Screen Fields and Function Keys

Field/Function Key	Description
(Line Delete)	You only can access the fields in this column by first pressing F6=ALLOW DELETE. These fields are used to delete specific notes/comments for an event. Note that if you delete all notes/comments associated with an event, you will delete the event itself. To delete one or more notes/comments, press F6=ALLOW DELETE. The F6=ALLOW DELETE will open this column for entry and the cursor will be positioned in this column on the first line. Place the cursor in the field(s) corresponding to the notes/comments you wish to delete and key a D in each of those fields. Press either ENTER to delete the designated notes/comments and remain on this screen (the cursor will be positioned on the first line in the **Notes/Comments** field), or F10=UPDATE to delete the notes/comments and return to the PO Receiver Note Pad Screen (p. 8-136). **Important** Do not use the F24=DELETE ALL function key to delete individual notes/comments. F24=DELETE ALL is used to delete the entire note/comment, not individual lines. *Valid Values:* D or blank (12 @ A 1) Optional
(Notes/Comments)	Use these fields to key notes/comments associated with the event that transpired. To display the additional lines that are available, use the PAGE UP or PAGE DOWN function keys. (12 @ A 70) Required
F6=Allow Delete / F6=Edit Text	Press F6=ALLOW DELETE / F6=EDIT TEXT to delete a specific note/comment displayed on this screen; press it again to return this screen to its original edit mode without deleting any notes/comments. In the “allow delete” mode, after pressing F6=ALLOW DELETE, the cursor will be positioned in the **Line Delete** column on the first line. Place the cursor in the field(s) corresponding to the notes/comments you wish to delete and key a D in each of those fields. Press either ENTER to delete the notes/comments and remain on this screen (the cursor will be positioned on the first line in the **Notes/Comments** field), or F10=UPDATE to delete the notes/comments and return to the PO Receiver Note Pad Screen (p. 8-136). To delete ALL notes/comments displayed on this screen and thereby delete the event itself, press F24=DELETE ALL.

PO Receiver Note Pad Event Screen Fields and Function Keys

Field/Function Key	Description
F10=Update	Press F10=UPDATE to confirm the additions/modifications you have made to the note pad and return to the PO Receiver Note Pad Screen (p. 8-136). The event date, event code, event description, date of last change, and last user will be updated accordingly on the PO Receiver Note Pad Screen.
F12=Return	Press F12=RETURN to complete your review of receiver events and return to the PO Receiver Note Pad Screen (p. 8-136) without updating this screen.
F24=Delete All	Press F24=DELETE ALL to delete the entire event. You will be prompted to press F24=DELETE ALL again to confirm your deletion(s). The PO Receiver Note Pad Screen (p. 8-136) will display. **Important** Do not use this key to delete individual notes/comments. Use F6=ALLOW DELETE to delete one or more notes/comments associated with an event without deleting the entire event from the note pad.

Receipt Post Errors Screen

This screen displays after selecting to post receivers from the Receiver List Selection Screen (p. 8-69), but all approved items have not yet been assigned warehouse locations.

All the fields on this screen are display only and cannot be changed.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

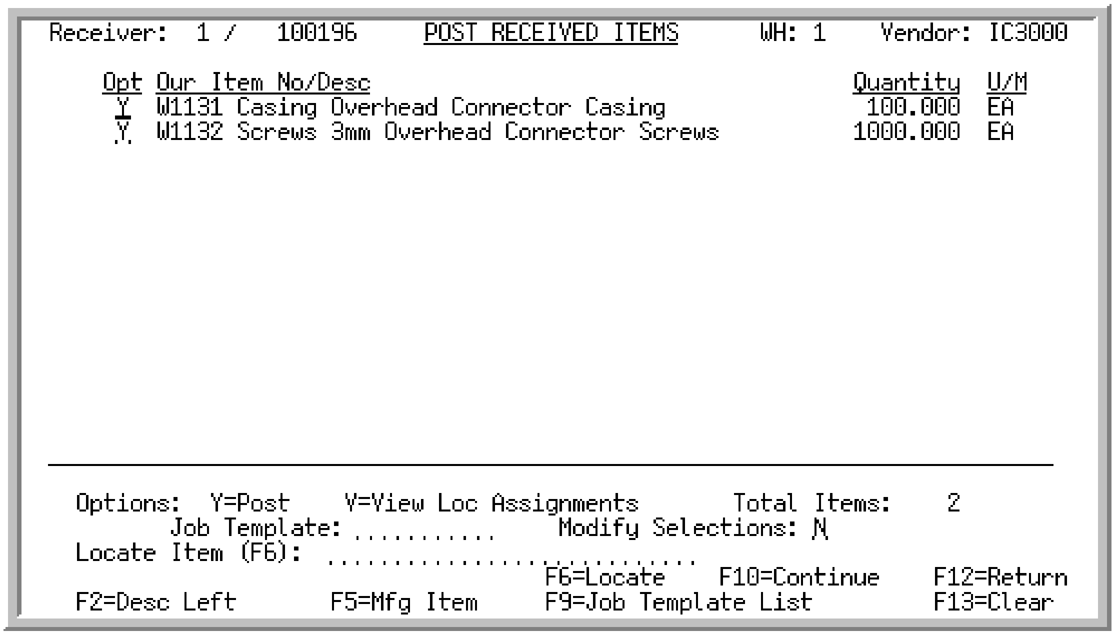
Receipt Post Errors Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and the number of the receiver being processed.
WH	The warehouse associated with the receiver.
Vendor	The vendor associated with the receiver.
Our Item No/ Description Mfg Item No/ Description	The stocking item number and description or the manufacturer’s item number and description. The F5=MFG ITEM / F5=OUR ITEM function key is used to toggle the display between the two.

Receipt Post Errors Screen Fields and Function Keys

Field/Function Key	Description
Quantity	This is the quantity of the item that has been identified as received.
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE).
Message	The line items displayed on this screen are those which need location assignments. This message indicates why the receipts could not be posted for the displayed items. Warehouse locations can be assigned through Warehouse Management (MENU WMMAIN) from the Receiver List Selection Screen (p. 8-69) and using the F4=PUT-AWAY function key.
F2=Desc Left / F2=Desc Right / F2=Item/Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC toggle function displays only if you selected not to display both descriptions lines [as determined in System Options Maintenance (MENU XAFILE), or as selected with the non-display F24=DOUBLE LINE / F24=SINGLE LINE function key]. Press F2=DESC LEFT to show the “left window” of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the “right window” of the item description starting with the right-most word in the description. Press F2=ITEM/DESC to show the item number and as much of the description as will fit (two blanks separate the fields.) The item number displays in high intensity to distinguish it from the description.
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM function key is used as a toggle to display either the manufacturer’s item number or the item number in your organization (our item number) in the Our/Mfg Item/Description column. Press F5=MFG ITEM to display the manufacturer’s item number in the Our/Mfg Item/Description column. Press F5=OUR ITEM to display the complete or partial item number used by your organization (our item number) in the Our/Mfg Item/Description column.
F10=Continue	Press F10=CONTINUE to continue processing for those approved items in the receiver that do have warehouse locations assigned. The Post Received Items Screen (p. 8-146) will display to identify exactly which items those are. If no approved items with location assignments exist, you will be returned to the Receiver List Selection Screen (p. 8-69) and no posting activity will occur.
F12=Return	Press F12=RETURN to return to the Receiver List Selection Screen (p. 8-69) without performing any posting activity.

Post Received Items Screen



This screen displays after selecting F15=POST to post receivers from the Receiver List Selection Screen (p. 8-69). From this screen, you can post all or selected items (by keying a Y in the **Opt** field for each).

If Warehouse Management is installed, all approved items must be assigned warehouse locations prior to being posted. The line items displayed on this screen are those which have successfully passed the check to ensure location assignments have been assigned, and are therefore ready for posting.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Post Received Items Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and the number of the receiver being processed. Display

Post Received Items Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse associated with the receiver. Display
Vendor	The vendor associated with the receiver. Display
Opt	Use this field to determine whether or not the specified receiver line item will be included in the receipt group to be posted. This field may also be utilized to review warehouse location information for the selected receiver line item. If you do not want to include a displayed line in the receipt group, blank out this field before continuing the posting process. Refer to the F13=CLEAR function key to blank out this field for all items. Key Y to create a receipt group for posting the selected item(s). Key V to view warehouse location information for the line item. The Post Items - Review Location Receipts Screen (p. 8-154) will display. This selection is only available when Warehouse Management is installed. *Default Value:* Y *Valid Values:* blank, Y, V (A 1) Optional
Our Item No/Desc Mfg Item No/Desc	The item number and item description as toggled with the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key. Additionally, the F5=MFG ITEM / F5=OUR ITEM key is used as a toggle to display either the manufacturer's item number or the stocking item number (our item number). Display
Quantity	The total receipt quantity for the items in this receiver. Display
U/M	The buying unit of measure respective to the quantity ordered for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
Total Items	The total number of items completed in the receiving process that are ready for posting when F10=CONTINUE is pressed. Display

Post Received Items Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Purchase Order Receipt Post job, press F9=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Purchase Order Receipt Post jobs (that is, PO605P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Post Received Items Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with F9=Job Template List), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
Locate Item	Use this field to locate an item in the displayed list. Use the manufacturers item number, or the stocking item number, depending upon the mode you are in. The F5=Mfg Item / F5=Our Item toggle key will switch the mode from the manufacturer's item number (**Mfg**) and the stocking (**Our**) item number. Key the complete or partial item number to locate in this field, then press F6=Locate to find the item number. The item that closest meets the item number keyed here will display at the top of the screen. (A 27) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=Desc Left / F2=Desc Right / F2=Item & Desc function key will display only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=Double Line / F24=Single Line hidden function key]. Press F2=Desc Left to show the "left window" of the item description starting with the left-most word in the description. Press F2=Desc Right to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=Item & Desc to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is high intensity.

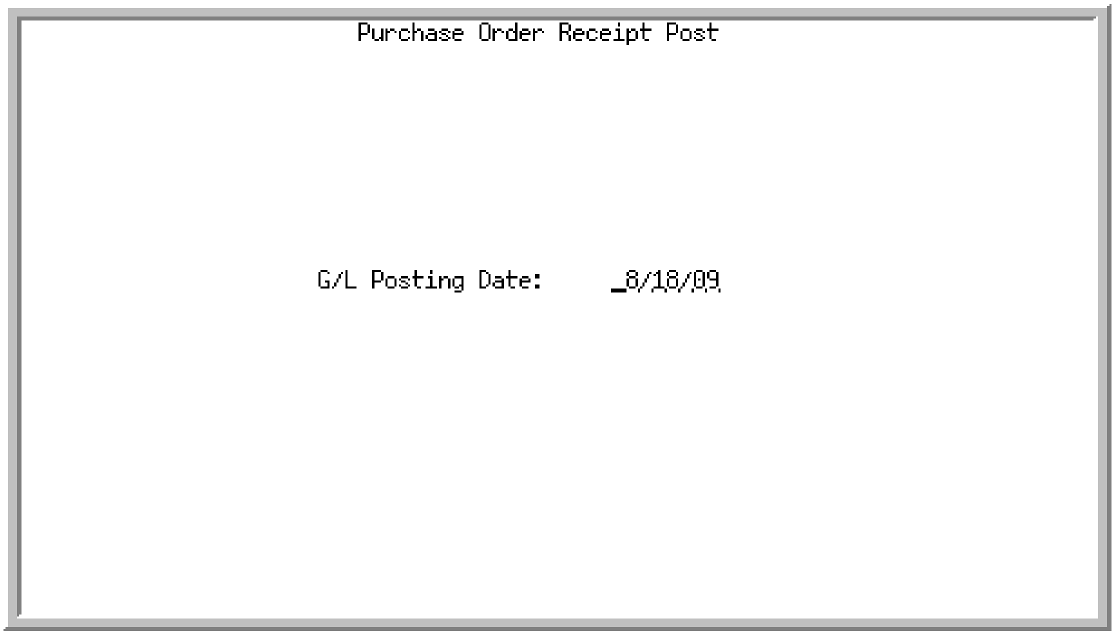
Post Received Items Screen Fields and Function Keys

Field/Function Key	Description
F5=Mfg Item / F5=Our Item	The F5=Mfg Item / F5=Our Item key is used as a toggle to display either the manufacturer's item number or the stocking item number (our item number) in the **Our Item No/Desc** / **Mfg Item No/Desc** column. Press F5=Mfg Item to display the manufacturer's item number in the **Our/Mfg Item/Description** column. Press F5=Our Item to display the complete or partial item number used by your organization (our item number) in the **Our/Mfg Item/Description** column.
F6=Locate	Press F6=Locate to locate the item number that was keyed in the **Locate Item** field. The item that closest meets the item number keyed here will display at the top of the screen.
F9=Job Template List	Press F9=Job Template List to display the Job Template List Screen, where you can review a list of existing job templates that have been created for PO Receipt Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
F10=Continue	Press F10=Continue to continue the posting processing. A receipt group will automatically be generated for the items on this screen marked with a Y in the **Opt** field. The job template posting selection screens display. If the interface is on between Inventory Accounting and General Ledger, the G/L Posting Date Selection Screen (p. 8-152) will display following the template selection screens. Otherwise, press F10=Continue to receive message confirming that the job has been submitted to the Transaction Processor. For more information about the Transaction Processor, refer to the Cross Applications User Guide.
F12=Return	Press F12=Return to return to the Receiver List Selection Screen without performing any posting activities.
F13=Clear	Press F13=Clear to clear out the values in the **Opt** field for all items on this screen. This is a valuable tool if desiring to only post one or two items out of the entire screen: use this key to blank out all Y values, and then just key a Y next to the desired items.

Post Received Items Screen Fields and Function Keys

Field/Function Key	Description
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

G/L Posting Date Selection Screen



NOTE: This screen is displayed only if the interface is on between General Ledger and Inventory Accounting.

Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER.This screen displays after pressing F10=CONTINUE on the Post Received Items Screen (p. 8-146).

Use this screen to select the date under which inventory transactions will be posted. Each time an inventory journal will be updated in General Ledger, this screen will display.

Important

These inventory postings will update the Item Balance File, any quantities on-hand, etc. Related general ledger updates do not occur, however, until Day-End Processing (MENU XAMAST) or Post IA Transactions to G/L (MENU IAMAST) is run. Once these general ledger postings occur, general ledger information will be incorporated into all applicable item files.

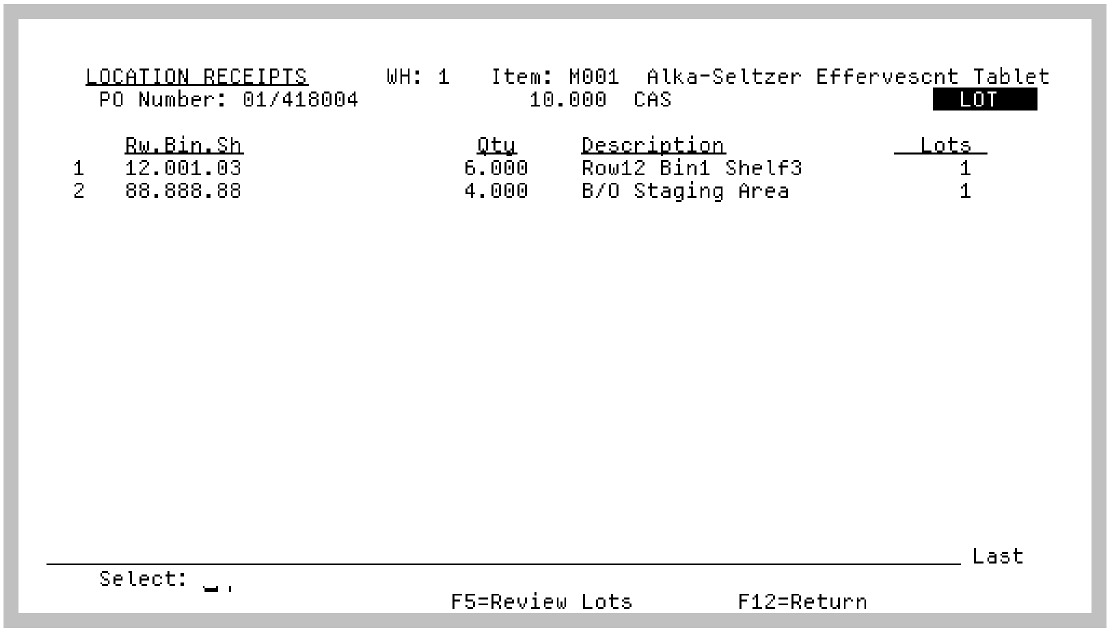
G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
Purchase Order Receipt Post	This header information identifies the function being performed. Display

G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Key a date under which inventory transactions will be posted. *Default Value:* The current system date. *Valid Values:* A valid G/L date, as created via General Ledger Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Enter	Press ENTER to confirm the date entered. A message appears indicating that the job has been submitted to the Transaction Processor. For more information about the Transaction Processor, refer to the Cross Applications User Guide.

Post Items - Review Location Receipts Screen



This screen displays from the Post Received Items Screen (p. 8-146) when selecting to View Location Assignments. Use this screen to view the locations assigned for put-away of this receipt. This screen is only available when Warehouse Management is installed.

NOTE: This is a roll screen. **More**... appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Post Items - Review Location Receipts Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse number into which the item is being received. Display
Item	The item number and the item description of the item being received. Display
PO Number	The company number and purchase order number for this receipt. Display
(Quantity Received)	The quantity of the item being received and the receiving unit of measure. Display

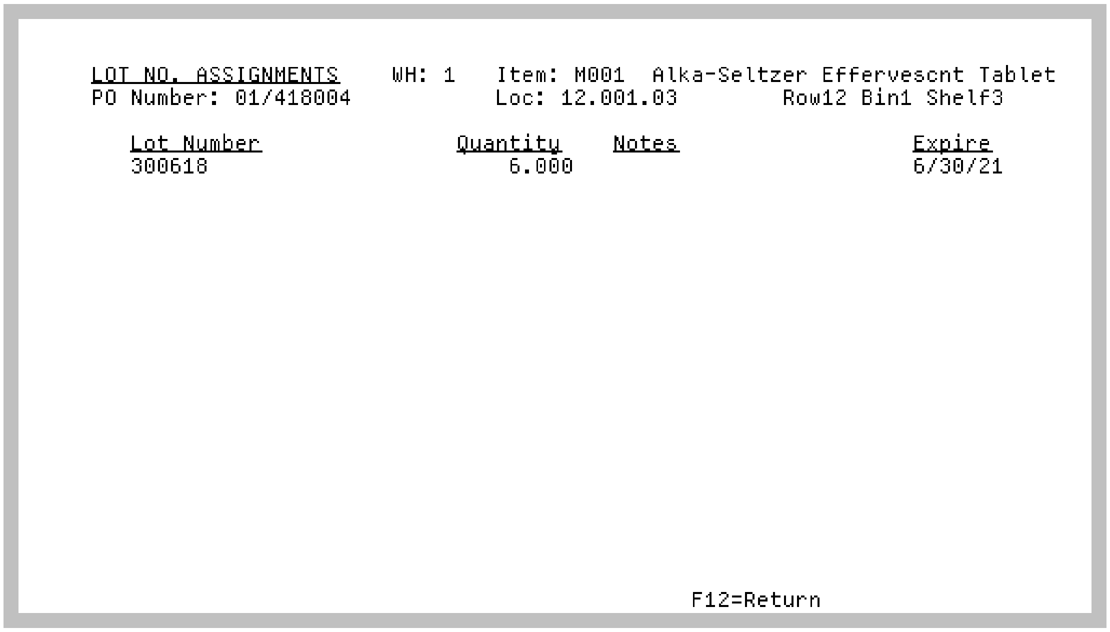
Post Items - Review Location Receipts Screen Fields and Function Keys

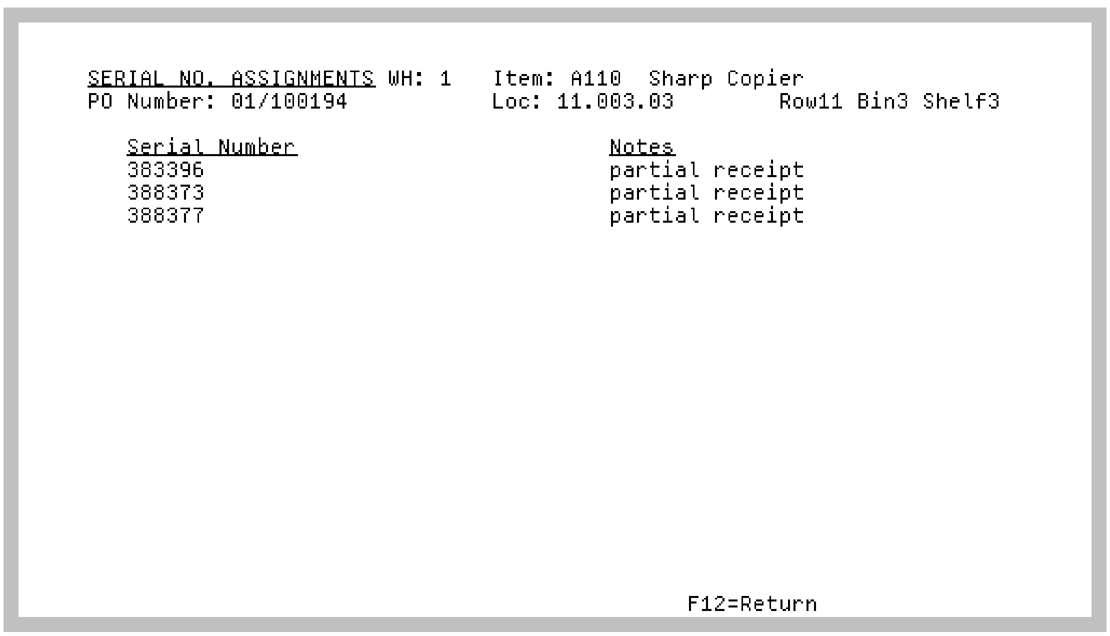
Field/Function Key	Description
(Type of Item)	For lot control and serial items, the type of item, **LOT** or **SERIAL**, displays on the top right of the screen. Display
(Reference Number)	The reference number of the lot number or serial number displayed. Key this number in the **Select** field to select location and review the lot numbers or serial numbers being received. Display
(Location)	The **Rw.Bin.Sh** heading represents the Location definition defined in Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The selected location number for the locations into which the item will be put-away. Display
Qty	This field only displays for Lot control items as defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The quantity of items in to be put-away int eh selected location.. The sum of the quantities of all locations shown on this screen must equal the quantity of items being received in this warehouse location. Display
Description	The description of the warehouse location as defined in Location Master Maintenance (MENU WMFILE). Display
Lots / Serials	For lot control items, the quantity of lot number(s) assigned to this warehouse location. For serial number items, the quantity of serial numbers assigned to this warehouse location. Display
Select	Key the **Reference Number** of the location to review the lot numbers or serial numbers assigned to be put-away to this location. (N2,0) Optional
F2=Dsp CAS / F2=Dsp UOM	For case quantity items, the **Qty** field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display receipt quantities in the item's stocking unit of measure or in the case quantity unit of measure.
F5=Review Lots F5=Review Serials	Press F5=REVIEW LOTS / F5=REVIEW SERIALS to review the detail data about the lot control or serial number information to be put-away in the selected location. The Post Items - Review Lot/Serial Assignments Screen (p. 8-157) displays.

Post Items - Review Location Receipts Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Post Items - Review Location Receipts Screen (p. 8-154)

Post Items - Review Lot/Serial Assignments Screen





This screen displays from the Post Items - Review Location Receipts Screen (p. 8-154) when selecting to review lots using the F5=LOTS function key or review serial numbers using the F5=SERIALS function key. Use this screen to review the lot control information or the specific serial numbers assigned to the specific location during the put-away process.

All the fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register ERP A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

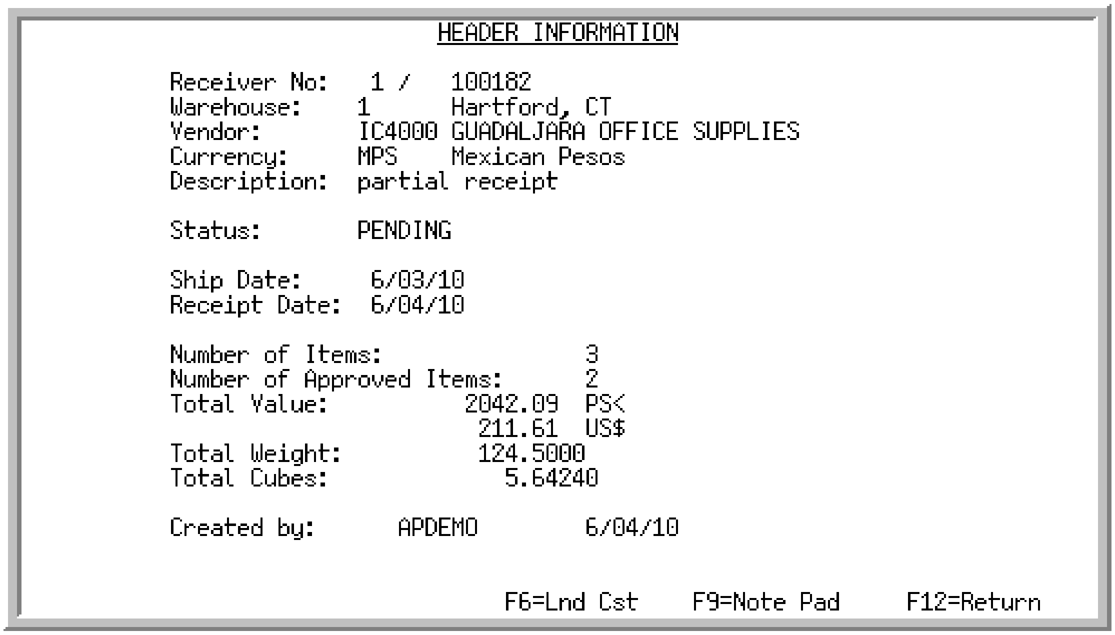
Post Items - Review Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse number into which the item is being received.
Item	The item number and the item description of the item being received.
PO Number	The company number and purchase order number for this receipt.
Location	The selected location number and description for the location into which the item will be put-away.
Lot Number	This field only displays for lot control items as defined through Item Master Maintenance (MENU IAFILE). The lot number(s) for the location into which the item is being received displayed in alphabetic/numeric order.
Serial Number	This field only displays for serial number items as defined through Item Master Maintenance (MENU IAFILE). The serial number(s) for the location into which the item is being received displayed in alphabetic/numeric order.
Quantity	This field only displays for lot control items as defined through Item Master Maintenance (MENU IAFILE). The quantity of the specific lot numbers being received into the selected location.
Notes	If notes were keyed for an item in the receiving process for this warehouse location, those notes are displayed in this column.
Expire	This field only displays for lot control items as defined through Item Master Maintenance (MENU IAFILE). The expiration dates, if required, for the specific lot numbers being stored in the warehouse locations listed.

Post Items - Review Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
F2=Dsp CAS / F2=Dsp UOM	For case quantity items, the **Qty** field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display receipt quantities in the item's stocking unit of measure or in the case quantity unit of measure.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Post Items - Review Location Receipts Screen (p. 8-154).

Receiver Inquiry Header Information Review Screen



This screen displays after selecting a receiver and pressing ENTER from the Receiver List Selection Screen (p. 8-69). Use this screen to review high-level receiver information or to access data entry screens for modifications. You also may use this screen to access the PO Receiver Note Pad Screen (p. 8-136), where you may review or maintain dated events associated with a receiver, or, if using Landing Costs, access the Receiver Inquiry Header Landing Costs Screen (p. 8-163) to review landing cost values for the entire receiver.

All the fields on this screen are display only and cannot be changed.

Receiver Inquiry Header Information Review Screen Fields and Function Keys

Field/Function Key	Description
Receiver No	The company number and number of the receiver being processed.
Warehouse	The warehouse ID and description associated with the receiver.
Vendor	The vendor number and name associated with the receiver.
Currency	This field only displays when International Currency is installed and only if the vendor’s trading currency differs from the company’s local currency. This field displays the currency code and description for the vendor’s trading currency.
Description	The description of the receiver being processed.

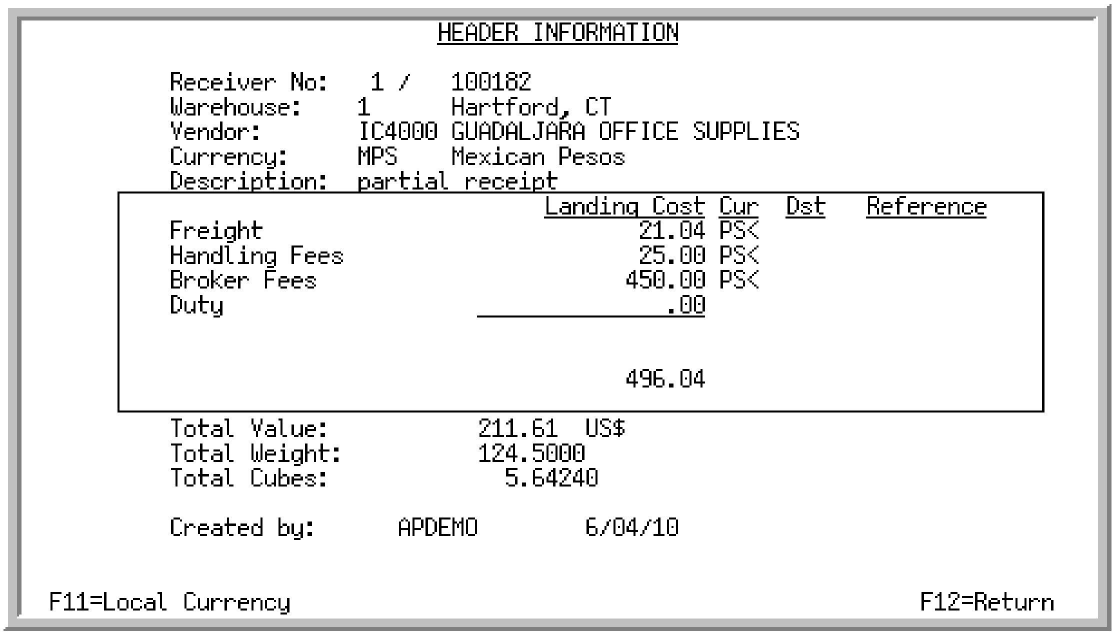
Receiver Inquiry Header Information Review Screen Fields and Function Keys

Field/Function Key	Description
Status	The status of the receiver: • **Pending Approval** • **Fully Approved** • **Done** (posted completed) • **Posting** (in process) • **Pre-received** • **Printed** (Put-Away List has been printed) NOTE: The status for the entire receiver is equivalent to the lowest status of any line item in that receiver. For example, if one item in the receiver is approved, but another item is still pending, the status for the receiver is still pending.
Ship Date	The date the items in the receiver were shipped (or the estimated date of when they will be shipped).
Receipt Date	The date the items in the receiver were received (or the estimated date of when they will be received).
Number of Items	The total number of items from all the PO lines that have been included in this receiver.
Number of Approved Items	The total number of the items included in the receiver that have been approved.
Total Value	This field displays the total value of items in the receiver. When International Currency is installed, if the vendor's trading currency differs from the company's local currency, this value will display in the company's local currency with the local currency symbol displayed to the right. The trading currency equivalent value will display on the right side of the screen with the trading currency symbol.
Total Weight	The total weight calculated by combining the individual receipt values for all items included in the receiver.
Total Cubes	The total cubes are calculated from the total cubic size of all the individual items being received in the receiver.
Created By	The ID of the user who created the receiver and the date the receiver was created.

Receiver Inquiry Header Information Review Screen Fields and Function Keys

Field/Function Key	Description
F6=Lnd Cst	The F6=LND CST function key will display only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Press F6=LND CST to display the Receiver Inquiry Header Landing Costs Screen (p. 8-163), where you may review landing cost values for the entire receiver.
F9=Note Pad	Press F9=NOTE PAD to access the PO Receiver Note Pad Screen (p. 8-136), where you may review and maintain dated events associated with the receiver, as well as add new events.
F12=Return	Press F12=RETURN to return to the Receiver Inquiry Header Information Review Screen (p. 8-160).
Enter	Press ENTER to display the Receiver Inquiry Detail Item Selection Screen (p. 8-166), which displays a list of items contained in the identified receiver.

Receiver Inquiry Header Landing Costs Screen



```
                          HEADER INFORMATION

     Receiver No:   1 /   100182
     Warehouse:    1      Hartford, CT
     Vendor:       IC4000 GUADALJARA OFFICE SUPPLIES
     Currency:     MPS    Mexican Pesos
     Description:  partial receipt
                               Landing Cost Cur  Dst    Reference
     Freight                          21.04 PS<
     Handling Fees                    25.00 PS<
     Broker Fees                     450.00 PS<
     Duty                               .00

                                     496.04
     Total Value:           211.61  US$
     Total Weight:          124.5000
     Total Cubes:             5.64240

     Created by:      APDEMO        6/04/10

F11=Local Currency                                        F12=Return
```

This overlay screen displays after pressing F6=LND CST from the Receiver Inquiry Header Information Review Screen (p. 8-160). This overlay screen is positioned in the middle of the screen and allows you view landing cost values for the entire receiver.

The landing cost fields display those landing factors being used, as determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. Related general ledger account information for landing costs is defined through G/L Transfer Definition (MENU GLXFER) in General Ledger. The formulas for calculating landing costs are defined for a vendor (and optionally a warehouse) through Landing Factors Maintenance (MENU POFILE). Finally, landing costs are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE) in Purchasing.

All the fields on this screen are display only and cannot be changed.

Important

When International Currency is installed, the Landing Costs column displays for landing cost(s) calculated in trading currencies with the specific currency symbol. If the landing cost(s) are in mixed currencies, zeros will display in the Total Landing Cost(s) field, and you must press F11=LOCAL CURRENCY to display local currency equivalents to review the Total Landing Cost(s) amount. All landing cost(s) will display the company's local currency symbol to the right and the total will appear in the company's local currency.

Receiver Inquiry Header Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost	The landing cost values displayed here are a calculated combination of those defined for each line item in the receiver. If any overrides were keyed when the receiver was entered, they will be included in this display.
Cur	When International Currency is installed, the fields in this column display the symbol for the currency associated with each landing factor. The values in the **Landing Cost** fields display in the applicable trading currency with the currency symbol displayed to the right. The F11=LOCAL CURRENCY / F11=TRADING CURRENCY key may be used to toggle to the local currency equivalents of all landing cost(s) in these fields; the local currency symbol will display to the right of each.
Dst	If a group override was previously keyed for a landing cost [through Receiver Entry/Maintenance (MENU POMAIN)], a method of distribution was required. The method of distribution displayed here determined how the override amount was to be distributed among each of the line items in the receiver. The possible distribution methods are defined as follows: • **V**: The cost was distributed to the line items according to the extended value (excluding landing costs) of those items. • **W**: The cost was distributed to the line items according to the weight of those items. • **S**: The cost was distributed to the line items according to the size of those items. • **Z**: No landing cost was entered. Each item's applicable landing cost field was zeroed out.
Reference	Any previously keyed user comment or reference information that was to assist in the association of the identified landing cost values to the source of the cost. For example, UPS (to indicate United Parcel Service) might have been keyed next to a freight landing cost incurred for that company. This would assist when matching landing cost amounts to the correct landing cost invoices by helping to associate the two. You can even use this reference during receipt validation [via Voucher Entry (MENU APMAIN)] to limit the display of items to only those with that reference.

Receiver Inquiry Header Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
(Total Landing Costs)	This field displays the total monetary amount of all landing cost(s) at the bottom of the column. **Important** This field displays for landing cost(s) calculated in trading currencies only if all landing factor costs are in the same currency. If the landing factor cost(s) are in mixed currencies, zeros will display in this field, and you must press F11=LOCAL CURR to display local currency equivalents in order to review this total. The company's local currency symbol will display to the right of all landing cost(s), and the total will appear in the company's local currency.
F11=Local Currency / F11=Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of landing cost(s) in the trading currency and a display of landing cost(s) and the landing cost total in the company's local currency. Press F11=LOCAL CURRENCY to display landing cost(s) in the company's local currency. The currency symbol for the company's local currency will display to the right of each landing cost. If landing factors are calculated using mixed currencies, the total will display in the company's local currency. Press F11=TRADING CURRENCY to display landing cost(s) in the trading currency's. The symbol for the applicable trading currency will display to the right of each cost. Note that if landing factors are calculated using mixed currencies, the total will not display.
F12=Return	Press F12=RETURN to return to the Receiver Inquiry Header Information Review Screen (p. 8-160).

Receiver Inquiry Detail Item Selection Screen

```
Receiver: 01 /   100182        RECEIVER DETAIL          WH: 1   Vendor: IC4000

  Opt Our Item No/Desc                              PO No.  Status     Received U/M
   _  A270 #10 White Envelopes 20# Woven Bond+ 100187  Appr        20.000 BOX
   .. A370 Tape Dispenser - Gray               100187  Appr        10.000 EA
   .. W1144 Electric Plug Base Unit Electric + 100187  Pend        30.000 EA













_______________________________________________________________________  Last


Options: R=Rcvr Detail     PO No:    .......
         V=View PO         Find (F6): ...........................


            F2=Desc Left       F5=Mfg Item                      F11=Order Qty
                               F6=Locate       F10=Header       F12=Return
```

This screen displays after pressing ENTER from the Receiver Inquiry Header Information Review Screen (p. 8-160). This screen displays a list of items contained in the identified receiver. Individual line items can be selected for viewing in detail, or for reviewing associated purchase order information.

The display of line items is sequenced numerically by item number, but can be manipulated in several ways:

- Key a purchase order number in the **PO No** field to display only those items associated with that PO.
- Key an item number in the **Find** field and press F6=LOCATE to bring that item number to the top of the screen.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiver Inquiry Detail Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and number of the receiver being processed.
WH	The warehouse ID and description associated with the receiver.
Vendor	The vendor number and name associated with the receiver.
Opt	Use this field to either review a receiver in detail, or view the purchase order information for a receiver. Key an R to review the receiver item in detail. The Receiver Inquiry Item Detail Screen (p. 8-171) will display. Key a V to view detailed information about the selected purchase order item. The Requisition/Purchase Order Item Detail Screen (p. 14-30) will display with detail information concerning the selected item. *Valid Values:* R, V (A 1) Required
Our Item No/Desc Mfg Item No/Desc	The stocking item number and description or the manufacturer's item number and description. The F5=MFG ITEM / F5=OUR ITEM function key is used to toggle the display between the two. Display
PO No	The purchase order number that the item is affiliated with. The displayed number may have a lower case letter appended. The letters designate the following: • **a** Line has order assignments. • **b** Line has order assignments and comments. • **c** Line has comments. Display
Status	The status of the item. The status is either: • **Pend**: Pending approval • **Appr**: Approved • **Done**: Completed • **Post**: Posted • **Prt**: Put-Away List has been printed through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • **PRcv**: Pre-received through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. Display

Receiver Inquiry Detail Item Selection Screen Fields and Function Keys

Field/Function Key	Description
On PO / Received	The quantity of the item requested by the identified PO or the quantity received. The F11=Order Qty / F11=Received Qty function key is used to toggle the display between the two. Display
U/M	The buying unit of measure respective to the ordered / received quantity for the item. Buying units of measure are defined for the item through Vendor/Item Information Maintenance (MENU POFILE). Display
PO No	Use this field to limit the display of items on this screen to only those that are affiliated with that purchase order. Key a valid purchase order to display line items associated with that purchase order only. Leave blank to display line items for all purchase orders. (A 6) Optional
Find	This field, used in conjunction with the F6=Locate function key, will bring a specific item to the top of the displayed list. Depending upon the item number/description mode you are in (toggled with F5=Mfg Item / F5=Our Item), the item number keyed must be the manufacturer's number or your (our) number. (A 27) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=Desc Left / F2=Desc Right / F2=Item & Desc key will display only if you selected not to display both description lines (as selected in System Options Maintenance (MENU XAFILE) or with the F24=Double Line / F24=Single Line hidden function key. Press F2=Desc Left to show the "left window" of the item description starting with the left-most word in the description. Press F2=Desc Right to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=Item & Desc to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is high intensity.

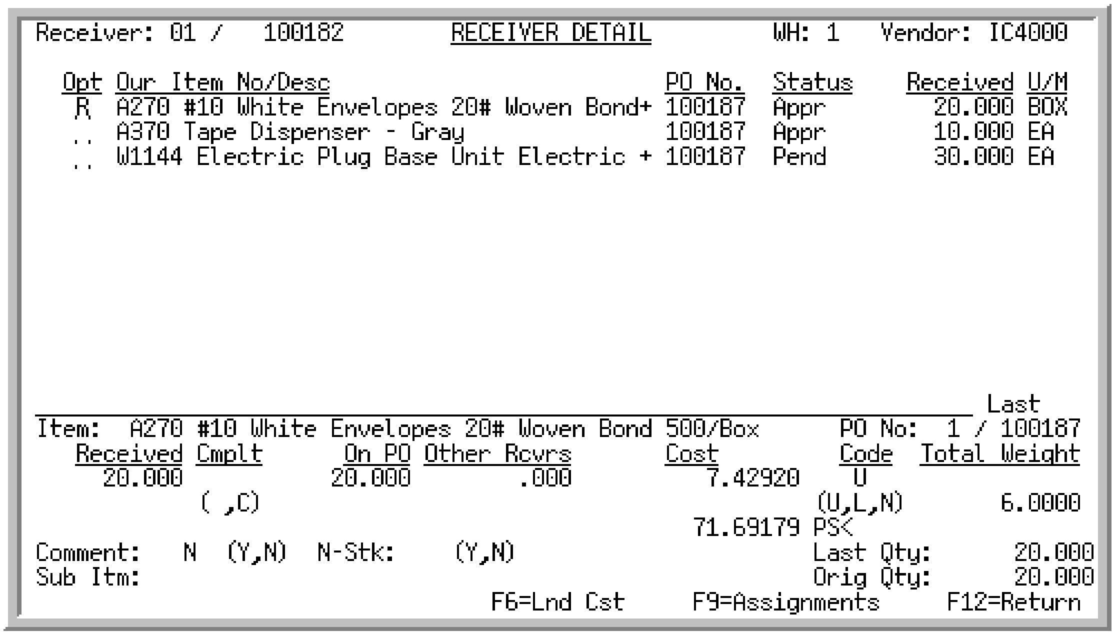
Receiver Inquiry Detail Item Selection Screen Fields and Function Keys

Field/Function Key	Description
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM key is used as a toggle to display either the manufacturer's item number or the item number in your organization (our item number) in the **Our Item No/Description** / **Mfg Item No/Description** column. Press F5=MFG ITEM to display the manufacturer's item number in the **Our Item No/Description** / **Mfg Item No/Description** column. Press F5=OUR ITEM to display the complete or partial stocking item number (our item number) in the **Our Item No/Description** / **Mfg Item No/Description** column.
F6=Locate	Press F6=LOCATE to bring the item identified in the **Find** field to the top of the display screen for processing.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=Header	Press F10=HEADER to display the Receiver Inquiry Header Information Review Screen (p. 8-160).
F11=Order Qty / F11=Received Qty	Press F11=ORDER QTY / F11=RECEIVED QTY to toggle the display between showing the quantity on order and the quantity received.
F12=Return	Press F12=RETURN to return to the Receiver Inquiry Header Information Review Screen (p. 8-160).
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

Receiver Inquiry Detail Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	If you keyed an R to review the receiver item in detail, press ENTER to display the Receiver Inquiry Item Detail Screen (p. 8-171). If you keyed a V to view detailed information about the selected purchase order item, press ENTER to display the Requisition/Purchase Order Item Detail Screen (p. 14-30). This screen provides detail information concerning a selected item.

Receiver Inquiry Item Detail Screen



This screen displays after keying an R in the **Opt** field and pressing ENTER from the Receiver Inquiry Detail Item Selection Screen (p. 8-166). This screen displays current information about the line items selected. Information displayed was originally keyed through Enter or Change Receivers or PO Receipts (MENU POMAIN).

All the fields on this screen are display only and cannot be changed.

Receiver Inquiry Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and number of the receiver being processed.
WH	The warehouse ID and description associated with the receiver.
Vendor	The vendor number and name associated with the receiver.
Opt	An R displays for those items marked for review of the receiver item in detail. A V displays for those items marked to view detailed information about the selected purchase order item on the Requisition/Purchase Order Item Detail Screen (p. 14-30).
Our Item No/Desc Mfg Item No/Desc	The stocking item number and description or the manufacturer's item number and description based on the F5=MFG ITEM / F5=OUR ITEM function key selection on the Receiver Inquiry Detail Item Selection Screen (p. 8-166).

Receiver Inquiry Item Detail Screen Fields and Function Keys

Field/Function Key	Description
PO No	The purchase order number that the item is affiliated with. The displayed number may have a lower case letter appended. The letters designate the following: • **a** Line has order assignments • **b** Line has order assignments and comments • **c** Line has comments.
Status	The status of the item. The status is either: • **Pend**: Pending approval • **Appr**: Approved • **Done**: Completed • **Post**: Posted • **Prt**: Put-Away List has been printed through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • **PRcv**: Pre-received through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed.
On PO / Received	The quantity of the item requested by the identified PO or the quantity received. The F11=ORDER QTY / F11=RECEIVED QTY function key selection on the Receiver Inquiry Detail Item Selection Screen (p. 8-166).
U/M	The buying unit of measure respective to the ordered / received quantity for the item.
Item	The item number and description of the item selected to be reviewed.
PO No	The company and purchase order number included in this receiver for the selected item being received.
Received	This field is used to display the quantity received for the specified purchase order.
Rec Cmplt	This field indicates whether or not the item is considered “received complete”. A C in this field indicates received complete; blank indicates it is not. Even if an item’s order quantity has not been met (i.e., received), it may have been decided that the line item was still “received complete”.
On PO	The quantity ordered for this line item in this PO.
Other Rcvrs	This field indicates how many of the indicated item are included in other receivers.

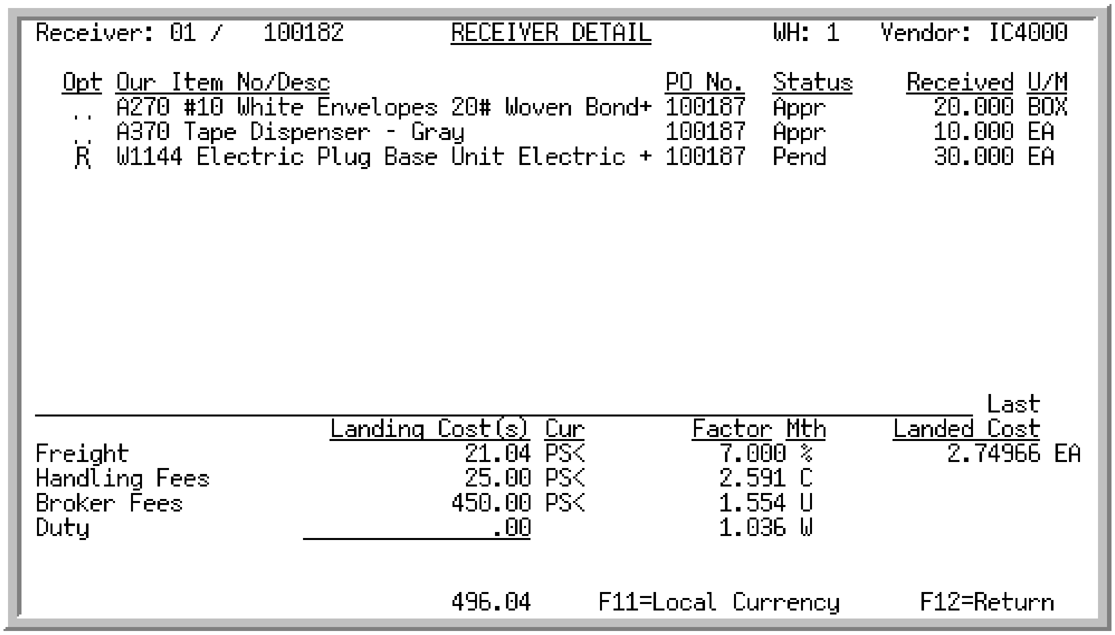
Receiver Inquiry Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Cost	This value is the current item unit cost or the lot cost. If a cost of 0 was keyed, a cost code of N (No charge) must also have been keyed. When International Currency is installed, this field displays the item cost in the company's local currency. The trading currency equivalent displays below with the trading currency symbol. The trading currency equivalent of the item's cost only shows if the trading currency differs from the company's local currency.
Cost Code	This code indicates the type of cost keyed in the **Cost** field: • U if the cost is a unit cost • L if the cost is a lot cost • N if there is no charge for this item.
Total Weight	This is the total weight for the entire quantity received (as identified in the **Received** field.) This is a required field for catch weight items. The unit weight for the item and buying U/M from the Purchase Order Detail File (PODET) is displayed for reference below the **Total Weight** when the unit weight value is greater than zero.
Comment	This field indicates whether or not receipt transaction comments are affiliated with the item. If Y is in this field, receipt item comments were entered on the I/A Receipt Comment Maintenance Screen (p. 8-110). If N is in this field, then no receipt transaction comments are indicated for this item.
N-Stk	This field identifies if the indicated substitute item is a non-stock item or not. A Y indicates that the substitute item is a non-stock item. An N indicates that the substitute item is a stocked item.
Sub Item	An item number is in this field indicates that it has been designated as a substitute item and it may be received instead of the original item.
Last Qty	This field displays the quantity last received for this line item on this receiver.
Orig Qty	This field displays the quantity that was expected to be received for this line item when the receiver was created.
F6=Lnd Cst	The F6=LND CST function key will display only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Press F6=LND CST to display the Receiver Inquiry Detail Landing Costs Screen (p. 8-175).

Receiver Inquiry Item Detail Screen Fields and Function Keys

Field/Function Key	Description
F9=Assignments	The F9=ASSIGNMENTS function key displays only if all the following are true: • Warehouse Management is installed. • The item selected has been defined as a lot or serial item [lot/serial determination is done through Item Master Maintenance (MENU IAFILE)]. • The lot/serial assignments were not made during put-away (MENU WMMAIN). To add or change lot/serial assignments made during put-away, you must access the put-away function through Warehouse Management (MENU WMMAIN). Press F9=ASSIGNMENTS to display the Assignments - Lot No. Screen (p. 8-118) or Assignments - Serial No. Screen (p. 8-118).
F12=Return	Press F12=RETURN to return to the Receiver Inquiry Detail Item Selection Screen (p. 8-166).
Enter	When multiple items were selected for receiver detail review, pressing ENTER will display the next item selected for review. After the last item is reviewed, the Receiver Inquiry Detail Item Selection Screen (p. 8-166) displays.

Receiver Inquiry Detail Landing Costs Screen



This overlay screen displays after pressing F6=LND CST from the Receiver Inquiry Item Detail Screen (p. 8-171). Use this screen to view landing cost amounts for specific items.

The Landing Cost fields display those landing factors being used, as determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. The formulas for calculating landing costs are defined for a landing code (and optionally a warehouse) through Landing Factors Maintenance (MENU IAFILE). Finally, the landing codes are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE).

When International Currency is installed, if the landing cost(s) are in mixed currencies, zeros will display in the **Total Landing Cost(s)** field, and you must press F11=LOCAL CURR to display local currency equivalents to review the total. All landing cost(s) will display the company's local currency symbol to the right and the total will appear in the company's local currency.

All the fields on this screen are display only and cannot be changed.

Receiver Inquiry Detail Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
(Landing Factor Descriptions)	The first column displays the landing factors defined through Warehouse Numbers Maintenance (MENU IAFILE).
Landing Cost(s)	The Landing Cost(s) extended value totals based on the receipt quantity for the individual landing factor.

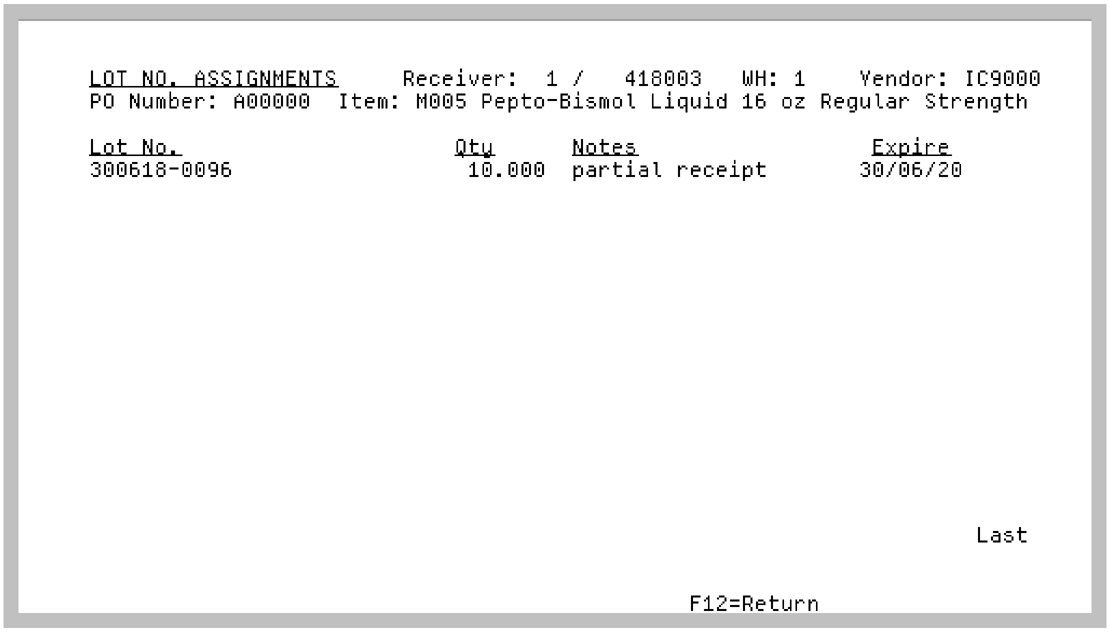
Receiver Inquiry Detail Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
(Total Landing Cost(s))	This field displays the total value of items in the receiver. When International Currency is installed, if the vendor's trading currency differs from the company's local currency, this value will display in your the company's currency with the local currency symbol displayed to the right. The trading currency equivalent value will display on the right side of the screen with the trading currency symbol displayed to the right.
Factor	The landing factor with which the landing costs were calculated based on the receiving warehouse, in accordance with the values in the **Mth** field.
Mth	This field displays the method previously used to calculate the landing costs values. The possible values are described as follows: • %: Defines the landing factor amount as a percentage of the line item's extended cost. • C: Defines the landing factor amount as a specific currency amount. • U: Defines the landing factor amount as a currency amount per item based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total charge for all units in a line item. • W: Defines the landing factor amount to be a currency amount per line item weight based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total weight of all items included in a line. • S: Defines the landing factor amount to be a specific currency amount per size (cube) based on the purchasing unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total cubic space for all units in the line item. • Z: Defines the landing factor amount to be zero. • G: Identifies that the landing cost has been overridden on a group level.
Landed Cost	This is the total cost of the item calculated as the vendor's price plus all individual landing costs. This amount will be shown for both the purchase order unit of measure and the costing unit of measure, if different.

Receiver Inquiry Detail Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Currency/ F11=Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of landing costs in the trading currency and a display of landing costs and the landing cost total in the company's local currency. Press F11=LOCAL CURRENCY to display landing costs in the company's local currency. The currency symbol for the company's local currency will display to the right of each landing cost. The total also will display in the company's local currency. Press F11=TRADING CURRENCY to display landing costs in the trading currency(ies). The symbol for the applicable trading currency will display to the right of each cost. Note that if landing factors are calculated using mixed currencies, the total will not display.
F12=Return	Press F12=RETURN to return to the Receiver Inquiry Item Detail Screen (p. 8-171).

Receiver Inquiry Detail Lot No / Serial No Assignments Screen



NOTE: This screen displays only if Warehouse Management is installed.

This screen displays after pressing F9=ASSIGNMENTS from the Receiver Inquiry Item Detail Screen (p. 8-171). Use this screen to view lot control information or serial numbers being received for the specific items.

All the fields on this screen are display only and cannot be changed.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiver Inquiry Detail Lot No / Serial No Assignments Screen

Field/Function Key	Description
Receiver	The company number and the number of the receiver in which the lot or serial items are included.
WH	The number of the warehouse in which the assignments will be made.
Vendor	The vendor associated with the receiver.
PO Number	The purchase order number being received.
Item	The number and description of the item.

Receiver Inquiry Detail Lot No / Serial No Assignments Screen

Field/Function Key	Description
Serial Number	This field only displays on the Assignments - Serial No. Screen for items that are defined with **WH Mgmt Code** of S in Item Master Maintenance (MENU IAFILE). The serial number for each item assigned to this warehouse location.
Lot Number	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The lot number(s) of the item(s) assigned to this warehouse location.
Qty	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The quantity of items in each lot. The sum of the quantities of all lots keyed on this screen must equal the quantity of items selected to pre-receive in this warehouse location.
Notes	The notes keyed for this assignment, if any. When keying an assignment on this screen, you may optionally key up to 20 characters of notes regarding the lot number or serial number being assigned.
Expire	This field only displays on the Assignments - Lot No. Screen for items that are defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The expiration date of the lot, if any.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Receiver Inquiry Item Detail Screen (p. 8-171).

CHAPTER 9

PO Receipts Edit List

9

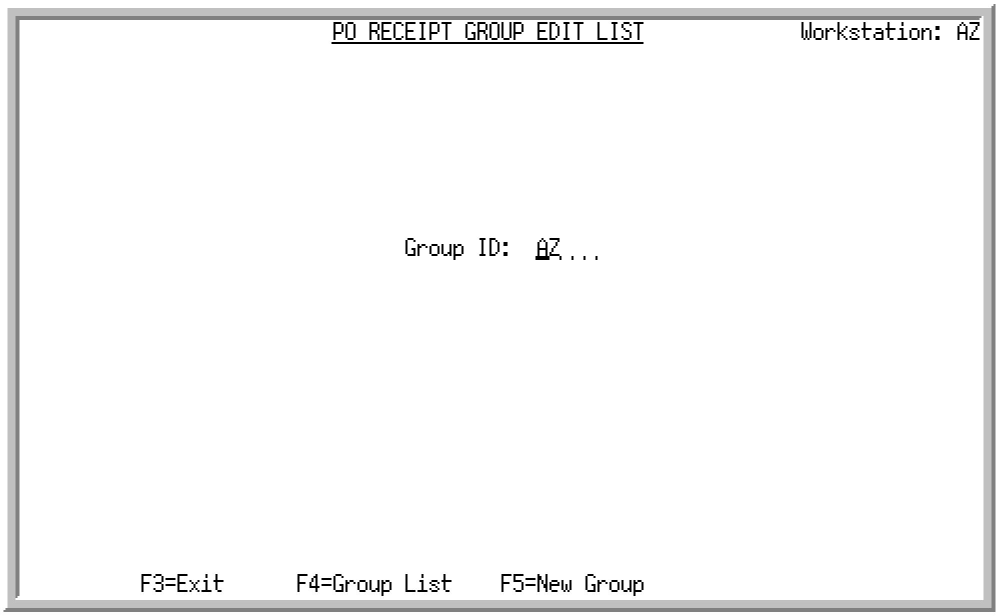
This option is used to print the Purchase Order Receipts Edit List. Before posting purchase order receipts through PO Receipts Register (MENU POMAIN), you may optionally print this report to validate and verify the receipts keyed through Enter or Change Receivers or PO Receipts (MENU POMAIN).

PO Receipts Edit List

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
PO Receipt Group Edit List Screen	Use to select the receipt group for which purchase order (PO) receipts were keyed that will print on the Purchase Order Receipts Edit List.
Purchase Order Receipts Edit List	Prints the purchase order receipts that were keyed at the workstation selected on the PO Receipt Group Edit List Screen.

PO Receipt Group Edit List Screen



This screen displays after selecting option 5 - PO Receipts Edit List from Menu POMAIN. This screen is used to select the receipt group for which purchase order (PO) receipts were keyed that will print on the Purchase Order Receipts Edit List (p. 9-4).

PO Receipt Group Edit List Screen Fields and Function Keys

Field/Function Key	Description
Workstation ID	The ID of the physical workstation. This will be used as the default for the **Group ID** for receipt processing. Display
Group ID	Key the one to five character Group ID (or leave the default) of the receipt group to be included in the report. The F5=NEW GROUP function key is available to clear the field prior to keying a group ID, if desired. Use the F4=GROUP LIST function key to display a list of existing receipt groups. *Default Value:* The Workstation ID of the physical workstation. (A 5) Required
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F4=Group List	Press F4=GROUP LIST to display a list of existing receipt groups. The PO Receipt Processing Selection Screen (p. 8-7) will display.
F5=New Group	Press F5=NEW GROUP to clear the GROUP ID field prior to keying a different receipt group ID.

PO Receipt Group Edit List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the selected receipt group. The PO Receipt Processing Screen (p. 8-14) appears. When you press ENTER from that screen, the Report Options Screen appears. When you press ENTER from the Report Options screen, the Purchase Order Receipts Edit List (p. 9-4) is printed.

Purchase Order Receipts Edit List

```
PO320   04/13/11  18:02:02              PURCHASE ORDER RECEIPTS EDIT LIST                AB/APDEMO          PAGE:    1
                                                For Group: SS
                                Update          Receipt                    Cmp      Receipt  Cost       Receipt       Remaining
Item No/Description          NS In Avg  Ord Bal  U/M    Qty        PO Cost  Lot Cd     Cost   Code        Value         Balance
-------------------------------------------------------------------------------------------------------------------------------
Po No: 100199    Vendor: 100    SHARP INTERNATIONAL           Receipt Date: 01/10/11   Whse: 1
A100                          N  Y Y     100.000 EA      5.000       399.99000             399.99000 U         1,749.96       95.000
Sharp Fax Machine                Model SX-765
A110                          N  Y Y     100.000 EA      5.000       549.99000             549.99000 U         2,406.21       95.000
Sharp Copier                     Model Z-57
                        Landing Costs                   Dst   Reference
 Freight                               95.00            I
 Handling Fees                        950.00            I
 Broker Fees                           15.00            I
 Duty                                  30.00            I
                                         .00            Z
                                         .00            Z
                           Total PO Receipts:         10.000                                           4,156.17  US$
                         Final Total Receipts:        10.000                                           4,156.17  US$
```

This report prints the purchase order receipts that were keyed in the group selected on the PO Receipt Group Edit List Screen (p. 9-2). The entered receipts are printed in sequence by purchase order number; for each purchase order number, by item number.

Purchase Order Receipts Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
PO No	The purchase order number assigned when the purchase order is created.
Vendor	The number and name of the vendor with whom the order is placed.
Receipt Date	The date on which receipts were keyed for this purchase order.
Whse	The warehouse where the items on the purchase order were received.
Item No/Description	The stocking item number and description that are used.
NS	The Non Stock field will be Y if the item is a non-stock item, or N if the item is a stocked item.
Upd In	Update inventory will be Y if this item's inventory balances will be updated when this item receipt is posted; N if inventory is not updated.

Purchase Order Receipts Edit List

Report/Listing Fields	Description
Upd Avg	Update average cost will be Y if the average cost of this item is updated when this item receipt is posted; N if it is not.
Ord Bal	The order balance is the quantity of the item that was ordered.
U/M	The unit of measure corresponding to the order quantity balance, one of the buying units of measure.
Receipt Qty	The quantity of items that were received, as entered through Enter or Change PO Receipts (MENU POMAIN) for this purchase order.
PO Cost	The cost of the item, as indicated on the purchase order. When International Currency is installed, the cost of the purchase order in the vendor’s trading currency is shown below the company’s local currency.
Lot	When this field is a Y, it indicates that the item is using lot charge pricing, otherwise this column is blank.
Cmp Cd	The item complete ship code of C reflects the quantity of this item that has been received is less than the quantity that was ordered, yet the item was closed when receipts were posted; otherwise this code is blank. A warning message may print: *** **WARNING: Rec'd complete code is "C", but qty rec'd less than bal due.**
Receipt Cost	The cost of the item when the item was received. This will be different only if you changed the item cost when entering receipts through Enter or Change PO Receipts (MENU POMAIN). When International Currency is installed, the receipt cost in the vendor’s trading currency is show below the company’s local currency.
Cost Code	The cost code assigned to this item on the purchase order: U for unit cost, L for lot cost, N for no charge cost.
Receipt Value	The total received monetary value of the item. When International Currency is installed, the receipt value of the purchase order in the vendor’s trading currency is shown below the company’s local currency.
Remaining Balance	The quantity, in the buying unit of measure, that remains to be received for this item
Transaction Comment	Transaction comments added during the creation or modification of a transaction are displayed on this list. If no comments were created for the transaction, none will print.

Purchase Order Receipts Edit List

Report/Listing Fields	Description
Landing Costs, Dst, Reference	When an item has landing costs associated with it, the amount of the landing costs that will be added to the item's cost is shown for each landing factor identified. The distribution code and reference information per landing factor is also shown.
Total PO Receipts Quantity	Reflects the hash total of quantities for the purchase order.
Total PO Receipts Value	The total item receipt value based on the item's receipts in this purchase order. When International Currency is installed, the total receipt value of the purchase order in the vendor's trading currency is shown below the company's local currency.
Final Total PO Receipts Quantity	The final hash total of quantities for all the purchase orders in this receipt group.
Final Total PO Receipts Value	The final total item receipt value based on all the item's receipts in this receipt group expressed in the company's local currency.

CHAPTER 10

Work With Special Orders

10

This option is used to maintain special orders that are created through Order Entry. Use this option to work with special order items and review special orders by vendor.

If your company is not using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), use this option to manually maintain your special orders.

If your company is using the change request process, you will not have to manually change all special order components (customer order, special order, and requisition/purchase order) to keep values in sync. Instead, the change request process, accessed through this menu option, provides a central location where you can enter changes pertaining to a special order, eliminating the need for you to manually perform multiple tasks to maintain the separate components of a special order.

NOTE: The change request process is not intended for use with the warehouse transfer company.

For additional information about using special order processing and the change request process, refer to Purchasing Overview (p. 1-1), Purchase Order Processing (p. 2-1), and “Special Order Processing Overview” on page 4-1, and Tools to Assist the Buyer (p. 5-1).

Important

If the vendor has not been assigned in O/E, or if there is not a primary vendor identified in the Item Balance File, you must run this option after creating any special orders in Order Entry, and before creating a requisition through Enter or Change Requisitions (MENU POMAIN) of this menu or Special Order Automatic Req Creation (MENU POMAST), so that the special order can be copied to the new requisition.

Work with Special Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Work With Special Orders Selection Screen	Use to select the special order items you want to review or maintain.
Vendor Summary Screen	Use to review the vendors for whom special orders have been created.
Work With Special Orders Screen	Use to change or review a special order line item. You can also use this screen to submit or maintain a change request or review all change requests for a special order line item, if your company is using the change request process.
Work With Special Orders Change Screen	Use to change Special Orders File (SPORD) values associated with the special order item.
Special Orders Comments Screen	Use to mark line level and order level comments in the customer order to be copied into the requisition/PO, and to modify, remove, or review selections.
End Special Order Selection Screen	Use to review summary information of the special order items selected for this requisition/purchase order, and update the requisition/purchase order with these special order items.

Work With Special Orders Selection Screen

```
                    WORK WITH SPECIAL ORDERS SELECTION

WH?            1 .
Vendor:        .......    Req No.: .......   PO No.: .......
Company?       ...
Buyer?         ....  (F4)

Status:        3    1 = Unordered Only    2 = Ordered Only
                    3 = Unordered and Ordered
                    9 = History Only

Type:          A    S = Special Orders  N = Non-Stocks
                    D = Drop Ships      A = All Types

Held Orders:   A    Y,N,A = All

Customer:      ..........
Order Number:  ......

Item Number:   ...........................
Our/Mfg:       ..   O = Our M = Mfg

 F3=Exit            F4=Vnd/WH Summary       F6=Chg Rqst Inq
 F15=Itm Sch        F16=Vnd Sch             F18=Cust Sch
```

This screen displays after selection option 7 - Work with Special Orders (MENU POMAIN). Use this screen to select the special order items you want to review or maintain. Filters are provided to limit the special order items you want to maintain or review to only those that match the criteria you enter. Using selection criteria, you can locate the latest special orders that have not yet been placed on purchase orders, review previously ordered line items to select for change, and access special order history to review past order information.

You can also use this screen to access detail and summary information for each vendor's special orders, search for an item, vendor, or customer, or access the Special Order Change Request Inquiry (MENU POMAIN).

NOTE: If Work with Special Orders is accessed from the Req/PO Inquiry (MENU POMAIN), this screen will be bypassed.

Work With Special Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	Key the number of the warehouse for which you want to review or maintain special order line items. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Vendor	Key the number of the vendor to whom the special orders that you want to review or maintain are assigned. Leave this field blank to display only those special orders that have not been assigned to a specific vendor. When a special order is created, the vendor to which the special order is assigned is the one that has been defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE) unless that vendor was overridden during Order Entry. If a vendor has not been so defined for the item and warehouse, the special order is created for the vendor assigned to the item through Item Master Maintenance (MENU IAFILE). If you have not defined a vendor for the item through Item Balance Maintenance or through Item Master Maintenance, the special order has not been created for a specific vendor. You must assign the special order to a vendor through this option. If you do not know the vendor's number, use the vendor search by pressing F16=VND SCH to display vendors meeting search word criteria, or F4=VND/WH SUMMARY to display vendors for whom special orders have been created. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE). The **Vendor** field is required to inquire by a **Req No** or a **PO No**. (A 6) Optional
Req No	Use this field to limit the special orders you want to review or maintain to a specific Requisition number. Key the Requisition number. You must key a vendor number in the **Vendor** field and a company number in the **Company** field if a value is entered in this field. (A 6) Optional

Work With Special Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
PO No	Use this field to limit the special orders you want to review or maintain to a specific Purchase Order number. Key the Purchase Order number. You must key a vendor number in the **Vendor** field and a company number in the **Company** field if a value is entered in this field. (A 6) Optional
Company	If the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE), this field is for display purposes only. Key the number of the company for which you want to review or maintain special order line items. If you keyed a customer number in the **Customer** field or keyed a **Req No** or **PO No**, this field is required; otherwise, this field is optional. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional/Required
Buyer	Use this field in conjunction with the F4=VND/WH SUMMARY function key to review vendor/warehouse special order summary information for vendors or vendors/warehouses to whom this buyer is assigned. Key the buyer code. Buyer codes may be assigned to: • a vendor through Vendors Maintenance (MENU POFILE, MENU APFILE) • a vendor/warehouse through Vendor/Warehouse Assignments (MENU POFILE) • a vendor/item through Vendor/Item Information (MENU POFILE) • a vendor/item/warehouse through Vendor/Item Information (MENU POFILE) *Valid Values:* A buyer defined through Buyers Maintenance (MENU POFILE). (A 3) Optional

Work With Special Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Status	Use this field to limit the special orders you want to review or maintain to a specific ordered status. Key 1 to review or maintain special order items that have not yet been included on a requisition/purchase order (unordered only). Key 2 to review or maintain special order items that have been included on a requisition/purchase order (ordered only). Key 3 to review or maintain special order items that are both unordered and ordered. Key 9 to review only special order items that are in history. Special order history is retained based on company-level options defined through Special Order Options Maintenance (MENU XAFILE). *Default Value:* 3 (N 1,0) Required
Type	Use this field to limit the special orders you want to review or maintain to a specific special order type. Key S to review or maintain special order items (items that are not drop-ship or non-stock items). Key N to review or maintain special order non-stock items (items that are defined through Item Master Maintenance (MENU IAFILE), to not update inventory) that require a special order. Key D to review or maintain special order drop-ship items (items to be shipped directly from your vendor to your customer). This order type is only available if your company is using drop-ship items, as determined through Order Entry Options Maintenance (MENU XAFILE). Key A to review or maintain all types of special orders: special orders, non-stocks, and drop-ships (if being used). *Default Value:* A (A 1) Required
Held Orders	Use this field to limit the special orders you want to review or maintain by their customer order's hold status. Key Y to review or maintain special order items that reside on held customer orders. Key N to review or maintain special order items that do not reside on held customer orders. Key A to review or maintain special order items that reside on both held customer orders and customer orders that are not held. *Default Value:* A (A 1) Required

Work With Special Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer	Use this field to limit the special orders you want to review or maintain to those for a specific customer. Key the number of the customer for whom the special orders were created. If you key a customer number in this field, you must key a company number in the **Company** field. *Valid Values:* A customer defined through Customer Master Maintenance (MENU ARFILE) (N 10,0) Optional
Order Number	Use this field to limit the special orders you want to review maintain to those on a specific order. Key the customer order number associated with the special order items you want to review or maintain. (A 5) Optional
Item Number	Use this field to limit the special orders you want to review or maintain to a specific item number. Key the number of the item that has been special ordered. (A 27) Optional
Our/Mfg	If you keyed an item number in the **Item Number** field, use this field to specify the type of item number (either your item number or the manufacturer's item number) that the item number in that field is. Key O to review or maintain an item that has an item number that matches your item number keyed in the **Item Number** field. Key M to review or maintain an item that has an item number that matches the manufacturer's item number keyed in the **Item Number** field. (A 1) Optional
F3=Exit	Press the F3=EXIT function key to exit this screen. MENU POMAIN will appear.
F4=Vnd/WH Summary	Press the F4=VND/WH SUMMARY function key to display a summary of special order information by the specified vendor and warehouse. The Vendor Summary Screen (p. 10-9) will display.
F6=Chg Rqst Inq	Press the F6=CHG RQST INQ function key to access the S/O Change Request Inquiry (p. 20-1), where you can review and maintain change requests that have occurred.

Work With Special Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
F15=Itm Sch	Press the F15=ITM SCH function key to access the Item Description Search, where you can search for and select an item associated with the special orders you want to review or maintain. Refer to the Inventory Accounting User Guide for an explanation of the Item Description Search Screen.
F16=Vnd Sch	Press the F16=VND SCH function key to access the Vendor Search, where you can search for and select a vendor associated with the special orders you want to review or maintain. The Vendor Search Screen (p. 43-7) appears.
F18=Cust Sch	Press the F18=CUST SCH function key to access the Customer Search, where you can search for and select a customer associated with the special orders you want to review or maintain. Refer to the Accounts Receivable User Guide for an explanation of the Customer/Ship-To Search - Customer Search Screen.
Enter	Press ENTER to confirm your selections, and continue to the next screen.

Vendor Summary Screen

```
                               VENDOR SUMMARY
                                                 |-------- Orders ---------|
   WH  Buy  Vendor Name                           Dr SHP   Non St   Sp Ord
1  1               Vendor not Assigned                        4
2  1   102  IC3000 SAUERKRAUT PRODUCTS                                  1
3  1   103  100    SHARP INTERNATIONAL                                  3
4  1   101  1700   SENTRY CABINETS                    1

5  1   103  200    K & M CORPORATION                                    8
6  1   103  300    AMERICAN CALENDAR                                    2







                                                                    Last
         Select: _ .
- or -
         WH? 1 .   Vendor: .......   Co? ...   Buyer: ....   Status: A  (A,O,P)

F4=Summary Rpt   F2=Detail Rpt   F5=Units   F12=Return   F16=Vnd Sch
```

This screen displays after pressing F4=VND/WH SUMMARY on the Work With Special Orders Selection Screen (p. 10-3). This screen displays the vendors for whom special orders have been created for the type of special orders selected on the Work With Special Orders Selection Screen (p. 10-3).

You may restart the search with different criteria, view detail information, and print the Special Order Summary Report (MENU POREPT) with the F4=SUMMARY RPT function key or Special Order Detail Report (MENU POREPT) with the F2=DETAIL RPT function key.

Vendor Summary Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the vendor displayed. To select a vendor for whom special orders are to be maintained, or to print the Special Order Summary Report (p. 40-4) or the Special Order Detail Report (p. 41-4), you must key this number in the **Select** field on this screen. Display
WH	The Warehouse ID of the warehouse selected on the Work With Special Orders Selection Screen (p. 10-3). Display

Vendor Summary Screen Fields and Function Keys

Field/Function Key	Description
Buy	The code of your buyer for this vendor. You may display vendors for a single buyer if specified in the **Buyer** field on the Work With Special Orders Selection Screen (p. 10-3). NOTE: If a code in this column is highlighted, this indicates that there are special orders included in that vendor's summary which are not assigned to any buyer. If asterisks (***) display in this column, this indicates that the special orders included in that vendor's summary are assigned to multiple buyers or possibly no buyer at all if one has not been assigned. Display
Vendor	The vendor number. If you specified a single vendor in the **Vendor** field on the Work With Special Orders Selection Screen (p. 10-3), then only that vendor will display on this screen. Display
Name	The name of the vendor. Vendor not Assigned will group together all special orders not yet assigned to a vendor. Display
Orders/Units Dr Shp, Non St, Sp Ord	The number of orders or units of drop-ship, non-stock, and special order types of special orders for each vendor. You may display orders or units using the F5=UNITS / F5=ORDERS toggle key. Display
Select	Key the **Reference Number** of the vendor for whom a report will be printed, or special orders will be maintained. After keying the reference number in this field, press F4=SUMMARY RPT to print the Special Order Summary Report (p. 40-4); press F2=DETAIL RPT to print the Special Order Detail Report (p. 41-4); or press ENTER to maintain special orders for the vendor. (N 2,0) Required
WH	Key the warehouse to limit the data for which you want a vendor summary displayed. If this field is left blank, vendor summaries will be displayed for all warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

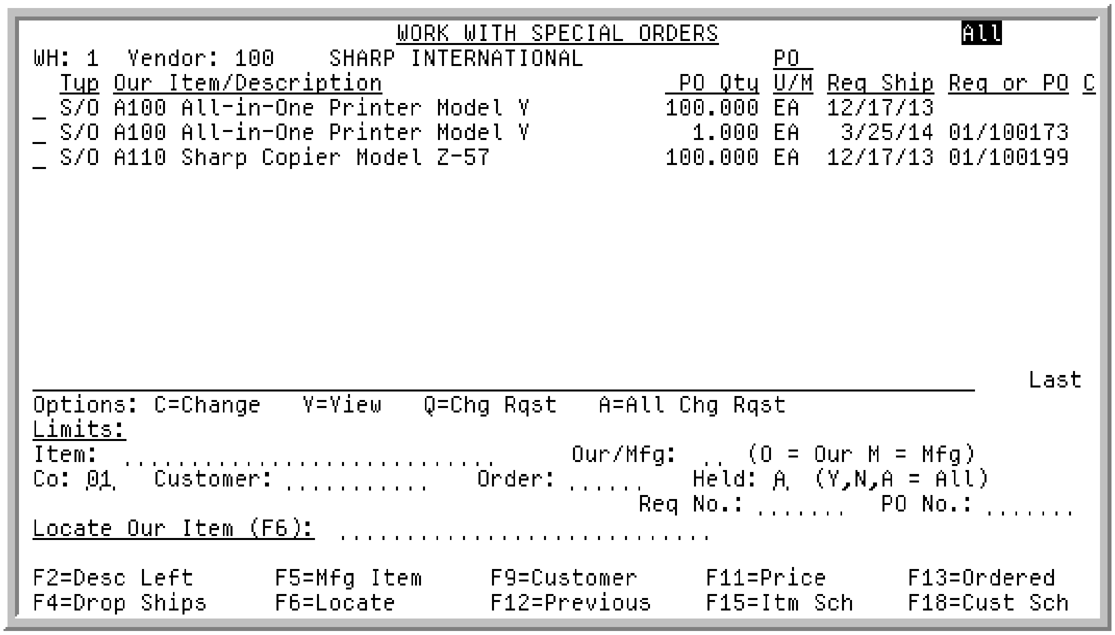
Vendor Summary Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the vendor for which summary information will be displayed. If this field is left blank, summary information will display for all vendors, including the special orders that are not assigned to a vendor. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Required
Co	Key the company number to limit the data for which special orders will be summarized. If a company is entered then only orders for the company keyed will be included in the summary information. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Buyer	Key the code of the buyer whose vendors will be included in the vendor summary information. Additionally, all vendors that do not have an associated buyer will have vendor summary displayed if they meet the additional selection criteria. *Valid Values:* a buyer codes are defined through Buyers Maintenance (MENU POFILE). Buyer codes may be assigned to a vendor (through MENU POFILE), vendor/warehouse (through MENU POFILE), vendor/item (through MENU POFILE), and/or vendor/item/warehouse (also through MENU POFILE). (A 3) Required
Status	Use to determine the data to be included in the vendor summary information on this screen. Key A to have all special orders included in the special order information. Key O to have only special orders that have been placed in a requisition or purchase order be included. Key P to have special orders that have not been included in a requisition or purchase order be included. *Valid Values:* A, O, P (A 1) Optional
F2=Detail Rpt	Press F2=DETAIL RPT after keying a **Reference Number** in the **Sel** field to print the Special Order Detail Report (p. 41-4) for the selected vendor. The Report Options Screen will display and the report will print. Refer to the Appendix section of the Cross Applications User Guide for details about the Report Options Screen.

Vendor Summary Screen Fields and Function Keys

Field/Function Key	Description
F4=Summary Rpt	Press F4=SUMMARY RPT after keying a **Reference Number** in the **Sel** field to print the Special Order Summary Report (p. 40-4) for the selected vendor. The Report Options Screen will display and the report will print. Refer to the Appendix section of the Cross Applications User Guide for details about the Report Options Screen.
F5=Units/F5=Orders	Press F5=UNITS / F5=ORDERS to toggle between displaying the quantity of units (items) or the number of orders containing special orders for this vendor in the **Orders** / **Units** fields for the three columns **Dr Shp**, **Non St**, and **Sp Ord**. Press F5=UNITS to display the quantity of units that have been special ordered for each vendor. The quantity of units is the total number of all items special ordered for the vendor. Press F5=ORDERS to display the quantity of orders that contain special ordered items for each vendor.
F12=Return	Press F12=RETURN to return to the Work With Special Orders Selection Screen (p. 10-3).
F16=Vnd Sch	Press F16=VND SCH to display the Vendor Search Screen (p. 43-7). From this screen, you may display and select vendors using part or all of the vendor name.
Enter	The ENTER key has two functions. Press ENTER after keying a **Reference Number** in the **Select** field to maintain special orders for that vendor. The Work With Special Orders Selection Screen (p. 10-3) will display. Press ENTER after keying limiting criteria in the **WH**, **Vendor**, **Co**, **Buyer** or **Status** fields. The screen will redisplay to match the selected criteria.

Work With Special Orders Screen



```
                             WORK WITH SPECIAL ORDERS                  All
WH: 1  Vendor: 100    SHARP INTERNATIONAL                     PO
  Typ Our Item/Description                             PO Qty U/M Req Ship Req or PO C
_ S/O A100 All-in-One Printer Model Y                 100.000 EA  12/17/13
_ S/O A100 All-in-One Printer Model Y                   1.000 EA   3/25/14 01/100173
_ S/O A110 Sharp Copier Model Z-57                    100.000 EA  12/17/13 01/100199

                                                                              Last
Options: C=Change   V=View   Q=Chg Rqst   A=All Chg Rqst
Limits:
Item: ...........................     Our/Mfg: ..  (O = Our M = Mfg)
Co: 01   Customer: ..........   Order: ......   Held: A  (Y,N,A = All)
                                            Req No.: .......   PO No.: .......
Locate Our Item (F6): ...........................

F2=Desc Left      F5=Mfg Item      F9=Customer     F11=Price      F13=Ordered
F4=Drop Ships     F6=Locate        F12=Previous    F15=Itm Sch    F18=Cust Sch
```

Depending on where you accessed this screen from, determines what information will be displayed, as outlined in the following bullets:

- If you accessed this screen from within this menu option, this screen displays all special order line items that match the criteria entered on the Work With Special Orders Selection Screen (p. 10-3).
- If you accessed this screen from Enter or Change Requisitions (MENU POMAIN) or Req/PO Inquiry (MENU POMAIN), based on Special Order Options Maintenance (MENU XAFILE), this screen displays all items that have been put on special order for the selected warehouse, company, and vendor. In addition to the options (C, V, Q and A) available on this screen, if you accessed this screen through Enter or Change Requisitions, two additional options (O and R) will be available. You can order one or more of the available special order items, which will include them on the current requisition/purchase order or, if the items are already selected for inclusion on a requisition/purchase order, remove the items' inclusion status; the item(s) will not be included on the current requisition/purchase order.
  - When attempting to order (O) one or more special order items, which will be added to the requisition, if the items are from a special order that is currently on (or eventually will be on) a Credit (CR) or Slow Pay (SP) hold and the Purchasing options (MENU XAFILE) are set to not allow the PO print for special orders on CR or SP hold, you will receive the message: **WARNING - One or more selected orders are on CR or SP hold**. You will not be allowed to print the Purchase Order until the hold has been cleared, but you will still be allowed to add the items to the requisition.
- If you accessed this screen from the Requisition/Purchase Order Header Screen (p. 14-23) via the Req/PO Inquiry option (MENU POMAIN), this screen displays only special order line items that are placed on the Req/PO selected on the Req/PO Inquiry Screen (p. 14-9).
- If you accessed this screen via F14=Open Sp Ord from the Requisition/Purchase Order Header Screen (p. 14-23), this screen will be limited to only open (not in history) special order items placed on the Req/PO selected. If you accessed this screen via F16=Hist Sp Ord from the Requisition/

Purchase Order Header Screen (p. 14-23), this screen will be limited to only history special order items placed on the Req/PO selected.

NOTE: If you accessed this screen via F14=OPEN SP ORD from the Requisition/Purchase Order Header Screen (p. 14-23), you must have authority to access the Work With Special Orders menu option (MENU POMAIN) in order to maintain special orders.

- If you accessed this screen via F7=MNT LNK from the Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) in Buyers Workbench (MENU POREPT), this screen will be limited to only special orders that have not been placed on a requisition, purchase order, or a different suggested order run number than the one that you are maintaining links for.
  - In addition to the options (C, V, Q and A) available on this screen, two additional options (L and U) will be available. You can link one or more of the available special order items, which will include them on the current suggested order run or, if the items are already selected for inclusion on the current suggested order run, unlink the items' inclusion status; the item(s) will not be included on the current suggested order run.

Use this screen to change or review a special order line item. If your company is using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), you can also use this screen to submit or maintain a change request or review all change requests for a special order line item. The change request process is not intended for use with the warehouse transfer company.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
All/Unordered/Ordered OR All/Linked/Unlinked (if accessed from BWB)	This field indicates which special orders are currently displayed on this screen. The display is toggled with the F13=ORDERED / F13=UNORDERED / F13=ALL function key as follows: • **Unordered** - the special order items displayed have been created, but have not been selected to order on a requisition. • **Ordered** - the special order items displayed have been selected for a requisition. • **All** - the special order items displayed are both unordered and ordered. If this screen is accessed from Buyers Workbench (BWB), this field instead indicates which special orders are currently linked or unlinked to this suggested order, as toggled as follows with the F13=LINKED / F13=UNLINKED / F13=ALL function key: • **Unlinked** - the special order items displayed have not yet been linked to this suggested order. • **Linked** - the special order items displayed have been linked to this suggested order. • **All** - the special order items displayed are both unlinked and linked to this suggested order. Display
WH	The warehouse for which special orders are being reviewed. Display
Vendor	The vendor or **Vendor not Assigned** for which special orders are being reviewed. Display

Work With Special Orders Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Options: C, V, Q, A</td><td>
This field is located to the left of the Typ column on the top portion of this screen.
If you accessed this screen from Work with Special Orders (p. 10-1), use this field to change or review a special order line item, or to submit or maintain a change request or review all change requests for a special order line item, if your company is using the change request process as determined through Special Order Options Maintenance (MENU XAFILE).
See the next two fields (Options: O, R and Options: L, U) for further functions.
Key C in the Options field before the special ordered line item you want to change.
NOTE: If you accessed this screen from the Req/PO Inquiry (MENU POMAIN), but are not authorized to use the Work With Special Orders menu option (MENU POMAIN), you will not be allowed to use this option to make changes to special orders.
Key V in the Options field for the special ordered line item you want to review in detail. This option calls the Order Display Screen, which is explained in the Order Entry User Guide.
Key Q in the Options field for the special ordered line item for which you want to submit or maintain a change request. This option is only available if you are using the change request process as determined through Special Order Options Maintenance (MENU XAFILE).
Key A in the Options field for the special ordered line item for which you want to review all existing change requests (both open requests and closed requests for the current order only; if you want to review change requests for previous generations of the order, refer to the S/O Change Request Inquiry, MENU POMAIN). This option is only available if you are using the change request process as determined through Special Order Options Maintenance (MENU XAFILE).
(A 1) Optional
</td></tr>
</table>

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
Options: O, R	This field is located to the left of the **Typ** column on the top portion of this screen. If you accessed this screen from either “Enter or Change Requisitions” on page 6-2 or “Req/PO Inquiry” on page 14-1, based on Special Order Options Maintenance (MENU XAFILE), in addition to **Options: C, V, Q, A,** you can use this field to order (O) an item, placing it on the current requisition/purchase order, or remove (R) an item that has been selected for inclusion on the current requisition/purchase order. See **Options: L, U** for further functions. Key O in the **Options** field for the special ordered line item for which you want to include on the current requisition/purchase order. The item cannot be selected if any errors exist. If this is the case you must first change the special order item by keying C in this field. After an item is selected to be ordered, the company and requisition number are displayed in the **Req or PO** column on this screen. Please consider the following when selecting a special order item for a requisition: • If you select a drop-ship special order item for this requisition, you will not be able to select any other type of special order item for this requisition. An error message will display on the End Special Order Selection Screen (p. 10-45) if you attempt to do this. • The vendor specified for the special order item must be the same as the vendor for this requisition. If it is not, you will not be able to order this special order item on the current requisition. You may, however, change the vendor for the special order item on the Work With Special Orders Change Screen (p. 10-30) by keying C in this field. • If you select a special order item that is added (linked) to a suggested order, a **Warning** message (This special order item is added to a suggested order) will be displayed. However, you will still be able to add the linked special order item to the requisition/purchase order, if needed. NOTE: All displayed items can be selected for the requisition at the same time, rather than individually, by utilizing the F14=ORD ALL function key. Key R in the **Options** field for the special ordered line item you want to remove from the current requisition/purchase order. The order is no longer selected for this requisition, and the company and requisition number will no longer display in the **Req or PO** column on this screen. This option is also only available if you are not using the change request process, as defined through Special Order Options Maintenance (MENU XAFILE). (A 1) Optional

Work With Special Orders Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Options: L, U</td><td>
This field is located to the left of the Typ column on the top portion of this screen.
If you accessed this screen via F7=MNT LNK from the Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) in Buyers Workbench (BWB), in addition to the other options, these two additional options appear, allowing you to link (L) or unlink (U) a special order line item to this suggested order.
See F13=LINKED / F13=UNLINKED / F13=ALL for further details.
Key L in the Options field to link the selected special orders to the current suggested order. If some of the selected records are already linked to an order, an error message will appear and you will need to deselect those records in order to continue. When you link a special order item to suggested order, it allows you to include Special Order items as part of a Suggested run.
Key U in the Options field to remove the link from the selected special orders to the current suggested order. If some of the selected records are already unlinked to an order, an error message will appear and you will need to deselect those records in order to continue. Once the link from the selected special orders to the current suggested order is removed, the requisition number in the Special Order File (SPORD) for the item will be cleared. The following also occurs:

Suggested order totals will be recalculated.
Suggested order priority will be reevaluated.
Special Order Items grid will be refreshed and redisplayed

Note the following Link rules:

Special order items can only be linked to a suggested order if these items are not already added to a requisition, purchase order or another suggested order. There might also be some cases when a special order item cannot be linked to a suggested order; that is, for the same reasons a special order item cannot be added to a requisition in the Distribution A+ Enter or Change Requisitions, Add Special Orders option (for example, if the user is not authorized to the sales order company).
Once a special order item is linked to a suggested order, the Requisition Number field (SORQNO) in the Special Order File (SPORD) record for the item will be filled with the suggested order run number preceded by a # character. This will indicate that the SPORD record is linked to a suggested order run.
Also, suggested order totals will be recalculated, and in addition to suggested order items, the suggested order totals will include the totals of all linked special order items, except drop-ship items (since these are directly shipped to the customer).

</td></tr>
</table>

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
Options: L, U continued...	• Suggested order priority will be reevaluated. A suggested order that has linked special order items will have the priority Document Ties as long as all lines on the suggested order have lower priorities than Document Ties. Document Ties priority means that the suggested order has been linked to Distribution A+ Sales Orders which contain special order items. Special order items linked to a suggested order will be added to a Requisition/PO created from a Suggested run. (A 1) Optional
Typ	This field indicates the type of each special order displayed. The information displayed may be toggled with the F4=DROP SHIPS / F4=NON STOCKS / F4=SPEC ORDERS / F4=ALL TYPES function key. A special order may be one of the following: • D/S: A drop-ship item that will be shipped directly from your vendor to your customer. • N/S: A non-stock item that requires a special order. • S/O: A regular item (i.e., not a drop-ship or non-stock item) that requires a special order. • HLD: The order is on hold in Order Entry. Display
Our Item/Description / Mfg Item/Description -OR- Customer Name	This field will display either item information or the customer name, and may be toggled with the F9=CUSTOMER / F9=ITEM function key. When showing item information, this field displays the item that has been special ordered. You may use F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC and F5=MFG ITEM / F5=OUR ITEM function keys to show different item attributes in this column. If you selected F9=CUSTOMER / F9=ITEM to display customer information, the customer's name will display instead of item information. Refer to the F9=CUSTOMER / F9=ITEM toggle function key for further details. Display
PO Qty/Ord Prc/Ord Cst	This column displays either the purchase order quantity, price, or cost of the special ordered item from the customer's order. Use F11=PRICE / F11=COST / F11=QUANTITY to change the value displayed in this column. Display

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
PO U/M	This field displays the purchase order unit of measure. The purchase order unit of measure can be: • the buying unit of measure, if one was defined for the item through Vendor/Item Information Maintenance (MENU POFILE) • the primary unit of measure defined for the item through Item Master Maintenance (MENU IAFILE), if a buying unit of measure was not defined for the item through Vendor/Item Information Maintenance (MENU POFILE) Display
Req Ship	This field displays the requested ship date of the special ordered item specified during Enter, Change & Ship Orders (MENU OEMAIN). Display
Req or PO -OR- Order No (see **Run Number** below if screen accessed from BWB)	This field displays the number of the company and requisition, or company and purchase order used to order this special order item from your vendor. The order number is also shown via the F9=Customer / F9=Item toggle function key. When a special order item is added (linked) to a suggested order, this field is filled with the suggested order run number preceded by a # character. This will indicate that the SPORD record is linked to a suggested order run. Note that when a special order item is added (linked) to a suggested order, it is still unordered since it has not been selected to order on a requisition. This field is blank if you have not selected a special order to be ordered (by keying O in the **Option** field on this screen), and the special order is not added (linked) to a suggested order. If you selected the item for a requisition during Enter or Change Requisitions (MENU POMAIN), the requisition number is displayed. If you selected the item for an existing purchase order when changing purchase orders [through Req/PO's Inquiry (MENU POMAIN) or Vendor Order/Shipment Inquiry (MENU POMAIN)], the purchase order number is displayed. Display
Run Numbr	This field appears in place of the **Req or PO** field, if you accessed this screen via F7=Mnt Lnk from the Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) in Buyers Workbench (BWB). This field displays the run number of the selected suggested order, if it has been linked to it. Display

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
C	This field indicates the copy status of line and/or order comments, if any, for the special order item. Blank: If there are no line and/or order comments for the special order item, this field will be blank. S: If there are line and/or order comments and any of them have been flagged to be copied from the originating order into a requisition/PO, then this field will indicate an S (selected to be copied). A: If there are no line and/or order comments flagged to be copied from the originating order into a requisition/PO, then this field will indicate an A (available for selection). The copy status may be modified for any special order item (not yet placed on a requisition/PO) that has line and/or order comments. Once a special order item has been placed on a requisition/ PO, the copy status may be viewed but not modified. To view or modify the copy status of any line and/or order comments for the special order item, from this screen, select the special order item for change. The Work With Special Orders Change Screen (p. 10-30) appears. Display
Limits: Item	Use this field to limit the display to special orders for this item number only. Key the number of the item that has been special ordered. (A 27) Optional
Limits: Our/Mfg	If you keyed an item number in the **Item** field, use this field to specify the type of item number (either your item number or the manufacturer's item number) that the item number in that field is. Key O to display items that have an item number that matches the stocking item number keyed in the **Item** field. Key M to display items that have an item number that matches the manufacturer's item number keyed in the **Item** field. (A 1) Optional

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
Limits: Co	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). If you keyed a customer number in the **Customer** field or keyed a **Req No** or **PO No**, this field is required. If you accessed this screen through Enter or Change Requisitions (MENU POMAIN) or Req/PO Inquiry (MENU POMAIN), this field displays the company number for which the requisition or purchase order was created, based on Special Order Options Maintenance (MENU XAFILE). If Work with Special Orders is accessed from the Req/PO Inquiry, in addition to this field being display only, this screen will be limited to special order items placed on the current Req/PO. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Optional/Display
Limits: Customer	Use this field to limit the display to special orders for a specific customer. Key the number of the customer for whom the special orders were created. If you key a customer number in this field, you must key a company number in the **Co** field. *Valid Values:* A customer defined through Customer Master Maintenance (MENU ARFILE). (N 10,0) Optional
Limits: Order	Use this field to limit the display to special orders for a specific customer order number. Key the customer order number associated with the special order item you want to display. (A 5) Optional
Limits: Held	Use this field to limit the special orders to display on this screen based on their customer order's hold status. Key Y to display special order items that reside on held customer orders. Key N to display special order items that do not reside on held customer orders. Key A to display special order items that reside on both held customer orders and customer orders that are not held. *Default Value:* A (A 1) Required

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
Limits: Req No	Use this field to limit the display to special orders placed on a specific Requisition number. Key the Requisition number. You must key a company number in the **Co** field if a value is entered in this field. NOTE: If Work with Special Orders is accessed from the Req/PO Inquiry (MENU POMAIN), this field will be display only and the value in this field will default to the current Requisition number. All records displayed will then be limited to special order items placed on the current Requisition. (A 6) Optional
Limits: PO No	Use this field to limit the display to special orders placed on a specific Purchase Order number. Key the Purchase Order number. You must key a company number in the **Co** field if a value is entered in this field. NOTE: If Work with Special Orders is accessed from the Req/PO Inquiry (MENU POMAIN), this field will be display only and the value in this field will default to the current PO number. All records displayed will then be limited to special order items placed on the current PO. (A 6) Optional
Locate Our/Mfg Item (F6)	Use this field to locate an item that is special ordered using the manufacturer's item number, or your item number. The F5=MFG ITEM / F5=OUR ITEM function key will switch the display of the screen from the manufacturer's item number (**Mfg**) and the stocking (**Our**) item number. Key the complete or partial item number you want to locate and press F6=LOCATE. The item that matches or that is close to the item number you key in this field will display on the top portion of this screen. (A 27) Optional

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
F2=Desc Left/ F2=Desc Right/ F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key is not available if you have selected to display customer information using the F9=CUSTOMER / F9=ITEM function key. Also, this key will be display-only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / F24=SINGLE LINE function key]. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is displayed in high intensity.
F4=Drop Ships/ F4=Non Stocks/ F4=Spec Orders/ F4=All Types	The F4=DROP SHIPS / F4=NON STOCKS / F4=SPEC ORDERS / F4=ALL TYPES key is used as a toggle to display drop-ships only, non-stocks only, special orders only, or all types of special orders as follows: Press F4=DROP SHIP to display drop-ship items only. The **Typ** column will display-only items with type D/S. Press F4=NON STOCKS to display non-stock items only. The **Typ** column will display-only items with type N/S. Press F4=SPEC ORDERS to display special order type items. Special order type items are those that are special ordered, and are not drop-ship or non-stock items. The **Typ** column will display only items with type S/O. Press F4=ALL to display all types of special orders (drop-ships, non-stocks, and special orders).

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
F5=Mfg Item / F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM function key is not available if you have selected to show customer information using the F9=CUSTOMER / F9=ITEM function key. The F5=MFG ITEM / F5=OUR ITEM function key is used as a toggle to display either the manufacturer's item number or the stocking item number (our item number) in the **Our Item/Description** / **Mfg Item/Description** column, and the **Locate Our Item** / **Locate Mfg Item** field. Press F5=MFG ITEM to display the manufacturer's item number in the **Our Item/Description** / **Mfg Item/Description** column, and to locate the manufacturer's item number with the **Locate Our Item** / **Locate Mfg Item** field. Press F5=OUR ITEM to display the complete or partial item number used by your organization (our item number) in the **Our Item/Description** / **Mfg Item/Description** column, and to locate one of your items using the **Locate Our Item** / **Locate Mfg Item** field.
F6=Locate	The F6=LOCATE function key is not available if you have selected to show customer information using the F9=CUSTOMER / F9=ITEM function key. Use the F6=LOCATE function key to locate the item number that was keyed in the **Locate Our Item** / **Locate Mfg Item** field.

Work With Special Orders Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F9=Customer/F9=Item</td><td>Use the F9=Customer / F9=Item function key to display either customer or item information on this screen.

Press F9=Customer to display the name of the customer in the Our Item/ Description / Mfg Item/Description column (the title of the column becomes Customer Name), and to display the Order No in place of the Req/PO column. The customer name displayed for each special order is the customer for whom the special order was created in Order Entry.

After pressing F9=Customer, the following function keys will no longer display:
• F2=Desc Left / F2=Desc Right / F2=Item & Desc
• F5=Mfg Item / F5=Our Item
• F6=Locate

Press F9=Item to display item information for the special order items displayed. You may control the item information displayed by using the F2=Desc Left / F2=Desc Right / F2=Item & Desc, F5=Mfg Item / F5=Our Item, and F6=Locate function keys.

Note: When you toggle with F9 to show the customer name and instead see the message, “* Open Order Does Not Exist *”, this might occur if the order number referenced (that is, the order number on the SPORD record) is not found in the Open Order File. For example, the order has been deleted or has moved to history. Even if the order no longer exists, the special order item could still be on an open requisition/PO (as seen when toggled with F9 to view the Req/PO column). If the special order is on a Req/PO, then an evaluation should be done to see if that line on the Req/PO should be processed, or deleted/ closed. If the special order is not on a Req/PO (meaning, it is not on an open order nor an open Req/PO), then it could be considered a stray special order item which could possibly be removed via the Special Order Edit Report option (MENU POREPT). Refer to the Special Order Edit Report option for details about removing stray special orders.</td></tr>
<tr><td>F10=End</td><td>The F10=End function key displays only if you are accessing this screen from within Enter or Change Requisitions (MENU POMAIN).

Press the F10=End function key once you have completed the options available on this screen.</td></tr>
<tr><td>F11=Price/
F11=Cost/
F11=Quantity</td><td>Press the F11=Price / F11=Cost / F11=Quantity function key to change the data displayed on the top portion of this screen to show the purchase order quantity, order price, or order cost. These values are from the customer order and are not necessarily the same values as those in the special order.</td></tr>
</table>

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
F12=Previous or F12=Prv (if screen accessed from BWB)	The F12=PREVIOUS/F12=PRV function key displays only if this screen is accessed through Work With Special Orders (MENU POMAIN) or Buyers Workbench (BWB). Press F12=PREVIOUS to return to the calling screen.
F13=Ordered/ F13=Unordered/ F13=All (see **F13** below if screen accessed from BWB)	Use the F13=ORDERED / F13=UNORDERED / F13=ALL function key to display either ordered items, unordered items, or both ordered and unordered items on this screen. The selection that you make with this function key is displayed in the **All**/**Unordered**/**Ordered** field on the top of this screen. Press F13=ORDERED to display ordered items only. The special order items that will display have been selected for a requisition (this is done by keying O in the **Option** field on this screen). Press F13=UNORDERED to display unordered items only. The special order items that will display have been created in Order Entry, but have not been selected for a requisition. Press F13=ALL to display all items. The special order items that will display are both unordered and ordered.
F13=Unlinked/ F13=Linked/ F13=All (if screen accessed from BWB)	TheF13=UNLINKED/F13=LINKED/F13=ALL function key appears in place of the F13=ORDERED / F13=UNORDERED / F13=ALL function key, if you accessed this screen via F7=MNT LNK from the Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) in Buyers Workbench (BWB). Use the F13=UNLINKED/F13=LINKED/F13=ALL function key to display either unlinked special ordered items, linked special ordered items, or both unlinked and linked special order items on this screen. The selection that you make with this function key is displayed in the **Linked/Unlinked** field on the top of this screen. Press F13=UNLINKED to display unlinked special ordered items on this screen only. Press F13=LINKED to display linked special ordered items on this screen only. Press F13=ALL to display both unlinked and linked special order items on this screen.
F14=Ord All (see **F14** below if screen accessed from BWB)	The F14=ORD ALL function key does not display if you accessed this screen through Work With Special Orders (MENU POMAIN). Press F14=ORD ALL to order all items from the point in which the list is displayed up to the end of the list. If an order action is attempted and an error is returned, the item will be skipped and the next item will be processed. Items with comments are also skipped. If the **Type** field is blank or if **Comment Type** is A, F14=ORD ALL will not work for that line.

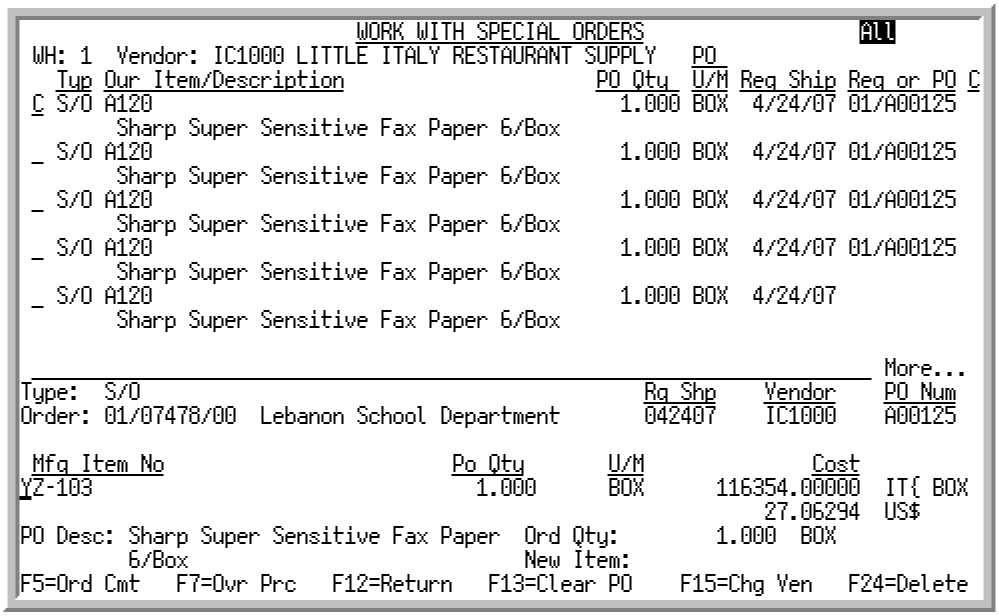
Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
F14=Lnk All (if screen accessed from BWB)	TheF14=LNK ALL function key appears in place of the F14=ORD ALL function key, if you accessed this screen via F7=MNT LNK from the Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) in Buyers Workbench (BWB). Use the F14=LNK ALL function key to link all qualifying special order items to the selected suggested order. Special order items can only be linked to a suggested order if the special order item(s) are not already added to a Requisition, Purchase Order, or another suggested order.
F15=Itm Sch	Press the F15=ITM SCH function key to access the Item Description Search, where you can search for and select an item associated with the special order you want to review or maintain. Refer to the Inventory Accounting User Guide for an explanation of the Item Description Search Screen.
F18=Cust Sch	Press the F18=CUST SCH function key to access the Customer Search, where you can search for and select a customer associated with the special order you want to review or maintain. Refer to the Accounts Receivable User Guide for an explanation of the Customer/Ship-To Search - Customer Search Screen.
F24=Double Line/ Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

Work With Special Orders Screen Fields and Function Keys

Field/Function Key	Description
Enter	The ENTER key has two functions. Press ENTER after keying limiting criteria in the **Item**, **Our/Mfg**, **Co**, **Customer**, **Order** or **Held** fields. The screen will redisplay to match the selected criteria. After entering a function in the **Options** field, press ENTER this key to confirm your selection and continue. • Option A will display the Special Order Change Requests Screen (p. 20-13). • Option C will display the Work With Special Orders Change Screen (p. 10-30). • Option Q will display the S/O Change Request Status Screen (p. 20-42). • Option V calls the Order Display Screen, which is explained in the Order Entry User Guide.

Work With Special Orders Change Screen



This screen display when you key C in the **Options** column to change a special order on theWork With Special Orders Screen (p. 10-13).

If you select a special order item that is added (linked) to a suggested order, a **Warning** message (This special order item is added to a suggested order) will be displayed. However, you will still be able to make changes to the linked special order item, if needed.

If your company is **not** using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), use this screen to change Special Orders File (SPORD) values associated with the special order item, including:

- Requested ship date
- Vendor (provided it does not currently exist on a requisition/purchase order)
- Manufacturer's item number and description
- Purchase order and order quantity
- Purchase order unit of measure
- Item cost
- Override price
- Access order and/or line charges.

Changing any of these values will not automatically change their corresponding values in the customer order, requisition, or purchase order. Use the Special Order Error Report (MENU POREPT) to list any discrepancies between the special order, customer order, and requisition/purchase order; then make any adjustments to those components manually, as needed.

If your company is using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), you will not have to change all special order components to keep the values in sync. Instead, the fields on this screen will be display-only and you will be required to use the change request process (with F6=CHG RQST) to request any special order item changes related to the order or purchase order.

Regardless if your company is or is not using the change request process:

- if a vendor has not been assigned, F6=CHG RQST will not be available and you will be required to enter a vendor before you can make changes using the change request process
- this screen provides access to the Special Orders Comments Screen (p. 10-42)
- you will be able to enter the item's country of origin, if the item is set up to track country of origin as defined through Item Master Maintenance (MENU IAFILE).

Function keys and some fields display differently with the change request process activated. Review the field description information carefully for appropriate details.

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
Type	This field displays the special order type selected. The selected types that may appear in this field are as follows: • **S/O** (special order) • **D/S** (drop ship) • **N/S** (non-stock) If a value of **HLD** displays, the customer order has been placed on hold. Display
Order	This field displays the company and order number for the selected order. The name of the customer displays to the right of the order number. Display

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
Rq Shp	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **Rq Shp** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes. This is the requested ship date that exists in the Special Orders File (SPORD). This value should match the value in the customer order. If this value is changed in the customer order, then use this field to change it in the Special Orders File. If you change this value here, be sure to change its value in the customer order. Depending on whether or not a carrier-specific schedule is identified for the selected carrier, this value will either reflect the changed date or the next carrier scheduled date. Use the Special Order Error Report (MENU POREPT) to identify discrepancies between the special order values, the customer order, and the requisition or purchase order. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Display

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
Vendor	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), and a vendor has been assigned, the **Vendor** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes. If a vendor has not been assigned, you will be required to enter a vendor before you can access the change request process to request special order item changes. If you change the vendor to a work order vendor, you can no longer maintain this special order item through this option; you must use Maintain Work Orders (MENU WOMAIN) instead. Also, any special order comments in the Special Order Comment File (SPCMT) for this line item will be deleted. Use this field to change the vendor for this special order item. This value cannot be changed if this item currently exists on a requisition or purchase order or if this screen is being accessed through requisition entry or through purchase order maintenance. If a vendor has not yet been assigned, all other fields will be display-only until a value is entered in this field. *Default Value:* The number of the vendor for whom this special order was created through Order Entry. This is the primary vendor defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE). If a vendor was not assigned to this item and warehouse, the vendor assigned to this item through Item Master Maintenance (MENU IAFILE) is the default. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE). (A 6) Display/Required
Pnd Rq / Rq Num / PO Num	This field displays only after selecting a special order for change that has previously been selected to be placed on a purchase order. The heading displays based on the **Special Order Status** field in the Special Order File (SPORD): • **PND RQ** - 1 currently selected for inclusion into a pending requisition • **RQ NUM** - 2 currently on an existing requisition • **PO NUM** - 3 currently on an existing PO If you have accessed this screen from the Work With Special Orders Screen (p. 10-13) and are not using the change request process, you may be allowed to clear this requisition / PO number from the special order record using the F13=CLEAR REQ / F13=CLEAR PO function key. This is the number of the pending requisition or purchase order that contains this special order item. Display

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
Approve	This field only displays if the order quantity and purchase order quantity are different; a different unit of measure exists in Order Entry and Purchasing. This field is not available if, based on special order company options defined through Special Order Options Maintenance (MENU XAFILE), order quantity increases do not require approval. Use this field to approve a special order. You will need to approve a special order if the quantity that you are ordering from your vendor is not the same as the quantity on the special order. Key Y to approve a special order. (A 1) Optional
Mfg Item No	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **Mfg Item No** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes If manufacturer’s item numbers are required for this vendor as defined in Vendors Maintenance (MENU POFILE), this field is required; otherwise, this field is optional. This field should contain the manufacturer’s item number to be placed in the purchase order. This value should match the value in the requisition or purchase order. If this value is changed in the requisition or purchase order, then use this field to change it in the Special Orders File. If you change this value here, be sure to change its value in the requisition or purchase order. Use the Special Order Error Report (MENU POMAIN) to identify discrepancies between the special order values, the customer order and requisition or purchase order. (A 27) Required/Optional

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
PO Qty	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **PO Qty** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes. This is the quantity to be purchased for this special order item. This value should match the value in the requisition or purchase order. If this value is changed in the requisition or purchase order, then use this field to change it in the Special Orders File. If you change this value here, be sure to change its value in the requisition or purchase order. Use the Special Order Error Report (MENU POMAIN) to identify discrepancies between the special order values and the customer order and requisition or purchase order. **Example:** Assume that an item has two units of measure: EA for each and CS for case. A CS consists of 100 EA. The buying unit of measure for this item is the CS (meaning you can only order this item from this vendor by the case). If a customer places a special order with you, and orders 75 EA, the default value that displays in this field will be 1 CS. Directly below this field, 100 EA will display, indicating that there are 100 each units in a case. *Default Value:* The quantity of this item ordered by the customer, in the buying unit of measure. (N 10,3) Required
U/M	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **U/M** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes. This is the unit of measure for the quantity to be purchased for this special order item. This unit of measure should be equal to the value in the customer order, keeping unit of measure conversions and special order options (that increase the purchase order quantity to a multiple of the standard pack) in mind. If this unit of measure is changed in the requisition or purchase order, then use the **U/M** field to change it in the Special Orders File. If you change this value here, be sure to change its value in the requisition or purchase order. Use the Special Order Error Report (MENU POREPT) to identify discrepancies between the special order values, customer order and requisition or purchase order. *Default Value:* The buying unit of measure for this vendor *Valid Values:* Either the buying or alternate U/M for this vendor/item as defined on the Vendor/Item File Detail Screen (p. 44-17). (A 3) Required

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
Cost/Ovr Price	The **Cost** field toggles with the use of the F7=COST / F7=OVR PRICE function key to display the **Ovr Price** field. If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **Cost** and **Ovr Price** fields are for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes The **Cost** is the purchase cost of the special order item. This value should be equal to the value in the customer order, requisition or purchase order, keeping currency conversions in mind. If this value is changed in the customer order or requisition or purchase order, then use this field to change it in the Special Orders File. If you change this value here be sure to change its value in the customer order. Use the Special Order Error Report (MENU POREPT) to identify discrepancies between the special order values, customer order and requisition or purchase order. When International Currency is installed, for foreign currency vendors, this field displays the cost of the item in the vendor's trading currency with the currency symbol shown to the right. The company's local currency will appear on the line below this value and will be protected. Key the override cost of item in the trading currency or accept the default. If you override the cost, the company's local equivalent cost will be recalculated after you press ENTER. When the **Ovr Price** field displays, you may use it as an override to enter the price that the customer should be charged for the quantity of items ordered. The override price for this special order item will not be updated in the customer order but the Special Order Error Report (MENU POREPT) will identify discrepancies between the order price and this override price. *Default Value:* The **Cost** of the item in the buying unit of measure, as defined through Vendor/Item Price File Screen (p. 44-26). For items that do not have Vendor/Item Price records (VIPRC) the cost from the sales order displays. (N 15,5) Required for Cost, Optional for Ovr Price

Work With Special Orders Change Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>COO</td><td>This field displays only if the special order item is set up to track country of origin.

Use this field to key a non-restricted country of origin for the special order item. The system determines the default country of origin for a special order item, if country of origin is being tracked for the item, based on the following hierarchy:

1. PO Vendor/Item Price File (VIPRC), warehouse specific (if country of origin is not blank)
2. PO Vendor/Item Price File (VIPRC), no warehouse (if country of origin is not blank)
3. Vendor’s Country on this purchase order (RQHED), if not blank
4. Ship-to country on this purchase order (RQHED)

NOTE: If restrictions are being checked (as determined through System Options Maintenance), a restriction check may occur based on the shipping warehouse of the Order Entry order and on the customer’s ship-to country.

Valid Values: a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)

(A 3) Required</td></tr>
<tr><td>PO Desc</td><td>If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the PO Desc field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes.

This is the manufacturer item description to be printed on the purchase order. This value should match the value in the requisition or purchase order. If this value is changed in the requisition or purchase order, then use this field to change it in the Special Orders File. If you change this value here, be sure to change its value in the requisition or purchase order. Use the Special Order Error Report (MENU POREPT) to identify discrepancies between the special order values, customer order and requisition or purchase order.

(2 @ A 31) Optional</td></tr>
</table>

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
Ord Qty	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **Ord Qty** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes. This is the special order quantity in the customer order. This value should match the value in the customer order. If this value is changed in the customer order, then use this field to change it in the Special Orders File. If you change this value here, be sure to change its value in the customer order. Use the Special Order Error Report (MENU POREPT) to identify discrepancies between the special order values, customer order and requisition or purchase order. Based on special order company options defined through Special Order Options Maintenance (MENU XAFILE), the special order quantity may be different from the customer order quantity. The quantities may also be different if you manually override them. (N 10,3) Required
New Item	If you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), the **New Item** field is for display purposes only. You will be required to use the F6=CHG RQST function key to use the change request process to request any special order item changes. Use this field to change the item number in the special order line. This field should be used to override the item previously special ordered. If you change the item, the cost will be recalculated when the purchase order is printed. The same result can be achieved by deleting the line from Order Entry and adding a new line with the new item. You can delete the line only if company options allow the deletion of special order line items and if the line item does not already exist on a requisition/purchase order. The old item and the new item you key in this field must have the same units of measure in Item Master Maintenance (MENU IAFILE). If the items have vendor/item records defined through Vendor/Item Information Maintenance (MENU POFILE), the units of measure must be the same there as well. (A 27) Optional
F5=Ord Cmt	Press F5=ORD CMT to display the line/order comments from the customer order. The Special Orders Comments Screen (p. 10-42) will appear. You can then use this comment screen to view or, if applicable, to mark or unmark a line/order comment to be included on/excluded from a requisition/purchase order. If any errors exist on this screen, the F5=ORD CMT function key will not be available.

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
F6=Chg Rqst	The F6=CHG RQST function key displays only if you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE), and you are working with a special order that has a vendor assigned. Press the F6=CHG RQST function key to access the change request process, where you can review an existing change request for the special order line item or enter a new change request. If a change request exists, the PO Special Order Change Request Screen (p. 20-21) or OE Special Order Change Request Screen (p. 20-32) will display, depending on which group (OE or PO) you reside in. If no change request exists, the S/O Change Request Status Screen (p. 20-42)will display.
F7=Cost / F7=Ovr Price	The F7=COST / F7=OVR PRICE function key does not display if you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE). Press the F7=COST / F7=OVR PRICE function key to toggle between displaying the cost of the item for this vendor, if applicable, and the override price.
F12=Return	Press F12=RETURN to return to the previous screen. Any changes made to the line item, if the fields were available, will not be updated.
F13=Clear Req / F13=Clear PO	The F13=CLEAR REQ / F13=CLEAR PO function key displays when you access this screen through the Work with Special Orders option and you are not using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE). This function key displays as F13=CLEAR REQ when you select to change an item that is on a pending requisition and it displays as F13=CLEAR PO when you select an item this is on a purchase order. Press F13=CLEAR REQ / F13=CLEAR PO to remove the special order item from the requisition/purchase order it is currently on and to clear the requisition/ purchase order number from the Special Orders File (SPORD). This function key is only available for items that have been assigned to a requisition or purchase order. If the purchase order has been printed, you must delete the purchase order (or this item from the purchase order) to be able to use F13=CLEAR PO.

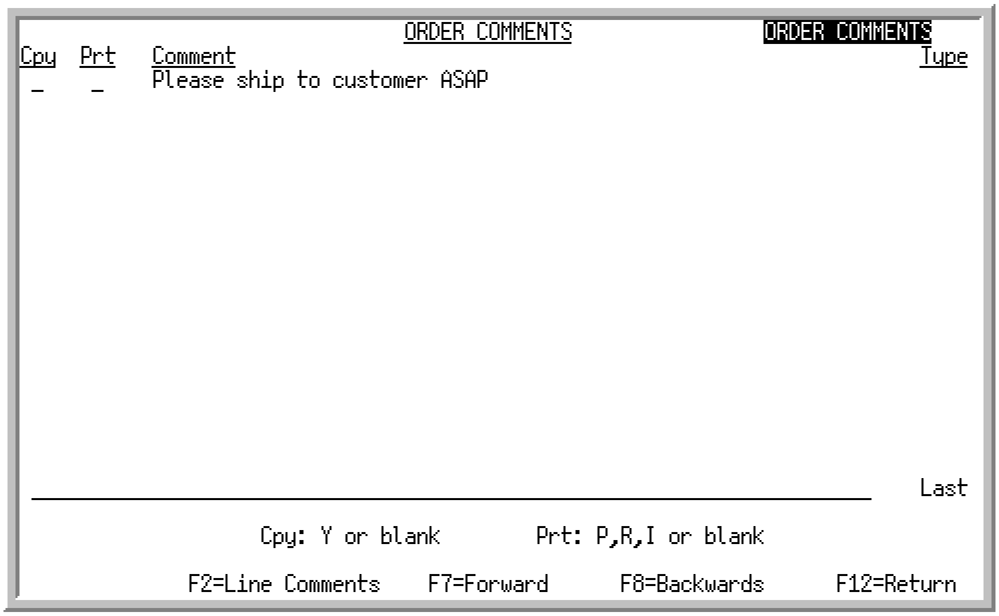
Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
F15=Chg Ven	The F15=CHG VEN function key does not display if you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE). Also, this function key will not appear if a vendor has not yet been assigned to this special order. Press F15=CHG VEN to change the vendor to whom this special order is assigned, as displayed in the **Vendor** field on this screen, unless: • you accessed this screen from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) and the item has already been selected for inclusion on that requisition or purchase order (Special Order **Status** field in the Special Orders File (SPORD) is 1) • you accessed this screen from the Work with Special Orders menu option and the special order currently exists on a requisition (Special Order **Status** field in the Special Orders File (SPORD) is 2) or a purchase order (Special Order **Status** field in the Special Orders File (SPORD) is 3) Also note that once you update the special order item to reflect a change in vendor, that the item may no longer be presented in the list from which you originally selected it for maintenance, since that list may be limited by vendor. After you press the F15=CHG VEN function key, you will be able to change the **Vendor** field and two additional function keys, F16=VND SCH and F17=VND ITEM, will appear.
F16=Vnd Sch	The F16=VND SCH function key does not display if you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE). Also, this function key will not appear if a vendor has not yet been assigned to this special order. The F16=VND SCH function key displays for use only after pressing F15=CHG VEN to change the **Vendor** field on this screen. Press the F16=VND SCH function key to access the vendor search if you do not know the number of a vendor to key in the **Vendor** field. The Vendor Search Screen (p. 43-7) will display.
F17=Vnd Item	The F17=VND ITEM function key displays for use only after pressing F15=CHG VEN to change the **Vendor** field on this screen. The F17=VND ITEM function key does not display if you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE). Also, this function key will not appear if a vendor has not yet been assigned to this special order. Press the F17=VND ITEM function key to access the Vendor/Item Information Inquiry (MENU POMAIN). Use this inquiry to display information for items that have been assigned to specific vendors through Vendor/Item Information Maintenance (MENU POFILE). The Vendor/Item Information Summary Screen (p. 19-3) will display.

Work With Special Orders Change Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key does not display if you are using the change request process, as determined through Special Order Options Maintenance (MENU XAFILE). Also, this function key will not appear if a vendor has not yet been assigned to this special order. Press F24=DELETE to delete this special order. The special order will be deleted from the Special Orders File, but not from the original order. This option is not available if the line item is contained in an open requisition or purchase order. WARNING!Warning: Since this option deletes the special order from the Special Orders File, you cannot re-display a special order item once it has been deleted. Use caution before deleting a special order item.
Enter	Press ENTER to confirm your selections.

Special Orders Comments Screen



This screen displays after pressing F5=ORD CMT from the Work With Special Orders Change Screen (p. 10-30). Use this screen to mark line level and order level comments in the customer order to be copied into the requisition/purchase order and to modify, remove, or review selections. Up to 999 comments can be copied into the requisition/purchase order.

NOTE: Only line level and order level comments entered through Order Entry are displayed on this screen. Order Entry and Purchasing comments (i.e., customer PO number, FOB code, carrier, and ship via instructions) you flagged to display through Special Order Options Maintenance (MENU XAFILE) will not be shown on this screen.

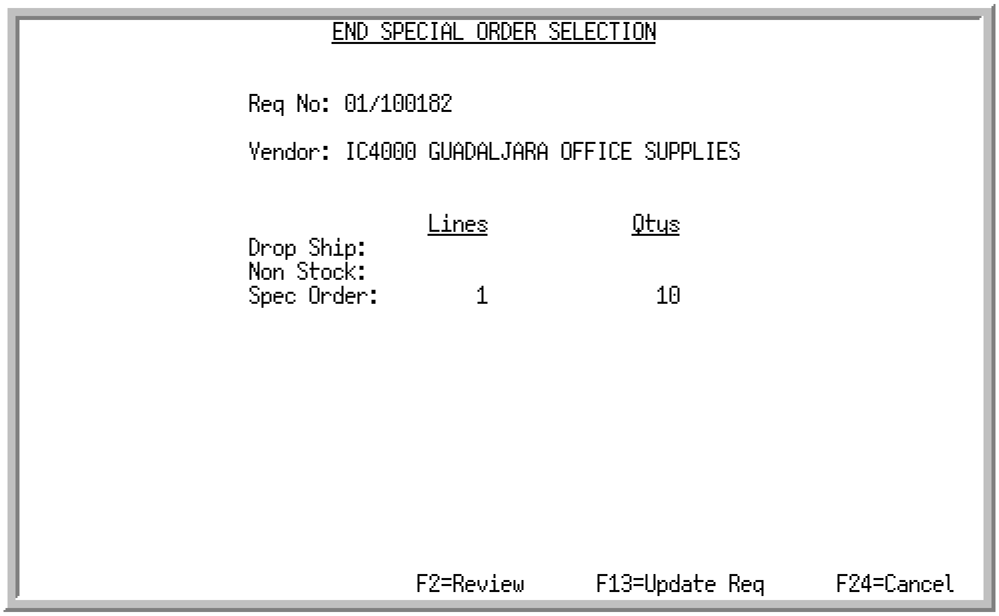
Special Orders Comments Screen Fields and Function Keys

Field/Function Key	Description
Cpy	This field is display-only if the special order item currently exists on a requisition/purchase order and indicates whether the comment was copied into the requisition/purchase order when the special order item was. Use this field to indicate if the comments will be copied to the requisition/purchase order when the special order item is copied to the requisition/purchase order. Key Y next to comments that will be copied into the requisition/purchase order. *Default Value:* Blank, if no special order options exist for the company associated with this special order item as defined through Special Order Options Maintenance (MENU XAFILE); otherwise it is the value specified in Special Order Options Maintenance (MENU XAFILE) or the overridden value specified in Order Entry. (A 1) Display/Optional
Prt	This field is display-only if the special order item currently exists on a requisition/purchase order and indicates the print code that was assigned to the comment, if any, when and if the comment was copied into the requisition/purchase order. Use this field to change the print code of the corresponding comment. Key P if you want the comment to print on the Purchase Order only. Key R if you want the comment to print on the Receiving List only. Key I if you do not want the comment to print on either the Purchase Order or Receiving List, but have it display on this screen only. Leave this field blank if you want the comment to print on the Purchase Order and the Receiving List. This field must be blank if the **Cpy** field is blank. (A 1) Display/Optional
Comment	This field displays the text of the comment. Display
Type	This field indicates the type of comment: • (Blank): The comment will print on the Pick List and Invoice. • P: The comment will print on the Pick List only. • I: The comment will print on the Invoice only. Display

Special Orders Comments Screen Fields and Function Keys

Field/Function Key	Description
F2=Order Comments/ F2=Line Comments	Press the F2=ORDER COMMENTS / F2=LINE COMMENTS function key to toggle between displaying order level or line level comments on this screen. The top right portion of the screen will indicate what type of comment is displayed in reverse image.
F7=Forward / F8=Backwards	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=FORWARD (page down) to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=BACKWARD (page up) to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to update the changes to the **Cpy** and **Prt** fields before pressing F12=RETURN to complete other changes. When MORE... displays, you may make changes to multiple screens before pressing the ENTER key to record the update.

End Special Order Selection Screen



This screen displays after pressing F10=END from the Work With Special Orders Screen (p. 10-13). This screen displays a summary of the special order items selected for this requisition/purchase order, and allows you to update the requisition/purchase order with these special order items.

NOTE: If you selected any drop-ship and non-stock or special order type items for this requisition/purchase order, you will not be able to update the requisition/purchase order with these items. An error message is displayed if you attempt to do this.

End Special Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Req No/PO No	This is the company and requisition/purchase order number of the current requisition/purchase order. The special order items summarized on this screen will be ordered using this requisition/purchase order. This field displays as Req No when you are creating a requisition and will display as PO No when you are maintaining an existing purchase order. Display
Vendor	The number and name of the vendor for whom the current requisition/ purchase order is being created. Display
Lines	The number of special order items that have been selected for each of the special order types (drop-ship, non-stock, and special order). Display

End Special Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Qtys	The total quantity of all special order items that have been selected for each of the special order types (drop-ship, non-stock, and special order). This is the total quantity of individual special order items that will be ordered on this requisition/purchase order. Display
F2=Review	Press F2=REVIEW to display the Work With Special Orders Screen (p. 10-13), from which you may review or make additional changes to the special order items selected.
F13=Update Req	Press F13=UPDATE REQ to update the requisition/purchase order with the special order items selected (and summarized on this screen). The Requisition/Purchase Order Item Summary Screen (p. 6-61) will display containing these special order items.
F24=Cancel	Press F24=CANCEL to cancel any selections made on the Work With Special Orders Screen (p. 10-13). You will return to the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38) without having extracted any of the special ordered items for inclusion in the requisition/purchase order. WARNING!Warning: If you made any changes on the Special Orders Change Screen or the Special Orders Comments Screen, they are not canceled when you use the F24=CANCEL key.

CHAPTER 11

Return to Vendor Processing

11

NOTE: To use this option, RTV Processing must be activated through Purchasing Options Maintenance (MENU XAFILE). If RTV Processing is not activated, a message appears when you attempt to enter information in this option.

Use this option to perform the following tasks for items in the Return to Vendor Log File:

- Review items
- Change information such as the vendor, cost, quantity, unit of measure, and flags for updating inventory
- Create return requisitions

The Return to Vendor Log File stores information for all items being returned to the vendor. Items are added to this file when you create a return sales order and print the credit memo invoice in Order Entry or add items through Return to Vendor Additions (MENU POMAIN/MENU WMMAIN).

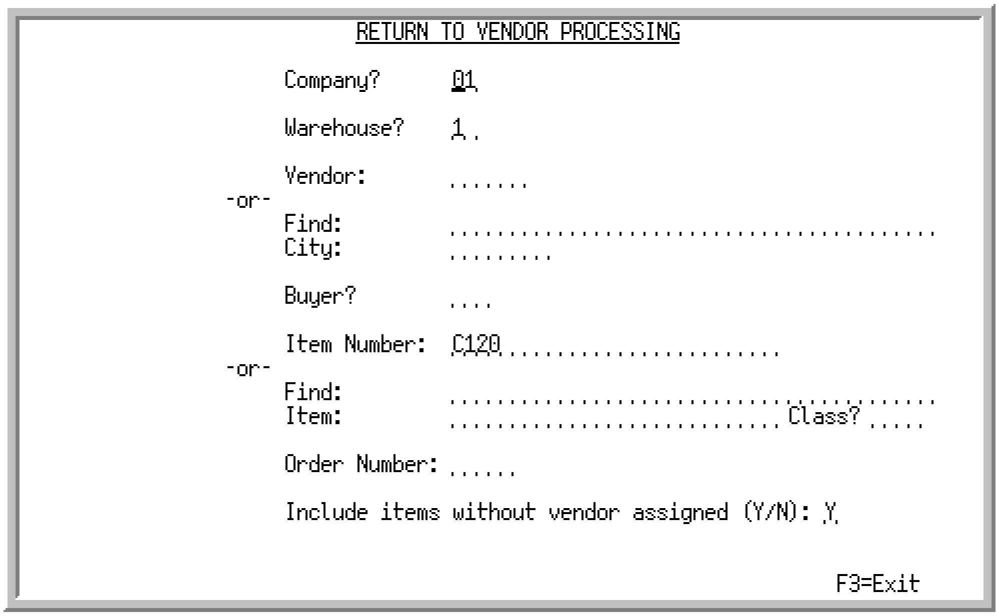
Return to Vendor Processing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Return to Vendor Processing Selection Screen	Use to limit the list of items displayed.
RTV Processing Screen	Use to mark items to be included on return requisitions.
RTV Return Requisition Creation Report	Prints the company, customer number, and ship-to number for each requisition created for a customer consignment warehouse.

Title	Purpose
RTV Change Screen	Use to enter information regarding the item being returned.
RTV Line Item Comments Screen	Use to enter and review comments for the item and to specify whether or not to print each comment line on the Purchase Order.

Return to Vendor Processing Selection Screen



This screen appears when you select option 8 - Return to Vendor Processing from MENU POMAIN. Use this screen to limit the list of items displayed from the Return to Vendor Log File to one or more of the selection criteria provided.

Return to Vendor Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to enter the company for which you are reviewing and changing items. Key the company number. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Return to Vendor Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to specify the warehouse for which you are reviewing items. Key the warehouse ID. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Vendor	Use this field to specify the vendor for which you are reviewing items. Key the vendor number. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE or MENU APFILE) (A 6) Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional

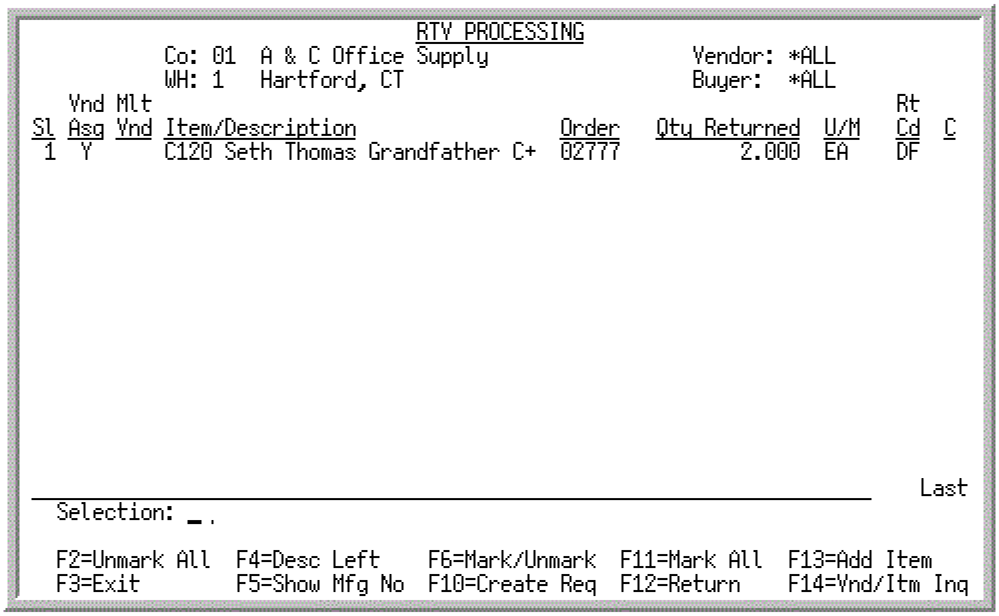
Return to Vendor Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Use this field to specify the buyer for which you are reviewing items. Key the buyer code. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
Item Number	When you are reviewing or changing information for one item only, use this field to specify the item. To review information for items that meet all of your other selection criteria, leave this field blank. Key the item number. If you do not know the item number, use the **Find** and **Item** fields to activate the Item Description Search feature. For information on entering search criteria and the Item Description Search Screen, refer to the Inventory Accounting User Guide. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Optional
Find	If you do not recall the complete item number that you want to inquire into, key item description search criteria to activate the item search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. For information on entering search criteria and the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 40) Optional
Item	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria and the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 27) Optional

Return to Vendor Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide. (A 2/A 2) Optional
Order Number	Use this field to specify the order number for the return sales order created for this item in Order Entry. If this item was added to the Return to Vendor Log File through Return to Vendor Additions (MENU POMAIN), leave this field blank. Key the order number. (A 5) Optional
Include items without vendor assigned	Use this field to indicate whether you want to review only items that have a vendor assigned to them or all items that meet the other selection criteria. *Default Value:* Y (A 1) Optional
F3=Exit	Press F3=EXIT to cancel your selections and return to MENU POMAIN.
Enter	Press ENTER to confirm your selections. The RTV Processing Screen (p. 11-7) appears.

RTV Processing Screen



This screen appears when you press ENTER from the Return to Vendor Processing Selection Screen (p. 11-3). It displays information for each item in the Return to Vendor Log File.

Use this screen to mark items to be included on return requisitions. You can also use function keys to gain access to screens to perform the following functions:

- Change the vendor, cost, quantity, unit of measure, and inventory update flag for an item.
- View a list of vendors for an item.
- Add items to the Return to Vendor Log File.

You can mark items only if all of the following conditions are true:

- The item has a vendor assigned to it and the vendor is not defined as a warehouse transfer vendor.
- The return sales order created for this item through Enter, Change & Ship Orders (MENU OEMAIN) has been posted to inventory through Day-End Processing or Immediate Returns Processing. This does not apply to items added to the Return to Vendor Log File through Return to Vendor Additions (MENU POMAIN/MENU WMMAIN).
- The item is not being maintained by another user or process.

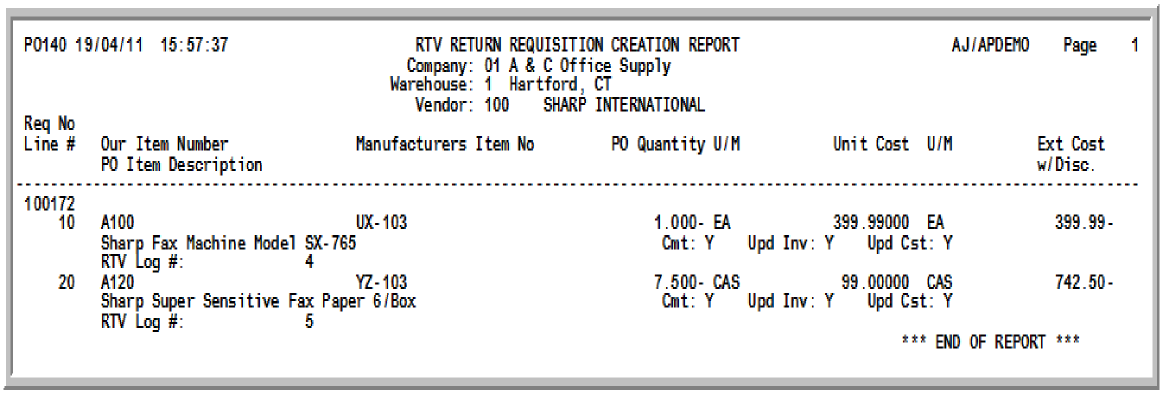
RTV Processing Screen Fields and Function Keys

Field/Function Key	Description
Sl	The reference number to be keyed in the **Selection** field when choosing an item. The number in this field is highlighted when an item has been marked during this session of RTV processing or any other session including those performed by other users. Display
Vnd Asg	Indicates whether the item being returned has been assigned to a particular vendor. Display
Mlt Vnd	A Y appears if the item is defined for multiple vendors through Vendor/Item Maintenance (MENU POFILE/MENU APFILE). Otherwise, the field is blank. Display
Item/Description	Item number and description. Use the F4= DESC LEFT / F4=DESC RIGHT / F4=ITEM & DESC and F5= SHOW MFG NO / F5=HIDE MFG NO to toggle the information displayed here. Display
Order	Order number for the return sales order created in Order Entry. This field is blank if the item was added to the Return to Vendor Log File through Return to Vendor Additions (MENU POMAIN/MENU WMMAIN). Display
Qty Returned	The quantity being returned. Display
U/M	Unit of measure for the quantity being returned. Display
Rt Cd	Return reason code from return sales order. Display
C	A Y appears if comments exist. Otherwise, this field is blank. Display
Selection	Use this field to select the item for which you are performing an activity. Key the reference number from the **Sl** column. (N 2, 0) Optional
F2=Unmark All	Press F2=UNMARK ALl to unmark all items marked during this session. The reference number in the **Sl** field is highlighted when an item is marked.
F3=Exit	Press F3=EXIT to cancel your selections and return to MENU POMAIN.

RTV Processing Screen Fields and Function Keys

Field/Function Key	Description
F4=Desc Left/ F4=Desc Right/ F4=Item & Desc	Press F4= DESC LEFT / F4=DESC RIGHT / F4=ITEM & DESC to toggle between displaying the first 30 characters of the item's description (Desc Left), the last 30 characters of an item's description (Desc Right), and the item number and description (Item & Desc).
F5=Show Mfg No/ F5=Hide Mfg No	The F5= SHOW MFG NO / F5=HIDE MFG NO key appears only when the item number and description are displayed. Press F5= SHOW MFG NO / F5=HIDE MFG NO to toggle between displaying our item number and the manufacturer's item number.
F6=Mark/F6=Unmark	After selecting an item, press F6=MARK / F6=UNMARK to mark or unmark the item. Items can be marked only if they meet the criteria described in the overview section for this screen.
F10=Create Req	Press F10=CREATE REQ to create return requisitions for all marked items. When you press F10=CREATE REQ the Report Options Screen appears. Press ENTER from that screen to create the requisitions and print the RTV Return Requisition Creation Report (p. 11-10).
F11=Mark All	Press F11=MARK ALL to mark all items that meet the criteria specified in the overview section for this screen. This includes items that are not currently displayed on the screen (i.e., you must scroll down to view them).
F12=Return	Press F12=RETURN to save your changes and return to the Return to Vendor Processing Selection Screen (p. 11-3).
F13=Add Item	Press F13=ADD ITEM to display the Return to Vendor Log Additions Selection Screen (p. 12-2), which is used to add items to the Return to Vendor Log File.
F14=Vnd/Itm Inq	After selecting an item, press F14=VND/ITM INQ to display the Vendor/Item Information Summary Screen (p. 19-3), which displays a list of vendors to which this item is assigned. Use this screen to choose the vendor to which you will return the item.
Enter	After selecting an item, press ENTER to display the RTV Change Screen (p. 11-12) which is used to change the vendor, cost, quantity, unit of measure, and inventory update flags for an item.

RTV Return Requisition Creation Report



```
PO140 19/04/11  15:57:37                 RTV RETURN REQUISITION CREATION REPORT                    AJ/APDEMO    Page    1
                                          Company: 01 A & C Office Supply
                                        Warehouse: 1  Hartford, CT
                                           Vendor: 100    SHARP INTERNATIONAL
Req No
Line #   Our Item Number             Manufacturers Item No     PO Quantity U/M         Unit Cost  U/M          Ext Cost
         PO Item Description                                                                                   w/Disc.
------------------------------------------------------------------------------------------------------------------------
100172
    10   A100                        UX-103                         1.000- EA          399.99000  EA            399.99-
         Sharp Fax Machine Model SX-765                              Cmt: Y     Upd Inv: Y    Upd Cst: Y
         RTV Log #:              4
    20   A120                        YZ-103                         7.500- CAS          99.00000  CAS           742.50-
         Sharp Super Sensitive Fax Paper 6/Box                       Cmt: Y     Upd Inv: Y    Upd Cst: Y
         RTV Log #:              5
                                                                                     *** END OF REPORT ***
```

This report is created when you press F10=CREATE REQ from the RTV Processing Screen (p. 11-7). If Customer Consignment is installed, this report identifies the company, customer number, and ship-to number for each requisition created for a customer consignment warehouse.

The report provides information for the requisitions created through Return to Vendor Processing (MENU POMAIN). The first line of information contains the requisition number. Lines 2-5 provide item information, displayed in columnar format with headings at the top of the report.

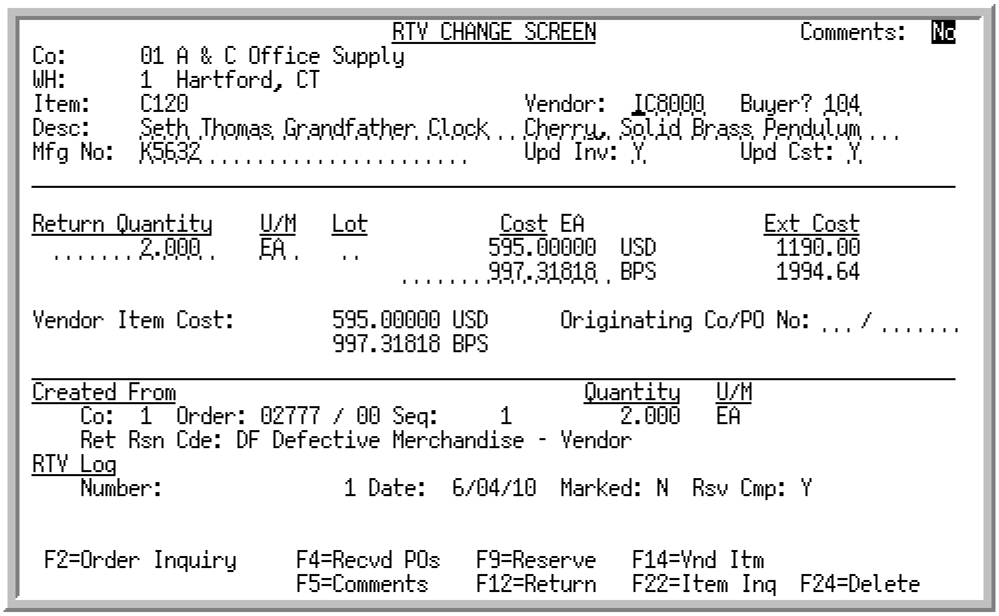
RTV Return Requisition Creation Report

Report/Listing Fields	Description
Req No	This field contains the requisition number, which is automatically assigned when the requisition is created.
Line #	Number assigned to this line item. This number appears as the sequence number on the Requisition Item Summary Screen in Enter or Change Requisitions (MENU POMAIN).
Our Item Number	Our item number as defined through Item Master Maintenance (MENU IAFILE).
Manufacturer's Item Number	Manufacturer's item number as defined through Item Master Maintenance (MENU IAFILE).
PO Quantity & U/M	Quantity being returned and the unit of measure for that quantity.
Unit Cost & U/M	Unit cost and unit of measure for that cost.
Ext Cost w/Disc	Extended cost, which is calculated by multiplying the **PO Quantity** by the **Unit Cost** and conversion factors for units of measure. The calculated extended cost includes applicable vendor discounts.
Cmt	If comments exist for this item, Y appears. Otherwise, N appears.

RTV Return Requisition Creation Report

Report/Listing Fields	Description
Upd Inv	Y appears if the item's on-hand quantity will be updated in the Item Balance File when the Purchase Order is printed. Otherwise N appears.
Upd Cst	A Y appears if the item's average cost will be updated when the Purchase Order is printed. Otherwise N appears.
PO Item Description	This line displays the item's description as it will appear on the Purchase Order.
RTV Log #	This line displays the Return to Vendor log number assigned when the item was added to the Return to Vendor Log File.
(Warning Messages)	These lines will contain informational messages if any of the following conditions are true: • The item does not exist in the location you specified during RTV Processing. • The unit of measure conversion could not be used. Items were added to the Return to Vendor Log File in their stocking unit of measure, and they were returned to the vendor in their buying or alternate buying unit of measure. • The manufacturer's item number, which is supposed to be printed on the Purchase Order based on the Item **Prt** code in Vendor Master Maintenance (MENU POFILE), could not be found. • The item's extended cost equals zero. This no charge return may distort average cost. • There is no vendor/item record for the line item. • The item tracks country of origin (as defined through Item Master Maintenance), and there are country of origin restrictions that exist or if a country of origin could not be determined.

RTV Change Screen



```
                         RTV CHANGE SCREEN                 Comments: No
Co:      01 A & C Office Supply
WH:      1  Hartford, CT
Item:    C120                             Vendor:  IC8000   Buyer? 104
Desc:    Seth Thomas Grandfather Clock .. Cherry, Solid Brass Pendulum ...
Mfg No:  K5632 ......................     Upd Inv: Y        Upd Cst: Y

Return Quantity    U/M   Lot            Cost EA                Ext Cost
 .......2.000 .    EA .   ..          595.00000  USD            1190.00
                              ........997.31818 . BPS            1994.64

Vendor Item Cost:        595.00000 USD      Originating Co/PO No: ... / .......
                         997.31818 BPS

Created From                                        Quantity   U/M
    Co:  1  Order: 02777 / 00 Seq:     1              2.000    EA
    Ret Rsn Cde: DF Defective Merchandise - Vendor
RTV Log
    Number:               1 Date:  6/04/10  Marked: N  Rsv Cmp: Y


 F2=Order Inquiry     F4=Recvd POs   F9=Reserve   F14=Vnd Itm
                      F5=Comments    F12=Return   F22=Item Inq  F24=Delete
```

This screen appears after you select an item and press ENTER on the RTV Processing Screen (p. 11-7). Use this screen to enter information regarding the item being returned.

RTV Change Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name for the return. Display
WH	The warehouse from which the item is being returned. Display
Item	The item number selected to be returned. Display
Vendor	This field is required when creating a requisition. Use this field to specify the vendor to which the item is being returned. Key the vendor number. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE/MENU APFILE). (A 6) Required/Optional

RTV Change Screen Fields and Function Keys

Field/Function Key	Description
Buyer	This field is required when creating a requisition. Use this field to specify the buyer responsible for returning the item. Key the buyer code. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE). (A 3) Required/Optional
Desc	Use this field to specify the item description to be printed on the Purchase Order. Key a description for the item. *Valid Values:* Any alphanumeric character. The second description line is optional. (2 @ A 31) Required
Mfg No	This field is optional only when the item print code (**Item Prt**) is O in Vendors Maintenance (MENU POFILE/MENU APFILE). Use this field to specify a manufacturer's item number when there is not one defined through Vendor/Item Information Maintenance (MENU POFILE). The manufacturer's item number is printed on the Purchase Order if the item's print code (**Item Prt**) is either M or B in Vendor Master Maintenance (MENU POFILE/MENU APFILE). (A 27) Required/Optional
Upd Inv	Use this field to indicate whether or not to update the on-hand quantity for this item in the Item Balance File when the Purchase Order is printed. Key Y to update the on-hand quantity for this item. Key N if you do not want the on-hand quantity updated. *Valid Values:* Y or N; must be N for a non-stock item [i.e., the item is not defined through Item Balance Maintenance (MENU IAFILE)]. (A 1) Required
Upd Cst	Use this field to specify whether or not to update the average cost of the item when the Purchase Order is printed. Key Y to update the average cost for this item. Key N if you do not want the item's average cost to be updated. *Valid Values:* Y or N; must be N if the **Upd Inv** field is set to N or the item is a non-stock item [i.e., it is not defined through Item Balance Maintenance (MENU IAFILE)]. (A 1) Required

RTV Change Screen Fields and Function Keys

Field/Function Key	Description
Return Quantity	This is a display-only field when the **Vendor** field is blank. Use this field to specify the quantity being returned to the vendor on this return requisition. Key the quantity for the unit of measure specified in the **U/M** field. (N 10, 3) Required/Display
U/M	This is a display-only field when the **Vendor** field is blank. Use this field to specify either the buying unit of measure or the alternate unit of measure for the quantity being returned. Key the unit of measure for the quantity in the **Return Quantity** field. *Valid Values:* The buying unit of measure or alternate unit of measure defined for this item through Vendor/Item Information Maintenance (MENU POFILE). (A 3) Required/Display
Lot	This is a display-only field when the **Vendor** field is blank. Use this field to indicate whether or not the item is a lot item for calculation of the extended cost. Key L if the item's cost will be used as lot charge extended cost. Leave this field blank if the item's cost will be multiplied by the return quantity to create the extended cost. (A 1) Optional/Display
Cost	This is a display-only field when the **Vendor** field is blank. Use this field to specify the unit cost for the costing unit of measure, which appears to the right of the **Cost** heading. When International Currency is installed, the cost on the first line is expressed in the company's local currency with the vendor's trading currency on the line below. Key the unit cost. (N 15,5) Required/Display
Ext Cost	This field displays the extended cost of the item, which is calculated by multiplying the **Return Quantity** by the **Cost** and applying conversion factors for different units of measure. When International Currency is installed, the extended cost on the first line is expressed in the company's local currency with the vendor's trading currency on the line below. Display

RTV Change Screen Fields and Function Keys

Field/Function Key	Description
Vendor Item Cost	This field displays the **Vendor/Item Cost** specified in Vendor/Item Information Maintenance (MENU POFILE). When International Currency is installed, the cost on the first line is expressed in the company's local currency with the vendor's trading currency on the line below. Display
Originating Co/PO No	Use these fields to reference the Purchase Order on which the item was originally purchased from the vendor. The information in these fields will be printed on the return Purchase Order to indicate where the cost was retrieved from. Key the originating company number and purchase order number. (N 2,0 / A 6) Optional
Created From	This field displays the company, sales order number/generation number, and sequence number for the order if the item was added to the Return to Vendor Log File by a return order created in Order Entry. If the item was added to the Return to Vendor Log File using Return to Vendor Additions (MENU POMAIN/MENU WMMAIN), RTV ADDITION appears in this field. Display
Quantity	This field displays the quantity that was originally returned from the customer as specified in the Return to Vendor Log File. This value was obtained either when the item was added through Return to Vendor Additions (MENU POMAIN/MENU WMMAIN) or when the return order was created in Order Entry. Display
U/M	This field displays the stocking unit of measure for the quantity returned from the customer, as specified on the return order created in Order Entry. Display
Ret Rsn Cde	This field appears only if the item was added to the Return to Vendor Log File by a return order created in Order Entry. This field displays the Return Reason Code and description specified on the return order created in Order Entry. Display
RTV Log Number	This field displays the RTV log number assigned when the item was added to the Return to Vendor Log File. Display

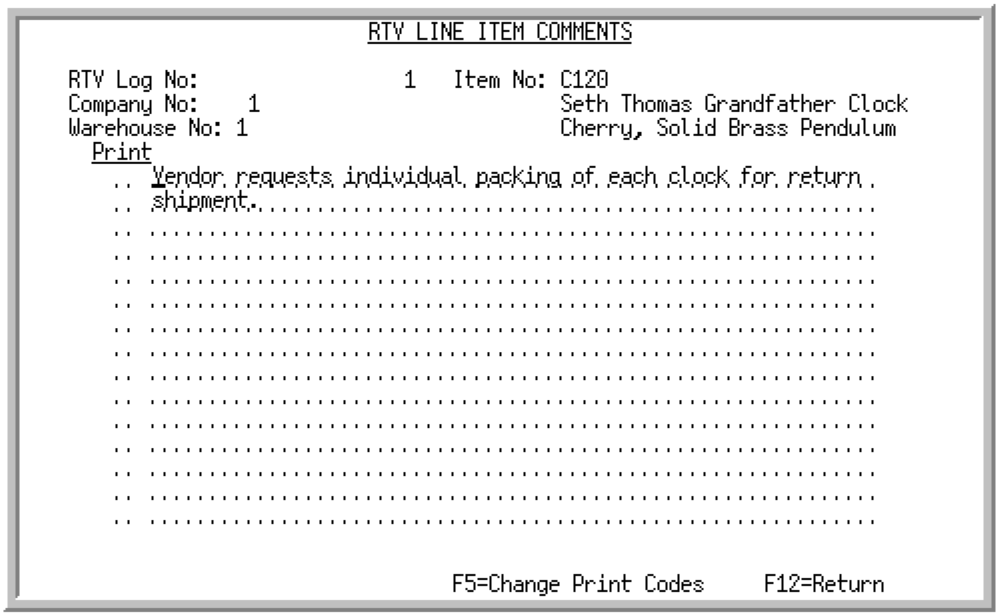
RTV Change Screen Fields and Function Keys

Field/Function Key	Description
Date	This field displays the date the item was added to the Return to Vendor Log File. Display
Marked	This field indicates whether or not the item is marked to be included on a return requisition. Display
Rsv Cmp	This field appears only if Warehouse Management is installed. This field indicates whether or not Return to Vendor location reservations are complete for this item. Display
F2=Order Inquiry	The F2=ORDER INQUIRY function key appears only if a return order was created for this item through Enter, Change & Ship Orders (MENU OEMAIN) and the selected **Return Reason Code** has a **Return Disposition Code** of V for vendor and the credit memo invoice has been printed. Press F2=ORDER INQUIRY to view summary information for the return order containing this item. If the order has been invoiced but is still in the open orders files (ORHED/ ORDET) (i.e., Day-End Processing has not been run) the Order Display Screen appears. For an explanation of this screen, refer to Open Orders Inquiry (MENU OEMAIN) in the Order Entry User Guide. If Day-End Processing was run after this order was invoiced, the Invoice Display Screen appears. For an explanation of this screen, refer to Customer Order/Shipment Inquiry (MENU OEMAIN) in the Order Entry User Guide.
F4=Recvd POs	Press F4=RECVD POS to display the Purchase Order Inquiry By Item History Screen (p. 17-7), which provides purchase order history information for this item.
F5=Comments	Press F5=COMMENTS to display the RTV Line Item Comments Screen (p. 11-18), where you can enter and review comments for this item.
F9=Reserve	The F9=RESERVE function key appears only if Warehouse Management is installed. Press F9=RESERVE to display the RTV Location Reservation Screen (p. 12-8), where you can enter a reservation for each warehouse location from which you expect the item to be picked.
F12=Return	Press F12=RETURN to return to the RTV Processing Screen (p. 11-7) without saving your changes.
F14=Vnd Itm	Press F14=VND ITM to display the Vendor/Item Information Summary Screen (p. 19-3), which displays a list of vendors to which this item is assigned.

RTV Change Screen Fields and Function Keys

Field/Function Key	Description
F22=Item Inq	Press F22=ITEM INQ to display the Inventory Status Screen, which provides item information such as on-hand quantity, net available quantity, quantity on purchase orders and backordered quantity. For an explanation of this screen, refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide.
F24=Delete	Press F24=DELETE to delete this item from the Return to Vendor Log File. When you press F24=DELETE, a confirmation window appears at the bottom of the screen. Key Y to delete the item from the Return to Vendor Log File. Key N to cancel the delete function.
Enter	This key serves two purposes: • If you change the **Vendor**, press ENTER to refresh the screen values with information for the new vendor. When you press ENTER, a confirmation window appears at the bottom of the screen. Key Y to refresh the screen values. Key N to redisplay the screen for further maintenance without refreshing the values. • If you change other information and do not change the Vendor, press ENTER to update the item information in the Return to Vendor Log File. When you press ENTER, a confirmation window appears at the bottom of the screen. Key Y to update the item information and return to the RTV Processing Screen (p. 11-7). Key N to redisplay the screen for further maintenance without updating item information

RTV Line Item Comments Screen



This screen appears when you press F5=COMMENTS from the RTV Change Screen (p. 11-12) or the Return to Vendor Log Additions Screen (p. 12-5). Use this screen to enter and review comments for the item and to specify whether or not to print each comment line on the Purchase Order. Comment print codes from Order Entry are not assumed to be Purchasing comment print codes.

NOTE: Order Entry type X (Internal) and type I (Invoice) comments become Purchasing type I (Internal) comments. Order Entry type P (Pick List) comments become Purchasing type P (Purchase Order) comments.

RTV Line Item Comments Screen Fields and Function Keys

Field/Function Key	Description
RTV Log No	This field displays the RTV log number assigned when the item was added to the Return to Vendor Log File. Display
Item No	The item number selected to be returned with the description lines. Display
Company No	The company number and name for the return. Display
Warehouse No	The warehouse from which the item is being returned. Display

RTV Line Item Comments Screen Fields and Function Keys

Field/Function Key	Description
Print	Use this field to indicate whether or not to print the associated comment line on the Purchase Order. To change the value in this field, press F5=CHANGE PRINT CODES / F5=CHANGE COMMENT TEXT, which toggles between editing the print codes and the comment text. Key P or leave this field blank to print the comment on the Purchase Order. Key I to indicate that this is an internal comment which should not be printed on the Purchase Order. The comment will appear on this screen only, and if **Keep Detail Comments in History** is set to Y in Purchasing Options Maintenance (MENU XAFILE), it will be saved to purchase order history. *Valid Values:* P, I or blank (A 1) Optional
Comment Text	Use this field to enter the item comment to be displayed on this screen and printed on the documents specified in the **Print** field. Key the comment text. (15 @ A 62) Optional
F5=Change Print Codes/F5=Change Comment Text	Press F5=CHANGE PRINT CODES / F5=CHANGE COMMENT TEXT to toggle between editing print codes and comment text.
F12=Return	Press F12=RETURN to return to the previous screen without saving your changes.
Enter	Press ENTER to save your changes and return to the previous screen.

CHAPTER 12

Return to Vendor Additions

12

NOTE: To use this option, RTV Processing must be activated through Purchasing Options Maintenance (MENU XAFILE). If RTV Processing is not activated, a message appears when you attempt to enter information in this option.

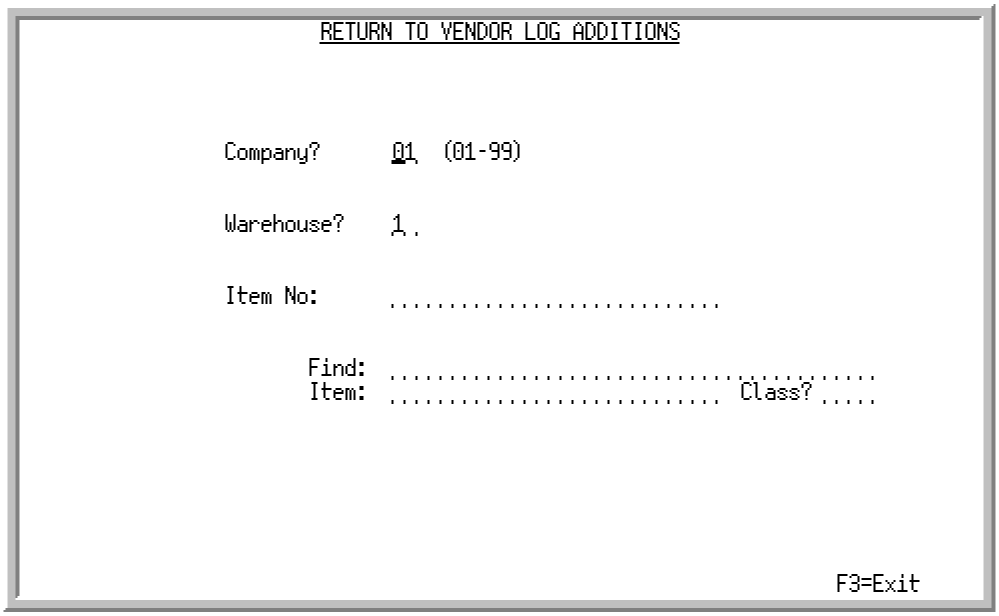
Use this option to add items to the Return to Vendor Log File when you do not want to enter a return sales order (e.g., if you find damaged merchandise in your warehouse). The Return to Vendor Log File stores data for all items being returned to the vendor.

Return to Vendor Additions

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Return to Vendor Log Additions Selection Screen	Use to specify the item you are adding to the Return to Vendor Log File.
Return to Vendor Log Additions Screen	Use to enter the quantity being returned.
RTV Location Reservation Screen	Use to specify the item quantity, unit of measure, lot or serial number, and expiration date for each warehouse location from which you expect the item to be picked.

Return to Vendor Log Additions Selection Screen



This screen appears when you select option 9 - Return to Vendor Additions from MENU POMAIN. Use this screen to specify the item you are adding to the Return to Vendor Log File.

Return to Vendor Log Additions Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the company for which you are returning the item. Key the company number. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

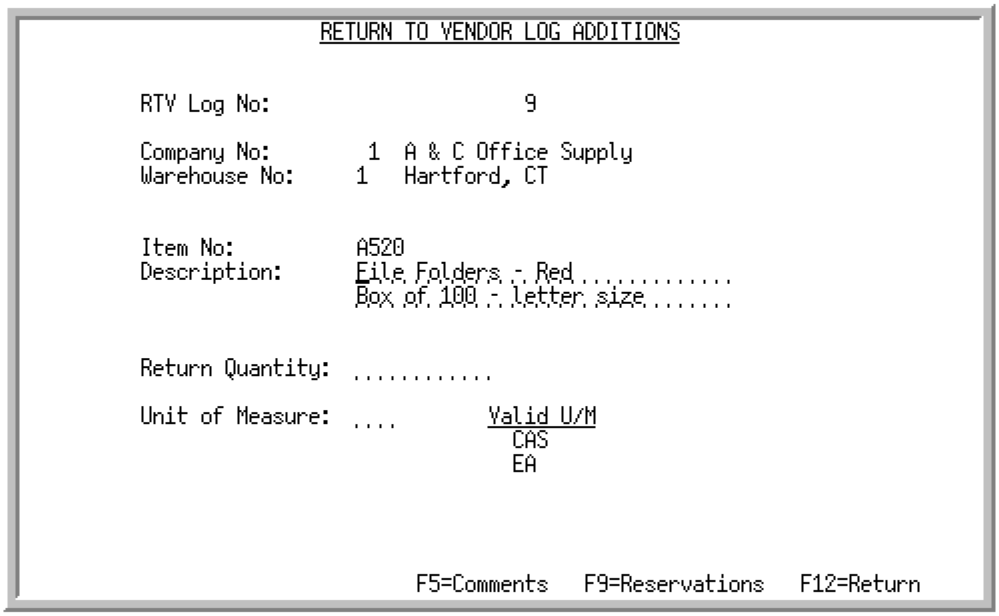
Return to Vendor Log Additions Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to specify the warehouse in which the item is currently stored. Key the warehouse ID. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Item No	Use this field to specify the item you are adding to the Return to Vendor Log File. Key the item number. If you do not know the item number, use the **Find** and **Item** fields to activate the item search feature. For information on using searches, refer to the Cross Applications User Guide. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Optional
Find	If you do not recall the complete item number that you want to inquire into, key item description search criteria to activate the item search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. For information on entering search criteria and the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 40) Optional
Item	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria and the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 27) Optional

Return to Vendor Log Additions Selection Screen Fields and Function Keys

Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria and the Item Description Search Screen, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=EXIT to return to MENU POMAIN without saving any changes.
Enter	Press ENTER to confirm your selections. The Return to Vendor Log Additions Screen (p. 12-5) appears.

Return to Vendor Log Additions Screen



This screen appears when you press ENTER from the Return to Vendor Log Additions Selection Screen (p. 12-2). Use this screen to enter the quantity being returned.

Return to Vendor Log Additions Screen Fields and Function Keys

Field/Function Key	Description
RTV Log No	This field displays the RTV log number, which is assigned to the returned item. The RTV log number is printed on the Return Goods Authorization Slip (RGA) and Return Requisition Pick List if **Track Return to Vendor Log Numbers** is set to Y in Purchasing Company Options (MENU XAFILE). If **Track Return to Vendor Log Numbers** is set to N, the RTV log number appears on applicable screens but is not printed on any document. Display
Company No	The company selected on the Return to Vendor Log Additions Selection Screen (p. 12-2) screen. Display
Warehouse No	The warehouse ID selected on the Return to Vendor Log Additions Selection Screen (p. 12-2) screen. Display
Item No	The item number selected on the Return to Vendor Log Additions Selection Screen (p. 12-2) screen for which inventory is being returned to the vendor. Display

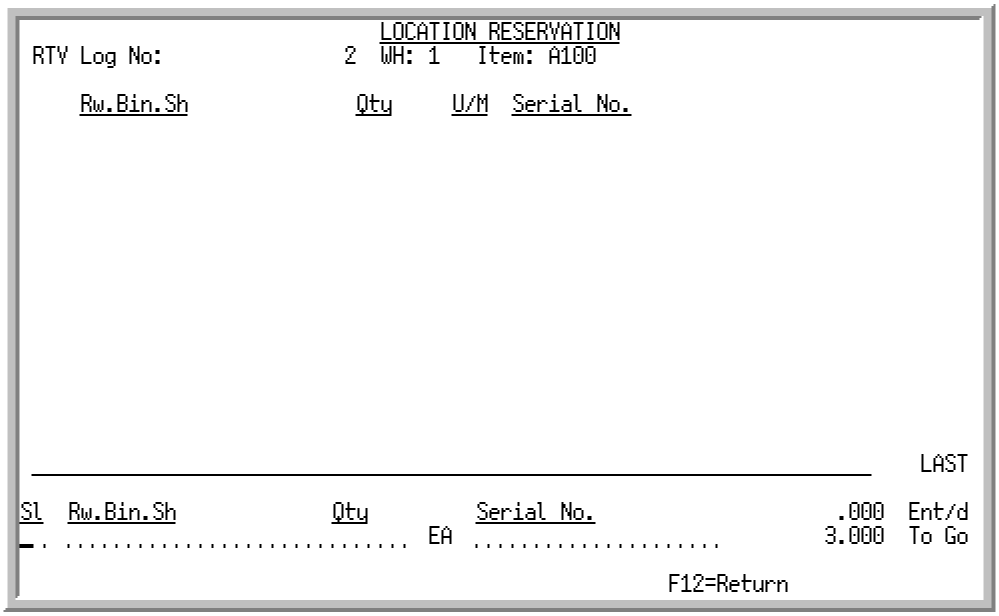
Return to Vendor Log Additions Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to specify the item description to be printed on the Purchase Order. Key a description for the item. *Default Value:* The item description defined in Item Master Maintenance (MENU IAFILE). *Valid Values:* Any alphanumeric character. The second description line is optional. (2 @ A 31) Required
Return Quantity	Use this field to specify the quantity being returned to the vendor. Key the quantity being returned. (N 10,3) Required
Unit of Measure	This is a display-only field when only one unit of measure is defined for the item in Item Master Maintenance (MENU IAFILE). If more than one unit of measure is defined for the item, use this field to specify the unit of measure for the item and quantity being returned to the vendor. Key the unit of measure. All units of measure defined for this item are listed in the **Valid U/M** field. (A 3) Required/Display
Valid U/M	This field appears only when there is more than one unit of measure defined for the item. This field displays all units of measure defined for this item in Item Master Maintenance (MENU IAFILE). Use this field as a reference when keying a unit of measure in the **Unit of Measure** field. Display
F5=Comments	Press F5=COMMENTS to display the RTV Line Item Comments Screen (p. 11-18), which allows you to enter and review comments for the item being returned.
F9=Reservations	The F9=RESERVATIONS function key appears only if Warehouse Management installed. Press F9=RESERVATIONS to display the RTV Location Reservation Screen (RTV Location Reservation Screen (p. 12-8)), where you enter a reservation for each warehouse location from which you expect the item to be picked. This information is used to create the actual Warehouse Management location reservation when you create the return requisition.
F12=Return	Press F12=RETURN to return to the Return to Vendor Log Additions Selection Screen (p. 12-2) without saving your changes.

Return to Vendor Log Additions Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to save your changes. A confirmation window appears at the bottom of the screen. Key Y to save your changes. The Return to Vendor Log Additions Selection Screen (p. 12-2) appears. Key N to return to the Return to Vendor Log Additions Screen (p. 12-5) without saving your changes. If Customer Consignment is installed and the warehouse specified in the **Warehouse** field on the Return to Vendor Log Additions Selection Screen (p. 12-2) is a consignment warehouse, the Customer/Ship-To Selection Screen will appear before the confirmation window appears. Refer to this screen in the Moving Goods to a Consignment Warehouse chapter in the Customer Consignment User Guide.

RTV Location Reservation Screen



NOTE: Do not confuse this screen with the Location Reservations Screen from Enter, Change & Ship Orders (MENU OEMAIN).

This screen appears when you press F9=RESERVATIONS from the Return to Vendor Log Additions Screen (p. 12-5).

Use this screen to specify the item quantity, unit of measure, lot or serial number, and expiration date for each warehouse location from which you expect the item to be picked. When you create the return requisition, you use this information to create the actual Warehouse Management location reservation.

RTV Location Reservation Screen Fields and Function Keys

Field/Function Key	Description
RTV Log No.	The RTV Log number assigned to this return transaction. Display
WH	The warehouse to which the item is being returned. Display
Item	The item number selected on the Return to Vendor Log Additions Selection Screen (p. 12-2) screen for which inventory is being returned to the vendor. Display

RTV Location Reservation Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Reference number to be keyed in the **Sl** field when choosing location information to be changed or deleted. Display
Rw.Bin.Sh	Warehouse location from which the item will be picked. If a return order was entered for the item through the Order Entry module, the location specified at that time appears here. Display
Qty	Quantity to be picked from this location. Display
U/M	Unit of measure for the quantity being picked. Display
Lot No./Serial No	This field only displays for items identified as lot (L) or serial (S, T) with the **WH Mgmt Code** field in Item Master Maintenance (MENU IAFILE). Lot or serial number (if applicable) for the item to be picked. Display
Exp Date	This field only displays for items identified with the **WH Mgmt Code** field set to L for lot control in Item Master Maintenance (MENU IAFILE). Item’s expiration date (if applicable). Expiration dates are only applicable to certain lot control items identified with **Exp Date Reqd** set to Y in Item Master Maintenance (MENU IAFILE). Display
Sl	Use this field to select the location you are changing or deleting. If you are adding a location, leave this field blank. Key the number from the **Reference Number** column. (N 2,0) Optional
Rw.Bin.Sh	Use this field to specify the location from which the item will be picked. Key the warehouse location using the warehouse location number format defined in Warehouse Management Options Maintenance (MENU WMFILE). (A 16) Required

RTV Location Reservation Screen Fields and Function Keys

Field/Function Key	Description
Qty	Use this field to specify the quantity to be picked from the corresponding location. Key the quantity in the item's stocking unit of measure, which appears to the right of this field. If the item is a serial item, you must key a separate entry for each item by keying 1 here and a unique serial number at the **Serial No.** field until the **To Go** field quantity is 0 and the **Ent/d** field reflects the total quantity being returned. *Valid Values:* A multiple of the value in the **Quantity per Case** field if the item is a case quantity item. (N 10,3) Required
Serial No./Lot No.	This field appears for serial number and lot items only. Use this field to specify the serial number or lot number of the item to be picked from the corresponding location. Key the serial number or lot number. (A 20) Required
Quantity per Case	This field appears only for case quantity items. If the case quantity item has a fixed quantity, you cannot change this value. Key the number of items in each case for variable case quantity items. (N 4,0) Required/Display
Expo Date	This field appears only when **Exp Date Red** is set to Y in Item Master Maintenance (MENU IAFILE). Key the expiration date for this lot item. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Net/d	This field displays the quantity of this item that is assigned a location. Display
To Go	This field displays the quantity of items that have not been assigned a location. This value is the difference between the quantity you are returning and the quantity in the **Ent/d** field. Display

RTV Location Reservation Screen Fields and Function Keys

Field/Function Key	Description
F4=Dsp XXX	The F4=DSP XXX function key appears for case quantity items only. F4=DSP XXX, where XXX is the stocking unit of measure or the case quantity unit of measure for this item. Press F4=DSP XXX to toggle between expressing all quantities in the item's stocking unit of measure or the case quantity unit of measure.
F12=Return	Press F12=RETURN to save your changes and return to the Return to Vendor Log Additions Screen (p. 12-5).
F24=Delete	Key a reference number in the **SI** field and press F24=DELETE to delete the location information.
Enter	This key has two purposes: • To select location information to be changed or deleted, key the selection number in the **SI** field and press ENTER to choose the location. • To apply the values entered in the fields at the bottom of the screen, press ENTER. The location information will be added to the information in the top portion of the screen.

CHAPTER 13

Item Inquiry

13

Use this option to display detailed information for all items defined in Inventory Accounting.

Refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide for an explanation of this option.

CHAPTER 14 Req/PO Inquiry

14

The Req/PO Inquiry allows you to view the current status of:

- requisitions
- open, partially received and fully received purchase orders for which PO Receipts Register (MENU POMAIN) has not been run
- closed purchase orders for which PO Receipts Register (MENU POMAIN) has been run
- purchase orders in history

You may display header and detail item information for each requisition or purchase order, enter receipts for a purchase order, and select a requisition or purchase order to maintain.

In addition, function keys are available that allow you to:

- Reprint a Purchase Order from history (if authorized).
- Change the Req/PO header or detail item Due Date only without changing other data on the Req/PO (if authorized).
- Access Work With Special Orders (MENU POMAIN) and the Special Order Change Request Process if a Req/PO includes special order items.
- Access the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) and other edit/entry screens available in Enter or Change Requisitions (MENU POMAIN). Access to these screens allows the immediate maintenance of open purchase order files.
- Create a new requisition from an existing purchase order.

NOTE: This inquiry and the Vendor Order/Shipment Inquiry (MENU POMAIN) provide the only means in Purchasing to make any changes to a Purchase Order after it has been printed.

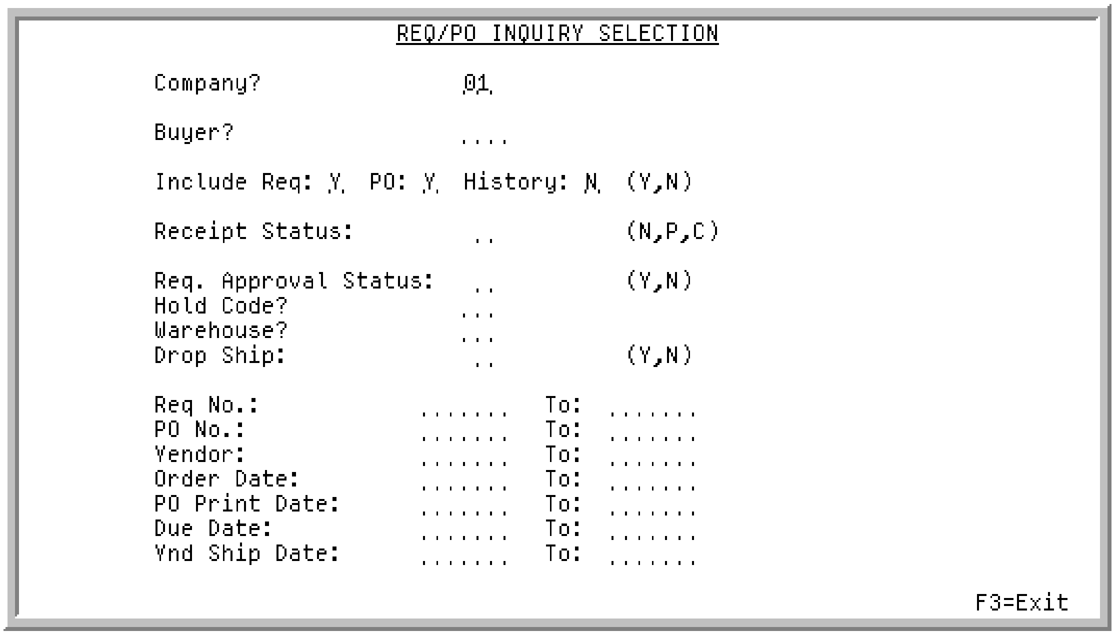
Req/PO Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Req/PO Inquiry Selection Screen	Use to select any specific criteria for requisitions, purchase orders, or purchase orders in history.
Req/PO Inquiry Screen	Use to select the requisition or purchase order for which you are performing maintenance, receiving items, or viewing detail information.
Multi-WH PO Review Screen	Use to review purchase order information for all of the individual POs that are part of the selected Multi-WH purchase order.
Multi-WH PO Item Review Screen	Use to review a list of all items ordered on the Multi-WH purchase order.
Requisition/Purchase Order Header Screen	Use to review header information for the requisition or purchase order selected.
Requisition/Purchase Order Item Detail Screen	Use to review detail information for one item on the current requisition or purchase order.
Purchase Order Order Comments Screen Purchase Order Item Comments Screen	Use to review the vendor and order level comments for the requisition/purchase order and also to view the item level specific comments.
End Requisition/Purchase Order Screen	Use to review summary information about the requisition or purchase order.
Reprint History Purchase Orders Output Options Screen	Refer to Purchase Orders (MENU POMAIN) for details about this screen.
Display Purchase Orders Screen	Use to select another requisition or purchase order to inquiry on.
Requisition/Purchase Order Item Review Screen	Use to select an existing item on the requisition for detail inquiry.
Create Duplicate Requisition Screen	Use to create a new requisition from an existing purchase order.
Select Items for Duplicate Requisition Screen	Use to review and select which items to include on the new requisition being created from the existing purchase order.
New Requisition Information Screen	Use to review if the requisition was created or not.

Title	Purpose
Copy Purchase Order Errors/Warnings Report	Prints if, during the create duplicate requisition process, *header* errors are encountered (requisition not created), *header* warnings are encountered (requisition could be created if only warnings), or all lines are dropped from the requisition (requisition not created).
Copy Purchase Order Dropped Lines/ Warnings Report	Prints if, during the create duplicate requisition process, *detail* errors are encountered (resulting in the line being dropped from the requisition) or *detail* warnings are encountered (the line could be included if only warnings occurred).
Purchase Order Activity Screen	Use to review each action taken on the requisition/ purchase order.
Purchase Order Activity Detail Screen	Use to review field values before and after a change was made.
Purchase Order Activity Report	Prints information from the Purchase Order Activity Screen (p. 14-67) and the Purchase Order Activity Detail Screen (p. 14-73).
Receipt History Screen	Use to review history information for the item displayed on the Requisition/Purchase Order Item Detail Screen (p. 14-30).
Landing Cost Detail Screen	Use to review landing cost breakdown information. Landing costs are those costs incurred due to specific situations (overhead, duty, etc.).
Ordering Information Screen	Use to review additional ordering information (including vendor/item, inventory management and planning, and item balance information) for the item displayed on the Requisition/Purchase Order Item Detail Screen (p. 14-30).
Assign Customer Numbers Display Screen	Use to review a list of customers (up to 15) waiting for the item displayed on the Requisition/Purchase Order Item Detail Screen (p. 14-30).

Req/PO Inquiry Selection Screen



```
                    REQ/PO INQUIRY SELECTION

     Company?              01

     Buyer?                ....

     Include Req: Y  PO: Y  History: N  (Y,N)

     Receipt Status:        ..          (N,P,C)

     Req. Approval Status:  ..          (Y,N)
     Hold Code?            ...
     Warehouse?            ...
     Drop Ship:             ..          (Y,N)

     Req No.:            .......  To:  .......
     PO No.:             .......  To:  .......
     Vendor:             .......  To:  .......
     Order Date:         .......  To:  .......
     PO Print Date:      .......  To:  .......
     Due Date:           .......  To:  .......
     Vnd Ship Date:      .......  To:  .......

                                                   F3=Exit
```

This screen displays after selection option 11 - Req/PO Inquiry (MENU POMAIN). Use this screen to select any specific criteria for requisitions, purchase orders, or purchase orders in history. If you leave all of the fields on this screen blank, you may inquire on any requisition, purchase order, or purchase order in history.

If both requisitions and purchase orders have been selected to display on this screen, requisitions will display before purchase orders. Requisitions are displayed in sequence by requisition number, and purchase orders are displayed in sequence by purchase order number.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Req/PO Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	To limit the requisitions and purchase orders that display for one company, key the number of the company in this field. *Default Value:* When International Currency is installed, the default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). When International Currency is not installed, there is no default value. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional; Required only if International Currency is installed.
Buyer	To limit the requisitions and purchase orders that display for one buyer, key the buyer's three character code in this field. NOTE: Buyer codes may be assigned to a vendor (through MENU POFILE), vendor/warehouse (through MENU POFILE), vendor/item (through MENU POFILE), and/or vendor/item/warehouse (also through MENU POFILE). *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
Include Req	Use this field to specify if requisitions will be included in this inquiry. Key Y if you want requisitions to be included. Key N if you do not want requisitions to be included. *Default Value:* Y (A 1) Required
(Include) PO	Use this field to specify if this inquiry will include purchase orders which are: • open, partially received and fully received for which PO Receipts Register (MENU POMAIN) has not been run • closed for which PO Receipts Register (MENU POMAIN) has been run Key Y if you want purchase orders to be included. Key N if you do not want purchase orders to be included. *Default Value:* Y (A 1) Required

Req/PO Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
(Include) History	Use this field to specify if purchase orders in history [purchase orders that have been closed and updated through Day-End Processing (MENU XAMAST)] will be included in this inquiry. Key Y if you want purchase orders in history to be included. Key N if you do not want purchase orders in history to be included. *Default Value:* N (A 1) Required
Receipt Status	NOTE: This field pertains to purchase orders only. Therefore, you must have keyed Y in the (**Include**) **PO** field in order to specify a receipt status in this field. Use this field to display purchase orders with the same receipt status. Key N to display purchase orders that are open, having no items received. Key P to display purchase orders that has been partially received. A purchase order is partially received if any quantity of a single item on the purchase order has been received. Key C to display purchase orders that have been completely received. This means that all items on the purchase order have been received for the ordered quantities. Leave this field blank if you do not wish to display purchase orders with a specific receipt status. (A 1) Optional
Req. Approval Status	This field applies to requisitions only; purchase orders will display regardless of your selection in this field. Use this field to display only requisitions that have been approved, only requisitions that have not been approved, or all requisitions regardless of approval status. Key Y to display only those requisitions that have been approved (their status is Approved in the inquiry). Key N to display only those requisitions that have not been approved (their status is Pending in the inquiry). Leave this field blank to display both pending and approved requisitions in the inquiry. (A 1) Optional

Req/PO Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	This field applies to requisitions only; purchase orders will display regardless of your selection in this field. To display requisitions with a specific hold code, key the hold code. Only the requisitions that have been held with that hold code will be included in the inquiry. (A 2) Optional
Warehouse	To limit the requisitions and purchase orders that display for a single warehouse, key the warehouse number. Only the requisitions and purchase orders created for that warehouse will be included in the inquiry. (A 2) Optional
Drop Ship	Use this field to display only those requisitions and purchase orders that have been designated for drop-shipments, or only those requisitions and purchase orders that have not been designated for drop-shipments. Key Y to display only those requisitions and purchase orders that have not been designated as drop-shipment orders. Key N to display only those requisitions and purchase orders that have been designated as drop-shipment orders. Leave this field blank to display requisitions and purchase that are drop-shipment orders, and those that are not drop-ship orders. (A 1) Optional
Req No	Use these fields to specify the criteria that will determine the range of requisition numbers to display in this inquiry. (2 @ A 6) Optional
PO No	Use these fields to specify the criteria that will determine the range of purchase order numbers to display in the inquiry. (2 @ A 6) Optional
Vendor	Use these fields to specify the criteria that will determine the range of vendors for whom requisitions/purchase orders have been created to display in the inquiry. (2 @ A 6) Optional
Order Date	Use these fields to specify the criteria that will determine the range of order dates of the requisitions/purchase orders to display in the inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ A 6) Optional

Req/PO Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
PO Print Date	Use these fields to specify the criteria that will determine the range of purchase order print dates of those purchase orders to display in the inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ A 6) Optional
Due Date	Use these fields to specify the criteria that will determine the range of requisition/purchase order due dates of those requisitions and purchase orders to display in the inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ A 6) Optional
Vnd Ship Date	Use these fields to specify the criteria that will determine the range of requisition/purchase order vendor ship dates of those requisitions and purchase orders to display in the inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU POMAIN will display.
Enter	Press the ENTER function key to confirm your selections. The Req/PO Inquiry Screen (p. 14-9) will appear listing the requisitions and purchase orders that match the criteria you specified on this screen.

Req/PO Inquiry Screen

```
                                REQ/PO INQUIRY
                                                                      Unshipped
No T Co Req No Po Num Status WH Vendor                 Due Date       Value US$
 1 R  1 S00093 S00093 Apprvd 1  AMERICAN CALENDAR      12/24/13         3350.00
 2 R  1 S00096 S00096 Apprvd 1  SHARP INTERNATIONAL     1/08/14        37999.05
 3 R  1 100020 100020 Pnding 1  SHARP INTERNATIONAL    12/10/13         6749.85
 4 R  1 100031 100031 Apprvd 1  SHARP INTERNATIONAL    12/24/13          949.98
 5 R  1 100173 100173 Pnding 1  SHARP INTERNATIONAL     6/17/14          425.99

 6 R  1 100175 100175 Pnding 1  SHARP INTERNATIONAL     1/19/16         1757.22
 7 R  1 100176 100176 Pnding 3  SHARP INTERNATIONAL     1/19/16          589.04
 8 R  1 100188        Pnding 1  SASKATCHEWAN PRODUCTS   1/30/16          739.79
 9 R  1 100189        Pnding 1  THE PAPER SUPPLY HOUSE  1/23/16          239.09
10 R  1 100192        Pnding 1  SAUERKRAUT PRODUCTS     3/08/16          172.67

11 R  1 100193        Pnding 1  THE PAPER SUPPLY HOUSE  1/30/16          877.99-
12 R  1 100195        Pnding 1  K & M CORPORATION       2/03/16         1106.00
13 R  1 100199        Pnding 1  SHARP INTERNATIONAL     2/05/16        51252.20
14 R  1 100201        Pnding 1  GUADALJARA OFFICE SUPP  2/28/16           13.05
15 R  1 100202        Pnding 1  THE PAPER SUPPLY HOUSE  2/29/16           24.44-
                                                                        More...
Selection: ...
              F2=Vnd Ship    F10=Mult WH PO            F11=Trading Currency
 F3=Exit   F5=Maintenance    F6=Receipt                F9=In Use   F12=Return
```

This screen appears when you press ENTER on the Req/PO Inquiry Selection Screen (p. 14-4). It displays order information for:

- requisitions
- open purchase orders
- closed purchase orders
- purchase order(s) in history

Use this screen to select the requisition or purchase order for which you are performing maintenance, receiving items, or viewing detail information.

The purchase order numbers for Multi-WH purchase orders are displayed in reverse image for your convenience.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen

* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen

Req/PO Inquiry Screen Fields and Function Keys

Field/Function Key	Description
No	This column displays the reference number of the requisition or purchase order. Key this number in the **Selection** field on this screen to: • maintain or display detail information for one of the open requisitions or purchase orders • receive items for a purchase order Display
T	Indicates the type of order: • **R** displays if the displayed order is a requisition • **P** displays if the displayed order is a purchase order • **H** displays if the displayed order is a purchase order in history Display
Co	The company number for which the requisition and/or purchase order has been created. Display
Req No	The number of the requisition assigned when the requisition was created. Display
PO Num	The purchase order number. When the Purchasing Options (MENU XAFILE) field **Use Requisition No. for Purchase Order No.** is set to N, this field may display blank. A purchase order number will display only after Purchase Orders have been printed through Purchase Orders (MENU POMAIN) and the purchase order number has been assigned. Display

Req/PO Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Status	The current status of the requisition or purchase order. This column will toggle with the **In Use** status of the requisition or purchase order with the F9=IN USE / F9=STATUS toggle key. When the current status is displayed, it may be one of the following: • **RQ Pending**: The requisition is pending - it has been entered through Enter or Change Requisitions (MENU POMAIN), but has not been approved. • **RQ Approved**: The requisition is approved -it has been entered and approved through Enter or Change Requisitions (MENU POMAIN), but a purchase order has not been created for the requisition through Purchase Orders (MENU POMAIN) • **RQ Held-HC**: The requisition has been held with hold code HC. Even if it is approved, a Purchase Order for this requisition may not be printed until it is released from requisition hold. • **PO Closed**: The Purchase Order has been printed, and all items were received completely through Enter or Change Receivers or PO Receipts (MENU POMAIN) and posted through that same option, for receiver processing, or through PO Receipts Register (MENU POMAIN), for PO processing, or if it is a purchase order in history. [If Warehouse Management is installed, receipts may also be processed for receivers through Warehouse Management (MENU WMMAIN)]. Note that **PO Closed** also applies if the purchase order has been closed through PO maintenance without receiving any of the items or when only some of the items have been received. PO maintenance is accessed through this menu option or Vendor Order/Shipment Inquiry (MENU POMAIN). You cannot use F5=MAINTENANCE to maintain a purchase order that has been closed. • **PO Open**: The Purchase Order has been printed, and no items have been received or posted. • **PO Partial**: The purchase order has been printed, and the quantity for at least one item on the PO has been received (either partially or complete) OR at least one line item has been closed.

Req/PO Inquiry Screen Fields and Function Keys

Field/Function Key	Description
In Use	The in-use status (**In Use**) indicates if the requisition or purchase order is being used at another workstation. This column will toggle with the **Status** of the requisition or purchase order with the F9=IN USE / F9=STATUS toggle key. When the in-use status is displayed, it may be: • **Being chgd**: The requisition is being changed through Enter or Change Requisitions (MENU POMAIN), or the purchase order is being changed through the Req/PO Inquiry (MENU POMAIN) or Vendor Order/ Shipment Inquiry (MENU POMAIN). • **Printing/Processing**: The purchase order for the requisition has been selected through Purchase Orders (MENU POMAIN) and is currently printing or being processed via EDI or FAX. If purchase orders are being processed through EDI or FAX, be sure that these processors are running so that the process can complete and the purchase orders can be released from in-use status. • **Rcpts pend**: Receipts have been entered for the purchase order through Enter or Change Receivers or PO Receipts (MENU POMAIN) and are pending to be posted through the same option for receiver processing, or through PO Receipts Register (MENU POMAIN) for PO processing. If Warehouse Management is installed, receipts may also be posted for receivers through Warehouse Management (MENU WMMAIN). • **Being rcvd**: Receipts for this purchase order are being keyed through Enter or Change Receivers or PO Receipts (MENU POMAIN). • **Rcpts post**: Receipts for the purchase order are being posted through Enter or Change Receivers or PO Receipts (MENU POMAIN) for receiver processing, or through PO Receipts Register (MENU POMAIN) for PO processing. [If Warehouse Management is installed, receipts may also be posted for receivers through Warehouse Management (MENU WMMAIN)]. • (**Blank**): If the requisition or purchase order is not being updated at another workstation. If a purchase order is to be sent via EDI and Purchase Orders is selected in the Load All Pending Documents at Day End field in EDI Options Maintenance (MENU EIMAIN), once Day-End is complete, the purchase order will be in-use while the job is queued up in the EDI transaction processor. Once the job completes in the EDI transaction processor, the in-use status will be removed. Display
WH	The two-character ID of the warehouse specified on the requisition or purchase order. Display

Req/PO Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The name of the vendor for whom the requisition or purchase order is created. Display
Due Date	The date specified on the requisition or purchase order that items should be received. This column will toggle with the **Vnd Ship** date of the requisition or purchase order with the F2=VND SHIP / F2=DUE DATE toggle key. When International Currency is installed, this field displays only when the F11 toggle key displays as F11=TRADING CURRENCY. Display
Vnd Ship	The date by which items will ship from the vendor. This column will toggle with the **Due Date** of the requisition or purchase order with the F2=VND SHIP / F2=DUE DATE toggle key. When International Currency is installed, this field displays only when the F11 toggle key displays as F11=TRADING CURRENCY. NOTE: The vendor ship date for Return Purchase Orders (type R) is not used and will not be assigned. Display
Unshipped Value/ Value	Authority to see the PO value is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). If **History** is set to **N** on the Req/PO Inquiry Selection Screen (p. 14-4), the heading appears as **Unshipped Value** and this column displays the value, that has not yet been received, of the requisition or purchase order. If **History** is set to Y on the Req/PO Inquiry Selection Screen (p. 14-4) appears as **Value** and this column displays the receipt value of the purchase order in history. When International Currency is installed, for foreign currency vendors, this field may be toggled with the F11=LOCAL CURRENCY / F11=TRADING CURRENCY key to display amounts in the vendor’s trading currency with the applicable currency symbol displayed to the right of each amount, or in the company’s local currency, with the local currency symbol displayed as part of the column heading. Display
Selection	Key the **No** of the open requisition or purchase order to display or maintain. You may also key the **No** of the purchase order to enter receipts. After keying the reference number in this field, press ENTER for the inquiry, F5=MAINTENANCE to make changes, or F6=RECEIPT to begin a group of receipts. (N 2,0) Required

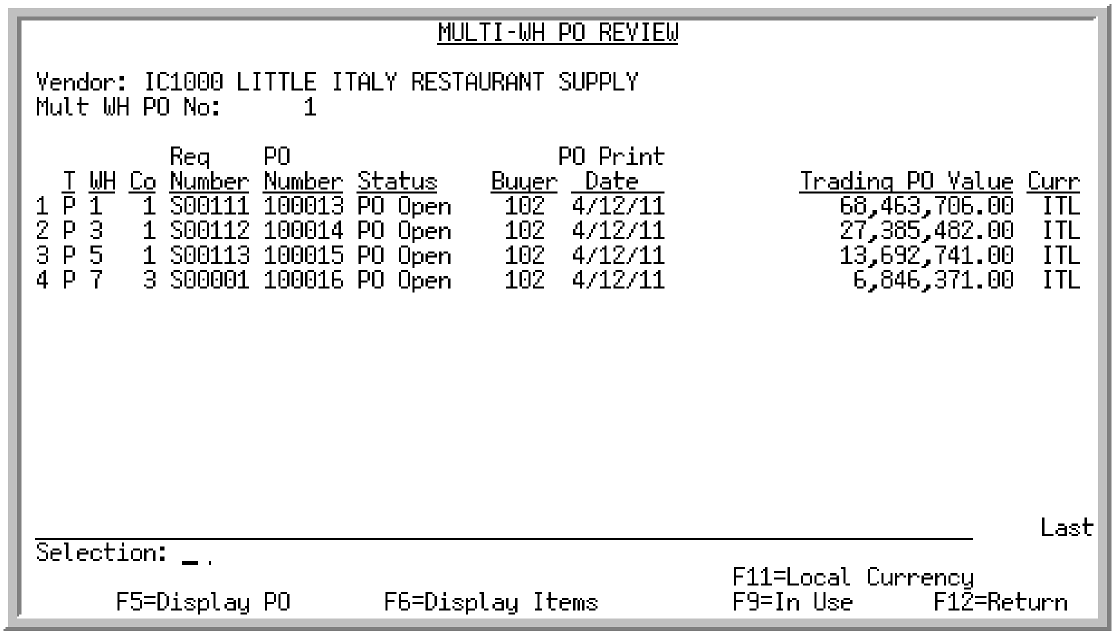
Req/PO Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F2=Vnd Ship/F2=Due Date	Press F2=VND SHIP / F2=DUE DATE to toggle between displaying the Due Date or Vendor Ship Date on the top portion of this screen.
F3=Exit	Press F3=EXIT to exit from this inquiry. MENU POMAIN will display.
F5=Maintenance	Press F5=MAINTENANCE after keying a reference number (**No**) in the **Selection** field to maintain the requisition or purchase order. Screens will display exactly as they do through Enter or Change Requisitions (MENU POMAIN), and the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) will display. Upon completion of any changes to a purchase order, the End Purchase Order Changes Screen (p. 6-92) will display. Any changes made will immediately update your Purchasing files. No posting of changes is required. Also, note that you cannot maintain a purchase order that is closed (the **Status** is **PO Closed**), or if a requisition or purchase order is currently in use elsewhere.
F6=Receipt	Press F6=RECEIPT after keying the reference number (**No**) in the **Selection** field to enter or change receipts for one of the displayed purchase orders. Screens will display exactly as they do through Enter or Change Receivers or PO Receipts (MENU POMAIN). You cannot enter or change receipts for a purchase order that is closed (the **Status** is **PO Closed**), or if it is currently in use elsewhere.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=In Use/F9=Status	Press F9=IN USE / F9=STATUS to toggle between displaying the current status or the in-use status for the requisitions and purchase orders displayed in the **In Use** / **Status** field: Press F9=IN USE to display the in-use status of the requisitions or purchase orders displayed on this screen. In-use status indicates how the requisition or purchase order is currently being updated elsewhere. Press F9=STATUS to display the current status of the requisition (being changed, purchase order printing) or purchase order (being received, receipts pending, or receipts posting).

Req/PO Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F10=Mult WH PO	The F10=MULT WH PO function key is for Multi-WH purchase orders only. Multi-WH orders are displayed with the PO number in reverse image for your convenience. After keying the reference number of a Multi-WH order in the **Selection** field, press F10=MULT WH PO to display the Multi-WH PO Review Screen (p. 14-16), which provides order information for the Multi-WH PO selected.
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between displaying the unshipped value of purchase orders/requisitions or the receipt of the value of the purchase order in history in the vendor's trading currency or in the company's local currency. If these amounts are displayed in the company's local currency, the due dates also will display. Press the F11 = LOCAL CURRENCY key to display unshipped values/values of purchase orders/requisitions in the company's local currency. The **Due Date** field also will display. Press the F11 = TRADING CURRENCY key to display the unshipped values/values of purchase orders/requisitions in the trading currency. The symbol for the applicable trading currency will display to the right of each amount. The **Due Date** field will not display.
F12=Return	Press F12=RETURN to return to the Req/PO Inquiry Selection Screen (p. 14-4) without saving any changes made on this screen.
Enter	Press ENTER after keying a reference number (**No**) in the **Selection** field to display the header and detail information for the corresponding requisition or purchase order. The Requisition/Purchase Order Header Screen (p. 14-23) will display.

Multi-WH PO Review Screen



This screen appears after you select a Multi-Warehouse purchase order and press F10=MULT WH PO from the Req/PO Inquiry Screen (p. 14-9). Use this screen to view purchase order information for all of the individual POs that are part of the selected Multi-WH purchase order.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Multi-WH PO Review Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The Vendor number and name of vendor with which the order is placed. Display
Multi-WH PO Number	The Multi-WH purchase order number which groups the individual POs together. Display
Reference Number	The line number used to select the purchase order. Key this number in the **Selection** field to select a purchase order. Display

Multi-WH PO Review Screen Fields and Function Keys

Field/Function Key	Description
Typ	Type of order (P for purchase order; H for closed purchase order which is now part of history file). Display
WH	The number of the warehouse to which the order is being shipped. Display
Co	The number of the company for which the purchase order was created. Display
Req Number	The requisition number assigned when the requisition was created. Display
PO Number	The purchase order number assigned when the requisition was created or the purchase order was printed based on the response to the **Use Requisition No.for Purchase Order No.** in Purchasing Options (MENU XAFILE) Display
Status/In Use	Current **Status** or **In-use** status of the purchase order. Press F9=STATUS / F9=IN USE to toggle between the two columns. Possible status values are: • **RQ Pending** • **RQ Approved** • **RQ Held-HC** • **PO Closed** Possible in-uses status values are: • **Being chgd** • **Printing/Processing** • **Rcpts pend** • **Being rcvd** • **Rcpts post** For a detailed explanation of each status, refer to the description of the **Status/In Use** field on the Req/PO Inquiry Screen (p. 14-9). Display
Buyer	Buyer code of the buyer for which the purchase order was created. Display
PO Print Date	Date the purchase order was created using Print Purchase Orders (MENU POMAIN). Display

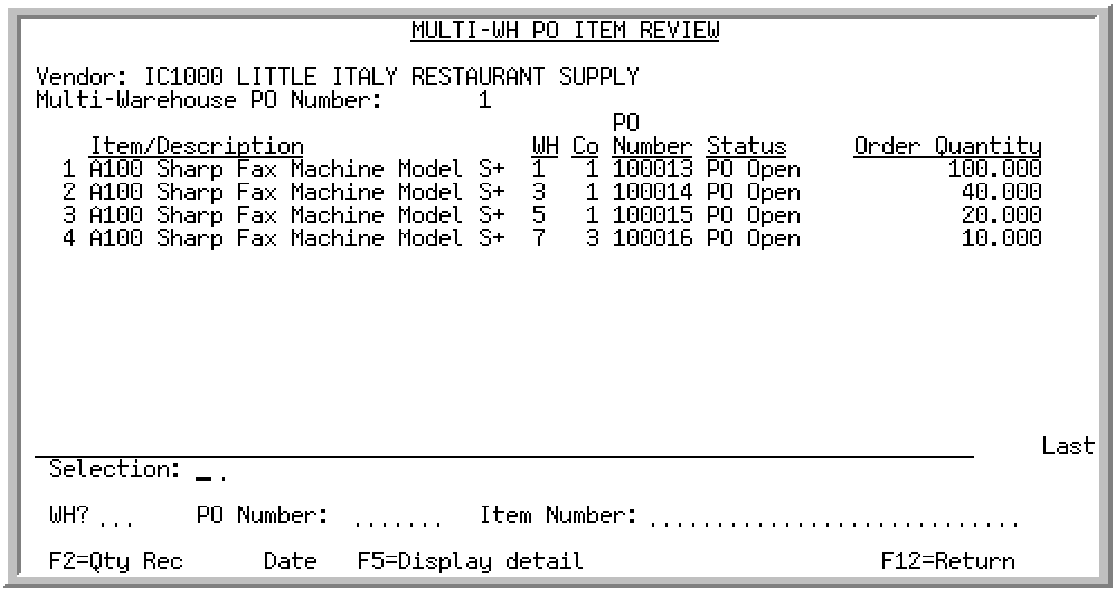
Multi-WH PO Review Screen Fields and Function Keys

Field/Function Key	Description
Due Date	Date by which items should be received as specified through Enter or Change Requisitions (MENU POMAIN). Display
Total PO Value / Trading PO Value	Authority to see the total PO value is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). The total order PO value excluding any applicable discounts. When International Currency is installed, this field displays the cost of the item in the vendor's trading currency. If the vendor's currency differs from the company's local currency, the local currency equivalent value will display below the trading currency value. Display
Curr	This field only displays when International Currency is installed. This field displays the currency code and description of the vendor's trading currency, if the vendor's currency differs from the company's local currency.
Selection	Use this field to select a purchase order for which you want to view detailed order or item information. Key the **Reference Number** of the purchase order. (N 2,0) Required
F5=Display PO	After keying a reference number in the **Selection** field, press F5=DISPLAY PO to display the Requisition/Purchase Order Header Screen (p. 14-23), which shows the header information entered through Enter or Change Requisitions (MENU POMAIN).
F6=Display Items	After keying a reference number in the **Selection** field, press F6=DISPLAY ITEMS to display the Multi-WH PO Item Review Screen (p. 14-20), which provides detailed information about items on the selected purchase order.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Status/In Use	Press F9=STATUS / F9=IN USE to toggle between displaying the current status and in-use status of the purchase order.

Multi-WH PO Review Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of the total PO values in the trading currency and a display of these values in the company's local currency.
F12=Return	Press F12=RETURN to return to the Req/PO Inquiry Screen (p. 14-9).

Multi-WH PO Item Review Screen



```
                          MULTI-WH PO ITEM REVIEW

Vendor: IC1000 LITTLE ITALY RESTAURANT SUPPLY
Multi-Warehouse PO Number:      1
                                                PO
    Item/Description                   WH Co Number Status      Order Quantity
  1 A100 Sharp Fax Machine Model S+    1   1 100013 PO Open            100.000
  2 A100 Sharp Fax Machine Model S+    3   1 100014 PO Open             40.000
  3 A100 Sharp Fax Machine Model S+    5   1 100015 PO Open             20.000
  4 A100 Sharp Fax Machine Model S+    7   3 100016 PO Open             10.000

                                                                           Last
 Selection: _ .

 WH? ...     PO Number: .......    Item Number: ...........................

 F2=Qty Rec      Date    F5=Display detail                       F12=Return
```

This screen appears after you select a purchase order and press F6=DISPLAY ITEMS from the Multi-WH PO Review Screen (p. 14-16). Use this screen to view a list of all items ordered on the Multi-WH purchase order.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Multi-WH PO Item Review Screen Fields and Function Keys

Field/Function Key	Description
WH	The number of warehouse to which the item is being shipped. Display
Co	The number of company for which the purchase order was created. Display
PO Number	The Purchase Order number. Display

Multi-WH PO Item Review Screen Fields and Function Keys

Field/Function Key	Description
Status	Current **Status** or **In-use** status of the purchase order. Possible status values are: • **RQ Pending** • **RQ Approved** • **RQ Held-HC** • **PO Closed** For a detailed explanation of each status, refer to the description of the **Status** field on the Req/PO Inquiry Screen (p. 14-9). Display
Quantity Rec'd to Date / Order Quantity	Quantity that was ordered or quantity that has been posted through Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN). Press F2=ORDER QUANTITY / F2=QUANTITY REC'D TO DATE to toggle between the quantity types. Display
Selection	Use this field to select a purchase order for which you want to view detailed item information. Key the Reference Number of the purchase order. (N 2,0) Required
WH	Use this field to limit the list to items ordered for a particular warehouse. Key the warehouse ID. (A 2) Optional
PO Number	Use this field to limit the list to items on a particular purchase order. Key the purchase order number. (A 6) Optional
Item Number	Use this field to limit the list to a particular item. Key the item number. (A 27) Optional
F2=Order Quantity/ F2=Quantity Rec'd to Date	Press F2=ORDER QUANTITY / F2=QUANTITY REC'D TO DATE to toggle between displaying the quantity that was ordered and the quantity that has been posted through Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN).
F5=Display Detail	After keying a reference number in the **Selection** field, press F5=DISPLAY DETAIL to display the Requisition/Purchase Order Item Detail Screen (p. 14-30), which shows order and inventory information for the selected item.
F12=Return	Press F12=RETURN to return to the Multi-WH PO Review Screen (p. 14-16).

Requisition/Purchase Order Header Screen

```
PURCH ORDER    PO No:  S00091    ORDER     Co:  1 A & C Office Supply
                                           Buyer:                  Comments: NO

Vendor:  100    SHARP INTERNATIONAL
         100 East Street
                                           Phone:     312-427-1121
                                           Fax:       312-427-1389

         Chicago              IL                                    64604
Ship To:   1 A & C Office Supply
         101 Pratt Street



         Hartford            CT                                     06865
Order Date:   12/10/13     Due Date:   12/17/13     Vnd Ship Date:   12/17/13
Last Change:               Last Rcpt:  12/27/13     PO Print Date:   10/11/13
Req Number:   S00091       Warehouse:  1            Reprint Date:    10/15/14
Sales Tax %:               Confirming: NO   Assignee:         Disc Pct:    .00
Quote No:                               Terms:       2% 10 Days NET 30
Ship Via:     Best Way                  Cmplt Shp:   NO    Drp Shp:     NO
Misc Note:                              Update Inv:  YES   Update Cst:  YES
FOB Code:
F3=Exit          F6=End PO          F10=Diff           F18=Activ F24=More
```

This screen displays the header information for the requisition or purchase order selected from the Req/PO Inquiry Screen (p. 14-9). This screen appears after selecting a requisition or purchase order and pressing ENTER on the Req/PO Inquiry Screen (p. 14-9), or after pressing F10=HEADER from the Requisition/Purchase Order Item Review Screen (p. 14-47) or the End Requisition/Purchase Order Screen (p. 14-39).

The information on this screen was originally entered for this requisition on the Requisition Header Screen in Enter or Change Requisitions (MENU POMAIN).

All the fields on this screen are display only and cannot be changed, with the exception of the Header **Due Date** and **Vnd Ship Date**. To change the Header **Due Date** and **Vnd Ship Date**, press F24=MORE to display additional function keys. Then press F13=CHANGE DATE to display the Req/PO Date Entry Screen (p. 14-44), where you can change (if authorized) the Req/PO Header **Due Date** and **Vnd Ship Date**.

To create a new requisition from an existing purchase order, press F24=MORE to display additional function keys. Then press F17=DUP PO to create a new requisition from an existing purchase order.

NOTE: In some situations, the header due date entered may need to be reassigned to a different date. If **Calculate PO Due Dates Based on Lead Times** is set to Y in Purchasing Company Options Maintenance (MENU XAFILE), the header due date will be updated with the earliest line item due date. If there is a line item with an earlier date than the new header date entered by the user, the warning message: **"Due Date will be reset to the earliest Item Due Date"** will be displayed.

If there are any special order items placed on the current Req/PO, this screen also provides access (via F14=OPEN SP ORD) to the Work With Special Orders Screen (p. 10-13).

Requisition/Purchase Order Header Screen Fields and Function Keys

Field/Function Key	Description
Status Information	Information concerning the status of the displayed PO or requisition is provided. The available status messages are: • **Requisition** • **Purch Order** • **History**
Req No / PO No	This field displays as **Req No** when viewing requisitions and **PO No** when viewing purchase orders. The **Req No** is the unique number of the requisition for the selected company. If you did not specify a requisition number on the Enter/Change Requisitions Start Screen (p. 6-4), the automatically assigned requisition number is displayed. The **PO No** is the purchase order number automatically assigned or manually keyed for this order. When the requisition number and purchase order number are not the same based on the **Use Requisition No. for Purchase Order No.** field defined as N through Purchasing Options Maintenance (MENU XAFILE), the purchases order number is generated when the purchase order is printed through Purchase Orders (MENU POMAIN) or through or the F6=PRT/FAX PO function key at the completion of requisition entry.
(Order Type)	Displays the type of order as specified on the Enter/Change Requisitions Start Screen (p. 6-4): • **ORDER** displays for order requisitions. • **RETURN** displays for return requisitions.
Co	The number and name of the company for which this requisition is created.
Buyer	This field indicates the code of the buyer who primarily deals with this vendor and is responsible for this requisition. The buyer’s name displays on the line below this field.
Comments	Indicates if any order comments have been entered for this requisition: • **YES** displays if order comments have been keyed for this requisition on the Order Comments/Line Item Comments Entry Screen (p. 6-34). • **NO** displays if order comments have not been keyed for this requisition.
Curr	This field only displays when International Currency is installed. This field displays the currency code and description of the vendor’s trading currency, if the vendor’s currency differs from the company’s local currency.

Requisition/Purchase Order Header Screen Fields and Function Keys

Field/Function Key	Description
Foreign Currency Vendor	This field only displays when International Currency is installed. This message will display, in boldface type, for each foreign currency vendor.
Vendor	The vendor number, vendor name, address lines 1, 2, 3 and 4 with the city, state, country code and zip/postal code for this purchase order.
Phone	The vendor’s country code and phone number with the phone extension to be used to call the vendor regarding this requisition/purchase order.
Fax	The vendor’s fax country code and phone number with the phone extension to be used to send information by fax to the vendor regarding this requisition/ purchase order.
Ship To	The ship-to location number, warehouse name, address lines 1, 2, 3 and 4 with the city, state, country code and zip/postal code for this purchase order. If this is a drop-shipment purchase order, this will be the name and address of the customer to whom the goods will be shipped.
Order Date	This is the date that the requisition is created.
Due Date	For orders, this field specifies the date by which items should be received from the vendor. For returns, it specifies the date on which items will be shipped from the warehouse.
Vnd Ship Date	This field does not display for Return Purchase Orders (type R). For orders, use this field to specify the date by which items will be shipped from the vendor.
Last Change	The last date the purchase order was changed.
Last Rcpt	The date of the last receipt posting for an item in this purchase order.
PO Print Date	The date the purchase order was originally printed.
Req Number	The requisition number assigned to this requisition.
Warehouse	The warehouse into which the items on this requisition/purchase order will be received.
Reprint Date	The last date the purchase order was re-printed.
Sales Tax %	The sales tax percentage that is applied to all taxable items on this requisition. The total sales tax for the requisition will display on the End Requisition/Purchase Order Screen (p. 14-39).

Requisition/Purchase Order Header Screen Fields and Function Keys

Field/Function Key	Description
Confirming	Indicates if the purchase order for this requisition will be a confirming purchase order. A confirming purchase order is used to confirm a prior verbal purchase order. **YES** or **NO** will display.
Assignee	The number of the assignee for this purchase order. This field is for informational purposes only.
Disc Pct	Specifies a discount percentage to be applied to all items on the requisition. This value can be overridden on the Requisition/Purchase Order Item Detail Screen (p. 14-30) for a specific item.
Quote No	The vendor’s quotation number for this requisition; this quotation number will print on the Purchase Order.
Terms	The vendor’s payment terms for this requisition, which are printed on the Purchase Order.
Ship Via	The standard shipping instructions for the purchase order.
Cmplt Shp	Determines if purchase orders for this ship-to location must be shipped complete. **YES** indicates purchase orders for this ship-to location typically must be shipped complete. A message is printed on the Purchase Order to indicate that orders must be shipped complete. **NO** indicates partial receipts are acceptable for this purchase order.
Drp Shp	Indicates if the items on this purchase order will be drop-shipped by the vendor. Drop-shipped items are shipped directly from your vendor to your customer.
Misc Notes	Provides additional information about the requisition with text that is entered in this field and which will print on the Purchase Order.
Update Inv	Indicates if the items on this purchase order will update the inventory balance when received. NOTE: A return requisition will allocate inventory when **Y** is keyed in this field. Inventory allocated to return PO’s is not available to order entry sales orders.
Update Cst	Indicates if the average cost for the item is updated when receipts are posted for this purchase order. The value in this field affects the following: • **Y** will use the receipt cost (including zero cost) of the item which may include landing costs, and recalculate the average cost. • **N** indicates regardless the purchase cost of the item, the average cost is not recalculated.

Requisition/Purchase Order Header Screen Fields and Function Keys

Field/Function Key	Description
FOB Code	Because of space limitations, only the first 19 characters of the FOB code description appear on this screen. The FOB code contains shipping information for the order, including who is responsible (you or the vendor) for shipping charges and for freight damages.
Transport Mode	The **Transport Mode** field displays only if the country code in the vendor's address is defined as a European Community (EC) member through Country Names Maintenance (MENU POFILE) and displays the method of transportation for this purchase order, such as sea, rail, air, etc.
F3=Exit	Press F3=EXIT to end this inquiry. MENU POMAIN will display.
F5=Cmnts	The F5=CMNTS function key appears only if you keyed comments for this requisition or purchase order. Press F5=CMNTS function key to review order comments that were keyed for this requisition or purchase order when it was created through Enter or Change Requisitions (MENU POMAIN). The Purchase Order Order Comments Screen (p. 14-36) will appear. NOTE: To view line comments, refer to the Purchase Order Item Comments Screen (p. 14-36).
F6=End PO F6=End Req	Press F6=END PO or F6=END REQ to display summary information for this requisition or purchase order on the End Requisition/Purchase Order Screen (p. 14-39).
F9=Routing	The F9=ROUTING function key only displays if Value Added Services is installed. The F9=ROUTING function key appears only if you are inquiring about an Outside Service Purchase Order for a work order that includes comments. Press the F9=ROUTING function key to review general and specific routing comments entered for an Outside Service Purchase Order when it was created through Maintain Work Orders (MENU WOMAIN).
F10=Diff	Depending on whether you are currently inquiring on a requisition or purchase order, this function key will allow you to select another requisition or purchase order from the same or different company for this inquiry. Press F10=DIFF to show the Display Purchase Orders Screen (p. 14-42).

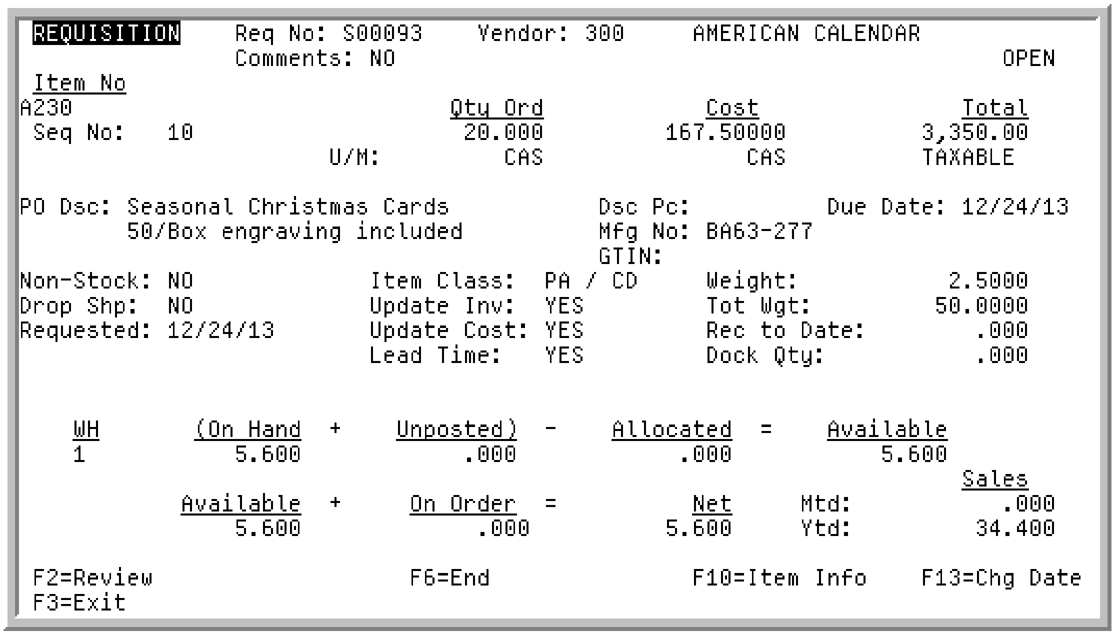
Requisition/Purchase Order Header Screen Fields and Function Keys

Field/Function Key	Description
F13=Change Date	The F13=CHANGE DATE function key displays after pressing F24=MORE. This function key appears only if you are authorized to make changes to the Req/PO Due Date and Vendor Ship Date that appears on information screens in the Req/PO Inquiry. Authorization is based on the **Allow Date Changes on Req/PO Information Screens** application action in Application Action Authority (MENU XASCTY). The F13=CHANGE DATE function key will not appear for a PO that is in history. Press F13=CHANGE DATE to access the Req/PO Date Entry Screen (p. 14-44) to change the Req/PO Header Due Date and/or the Vendor Ship Date.
F14=Open Sp Ord	The F14=OPEN SP ORD function key displays after pressing F24=MORE. This function key appears only if there are any open (not in history) special order items placed on the current Req/PO. Press F14=OPEN SP ORD to access the Work With Special Orders Screen (p. 10-13). Refer to Work With Special Orders (MENU POMAIN) where this screen is described in detail.
F15=IC Info	The F15=IC INFO function key only displays when International Currency is installed and only if a foreign currency vendor is selected. Press F15=IC INFO to access data pertaining to the vendor’s currency and currency contract, if applicable. The Currency Information Window will display. this shared screen is described in the International Currency User Guide.
F16=Hist Sp Ord	The F16=HIST SP ORD function key displays after pressing F24=MORE. This function key appears only if there are any history special order items placed on the current PO. Press F16=HIST SP ORD to access the Work With Special Orders Screen (p. 10-13). Refer to Work With Special Orders (MENU POMAIN) where this screen is described in detail.
F17=Dup PO	The F17=DUP PO function key displays after pressing F24=MORE. This function key will not appear for requisitions; if the **PO Type** is R for Return; if the purchase order company is the warehouse transfer company; if the current user does not have application authority to enter/change a requisition (user must have company and warehouse authority for the purchase order); and if the PO is a multi-warehouse or outside service PO. Press F17=DUP PO to create a new requisition from an existing purchase order. The Create Duplicate Requisition Screen (p. 14-51) will appear.

Requisition/Purchase Order Header Screen Fields and Function Keys

Field/Function Key	Description
F18=Activ	The F18=ACTIV function key appears only if the **Track Purchase Order Activity** field is set to Y through Purchasing Options Maintenance (MENU XAFILE). Press the F18=ACTIV function key to display a list of activities that occurred for the selected requisition/purchase order. The Purchase Order Activity Screen (p. 14-67) appears.
F24=More Keys	Press the F24=MORE KEYS function key to display additional function keys that do not initially fit on this screen due to space limitations. Press the F24=MORE KEYS function key again to display the primary function keys.
Enter	Press the ENTER key to display a review of the items on this screen on the Requisition/Purchase Order Item Review Screen (p. 14-47)).

Requisition/Purchase Order Item Detail Screen



```
REQUISITION    Req No: S00093    Vendor: 300     AMERICAN CALENDAR
               Comments: NO                                            OPEN
Item No
A230                           Qty Ord          Cost              Total
Seq No:   10                    20.000       167.50000          3,350.00
                      U/M:         CAS             CAS          TAXABLE

PO Dsc: Seasonal Christmas Cards          Dsc Pc:          Due Date: 12/24/13
        50/Box engraving included         Mfg No: BA63-277
                                          GTIN:
Non-Stock: NO              Item Class:  PA / CD     Weight:           2.5000
Drop Shp:  NO              Update Inv:  YES         Tot Wgt:         50.0000
Requested: 12/24/13        Update Cost: YES         Rec to Date:        .000
                           Lead Time:   YES         Dock Qty:           .000


    WH        (On Hand  +    Unposted)  -    Allocated  =    Available
    1            5.600            .000            .000          5.600
                                                                      Sales
             Available  +     On Order  =          Net    Mtd:          .000
                 5.600             .000          5.600    Ytd:        34.400

F2=Review                   F6=End                F10=Item Info    F13=Chg Date
F3=Exit
```

This screen displays detail information for one item on the current requisition or purchase order. This screen displays after selecting an individual item for detail inquiry with F13-F20=FOR DETAIL from the Requisition/Purchase Order Item Review Screen (p. 14-47) or after you select an item and press F5=DISPLAY DETAIL from the Multi-WH PO Item Review Screen (p. 14-20).

This screen may also be accessed through Enter or Change Receivers or PO Receipts (MENU POMAIN) or, if Warehouse Management is installed, through Warehouse Management (MENU WMMAIN).

Use this screen to view detail information for the selected item.

All the fields on this screen are display only and cannot be changed, with the exception of the Item **Due Date**. To change the Item **Due Date**, press F13=CHG DATE to display the Req/PO Date Entry Screen (p. 14-44), where you can change (if authorized) the Req/PO Item **Due Date**.

In addition, for special order items, this screen provides access (via F17=CHG RQST) to the special order change request process, where you can request a special order item change.

Requisition/Purchase Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Order Type	This field indicates if the current order is a requisition or purchase order: • **PURCH ORDER** displays if this inquiry is for a purchase order • **REQUISITION** displays if this inquiry is for a requisition • **HISTORY** displays if this inquiry is for a purchase order that has been closed and sent to history
PO No/Req No	This field displays as **Req No** if the purchase order has not been printed and is the number of the requisition. This field displays as **PO No** if the purchase order has been printed and is the number of the purchase order.
Vendor	The number and name of the vendor for whom this requisition or purchase order was created.
Comments	Indicates if any item comments were keyed for this item - **Yes** or **No** displays.
Receipt Status	Status information (if applicable) indicating that the PO is or was in a receiver. The three possible status lines are: • **In Receiver XXXXXXXX** (number of the receiver) • **In Multiple Open Receivers** • **Last Receiver XXXXXXXX** (number of the closed receiver with the most recent receipt date).
Status	The current status of the purchase order; **OPEN**, **PARTIAL**, or **CLOSED** displays.
Item No	The item number ordered.
Seq No	The line sequence number for the item in this purchase order.
Qty Ord	The quantity of the item that was ordered, in the buying or alternate unit of measure. The **U/M** field displays on the line below.
Cost	Authority to see cost is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). The expected unit cost of the item when ordered from the vendor. The cost **U/M** displays on the line below. When International Currency is installed, this field displays the cost of the item in the vendor's trading currency. If the vendor's currency differs from the company's local currency, the local currency equivalent value will display below the trading currency value.

Requisition/Purchase Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Total	Authority to see total is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). The extended total monetary amount of this item ordered. When International Currency is installed, this field displays the total cost of the items ordered (the item cost multiplied by quantity ordered) in the vendor's trading currency. If the vendor's currency differs from the company's local currency, the local currency equivalent will display below the trading currency value, and the symbols for the trading and local currency will display to the right of each total amount.
(Tax Status)	The tax status, **TAXABLE** or **NON-TAX**, is displayed directly beneath the extended **Total** field.
Vol Dsc PC	The vendor volume discount percentage, if any, applied to this item.
PO Dsc	The description of the item as specified on the requisition or purchase order.
Due Dte	The date the item is due to be received in the warehouse specified for this item. When the **Promised** flag is set to Y, this field displays in reverse image.
Dsc PC	The discount percentage, if any, applied to this item.
Mfg No	The manufacturer's item number. Manufacturer's item numbers are defined through Item Master Maintenance (MENU IAFILE) and/or Vendor/Item Maintenance (MENU POFILE).
GTIN	The Global Trade Item Number (GTIN), if one is found for the item number and unit of measure in the Global Trade Item Number Cross Reference File (ITGTIN). GTINs are defined through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE).
Non-Stock	Indicates if the item is a non-stock item or not - **YES** or **NO**.
Item Class	The item class and sub-class of this item.
Weight	The unit weight of the item in the buying unit of measure.
Drop Shp	Indicates if the item is a drop-ship item for this order - **YES** or **NO**.
Update Inv	Indicates if inventory counts should be updated when this item is received - **YES** or **NO**.
Tot Wgt	The total weight for the order quantity of this item on this requisition or purchase order.

Requisition/Purchase Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Requested	The original requested shipment receipt date for this item.
Update Cost	Indicates if the average cost of this item should be updated by the cost of the item when received - **YES** or **NO**.
Rec to Date	The quantity of this item that has been received and posted for this purchase order.
Contract	This field is displayed only if the item cost is based on a contract (i.e., a valid contract was found by Distribution A+ and all contract requirements are met by this order. The number of the contract on which the item cost is based. If the contract is unnumbered, ***CONTRACT** appears.
Lead Time	The lead time field default value will display as **YES** when: • the Vendor Master File (VENDR) **Calculate from Receipts** field is set to **A** or **I** and • when the **Calculate from Receipts** field is set to **I**, the Vendor/Item File (VNITM) **Calc from Receipts** field is set to **Y**. If these conditions are not met, the lead time field displays as **NO**. **NO** will also be displayed for drop shipments and for non-stock items.
Dock Qty	The quantity of this item that has been pre-received through Warehouse Management but has not yet been posted.
COO	The country of origin, if one exists for the item. This field displays only if there was a country of origin specified on the requisition or purchase order for this item detail record. Also, if the purchase order is in history, and multiple receipts were entered for the item with different countries of origin, then the country of origin will display as ***M** in this field.
WH	The number of the warehouse for which the corresponding inventory count information applies
On-hand	The quantity of this item that is currently on-hand, meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors.
Unposted	The quantity of items that has been received for this purchase order, but not yet posted through Enter or Change Receivers or PO Receipts (MENU POMAIN) for receiver processing, or through PO Receipts Register (MENU POMAIN) for PO processing. If Warehouse Management is installed, receipts may also be posted for receivers through Warehouse Management (MENU POMAIN).

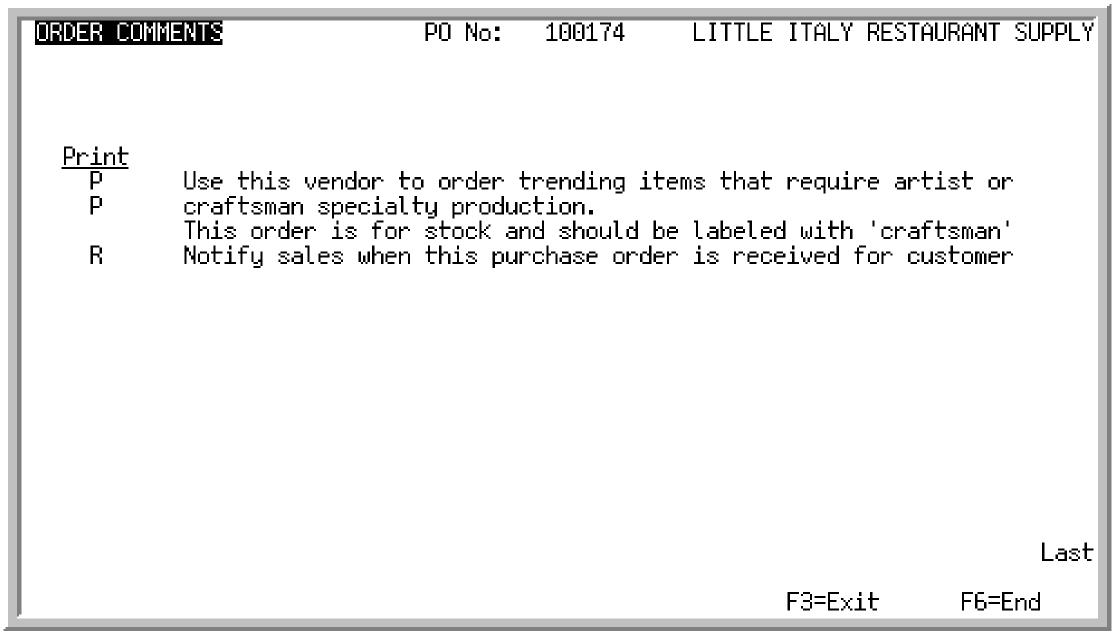
Requisition/Purchase Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Allocated	The quantity of this item that has been ordered by your customers, but not yet shipped to them.
Available	The on-hand quantity plus the unposted quantity, minus the quantity allocated is the quantity of this item that is available for sale.
On Order	The quantity of this item that is on open purchase orders, awaiting receipt.
Net	The available quantity plus the quantity on purchase order, yielding the net quantity of this item.
Sales	The month-to-date and year-to-date sales information for this item.
F2=Review	Press F2=REVIEW to return to the Requisition/Purchase Order Item Review Screen (p. 14-47).
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F4=Contract List	The F4=CONTRACT LIST function key displays only if the item cost is based on a contract (i.e., a valid contract was found by Distribution A+ and all contract requirements are met by this order). Press F4=CONTRACT LIST to display the Vendor/Item Contract List Screen (p. 55-8), from which you can view information for any of the vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen.
F5=Comments	The F5=COMMENTS function key displays only if you entered comments for this item during Enter or Change Requisitions (MENU POMAIN) on the Order Comments/Line Item Comments Entry Screen (p. 6-34). Press F5=COMMENTS to display the comments that were keyed for this line item. The item comments that were keyed for this requisition or purchase order will display exactly as they were keyed on the Order Comments/Line Item Comments Entry Screen (p. 6-34) when the requisition was created.
F6=End	Press F6=END to display summary information for this requisition or purchase order on the End Requisition/Purchase Order Screen (p. 14-39).
F9= Receipt History	The F9= RECEIPT HISTORY function key displays only for partially received POs. Press F9= RECEIPT HISTORY to display the Receipt History Screen (p. 14-78) to review history information for the selected item.

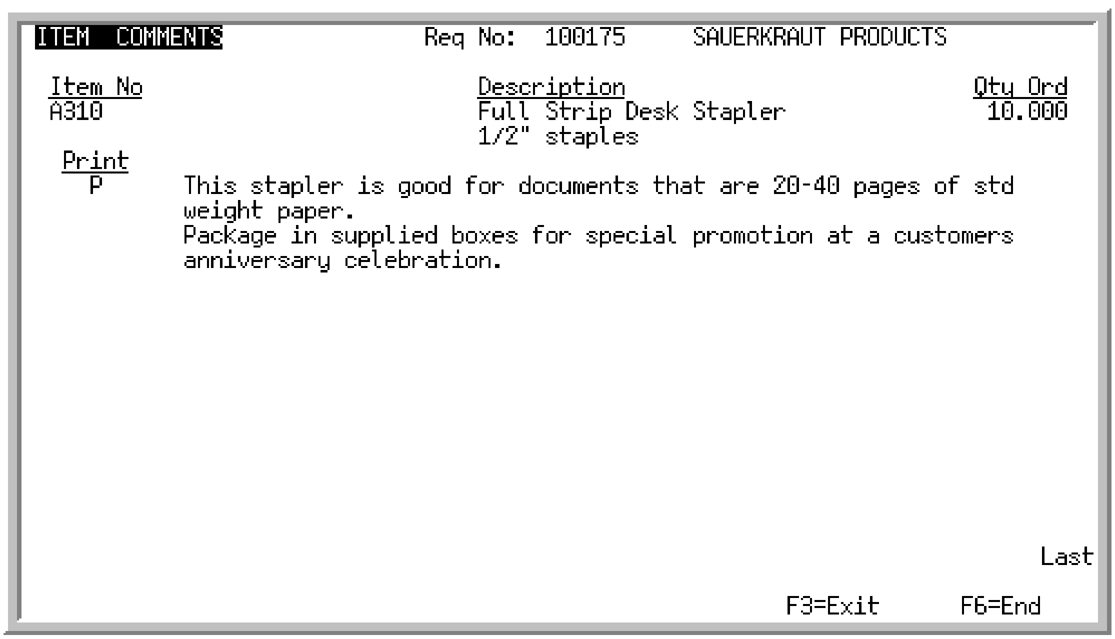
Requisition/Purchase Order Detail Screen Fields and Function Keys

Field/Function Key	Description
F10=Item Info	The F10=ITEM INFO function key displays only if a Vendor/Item File exists for the vendor associated with the purchase order selected on the previous screen. Vendor/Item files are created via Vendor/Item Information Maintenance (MENU POFILE). Press F10=ITEM INFO to display vendor/item information for this item on the Ordering Information Screen (p. 14-86).
F11=Order Nos	The F11=ORDER NOS function key displays only if the order number has been assigned to one or more customers through Enter or Change Requisitions (MENU POMAIN) (for example, for special orders). Press F11=ORDER NOS to display the Assign Customer Numbers Display Screen (p. 14-89). This screen will display a list of customers (up to 15) who are waiting for the selected line item.
F13=Change Date	The F13=CHANGE DATE function key displays only if you are authorized to make changes to the Req/PO Due Date that appears on information screens in the Req/PO Inquiry. Authorization is based on the **Allow Date Changes on Req/PO Information Screens** application action in Application Action Authority (MENU XASCTY). The F13=CHANGE DATE function key will not appear for a PO that is in history. Press F13=CHANGE DATE to access the Req/PO Date Entry Screen (p. 14-44) to change the Req/PO Item Due Date.
F17=Chg Rqst	The F17=CHG RQST function key displays only if: • you have selected to review a special order item • special order company options are set to use the change request process • you are a member of a group that is allowed to work with special order changes Press F17=CHG RQST to access the special order change request process, where you can request a special order item change.
Enter	Press ENTER to return to the Requisition/Purchase Order Item Review Screen (p. 14-47).

Purchase Order Order Comments Screen



Purchase Order Item Comments Screen



The Purchase Order Order Comments Screen displays after pressing F5=COMMENTS from the Requisition/Purchase Order Header Screen (p. 14-23). Use this screen to enter and review comments for a requisition/purchase order. These comments may print on the Purchase Order, Receiving List, or both for this order, and also may be used for internal purposes only. Order comments are general for the entire requisition/purchase order.

The Purchase Order Item Comments Screen displays after pressing F5=COMNT from the Requisition/ Purchase Order Item Detail Screen (p. 14-30). Use this screen to enter and review comments for an item on a requisition/purchase order. Line Item Comments are specific to the selected item. These comments may print on the Purchase Order, Receiving List, or both for this order.

All the fields on this screen are display only and cannot be changed.

NOTE: Drop ship special order lines may have duplicate information with regards to carrier codes, FOB codes, customer PO number, and ship via method. If a newly created special order requisition is automatically created, the duplicate line level comments will be converted into one set of order level comments for the respective areas mentioned. This functionality applies when the special order requisition is automatically created via Special Order Automatic Req Creation (MENU POMAST), or by the automatic creation of special order options for drop ship items (for **Create New Requisition** only) via the Special Order Options Automatic Creation Screen in Special Order Options Maintenance (MENU XAFILE).

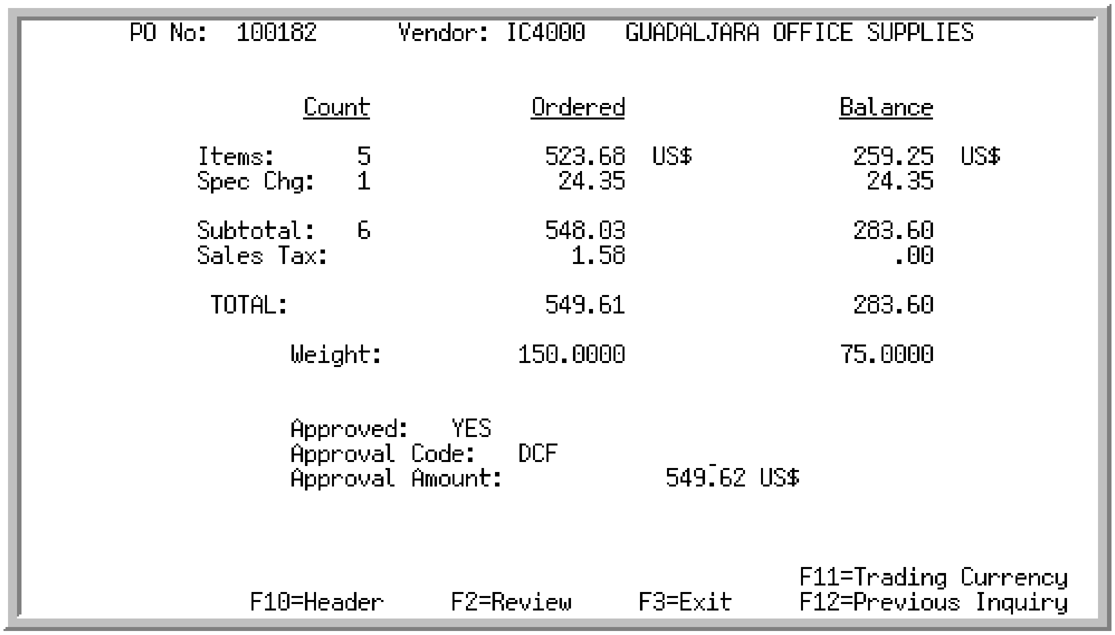
Purchase Order Order Comments Screen and Purchase Order Item Comments Screen Fields and Function Keys

Field/Function Key	Description
Headings	The requisition number/purchase order number and vendor name display on the first line. Line Item Comments also display the item number, item description and the quantity ordered for this item in this requisition/purchase order.
Print	The print codes assigned to each comment line. This print code indicates where, or if, the comment on the corresponding comment line will print. • **P** if you want the comment to print on the Purchase Order only. • **R** if you want the comment to print on the Receiving List only. • **I** if you do not want the comment to print on either the Purchase Order or Receiving List, but want it to be used for internal purposes only. It will display on this screen, and will be saved to purchase order history, if desired. • (**Blank**) if you want the comment to print on the Purchase Order, the Receiving List, and the Return Requisition Pick/Pack List.
Comment	The order and line item comments.
F3=Exit	Press F3=EXIT to exit the inquiry and return to MENU POMAIN.
F6=End	Press F6=END to display summary information for this requisition or purchase order on the End Requisition/Purchase Order Screen (p. 14-39)

Purchase Order Order Comments Screen and Purchase Order Item Comments Screen Fields and Function Keys

Field/Function Key	Description
Enter	Purchase Order Order Comments Screen: Press ENTER when finished viewing the order level comments. The Requisition/Purchase Order Header Screen (p. 14-23) will display. Purchase Order Item Comments Screen: Press ENTER when finished viewing the item level comments. The Requisition/Purchase Order Item Review Screen (p. 14-47) will display

End Requisition/Purchase Order Screen



This screen displays summary information about the requisition or purchase order. It is the last screen that displays for the current requisition or purchase order, and displays after pressing F6=END from the Requisition/Purchase Order Header Screen (p. 14-23), Requisition/Purchase Order Item Review Screen (p. 14-47), Requisition/Purchase Order Item Detail Screen (p. 14-30), and Ordering Information Screen (p. 14-86).

All the fields on this screen are display only and cannot be changed. You do, however, have the option to reprint a Purchase Order from history, via the F9=REPRINT function key, if you are authorized to perform this function.

End Requisition/Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Ordered	These fields display the total value of items ordered, special charges, and the subtotal and total for this PO/Req. If the vendor's currency differs from the company's local currency, these values display in the trading currency with the currency symbol displayed to the right of the total value of items ordered. Press the F11=LOCAL CURRENCY / F11=TRADING CURRENCY toggle key to view the local currency equivalent values.

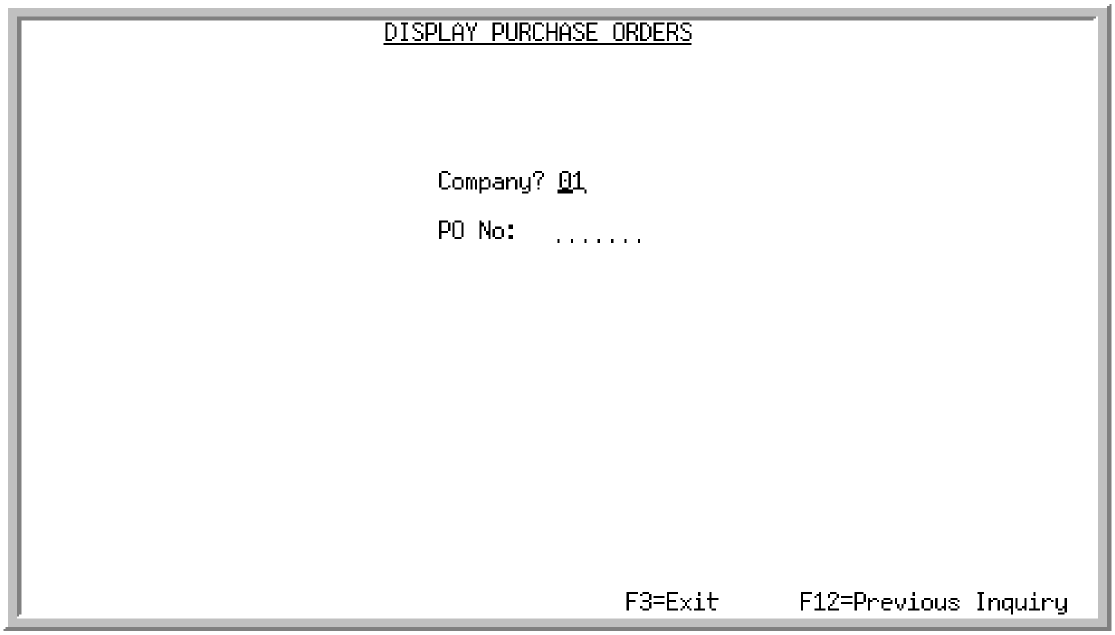
End Requisition/Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Balance	This field displays the balance value of items ordered, special charges, subtotal and total for items not yet received on this PO/req. If the vendor's currency differs from the company's local currency, these values display in the trading currency with the currency symbol displayed to the right of the item balance value. Press the F11=LOCAL CURRENCY / F11=TRADING CURRENCY toggle key to view the local currency equivalent values.
Items	The quantity and total dollar amount of items ordered, and the balance dollar amount which indicates the dollar amount associated with the quantity of items that have not been received for this purchase order.
Spec Chg	The quantity and total dollar amount of special charges for items, and the balance amount which indicates the dollar amount of the special charges for items that have not yet been received for this purchase order.
Subtotal	The total quantity of lines keyed on this order (items and special charges), and the total dollar amount ordered for the requisition or purchase order, and the total balance dollar amount for the purchase order. The subtotals are calculated as the total item amounts plus the total special charges amounts.
Sales Tax	The sales tax amount and balance for the items on the requisition or purchase order. Sales tax is calculated only for items and special charges that are defined as taxable. The sales tax rate used is that specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).
Total	The total order value and balance value, calculated as the subtotal amount plus the sales tax amount.
Weight	The sum of the weights of all items ordered, and those that remain to be received. Item weights are defined for each item through Item Master Maintenance (MENU IAFILE).
Approved	This field indicates whether or not this requisition has been approved: • **NO** if the requisition has not been approved; a Purchase Order cannot be printed for this requisition until it is approved. • **YES** if the requisition has been approved.
Approval Code	If the requisition or Purchase Order is approved, this field displays the three character code used to approve the requisition.
Approval Amount	If the requisition or Purchase Order is approved, this field displays the amount for which it is approved. When International Currency is installed, the value in this field must be keyed in the local currency and will always be presented in the local currency, regardless of which currency you select to display with the F11=LOCAL CURRENCY / F11=TRADING CURRENCY toggle key.

End Requisition/Purchase Order Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	The **Hold Code** field will not display if you are inquiring on a purchase order, unless this screen is accessed through Receipt History Screen (p. 14-78). If the requisition has been put on hold, the two character hold code is displayed in this field. A Purchase Order cannot be printed for this requisition until it is approved and released from hold.
F2=Review	Press F2=REVIEW to review the items that have been selected on this requisition or purchase order. The Requisition/Purchase Order Item Review Screen (p. 14-47) will display.
F3=Exit	Press F3=EXIT to exit from this inquiry. MENU POMAIN will display.
F9=Reprint	The F9=REPRINT function key displays only if you are displaying a Purchase Order in history and you are authorized through Application Action Authority (MENU XASCTY) to reprint Purchase Orders from history. Press F9=REPRINT to reprint the Purchase Order from history that previously printed. The Reprint History Purchase Orders Output Options Screen (p. 23-11) will appear.
F10=Header	Press F10=HEADER to display the header information for this requisition or purchase order on the Requisition/Purchase Order Header Screen (p. 14-23).
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of PO/req values in the trading currency and a display of these values in the company's local currency. The value in the **Approval Amount** field will not toggle between the local and trading currency. It displays only in the local currency. Press F11=LOCAL CURRENCY to display PO/req values in the company's local currency. The symbol for the company's local currency will display to the right of the total value of items ordered and to the right of the total amount of items not yet received. Press F11=TRADING CURRENCY to display PO/req values in the trading currency. The symbol for the trading currency will display to the right of the total value of items ordered and to the right of the total amount of items not yet received. The **Approval Amount** field will not display in the trading currency.
F12=Previous Inquiry	Press F12=PREVIOUS INQUIRY to return to the Req/PO Inquiry Screen (p. 14-9) to select a different requisition or purchase order for this inquiry. If you accessed this screen through Vendor Order/Shipment Inquiry (MENU POMAIN), you will instead return to the Vendor Order/Shipment Inquiry Screen (p. 15-7).

Display Purchase Orders Screen



This screen displays after pressing F10=DIFF on the Requisition/Purchase Order Header Screen (p. 14-23).

Use this screen to select to view a different purchase order by keying that purchase order number.

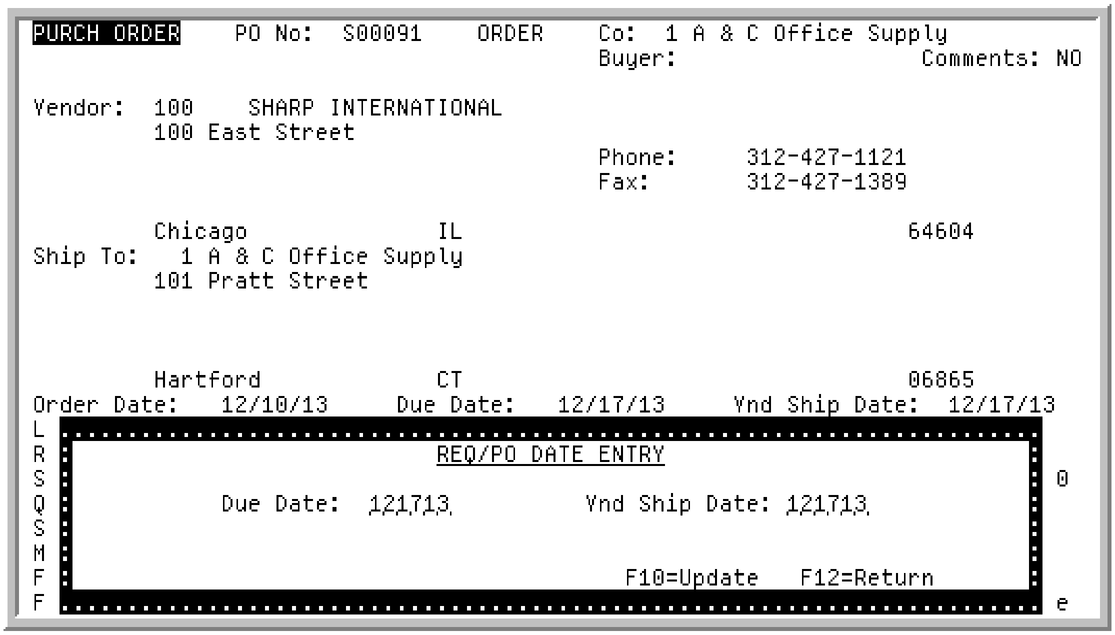
Display Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company assigned to the purchase order to be inquired upon. *Default Value:* The company previously selected on the Req/PO Inquiry Selection Screen (p. 14-4). *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
PO No	Key the purchase order number to be inquired upon. The order must be a purchase order and not a requisition to be accessed from this screen. *Valid Values:* Any valid purchase order number from a printed purchase order for the selected company.
F3=Exit	Press F3=EXIT to exit from this inquiry. MENU POMAIN will display.
F12=Previous Inquiry	Press F12=PREVIOUS INQUIRY to return to the Req/PO Inquiry Screen (p. 14-9) to select a different requisition or purchase order for this inquiry.

Display Purchase Orders Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to validate the data keyed and display the Requisition/ Purchase Order Header Screen (p. 14-23) for the selected purchase order.

Req/PO Date Entry Screen



This pop-up screen displays after pressing F13=CHANGE DATE on the Requisition/Purchase Order Header Screen (p. 14-23) or the Requisition/Purchase Order Item Detail Screen (p. 14-30).

You will only be able to access this pop-up screen if you are authorized to make changes to the Req/PO Due Date and Vendor Ship Date that appears on information screens in the Req/PO Inquiry. Authorization is based on the **Allow Date Changes on Req/PO Information Screens** application action in Application Action Authority (MENU XASCTY).

Use this pop-up screen to change the Req/PO header or detail item Due Date and/or Vendor Ship Date without changing other data on the Req/PO.

NOTE: When the Due Date is changed, and there is a related sales order line with the requested ship date that is earlier than the new Req/PO Due Date, you will receive a warning message that customer sales order might not be shipped on time due to the late vendor shipment. In addition, the Workflow Alert **Purchase Order due date change impact on sales order** will be created and if Workflow is activated, it will send Alert messages to whoever is in charge of maintaining sales orders. Note that this Alert will only be available if the **Track Purchase Order Activity** option is set to Y in Purchasing Options Maintenance (MENU XAFILE). Alert tailoring is also only available if Distribution A+ Workflow is installed.

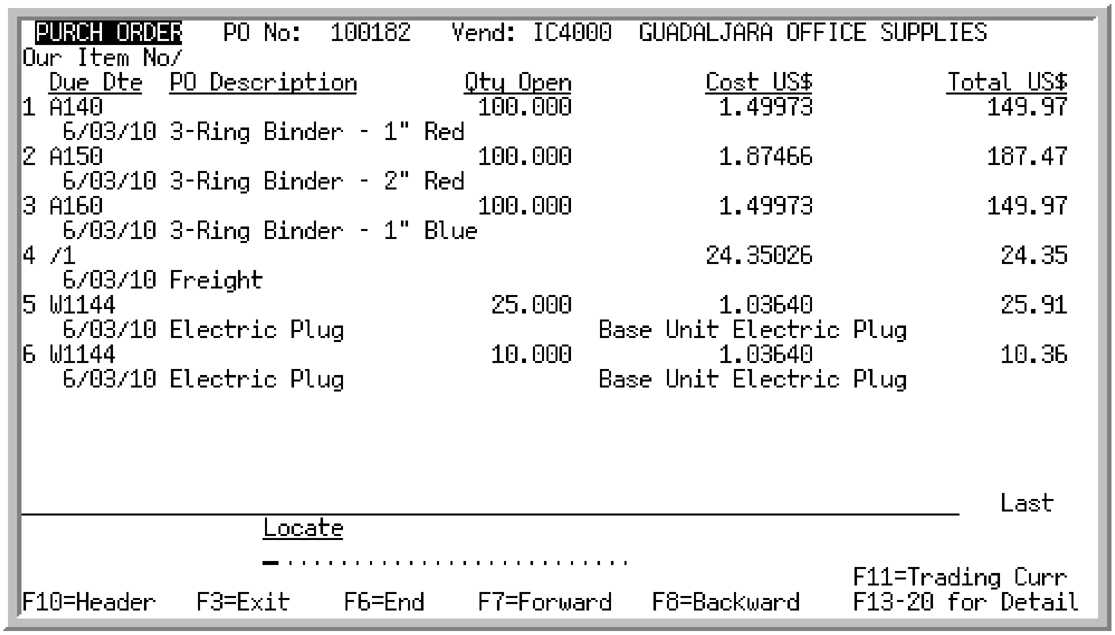
Req/PO Date Entry Screen Fields and Function Keys

Field/Function Key	Description
Due Date	Key the new Req/PO header or detail item Due Date, if necessary. You will receive a warning message if the **Due Date** is earlier than the **Vnd Ship Date**. Additionally, you will receive a warning message if the **Due Date** entered is not the earliest date of the items in the requisition/purchase order. Items that match the original due date from the header will be updated to the date that is entered here. The header will be set to the earliest date of all the items in the requisition/purchase order. Refer to the Requisition/Purchase Order Header Screen (p. 14-23), Requisition/Purchase Order Item Detail Screen (p. 14-30), or Requisition/Purchase Order Maintenance Header Screen (p. 6-13) for further details on the Due Date. *Default Value:* The Due Date on the Requisition/Purchase Order Header Screen (p. 14-23) or Requisition/Purchase Order Item Detail Screen (p. 14-30). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Vnd Ship Date	This field does not display if accessed from the Requisition/Purchase Order Item Detail Screen (p. 14-30). It displays only when this screen is accessed from the Requisition/Purchase Order Header Screen (p. 14-23). Also, this field does not display for Return Purchase Orders (type R). Key the new Vendor Ship Date, if necessary. You will receive an error message if the **Vnd Ship Date** is earlier than the **Order Date**. You will receive a warning message if the **Vnd Ship Date** is later than the **Due Date**. If the Purchase Order is closed, this field will be display only. Refer to the Requisition/Purchase Order Header Screen (p. 14-23) for further details on the Vendor Ship Date. *Default Value:* The Vendor Ship Date on the Requisition/Purchase Order Header Screen (p. 14-23) or Requisition/Purchase Order Item Detail Screen (p. 14-30). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Display

Req/PO Date Entry Screen Fields and Function Keys

Field/Function Key	Description
F10=Update	If the Purchase Order is closed, F10=UPDATE will not be enabled. Press F10=UPDATE to save your changes and return to the Requisition/ Purchase Order Header Screen (p. 14-23).
F12=Return	Press F12=RETURN to return to the Requisition/Purchase Order Header Screen (p. 14-23) or Requisition/Purchase Order Item Detail Screen (p. 14-30) without updating Req/Po date fields.

Requisition/Purchase Order Item Review Screen



```
PURCH ORDER    PO No:   100182   Vend: IC4000  GUADALJARA OFFICE SUPPLIES
Our Item No/
  Due Dte  PO Description         Qty Open             Cost US$             Total US$
1 A140                           100.000              1.49973                149.97
   6/03/10 3-Ring Binder - 1" Red
2 A150                           100.000              1.87466                187.47
   6/03/10 3-Ring Binder - 2" Red
3 A160                           100.000              1.49973                149.97
   6/03/10 3-Ring Binder - 1" Blue
4 /1                                                 24.35026                 24.35
   6/03/10 Freight
5 W1144                           25.000              1.03640                 25.91
   6/03/10 Electric Plug                   Base Unit Electric Plug
6 W1144                           10.000              1.03640                 10.36
   6/03/10 Electric Plug                   Base Unit Electric Plug

                                                                              Last
                  Locate
                  _ . . . . . . . . . . . . . . . . . . . . . . . . . .
                                                              F11=Trading Curr
F10=Header   F3=Exit    F6=End    F7=Forward    F8=Backward   F13-20 for Detail
```

This screen displays all of the items that have been selected for this requisition or purchase order. You may use this screen to select an existing item on the requisition for detail inquiry.

This screen will display after pressing ENTER from the Requisition/Purchase Order Header Screen (p. 14-23) or F10=HEADER from the End Requisition/Purchase Order Screen (p. 14-39).

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Requisition/Purchase Order Item Review Screen Fields and Function Keys

Field/Function Key	Description
Order Type	This field indicates if the current order is a requisition or purchase order: • **PURCH ORDER** displays if this inquiry is for a purchase order • **REQUISITION** displays if this inquiry is for a requisition • **HISTORY** displays if this inquiry is for a purchase order that has been closed and sent to history Display
PO Number	The purchase order number for the selected requisition/purchase order. Display

Requisition/Purchase Order Item Review Screen Fields and Function Keys

Field/Function Key	Description
Vend	The vendor number and name of the vendor for the selected requisition / purchase order. Display
Our Item No	The stocking item number being ordered from the vendor. Display
Due Date	The date the purchase order is due to be delivered in the warehouse. Display
PO Description	The description of the item as printed on the purchase order to the vendor. Display
Qty Open	This field only displays when International Currency is installed and only when the F11 function key displays as F11=TRADING CURR. This field displays the quantity of items on the PO/requisition that have not yet been received. Display
Cost	Authority to see cost is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When International Currency is installed, this field displays the cost of the item in the vendor's trading currency. If the vendor's currency differs from the company's local currency, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display costs in the trading currency with the symbol for the trading currency displayed to the right of the heading **Cost**, or in the company's local currency with the symbol for the company's local currency displayed to the right of the heading **Cost**. Display
Total	Authority to see total is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When International Currency is installed, this field displays the total cost of the items ordered (the item cost multiplied by quantity ordered) on the PO/ requisition. If the vendor's currency differs from the company's local currency, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display the total cost in the trading currency with the symbol for the trading currency displayed to the right of the heading **Total**, or in the company's local currency with the local currency symbol displayed to the right of the heading **Total**. Display

Requisition/Purchase Order Item Review Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=Exit to exit from this option. MENU POMAIN will display.
F6=End	Press F6=End to display summary information for this requisition or purchase order on the End Requisition/Purchase Order Screen (p. 14-39).
F7=Forward / F8=Backward	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=Page Down and F8=Page Up are available for use but do not display. Use the F7=Page Down to display the next screen of information on a roll screen. The Page Down or Shift-Roll Fwd function keys perform the same task. Use the F8=Page Up to display the previous screen of information on a roll screen. The Page Up or Shift-Roll Back function keys perform the same task.
F10=Header	Press F10=Header to display the Requisition/Purchase Order Header Screen (p. 14-23) for this requisition or purchase order.
F11=Local Curr/ Trading Curr	Press F11=Local Curr / F11=Trading Curr to toggle between a display of item costs and total costs in the trading currency and a display of these costs in the company's local currency. Press F11 = Local Curr to display item and total costs in the company's local currency. The symbol for the company's local currency will display to the right of the headings **Cost** and **Total**, and the **Qty Open** field for the item also will display. Press F11 = Trading Curr to display item and total costs in the trading currency. The symbol for the trading currency will display to the right of the headings **Cost** and **Total**, and the **Qty Open** field for the item will not display.

Requisition/Purchase Order Item Review Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F13-F20=for Detail</td><td>Press the key that corresponds to the reference number (Reference Number field) of an item that you wish to select to display on the Requisition/ Purchase Order Item Detail Screen (p. 14-30). This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change:

F13=REFERENCE NUMBER 1
F14=REFERENCE NUMBER 2
F15=REFERENCE NUMBER 3
F16=REFERENCE NUMBER 4
F17=REFERENCE NUMBER 5
F18=REFERENCE NUMBER 6
F19=REFERENCE NUMBER 7
F20=REFERENCE NUMBER 8

If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number.

EXAMPLE: To change line 8, press SHIFT and F8.

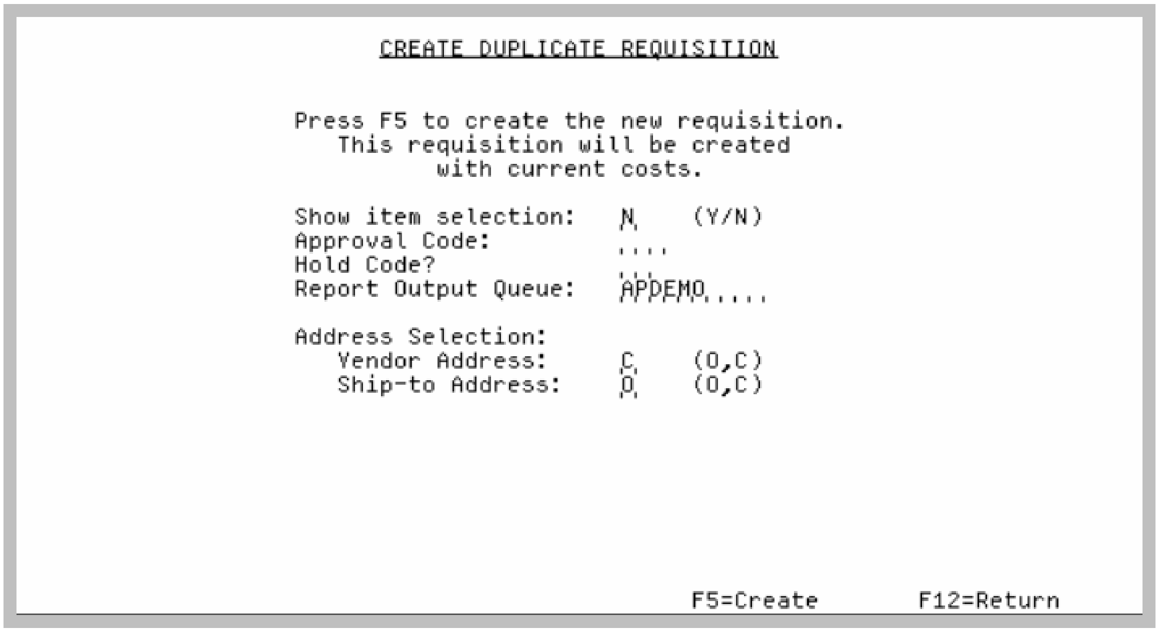
-OR-

If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row.

EXAMPLE: To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8.

The Requisition/Purchase Order Item Detail Screen (p. 14-30) will display for the selected item.</td></tr>
<tr><td>Enter</td><td>Press ENTER after keying a complete or partial item number in the Locate field. The item number closest meeting the characters keyed in that field will display at the top of this screen.</td></tr>
</table>

Create Duplicate Requisition Screen



This screen appears after you press F17=DUP PO on the Requisition/Purchase Order Header Screen (p. 14-23).

Use this screen to create a new requisition from an existing purchase order. The new requisition will be created by copying information from the given purchase order, taking into consideration if specific line items were selected (via the **Show item selection** field) and if there are any changes in order quantity as well as the **Address Selection** field values. Current costs will be used for the new requisition.

If the vendor's address on the purchase order differs from the vendor's current address, then the vendor address fields on the requisition will be filled with either the values from the purchase order or the Vendor Master File (VENDR), depending on the value specified in the **Vendor Address** field.

If the ship-to address on the purchase order differs from the shipping location for the default ship-to for the warehouse, then the ship-to fields on the requisition will be filled with either the values from the purchase order or the Requisition Header File (RQHED), depending on the value specified in the **Ship-to Address** field.

If an approval code was entered on this screen, then this approval code will be used to approve the requisition. If the **Use Approval Code Authorization for Req/PO** is Y in Purchasing Company Options Maintenance (MENU XAFILE), the Maximum Approval Amount for the approval code will be compared against the total requisition amount and if it is less, an error will be issued and the requisition will not be created. If an approval code was not entered on this screen, then the approval code on the requisition will be blank (the approval code from the copied purchase order will not be copied over to the new requisition).

The Copy Purchase Order Errors/Warnings Report (p. 14-64) or Copy Purchase Order Dropped Lines/ Warnings Report (p. 14-65) may also be generated during the copy function if header/detail errors are encountered, header/detail warnings are encountered, or all lines are dropped from the requisition. Refer to these reports for further details.

Note the following:

- For purchase order line items that are special orders, line items will be copied to the new requisition, but no special-order connection will be made (that is, no Special Orders File (SPORD) records will be created).
- For purchase orders that are the main purchase order of a centralized purchase order, the main purchase order can be copied to a new requisition, but no warehouse transfer requisitions will be created and no special-order connection will be made (that is, no Special Orders File (SPORD) records will be created). The resulting requisition will be a non-centralized requisition.

Create Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
Show item selection	This field allows you to select the line items to be included in the copy. Key Y to select line items to be included in the copy. If Y, when you press F5=CREATE, the Select Items for Duplicate Requisition Screen (p. 14-56) will appear, allowing you to select specific line items. Key N if you do not want to select line items to be included in the copy. If N (or if you pressed F12=RETURN from the Select Items for Duplicate Requisition Screen (p. 14-56)), the system will assume that all line items and quantities on the original purchase order will be considered to become line items on the new requisition. *Default Value:* N (A 1) Required

Create Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
Approval Code	Use this field to select the approval code that will be used to approve the new requisition. Key an approval code. After pressing ENTER, the description of the approval code will appear to the right. NOTE: If the **Use Approval Code Authorization for Req/PO** is Y in Purchasing Company Options Maintenance (MENU XAFILE), the Maximum Approval Amount for the approval code you key in this field will be compared against the total requisition amount and if it is less, an error will be issued and the requisition will not be created. Leave this field blank if you do not want to specify an approval code to approve the new requisition being created. If this field is left blank, then the approval code on the requisition will be blank (that is, the approval code from the copied purchase order will not be copied over to the new requisition). *Valid Values:* If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), your entry, if you key one, must be an approval code defined for your user ID through Approval Codes Maintenance (MENU POFIL2). (A 3) Optional
Hold Code	To prevent a requisition from being approved, or to prevent an approved requisition from being printed, you may hold the requisition by keying a hold code in this field. To release a requisition from hold, remove the hold code from this field. Use this field to enter a hold code that will be used to hold the new requisition. When you create the new requisition, via F5=CREATE, the requisition will indicate that it is being held with this hold code on the New Requisition Information Screen (p. 14-61). Key a hold code. After pressing ENTER, the description of the hold code will appear to the right. Leave this field blank if you keyed an **Approval Code**, since this field must be blank if the order is approved. *Valid Values:* Any purchasing hold code that has been defined through Hold Codes Maintenance (MENU POFILE/MENU APFILE). (A 2) Optional

Create Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
Report Output Queue	Use this field to identify the System i output queue where the Copy Purchase Order Errors/Warnings Report (p. 14-64) or Copy Purchase Order Dropped Lines/Warnings Report (p. 14-65) will be generated, if applicable. Key the ID of the System i Output Queue. *Default Value:* Your default output queue defined in your System i user profile. *Valid Values:* Any valid System i output queue. (A 10) Required
Vendor Address	This field appears only if the vendor address on the purchase order is different from the vendor's current address. If the vendor's address on the purchase order differs from the vendor's current address, then the vendor address fields on the requisition will be filled with either the values from the purchase order or the Vendor Master File (VENDR), depending on the value specified in this field. Key O if the vendor's address will be copied from the purchase order. Key C to use the current vendor's address. *Default Value:* C (A 1) Required
Ship-to Address	This field appears only if the ship-to address on the purchase order is different from the shipping location's address. If the ship-to address on the purchase order differs from the shipping location address for the default ship-to for the warehouse, then the ship-to address fields on the requisition will be filled with either the values from the purchase order being copied or the default ship-to address for the receiving warehouse, depending on the value specified in this field. Key O if the ship-to address will be copied from the purchase order. Key C to use the current ship-to's address. *Default Value:* O (A 1) Required

Create Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
F5=Create	Press F5=CREATE to create the new requisition from the existing purchase order. If the **Show item selection** field is Y on this screen, the Select Items for Duplicate Requisition Screen (p. 14-56) will appear, allowing you to select specific line items. If the **Show item selection** field is N on this screen, the Select Items for Duplicate Requisition Screen (p. 14-56) will not appear and the system will assume that all line items and quantities on the original purchase order will be considered to become line items on the new requisition. Your workstation will be held up momentarily while this function executes. The New Requisition Information Screen (p. 14-61) will then appear, indicating if the function was successful or not.
F12=Return	Press the F12=RETURN key to return to the Requisition/Purchase Order Header Screen (p. 14-23) without creating a new requisition.
Enter	Press ENTER to display the descriptions that correspond to the **Approval Code** and **Hold Code** fields, if entered.

Select Items for Duplicate Requisition Screen

```
                     SELECT ITEMS FOR DUPLICATE REQUISITION
 PO Number: 100132       Vendor:   IC5000  SASKATCHEWAN PRODUCTS
                         Currency: CA$  Canadian Dollars

                                                 Quantity
   Item No/PO Description                        Ordered   U/M            Cost I
 1 A220 Pocket Planner Weekly Organizer Bu+       500.000  EA          11.61185
 2 A240 Single Subject Wire Bound Notebook         60.000  EA           1.18442
 3 &1 Item Special Handling                                            25.97000









 ______________________________________________________________________ Last
Sel: ...        Position to Item No: ............................
                        Description: ........................................

 F2=Desc Left     F5=Mark/Unmark                                    F14=Loc Curr
                  F6=Mark/Unmark All   F10=Continue   F12=Return
```

This screen appears after you press F5=CREATE on the Create Duplicate Requisition Screen (p. 14-51), if **Show item selection** is Y on that screen.

Use this screen to review and select which items to include on the new requisition being created from the existing purchase order. You will also be able to change item order quantities for the line items on the new requisition.

When a line(s) is marked on this screen and F10=CONTINUE is pressed, or if F5=CREATE was pressed from the previous Create Duplicate Requisition Screen (p. 14-51) with the **Show item selection** field set to N, the duplicated requisition is created interactively. The New Requisition Information Screen (p. 14-61) will then appear, showing the new duplicate requisition that was created, as well as any hold(s) that may apply. This will mark the completion of the duplicate requisition process.

The records in the PO Marked Lines File (MRKPDT) will be updated based on any actions by you to mark/unmark line items or change the order quantity.

NOTE: The initial display of this screen defaults into the double line mode. To view this screen in single line mode, press F24=SINGLE LINE / F24=DOUBLE LINE.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Select Items for Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
PO Number	This field displays the original purchase order number that the new requisition is being copied from. Display
Vendor	This field displays the vendor number and description of the vendor for whom the original purchase order was created. Display
Currency	The **Currency** field only displays when International Currency is live. This field display the currency symbol and the currency description of the currency used for the purchase order. Use the F14=LOC CURR / F14=TRD CURR function key to toggle the company's local currency with the customer's trading currency. Display
(Reference Number)	This field displays the **Reference Number** of the item to be used in the **Sel** field for selection. Display
Item No/PO Description	This field displays the item number ordered and the purchase order description. Display
Quantity Ordered	This field displays the quantity of the item that was ordered, in the buying unit of measure shown in the **U/M** field. Display
U/M	This field displays the unit of measure used to express the item quantity ordered. This is the buying unit of measure selected for the item when it was ordered through Enter or Change Requisitions (MENU POMAIN). Display
Cost	When International Currency is installed, this field displays the cost of the item in the vendor's trading currency. If the vendor's currency differs from the company's local currency, this field may be toggled with the F14=LOCAL CURR / F14=TRADING CURR function key to display costs in the trading currency or in the company's local currency, with the symbol for the trading currency or company's local currency displayed in the **Currency** field at the top of the screen. Display

Select Items for Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
T	This field displays the type of special order, if this company/PO number/line sequence number is found in the Special Orders File (SPORD) or Special Order History File (SPOHS). Otherwise, this field is blank. • **D** appears for only drop shipment orders. • **N** appears for non-stock items orders. • **S** appears for special orders that will be received into the warehouse for processing. Display
Sel	Use this field to select an item number for the new requisition being created. You have the option to select an item number and press ENTER, or select an item number and press F5=MARK/UNMARK. Key the **Reference Number** of the item you want to select and press ENTER to change the quantity ordered. The **Quantity Ordered** field will appear (in place of the **Position to Item No** and **Position to Description** fields). Refer to that field for details. Key the **Reference Number** of the item you want to select and press F5=MARK/UNMARK to mark the line for inclusion or exclusion in the new requisition created. Only those lines marked (and showing their reference number highlighted) will be included in the new duplicate requisition. NOTE: You cannot select a line that is a comment or a charge, and the item cannot be suspended. (N 2,0) Optional
Quantity Ordered	This field appears only after keying a **Reference Number** of an item in the **Sel** field, and pressing ENTER. This field displays the quantity ordered when the item is selected for change, with the buying unit of measure shown to the right of this field. Use this field to enter a new order quantity for the selected item, if needed. The quantity ordered entered cannot be a negative value. Key the new order quantity, and press ENTER. The **Quantity Ordered** field on the top of the screen for the selected item will be updated accordingly. (N 10,3) Required
Position to Item No	Use this field to position an item number on this screen to the top of the list. Key the item number (or a portion of it) and press ENTER. *Valid Values:* A valid item number created through Item Master Maintenance (MENU IAFILE) that exists in the selected purchase order. (A 27) Optional

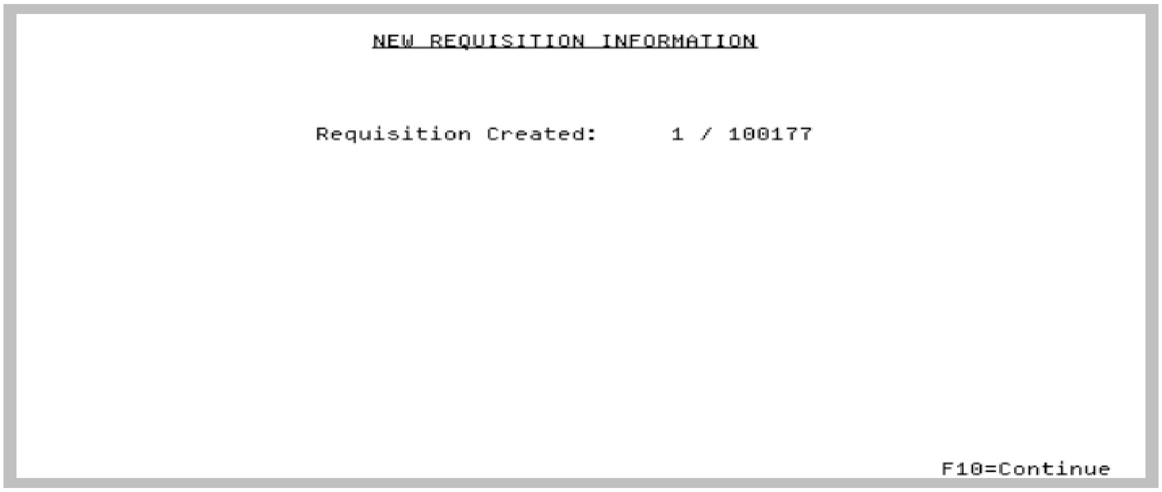
Select Items for Duplicate Requisition Screen Fields and Function Keys

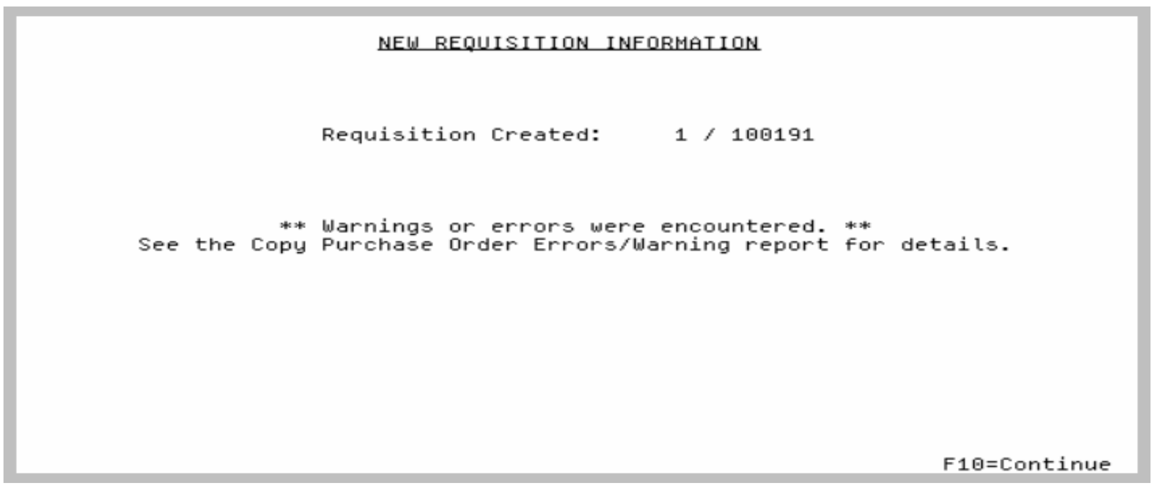
Field/Function Key	Description
Position to Description	Use this field to position an item number on this screen to the top of the list, based on its description. Key the item's description (or a portion of it) and press ENTER. *Valid Values:* A valid item number created through Item Master Maintenance (MENU IAFILE) that exists in the selected purchase order. (A 40) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key only displays when the screen is displayed in single line mode, based on the F24=DOUBLE LINE / F24=SINGLE LINE mode selected. Press F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC to toggle between showing the item and description together on one line for the items, the description left justified for the item, or the description right justified for the item.
F5=Mark/Unmark	After keying a **Reference Number** in the **Sel** field of the item you want to select, press F5=MARK/UNMARK to mark or unmark the record. The line will either be marked for inclusion in the new requisition created, or if the line is already marked and you press F5=MARK/UNMARK, then the line will be unmarked and not included in the new requisition. Note that marked items are indicated by the item's reference number being highlighted. To mark all items to include on the new requisition, use F6=MARK/UNMARK ALL.
F6=Mark/Unmark All	Press F6=MARK/UNMARK ALL to mark or unmark all items for inclusion in the new requisition. If records have already been marked and F6=MARK/UNMARK ALL is selected, then all lines will be unmarked and not included in the new requisition. Note that marked items are indicated by the item's reference number being highlighted. To mark specific items to include on the new requisition, use F5=MARK/UNMARK.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

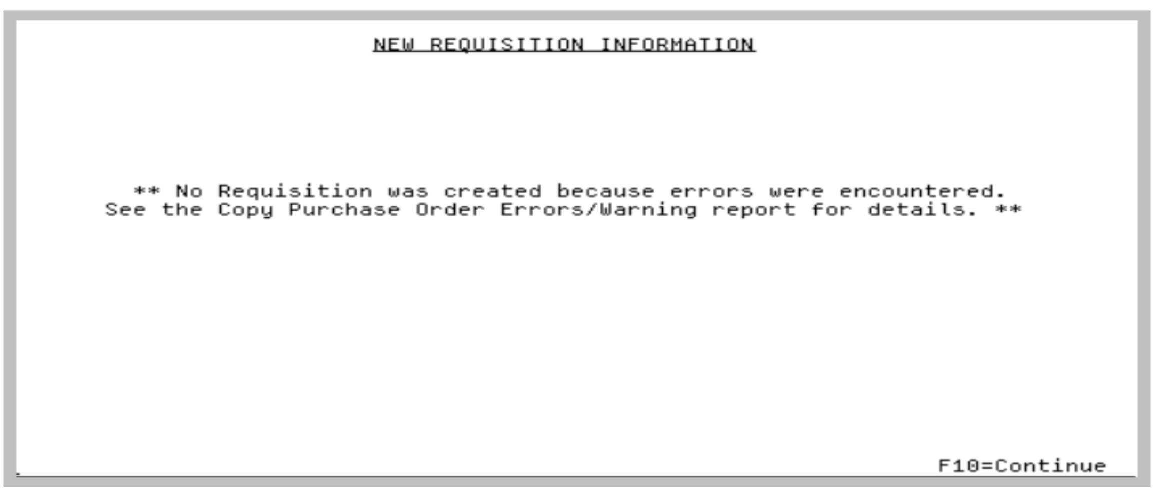
Select Items for Duplicate Requisition Screen Fields and Function Keys

Field/Function Key	Description
F10=Continue	F10=CONTINUE will verify that at least one record has been marked for inclusion into the requisition and will continue to create the requisition. Press F10=CONTINUE to create the new requisition. The New Requisition Information Screen (p. 14-61) appears. At least one line must be marked to include on the new requisition. See F5=MARK/UNMARK and F6=MARK/UNMARK ALL.
F11=Next Match	F11=NEXT MATCH displays if a value in the **Position to Item No** or Position to **Description** field was entered and the screen had already been positioned to the first occurrence of the item or description. Press F11=NEXT MATCH to position the screen to the next item that matches the item or description entered.
F12=Return	F12=RETURN will return to the previous screen without selecting or changing any items. The records will be removed from the PO Marked Lines File (MRKPDT). Or, if a selection was made in the **Sel** field and the **Quantity Ordered** field is displayed, pressing F12=RETURN will hide this field and re-display the original fields (**Position to item number**/**Position to description**).
F14=Loc Curr / F14=Trd Curr	F14=LOC CURR / F14=TRD CURR displays only if International Currency is live. Press F14=LOC CURR / F14=TRD CURR to toggle between the local currency and trading currency for the order. The currency symbol and currency description (at the top of the screen) will change to either the local currency symbol and description, or the trading currency symbol and description.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Press ENTER to confirm your selections. After selecting an item in the **Sel** field, press ENTER to display the **Order Quantity** input field. After entering a **Position to Item No/Description** value, press ENTER to position an item number on this screen to the top of the list.

New Requisition Information Screen







The New Requisition Information screen appears after you press F5=CREATE on the Create Duplicate Requisition Screen (p. 14-51), if **Show item selection** is N on that screen, or F10=CONTINUE on the Select Items for Duplicate Requisition Screen (p. 14-56).

This screen displays to inform you if the requisition was created or not.

If the duplication process was successful and the requisition was created with no warnings or errors, you will view the top screen. Use this screen to review the company number and newly created requisition number. If you entered a **Hold Code** on the Create Duplicate Requisition Screen (p. 14-51), the **Req Held - Hold Code XX** field (where **XX** is the hold code you entered) will also appear, under the **Requisition Created** field, indicating that the newly created requisition is being held.

If the duplication process was successful and the requisition was created but warnings or errors were detected, you will view the middle screen. Refer to the Copy Purchase Order Errors/Warnings Report (p. 14-64) for details and/or the Copy Purchase Order Dropped Lines/Warnings Report (p. 14-65).

If the duplication process was not successful and the requisition was not created, you will view the bottom screen informing you that no requisition was created because errors were detected. Refer to the Copy Purchase Order Errors/Warnings Report (p. 14-64) and/or the Copy Purchase Order Dropped Lines/Warnings Report (p. 14-65).

New Requisition Information Screen Fields and Function Keys

Field/Function Key	Description
New Requisition Information	Informs you if the requisition was created or not. If the duplication process was successful without any warnings or errors, the top screen displays, indicating the company number and newly created requisition number for your review. If the duplication process was successful but warnings or errors were detected, you will view the middle screen. This error displays if there were header or detail warnings encountered, or if there were detail errors that resulted in dropped lines. In this situation, the warnings will be listed on the Copy Purchase Order Errors/Warnings Report (p. 14-64) and the Copy Purchase Order Dropped Lines/Warnings Report (p. 14-65), but will not prevent the new requisition from being created. If the duplication process was not successful and the requisition was not created, you will view the bottom screen. This error displays if there were errors encountered that prevented the requisition from being created, or if there were detail errors that would result in all lines being dropped from the new requisition. Display
Req Held - Hold Code	If the duplication process was successful, and the newly created requisition is on hold (as entered in the **Hold Code** field on the Create Duplicate Requisition Screen (p. 14-51)), the top or the middle screen displays and this field appears under the **Requisition Created** field. The hold code and its description will appear. Display

New Requisition Information Screen Fields and Function Keys

Field/Function Key	Description
F10=Continue	Press F10=CONTINUE to return to the Requisition/Purchase Order Header Screen (p. 14-23).

Copy Purchase Order Errors/Warnings Report

```
PO556A  04/30/18  12:05:34               COPY PURCHASE ORDER ERRORS/WARNINGS REPORT            AD/APDEMO           PAGE:   1
---------------------------------------------------------------------------------------------------------------------------
                                        *** REQUISITION NOT CREATED DUE TO ERROR ***
                                        * Error    1332: Buyer can't be blank.
  * Additional errors may exist.
```

This report is generated if, during the create duplicate requisition process:

- *header* errors are encountered (preventing the new requisition from being created)
- *header* warnings are encountered (requisition could be created if only warnings), or
- all lines are dropped from the requisition (preventing the new requisition from being created).

The output queue that you specify in the **Report Output Queue** field on the Create Duplicate Requisition Screen (p. 14-51) determines where this report will be generated.

Copy Purchase Order Errors/Warnings Report

Report Fields	Description
*** Req Message ***	Informs you if the requisition was created or not.
Error	An **Error** type of edit message prevents the requisition from being created. A requisition will not be created if any errors are detected at the header level, or there are detail errors that would result in all lines being dropped from the new requisition. This field prints the error(s) that occurred, if any. For example, Error 4377: “Purchase Order does not exist”; Error 7169: “User Not Authorized to the selected Company”; etc.
Warning	A **Warning** type of edit message does not prevent the requisition from being created but will print on the report if there were any header warnings encountered. This field prints the warning(s) that occurred, if any. For example, Warning 3583: “Warning - Buyer Budget does not exist”.

Copy Purchase Order Dropped Lines/Warnings Report

```
PO556A  05/07/18  12:21:44                COPY PURCHASE ORDER DROPPED LINES/WARNINGS REPORT         AD/APDEMO            PAGE:   1
                              Order       Vendor   Message
Item Number                   Quantity    Number   Type        Message Text
--------------------------------------------------------------------------------------------------------------------------------------
A170                             7.000    100        Warning    4154: Invalid Item Class for this item. The Item Class has changed.
                                                Dropped Lines:       0
                                                Warnings:            1
                                                Co: 01  Req Number: 103434
```

This report is generated if, during the create duplicate requisition process:

- *detail* errors are encountered (resulting in the line being dropped from the requisition) or
- *detail* warnings are encountered (the line could be included if only warnings occurred).

This report identifies which lines were not copied to the new requisition and the reason why. This report also identifies any lines that contain warning messages.

If one or more lines get dropped during the duplication process, the requisition will still be created but the lines that were dropped will print on this report.

If all lines get dropped during the duplication process, then the requisition will not be created and that message will be printed on the report.

The output queue that you specify in the **Report Output Queue** field on the Create Duplicate Requisition Screen (p. 14-51) determines where this report will be generated.

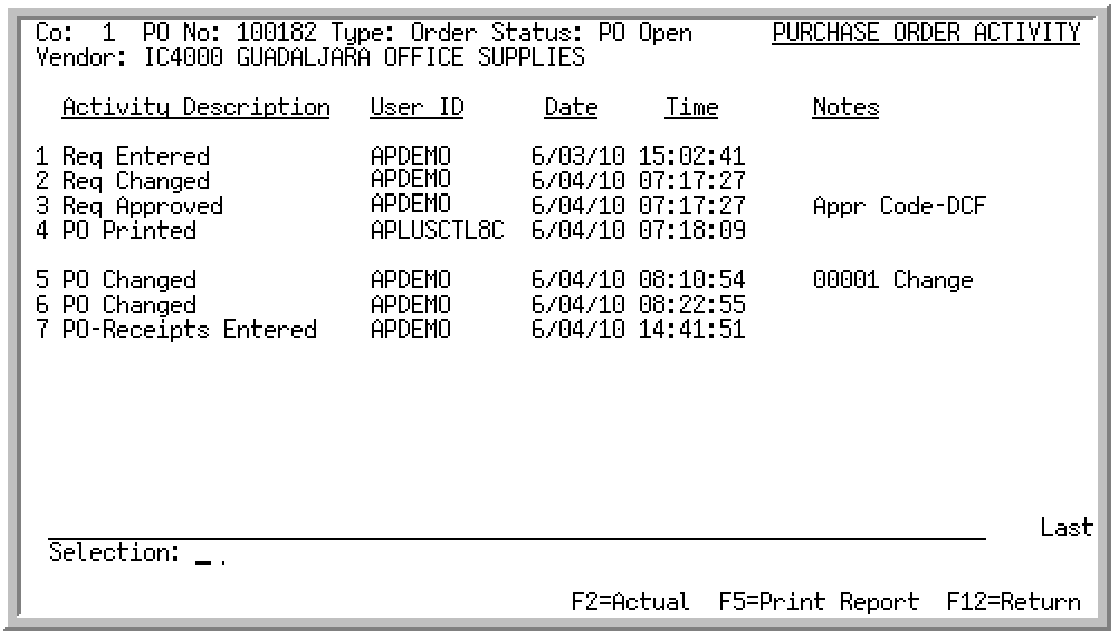
Copy Purchase Order Dropped Lines/Warnings Report

Report Fields	Description
Item Number	The item number that triggered a warning message.
Order Quantity	The order quantity of the item.
Vendor Number	The number of the vendor associated with the requisition.

Copy Purchase Order Dropped Lines/Warnings Report

Report Fields	Description
Message Type	The type of message that was triggered: • Warning • Error
Message Text	The detailed errors/warnings. For example, 4193: “Warning - This item is not stocked in this order’s warehouse”; 4163: “Order Quantity cannot be zero”; 801: “This item is suspended - cannot be ordered”; etc.
Dropped Lines	The number of dropped line items, if any. These dropped lines are not copied to the new requisition if one is created.
Warnings	The number of warnings issued on the report.
Co	The company associated with the newly created requisition. This field only displays if a requisition was created.
Req Number	The newly created requisition number. This field only displays if a requisition was created.

Purchase Order Activity Screen



This screen appears after you press F18=ACTIV on the Requisition/Purchase Order Header Screen (p. 14-23). This screen lists each action taken on the requisition/purchase order. The **Track Purchase Order Activity** field must be set to Y through Purchasing Options Maintenance (MENU XAFILE) for this information to be available. The system tracks many activities for each purchase order from its creation until its closed complete.

The following table shows the tracked activities with its unique identifier.

Purchase Order Activities

01 Req Entered	02 Req Approved	03 Req Changed
04 Req Unapproved	05 Req Held	06 Req Released
07 PO Changed	08 PO Printed	09 PO Reprinted
10 PO Closed	11 Spec Ord-Req Created	12 Spec Ord-Req Unapproved
13 Spec Ord-PO Created	14 Special Order Changed	15 Revalue Open POs
16 Reset POs Being Reprinted	17 Reset On Order Quantity	18 RTV-Req Created
19 Sugg Ord-Req Created	20 Sugg Ord-Req Approved	21 PO-Receipts Entered
22 PO-Receipts Changed	23 PO-Receipts Deleted	24 DS-Receipts Entered
25 Received Partial	26 Received Complete	27 Spec Ord-PO Closed
28 WHT-Auto Update	29 PO-Receipts Approved	30 PO-Receipts Unapproved

Purchase Order Activities

31 WM-Receipts Approved	32 WM-Receipts Unapproved	33 WM-Receipts Changed
34 RF-Receipts Approved	35 RF-Receipts Unapproved	36 RF-Receipts Changed
37 Spec Order Placed on Req	38 Spec Order Placed on PO	39 WHT-Auto Receive
40 WHT-Req Created	41 WHT-PO Created	42 RTV-Req Held
43 Rtn Req Pick/Pack Printed	44 Sug Ord-Req Held	45 DS-Receipts Changed
46 DS-Receipts Updated	47 PO Approval Changed	48 PO Approval Overridden

NOTE: Work order activity is not tracked.

For each activity listed, this screen displays

- a description of the action.
- the user ID of the person or process that performed this action.
- the date and time the action occurred. You can toggle the display to show the date and time in the time zone where the action occurred by pressing the F2=ACTUAL / F2=USER key.
- notes, which may provide additional detail about the activity. For example, if the entry in the **Activity Description** column is **Req Approved**, this column displays the approval code provided to approve the requisition.

From this screen, you can print a report of the activities or review detailed information for activities with change information displayed in the **Notes** column. Changes are recorded when changes are made to

- requisitions and purchase orders through Enter or Change Requisitions (MENU POMAIN).
- the receipt quantity, received complete code, unit cost, cost code, or weight for a receipt entered though Enter or Change Receivers or PO Receipts (MENU POMAIN) or a receipt generated by receiver in Warehouse Management (MENU WMMAIN).
- the receipt quantity using Radio Frequency receiving. Changes for this activity are recorded only if you are using immediate put-away.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Purchase Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Co	The number and name of the company for which this Requisition/Purchase Order was created. Display
Req No or PO No	This field will display as **Req No** when viewing requisitions and **PO No** when viewing purchase orders. The requisition number is the unique number of the requisition for the selected company. The purchase order number is automatically assigned or can be manually assigned for an order. f Display
Type	The number and name of the company for which this Requisition/Purchase Order was created. Display
Status	The status of the displayed requisition or purchase order. The available status messages are: • **Rq Pending** • **Rq Approvd** • **PO Open** • **PO Partial** • **PO Closed** Display
Vendor	The name of the vendor for whom the requisition or purchase order was created. Display
(Reference Number)	The **Reference Number** of the requisition or purchase order to be used in the **Selection** field to view more information about an activity. Display

Purchase Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Activity Description	The action that was performed, such as: • Req Entered, Req Approved, Req Changed, Req Unapproved, Req Held, Req Released • PO Changed, PO Printed, PO Reprinted, PO Closed • Spec Order – Req Created, Spec Order – Req Changed, Spec Order – Req Deleted, Spec Order – PO Created, Spec Order – PO Changed, Spec Order – PO Deleted, Spec Order – PO Reprinted • Revalue Open PO's • Reset PO's Being Printed • Reset On Order Quantity • RTV – Req Created, RTV – Req Changed • Sugg Ord – Req Created • WHT – Req Created, WHT – PO Created • PO - Receipts Entered, PO - Receipts Changed • DS - Receipts Entered, DS - Receipts Changed • PO - Received Partial, PO - Received Complete • RF- Receipts • WM – Receipts, WM – Pre-Receipts • WHT – Order Created, WHT – Order Updated • PO Approval Changed • PO Approval Overridden Display
User ID	The user ID of the person or process that performed this action. Display
Date	The date the action occurred. You can toggle the display to show the date in the time zone where the action occurred by pressing the F2=ACTUAL / F2=USER key. Display
Time	The time the action occurred. You can toggle the display to show the time in the time zone where the action occurred by pressing the F2=ACTUAL / F2=USER key. Display
Notes	This column provides additional detail about the activity. For example, if the entry in the Activity/Description column is Req Held, this column displays which module put the order on hold and the hold code. If the Activity Description column is PO Changed, this column will display the number of changes that were tracked during the change order process. Display

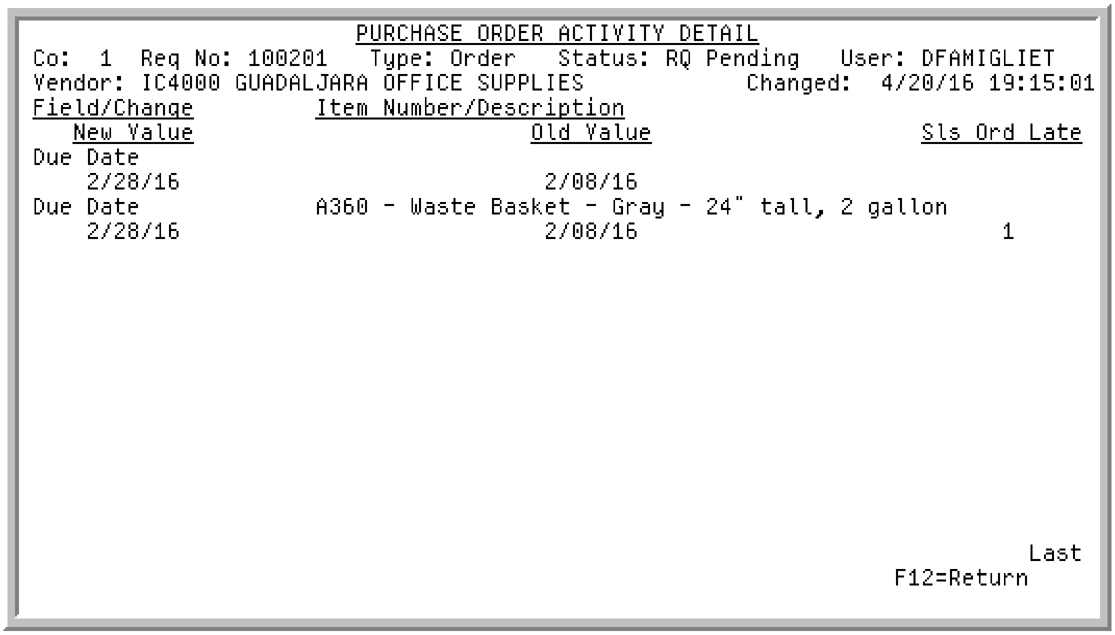
Purchase Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an activity to display detailed information. Detailed information is available only for activities with change information displayed in the **Notes** column. Key the reference number associated with the activity and press ENTER. If the activity is for a Special Order Change Request, the S/O Change Request Activity Detail Screen (p. 20-60) will appear. If the change is not related to the Special Order Change Request process, the Purchase Order Activity Detail Screen (p. 14-73) will appear. (N 2,0) Optional
F2=Actual/User	Press the F2=ACTUAL / F2=USER function key to toggle between displaying the times and dates of activities in the time zone in which the activity actually occurred and your default time zone. For example, a purchase order was entered at the company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the purchase order from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. When this function key shows as F2=ACTUAL, the time of purchase order entry will display as 11:00 (the time in your time zone) on the Purchase Order Activity Screen. Pressing F2=ACTUAL will display the purchase order entry time as 14:00 (the time in the time zone where the activity occurred) and the time zone code (EST).
F5=Print Report	Press the F5=PRINT REPORT key to print the list of activities for this requisition/ purchase order. The Report Options Screen appears. Refer to the Cross Applications User Guide for details about this screen. After you press ENTER on the Report Options Screen, the Purchase Order Activity Report (p. 14-76) is submitted to the specified output queue for printing.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN key to return to the previous screen.

Purchase Order Activity Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting a purchase order activity line in the **Selection** field, press this key to display the Purchase Order Activity Detail Screen (p. 14-73) or S/O Change Request Activity Detail Screen (p. 20-60). If detailed information is not available, a message will display.

Purchase Order Activity Detail Screen



```
                          PURCHASE ORDER ACTIVITY DETAIL
Co:  1  Req No: 100201   Type: Order   Status: RQ Pending   User: DFAMIGLIET
Vendor: IC4000 GUADALJARA OFFICE SUPPLIES           Changed:  4/20/16 19:15:01
Field/Change         Item Number/Description
   New Value                        Old Value                        Sls Ord Late
Due Date
    2/28/16                          2/08/16
Due Date             A360 - Waste Basket - Gray - 24" tall, 2 gallon
    2/28/16                          2/08/16                              1









                                                                         Last
                                                                 F12=Return
```

This screen appears after you select a purchase order activity line with changes on the Purchase Order Activity Screen (p. 14-67). This screen displays the field values before and after the change was made, and the number of times the sales order was late.

The top of this screen displays the following information about the requisition/purchase order for which you are reviewing activity details:

- company number associated with the requisition/purchase order.
- requisition/purchase order number, type, and current status.
- number and name of the vendor.
- date and time that this change was made and the ID of the user who made the change.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Purchase Order Activity Detail Screen Field and Function Keys

Field/Function Key	Description
Co	The number and name of the company for which this Requisition/Purchase Order was created. Display

Purchase Order Activity Detail Screen Field and Function Keys

Field/Function Key	Description
Req No or PO No	This field will display as **Req No** when viewing requisitions and **PO No** when viewing purchase orders. The requisition number is the unique number of the requisition for the selected company. The purchase order number is automatically assigned or can be manually assigned for an order. Display
Type	The type of order: • **Order** • **Return** Display
Status	The status of the displayed requisition or purchase order. The available status messages are: • **Rq Pending** • **Rq Approvd** • **PO Open** • **PO Partial** • **PO Closed** Display
User	The user ID of the person or process that completed the specific activity.
Vendor	The name of the vendor for whom the requisition or purchase order was created. Display
Changed	The date and time that this change activity was made to the order. Display
Field/Change	The name of the field that changed or a description of the change that took place. Display
Item Number/ Description	If a change was made to an item, the item number and item description of the item changed are shown in this column. If a change was made to a special charge or a landing cost, the description of the special charge or landing cost changed will display in this column. Display
New Value	The value of the field listed under the **Field/Change** column after the change was made. Display

Purchase Order Activity Detail Screen Field and Function Keys

Field/Function Key	Description
Old Value	The value of the field listed under the **Field/Change** column before the change was made. Display
Sls Ord Late	The number of days the sales order was late, if any. This value indicates the impact of the field change on a related special order item. Currently, this is being recorded only for a Req/PO Due Date change that affects the on-time customer delivery of a related special order item (that is, when a Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item). *Valid Values:* 1 if a related sales order is impacted; otherwise, it is blank. Display
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN key to return to the Purchase Order Activity Screen (p. 14-67).

Purchase Order Activity Report

```
PO256  22/10/11  14:50:30                          Purchase Order Activity                              AI/APDEMO     Page   1
Co: 01   PO No: 100006  Type: Order  Status: PO Partial
Vendor: 1700    SENTRY CABINETS
                                                    ---- User  ----           ---- Actual ----
Purchase Order Activity        User                 Date       Time           Date       Time       Notes
  Item Number/Description
    Detail Activity          Old Value                                      New Value
---------------------------------------------------------------------------------------------------------------------
Sugg Ord-Req Created           APLUSCTL83         22/10/11    06:39:24 PST   22/10/11    09:39:24 EST
Sugg Ord-Req Held              APLUSCTL83         22/10/11    06:39:24 PST   22/10/11    09:39:24 EST  PO-SO
Sugg Ord-Req Approved          APLUSCTL83         22/10/11    06:39:25 PST   22/10/11    09:39:25 EST  Appr Code-APD
Req Changed                    APDEMO             22/10/11    08:02:10 PST   22/10/11    08:02:10 PST
PO Printed                     APLUSCTL83         22/10/11    08:02:43 PST   22/10/11    11:02:43 EST
PO-Receipts Entered            APDEMO             22/10/11    08:04:14 PST   22/10/11    08:04:14 PST
Received Partial               APLUSCTL83         22/10/11    08:04:50 PST   22/10/11    11:04:50 EST
PO Changed                     APDEMO             22/10/11    09:38:24 PST   22/10/11    09:38:24 PST
  A900 - 4 Drawer Steel File Cabinet - Black
    Quantity Ordered         3.000                                          5.000
  A900 - 4 Drawer Steel File Cabinet - Black
    Cost                     71.87000                                       69.03776
  A900 - 4 Drawer Steel File Cabinet - Black
    Update Lead Time                                                        N
PO Reprinted                   APDEMO             22/10/11    09:38:26 PST   22/10/11    09:38:26 PST
```

This report prints after you press F5=PRINT REPORT on the Purchase Order Activity Screen (p. 14-67) and then ENTER on the Report Options Screen.

This report lists the information from the Purchase Order Activity Screen (p. 14-67) and the Purchase Order Activity Detail Screen (p. 14-73). Refer to those screens for a description of the information included in this report.

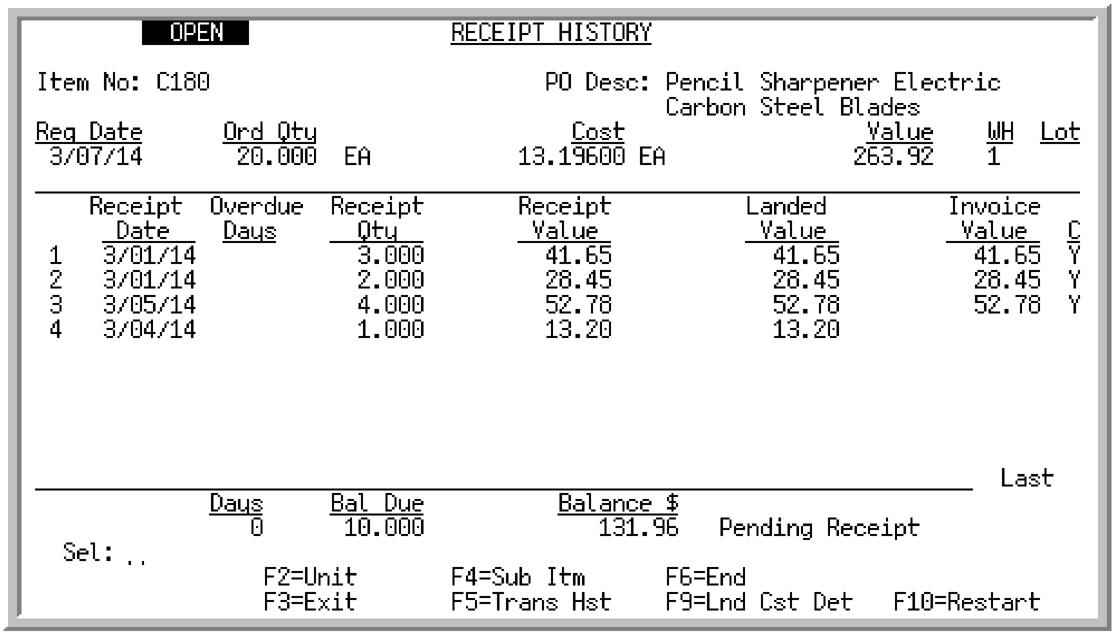
Purchase Order Activity Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Co/Req No	The company and requisition number being inquired upon.
Order Status	The current status of the requisition/purchase order. Possible values are: • **Rq Pending** • **Rq Approved** • **Rq Held-XX** where xx is the hold code • **PO Closed** • **PO Open** • **PO Partial**

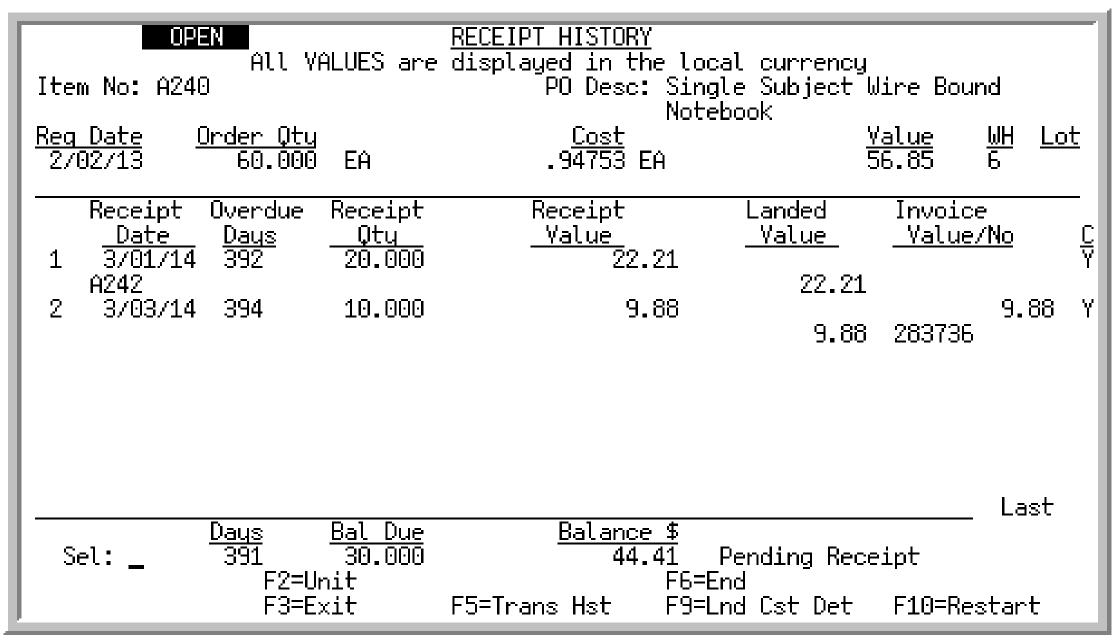
Purchase Order Activity Report

Report/Listing Fields	Description
Vendor	The vendor number and name for this requisition/purchase order.
Purchase Order Activity	The type of activity performed on the requisition/purchase order.
User Date/Time	The date and time of the activity expressed in the time zone of the user that completed the transaction.
Actual Date/Time	The date and time of the transaction activity expressed in the time zone of the system.
Notes	This column provides additional detail about the activity.
Item Number/Description	The number of the item and it’s description for the change activity.
Detail Activity	The tracked field information for the specific change.

Receipt History Screen



Receipt History Screen Expanded Fields



This screen displays history information for the item displayed on the Requisition/Purchase Order Item Detail Screen (p. 14-30). It displays after pressing F9= RECEIPT HISTORY from that screen.

Receipt history includes any item receipts that have been entered through one of the following:

- Enter or Change Receivers or PO Receipts (MENU POMAIN)

- Warehouse Management (MENU WMMAIN)
- the Receiving task in Radio Frequency

And posted through one of the following:

- Enter or Change Receivers or PO Receipts (MENU POMAIN)
- PO Receipts Register (MENU POMAIN)
- Warehouse Management (MENU WMMAIN)

NOTE: Landing cost function keys are available on this screen only if you are using Purchasing Landing Costs, as defined through Warehouse Numbers Maintenance (MENU IAFILE).

When International Currency is installed, the message **ALL VALUES are displayed in the local currency** will display for all foreign currency vendors' receipt history. Trading currency values will not display on this screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen.

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
PO Status	This field indicates if the item is still open, or if it has been received complete. **OPEN** displays if the item is open on this purchase. The item may have been partially received, or not received at all. **COMPLETE** displays if the item has been completely received for this purchase order. Either the quantity received equals the order quantity, or the item was marked as received complete during receipt entry. NOTE: This field pertains to the individual item on the purchase order, not the entire purchase order. Several items may be received complete on a purchase order that is open. Display
Item No	The stocking number of the item. Display
PO Desc	The description of the item as specified in your organization (our description). Display
Req Date	The requested due date for this item when it was ordered. Display

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Order Qty	The quantity of the item, in the displayed unit of measure, that was ordered. Display
Cost	The unit cost of the item, per the displayed unit of measure. Display
Value	The extended value of the items calculated as the cost per item multiplied by the order quantity of items. Display
WH	The receiving warehouse for the order. Display
Lot	An **L** indicates this item was purchased by the lot. The cost of lot items remains constant, regardless of the quantity of items ordered. This is a one-time lot charge for the item you are ordering.
Reference Number	The reference number of the receipt. To select a receipt, key this number in the **Sel** field. Display
Receipt Date	The date on which receipts for this item were accepted in the warehouse. Display
Overdue Days	The number of days between the requested due date specified on the purchase order (**Req Date**), and the **Receipt Date**. Display
Receipt Qty	The quantity of the item that is received, in the buying unit of measure. Display
Receipt Value / Receipt Cost	The expected receipt value of the line item, or the receipt cost for the item unit at the time of the receipt transaction. The F2=Unit / F2=Extended function key is used to toggle between the two displays. Display
Landed Value / Landed Cost	The extended landed value of the line item, or the landed cost of the item unit, consisting of receipt cost plus any landing costs. The F2=Unit / F2=Extended function key is used to toggle between the two displays. Using the F4=Sub Itm / F4=Inv/Lnd function key will toggle the **Landed/ Invoice Values** and the **Landed/Invoice Costs** to display the **Substitute Item No** field. Display

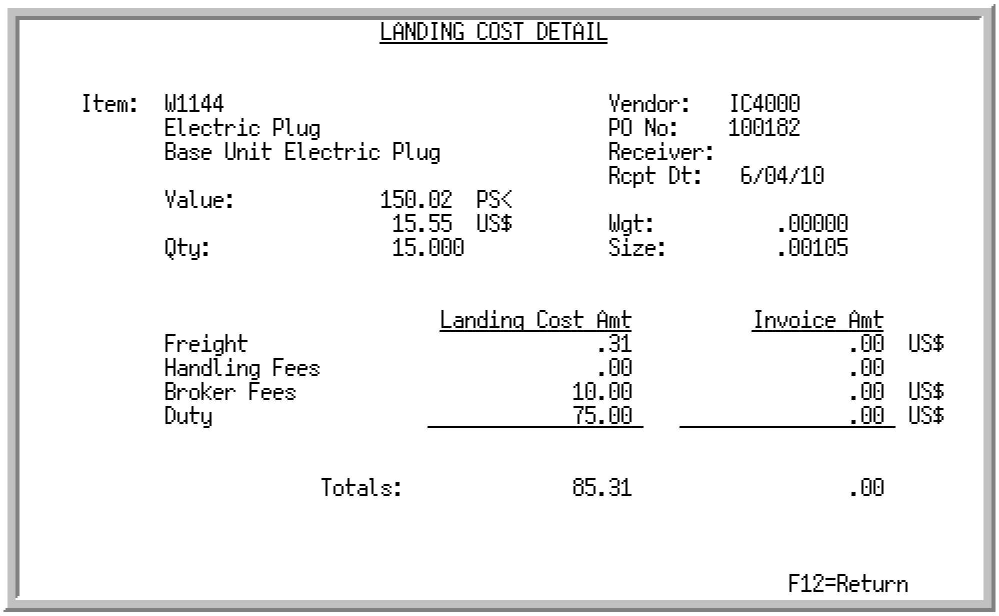
Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Invoice Value/No / Invoice Cost	The actual invoice value of the line item, or the actual invoice cost of the item unit from the vendor's invoice. The F2=UNIT / F2=EXTENDED function key is used to toggle between the two displays. Display
Substitute Item No	A substitute item number is displayed if a substitute item was received for this item. Using the F4=SUB ITM / F4=INV NBR / F4=INV/LND toggle key changes the **Landed Value/Costs / Invoice Values/Costs** fields to display the **Substitute Item No** field and then the **Invoice Number** / **Invoice Values/Costs** fields. On the Receipt History Screen Expanded Fields, the **Substitute Item No** field will display as a second line beneath the **Receipt Date** field. The F4=SUB ITM / F4=INV NBR / F4=INV/LND function key will not display. Display
Invoice Number	Once Accounts Payable Voucher Entry Receipt Validation (MENU APMAIN) has been completed and posted for this item in this purchase order, the invoice number entered for this item's receipt will display. Using the F4=SUB ITM / F4=INV NBR / F4=INV/LND toggle key changes the **Landed Value/Costs / Invoice Values/Costs** fields to display the **Substitute Item No** field and then the **Invoice Number** / **Invoice Values/Costs** fields. On the Receipt History Screen Expanded Fields, the **Invoice Number** field will display as a second line beneath the **Invoice Value** field. The F4=SUB ITM / F4=INV NBR / F4=INV/LND function key will not display. Display
C	Indicates if transaction comments have been keyed for the line item. Display
Days	For items that are partially received, when the requested receipt date is less than today's date, this is the outstanding receipt number of days overdue. For items that are received complete, when the last receipt date is greater than the requested receipt date, this is the number of days overdue the item was received.
Pending Receipt Information	The following pending receipt information is displayed: • **Bal Due**: The quantity, in the buying unit of measure, that remains open (ordered, but not yet received). • **Balance**: The dollar value of items that have not been received, based on the item cost. Display

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Sel	Key the **Reference Number** of the desired item, and using ENTER, access the Vendor Performance Inquiry Screen (p. 18-7). (N 2,0) Required
F2=Unit / F2=Extended	Press F2=UNIT / F2=EXTENDED to toggle between displaying the **Receipt Value** / **Landed Value** / **Invoice Values** and the **Receipt Cost** / **Landed Cost** / **Invoice Cost**.
F3=Exit	Press F3=EXIT to exit from this inquiry. MENU POMAIN will display.
F4=Sub Itm / F4=Inv Nbr / F4=Inv/Lnd	The F4=SUB ITM / F4=INV NBR / F4=INV/LND function key does not display with Expanded Fields. Press F4=SUB ITM / F4=INV NBR / F4=INV/LND to toggle between displaying the substitute item number, the invoice number, and the invoice and landing values/costs for this receipt. Press F4=SUB ITM to display the substitute item number that was received in place of the originally ordered item. Press F4=INV NBR to display the invoice number entered through Accounts Payable Voucher Entry Receipt Validation (MENU APMAIN). Press F4=INV/LND to display the landed and invoice costs for the items received.
F5=Trans Hist	Press F5=TRANS HIST to display the Transaction History Detail Screen that is part of the Item Inquiry (MENU IAMAIN). Refer to the Inventory Accounting User Guide for additional information. NOTE: F5=TRANS HIST does not appear if you accessed this screen from the Item Inquiry (MENU IAFILE) while reviewing source data for a receipt transaction.
F6=End	Press F6=END to display the End Requisition/Purchase Order Screen (p. 14-39).
F9=Lnd Cst Dtl	Press F9=LND CST DTL to display the Landing Cost Detail Screen (p. 14-83), if landing cost breakdown information exists for the selected item.
F10=Restart	Press F10=RESTART to return to the previous screen to restart activities.
Enter	Press ENTER after making a selection to display the Requisition/Purchase Order Item Detail Screen (p. 14-30).

Landing Cost Detail Screen



```
                         LANDING COST DETAIL

  Item:  W1144                            Vendor:   IC4000
         Electric Plug                    PO No:    100182
         Base Unit Electric Plug          Receiver:
                                          Rcpt Dt:   6/04/10
         Value:           150.02  PS<
                           15.55  US$     Wgt:          .00000
         Qty:              15.000         Size:         .00105

                             Landing Cost Amt          Invoice Amt
         Freight                          .31                  .00  US$
         Handling Fees                    .00                  .00
         Broker Fees                    10.00                  .00  US$
         Duty                           75.00                  .00  US$

                     Totals:            85.31                  .00

                                                          F12=Return
```

This screen displays after making a selection and pressing F9=LND CST DET on the Receipt History Screen (p. 14-78) or making a selection and pressing F9=LND CST DET on the Vendor/Item Receipt History Screen (p. 18-26). Use this screen to review landing cost breakdown information.

Landing costs are those costs incurred due to specific situations (overhead, duty, etc.). Estimates of what the landing costs will be for each item (for each vendor) are keyed and maintained through Vendor/Item Information Maintenance (MENU POFILE).

These estimates are used in calculating the landing costs for each item as that item is added to a requisition or purchase order. Since there may be a difference between landing cost based on the estimates (shown in the **Landing Cost Amt** field) and the actual (invoiced) landing costs (shown in the **Invoice Amt** field), both sets of values are displayed here.

Landing Cost Detail Screen Fields and Function Keys

Field/Function Key	Description
Value	This field displays the total value of items ordered on this PO. If the vendor's trading currency differs from the company's local currency, this value will display in the trading currency with the trading currency symbol displayed to the right. The local currency equivalent value will display below with the local currency symbol to the right. Display

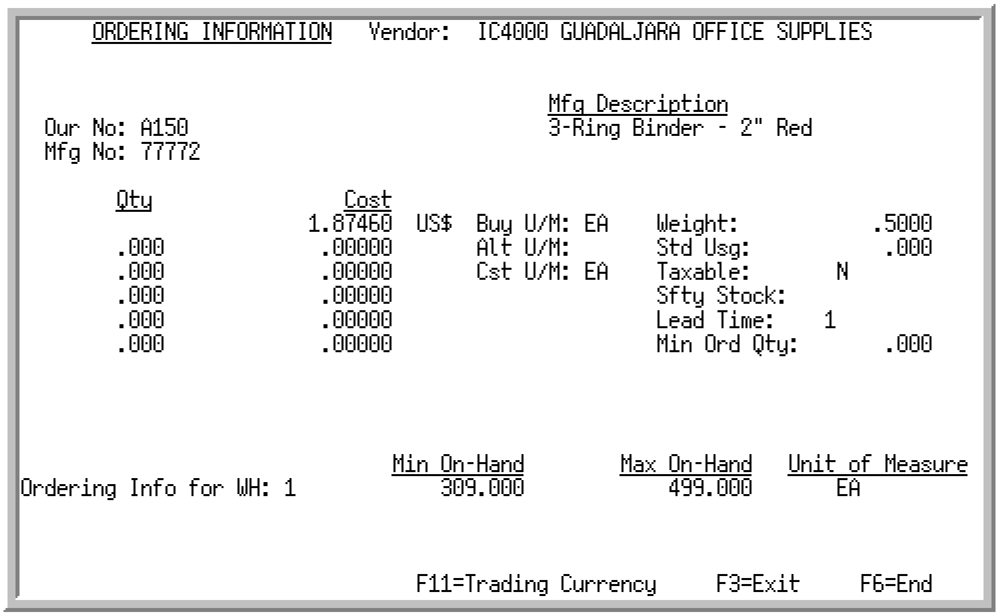
Landing Cost Detail Screen Fields and Function Keys

Field/Function Key	Description
Landing Cost Amt	These are the landing costs defined for the displayed item for the displayed purchase order. These values may be compared to the actual landing costs, as invoiced (shown in the **Invoice Amt** field). If consistently off, you may update the item's defined landing cost values to more accurately reflect the true situations. An item's landing costs (for each vendor) are keyed and maintained through Vendor/Item Information Maintenance (MENU POFILE). When International Currency is installed, these fields display all landing costs associated with the item. The F11=LOCAL CURRENCY / F11=TRADING CURRENCY function key may be used to toggle to the local currency equivalents of all landing costs in these fields. Display
Invoice Amt	These are the landing costs actually identified on the invoice for the item when it was received. When International Currency is installed, if landing costs are calculated in trading currencies different from the company's local currency, this field may be toggled with the F11=LOCAL CURRENCY / F11=TRADING CURRENCY function key to display these values in the applicable trading currencies with the trading currency symbol displayed to the right of each amount, or in the company's local currency with the local currency symbol displayed to the right of each amount. Display
Totals	These fields display the total of all landing costs and the invoice amounts. NOTE: This field displays for landing costs calculated in trading currencies only if all costs are in the same currency. If the landing costs are in mixed currencies, zeros will display in this field, and you must press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display local currency equivalents in order to review this total. All landing costs will display the company's local currency symbol to the right and the total will appear in the company's local currency. Display
F12=Return	Press F12=RETURN to return to the previous screen.

Landing Cost Detail Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of landing costs in the trading currency and a display of landing costs and the landing cost total in the company's local currency. Press F11=LOCAL CURRENCY to display landing costs and invoice amounts in the company's local currency. The currency symbol for the company's local currency will display to the right of each invoice amount. The landing cost total will display in the company's local currency. Press F11=TRADING CURRENCY to display landing costs and invoice amounts in the trading currency. The symbol for the applicable trading currency will display to the right of each invoice amount. Note that if landing factors are calculated using mixed currencies, the landing cost total will not display.

Ordering Information Screen



This screen displays additional ordering information (including vendor/item, inventory management and planning, and item balance information) for the item after pressing F10=ITEM INFO on the Requisition/Purchase Order Item Detail Screen (p. 14-30).

All the fields on this screen are display only and cannot be changed.

Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Our No	The item number in your organization.
Mfg No	The item number used by the manufacturer. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE).
Mfg Description	Two lines of the manufacturer's description of the item.
Cost	These fields display the quantity break levels, if any, that are used when ordering this item from this vendor. If the vendor's currency differs from the company's local currency, this value displays in the trading currency with the currency symbol displayed to the right. Press the F11=LOCAL CURRENCY / F11=TRADING CURRENCY toggle key to view the local currency equivalent costs.
Qty and Cost	Quantity break levels, if any, that are used when ordering this item from this vendor.

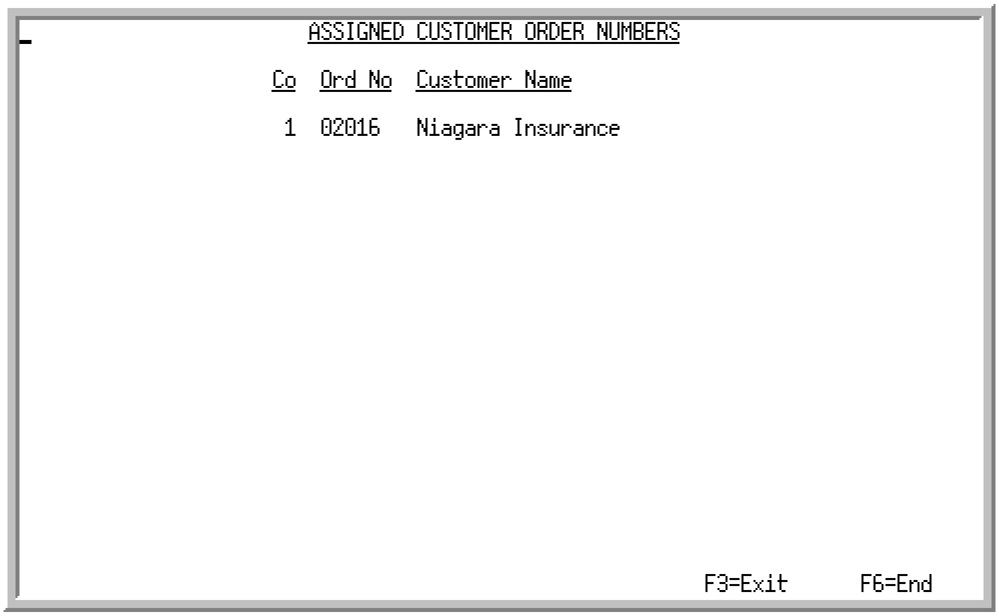
Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Buy U/M	The buying unit of measure for this item when purchasing from this vendor or this item and vendor as defined through Vendor/Item Information Maintenance (MENU POFILE).
Alt U/M	The alternate unit of measure, which may be used in place of the buying unit of measure for this vendor or this item and vendor as defined through Vendor/Item Information Maintenance (MENU POFILE).
Cst U/M	The costing unit of measure for this item when purchasing from this vendor or this item and vendor as defined through Vendor/Item Information Maintenance (MENU POFILE).
Weight	The weight of the item or this item and vendor as defined through Vendor/ Item Information Maintenance (MENU POFILE.
Std Usg	The standard pack size (i.e., the multiple of the number of units) in which this vendor ships this item or this item and vendor as defined through Vendor/Item Information Maintenance (MENU POFILE).
Taxable	If the item is taxed when purchased from this vendor, **Y** displays; **N** if it is not or this item and vendor as defined through Vendor/Item Information Maintenance (MENU POFILE).
Sfty Stock	The safety stock quantity of this item. Safety stock is the quantity of an item that is always kept to accommodate sudden changes in customer demand or vendor lead times (i.e., a buffer) for this item and vendor as defined through Vendor/Item Information Maintenance (MENU POFILE).
Lead Time	The average amount of time, in weeks, that it takes for you to receive this item from this vendor or this item and vendor as defined through Vendor/ Item Information Maintenance (MENU POFILE).
Min Ord Qty	The minimum quantity of this item that can be ordered from this vendor.
Ordering Info for WH	The number of the warehouse containing this item is displayed. This is the warehouse where the item will be stored when the item on this requisition or purchase order is received.
Min On-Hand	The minimum quantity of this item that should remain on-hand as defined through Item Balance Maintenance (MENU IAFILE) and shown for each of the stocking units of measure (up to three).
Max On-Hand	The maximum quantity of this item that should remain in inventory as defined through Item Balance Maintenance (MENU IAFILE) and shown for each of the stocking units of measure (up to three).

Ordering Information Screen Fields and Function Keys

Field/Function Key	Description
Unit of Measure	The unit of measure in which the item described for **Min-On-Hand** and **Max On-Hand** should be retained and shown for each of the stocking units of measure (up to three).
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F6=End	Press F6=END to display summary information for this requisition or purchase order on the End Requisition/Purchase Order Screen (p. 14-39).
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of quantity cost breaks in the trading currency and a display of these costs in the company's local currency. In the trading currency, the symbol for the trading currency will display to the right of the first cost displayed. In the company's local currency, the symbol for the company's local currency will display to the right of the first cost displayed.
Enter	Press ENTER to return to the Requisition/Purchase Order Item Detail Screen (p. 14-30).

Assign Customer Numbers Display Screen



This screen displays a list of customers (up to 15) waiting for the item displayed on the Requisition/ Purchase Order Item Detail Screen (p. 14-30) after pressing F11=ORDER NOS from that screen.

When this purchase order is received, a report will print showing all the customer orders that should be released from backorder hold.

All the fields on this screen are display only and cannot be changed.

Assign Customer Numbers Display Screen Fields and Function Keys

Field/Function Key	Description
Co	The number of the company for which the corresponding customer order was keyed.
Ord No	The order numbers of any orders containing the current item [i.e., the item keyed on the Requisition/Purchase Order Item Detail Review Screen (p. 6-38)]. This indicates that the current item is assigned to this customer order.
Customer Name	This column displays the name of the customer for whom the specified order number was created.
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F6=End	Press F6=END to display summary information for this requisition or purchase order on the End Requisition/Purchase Order Screen (p. 14-39).

CHAPTER 15

Vendor Order/Shipment Inquiry

15

This option allows requisition or purchase order (PO) inquiry for a specific vendor, and other selection criteria. Like the Req/PO Inquiry (MENU POMAIN), this inquiry includes PO history. Once a vendor is selected, you may display or maintain requisition or PO header and detail information, enter receipts for a PO, or maintain a requisition or PO. You will also have the option to create a new requisition from an existing purchase order.

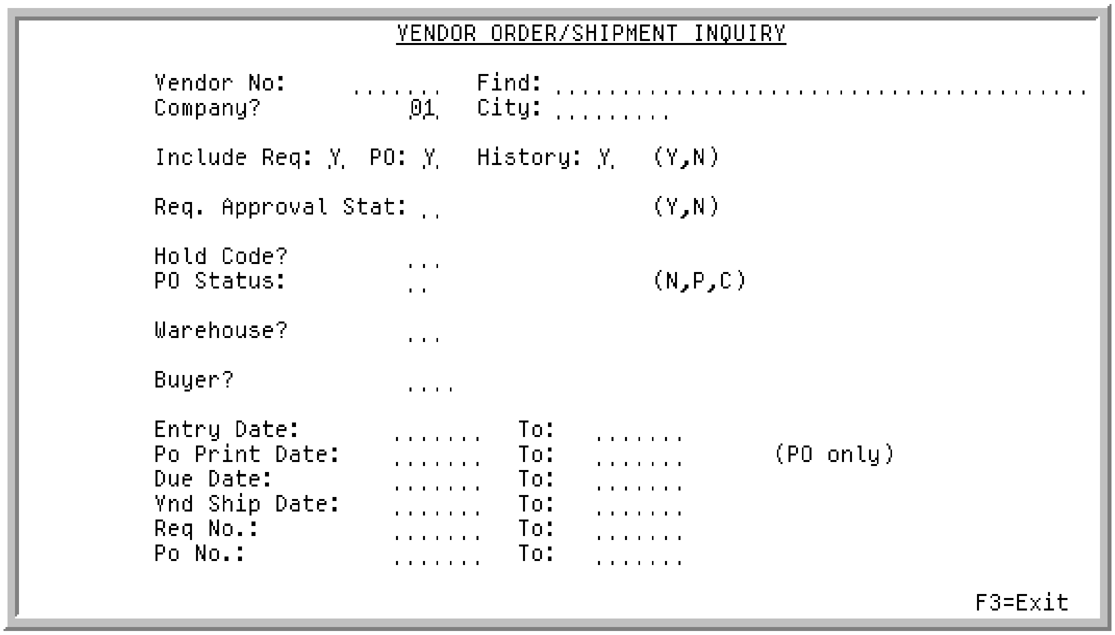
NOTE: This inquiry and the Req/PO Inquiry (MENU POMAIN) are the two options that provide access to change to a PO after it has been printed. All change screens are part of CHAPTER 6: *Enter or Change Requisitions*.

Vendor Order/Shipment Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Order/Shipment Inquiry Selection Screen	Use to select any specific criteria for the requisitions or purchase orders to display in this inquiry for a vendor.
Vendor Order/Shipment Inquiry Screen	Use to review the requisitions, purchase orders, and/or purchase order history files that meet the criteria specified on the Vendor Order/Shipment Inquiry Selection Screen (p. 15-2).
	The remaining screens that display are part of the Req/PO Inquiry (MENU POMAIN).

Vendor Order/Shipment Inquiry Selection Screen



```
                         VENDOR ORDER/SHIPMENT INQUIRY

     Vendor No:     .......   Find: ........................................
     Company?           01    City: .........

     Include Req: Y  PO: Y    History: Y   (Y,N)

     Req. Approval Stat: ..                (Y,N)

     Hold Code?          ...
     PO Status:          ..                (N,P,C)

     Warehouse?          ...

     Buyer?              ....

     Entry Date:       .......   To:  .......
     Po Print Date:    .......   To:  .......      (PO only)
     Due Date:         .......   To:  .......
     Vnd Ship Date:    .......   To:  .......
     Req No.:          .......   To:  .......
     Po No.:           .......   To:  .......

                                                             F3=Exit
```

This screen displays after selecting option 12 - Vendor Order/Shipment Inquiry (MENU POMAIN). Use this screen to select specific criteria for the open requisitions, purchase orders, and purchase order history to display in this inquiry for a vendor.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Vendor Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the number of the vendor for whom open requisitions and purchase order, and purchase order history may be displayed through this inquiry. If you do not know the number of a vendor, use the vendor search using the **Find** and **City** fields. (A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional

Vendor Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company for which open requisitions and purchase order (and purchase order history for the selected vendor) will display in this inquiry. *Default Value:* When International Currency is installed, the default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). When International Currency is not installed, there is no default value. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional; Required only if International Currency is installed.
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
Include Req	Use this field to determine if requisitions will display, or will not display, in this inquiry for the specified vendor. Key Y if you want requisitions for the specified vendor to display in this inquiry. Key N if you do not want requisitions for the specified vendor to display in this inquiry. *Default Value:* Y (A 1) Required
PO	Use this field to determine if purchase orders will or will not display, in this inquiry for the specified vendor. Key Y if you want purchase orders for the specified vendor to display in this inquiry. Key N if you do not want purchase orders for the specified vendor to display in this inquiry. *Default Value:* Y (A 1) Required

Vendor Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
History	Use this field to determine if purchase order history (that is, purchase orders that have been closed, and updated through Day-End Processing) will or will not display in this inquiry for the specified vendor. Key Y if you want purchase order history for the specified vendor to display in this inquiry. Key N if you do not want purchase order history for the specified vendor to display in this inquiry. *Default Value:* Y (A 1) Required
Req. Approval Stat	Use this field to display only requisitions that have been approved, only requisitions that have not been approved, or all requisitions regardless of their approval status. This field only applies to requisitions; if you keyed N in the **Include Req** field, you must leave this field blank. Key Y to display only those requisitions that have been approved (their status is approved in the inquiry). Key N to display only those requisitions that have not been approved (their status is pending in the inquiry). Leave this field blank to display both pending and approved requisitions in the inquiry. (A 1) Optional
Hold Code	To display requisitions having a specific hold code, key the desired hold code. Only the requisitions that have been held with that hold code will display in the inquiry. (A 2) Optional
PO Status	This field pertains to purchase orders only. Therefore, you must have keyed Y in the **(Include) PO** field in order to specify a receipt status in this field. Use this field to display open purchase orders that have the same receipt status. Key N to display purchase orders that are open, having no items received. Key P to display purchase orders that have been partially received. A purchase order is partially received if any quantity of a single item on the purchase order has been received. Key C to display purchase orders that have been completely received. This means that all items on the purchase order have been received for the ordered quantities. Leave this field blank to display all open purchase orders, regardless of their current status. (A 1) Optional

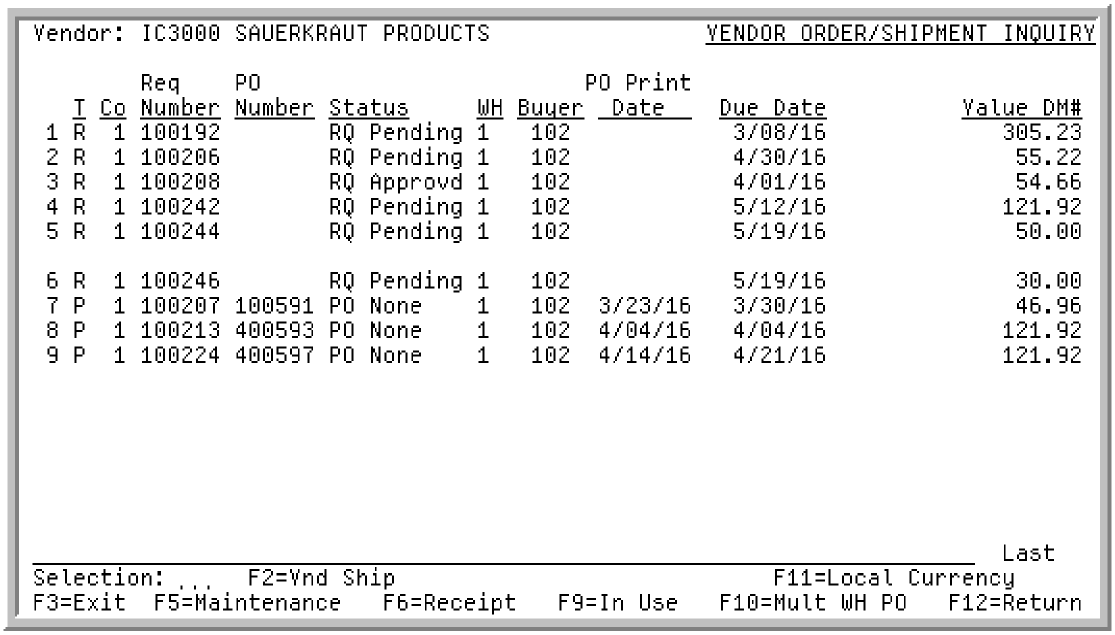
Vendor Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	To display open requisitions, purchase orders, and purchase order history that were assigned to a single warehouse, key the desired warehouse. Only those created for that warehouse will display in the inquiry. (A 2) Optional
Buyer	To display open requisitions, purchase orders, or purchase order history that were created for a single buyer, key the three character code of the desired buyer. *Valid Values:* Buyer codes are defined through Buyers Maintenance (MENU POFILE) and may be assigned to a vendor through Vendors Maintenance (MENU POFILE), vendor/warehouse through Vendor/ Warehouse Assignments (MENU POFILE), vendor/item through Vendor/Item Information (MENU POFILE), and/or vendor/item/warehouse through Vendor/Item Information (MENU POFILE). (A 3) Optional
Entry Date	Use these fields to specify the criteria that will determine the range of requisition/purchase order entry dates of those open requisitions, purchase orders, and purchase order history to display in this inquiry. (Entry dates are those dates on which requisitions and purchase orders were entered). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
PO Print Date	Use these fields to specify the criteria that will determine the range of requisition/purchase order print dates of those open requisitions, purchase orders, and purchase order history to display in this inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Due Date	Use these fields to specify the criteria that will determine the range of requisition/purchase order due dates of those open requisitions, purchase orders, and purchase order history to display in this inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional

Vendor Order/Shipment Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Vnd Ship Date	Use these fields to specify the criteria that will determine the range of requisition/purchase order vendor ship dates of those open requisitions, purchase orders, and purchase order history to display in this inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Req No	Use these fields to specify the criteria that will determine the range of requisition numbers of those open requisitions, purchase orders, and purchase order history to display in this inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ A 6) Optional
PO No	Use these fields to specify the criteria that will determine the range of purchase order numbers of those open requisitions, purchase orders, and purchase order history to display in this inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ A 6) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
Enter	Press ENTER to confirm your selections. The Vendor Order/Shipment Inquiry Screen (p. 15-7) will display containing the open requisitions and/or purchase orders that you have selected in the fields on this screen. If you keyed search words in the **Find** or **Find** and **City** fields, the Vendor Search Screen (p. 43-7) will display.

Vendor Order/Shipment Inquiry Screen



Vendor: IC3000 SAUERKRAUT PRODUCTS VENDOR ORDER/SHIPMENT INQUIRY

	T	Co	Req Number	PO Number	Status	WH	Buyer	PO Print Date	Due Date	Value DM#
1	R	1	100192		RQ Pending	1	102		3/08/16	305.23
2	R	1	100206		RQ Pending	1	102		4/30/16	55.22
3	R	1	100208		RQ Approvd	1	102		4/01/16	54.66
4	R	1	100242		RQ Pending	1	102		5/12/16	121.92
5	R	1	100244		RQ Pending	1	102		5/19/16	50.00
6	R	1	100246		RQ Pending	1	102		5/19/16	30.00
7	P	1	100207	100591	PO None	1	102	3/23/16	3/30/16	46.96
8	P	1	100213	400593	PO None	1	102	4/04/16	4/04/16	121.92
9	P	1	100224	400597	PO None	1	102	4/14/16	4/21/16	121.92

Last

Selection: ... F2=Vnd Ship F11=Local Currency

F3=Exit F5=Maintenance F6=Receipt F9=In Use F10=Mult WH PO F12=Return

This screen displays the requisitions, purchase orders, and/or purchase order history files that meet the criteria specified on the Vendor Order/Shipment Inquiry Selection Screen (p. 15-2). It is displayed when you press ENTER from that screen or from the Vendor Search Screen (p. 43-7) for the specified vendor.

If you are displaying both requisitions and purchase orders, requisitions appear first. Requisitions are displayed in sequence by requisition number, and purchase orders are displayed in sequence by purchase order number.

The PO Numbers for Multi-WH purchase orders are displayed in reverse image.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Vendor Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
No	The reference number of the requisition or purchase order displayed. Key this number in the **Selection** field on this screen to do one of the following: • Maintain detail information for one of the open requisitions or purchase orders with F5=MAINTENANCE • Display detail information for any requisition or purchase order displayed on this screen with ENTER • Receive items for an open purchase order with F6=RECEIPT Display
T	Indicates the type of order: • **R** displays if the order is a requisition • **P** displays if the order is a purchase order • **H** displays if the order is purchase order history Display
Co	The number of the company for which the requisition and/or purchase order was created. Display
Req Number	The number of the requisition. Display
PO Number	The number of the purchase order. A purchase order number will display only after Purchase Orders have been printed through. This field is displayed in reverse image if this is a Multi-WH PO. Display

Vendor Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description

Status	The current status of the requisition or purchase order. Use the F9=IN USE / F9=STATUS toggle key to display the in-use status of the requisition or purchase order.
	• **RQ Pending**: The requisition is pending - it has been entered through Enter or Change Requisitions (MENU POMAIN), but has not been approved.
	• **RQ Approved**: The requisition is approved -it has been entered and approved through Enter or Change Requisitions (MENU POMAIN), and a purchase order has not been created for the requisition through Purchase Orders (MENU POMAIN).
	• **RQ Held-HC**: The requisition has been held with hold code HC. Even if it is approved, a purchase order for this requisition may not be printed until it is released from requisition hold.
	• **PO Closed**: The Purchase Order has been printed, and all items were received completely through:
	  • Enter or Change Receivers or PO Receipts (MENU POMAIN)
	  • Warehouse Management (MENU WMMAIN)
	And posted through:
	  • PO Receipts Register (MENU POMAIN), or
	  • Warehouse Management (MENU WMMAIN).
	Note that **PO Closed** also applies if the PO has been closed through PO maintenance without receiving any of the items or when only some of the items have been received. PO maintenance is accessed through this menu option or Req/PO Inquiry (MENU POMAIN).
	You cannot select a purchase order that has been closed for maintenance using F5=MAINTENANCE. Closed purchase orders are moved to purchase order history after performing Day-End Processing.
	• **PO None**: The Purchase Order has been printed, and no items have been received or posted.
	• **PO Partial**: The purchase order has been printed, and the quantity for at least one item on the PO has been received (either partially or complete) OR at least one line item has been closed.
	• **History**: The Purchase Order has been printed, received complete, and has been moved to purchase order history after performing Day-End Processing.
	Display

Vendor Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description

In Use	This field indicates if the requisition or purchase order is being used at another workstation. Use the F9=In Use / F9=Status toggle key to display the status of the requisition or purchase order.
	• **Being chgd**: The requisition is being changed through Enter or Change Requisitions (MENU POAMIN), or the purchase order is being changed through the Req/PO Inquiry (MENU POMAIN) or Vendor Order/ Shipment Inquiry (MENU POMAIN).
	• **PO Printing**: The purchase order for the requisition has been selected through Purchase Orders (MENU POMAIN) and is currently printing.
	• **Rcpts pend**: Receipts have been entered for the purchase order and are waiting to be posted. Receipts are entered through:
	  • Receiver Entry/Maintenance (MENU POMAIN),
	  • Enter or Change PO Receipts (MENU POMAIN), or
	  • Warehouse Management (MENU WMMAIN).
	And posted through:
	  • Enter or Change PO Receipts (MENU POMAIN),
	  • PO Receipts Register (MENU POMAIN), or
	  • Warehouse Management (MENU WMMAIN).
	• **Being rcvd**: Receipts for this purchase order are being keyed through:
	  • Receiver Entry/Maintenance (MENU POMAIN),
	  • Enter or Change PO Receipts (MENU POMAIN), or
	  • Warehouse Management (MENU WMMAIN)
	• **Rcpts post**: Receipts for the purchase order are being posted through:
	  • Enter or Change PO Receipts (MENU POMAIN),
	  • PO Receipts Register (MENU POMAIN), or, if applicable,
	  • Warehouse Management (MENU WMMAIN).
	• (**Blank**): If the requisition or purchase order is not currently being updated elsewhere.
	Display

WH	The ID of the warehouse specified on the requisition or purchase order. Display
Buyer	The three character code of the buyer who is responsible for the requisition or purchase order. Display

Vendor Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
PO Print Date	This field displays for only purchase orders and purchase order history. The date that this Purchase Order was printed, as specified when printing Purchase Orders. Display
Due Date	The date specified on the requisition or purchase order that items should be received. This column will toggle with the **Vnd Ship** date of the requisition or purchase order with the F2=VND SHIP/F2=DUE DATE toggle key. Display
Vnd Ship	The date by which items will ship from the vendor. This column will toggle with the **Due Date** of the requisition or purchase order with the F2=VND SHIP/F2=DUE DATE toggle key. NOTE: The vendor ship date for Return Purchase Orders (type R) is not used and will not be assigned. Display
Value	Authority to see PO Value is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). The total dollar value of items, special charges, and taxes specified on the requisition or purchase order. When International Currency is installed, for foreign currency vendors, these values will display in the trading currency with the currency displayed to the right of the heading **Value**. Press the F11=LOCAL CURRENCY / F11=TRADING CURRENCY toggle key to view local equivalents of these values. Display
Selection	Key the **Reference Number** of the open requisition or purchase order to display or maintain, or of the purchase order to enter receipts. After keying the reference number in this field press ENTER, F5=MAINTENANCE or F6=RECEIPT. (N 2,0) Required
F2=Vnd Ship/F2=Due Date	Press F2=VND SHIP/F2=DUE DATE to toggle between displaying the Due Date or Vendor Ship Date on the top portion of this screen.
F3=Exit	Press F3=EXIT to exit from this inquiry. MENU POMAIN will display.

Vendor Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F5=Maintenance	Press F5=MAINTENANCE after keying the **Reference Number** in the **Selection** field to maintain the requisition or purchase order. Screens will display exactly as they do through Enter or Change Requisitions (MENU POMAIN), and the Requisition/Purchase Order Maintenance Header Screen (p. 6-13) will display. NOTE: You cannot maintain a purchase order that is closed (the **Status** is **PO Closed**), is in purchase order history (the **Status** is **HISTORY**), or if a requisition or purchase order is in use at another workstation.
F6=Receipt	Press F6=RECEIPT after keying the **Reference Number** of an open or partially received purchase order in the **Selection** field to enter or change receipts for that purchase order. Screens will display exactly as they do through Enter or Change Receivers or PO Receipts (MENU POMAIN). NOTE: You cannot maintain a purchase order that is closed (the **Status** is **PO Closed**), is in purchase order history (the **Status** is **HISTORY**), or if a requisition or purchase order is in use at another workstation.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=In Use/F9=Status	Press F9=IN USE / F9=STATUS to toggle between displaying the current status, or the in-use status for the requisitions and purchase orders displayed in the **In Use/Status** field. Press F9=IN USE to display the in-use status of the requisitions or purchase orders displayed on this screen. In-use status indicates how the requisition or purchase order is being updated at another workstation. Press F9=STATUS to display the current status of the requisition (being changed, purchase order printing) or purchase order (being received, receipts pending, or receipts posting).

Vendor Order/Shipment Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F10=Mult WH PO	Use the F10=MULT WH PO function key for Multi-WH purchase orders only. The PO number of a Multi-WH PO is displayed in reverse image for your convenience. After keying the reference number of a Multi-WH order in the **Selection** field, press F10=MULT WH PO to display the Multi-WH PO Review Screen (p. 14-16), which provides order information for the Multi-WH PO selected.
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of each PO's or requisition's total value in the trading currency and a display of these values in the company's local currency. If costs are displayed in the company's local currency, the **Due Date** field also will display. Press F11=LOCAL CURRENCY to display total values in the company's local currency. The symbol for the company's local currency will display to the right of the heading Value, and the **Due Date** field will display. Press F11=TRADING CURRENCY to display total values in the trading currency. The symbol for the trading currency will display to the right of the heading **Value**, and the **Due Date** field will not display.
F12=Return	Press F12=RETURN to return to the Vendor Order/Shipment Inquiry Selection Screen (p. 15-2).
Enter	Press ENTER after keying a reference number in the **Selection** field to display the header and detail information for the corresponding requisition or purchase order. The Requisition/Purchase Order Header Screen (p. 14-23) will display.

CHAPTER 16 Open PO's by Item

16

This option allows you to inquire on items that are on open purchase orders (requisitions are not included). An open purchase order is one that has been printed, but has not been received in full.

You may inquire on individual purchase order line items. Therefore, if the same item is ordered on more than one purchase order, or more than once on the same purchase order, you may inquire on a specific item on a specific order. This is necessary since purchase order receipts are entered by purchase order, not by item.

The Open PO's by Item and PO History by Item inquiries (both on MENU POMAIN) are the same program and screens. The screens display messages to indicate **HISTORY** or **OPEN PO** based on what is selected by the user.

Refer to the CHAPTER 17: *PO History by Item* (MENU POMAIN) for a description of the screens for this menu option.

CHAPTER 17

PO History by Item

17

This option allows you to inquire on items in purchase order history. Purchase order history contains all purchase orders that have been closed (i.e., fully received). Closed purchase orders are moved to purchase order history each day when Day-End Processing (MENU XAMAST) is run. This maintains a constant, detailed record of your purchase order activity.

You can select an individual item to display purchase order information, detail ordering information for the item, or detail receipt information for the item.

The PO History by Item and Open PO's by Item inquiries (both on MENU POMAIN) are the same program and screens. The screens display messages to indicate **HISTORY** or **OPEN PO** based on what is selected by the user.

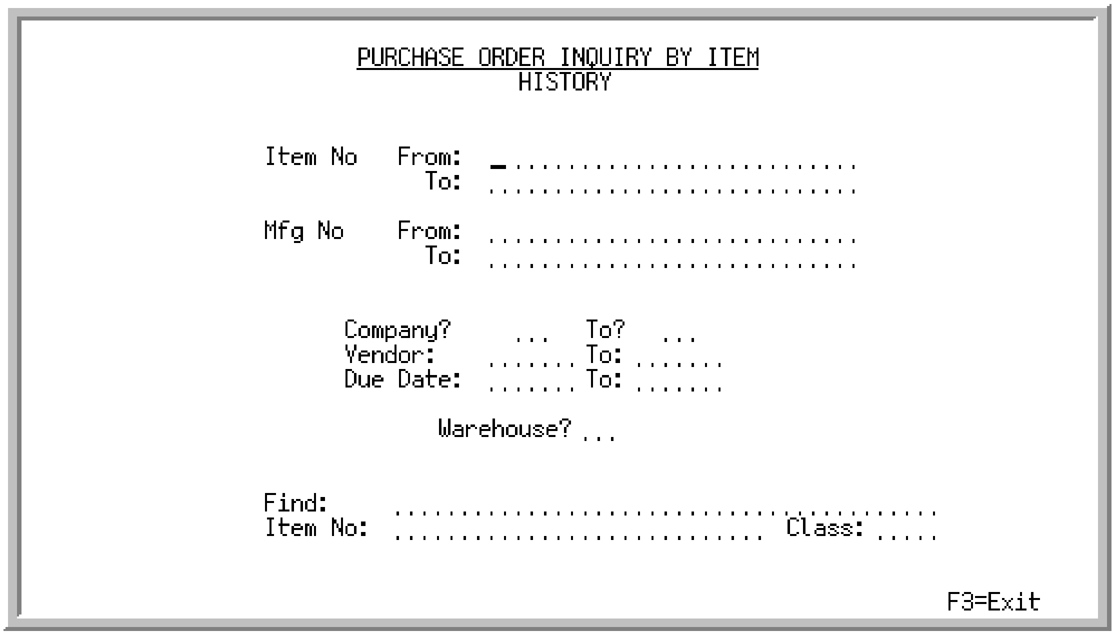
Open PO's by Item and PO History by Item

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

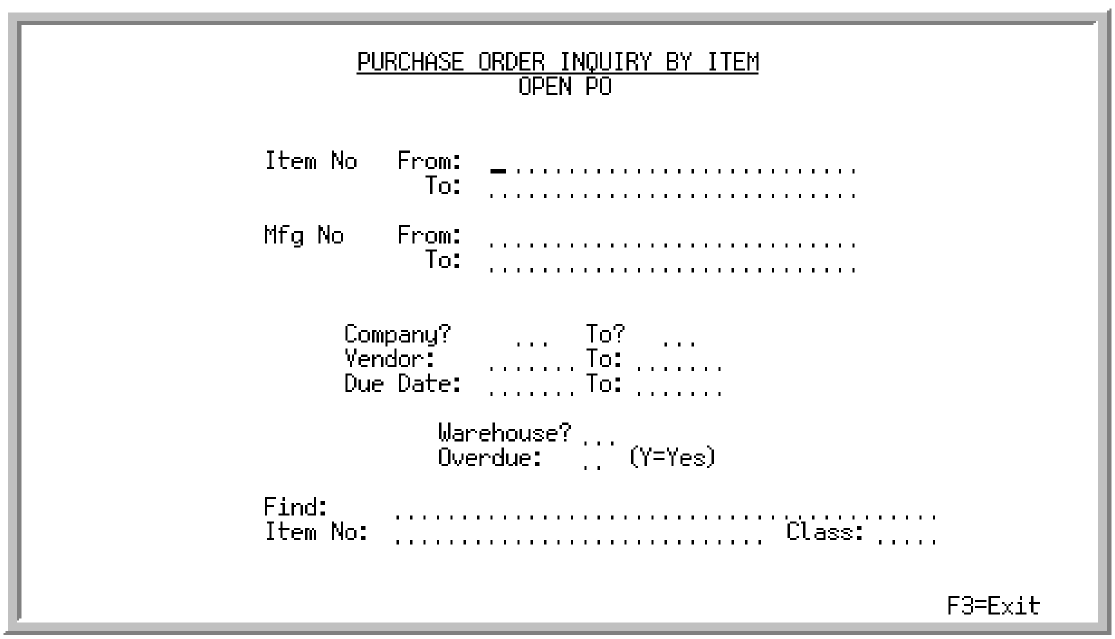
Title	Purpose
Purchase Order Inquiry By Item History Selection Screen Purchase Order Inquiry By Item Open PO Selection Screen	Use to select any specific criteria for the open purchase orders to display in this inquiry.
Purchase Order Inquiry By Item History Screen Purchase Order Inquiry By Item Open PO Screen	Use to review items that meet the criteria specified on the Purchase Order Inquiry By Item History Selection Screen (p. 17-3) or the Purchase Order Inquiry By Item Open PO Selection Screen (p. 17-3).

Title	Purpose
History Purchase Order Item Detail Screen Open Purchase Order Item Detail Screen	Use to review detail information for the item selected on the Purchase Order Inquiry By Item History Screen (p. 17-7) or the Purchase Order Inquiry By Item Open PO Screen (p. 17-7). Also allows access (via F2=DSP PO) to the Requisition/ Purchase Order Header Screen (p. 14-23). Refer to the Req/PO Inquiry for details.
Receipt History - History Screen Receipt History - Open Purchase Order Screen	Use to review receipt history information for the item selected on the History Purchase Order Item Detail Screen (p. 17-12) or the Open Purchase Order Item Detail Screen (p. 17-12).

Purchase Order Inquiry By Item History Selection Screen



Purchase Order Inquiry By Item Open PO Selection Screen



The Purchase Order Inquiry By Item History Selection Screen displays after selecting option 14 - PO History by Item (MENU POMAIN). The Purchase Order Inquiry By Item Open PO Selection Screen displays after selecting option 13 - Open PO's by Item (MENU POMAIN).

Use this screen to key ranges of information for purchase order history or for open purchase orders to display in the inquiry. The title of the screen changes to reflect **History** or **Open PO**.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Purchase Order Inquiry By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Item No (From/To)	Key the range of your stocking item numbers for which open purchase orders or purchase order history will display in this inquiry. You will be able to inquire on any purchase order that contains an item in this range. (2 @ A 27) Optional
Mfg No (From/To)	Key the range of item numbers used by the manufacturer for which open purchase orders or purchase order history will display in this inquiry. You will be able to inquire on any purchase order that contains an item in this range. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE) and/or Vendor/Item Maintenance (MENU POFILE). (2 @ A 27) Optional
Company	Key the range of company numbers for which open purchase orders or purchase order history will display in this inquiry. *Default Value:* When International Currency is installed, the default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). When International Currency is not installed, there is no default value. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional; Required only if International Currency is installed.
Vendor	Key the range of vendor numbers that open purchase orders or purchase orders in history have been created for, will display in this inquiry. (2 @ A 6) Optional
Due Date	Key the range of due dates for which the open purchase orders or purchase orders in history will display in this inquiry. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Warehouse	Key the number of the warehouse for which open purchase orders or purchase order history will display in this inquiry. Only purchase orders that have been specified for this warehouse will display. (A 2) Optional

Purchase Order Inquiry By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Overdue	This field only displays on the Purchase Order Inquiry By Item Open PO Selection Screen. Use this field to determine if only overdue purchase orders will display in the inquiry. An overdue purchase order is any purchase order with a receipt due date before the current date. Key Y to display only those open purchase orders that are overdue. Leave this field blank to display all open purchase orders meeting the criteria selected on this screen. Purchase orders that are not overdue will display in addition to purchase orders that are overdue. *Valid Values:* Y or blank (A 1) Optional
Find	If you do not recall the complete item number that you want to inquire into, key item description search criteria to activate the item search. Items with descriptions matching the search criteria keyed will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. For information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. For information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. For information on the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=Exit to cancel this option. MENU POMAIN will display.

Purchase Order Inquiry By Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selections. Open PO's by Item If you did not key any search criteria in the **Find/Item No/Class** field(s), the Purchase Order Inquiry By Item Open PO Screen (p. 17-7) will display containing the open items selected on this screen. If you did key search criteria in the **Find/Item No/Class** field(s), the Item Description Search Screen will display. Refer to that screen as described in the Appendix section of the Cross Applications User Guide. PO History by Item If you did not key any search criteria in the **Find/Item No/Class** field(s), the Purchase Order Inquiry By Item History Screen (p. 17-7) will display containing the items selected on this screen. If you did key search criteria in the **Find/Item No/Class** field(s), the Item Description Search Screen will display. Refer to that screen as described in the Appendix section of the Cross Applications User Guide.

Purchase Order Inquiry By Item History Screen

```
                        PURCHASE ORDER INQUIRY BY ITEM
                                   HISTORY
    Due       PO                                              Qty
No  Date      No     Our Item & PO Description U/M            Ord              Value US$
 1 05/12/08 S00014 A140 3-Ring Binder - 1" + CAS           41.000                1771.20
 2 04/03/08 S00009 A140 3-Ring Binder - 1" + CAS           36.000                1555.20
 3 02/21/10 100141 A150 3-Ring Binder - 2" + CAS          300.000                8100.00
 4 02/16/10 100137 A150 3-Ring Binder - 2" + EA           200.000                9275.00

 5 02/10/10 100134 A150 3-Ring Binder - 2" + CAS           62.000                1674.00
 6 02/10/10 100135 A150 3-Ring Binder - 2" + CAS           35.000                 945.00
 7 02/10/10 100136 A150 3-Ring Binder - 2" + CAS           25.000                 675.00
 8 11/03/09 S00080 A150 3-Ring Binder - 2" + CAS           90.000                2430.00

 9 08/16/09 S00073 A150 3-Ring Binder - 2" + CAS           60.000                1620.00
10 06/24/09 S00067 A150 3-Ring Binder - 2" + CAS           62.000                1674.00
11 04/13/09 S00059 A150 3-Ring Binder - 2" + CAS           81.000                2187.00
12 02/16/09 S00052 A150 3-Ring Binder - 2" + CAS           61.000                1647.00
                                                                                 More...
Selection: _.
                       F10=Mult WH PO              F11=Trading Currency
   F2=Mfg Item No      F3=Exit                     F9=Desc Left         F12=Return
```

Purchase Order Inquiry By Item Open PO Screen

```
                        PURCHASE ORDER INQUIRY BY ITEM
                                   OPEN PO
    Due       PO                                              Qty
No  Date      No     Our Item & PO Description U/M            Due              Value US$
 1 06/03/10 100182 A140 3-Ring Binder - 1" + EA            50.000                  74.99
 2 01/13/10 100052 A140 3-Ring Binder - 1" + CAS           10.000                 432.00
 3 01/06/10 100050 A140 3-Ring Binder - 1" + CAS            5.000                 216.00
 4 12/18/09 S00092 A140 3-Ring Binder - 1" + CAS          160.000  R             6912.00










                                                                                 Last
Selection: _.
                       F10=Mult WH PO              F11=Trading Currency
   F2=Mfg Item No      F3=Exit                     F9=Desc Left         F12=Return
```

This screen displays the items that meet the criteria specified on the Purchase Order Inquiry By Item History Selection Screen (p. 17-3) or on the Purchase Order Inquiry By Item Open PO Selection Screen (p. 17-3) when you press ENTER from that screen.

Items displayed on this screen are sequenced first by the item number defined in the Item Master File (i.e. our item number), second by the purchase order due date (in descending order), and third by the purchase order number. One line of information appears for each line item on a purchase order. Therefore, if the same item was ordered on more than one purchase order or more than once on the same purchase order, the item appears on more than one line on this screen.

NOTE: All roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen. Refer to the Cross Applications User Guide for additional information about roll screens.

Purchase Order Inquiry By Item Screen Fields and Function Keys

Field/Function Key	Description
No	The reference number of the item displayed. Key this number in the **Selection** field on this screen to display detail item information. Display
Due Date	This field displays the due date to the warehouse of the purchase order containing the corresponding item. Due dates appear in descending order (newest to oldest). Items on the most recent purchase order placed in history appear first. This field will display in reverse image if this due date was promised by the vendor, as determined through Enter or Change Requisitions (MENU POMAIN). Display
PO No	This field displays the purchase order number for the corresponding item. Purchase order numbers for Multi-WH POs are displayed in reverse image. Display
Our Item & PO Description/Mfg Item & PO Description	This field displays the item that is on a purchase order. You may use the following toggle keys to show different item attributes in this column: • Using the F2=MFG ITEM NO / F2=OUR ITEM NO toggle key, you can change the display of the item number between the stocking item number (**Our Item**) and the manufacturer's number (**Mfg Item**). • Using the F9=DESC LEFT / F9=DESC RIGHT / F9=ITEM & DESC toggle key you can change the display of the item number and description. Display
U/M	This field displays the unit of measure used to express the item quantity ordered. This is the buying unit of measure selected for the item when it was ordered through Enter or Change Requisitions (MENU POMAIN). Display

Purchase Order Inquiry By Item Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord	This field only displays when you are viewing purchase order history. The quantity ordered for this item in this PO expressed in the buying unit of measure. When International Currency is installed, this field also will only display when the **Value** field is showing the company’s local currency amounts. When viewing trading currency amounts, the **Qty Ord** is not displayed. Display
Qty Due	This field only displays when you are viewing open purchase orders. This field displays the quantity of this item that remains to be received for the open purchase order. If the letter R is displayed to the right of this field, this means that receipts have been keyed for this item, but have not yet been posted. If this is the case, you will not be able to show receipts on the Receipt History - Open Purchase Order Screen (p. 17-17). NOTE: If this is a special order, this field is highlighted. When International Currency is installed, this field also will only display when the **Value** field is showing the company’s local currency amounts. When viewing trading currency amounts, the **Qty Due** is not displayed. Display
Value	Authority to see the PO value is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When International Currency is installed, for foreign currency vendors, this field may be toggled with the F11=LOCAL CURRENCY / F11=TRADING CURRENCY key to display trading currency values or local currency equivalents. Open PO’s by Item This field displays the value of the items that remain to be received for the open purchase order. PO History by Item This field displays the total value of the items ordered on this purchase order. Display
Selection	Key the desired reference number from the **No** column, of the item to display for further detail. (N 2,0) Required

Purchase Order Inquiry By Item Screen Fields and Function Keys

Field/Function Key	Description
F2=Mfg Item No/ F2=Our Item No	The F2=MFG ITEM NO / F2=OUR ITEM NO function key is used as a toggle to display either the manufacturer's item number or the stocking item number (our item number) in the **Our/Mfg Item & PO Description** field on this screen. Press F2=MFG ITEM NO to display the manufacturer's item number in the **Our/ Mfg Item & PO Description** column. Press F2=OUR ITEM NO to display the stocking item number (our item number) in the **Our/Mfg Item & PO Description** column.
F3=Exit	Press F3=EXIT to exit from this option.
F4=Dsp WO/F4=Dsp PO	The F4=DSP WO / F4=DSP PO function key only appears if you access this screen through Item Inquiry (MENU IAMAIN) and Value Added Services is installed. Press F4=DSP WO / F4=DSP PO to toggle between displaying information for open work orders and open purchase orders when Value Added Services is installed.
F9=Desc Left/F9=Desc Right/F9=Item & Desc	The F9=DESC LEFT / F9=DESC RIGHT / F9=ITEM & DESC toggle function exists only if you selected not to normally display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / F24=SINGLE LINE function key]. Use F9=DESC LEFT / F9=DESC RIGHT / F9=ITEM & DESC to toggle the display of the item number and description. Press F9=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F9=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F9=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number is displayed in high intensity to distinguish it from the description.
F10=Mult WH PO	Use the F10=MULT WH PO key for Multi-WH purchase orders only. PO numbers for Multi-WH POs are displayed in reverse image. After keying the reference number of a Multi-WH order in the **Selection** field, press F10=MULT WH PO to display the Multi-WH PO Review Screen (p. 14-16), which provides order information for each Multi-WH PO.

Purchase Order Inquiry By Item Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of PO values in the trading currency and in the company's local currency. Press F11=LOCAL CURRENCY to display PO values in the company's local currency. The symbol for the company's local currency will display as part of the **Value** column heading and the **Qty Due** or **Qty Ord** field will display. Press F11=TRADING CURRENCY to display open PO values in the trading currency. The symbol for the applicable trading currency will display to the right of each **Value**, and the **Qty Due** or **Qty Ord** field will not display.
F12=Return	Press F12=RETURN to return to the Purchase Order Inquiry By Item History Selection Screen (p. 17-3) or the Purchase Order Inquiry By Item Open PO Selection Screen (p. 17-3), to select different criteria to display on this screen.
F24=Double Line / Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Open PO's by Item Press ENTER after keying a reference number (**No**) in the **Selection** field to display the detail item information for the corresponding item. The Open Purchase Order Item Detail Screen (p. 17-12) will display. PO History by Item Press ENTER after keying a reference number (**No**) in the **Selection** field to display the detail item information for the corresponding item. The History Purchase Order Item Detail Screen (p. 17-12) will display.

History Purchase Order Item Detail Screen

```
 HISTORY PURCHASE ORDER NO: PAL2   Vendor: 100    SHARP INTERNATIONAL
                                                                        CLOSED
 Item No                          Qty Ord
A100                               1.000         Cost                Total
                                                399.99000            349.99
                                 U/M: EA            EA             Taxable
                                        GTIN:   00884116016519
PO Dsc: All-in-One Printer Model V515W  Mfg No: UX-103
        Print, Copy, Fax, Scan
Dsc Pc:   .00 Vol Dsc Pc: 12.50  Due Dte:  3/25/12

 Non-Stock:  NO            Item Class:  50 / 3        Weight:          8.0000
 Drop Shp:   NO            Update Inv:  YES           Tot Wgt:          .0000
 Requested:   3/25/12      Update Cost: YES           Rec to Date:       .000
                           Lead Time:   NO            Dock Qty:          .000


   F2=Dsp PO    F3=Exit                     F5=Show Receipts    F12=Return
```

Open Purchase Order Item Detail Screen

```
 OPEN PO PURCHASE ORDER NO: 100103 Vendor: 100    SHARP INTERNATIONAL
                                                                        OPEN
 Item No                          Qty Ord
A100                              20.000         Cost                Total
                                                399.99000          7,999.80
                                 U/M: EA            EA             Taxable
                                        GTIN:   00884116016519
PO Dsc: All-in-One Printer Model V515W  Mfg No: UX-103
        Print, Copy, Fax, Scan
Dsc Pc:   .00 Vol Dsc Pc:   .00  Due Dte:  4/05/12

 Non-Stock:  NO            Item Class:  50 / 3        Weight:          8.0000
 Drop Shp:   NO            Update Inv:  YES           Tot Wgt:       160.0000
 Requested:   4/05/12      Update Cost: YES           Rec to Date:       .000
                           Lead Time:   NO            Dock Qty:          .000

    WH        (On Hand  +    Unposted)  -    Allocated  =    Available
    1          29.000           .000          12.000          14.000

             Available  +    On Order  =        Net                Sales
               14.000        326.000        340.000    Mtd:        1.000
                                                       Ytd:        4.000

   F2=Dsp PO    F3=Exit                     F5=Show Receipts    F12=Return
```

This screen displays detail information for the item selected on the Purchase Order Inquiry By Item Open PO Screen (p. 17-7) or the Purchase Order Inquiry By Item History Screen (p. 17-7).

All the fields on this screen are display only and cannot be changed.

History or Open Purchase Order Item Detail Screen Function Keys

Field/Function Key	Description
Order Type	This field indicates if the current order is an open purchase order or a purchase order in history: • **OPEN PO** displays if this inquiry is for an open purchase order • **HISTORY** displays if this inquiry is for a purchase order that has been closed and sent to history.
Purchase Order No	The number of the purchase order assigned when the PO was created.
Vendor	The number and name of the vendor for whom this requisition or purchase order was created
Status	The current status of the purchase order: • **OPEN** displays if the item has no receipts posted against it • **PARTIAL** displays when the item has some receipts posted against it • **CLOSED** displays when the item has been received complete
Item No	The stocking item number ordered from the vendor.
Qty Ord	The quantity of the item that was ordered, in the buying or alternate unit of measure (**U/M**).
Cost	The unit cost of the item when it was ordered. When International Currency is installed, this field displays the cost of the item in the vendor's trading currency. If the vendor's currency differs from the company's local currency, the local currency equivalent value will display below the trading currency value.
Total	The extended net total monetary amount of this item (item cost multiplied by quantity ordered less discount). When International Currency is installed, this field displays the total cost of the items ordered in the vendor's trading currency. If the vendor's currency differs from the company's local currency, the local currency equivalent will display below the trading currency value, and the symbols for the trading and local currency will display to the right of each total amount.
U/M	The unit of measure in which the item was purchased (either the buying or alternate unit of measure for this vendor and item). The cost U/M displays beneath the item cost amount.
(Tax Status)	The tax status, **Taxable** or **Non-Tax** is displayed directly beneath the **Total** field.

History or Open Purchase Order Item Detail Screen Function Keys

Field/Function Key	Description
GTIN	The Global Trade Item Number (GTIN), if one is found for the item number and unit of measure in the Global Trade Item Number Cross Reference File (ITGTIN). GTINs are defined through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE).
PO Dsc	The description of the item as specified on the purchase order.
Mfg No	The manufacturer's item number and description. Manufacturer's item numbers and descriptions are defined through Item Master Maintenance (MENU IAFILE) and/or Vendor/Item Maintenance (MENU POFILE).
Dsc PC	The discount percentage, if any, applied to this item.
Vol Dsc Pc	The vendor volume discount percent applied to this item in this PO. Vendor volume discounts are defined through Vendor Volume Discount Maintenance (MENU POFIL2).
Due Dte	The date the item is due to be received in the warehouse specified for this item. When the **Promised** flag is set to Y, this field displays in reverse image.
~~Non-Stock~~	~~Indicates if the item is a non-stock item or not - **YES** or **NO**.~~
Item Class	The item class and item sub-class of this item.
Weight	The unit weight of the item for the U/M selected.
Drop Shp	Indicates if the item is a drop-ship item for this order - **YES** or **NO**.
Update Inv	Indicates if inventory balances should be updated when this item is received - **YES** or **NO**.
Tot Wgt:	The total weight for the purchase quantity on this requisition or purchase order.
Requested	The original requested shipment receipt date for this item.
Update Cost	Indicates if the average cost of this item should be updated by the cost of the item when received - **YES** or **NO**.
Rec to Date	The quantity of this item that has been received and posted for this purchase order
Contract	The number of the contract on which the item cost is based. If the contract is unnumbered, ***CONTRACT** appears. This field is displayed only if the item cost is based on a contract (i.e., a valid contract was found by and all contract requirements are met by this order).

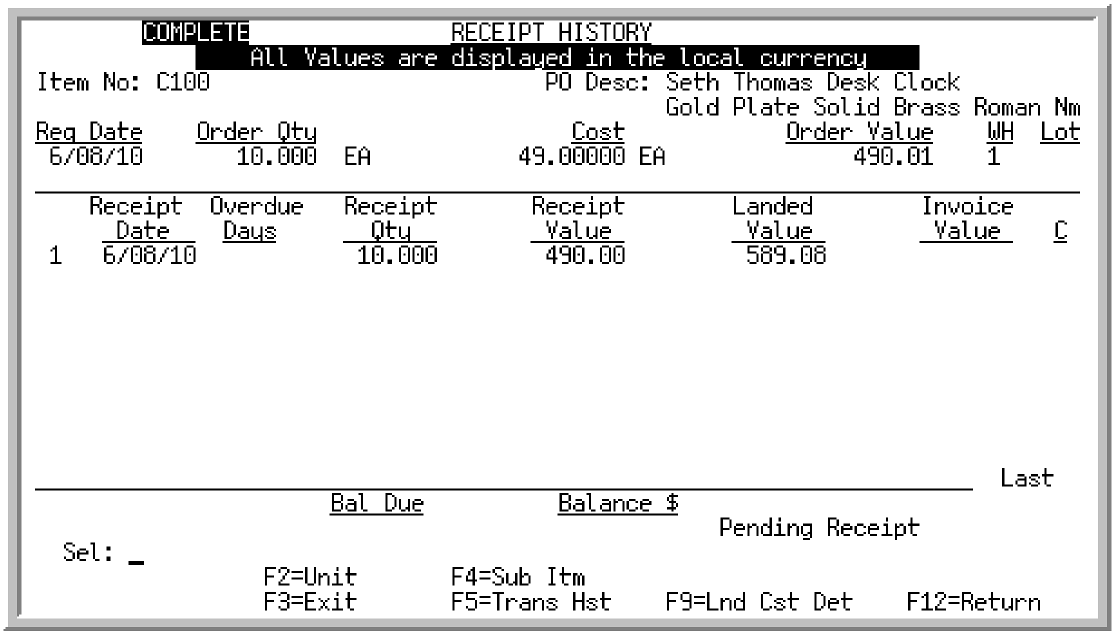
History or Open Purchase Order Item Detail Screen Function Keys

Field/Function Key	Description
Lead Time	The lead time field default value will display as **YES** when: • the Vendor Master File (VENDR) **Calculate from Receipts** field is set to A or I and • when the **Calculate from Receipts** field is set to I, the Vendor/Item File (VNITM) **Calc from Receipts** field is set to Y. If these conditions are not met, the lead time field displays as **NO**. **NO** will also be displayed for drop shipments and for non-stock items.
Dock Qty	This field only displays when Warehouse Management is installed. The quantity of this item that has been pre-received through Warehouse Management but has not yet been posted.
COO	The country of origin, if one exists for the item. This field displays only if there was a country of origin specified on the requisition or purchase order for this item detail record. Also, if the purchase order is in history, and multiple receipts were entered for the item with different countries of origin, then the country of origin will display as ***M** in this field.
WH	This field only displays when you are viewing open purchase orders. The number of the warehouse for which the corresponding inventory quantity information applies.
On hand	This field only displays when you are viewing open purchase orders. The quantity of this item that is currently on-hand, meaning the quantity of this item before considering items ordered by your customers, or ordered from your vendors.
Unposted	This field only displays when you are viewing open purchase orders. The quantity of items that has been received for this purchase order through Enter or Change Receivers or PO Receipts (MENU POMAIN) for receiver processing, but not yet posted through PO Receipts Register (MENU POMAIN) for PO processing. If Warehouse Management is installed, receipts may also be posted for receivers created through Warehouse Management (MENU POMAIN).
Allocated	This field only displays when you are viewing open purchase orders. The quantity of this item that has been ordered by your customers, but not yet shipped to them.
Available	This field only displays when you are viewing open purchase orders. The on-hand quantity plus the unposted quantity, minus the quantity allocated is the quantity of this item that is available for sale.

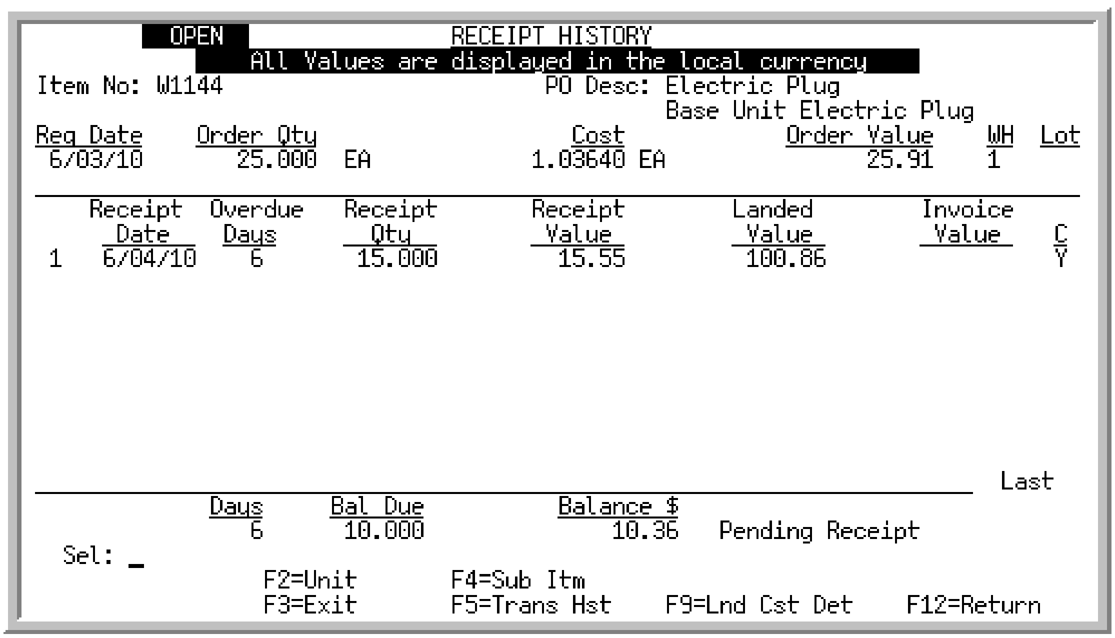
History or Open Purchase Order Item Detail Screen Function Keys

Field/Function Key	Description
On Order	This field only displays when you are viewing open purchase orders. The quantity of this item that is on open purchase orders, awaiting receipt.
Net	This field only displays when you are viewing open purchase orders. The available quantity plus the quantity on purchase order, yielding the net quantity of this item.
Sales	This field only displays when you are viewing open purchase orders. The month-to-date and year-to-date sales information for this item in this warehouse.
F2=Dsp PO	Press F2=DSP PO to display the Requisition/Purchase Order Header Screen (p. 14-23)). From this screen you can access the all the screens in the Req/PO Inquiry. Use F3=EXIT from that inquiry to return here.
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F4=Contract List	F4=CONTRACT LIST is displayed only if the item cost was based on a contract (i.e., a valid contract was found and all contract requirements were met). Press F4=CONTRACT LIST to display the Vendor/Item Contract List Screen (p. 55-8), from which you can view information for any of this vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen.
F5=Show Receipts	Press F5=SHOW RECEIPTS to display receipt history for this item/PO. The Receipt History - History Screen (p. 17-17) will display. If any of this item has been received for an open PO, the Receipt History - Open Purchase Order Screen (p. 17-17) displays.
F12=Return	Open PO’s by Item Press to return to the Purchase Order Inquiry By Item Open PO Screen (p. 17-7). PO History by Item Press to return to the Purchase Order Inquiry By Item History Screen (p. 17-7).
Enter	Open PO’s by Item Press to return to the Purchase Order Inquiry By Item Open PO Screen (p. 17-7). PO History by Item Press to return to the Purchase Order Inquiry By Item History Screen (p. 17-7).

Receipt History - History Screen



Receipt History - Open Purchase Order Screen



This screen displays receipt history information for the item displayed after pressing F5=SHOW RECEIPTS on the History Purchase Order Item Detail Screen (p. 17-12) or the Open Purchase Order Item Detail Screen (p. 17-12).

Receipt history includes any item receipts that have been entered through one of the following:

- Enter or Change Receivers or PO Receipts (MENU POMAIN)

- Warehouse Management (MENU WMMAIN)
- the Receiving task in Radio Frequency

And posted through one of the following:

- Enter or Change Receivers or PO Receipts (MENU POMAIN)
- PO Receipts Register (MENU POMAIN)
- Warehouse Management (MENU WMMAIN)

NOTE: Landing cost function keys are available on this screen only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE).

When International Currency is installed, the message **All Values are displayed in the local currency** will display for all foreign currency vendors' receipt history. Trading currency values will not display on this screen.

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
PO Status	This field indicates if the item is still open, or if it has been received complete. **OPEN** displays if the item is open on this purchase. The item may have been partially received, or not received at all. **COMPLETE** displays if the item has been completely received for this purchase order. Either the quantity received equals the order quantity, or the item was marked as received complete during receipt entry. NOTE: This field pertains to the individual item on the purchase order, not the entire purchase order. Several items may be received complete on a purchase order that is open. Display
Item No	The stocking number of the item. Display
PO Desc	The description of the item as specified on this purchase order. Display
Req Date	The original requested due date for this item when it was ordered. Display
Order Qty	The quantity of the item, in the displayed unit of measure, that was ordered. Display
Cost	The unit cost of the item, per the displayed unit of measure. Display

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Order Value	The value of the items calculated as the unit cost multiplied by the order quantity less any discounts. Display
WH	The receiving warehouse for the order. Display
Lot	Shows if the item pricing is considered Lot charge pricing. An **L** indicates that there was a lot charge price quoted that was then divided to create a unit cost for the item. A blank indicates that normal unit pricing was used. Display
Reference Number	The reference number of the receipt. To select a receipt, key this number in the **Sel** field. Display
Receipt Date	The date on which receipts for this item were entered. Display
Overdue Days	The number of days between the requested due date specified on the purchase order (**Req Date**), and the **Receipt Date**. Display
Receipt Qty	The quantity of the item that is received, in the buying unit of measure. Display
Receipt Value / Receipt Cost	The expected receipt value of the line item, or the receipt cost for the item unit at the time of the receipt transaction. The F2=UNIT / F2=EXTENDED key is used to toggle between the two displays. Display
Landed Value / Landed Cost	The extended landed value of the line item, or the landed cost of the item unit, consisting of receipt cost plus any landing costs. The F2=UNIT / F2=EXTENDED key is used to toggle between the two displays. Using the F4=SUB ITM / F4=INV NBR / F4=INV/LND toggle key changes the **Landed Value/Costs / Invoice Values/Costs** fields to display the **Substitute Item No** field and then the **Invoice Number** / **Invoice Values/Costs** fields. Display
Invoice Value / Invoice Cost	The actual invoice value of the line item, or the actual invoice cost of the item unit from the vendor's invoice. The F2=UNIT / F2=EXTENDED key is used to toggle between the two displays. Using the F4=SUB ITM / F4=INV NBR / F4=INV/LND toggle key changes the **Landed Value/Costs / Invoice Values/Costs** fields to display the **Substitute Item No** field and then the **Invoice Number** / **Invoice Values/Costs** fields. Display

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Substitute Item No	A substitute item number is displayed if a substitute item was received for this item. Using the F4=Sub Itm / F4=Inv Nbr / F4=Inv/Lnd toggle key changes the **Landed Value/Costs / Invoice Values/Costs** fields to display the **Substitute Item No** field and then the **Invoice Number** / **Invoice Values/Costs** fields. On the Receipt History Screen Expanded Fields, the **Substitute Item No** field will display as a second line beneath the **Receipt Date** field. The F4=Sub Itm / F4=Inv Nbr / F4=Inv/Lnd function key will not display. Display
Invoice Number	Once Accounts Payable Voucher Entry Receipt Validation (MENU APMAIN) has been completed and posted for this item in this purchase order, the invoice number entered for this item's receipt will display. Using the F4=Sub Itm / F4=Inv Nbr / F4=Inv/Lnd toggle key changes the **Landed Value/Costs / Invoice Values/Costs** fields to display the **Substitute Item No** field and then the **Invoice Number** / **Invoice Values/Costs** fields. On the Receipt History Screen Expanded Fields, the **Invoice Number** field will display as a second line beneath the **Invoice Value** field. The F4=Sub Itm / F4=Inv Nbr / F4=Inv/Lnd function key will not display. Display
C	Indicates if transaction comments have been keyed for the line item. Display
Days	For Pending Receipts, the number of days between the requested ship date and the last date on which receipts were received. Display
Bal Due	For Pending Receipts, the quantity, in the buying unit of measure, that remains open (ordered, but not yet received). Display
Balance	For Pending Receipts, the monetary value of items that have not been received, based on the item cost. Display
Sel	Key the **Reference Number** of the desired item, and using Enter, access the Vendor Performance Inquiry Screen (p. 18-7). (N 2,0) Required
F2=Unit / Extended	Press F2=Unit / F2=Extended to toggle between displaying the **Receipt Value / Landed Value / Invoice Value** and the **Receipt Cost/ Landed Cost /Invoice Cost.**
F3=Exit	Press F3=Exit to exit from this inquiry. MENU POMAIN will display.

Receipt History Screen Fields and Function Keys

Field/Function Key	Description
F4=Sub Itm / F4=Inv Nbr / F4=Inv/Lnd	The F4=SUB ITM / F4=INV NBR / F4=INV/LND function key does not display with Expanded Fields. Press F4=SUB ITM / F4=INV NBR / F4=INV/LND to toggle between displaying the substitute item number, the invoice number, and the invoice and landing values/costs for this receipt. Press F4=SUB ITM to display the substitute item number that was received in place of the originally ordered item. Press F4=INV NBR to display the invoice number entered through Accounts Payable Voucher Entry Receipt Validation (MENU APMAIN). Press F4=INV/LND to display the landed and invoice costs for the items received.
F5=Trans Hist	Press F5=TRANS HIST to display the Transaction History Detail Screen that is part of the Item Inquiry. Refer to the Inventory Accounting User Guide for additional information.
F9=Lnd Cst Det	Press F9=LND CST DET to display the Landing Cost Detail Screen (p. 14-83), if landing cost breakdown information exists for the selected item.
F12=Return	Open PO's by Item Press to return to the Open Purchase Order Item Detail Screen (p. 17-12). PO History by Item Press to return to the History Purchase Order Item Detail Screen (p. 17-12).
Enter	Press ENTER after making a selection to display the Requisition/Purchase Order Item Detail Screen (p. 14-30). If you press ENTER without making a selection: Open PO's by Item The Open Purchase Order Item Detail Screen (p. 17-12) displays. PO History by Item The History Purchase Order Item Detail Screen (p. 17-12) displays.

CHAPTER 18

Vendor Performance Inquiry

18

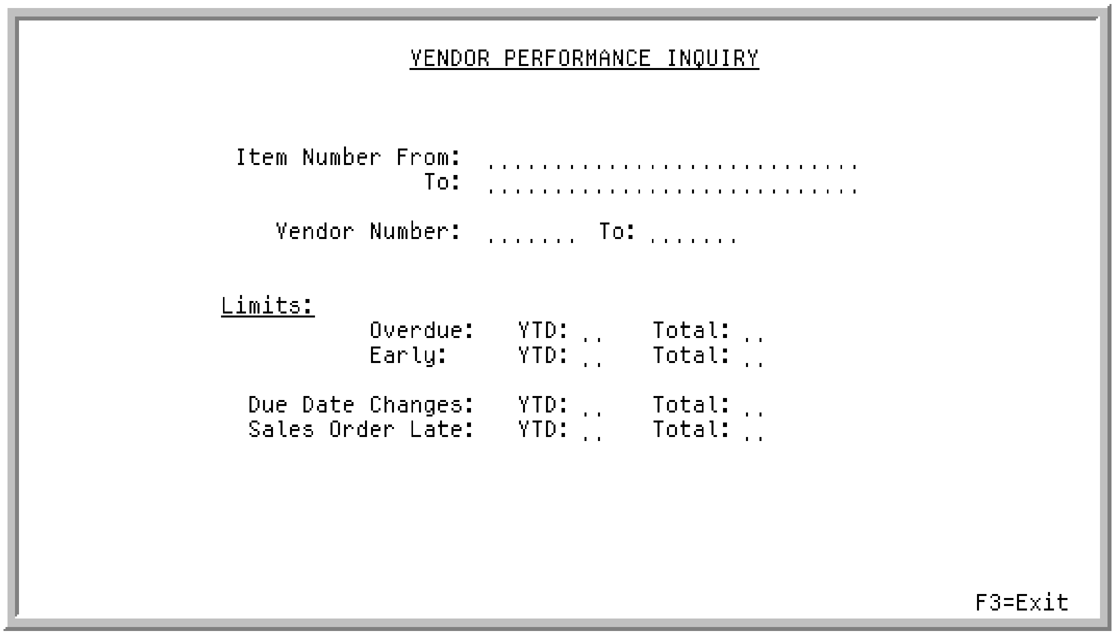
This option allows you to display summary information about a single vendor, and detail receipt history of that vendor's ability to deliver a single item. Use the information in this inquiry to determine how accurately and efficiently a vendor has performed, how often and when the expected PO Receipt Date (Due Date) was changed, and if sales orders were impacted by any Due Date changes.

Vendor Performance Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Performance Inquiry Selection Screen	Use to select the item and/or vendor to display in the vendor performance inquiry.
Vendor Performance Inquiry Screen	Use to review the vendors and items that meet the criteria specified on the Vendor Performance Inquiry Selection Screen (p. 18-2) or the Vendor/Item Receipt History Screen (p. 18-26).
Vendor Performance Inquiry Screen 1	Use to review summary information for the vendor and item selected.
Purchase Order Due Date Changes Screen	Use to inquire on Req/PO due date changes for the vendor and item selected.
Purchase Order Due Date Activity Detail Screen	Use to review information related to due date changes on the Purchase Order Due Date Changes Screen (p. 18-19).
Vendor/Item Receipt History Screen	Use to review receipt history for the selected item and vendor.

Vendor Performance Inquiry Selection Screen



This screen displays after selecting option 15 - Vendor Performance Inquiry (MENU POMAIN). Use this screen to select the item(s) and/or vendor(s) to display in the vendor performance inquiry.

You can enter criteria that limits the vendor performance information to display in the inquiry. This can help you evaluate vendor performance and determine if adjustments need to be made. For example, the vendor/item's lead time might need to be lengthened (or shortened) if a vendor is often overdue (or early) in delivering this item. A Y in the **Early** limits and N in the **Overdue** limits would show only those items that are always early; whereas, an N in the **Early** limits and Y in the **Overdue** limits would show only those items that are always late.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Vendor Performance Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number (From/ To)	If you key a range of item numbers and leave the **Vendor Number** field blank, all vendors that carry the specified items will display on the Vendor Performance Inquiry Screen (p. 18-7), if they also match the other limits entered on this screen, if any. (2 @ A 27) Optional
Vendor Number (From/To)	If you key a range of vendor numbers and leave the **Item Number** field blank, all items assigned to the specified vendors will display on the Vendor Performance Inquiry Screen (p. 18-7), if they also match the other limits entered on this screen, if any. (2 @ A 6) Optional

Vendor Performance Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Limits: Overdue (YTD)	Use this field to limit the vendor performance records to display in this inquiry by YTD average overdue days. Key Y to display only records with YTD average overdue days that are greater than zero (overdue). Key N to display only records with YTD average overdue days that are equal to zero (not overdue). Leave this field blank if you do not want to filter by YTD average overdue days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Overdue (Total)	Use this field to limit the vendor performance records to display in this inquiry by Total average overdue days. Key Y to display only records with Total average overdue days that are greater than zero (overdue). Key N to display only records with Total average overdue days that are equal to zero (not overdue). Leave this field blank if you do not want to filter by Total average overdue days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Early (YTD)	Use this field to limit the vendor performance records to display in this inquiry by YTD average early days. Key Y to display only records with YTD average early days that are less than zero (early delivery). Key N to display only records with YTD average early days that are equal to zero (not early). Leave this field blank if you do not want to filter by YTD average early days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional

Vendor Performance Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Limits: Early (Total)	Use this field to limit the vendor performance records to display in this inquiry by Total average early days. Key Y to display only records with Total average early days that are less than zero (early delivery). Key N to display only records with Total average early days that are equal to zero (not early). Leave this field blank if you do not want to filter by Total average early days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Due Date Changes (YTD)	Use this field to limit the vendor performance records to display in this inquiry by YTD number of Req/PO due date changes. Key Y to display only records with YTD number of Req/PO due date changes that are greater than zero. Key N to display only records with YTD number of Req/PO due date changes that are equal to zero. Leave this field blank if you do not want to filter by YTD number of Req/PO due date changes. NOTE: Req/PO due date changes will be captured only for Req/POs with companies that have the **Track Purchase Order Activity** option set to Y in Purchasing Options Maintenance (MENU XAFILE). *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional

Vendor Performance Inquiry Selection Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Limits: Due Date Changes

(Total)</td><td>Use this field to limit the vendor performance records to display in this inquiry by Total number of due date changes.

Key Y to display only records with Total number of Req/PO due date changes that are greater than zero.

Key N to display only records with Total number of Req/PO due date changes that are equal to zero.

Leave this field blank if you do not want to filter by Total number of Req/PO due date changes.

NOTE: Req/PO due date changes will be captured only for Req/POs with companies that have the Track Purchase Order Activity option set to Y in Purchasing Options Maintenance (MENU XAFILE).

Default Value: blank

Valid Values: Y, N or blank

(A 1) Optional</td></tr>
<tr><td>Limits: Sales Order Late

(YTD)</td><td>Use this field to limit the vendor performance records to display in this inquiry by YTD number of times sales orders were late.

Sales Order Late (YTD) is measuring the impact of the Req/PO Due Date changes on on-time customer delivery of related special order items. This impact is recorded in the following cases:

• When Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item.

NOTE: Req/PO due date changes and the impact of these changes on sales orders will be captured only for Req/POs with companies that have the Track Purchase Order Activity option set to Y in Purchasing Options Maintenance (MENU XAFILE).

• Req/PO Due Date was not changed, but a PO with related sales order items was received late (i.e., the receipt date is greater than the PO due date).

Key Y to display only records with YTD number of times sales orders were late that are greater than zero (related special order items were impacted).

Key N to display only records with YTD number of times sales orders were late that are equal to zero (related special order items were not impacted).

Leave this field blank if you do not want to filter by YTD number of times sales orders were late (related special order items were impacted).

Default Value: blank

Valid Values: Y, N or blank

(A 1) Optional</td></tr>
</table>

Vendor Performance Inquiry Selection Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Limits: Sales Order Late

(Total)</td><td>Use this field to limit the vendor performance records to display in this inquiry by Total number of times sales orders were late.

Sales Order Late (Total) is measuring the impact of the Req/PO Due Date changes on on-time customer delivery of related special order items. This impact is recorded in the following cases:

• When Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item.

NOTE: Req/PO due date changes and the impact of these changes on sales orders will be captured only for Req/POs with companies that have the Track Purchase Order Activity option set to Y in Purchasing Options Maintenance (MENU XAFILE).

• Req/PO Due Date was not changed, but a PO with related sales order items was received late (i.e., the receipt date is greater than the PO due date).

Key Y to display only records with Total number of times sales orders were late that are greater than zero (related special order items were impacted).

Key N to display only records with Total number of times sales orders were late that are equal to zero (related special order items were not impacted).

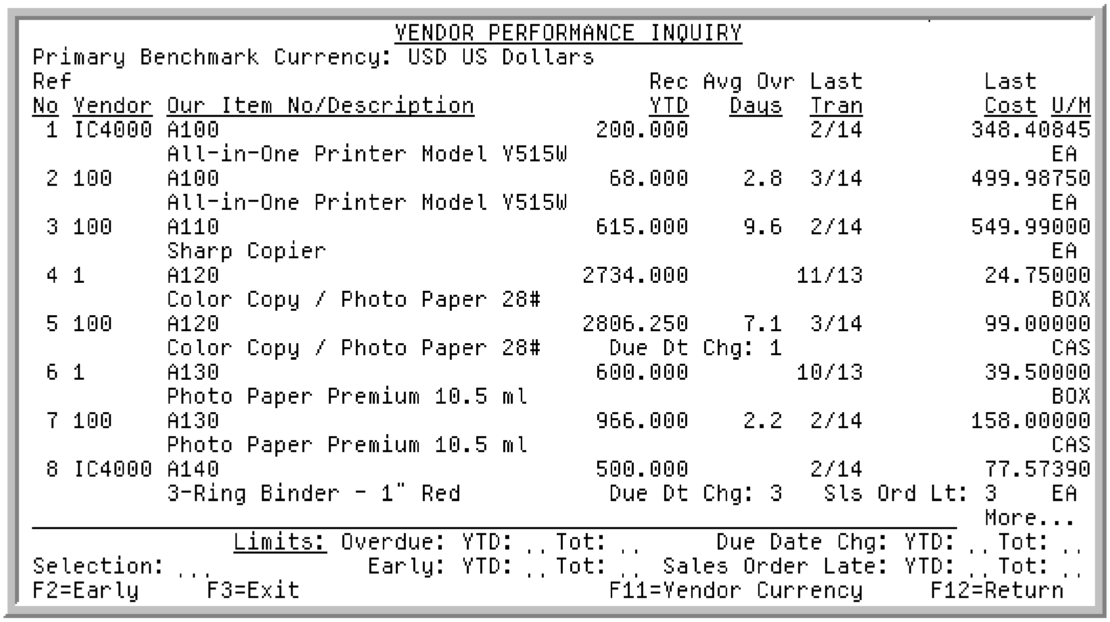
Leave this field blank if you do not want to filter by Total number of times sales orders were late (related special order items were impacted).

Default Value: blank

Valid Values: Y, N or blank

(A 1) Optional</td></tr>
<tr><td>F3=Exit</td><td>Press F3=EXIT to cancel this option. MENU POMAIN will display.</td></tr>
<tr><td>Enter</td><td>Press ENTER to confirm your selections. The Vendor Performance Inquiry Screen (p. 18-7) will display.</td></tr>
</table>

Vendor Performance Inquiry Screen



```
                        VENDOR PERFORMANCE INQUIRY
Primary Benchmark Currency: USD US Dollars
Ref                                          Rec Avg Ovr Last         Last
No Vendor Our Item No/Description           YTD   Days  Tran          Cost U/M
 1 IC4000 A100                          200.000         2/14      348.40845
          All-in-One Printer Model V515W                                  EA
 2 100    A100                           68.000    2.8  3/14      499.98750
          All-in-One Printer Model V515W                                  EA
 3 100    A110                          615.000    9.6  2/14      549.99000
          Sharp Copier                                                    EA
 4 1      A120                         2734.000        11/13       24.75000
          Color Copy / Photo Paper 28#                                   BOX
 5 100    A120                         2806.250    7.1  3/14       99.00000
          Color Copy / Photo Paper 28#   Due Dt Chg: 1                   CAS
 6 1      A130                          600.000        10/13       39.50000
          Photo Paper Premium 10.5 ml                                    BOX
 7 100    A130                          966.000    2.2  2/14      158.00000
          Photo Paper Premium 10.5 ml                                    CAS
 8 IC4000 A140                          500.000         2/14       77.57390
          3-Ring Binder - 1" Red         Due Dt Chg: 3   Sls Ord Lt: 3    EA
                                                                  More...
                   Limits: Overdue: YTD: _ Tot: _    Due Date Chg: YTD: _ Tot: _
Selection: ___             Early: YTD: _ Tot: _  Sales Order Late: YTD: _ Tot: _
F2=Early      F3=Exit                      F11=Vendor Currency     F12=Return
```

This screen displays the vendors and items that meet the criteria specified on the Vendor Performance Inquiry Selection Screen (p. 18-2) or the Vendor/Item Receipt History Screen (p. 18-26). Up to eight items are displayed on this screen in sequence by the item number. If an item is assigned to more than one vendor through Vendor/Item Information Maintenance (MENU POFILE), vendors for each item are displayed in vendor number sequence.

You can change the vendors and items to display by entering new limits on the lower portion of this screen. This can help you evaluate vendor performance and determine if adjustments need to be made. For example, the vendor/item's lead time might need to be lengthened (or shortened) if a vendor is often overdue (or early) in delivering this item. A Y in the **Early** limits and N in the **Overdue** limits would show only those items that are always early, whereas, an N in the **Early** limits and Y in the **Overdue** limits would show only those items that are always late.

If Distribution A+ International Currency is installed, applicable values on this screen can be toggled in the Benchmark or Vendor Currency via the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY toggle function key. The applicable fields on this screen will change accordingly.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Primary Benchmark Currency	This field only displays when International Currency is installed. This field displays when you have toggled the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to show values on this screen in the system benchmark currency. The system benchmark currency will appear and the values on this screen will be in that currency. Refer to the International Currency User Guide for more information on the system benchmark currency. Display
Ref No	The reference number of the item displayed on this screen. Use this number in the **Selection** field to select a vendor and item for more detailed vendor performance information. Display
Vendor	The number of the vendor who carries the corresponding item. When International Currency is installed, this vendor's currency code will display opposite the **Primary Benchmark Currency** field as toggled with the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to show **Last Cost** values on this screen in the benchmark currency or the vendors trading currency. Display
Our Item No/ Description	The stocking item number and its description. The item description displays below the item number. Display
Rec YTD	The quantity of the item in the **Our Item No/Description** field that was received from the vendor in the **Vendor** field. This quantity is in the buying U/M for the vendor and item [defined through Vendor/Item Information Maintenance (MENU POFILE)]. Display
Avg Ovr Days	The average number of days that the vendor was overdue in delivering this item. This average is determined by adding the number of overdue days (the number of days between the requested due date and the receipt date), and then dividing the total by the number of orders involved. To see detail receipts (including overdue days), display the Vendor/Item Receipt History Screen (p. 18-26) for this vendor and item. The display of this field is toggled with the F2=EARLY / F2=OVERDUE function key to the **Av Early Days** field. Display

Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Av Erly Days	The average early days that the vendor delivered this item. This average is determined by adding the number of days the item was delivered earlier (the number of days between the requested due date and the receipt date), and then dividing the total by the number of orders involved. The display of this field is toggled with the F2=EARLY / F2=OVERDUE function key to the **Av Ovr Days** field. Display
Last Tran	The month and year that this item was received from this vendor. Display
Last Cost	The last unit cost receipt value that you received for the item. Authority to see the last cost is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When International Currency is installed, this field will toggle with the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to show **Last Cost** values on this screen in the Benchmark Currency or the vendors trading currency. Display
U/M	The buying unit of measure for this item from this vendor. Display
Due Dt Chg	This field displays only if YTD Due Date changes are less than or greater than zero. The YTD number of due date changes for this vendor and item. Display
Sls Ord Lt	This field displays only if YTD Sales Order impacts are less than or greater than zero. The YTD number of sales orders impacted for this vendor and item. Display
Selection	Key the **Ref No** of the vendor and item to display detail information for, on the Vendor Performance Inquiry Screen 1 (p. 18-15) and Vendor/Item Receipt History Screen (p. 18-26). (N 2,0) Optional

Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Limits: Overdue YTD	Use this field to limit the vendor performance records to display in this inquiry by YTD average overdue days. Key Y to display only records with YTD average overdue days that are greater than zero (overdue). Key N to display only records with YTD average overdue days that are equal to zero (not overdue). Leave this field blank if you do not want to filter by YTD average overdue days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Overdue Tot	Use this field to limit the vendor performance records to display in this inquiry by Total average overdue days. Key Y to display only records with Total average overdue days that are greater than zero (overdue). Key N to display only records with Total average overdue days that are equal to zero (not overdue). Leave this field blank if you do not want to filter by Total average overdue days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Early YTD	Use this field to limit the vendor performance records to display in this inquiry by YTD average early days. Key Y to display only records with YTD average early days that are less than zero (early delivery). Key N to display only records with YTD average early days that are equal to zero (not early). Leave this field blank if you do not want to filter by YTD average early days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional

Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Limits: Early Tot	Use this field to limit the vendor performance records to display in this inquiry by Total average early days. Key Y to display only records with Total average early days that are less than zero (early delivery). Key N to display only records with Total average early days that are equal to zero (not early). Leave this field blank if you do not want to filter by Total average early days. *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Due Date Chg YTD	Use this field to limit the vendor performance records to display in this inquiry by YTD number of Req/PO due date changes. Key Y to display only records with YTD number of Req/PO due date changes that are greater than zero. Key N to display only records with YTD number of Req/PO due date changes that are equal to zero. Leave this field blank if you do not want to filter by YTD number of Req/PO due date changes. NOTE: Req/PO due date changes and the impact of these changes on sales orders will be captured only for Req/POs with companies that have the **Track Purchase Order Activity** option set to Y in Purchasing Options Maintenance (MENU XAFILE). *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional

Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Limits: Due Date Chg Tot	Use this field to limit the vendor performance records to display in this inquiry by Total number of Req/Po due date changes. Key Y to display only records with Total number of Req/Po due date changes that are greater than zero. Key N to display only records with Total number of Req/Po due date changes that are equal to zero. Leave this field blank if you do not want to filter by Total number of Req/Po due date changes. NOTE: Req/PO due date changes and the impact of these changes on sales orders will be captured only for Req/POs with companies that have the **Track Purchase Order Activity** option set to Y in Purchasing Options Maintenance (MENU XAFILE). *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
Limits: Sales Order Late YTD	Use this field to limit the vendor performance records to display in this inquiry by YTD number of times sales orders were late. **Sales Order Late (YTD)** is measuring the impact of the Req/PO Due Date changes on on-time customer delivery of related special order items. This impact is recorded in the following cases: • When Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item. NOTE: Req/PO due date changes and the impact of these changes on sales orders will be captured only for Req/POs with companies that have the **Track Purchase Order Activity** option set to Y in Purchasing Options Maintenance (MENU XAFILE). • Req/PO Due Date was not changed, but a PO with related sales order items was received late (i.e., the receipt date is greater than the PO due date). Key Y to display only records with YTD number of times sales orders were late that are greater than zero (related special order items were impacted). Key N to display only records with YTD number of times sales orders were late that are equal to zero (related special order items were not impacted). Leave this field blank if you do not want to filter by YTD number of times sales orders were late (related special order items were impacted). *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional

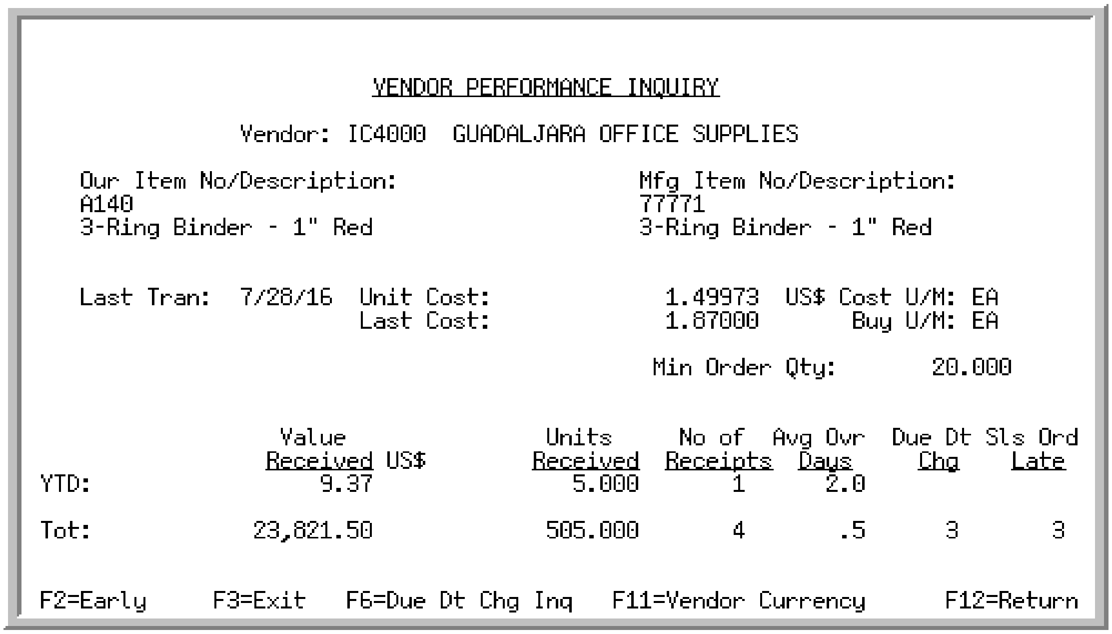
Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Limits: Sales Order Late Tot	Use this field to limit the vendor performance records to display in this inquiry by Total number of times sales orders were late. **Sales Order Late (Total)** is measuring the impact of the Req/PO Due Date changes on on-time customer delivery of related special order items. This impact is recorded in the following cases: • When Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item. NOTE: Req/PO due date changes and the impact of these changes on sales orders will be captured only for Req/POs with companies that have the **Track Purchase Order Activity** option set to Y in Purchasing Options Maintenance (MENU XAFILE). • Req/PO Due Date was not changed, but a PO with related sales order items was received late (i.e., the receipt date is greater than the PO due date). Key Y to display only records with Total number of times sales orders were late that are greater than zero (related special order items were impacted). Key N to display only records with Total number of times sales orders were late that are equal to zero (related special order items were not impacted). Leave this field blank if you do not want to filter by Total number of times sales orders were late (related special order items were impacted). *Default Value:* blank *Valid Values:* Y, N or blank (A 1) Optional
F2=Early / F2=Overdue	Press the F2=EARLY / F2=OVERDUE function key to toggle between the Average Early Days (**Av Erly Days**) column or Average Overdue Days (**Avg Ovr Days**) column. The upper portion of the screen will change accordingly.
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

Vendor Performance Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F11=Vendor Currency/ F11=Benchmark Currency	This function key displays only if Distribution A+ International Currency is installed. Press the F11=Vendor Currency / F11=Benchmark Currency function key to toggle applicable values on this screen in the Primary Benchmark Currency or the Vendor Currency. The applicable fields on this screen will change accordingly.
F12=Return	Press F12=Return to exit from this screen and return to the Vendor Performance Inquiry Selection Screen (p. 18-2), where you may select a different range of items and/or vendors.
Enter	Press Enter after keying a **Ref No** in the **Selection** field to display detail information for that vendor and item on the Vendor Performance Inquiry Screen 1 (p. 18-15).

Vendor Performance Inquiry Screen 1



```
                        VENDOR PERFORMANCE INQUIRY

              Vendor: IC4000  GUADALJARA OFFICE SUPPLIES

   Our Item No/Description:                   Mfg Item No/Description:
   A140                                       77771
   3-Ring Binder - 1" Red                     3-Ring Binder - 1" Red

   Last Tran:  7/28/16  Unit Cost:              1.49973  US$ Cost U/M: EA
                        Last Cost:              1.87000       Buy U/M: EA

                                               Min Order Qty:      20.000

                 Value               Units    No of  Avg Ovr  Due Dt Sls Ord
                 Received US$        Received Receipts Days    Chg    Late
YTD:                 9.37              5.000     1     2.0

Tot:            23,821.50            505.000     4      .5       3       3

F2=Early    F3=Exit   F6=Due Dt Chg Inq   F11=Vendor Currency     F12=Return
```

This screen displays summary information for the vendor and item selected. It displays after selecting the vendor and item on the Vendor Performance Inquiry Screen (p. 18-7), and pressing ENTER.

If Distribution A+ International Currency is installed, applicable values on this screen can be toggled in the Benchmark or Vendor Currency via the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY toggle function key. The applicable fields on this screen will change accordingly.

Vendor Performance Inquiry Screen 1 Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor selected for this inquiry. Display
Our Item No/ Description	The stocking item number and description of the item selected. Display
Mfg Item No/ Description	The manufacturer's number of the item selected. This is the item number and description that are used by the item's manufacturer from the Vendor/Item File (VNITM). Display
Last Tran	The most recent date that this item was received and posted for this vendor. Display

Vendor Performance Inquiry Screen 1 Fields and Function Keys

Field/Function Key	Description
Unit Cost	The unit cost of the item when purchased from this vendor. Authority to see the unit cost is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When Distribution A+Distribution A+ International Currency is installed, the currency symbol for the cost displays to the right. The **cost** and currency symbol will toggle with the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to show **Unit Cost** values on this screen in the benchmark currency or the vendors trading currency. Display
Cost U/M	The costing unit of measure for this vendor and item. The cost of the item is measured in this unit. Display
Last Cost	The last unit cost that you received for the item. Authority to see the last cost is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When Distribution A+ International Currency is installed, this field will toggle with the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to show **Last Cost** values on this screen in the benchmark currency or the vendors trading currency. Display
Buy U/M	The buying unit of measure for this vendor and item. The last cost of the item is expressed in this unit. Display
Min Order Qty	The minimum quantity of the item that can be ordered from this vendor. Display
Value Received	The monetary value of this item received from this vendor, based on this item's cost for both year-to-date (**YTD**) and total (**Total**). When International Currency is installed, this field will toggle with the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to show the values on this screen in the Benchmark Currency or the vendors trading currency. Display
Units Received	The quantity of this item received from this vendor, in the buying unit of measure for both year-to-date (**YTD**) and total (**Total**). Display

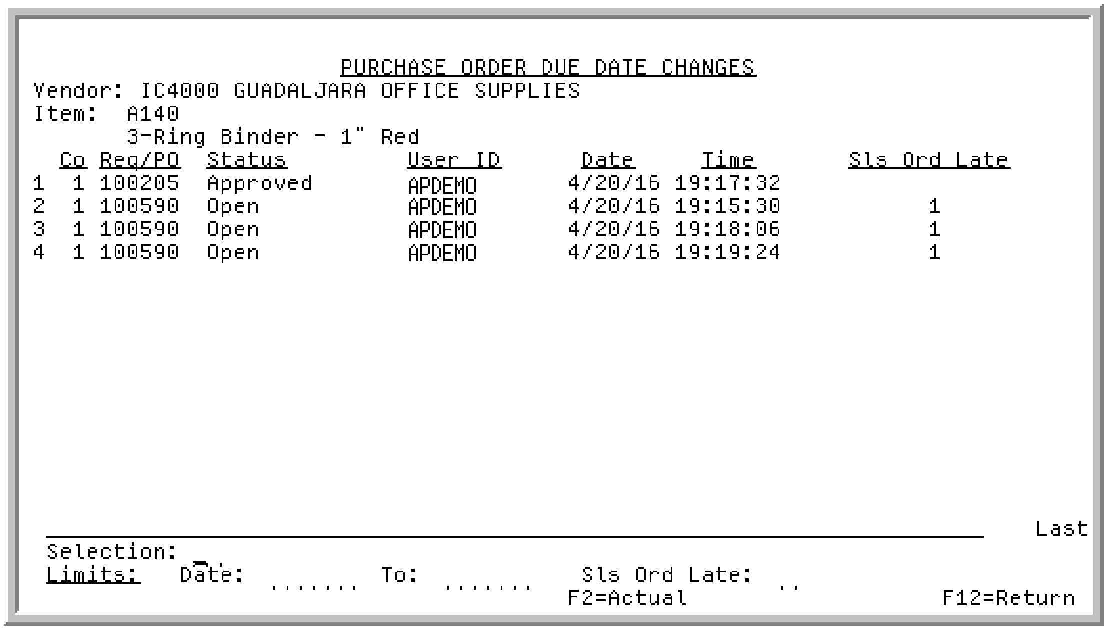
Vendor Performance Inquiry Screen 1 Fields and Function Keys

Field/Function Key	Description
No of Receipts	The number of times that this item was received from this vendor and posted for both year-to-date (**YTD**) and total (**Total**). Display
Avg Ovr Days	The average number of days that the vendor was overdue in delivering this item. This average is determined by adding the number of overdue days (the number of days between the requested due date and the receipt date), and then dividing the total by the number of orders involved. To see detail receipts (including overdue days), display the Vendor/Item Receipt History Screen (p. 18-26) for this vendor and item. This field is toggled with **Av Early Days** field with the F2=EARLY / F2=OVERDUE function key. Display
Av Erly Days	The average early days that the vendor delivered this item. This average is determined by adding the number of days the item was delivered earlier (the number of days between the requested due date and the receipt date), and then dividing the total by the number of orders involved. This field is toggled with **Av Ovr Days** field with the F2=EARLY / F2=OVERDUE function key. Display
Due Dt Chg	The number of due date changes for this vendor and item for both year-to-date (**YTD**) and total (**Total**). Display
Sales Ord Late	The number of times sales orders were late for this vendor and item for both year-to-date (**YTD**) and total (**Total**). Display
F2=Early / F2=Overdue	Press the F2=EARLY / F2=OVERDUE function key to toggle between the Average Early Days (**Av Erly Days**) column or Average Overdue Days (**Avg Ovr Days**) column. The upper portion of the screen will change accordingly.
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
F6=Due Dt Chg Inq	Press F6=DUE DT CHG INQ to access the Req/PO Due Date Changes Inquiry, where you can inquire into Req/PO due date changes that occurred for the selected vendor and item. The Purchase Order Due Date Changes Screen (p. 18-19) will appear.

Vendor Performance Inquiry Screen 1 Fields and Function Keys

Field/Function Key	Description
F11=Vendor Currency/ F11=Benchmark Currency	This function key displays only if Distribution A+ International Currency is installed and the vendor currency is different from the benchmark currency. Press the F11=BENCHMARK CURRENCY / F11=VENDOR CURRENCY function key to toggle applicable values on this screen in the Benchmark Currency or the Vendor Currency. The applicable fields on this screen will change accordingly.
F12=Return	Press F12=RETURN to exit from this screen and return to the Vendor Performance Inquiry Selection Screen (p. 18-2), where you may select a different range of items and/or vendors.
Enter	Press ENTER to display detail receipt information for this vendor and item on the Vendor/Item Receipt History Screen (p. 18-26).

Purchase Order Due Date Changes Screen



This screen displays after pressing F6=DUE DT CHG INQ on the Vendor Performance Inquiry Screen 1 (p. 18-15).

Use this screen to inquire on Req/PO due date changes for the vendor and item selected. PO activity records with Req/PO due date changes that match the vendor and item number will appear. The records can be limited by the date range when changes were made, and how many days late the sales orders were. The data displayed is automatically filtered to the companies and warehouses that you are authorized to view through Authority Profile Maintenance (MENU XASCTY). When all data is not displayed, message *** Data may have been omitted due to security concerns. *** displays to the user.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Purchase Order Due Date Changes Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor selected for this inquiry. Display
Item	The item number that the vendor carries. The vendor’s description of the item displays below the item number. Display

Purchase Order Due Date Changes Screen Fields and Function Keys

Field/Function Key	Description
Ref No	The reference number of the Req/PO due date changes activity record displayed on this screen. Use this number in the **Selection** field to select a Req/PO due date changes activity record for which you want to display additional information. Display
Co	The company number associated with the Req/PO. Display
Req/PO	The Req/PO number for which a due date changes activity occurred. Display
Status	The status of the Req/PO at the time when the change occurred: • PO Partial • PO Closed • PO Open Display
User ID	The user ID or process that performed this change. *Default Value:* The ID of the user who is signed onto Distribution A+. Display
Date	The date the change occurred. You can toggle the display to show the date in the time zone where the change occurred by pressing the F2=ACTUAL / F2=USER function key. The **User Date** is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Date** is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity. Display
Time	The time the change occurred. You can toggle the display to show the time in the time zone where the change occurred by pressing the F2=ACTUAL / F2=USER function key. The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity. Display

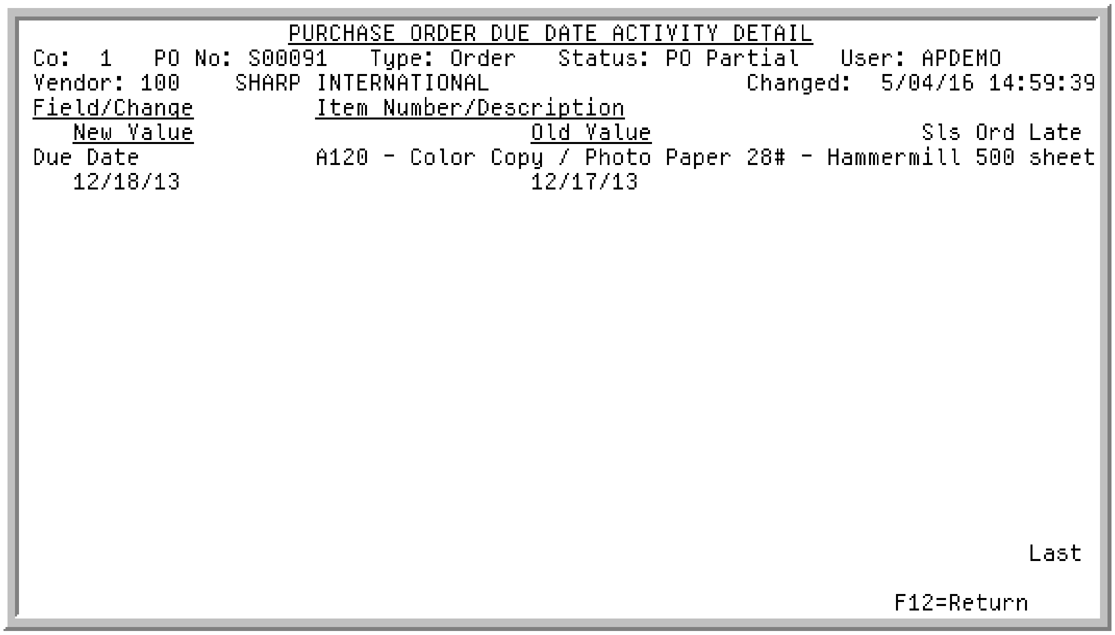
Purchase Order Due Date Changes Screen Fields and Function Keys

Field/Function Key	Description
Sls Ord Late	The number of days the sales order was late, if any. This value indicates the impact of the field change on a related special order item. Currently, this is being recorded only for a Req/PO Due Date change that affects the on-time customer delivery of a related special order item (that is, when a Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item). *Valid Values:* 1 if a related sales order is impacted; otherwise, it is blank. Display
Selection	Key the **Reference Number** of the desired item, and using ENTER, access the Vendor Performance Inquiry Screen (p. 18-7). (N 2,0) Required
Limits: Date (From/To)	Use this field to limit the records you want to review in this inquiry to only those that match the date range you key in this field. The date range is the date range the sales orders were late. Key the date range. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2@N 6,0) Optional
Limits: Sls Ord Late	Use this field to limit the records you want to review in this inquiry to only those in which a sales order was impacted. Key Y to display only records in which a sales order was impacted. Key N to display only records in which a sales order was not impacted. Leave this field blank to display all records. *Valid Values:* Y, N or blank (A 1) Optional
F2=Actual / F2=User	Press the F2=ACTUAL / F2=USER toggle function key to display the date or time in the time zone where the change occurred. The **Date** and **Time** fields will change accordingly.

Purchase Order Due Date Changes Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Vendor Performance Inquiry Screen 1 (p. 18-15).
Enter	Press ENTER after keying a reference number in the **Selection** field to display additional activity details. The Purchase Order Due Date Activity Detail Screen (p. 18-23) will appear. Press ENTER after entering limits to refresh the screen and display those records that match your criteria.

Purchase Order Due Date Activity Detail Screen



This screen displays after making a selection and pressing ENTER on the Purchase Order Due Date Changes Screen (p. 18-19).

Use this screen to review information related to due date changes on the Purchase Order Due Date Changes Screen (p. 18-19). Field values before and after the due date changes were made are provided.

This screen displays after pressing F6=DUE DT CHG INQ on the Vendor Performance Inquiry Screen 1 (p. 18-15).

Use this screen to inquire on Req/PO due date changes for the vendor and item selected. PO activity records with Req/PO due date changes that match the vendor and item number will appear. The records can be limited by the date range when changes were made, and how many days late the sales orders were.

All the fields on this screen are display only and cannot be changed.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Purchase Order Due Date Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the Req/PO.

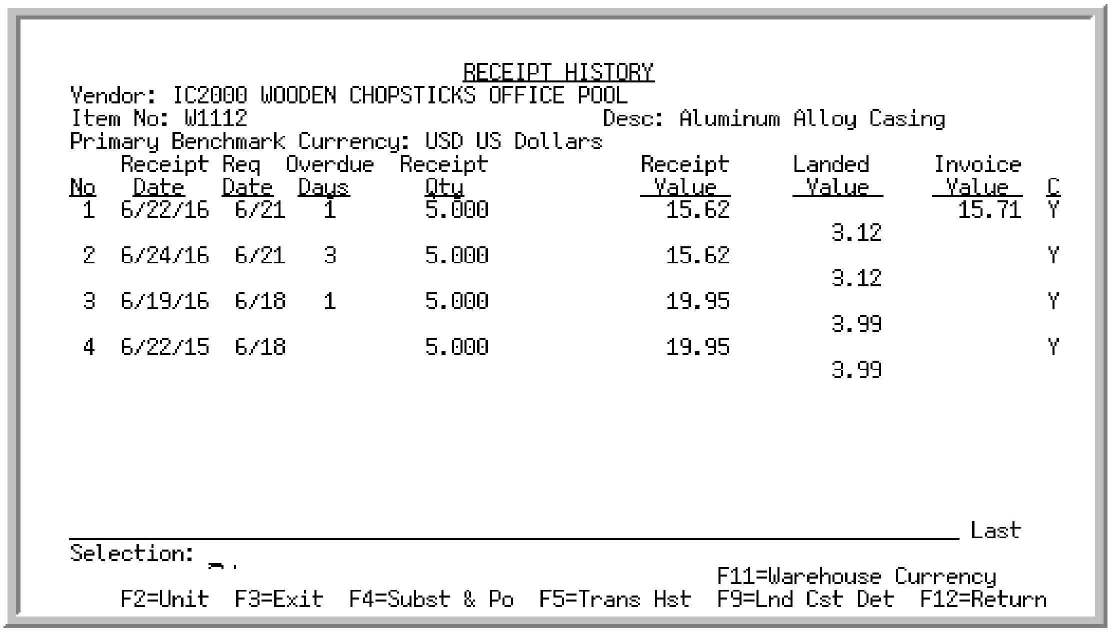
Purchase Order Due Date Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Req No or PO No	This field will display as **Req No** when viewing requisitions and **PO No** when viewing purchase orders. The requisition number is the unique number of the requisition for the selected company. The purchase order number is automatically assigned or can be manually assigned for an order. The due date change occurred for this Req/PO.
Type	The type of order: • Order • Return
Status	The status of the Req/PO at the time when the change occurred: • PO Partial • PO Closed • PO Open • Rq Pending • Rq Approvd
User	The ID of the user or process that performed this change. *Default Value:* The ID of the user who is signed onto Distribution A+.
Vendor	The number and name of the vendor for whom the requisition or purchase order was created.
Changed	The date and time that this due date change activity was made to the order.
Field/Change	The name of the field that changed: Due Date.
Item Number/ Description	If a change was made to an item, the item number and item description of the item changed are shown in this column. If a change was made to a special charge or a landing cost, the description of the special charge or landing cost changed will display in this column.
New Value	The value of the due date after the change was made.
Old Value	The value of the due date before the change was made.

Purchase Order Due Date Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Sales Ord Late	The number of days the sales order was late, if any. This value indicates the impact of the field change on a related special order item. Currently, this is being recorded only for a Req/PO Due Date change that affects the on-time customer delivery of a related special order item (that is, when a Req/PO Due Date was changed to a new date that is later than the Requested Ship Date on a related sales order item). Number **1** will display if a related sales order is impacted; otherwise, it is blank.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Purchase Order Due Date Changes Screen (p. 18-19).

Vendor/Item Receipt History Screen



```
                              RECEIPT HISTORY
Vendor: IC2000 WOODEN CHOPSTICKS OFFICE POOL
Item No: W1112                             Desc: Aluminum Alloy Casing
Primary Benchmark Currency: USD US Dollars
    Receipt Req  Overdue Receipt             Receipt     Landed      Invoice
No   Date   Date  Days    Qty                 Value       Value       Value   C
 1  6/22/16 6/21   1     5.000                15.62                   15.71   Y
                                                          3.12
 2  6/24/16 6/21   3     5.000                15.62                           Y
                                                          3.12
 3  6/19/16 6/18   1     5.000                19.95                           Y
                                                          3.99
 4  6/22/15 6/18         5.000                19.95                           Y
                                                          3.99




                                                                      Last
Selection: _
                                               F11=Warehouse Currency
    F2=Unit  F3=Exit  F4=Subst & Po  F5=Trans Hst  F9=Lnd Cst Det  F12=Return
```

This screen displays after pressing ENTER on the Vendor Performance Inquiry Screen 1 (p. 18-15).

Use this screen to review receipt history for the selected item and vendor.

If Distribution A+ International Currency is installed, applicable values on this screen may be shown in the Primary Benchmark Currency or the Warehouse Currency via the F11=WAREHOUSE CURRENCY / F11=BENCHMARK CURRENCY toggle function key.

The Vendor/Item Receipt History Screen Expanded Fields screen has the same field locations but the **Landed Value** field is displayed on a second line to provide space for all monetary values to display.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Vendor/Item Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor for whom receipt information for the indicated item is displayed on this screen. Display

Vendor/Item Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Item No Desc	The following item information is displayed for this item: • **Item No**: The stocking number of the item • **Desc**: The description of the item Display
Primary Benchmark Currency	This field only displays when Distribution A+ International Currency is installed. This field displays only when you have toggled the F11=BENCHMARK CURRENCY / F11=WAREHOUSE CURRENCY function key to show values on this screen in the system benchmark currency. The **Primary Benchmark Currency** will appear and the values on this screen will be in that currency. Display
No	The reference number of the list item. To make a selection, you must key this number in the **Selection** field on this screen. Display
Receipt Date	The date on which receipts for this item were entered. Display
Req Date / Whse	When Distribution A+ International Currency is installed, the display of this field toggles with the F11=BENCHMARK CURRENCY / F11=WAREHOUSE CURRENCY function key. The requested due date for this item when it was ordered from this vendor, or the warehouse into which the items on this Req/PO will be received. Display
Overdue Day / Curr	When Distribution A+ International Currency is installed, the display of this field toggles with the F11=BENCHMARK CURRENCY / F11=WAREHOUSE CURRENCY function key. The number of days between the requested due date specified on the purchase order (**Req Date**) and the **Receipt Date**, or the currency of the receiving warehouse. Display
Receipt Qty	The quantity of the item that is received, in the buying unit of measure. Display

Vendor/Item Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Receipt Value / Receipt Cost	The extended receipt value of the line item, or the receipt cost for the item unit. The F2=UNIT / F2=EXTENDED function key is used to toggle between the two displays. When Distribution A+ International Currency is installed, the F11=BENCHMARK CURRENCY / F11=WAREHOUSE CURRENCY function key will toggle the receipt cost/receipt value to display in the primary benchmark currency or the currency of the receipt warehouse based on the company that owns the warehouse. Display
Landed Value / Landed Cost	The extended landed value of the line item, or the landed unit cost of the item (unit cost plus landing factor costs). The F2=UNIT / F2=EXTENDED function key is used to toggle between the two displays. The F2=UNIT / F2=EXTENDED function key will display only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). When Distribution A+ International Currency is installed, the F11=BENCHMARK CURRENCY / F11=WAREHOUSE CURRENCY function key will toggle the landed cost/landed value to display in the primary benchmark currency or the currency of the receipt warehouse based on the company that owns the warehouse. Additionally, note that using the F4=SUBST & PO / F4=SUBST ONLY / F4=INV LND function key once will toggle the **Landed/Invoice Values** and the **Landed/ Invoice Costs** to display the **Co/Po Num** and **Substitute Item** fields, described below. Using F4=SUBST ONLY again will change the display to show the substitute item number only. Display
Co/PO Num / Substitute Item	These fields display the company and purchase order number for which this receipt was received (**Co/Po Num**) and the substitute item number. Display
Substitute Item No	A substitute item number is displayed if a substitute item was received for this item. Display

Vendor/Item Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Invoice Value / Invoice Cost	The extended invoice value of the line item, or the invoice cost of the item unit. The F2=UNIT / F2=EXTENDED function key is used to toggle between the two displays. These values are available for display after the receipt validation process for the item occurs within Voucher Entry in the Accounts Payable module. When Distribution A+ International Currency is installed, the F11=BENCHMARK CURRENCY / F11=WAREHOUSE CURRENCY function key will toggle the invoice cost/invoice value to display in the primary benchmark currency or the currency of the receipt warehouse based on the company that owns the warehouse. Display
C	Indicates if transaction comments have been keyed for the line item. NOTE: When the **Receipt**/**Landed**/**Invoice Values** display, the F2=UNIT function key indicates Unit. When you use this key to toggle the display, not only does the function key indicate F2=EXTENDED, but F3=EXIT also is presented. Display
Selection	Key the **Reference Number** of the desired item, and using ENTER, access the Vendor Performance Inquiry Screen (p. 18-7). (N 2,0) Required
F2=Unit / F2=Extended	Press F2=UNIT / F2=EXTENDED to toggle between displaying the **Receipt**/ **Landed**/**Invoice Values** and the **Receipt**/**Landed**/**Invoice Costs**.
F3=Exit	NOTE: This key does not display when the **Receipt**/**Landed**/**Invoice Values** are displayed. Press F3=EXIT to exit from this inquiry. MENU POMAIN will display.
F4=Subst & PO / F4=Subst Only / F4=Inv/Lnd	Press F4=SUBST & PO / F4=SUBST ONLY / F4=INV LND to toggle between displaying the substitute item number and the company and purchase order number; the substitute item number only; or the invoice and landing values/ costs for this receipt. Press F4=SUBST & PO to display the substitute item number that was received in place of the originally ordered item, and the company and purchase order number used to order this item from this vendor in the **Co/Po Num** / **Substitute Item No** field. Press F4=SUBST ONLY to display only the substitute item number that was received in place of the originally ordered item in the **Co/Po Num** / **Substitute Item No** field. Press F4=INV LND to display the landed and invoice costs for the items received.

Vendor/Item Receipt History Screen Fields and Function Keys

Field/Function Key	Description
F5=Trans Hist	Press F5=TRANS HIST to display the Transaction History Detail Screen that is part of the Item Inquiry (MENU IAMAIN).
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Lnd Cst Dtl	Press F9=LND CST DTL to display the Landing Cost Detail Screen (p. 14-83), if landing cost breakdown information exists for the selected item.
F11=Warehouse Currency/ F11=Benchmark Currency	This function key displays only if Distribution A+ International Currency is installed. Press the F11=WAREHOUSE CURRENCY / F11=BENCHMARK CURRENCY function key to toggle applicable values on this screen in the Primary Benchmark Currency or the Warehouse Currency. The applicable fields on this screen will change accordingly.
F12=Return	Press F12=RETURN to return to the Vendor Performance Inquiry Selection Screen (p. 18-2).
Enter	Press ENTER after making a selection to display the Vendor Performance Inquiry Screen (p. 18-7).

CHAPTER 19

Vendor/Item Information Inquiry

19

This option allows you to display vendor/item information for a vendor and item. Vendor/item information is set up and maintained through Vendor/Item Information Maintenance (MENU POFILE). With this inquiry, you can access that information immediately when determining from which vendors a specific item should be ordered, or in determining which items are carried by a specific vendor.

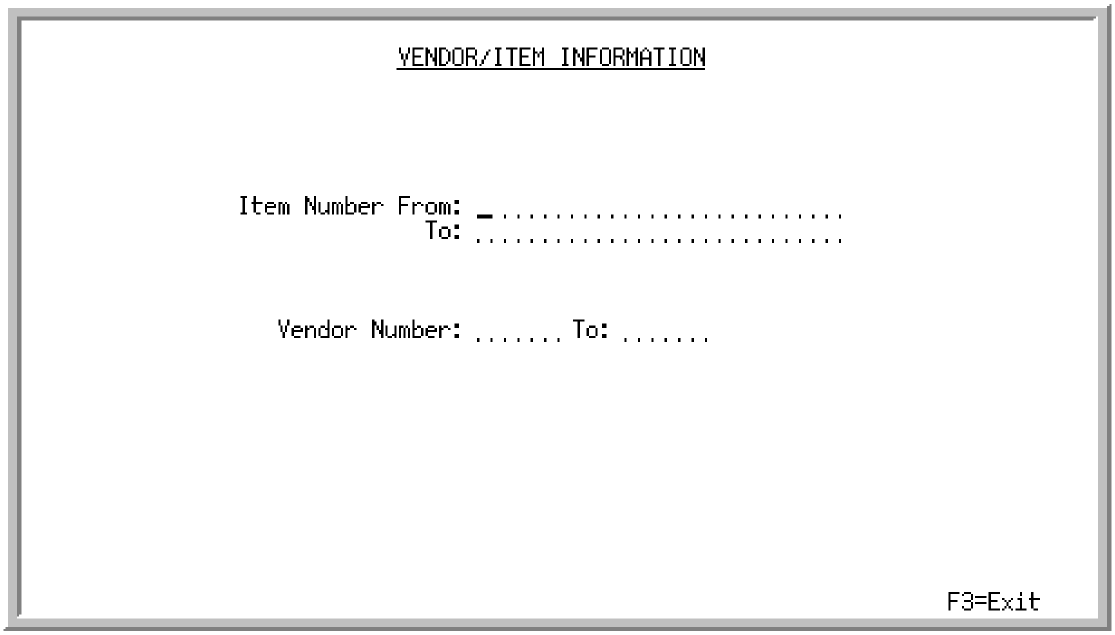
Additional vendor/item descriptions regarding this item also may be accessed through this inquiry, allowing you to review standard comments that have been setup for a vendor/item through Standard Comments Maintenance (MENU POFILE).

Vendor/Item Information

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor/Item Information Selection Screen	Use to select the item and/or vendor to display in the vendor/item inquiry.
Vendor/Item Information Summary Screen	Use to review information for items that are assigned to specific vendors. Up to eight items are displayed in sequence by the item number.
Vendor/Item Information Detail Screen	Use to review detail information for the vendor/item selected.
Vendor/Item Information Landing Costs Screen	Use to review or recalculate (for review) the landing costs for the item and vendor identified on that screen.
Vendor/Item Standard Comments Screen	Use to review standard comments that have been setup for a vendor/item through Standard Comments Maintenance (MENU POFILE).

Vendor/Item Information Selection Screen



This screen displays after selecting option 16 - Vendor/Item Information (MENU POMAIN). Use this screen to select the item and/or vendor to display in the vendor/item inquiry. You may specify a range of items and/or a range of vendors to display in the inquiry.

NOTE: The information in this inquiry reflects the values in the Vendor/Item file at the last revaluation which occurs either when you maintain the item or when you run the Revalue Vendor Master Files option (MENU ICRVAL).

Vendor/Item Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number (From/ To)	If you key a range of item numbers in this field, and leave the **Vendor Number** field on this screen blank, all vendors that carry the specified items will display on the Vendor/Item Information Summary Screen (p. 19-3). (2 @ A 27) Optional
Vendor Number	If you key a range of vends and leave the **Item Number** field blank; items assigned to those vendors will display on the Vendor/Item Information Summary Screen (p. 19-3). (2 @ N 6,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
Enter	Press ENTER to confirm your selections. The Vendor/Item Information Summary Screen (p. 19-3) will display.

Vendor/Item Information Summary Screen

```
                              VENDOR/ITEM INFORMATION

   Vendor Name                    Our Item/Description                           U/M
 1 IC3000 SAUERKRAUT PRODUCTS   A310 Full Strip Desk Stapler 1/2" staples     EA
 2 IC3000 SAUERKRAUT PRODUCTS   A320 Deluxe Full Strip Desk Stapler 1/2" st+ EA
 3 IC3000 SAUERKRAUT PRODUCTS   A330 Straight Trimmers Shears 9" scissors     EA
 4 IC3000 SAUERKRAUT PRODUCTS   A340 Deluxe Straight Trimmers Shears 10" sc+ EA
 5 IC3000 SAUERKRAUT PRODUCTS   A350 Bankers' Shears 12" scissors             EA

 6 IC3000 SAUERKRAUT PRODUCTS   A360 Waste Basket - Gray 24" tall, 2 gallon  EA
 7 IC3000 SAUERKRAUT PRODUCTS   W1112 Aluminum Alloy Casing Overhead Lens U+ EA
 8 IC3000 SAUERKRAUT PRODUCTS   W1113 Screws 1/8" Overhead Lens Unit         EA
 9 IC3000 SAUERKRAUT PRODUCTS   W1120 Overhead Arm Base Attachment Overhead+ EA
10 IC3000 SAUERKRAUT PRODUCTS   W1121 Overhead Arm Lens Attachment Overhead+ EA

11 IC3000 SAUERKRAUT PRODUCTS   W1131 Casing Overhead Connector Unit         EA
12 IC3000 SAUERKRAUT PRODUCTS   W1132 Screws 3mm Overhead Connector Unit     EA
13 IC3000 SAUERKRAUT PRODUCTS   W1141 Right/Left Sides Overhead Base Unit    EA
14 IC3000 SAUERKRAUT PRODUCTS   W1142 Top Plate Frame Overhead Base Unit     EA
15 IC3000 SAUERKRAUT PRODUCTS   W1143 Front / Back Pieces Overhead Base Unit EA
                                                                        More...

   Selection: ...          Ordering Info for WH? 2..  F2=Vendor Cost
                         F3=Exit    F5=Mfg Item No    F9=Desc Left     F12=Return
```

This screen appears when you press ENTER from the Vendor/Item Information Selection Screen (p. 19-2). You can also access this screen from the following options:

- Enter, Change, Delete Bids (MENU BQMAIN)
- Maintain Special Orders (MENU POMAIN)
- Return to Vendor Processing (MENU POMAIN)
- Suggested Order Maintenance (MENU POREPT)

This screen displays information for items that are assigned to specific vendors. Up to eight items are displayed in sequence by the item number. If an item is assigned to more than one vendor through Vendor/Item Information Maintenance (MENU POFILE), vendors for each item are displayed in vendor number sequence.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

Vendor/Item Information Summary Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the vendor/item displayed on this screen. Use this number in the **Selection** field to select a vendor and item for detailed vendor/ item information. Display
Vendor	The number of the vendor who carries the corresponding item. You can display the **Vendor Cost**, **U/M**, and **Cur** fields instead of the vendor number and name via the F2=VENDOR COST/F2=VENDOR NAME toggle function key. Display
Name	The name of the vendor who carries the corresponding item. You can display the **Vendor Cost**, **U/M**, and **Cur** fields instead of the vendor number and name via the F2=VENDOR COST/F2=VENDOR NAME toggle function key. Display
Vendor Cost	This field appears via the F2=VENDOR COST/F2=VENDOR NAME toggle function key, in place of the vendor name and number. The vendor's cost of the corresponding item. When International Currency is installed, if the trading currency differs from the company's local currency, using F13=TRD CUR / F13=LOC CUR, costs can be displayed in the trading currency with the trading currency symbol displayed to the right, or in the company's local currency with the company's local currency symbol displayed to the right. Display
U/M	This field appears via the F2=VENDOR COST/F2=VENDOR NAME toggle function key, in place of the vendor name and number. The unit of measure of the corresponding item. Display

Vendor/Item Information Summary Screen Fields and Function Keys

Field/Function Key	Description
Cur	This field appears via the F2=VENDOR COST/F2=VENDOR NAME toggle function key, in place of the vendor name and number. The currency in which the vendor's cost is displayed. When International Currency is installed, if the trading currency differs from the company's local currency, this field may be toggled with the F13=TRD CUR / F13=LOC CUR function key to display costs in the trading currency with the trading currency symbol displayed to the right, or in the company's local currency with the company's local currency symbol displayed to the right. Additionally, when the cost is different based on the selected warehouse, that cost will display and the local currency will be the currency for the selected warehouse. Display
Our Item/Description / Mfg Item/Description	The stocking item number or the manufacturer's item number, and its description. Use the F5=MFG ITEM NO / F5=OUR ITEM NO toggle key to change the display between the two. Display
U/M	The buying unit of measure defined for this vendor and item. Display
Selection	Key the **Reference Number** of the vendor/item for which you want to display detailed information. After pressing ENTER, further details will appear for the vendor/item on the Vendor/Item Information Detail Screen (p. 19-8). (N 2,0) Optional
Ordering Info for WH	Use this field to key the warehouse location of a different warehouse to display field values that are specific to that warehouse for the following: • Vendor Cost • Unit of Measure (U/M) • Currency (Cur) The top portion of the screen will change accordingly for the warehouse entered. *Default Value:* The default warehouse set up for the user through Authority Profile Maintenance (MENU XASCTY) (A 2) Optional
F2=Vendor Cost / F2=Vendor Name	The F2=VENDOR COST/F2=VENDOR NAME toggle function key appears only if you are authorized to **Display Vendor/Item Cost** based on the warehouse's company. This is determined through Application Action Authority Maintenance (MENU XASCTY) for a specific company. Press F2=VENDOR COST/F2=VENDOR NAME to display the **Vendor** and **Name** or the **Vendor Cost**, **U/M** and **Cur** on the top portion of this screen. The information will change accordingly.

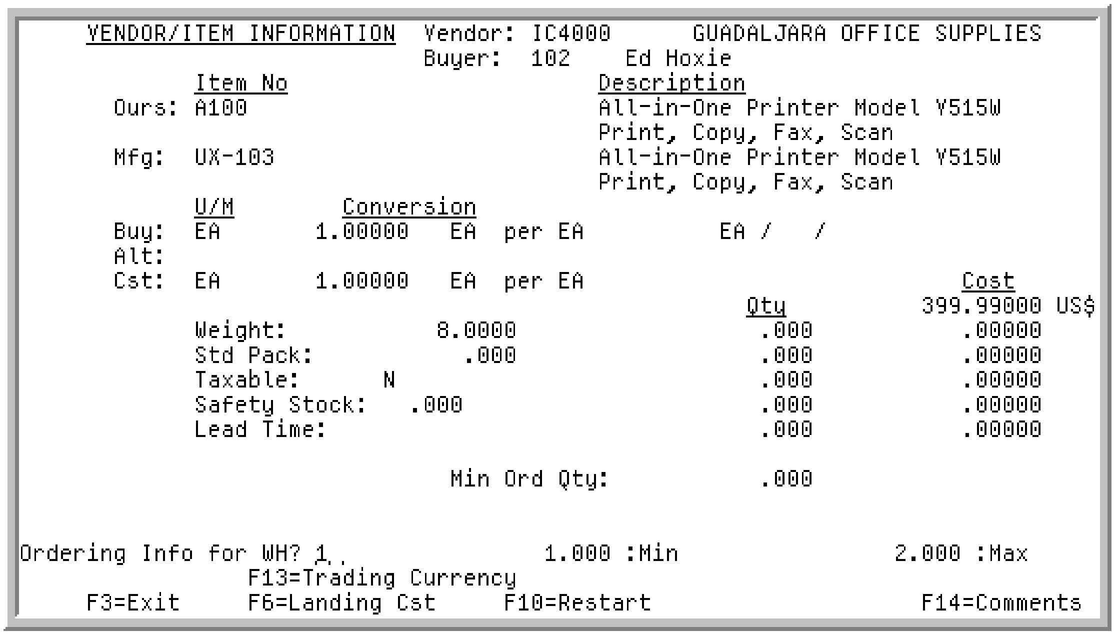
Vendor/Item Information Summary Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
F5=Mfg Item No/ F5=Our Item No	Press F5=MFG ITEM NO / F5=OUR ITEM NO to toggle between displaying your organization's item number (our item number), and the manufacturer's item number in the **Our Item No/Description** / **Mfg Item No/Description** field. Press F5=MFG ITEM NO to display the manufacturer's item number in the **Mfg Item No/Description** field, and the manufacturer's item description in the Description field on this screen. Press F5=OUR ITEM NO to display our item number in the **Our Item No/ Description** field, and its description in the Description field on this screen.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the next screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Desc Left/ F9=Desc Right/ F9=Item & Desc	The F9=DESC LEFT / F9=DESC RIGHT / F9=ITEM & DESC toggle function exists only if you selected not to normally display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=DOUBLE LINE / SINGLE LINE function key]. Press F9=DESC LEFT / F9=DESC RIGHT / F9=ITEM & DESC to toggle between displaying the item and description, description left (item description starting at the left-most character), or description right (item description starting at the right-most character). NOTE: A "**+**" indicates that the full item description is not shown.
F12=Return	Press to exit from this screen and return to the previous screen where you may select a different range of items and/or vendors.

Vendor/Item Information Summary Screen Fields and Function Keys

Field/Function Key	Description
F13=Trd Cur / F13=Loc Cur	The F13=TRD CUR / F13=LOC CUR function key appears when International Currency is installed and when the F2 toggle function key appears as F2=VENDOR NAME. Press F13=TRD CUR / F13=LOC CUR to toggle between a display of item costs in the local currency and a display of costs in the trading currency. Press F13=TRADING CURRENCY to display item costs in the trading currency of the vendor. The symbol for the trading currency will display to the right of the first cost. Press F13=LOCAL CURRENCY to display item costs in the company's local currency. The symbol for the company's local currency will display to the right of the first cost.
F24=Double Line / Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	After keying a **Reference Number** in the **Selection** field, press ENTER to display the Vendor/Item Information Detail Screen (p. 19-8), which provides detailed information for the vendor and item.

Vendor/Item Information Detail Screen



This screen displays detail information for the vendor/item selected. It displays after selecting the vendor/item on the Vendor/Item Information Summary Screen (p. 19-3), and pressing ENTER. Units of measure for this vendor and item are defined through Vendor/Item Information Maintenance.

Vendor/Item Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor selected for this inquiry. Display
Buyer	The initials and name of the buyer associated with the vendor, if any, displays below the vendor. When a different buyer is assigned to a specific warehouse, that **Buyer** information will be displayed for that warehouse. Display
Item No/Description	The item number and description of the selected item: • **Ours**: This is the item number and description that are used by your organization, called our item. • **Mfg**: This is the item number and description that are used by the item's manufacturer. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE). Display

Vendor/Item Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Buy and Conversion	The buying unit of measure. This is the unit of measure in which this item is ordered from this vendor. It may be any of the stocking units of measure, or it may be completely different. Its conversion factor back to the primary stocking unit of measure is displayed in the **Conversion** column. Display
(Stocking U/M)	The stocking units of measure (up to three) for this item are shown for reference. These units of measure are defined for this item through Item Master Maintenance (MENU IAFILE). Display
Alt	The alternate unit of measure. This unit of measure may be used in place of the buying unit of measure when ordering this item from this vendor. Its conversion factor to the buying unit of measure is displayed in the **Conversion** column. Display
Cst	The cost unit of measure. This is the unit of measure in which the cost of this item is based when ordered from this vendor. Its conversion factor to the buying unit of measure is displayed in the **Conversion** column. Display
Cost	This field displays the unit cost of the item. When the cost is different based on the selected warehouse, that cost will display here. Authority to see the unit cost is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When International Currency is installed, if the trading currency differs from the company's local currency, this field may be toggled with the F13=TRADING CURRENCY / F13=LOCAL CURRENCY function key to display costs in the trading currency with the trading currency symbol displayed to the right of the unit cost, or in the company's local currency with the company's local currency symbol displayed to the right of the unit cost. When the cost is different based on the selected warehouse, that cost will display and the local currency will be the currency for the selected warehouse. Display
Weight	The weight of this item, defined for this vendor through Vendor/Item Information Maintenance. Display
Std Usage	The standard usage defined for this vendor/item, if any. This is the multiple in which this vendor requires that this item be purchased. Display

Vendor/Item Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Taxable	The default tax code for this vendor and item that is used when entering a requisition for this vendor and item. Display
Safety Stock	The percentage of inventory of this item that should remain in stock when ordering from this vendor, as defined for this vendor and item. Display
Lead Time	The average time, in weeks, that it takes this vendor to deliver a typical shipment of this item. Display
Qty (Cost)	The quantity breaks, if any, that have been established for this vendor and item or vendor/item warehouse through Vendor/Item Information Maintenance. The quantity breaks are displayed descending by quantity and show the cost of the item when that quantity threshold is purchased. Quantity breaks may be defined as a currency amount or a percentage of cost when the vendor/item record is created. Percentage values are converted to actual cost amounts to be displayed on this screen. Authority to see the quantity break costs are determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). When International Currency is installed, if the trading currency differs from the company's local currency, this field may be toggled with the F13=Trading Currency / F13=Local Currency function key to display costs in the trading currency with the trading currency symbol displayed to the right of the unit cost, or in the company's local currency with the company's local currency symbol displayed to the right of the unit cost. Display
Min Order Qty	This is the minimum quantity of the item that can be ordered from this vendor. Display

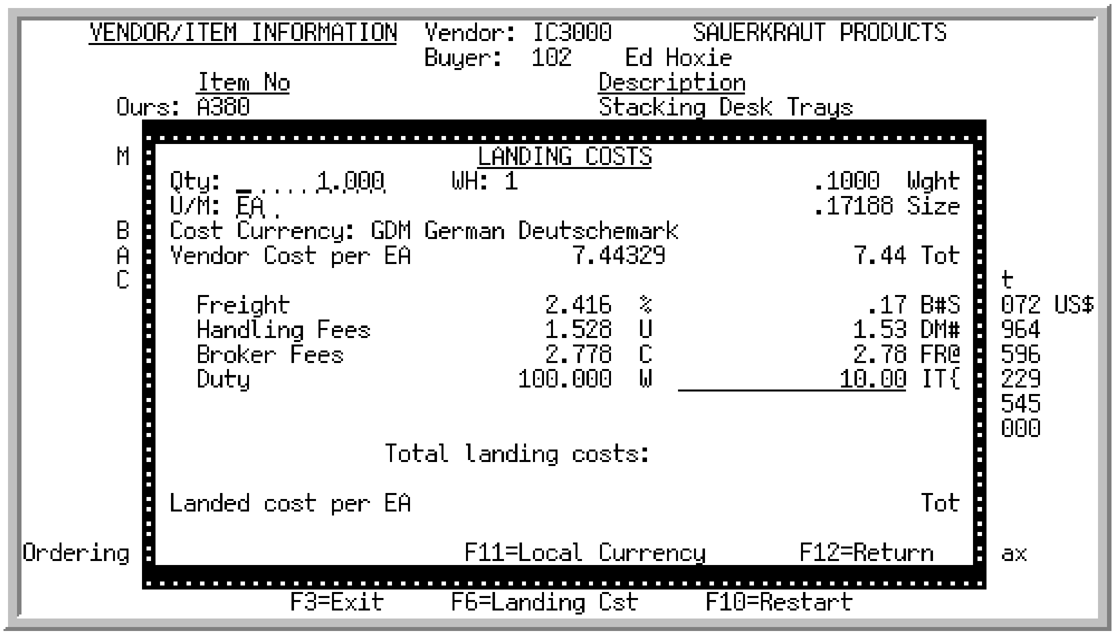
Vendor/Item Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Ordering Info for WH	Use this field to key the warehouse location of a different warehouse to display field values that are specific to that warehouse: • Buyer • Cost • Quantity discounts • the minimum and maximum quantities of this item on-hand in that warehouse Additionally, this warehouse will be used with the F6=LANDING CST key to load the correct values to the Vendor/Item Information Landing Costs Screen (p. 19-13). *Default Value:* The default warehouse set up for the user through Authority Profile Maintenance (MENU XASCTY) (A 2) Optional
Min/Max	Based on the default unit of measure specified in the Item Master File (**ITMST**), the minimum quantity of the item that should remain on-hand and the maximum quantity of the item that should be kept in the warehouse specified on the **Ordering Info for WH** field on this screen. These values are determined by the item balance information for the item and warehouse as maintained through Item Balance Maintenance (MENU IAFILE). Display
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
F6=Landing Cst	The F6=LANDING CST function key will display only if you are using Landing Factors, as defined through Warehouse Numbers Maintenance (MENU IAFILE). Authority to see the F6=LANDING CST function key is determined by the **Display PO Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). Press F6=LANDING CST to access the Vendor/Item Information Landing Costs Screen (p. 19-13).
F10=Restart	This key does not appear if you accessed this screen through any of the following options: • Enter, Change, Delete Bids (MENU BQMAIN) • Maintain Special Orders (MENU POMAIN) • Return to Vendor Processing (MENU POMAIN) • Suggested Orders Maintenance (MENU POREPT). Press F10=RESTART to exit from this screen and return to the Vendor/Item Information Selection Screen (p. 19-2), where you may select a different range of items and/or vendors.

Vendor/Item Information Detail Screen Fields and Function Keys

Field/Function Key	Description
F11=Select	The F11=SELECT function key appears only if you accessed this screen through any of the following options: • Enter, Change, Delete Bids (MENU BQMAIN) • Maintain Special Orders (MENU POMAIN) • Return to Vendor Processing (MENU POMAIN) • Suggested Orders Maintenance (MENU POREPT). Press F11=SELECT to select the vendor number and exit this screen for continued processing.
F13=Trading Currency /F13=Local Currency	Press F13=TRADING CURRENCY / F13=LOCAL CURRENCY to toggle between a display of item costs in the local currency and a display of costs in the trading currency. Press F13=TRADING CURRENCY to display item costs in the trading currency of the vendor. The symbol for the trading currency will display to the right of the first cost. Press F13=LOCAL CURRENCY to display item costs in the company's local currency. The symbol for the company's local currency will display to the right of the first cost.
F14=Comments	The F14=COMMENTS function key appears only if standard comments have been set up for the selected vendor/item through Standard Comments Maintenance (MENU POFILE). Press F14=COMMENTS to view further detailed descriptions about the item. The Vendor/Item Standard Comments Screen (p. 19-16) will appear.
Enter	Press ENTER to return to the Vendor/Item Information Summary Screen (p. 19-3). Press ENTER after keying a different warehouse number in the **Ordering Info for WH** field. The minimum and maximum values of this item in that warehouse will display in the **Min**/**Max** fields on this screen.

Vendor/Item Information Landing Costs Screen



This screen displays after pressing F6=LANDING CST from the Vendor/Item Information Detail Screen (p. 19-8) or the Vendor/Item Price File Screen (p. 44-26) and is used to display or recalculate (for review) the landing costs for the vendor, item, and warehouse identified on that screen.

Vendor/Item information displayed on the screen is extracted from the Vendor/Item File and the Vendor/Item/Price File. Landing costs displayed are those defined through Warehouse Numbers Maintenance (MENU IAFILE), with account information defined through G/L Transfer Definition (MENU GLXFER). Landing costs are assigned to an item for a vendor:

- Individually, via the **Landing Cd** field on the Vendor/Item Price File Screen (p. 44-26), or
- Globally, to more than one item, via Global Landing Code Update (MENU POMAST).

An item's landing costs are those costs incurred due to specific situations (overhead, duty, etc.), whereas an item's landed cost is the total cost of that line item calculated as the vendor's price plus all individual landing costs.

NOTE: If specific landing cost factors are not specified, but landing costs are used [as determined through Warehouse Numbers Maintenance (MENU IAFILE)], the display on this screen will show all zeros for the landing costs.

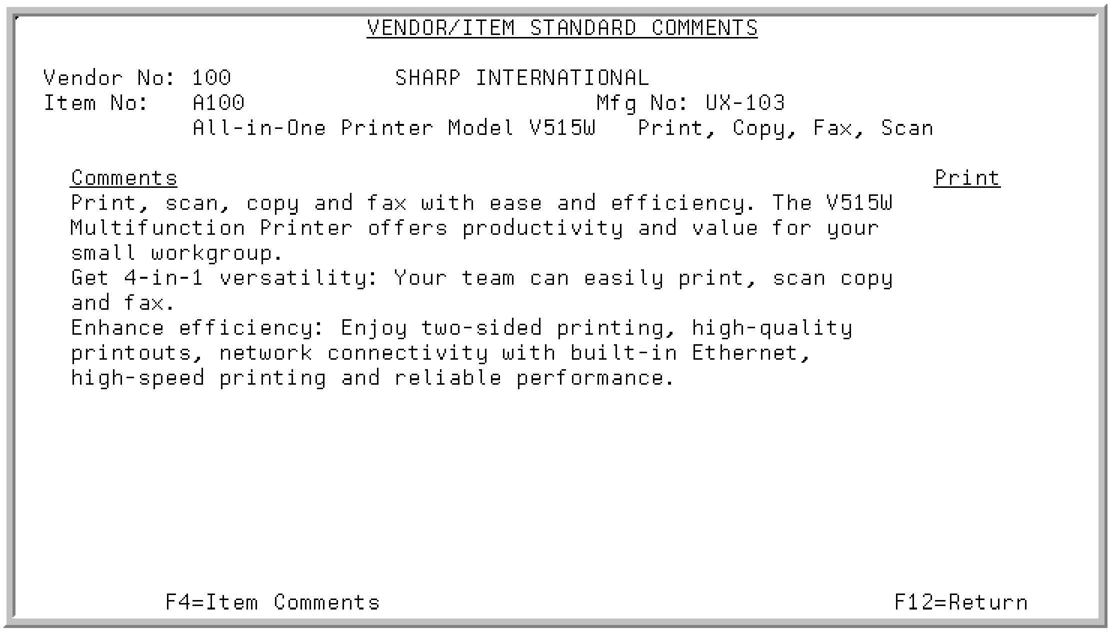
Vendor/Item Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Qty	This field is used to identify the quantity of the item for which landing costs will be recalculated/viewed. The ability to recalculate the landing costs allows the user to exercise “what if” scenarios. Key the quantity of the item for which you wish to recalculate and view landing costs. The quantity must be in the purchasing unit of measure. (N 10,3) Required
WH	This field displays the number of warehouse from which the landing cost values were retrieved for this item. Display
U/M	This field is used to identify the purchasing unit of measure of the item for which landing costs will be recalculated/viewed. Key the purchasing unit of measure for the identified item. (A 3) Required
Cost Currency	This field only displays when International Currency is installed and the selected vendor is a foreign currency vendor. This field displays the currency code and description for the currency in which landing costs are shown. This field may be toggled with the F11=LOCAL CURRENCY / F11=TRADING CURRENCY function key to display the symbol and description of the trading currency used for the item, or the description and symbol for the company’s local currency. Display
(Landing Costs)	These fields display the landing costs for each landing factor applicable to this order. If landing costs are calculated in both local and trading currencies, the symbols for the type of currency used for each landing factor will display next to the cost. To view local currency equivalents of foreign currency landing costs, press F11=LOCAL CURRENCY. Display

Vendor/Item Information Landing Costs Screen Fields and Function Keys

Field/Function Key	Description
Total landing costs	This field displays the total amount of all landing costs that will be added to the items/purchase order receipt group during the receiving process. When you key overrides to group-level landing costs, the total landing cost will be recalculated and redisplayed when you press ENTER. When International Currency is installed, this field displays for landing costs calculated in trading currencies only if all costs are in the same currency. If the landing costs are in mixed currencies, zeros will display in this field, and you must press the F11=LOCAL CURRENCY key to display local currency equivalents in order to review this total. The company's local currency symbol will display to the right of all landing costs, and the total will appear in the company's local currency. Overrides are keyed in the trading currency view and will be display-only in the local currency view. Display
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY this key to toggle between a display of landing costs in the applicable trading currency and a display of all landing costs in the company's local currency. Press F11=LOCAL CURRENCY to display all landing costs in the company's local currency. The symbol for the company's local currency will display to the right of each cost, and the **Total landing costs** field will display the total. The symbol and description for the company's local currency will display in the **Cost Currency** field. Press F11=TRADING CURRENCY to display landing costs in the currencies used for each landing factor. The symbol for each type of currency will appear to the right of each cost. Note that if the landing costs are calculated in mixed currencies, the **Total landing costs** value will not display. The symbol and description for the trading currency will display in the **Cost Currency** field.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to update this screen with any values keyed. Recalculations will be performed, if applicable, displaying the updated landing costs.

Vendor/Item Standard Comments Screen



This screen displays after pressing F14=COMMENTS from the Vendor/Item Information Detail Screen (p. 19-8).

Use this screen to review standard comments for the given vendor, item, or vendor/item that were entered through Standard Comments Maintenance (MENU POFILE).

The standard comments that were entered at the vendor/item level will initially display, along with the **Print** code indicating the specific forms that will print this information.

Vendor/Item Standard Comments Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	This field displays only when viewing **Vendor Comments** or **Vendor/Item Comments**, via the F4 toggle function key. The vendor number and vendor name associated with the standard comment. Display
Item No	This field displays only when viewing **Item Comments** or **Vendor/Item Comments**, via the F4 toggle function key. The item number and item description associated with the standard comment. Display

Vendor/Item Standard Comments Screen Fields and Function Keys

Field/Function Key	Description
Mfg No	The item number and description that are used by the item's manufacturer. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE). Display
Comments	Up to fifteen lines of sixty-two characters each are provided for the standard comment you are viewing. Display
Print	The Print code associated with the standard comment: • P indicates the comment is to print on the Purchase Order only. • R indicates the comment is to print on the Receiving List only. • I indicates the comment is to display in inquiries only and print on the Requisition Edit List (POMAIN), for internal use. • If blank, it indicates the comment is to print on both the Purchase Order and Receiving List, and display in all inquiries. Display
F4=Item Comments / F4=Vendor Comments / F4=Vendor/Item Comments	Press the F4=ITEM COMMENTS / F4=VENDOR COMMENTS / F4=VENDOR/ITEM COMMENTS toggle function key to quickly view all types of comments. The function key description and fields on the screen will change accordingly depending on the type of comments you are viewing.
Enter	Press ENTER to return to the Vendor/Item Information Detail Screen (p. 19-8).

CHAPTER 20

S/O Change Request Inquiry

20

This option allows you to review and maintain change requests for a company that have occurred through Order Entry and Purchasing and that have not yet been sent to history (if you are retaining history based on company-level options defined through Special Order Options (MENU XAFILE)). You can limit the requests you want to maintain, view all change requests that have been made against a particular special order line item, and view the number of change requests requested by a particular user or all users. You can also view which group the user is in (Order Entry, Purchasing, or both) and statistics about the group (new change, pending change, approved change, rejected change, and canceled change).

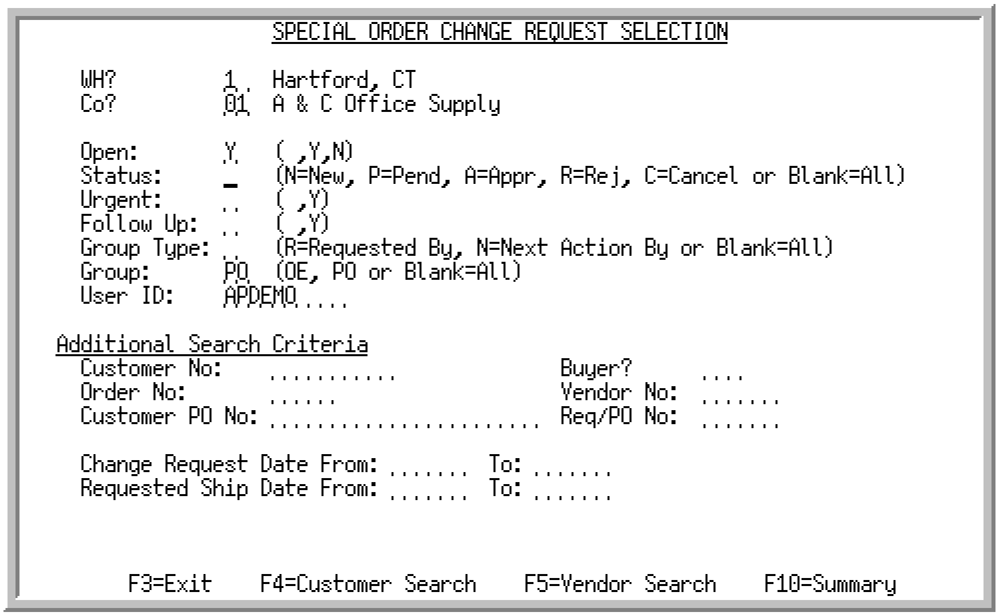
S/O Change Request Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Special Order Change Request Selection Screen	Use to select specific criteria for the company and warehouse for which special order change requests will display in this inquiry.
Special Order Change Request Summary Screen	Use to review the number of change requests that have been requested or that require action by a particular user or all users.
Special Order Change Requests Screen	Depending on where you accessed this screen from, use to review all special order change requests that match the selection criteria you entered on the Special Order Change Request Selection Screen (p. 20-3), or all special order change requests that have been made against the particular special order line item that you selected.

Title	Purpose
PO Special Order Change Request Screen	Use to review existing or potential order, requisition, or purchase order information that has been changed or to which you can request a change. The top portion displays the values that are on or are to be placed on a requisition or purchase order and the lower portion is available if you want to make changes to this information.
OE Special Order Change Request Screen	Use to review existing special order, requisition, and purchase order information. The top portion displays the existing order information and the lower portion is available if you want to make changes to the item information for the order, requisition, and purchase order.
S/O Change Request Status Screen	Use to review the current status of an existing change request, including order header information.
S/O Change Request Status Warning Prompt Screen	Use to delete the remaining sales or transfer order or retain the order, when only comments and/or charges remain on the order.
Change Drop Ship Request Screen	Use to review existing order information. The top portion displays the existing order information and the lower portion is available if you want to make changes to the address information and/or the order's drop-ship status.
S/O Change Request Activity Screen	Use to review each action made to the change request.
S/O Change Request Activity Detail Screen	Use to review specific change request information for the activity you selected.

Special Order Change Request Selection Screen



```
                    SPECIAL ORDER CHANGE REQUEST SELECTION

   WH?          1 .  Hartford, CT
   Co?          01   A & C Office Supply

   Open:        Y    ( ,Y,N)
   Status:      _    (N=New, P=Pend, A=Appr, R=Rej, C=Cancel or Blank=All)
   Urgent:      ..   ( ,Y)
   Follow Up:   ..   ( ,Y)
   Group Type:  ..   (R=Requested By, N=Next Action By or Blank=All)
   Group:       PO   (OE, PO or Blank=All)
   User ID:     APDEMO....

 Additional Search Criteria
   Customer No:     ...........             Buyer?      ....
   Order No:        ......                  Vendor No:  .......
   Customer PO No:  ......................  Req/PO No:  .......

   Change Request Date From: .......  To: .......
   Requested Ship Date From: .......  To: .......


       F3=Exit    F4=Customer Search    F5=Vendor Search    F10=Summary
```

This screen displays when by selecting option 17 - S/O Change Request Inquiry (MENU POMAIN), option 6 - S/O Change Request Inquiry (MENU OEINQY), or from the Work With Special Orders Change Screen (p. 10-30) (MENU POMAIN).

Use this screen to select specific criteria for the company and warehouse for which special order change requests will display in this inquiry.

Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to enter the warehouse number associated with the special order change requests that you want to review/maintain in this inquiry. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Use this field to enter the company number associated with the special order change requests that you want to review/maintain in this inquiry. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Open	Use this field to indicate whether or not the special order change requests you want to review/maintain in this inquiry are a status of open, closed, or both. Key Y if the special order change requests that you want to review or maintain are a status of open. Key N if the special order change requests that you want to review are a status of closed. Set this field to blank if you want review/maintain both open and closed special order change requests. *Default Value:* Y (A 1) Optional
Status	Use this field to indicate whether or not the special order change requests you want to review/maintain in this inquiry are a status of new, pending, approved, rejected, or canceled in the Special Order Change Request Header File (SPCHD). You can also select to work with all status types. Key N if the special order change requests that you want to review/maintain are a status of New. Key P if the special order change requests that you want to review/maintain are a status of Pending. Key A if the special order change requests that you want to review/maintain are a status of Approved. Key R if the special order change requests that you want to review/maintain are a status of Rejected. Key C if the special order change requests that you want to review/maintain are a status of Canceled. Set this field to blank if you want to review/maintain all special order change request status types. (A 1) Optional

Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
Urgent	Use this field to indicate whether or not the special order change requests you want to review/maintain in this inquiry are flagged as urgent requests. Requests can be flagged as urgent through the change request process, accessed from either Order Entry or Purchasing, and through this inquiry. Key Y if the special order change requests you want to review/maintain are flagged as urgent. Leave this field blank to review/maintain special order requests that are normal requests or flagged as urgent requests. (A 1) Optional
Follow-Up	Use this field to indicate a review of special order change requests that have been flagged for follow-up. When closing a change request, after it has been cancelled or approved, the user may flag it for follow-up. Key Y if the special order change requests you want to review/maintain are flagged for follow-up. Leave this field blank to review/maintain special order requests that are normal requests or flagged follow-up. (A 1) Optional
Group Type	Use this field in conjunction with the **Group** and **User ID** fields to limit the special order change requests you want to review/work with in this inquiry by a particular group type. You can limit the requests by users who requested the change requests or by users who are to perform the next action (approve request, reject request, etc.), or you can select to show all group types. Key R if the special order change requests that you want to review/maintain are requested by the group (OE or PO) that you enter in the **Group** field, and optionally the user you enter in the **User ID** field. If you key **R**, you will be required to key a group (OE or PO) in the **Group** field. Key N if the special order change requests that you want to review/maintain are associated with only those users in the group you enter in the **Group** field (OE or PO) that must perform the next action, and optionally the user you enter in the **User ID** field. If you key N, you will be required to key a group (OE or PO) in the **Group** field. Set this field to blank to review special order requests associated with the group (OE, PO or both) you enter in the Group field, and optionally the user you enter in the User ID field, that requested the requests or must perform the next action. (A 1) Optional

Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
Group	Use this field in conjunction with the **Group Type** and **User ID** fields to limit the special order change requests you want to review/work with in this inquiry to those users in the Order Entry group only, Purchasing group only, or both groups. This field must contain a value if you keyed a group type (R or N) in the **Group Type** field. Key OE if you want to review/maintain special order change requests that are associated with users in the Order Entry group only that either requested the change requests and/or are flagged to perform the next action, as determined in the **Group Type** field, and optionally the **User ID** field. Key PO if you want to review/maintain special order that are associated with users in the Purchasing group only that either requested the change requests and/or are flagged to perform the next action, as determined in the **Group Type** field, and optionally the **User ID** field. Set this field to blank to review/maintain special order change requests associated with users both in the Order Entry and Purchasing group that either requested the change request and/or are flagged to perform the next action, as determined in the **Group Type** field, and optionally the **User ID** field. *Default Value:* OE if you are accessing this inquiry from the Order Entry module. PO if you are accessing this inquiry from the Purchasing module. (A 2) Optional
User ID	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to those who are associated with this user only (this may be the user who created the change request, the user who is flagged to perform the next action, or the user in the Order Entry and/or Purchasing group, depending on the **Group Type** and **Group** fields). Key the user associated with the special order change requests you want to review/maintain. Change requests will be limited to requests with this user only. *Default Value:* The ID of the user who is signed onto Distribution A+. *Valid Values:* A user ID defined through Register A+ User IDs (MENU XACFIG). (A 10) Optional
Customer No	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those associated with the customer you key in this field. This is the customer who placed the special order item. Key the number of the customer associated with the special order change request that is to be reviewed/maintained. *Valid Values:* A customer defined through Customer Master Maintenance (MENU ARFILE) that is associated with the company in the **Co** field. (N 10,0) Optional

Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those associated with the buyer responsible for the requisition/ purchase order and special order items. Key the buyer associated with the special order change requests you want to review/maintain. *Valid Values:* A buyer defined through Buyers Maintenance (MENU POFILE). (N 5,0) Optional
Order No	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those associated with the order number of the special order item. Key the order number associated with the special order change requests you want to review/maintain. (N 5,0) Optional
Vendor No	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those associated with the vendor from whom the special order items will be ordered. Key the number of the vendor assigned to the special order change request that is to be reviewed/maintained. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Customer PO No	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those associated with the customer purchase order number you key in this field. Key the customer purchase order number associated with the special order change requests you want to review/maintain. (A 22) Optional
Req/PO No	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those associated with the requisition/purchase order number you key in this field. Key the requisition/purchase order number associated with the special order change requests you want to review/maintain. (A 6) Optional

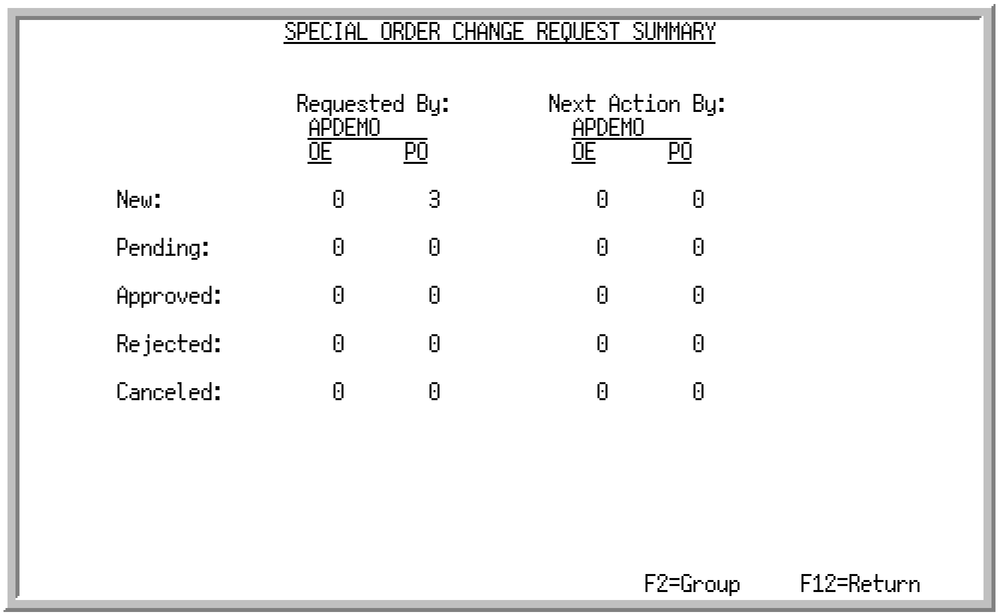
Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
Change Request Date	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those that match the date range you key in this field. The change request date range is the date range the change requests were created. Key the date range associated with the special order change requests you want to review/maintain. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2@N 6,0) Optional
Requested Ship Date	Use this field to limit the special order change requests you want to review/ maintain in this inquiry to only those that match the date range you key in this field. The requested ship date range is the date range assigned to the orders you want to review/maintain in this inquiry for which a special order change request has occurred. Key the date range associated with the special order change requests you want to review/maintain. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2@N 6,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU POMAIN will display.
F4=Customer Search	Press the F4=CUSTOMER SEARCH function key to access the Customer Search, where you can search for and select a customer associated with the special order change requests you wish to work with/review in this inquiry. For an explanation of the Customer/Ship-To Search - Customer Search Screen, refer to the Accounts Receivable User Guide.
F5=Vendor Search	Press the F5=VENDOR SEARCH function key to access the Vendor Search Screen (p. 43-7), where you can search for and select a vendor associated with the special order change requests you wish to work with/review in this inquiry.
F10=Summary	Press the F10=SUMMARY function key to access the Special Order Change Request Summary Screen (p. 20-10), where you can review statistics associated with special order change requests. Requests displayed are based on the limiting criteria entered on this screen.

Special Order Change Request Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	After entering selection criteria, press ENTER to access the Special Order Change Requests Screen (p. 20-13), where you will be presented with the special order change requests that have occurred.

Special Order Change Request Summary Screen



This screen displays from the F10=SUMMARY function key on the Special Order Change Requests Screen (p. 20-13). Use this screen to review the number of change requests that have been requested or that require action by a particular user or all users (depending on the selection criteria you entered through this inquiry). Information displayed on this screen is based on the company number and warehouse entered on the Special Order Change Request Selection Screen (p. 20-3).

All the fields on this screen are display only and cannot be changed.

Statistics are available for new, pending, approved, rejected, and canceled change requests. If you selected a particular user, you will see statistics for that users group (OE or PO), or both group's statistics if the user resides in both groups. You will also be able to toggle the display of the screen to view statistics for a particular user or all users in the groups (OE and PO) with the F2=GROUP / F2=USER function key. If you did not select a user on the Special Order Change Request Selection Screen (p. 20-3), information for both groups displays.

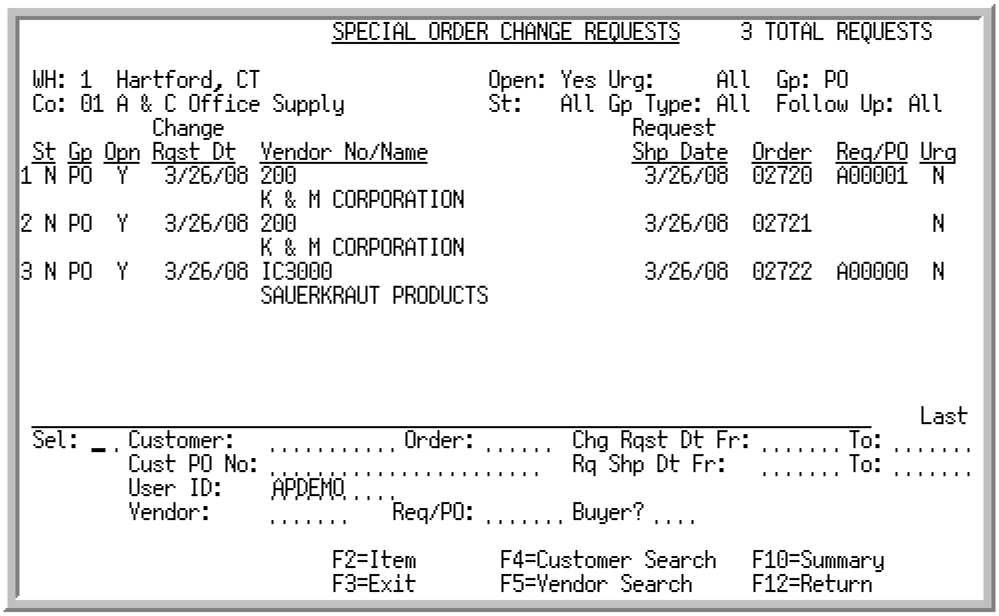
Special Order Change Request Summary Screen Function Keys

Field/Function Key	Description
New	Statistics are available for new change requests. A new change request is a request that is created and since an approval is required the request is created as a new. The group of the user that created the request is marked as the Request group. The opposite group is marked as the Approval group and that Approval group is also flagged as the next action group. If the requester chooses to change the request, the request is updated with the new values and the status remains as new. The last action is marked as changed. When the status of the request is new (never touched by the Approval group) then the original requester can choose to cancel or change the request.
Pending	Statistics are available for pending change requests. If the Approval group simply reviews the request, the status of the request is changed from new to pending, all other values remain unchanged.
Approved	Statistics are available for approved change requests. If the Approval group chooses to approve the request only, the next action group becomes the Requesting group, the status of the request remains open and the last action is marked as approved. If the Approval group chooses to approve and update the request then the status of the request is changed to closed, the last action is marked as approved and the Special Order, Customer Order and Purchase Order or Requisition (if it exists) is updated with the requested and approved changes.
Rejected	Statistics are available for rejected change requests. If the Approval group chooses to reject the request the next action group becomes the Request group, the status of the request remains open and the last action is marked as rejected. At receipt time, if a change request exists for an order that has pending receipts, the open change request will be rejected and will need to be closed out.
Canceled	Statistics are available for canceled change requests. If the requester chooses to cancel the request, then the request is closed and the last action is marked as canceled.

Special Order Change Request Summary Screen Function Keys

Field/Function Key	Description
F2=Group / F2=User	Press the F2=GROUP / F2=USER toggle key to display statistics for a particular user or all users in a group (OE and PO). The top portion of the screen will change accordingly. If you selected a particular user, you will see statistics for that users group (OE or PO), or both group's statistics if the user resides in both groups. You will also be able to toggle the display of the screen to view statistics for a particular user or all users in the groups (OE and PO) with the F2=GROUP / F2=USER function key. NOTE: The F2=GROUP / F2=USER function key displays only if you selected a particular user through Special Order Change Request Selection Screen (p. 20-3) for which you wanted to review summary information.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Special Order Change Requests Screen



```
                          SPECIAL ORDER CHANGE REQUESTS     3 TOTAL REQUESTS

 WH: 1  Hartford, CT                         Open: Yes Urg:     All  Gp: PO
 Co: 01 A & C Office Supply                  St:   All Gp Type: All  Follow Up: All
           Change                                       Request
 St Gp Opn Rqst Dt  Vendor No/Name                      Shp Date  Order  Req/PO Urg
1 N PO  Y   3/26/08 200                                  3/26/08  02720  A00001  N
                    K & M CORPORATION
2 N PO  Y   3/26/08 200                                  3/26/08  02721          N
                    K & M CORPORATION
3 N PO  Y   3/26/08 IC3000                               3/26/08  02722  A00000  N
                    SAUERKRAUT PRODUCTS



                                                                             Last
 Sel: _ Customer:   ...........Order: ...... Chg Rqst Dt Fr: .......To: .......
        Cust PO No: .......................  Rq Shp Dt Fr:   .......To: .......
        User ID:    APDEMO....
        Vendor:     .......  Req/PO: ....... Buyer? ....

                          F2=Item       F4=Customer Search    F10=Summary
                          F3=Exit       F5=Vendor Search      F12=Return
```

This screen is displayed by pressing ENTER on the Special Order Change Request Selection Screen (p. 20-3).

If you accessed this screen from the S/O Change Request Inquiry, this screen displays all special order change requests that match the selection criteria you entered on the Special Order Change Request Selection Screen (p. 20-3). You will be able to select a change request to work with, and/or key further selection criteria to limit the requests displayed.

If you accessed this screen from the Work With Special Orders Change Screen (p. 10-30), this screen displays all special order change requests that have been made against the particular special order line item that you selected. The selection criteria at the bottom of the screen used to limit the requests displayed, will be unavailable.

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
(Status)	Shows the number and type of requests based on the Status selected on the Special Order Change Request Selection Screen (p. 20-3). Possible status values are **Total**, **New**, **Pending**, **Approved**, **Canceled**, and **Rejected**.
WH	The warehouse number and name selected to view special order change requests. Display

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name selected to view special order change requests. Display
Open	The default values selected on the Special Order Change Request Selection Screen (p. 20-3) to limit the type of requests displayed based on the status of the change request. • **Yes** - displays if the special order change requests to be reviewed or maintain are a status of open • **No** - displays if the special order change requests to be reviewed are a status of closed • **All** - displays if special order change requests to be reviewed are both open and closed Display
Urg	The default values selected on the Special Order Change Request Selection Screen (p. 20-3) to limit the type of requests displayed based on the urgency of the request. • **All** - displays special order change requests that are flagged as urgent requests and are normal requests • **Yes** - indicates the special order change requests data is limited to those flagged as urgent Display
Gp	The default values selected on the Special Order Change Request Selection Screen (p. 20-3) to limit the change requests by the assigned group. Identifies the group of users currently responsible for the special order change request. • **All** - displays special order change requests that are flagged as urgent requests and are normal requests • **OE** - displays the special order change requests that are associated with users in the Order Entry group • **PO** - displays the special order change requests that are associated with users in the Purchasing group Display

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
St	The default values selected on the Special Order Change Request Selection Screen (p. 20-3) to indicate if the special order change requests have been limited by status. • **ALL** - no filter by status • **N** - New • **P** - Pending • **A** - Approved • **R** - Rejected • **C** - Canceled Display
Gp Type	The default values selected on the Special Order Change Request Selection Screen (p. 20-3) to filter the group type to the users who requested the change requests or by users who are to perform the next action (approve request, reject request, etc.). • **Rqst** - Limited to data requested by the **Gp** field (OE or PO) • **Next** - Limited to data requested by the next action to be performed by the **Gp** field (OE or PO) • **All** - displays all requests regardless of the group Display
Follow Up	The default values selected on the Special Order Change Request Selection Screen (p. 20-3) to filter the special order change requests by the follow-up flag. • **Yes** - indicates that the data is limited to special order change requests that are flagged for follow-up. • **All** - indicates that the data is limited to both special order changes that are normal requests and those that are flagged follow-up. Display
(Reference Number)	The **Reference Number** assigned to the special order change request to be used in the **Sel** field to select a request for further processing. Display

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
St	The status of the special order change requests. • **ALL** - no filter by status • **N** - New • **P** - Pending • **A** - Approved • **R** - Rejected • **C** - Canceled Display
Gp	The group of users currently responsible for the special order change request. • **OE** - users in the Order Entry group • **PO** - users in the Purchasing group Display
Opn	The status of the special order change requests. A **Y** indicates the data is limited only to open special order change requests, a **N** indicates the data is limited only to closed special order change requests, and blank indicates you want review/maintain both open and closed special order change requests. Display
Change Rqst Dt	The date of the last change to the special order change request. Display
Vendor No/Name	The number and name of the vendor that will receive the purchase order. Display
Request Shp Date	The requested ship date of the sales order. Display
Order	The sales order number for the item in the special order change request process. Display
Req/PO	The requisition or purchase order number for the item in the special order change request process. Display
Urg	Determines if the need for this item has been flagged as urgent. Display

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
Sel	Key the **Reference Number** of the special order change request you want to maintain and press ENTER. The S/O Change Request Status Screen (p. 20-42) will display to allow you to maintain the special order change request. The **Reference Number** displays to the left of the **St** column on this screen. NOTE: You are unable to maintain special order change requests that are closed. (N 2,0) Required
Customer	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those associated with the customer for the selected company. Key the number of the customer associated with the special order item for which a change request has occurred and press ENTER. The top portion of the screen will change accordingly to match the criteria you entered. *Valid Values:* A customer defined through Customer Master Maintenance (MENU ARFILE). (N 10,0) Optional/Display
Order	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those associated with the order number for the selected company. Key the order number associated with the special order change requests you want to review/maintain and press ENTER. The top portion of the screen will change accordingly to match the criteria you entered. (N 5,0) Optional/Display
Chg Rqst Dt From/To	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to those whose creation date matches the date range you key in this field. The change request date range is the date range the change requests were created. Key the date range associated with the creation dates of the special order change requests you want to review/maintain and press ENTER. The special orders shown will change accordingly to match the criteria you entered. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional/Display

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
Cust PO No	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those associated with the specific customer purchase order number for the selected company. Key the customer purchase order number associated with the special order change requests you want to review/maintain and press ENTER. The special orders shown will change accordingly to match the criteria you entered. (A 22) Optional/Display
Rq Shp Dt From/To	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those whose requested ship dates match the date range you key in this field. The requested ship date range is the date range assigned to the orders you want to review/ maintain in this inquiry for which a special order change request has occurred. Key the date range associated with the requested ship date of the special order change requests you wish to work with/review and press ENTER. The special orders shown will change accordingly to match the criteria you entered. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2@N 6,0) Optional/Display
User ID	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to those that are associated with this user only (this may be the user who created the change request, the user who needs to perform the next action, or the user in the Order Entry and/or Purchasing group, depending on the **Group Type** and **Group** fields). Key the user ID associated with the special order change requests you wish to review/maintain and press ENTER. The top portion of the screen will change accordingly to match the criteria you entered. *Default Value:* The ID of the user who is signed onto Distribution A+. (A 10) Optional/Display

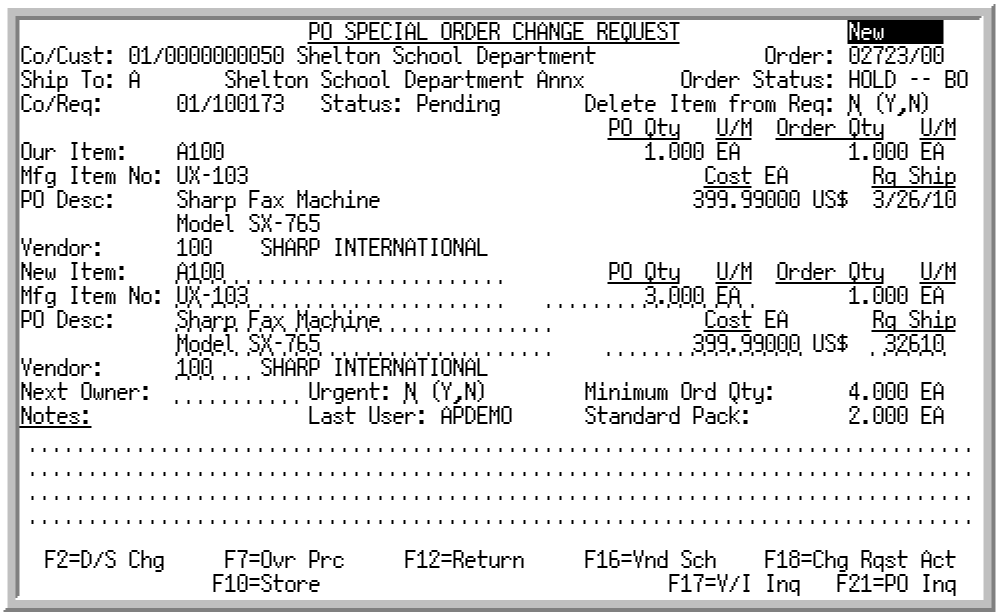
Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
Vendor	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those associated with the specific vendor. Key the vendor number for which special order change requests will display and press ENTER. The top portion of the screen will change accordingly to match the criteria you entered. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE). (A 6) Optional/Display
Req/PO	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those associated with the requisition/purchase order number you key in this field. Key the requisition/purchase order number associated with the special order change requests you want to review/ maintain and press ENTER. The top portion of the screen will change accordingly to match the criteria you entered. (A 6) Optional/Display
Buyer	If you accessed this screen from Work with Special Orders (MENU POMAIN), this field is display only. Use this field to limit the special order change requests to only those associated with the buyer responsible for the requisition/purchase order and special order items. Key the buyer associated with the special order change requests you want to review/maintain and press ENTER. The top portion of the screen will change accordingly to match the criteria you entered. *Valid Values:* A buyer defined through Buyers Maintenance (MENU POFILE). (A 3) Optional/Display
F2=Item / F2=Customer / F2=Vendor	Press the F2=ITEM / F2=CUSTOMER / F2=VENDOR function key to toggle between the customer number and name, vendor number and name, and item number and description. The top portion of the screen will change accordingly.
F3=Exit	Press the F3=EXIT function key to exit this menu option and return to MENU POMAIN or MENU OEINQY, depending from which menu you accessed the Special Order Change Request Inquiry.

Special Order Change Requests Screen Fields and Function Keys

Field/Function Key	Description
F4=Customer Search	Press the F4=CUSTOMER SEARCH function key to access the Customer Search, where you can search for and select a customer associated with the special order change requests you want to review/maintain in this inquiry. For an explanation of the Customer/Ship-To Search - Customer Search Screen, refer to the Accounts Receivable User Guide. NOTE: This key is not available if you accessed the Special Order Change Requests Screen (p. 20-13) through Work with Special Orders (MENU POMAIN).
F5=Vendor Search	Press the F5=VENDOR SEARCH function key to access the Vendor Search Screen (p. 43-7), where you can search for and select a vendor associated with the special order change requests you want to review/maintain in this inquiry. NOTE: This key is not available if you accessed the Special Order Change Requests Screen (p. 20-13) through Work with Special Orders (MENU POMAIN).
F10=Summary	Press the F10=SUMMARY function key to access the Special Order Change Request Summary Screen (p. 20-10), where you can review statistics associated with special order change requests. The requests that display will be based on the limiting criteria you entered on the Special Order Change Request Selection Screen (p. 20-3). If you accessed this screen from within Work with Special Orders (MENU POMAIN), the requests that display will be based on the special order line item you selected. NOTE: The F10=SUMMARY function key is only available if you are using the change request process as determined through Special Order Options (MENU XAFILE).
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	After keying the **Reference Number** of the special order change request you want to review/maintain, press ENTER to access the S/O Change Request Status Screen (p. 20-42).

PO Special Order Change Request Screen



This screen displays existing or potential order, requisition, or purchase order information that has been changed or to which you can request a change. The top portion displays the values that are on or are to be placed on a requisition or purchase order and the lower portion is available if you want to make changes to this information.

Fields are provided to allow you to change values for particular requisition/purchase order values. These values work in conjunction with one another and if you change one value, other values will be impacted. For example, if you change the vendor from Vendor 100 to Vendor 200, data associated with Vendor 200 will then be presented on the screen. The exception to this is the descriptions. If you change the vendor, the descriptions will *not* be changed. Also, the cost will change only if it was *not* overridden in the special order.

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
(Status)	The status of the change request may be **Approved**, **Canceled**, **New**, **Pending**, or **Rejected**. Display
Co/Cust	The company/customer number and name for whom the special order was created. Display
Order	The sales order/generation number for the special order item. Display

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Ship To	The ship-to number and name, if any, for whom the special order was created. Display
Order Status	The status of the sales order. Possible values are: • **RDY-Pckslp** • **PS Printed** • **RDY-Invoic** • **Inv Printd** • **Hold - BO** • **Hold - xx** where xx is the hold code • **History** - for orders in order history Display
Co/Req	The company number and the number of the requisition/purchase order on which the special order item resides (if any). Display
Status	The status of the requisition/purchase order on which the special order item resides (if any). Possible values are **Pending**, **Approved**, **Open**. Display

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Delete Item from Req/PO	If the special order item currently exists on a requisition/purchase order, use this field to request to delete the special order line item from the requisition or purchase order. Key Y if you want to delete the special order line item from the requisition or purchase order. If you choose to delete the item and this is the only item on the requisition/purchase order, the requisition/purchase order and any comments associated with it will be deleted when the special order item is deleted. Also, any other Purchasing changes on this change request will be superseded by this deletion request. Key N if you do not want to delete the special order line item from the requisition or purchase order. If the special order item is not currently on a requisition/purchase order, this field must be set to N. NOTE: If you request to change an Order Entry value (e.g., ship-to address information) for this special order item and then choose to delete the item from the requisition/purchase order, the Order Entry change will not be superseded; the change request will still exist. Distribution A+ does not assume that deleting a line item from a requisition/purchase order should also cause a line item to be deleted from a customer order. *Default Value:* N (A 1) Required
PO Qty, U/M	The quantity of the special order item on an existing requisition/purchase order or to be added to a requisition/purchase order with the buying unit of measure for the item. Display
Order Qty, U/M	The quantity of the special order item on the customer's sales order and the order entry ordering unit of measure. Display
Our Item	The stocking item number for the special order item as it was ordered in Order Entry. Display
Mfg Item No	The manufacturer's item number for the special order item. Display
PO Desc	The description of the special order item as it will appear on the requisition/purchase order. NOTE: If the item has been discontinued through Item Master Maintenance (MENU IAFILE), **Discontinued** appears in reverse image below the **PO Desc** field. Display

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Cost / Ovr Price	The item's purchase unit cost based on the Vendor/Item/Price File (VIPRC) data. The **Cost U/M** is the unit of measure in which the cost is expressed. The unit cost will be multiplied by the cost conversion factor in order to express the extended cost in the **Buy U/M**. When International Currency is installed and a trading currency vendor is selected, the trading currency cost displays below the local currency cost. Use the F7=Ovr Prc / F7=Cost function key to toggle this field to **Ovr Price** to view the requested change to the price of the item for the customer. When International Currency is installed and a trading currency customer is selected, the trading currency override price displays below the local currency override price. Display
Rq Ship	The requested ship date on the sales order. Display
Vendor	The number and name of the vendor. Display
New Item	Use this field to request a change to the special order line item to add to a requisition or purchase order. You can request to replace the current special order item with a new item. Key the new item number or accept the default. Considerations: • You can request to replace the current special order line item with a new line item only if the current special order line item does not currently exist on a requisition or purchase order and the item is not a kit or assortment item. • Also, the old item and the new item you key in this field must have the same units of measure in Item Master Maintenance (MENU IAFILE). • If an outstanding change request exists for this item or for another item on the same order as this item and that change request is a request to change the ship-to address of the order, you cannot request to change the item until the other change request is closed. *Default Value:* The item number in the Special Orders File (SPORD). *Valid Values:* Any valid item number that has the same Item Master unit of measure definition. (A 27) Required

PO Special Order Change Request Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>PO Qty</td><td>Use this field to request a change to the quantity of the special order line item for the requisition/purchase order.
Key the quantity of the item in the buying unit of measure. Considerations:
• Manual changes (outside the change request process) to the purchase order quantity will not affect the order quantity.
• Once a change has been made on the PO Special Order Change Request Screen (p. 20-21), for this current change request, to cause an adjustment to the purchase order quantity or purchasing unit of measure, any future changes to the order quantity on the OE Special Order Change Request Screen (p. 20-32), for this current change request, will not overwrite these purchase order changes.
• Changes to the item number (on the PO Special Order Change Request Screen or OE Special Order Change Request Screen) or changes to the vendor (on the PO Special Order Change Request Screen) will cause a re-evaluation of the details provided and the purchase order quantity and unit of measure will be recalculated and presented based on the new information.

Important
If you are requesting to change the order quantity for a warehouse transfer order, the associated ship quantity will not be changed. You can adjust the ship quantity on the warehouse transfer order before you print the pick list, ship it, and invoice it.

Default Value: The quantity of the item for the requisition/purchase order in the Special Orders File (SPORD), unless changed; its value is from the customer order.
(N10,3) Optional</td></tr>
<tr><td>U/M</td><td>Use this field to request a change to the special order item’s unit of measure on the requisition or purchase order.
Default Value: The unit of measure of the item in the Special Orders File (SPORD).
Valid Values: If you have a vendor/item record, either the buying or alternate unit of measure for this vendor/item as defined through Vendor/Item Information Maintenance (MENU POFILE). If you do not have a vendor/item record, the value must be the item’s first unit of measure as defined through Item Master Maintenance (MENU IAFILE).
(A 3) Optional</td></tr>
</table>

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Order Qty, U/M	The quantity of the special order item through the change request process. If the original sales order quantity from the customer's sales order has not beenchanged, it displays here. If the original sales order quantity has been changed on the OE Special Order Change Request Screen (p. 20-32), this order quantity is the updated quantity. The ordering unit of measure from the sales order displays to the right of the quantity. Display
Mfg Item No	If manufacturer's item numbers are required for this vendor as defined in Vendors Maintenance (MENU POFILE), this field is required; otherwise, this field is optional. Use this field to request a change to the manufacturer's item number for the special order line item on the requisition or purchase order. Key the manufacturer's item number or accept the default. *Default Value:* The manufacturer's item number for this item. (A 27) Required/Optional
PO Desc	Use this field to request a change to the item description of the special order line item for the requisition/purchase order. Key the special order line item's description or accept the default. *Default Value:* The description for the item specified. (2 @ A 31) Required

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Cost/Ovr Price	Use this field to request a change to the cost of this special order item for the requisition/purchase order or to request a change to the price of the item that the customer should be charged for the item. To request a change to the cost of this special order item for the requisition/purchase order, press the F7=OVR PRC / F7=COST function key to toggle this field to **Cost.** Key the cost in the item's costing unit of measure for this vendor as defined in Vendor/Item and Vendor/Item/Warehouse Information (MENU POFILE), if one exists. Otherwise, the cost would be in the purchase order quantity displayed unit of measure. NOTE: This value will be used for the item on the requisition/purchase order unless manual changes to clear or refresh the values on the requisition/purchase order occurs. When International Currency is installed and a trading currency vendor is selected, the trading currency cost displays below the local currency cost. To request a change to the price of the item for the customer, press the F7=OVR PRC / F7=COST function key to toggle this field to **Ovr Price**. This value will not be updated on the customer order but the Special Order Edit Error Report (p. 42-4) that prints from the Special Order Edit Report (MENU POREPT) will identify discrepancies between the order price and this different override price. When International Currency is installed and a trading currency customer is selected, the trading currency override price displays below the local currency override price. *Default Value:* The cost of the item in the Special Orders File (SPORD); this is the vendor/item cost, if one exists, or the item balance cost. (N 15,5) Optional

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Rq Ship	Use this field to request a change to the order's requested ship date for this special order line item. NOTE: If you make a change to this date, the carrier for this item's order will be checked for valid carrier schedule delivery dates and the requested ship date may be recalculated. If the date is adjusted, you will be notified of the change. Also note that since this field is the order's requested ship date for this item, changes here will update both the special order (SPORD) and the order detail (ORDET) records but will not automatically update any requisition/purchase order (RQDET/PODET) record dates so as not to interfere with any buyer processes. *Default Value:* The requested ship date in the Special Orders File (SPORD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Vendor	Use this field to request a change to the vendor for this special order item. Key the vendor number or accept the default. NOTE: You can request to replace the current vendor with a new vendor only if the special order line item does not currently exist on a requisition or purchase order. If you change the vendor to a work order vendor, you can no longer maintain this special order item through this option; you must use Maintain Work Orders (MENU WOMAIN) instead. Also, in this case, any special order comments in the Special Order Comment File (SPCMT) for this line item will be deleted. *Default Value:* The vendor in the Special Orders File (SPORD). *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE) as one who allows purchase orders. The vendor has to be one that allows PO's (meaning, purchase orders may be created for this vendor) as defined through Vendors Maintenance (MENU POFILE). (A 6) Optional

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Next Owner	Key the ID of the user you want to assign to this change request. This user (and the group to which this user belongs) can use the S/O Change Request Inquiry (MENU POMAIN/MENU OEINQY) to filter on change requests to which they are assigned. If you leave this field blank, the group opposite to your group will be used as the default value. For example, if you are in the Order Entry group, the Purchasing group will be used as the default opposite group. NOTE: The names of the groups are defined through User Groups Maintenance (MENU XASCTY) for the Purchasing and Order Entry groups and users are then assigned to one or both groups based on their authority. The PO and OE groups will then be assigned through Application Action Authority (MENU XASCTY) to **Authorized to S/O Change Requests - PO** and **Authorized to S/O Change Requests - OE** respectively. *Valid Values:* A valid user ID defined through Register User IDs (MENU XACFIG). (A 10) Optional
Urgent	Use this field to flag the change request as urgent. Key Y to flag this change request as an urgent request. You can filter on urgent change requests through the S/O Change Request Inquiry (MENU POMAIN/MENU OEINQY). Key N to flag this change request as a normal request. *Default Value:* N (A 1) Optional
Minimum Ord Qty	The minimum order quantity (if any) defined for this vendor/item through Vendor/Item and Vendor/Item/Warehouse Information (MENU POFILE) expressed in the buying unit of measure. Display
Notes	If you are creating a change request or have pressed the F6=ADD NOTE function key to add a new note, this field is optional; otherwise, this field is display-only. If this field is available for entry, use this field to key purchasing notes that will apply to this screen only. NOTE: This field will always display the *last* notes keyed on this screen. To review all notes for change requests, access the change request activity inquiry with F18=CHG RQST ACT. (A 312) Optional/Display

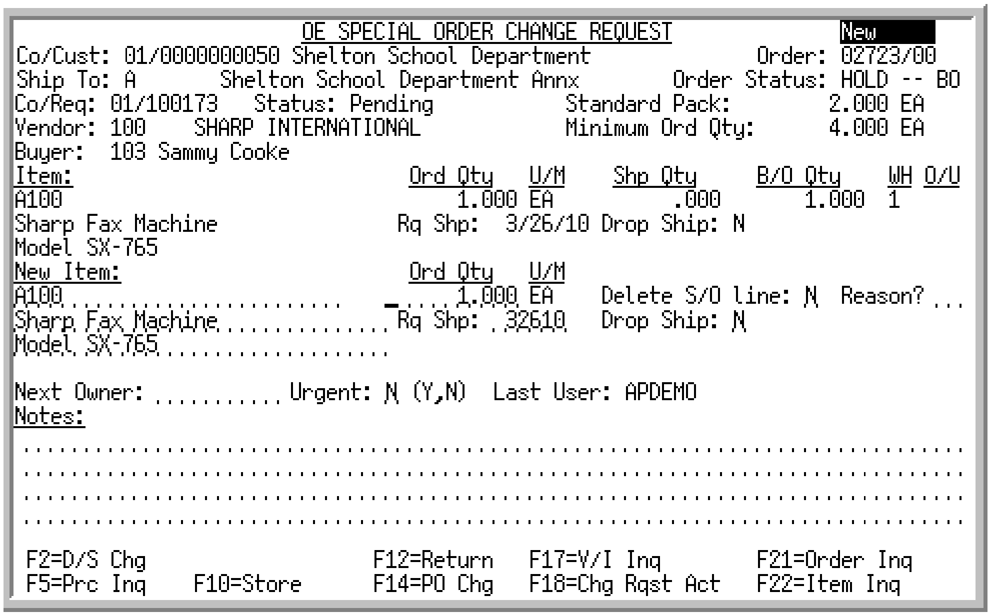
PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Last User	The user ID of the last user who made a change to this change request, if you are working with an existing change request. Display
Standard Pack	The standard pack (if any) defined for this vendor/item through Vendor/Item and Vendor/Item/Warehouse Information (MENU POFILE) expressed in the buying unit of measure. Display
F2=D/S Chg	The F2=D/S CHG key appears only if you are using drop-ships as determined through System Options Maintenance (MENU XAFILE). Press F2=D/S CHG to access the Change Drop Ship Request Screen (p. 20-50),which displays existing order information that you can optionally change. You can make changes to the order's address information and/or the order's drop-ship status. NOTE: If an outstanding change request exists for this item or for another item on the same order as this item and that change request is a request to change the item number, you cannot change ship-to information. Also, if your customer/item has a restriction code and if the **Allow Ship to Overrides** field is set to N in Product Restriction Codes Maintenance (MENU OEFIL2) for that restriction, you cannot change ship-to information.
F6=Add Note	The F6=ADD NOTE key appears only if you are reviewing (not creating) a change request that includes notes. Press the F6=ADD NOTE key to add purchasing notes. The **Notes** field will become available for entry.
F7=Ovr Prc / F7=Cost	Press the F7=OVR PRC / F7=COST key to toggle the purpose of the **Cost/Ovr Prc** field. If an override price exists, the F7=OVR PRC / F7=COST function key will display in reverse-image when viewing the cost to identify that an override price exists. NOTE: The override price value will not be updated on the customer order. The Special Order Error Report (MENU POREPT) will identify discrepancies between the order price and this override price after the special order elements are updated.
F10=Store	Press the F10=STORE key to save/create this change request.
F12=Return	Press the F12=RETURN key to return to the previous screen.

PO Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
F13=OE Chg	The F13=OE CHG key appears only if you are defined as a user in the Order Entry group and you are reviewing an open change request or creating a new one, or if you are defined as a user in the Purchasing group. Press the F13=OE CHG key to display existing order information that you can optionally request to change. The OE Special Order Change Request Screen (p. 20-32) appears. If a change request has previously been made to the order, those requested values will be shown and you will be requesting to change those values. If no change request has previously been made for the order, you will be requesting to change original values on the order.
F16=Vnd Sch	Press the F16=VND SCH key to activate the Vendor Search. The Vendor Search Screen (p. 43-7) appears.
F17=Vnd Inq	Press the F17=VND INQ key to display vendor/item information for this vendor and item. Refer to the Vendor Order/Shipment Inquiry (MENU POMAIN) for details.
F18=Chg Rqst Act	Press the F18=CHG RQST ACT key to review activity, if any, associated with this change request. The S/O Change Request Activity Screen (p. 20-55) appears.
F21=PO Inq	Press the F21=PO INQ key to access the Req/PO Inquiry (MENU POMAIN).

OE Special Order Change Request Screen



This screen displays existing special order, requisition, and purchase order information. The top portion displays the existing order information and the lower portion is available if you want to make changes to the item information for the order, requisition, and purchase order. For the selected special order, the following information displays:

NOTE: If the item has been discontinued through Item Master Maintenance (MENU IAFILE), **Discontinued** appears in reverse image to the right of the **Drop Ship** field.

Fields are provided to allow you to change values for particular requisition/purchase order values. These values work in conjunction with one another and if you change one value, other values will be impacted. For example, if you change the vendor from Vendor 100 to Vendor 200, data associated with Vendor 200 will then be presented on the screen. The exception to this is the descriptions. If you change the vendor, the descriptions will *not* be changed. Also, the cost will change only if it was *not* overridden in the special order.

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
(Status)	The status of the change request may be **Approved**, **Canceled**, **New**, **Pending**, or **Rejected**. Display
Co/Cust	The company/customer number and name for whom the special order was created. Display

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Order	The sales order/generation number for the special order item. Display
Ship To	The ship-to number and name for whom the special order was created. Display
Order Status	The status of the sales order. Possible values are: • **RDY-Pckslp** • **PS Printed** • **RDY-Invoic** • **Inv Printd** • **Hold - BO** • **Hold - xx** where xx is the hold code • **History** - for orders in order history Display
Co/Req	The company number and the number of the requisition/purchase order on which the special order item resides (if any). Display
Status	The status of the requisition/purchase order on which the special order item resides (if any). Possible values are **Pending**, **Approved**, **Open**. Display
Standard Pack	The standard pack (if any) defined for this vendor/item through Vendor/Item Information (MENU POFILE) expressed in the buying unit of measure. Display
Vendor	The vendor number and name of the vendor. Display
Minimum Ord Qty	The minimum order quantity (if any) defined for this vendor/item through Vendor/Item and Vendor/Item/Warehouse Information (MENU POFILE) expressed in the buying unit of measure. Display
Buyer	The buyer code and the name of the buyer assigned to this vendor. Display
Item	The stocking item number for the special order item as it was ordered in Order Entry with the item's description. Display

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Ord Qty, U/M	The quantity of the special order item on the customer's sales order and the order entry ordering unit of measure. Display
Shp Qty	The quantity of the special order item that is available for shipping in the customer's sales order. Display
B/O Qty	The quantity of the special order item that is on backorder for the customer's sales order. Display
WH	The warehouse from which this special order item will be shipped for the customer's sales order. Display
O/U	The overship/undership flag (if any) for the special order item that is on backorder for the customer's sales order. Display
Rq Ship	The requested ship date on the sales order. Display
Drop Ship	Indicates if the special order item will be drop shipped from the vendor to the customer. Display

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
New Item	Use this field to request a change to the special order line item to add to a requisition or purchase order. You can request to replace the current special order item with a new item. Key the item number or accept the default. A customer item number will be converted to the stocking item number. NOTE: You can request to replace the current special order line item with a new line item only if the current special order line item does not currently exist on a requisition or purchase order and the item is not a kit or assortment item. Also, the old item and the new item you key in this field must have the same units of measure in Item Master Maintenance (MENU IAFILE). If an outstanding change request exists for this item or for another item on the same order as this item and that change request is a request to change the ship-to address of the order, you cannot request to change the item until the other change request is closed. *Default Value:* The item number in the Special Orders File (SPORD). *Valid Values:* Any valid item number that has the same Item Master unit of measure definition. (A 27) Optional

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Ord Qty, U/M	Use this field to request a change to the quantity of the special order line item for the customer. Once you store an order quantity adjustment, a request will be created to adjust the requisition/purchase order quantity. If the Special Order Options (MENU XAFILE) are set to increase to a multiple of the standard pack and the requisition/PO quantity has not been manually changed, the requisition/PO quantity will be increased to a multiple of the standard pack. Key the quantity of the item for the customer's order in the unit of measure displayed in the **U/M** field. NOTE: Manual changes to the purchase order quantity will not affect the order quantity. Also, once a change has been made on the PO Special Order Change Request Screen (p. 20-21), for this current change request, to cause an adjustment to the purchase order quantity or purchasing unit of measure, any future changes to the order quantity on the OE Special Order Change Request Screen (p. 20-32), for this current change request, will not overwrite these purchase order changes. However, changes to the item number (on the PO Special Order Change Request Screen (p. 20-21) or OE Special Order Change Request Screen (p. 20-32)) or changes to the vendor (on the PO Special Order Change Request Screen (p. 20-21)) will cause a re-evaluation of the details provided and the purchase order quantity and unit of measure will be recalculated and presented based on the new information. **Important** If you are requesting to change the order quantity for a warehouse transfer order, the associated ship quantity will not be changed. You can adjust the ship quantity on the warehouse transfer order before you print the pick list, ship it, and invoice it. *Default Value:* The quantity of the item ordered in the Special Orders File (SPORD). (N 10,3) Optional

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Delete S/O line	Use this field to request to delete this special order line item from the order. Key Y if you want to delete the special order line item from the order. If you choose to delete the item, when this change request is completed, any related line comments will also be deleted from the order. If this item and its line comments are the only lines in the order (i.e. items, comments, other charges), at the time of the deletion, the entire order will be deleted. The associated requisition/purchase order for this special order, and any comments associated with them, will be marked for deletion/closure when the special order item is deleted. The requisition/purchase order will be deleted/closed unless you choose not to delete/close the requisition/purchase order on the PO Special Order Change Request Screen (p. 20-21). Key N if you do not want to delete the special order line item from the order. NOTE: If you request to change any other values for this special order line item and then choose to delete the item from the customer order, the other changes will be superseded. *Default Value:* N (A 1) Required
Reason	If you keyed Y in the **Delete S/O Line** field, and Order Entry Options Maintenance (MENU XAFILE) is set up **Use Delete Reason Code (End Order)**, this field is required; otherwise, leave this field blank. Use this field to specify the delete reason code that indicates why the line item should be deleted. Even if you have **Save Deleted Orders** set to Y as defined through Order Entry Options Maintenance (MENU XAFILE), deleted order history will be retained only if a delete reason code is entered. Key the appropriate reason code. *Valid Values:* A delete reason code defined through Order Delete Reason Codes Maintenance (MENU OEFILE). (A 2) Required/Blank
(New Item Description)	The description of the special order item as it will appear on the requisition/ purchase order. Key the item description information or accept the default. *Default Value:* The item number in the Special Orders File (SPORD). (2 @ A 31) Required

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Rq Shp	Use this field to request a change to the order's requested ship date for this special order line item. NOTE: If you make a change to this date, the carrier for this item's order will be checked for valid carrier schedule delivery dates and the requested ship date may be recalculated. If the date is adjusted, you will be notified of the change. Also note that since this field is the order's requested ship date for this item, changes here will update both the special order (SPORD) and the order detail (ORDET) records but will not automatically update any requisition/purchase order (RQDET/PODET) record dates so as not to interfere with any buyer processes. *Default Value:* The requested ship date in the Special Orders File (SPORD). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Drop Ship	This field appears only if the **Use Drop Ships** field is set to Y in System Options Maintenance (MENU XAFILE). Use this field to request to make this special order line item a drop-ship; or to change this special order line item from being a drop-ship (making it a regular special order item.) **Important** Only this line item will be affected by your selection in this field. Also, if this line item is on a requisition or purchase order that contains other line items, you will not be able to change this field. Key Y if you want this special order line item to be a drop-ship item. Key N if you do not want this special order line item to be a drop-ship item. *Default Value:* The value specified for this item in the Special Orders File (SPORD). (A 1) Required

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
Next Owner	Key the ID of the user you want to assign to this change request. This user (and the group to which this user belongs) can use the S/O Change Request Inquiry (MENU POMAIN/MENU OEINQY) to filter on change requests to which they are assigned. If you leave this field blank, the group opposite to your group will be used as the default value. For example, if you are in the Order Entry group, the Purchasing group will be used as the default opposite group. NOTE: The names of the groups defined through User Groups (MENU XASCTY) for the Purchasing and Order Entry groups are identified in Special Order Options (MENU XAFILE). Once groups are defined, users are assigned to the groups through User Groups (MENU XASCTY). *Valid Values:* A valid user ID defined through Register User IDs (MENU XACFIG). (A 10) Optional
Urgent	Use this field to flag the change request as urgent. Key Y to flag this change request as an urgent request. You can filter on urgent change requests through the S/O Change Request Inquiry (MENU POMAIN/MENU OEINQY). Key N to flag this change request as a normal request. *Default Value:* N (A 1) Optional
Last User	The user ID of the last user who made a change to this change request, if you are working with an existing change request. Display
Notes	If you are creating a change request or have pressed the F6=ADD NOTE function key to add a new note, this field is optional; otherwise, this field is display-only. If this field is available for entry, use this field to key order entry notes that will apply to this screen only. NOTE: This field will always display the *last* notes keyed on this screen. To review all notes for change requests, access the change request activity inquiry with F18=CHG RQST ACT. (A 312) Optional/Display

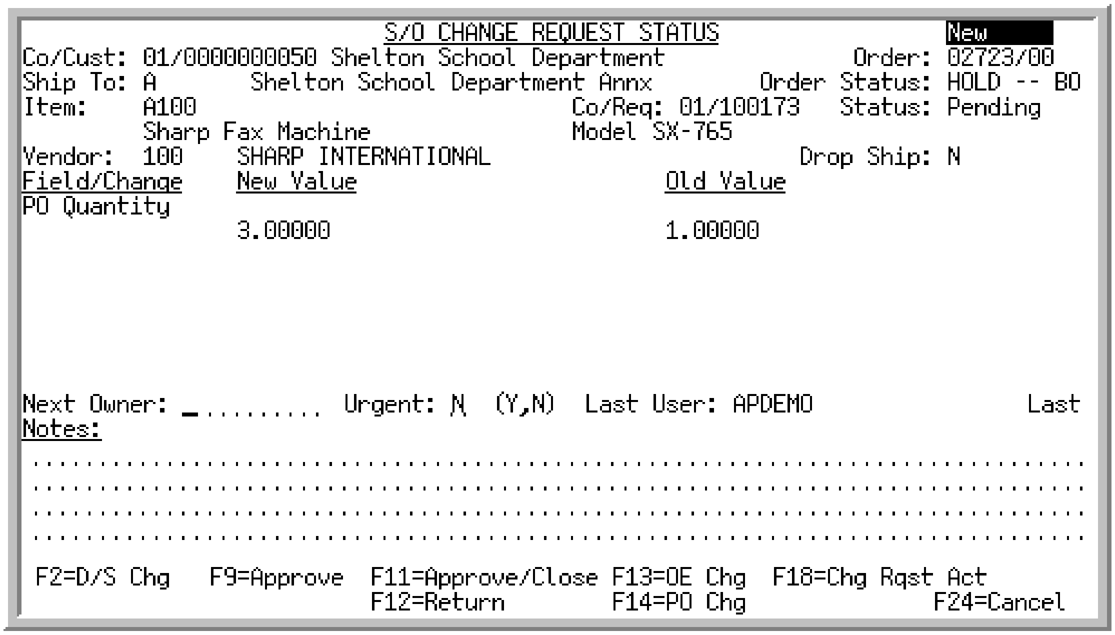
OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
F2=D/S Chg	The F2=D/S Chg function key appears only if you are using drop-ships as determined through System Options Maintenance (MENU XAFILE). Press the F2=D/S Chg function key to access the Change Drop Ship Request Screen (p. 20-50),which displays existing order information that you can optionally change. You can make changes to the order's address information and/or the order's drop-ship status. Note: If an outstanding change request exists for this item or for another item on the same order as this item and that change request is a request to change the item number, you cannot change ship-to information. Also, if your customer/item has a restriction and if the **Allow Ship to Overrides** field is set to N in Product Restriction Codes Maintenance (MENU OEFIL2) for that restriction, you cannot change ship-to information.
F5=Prc Inq	Press the F5=Prc Inq function key to inquire into and/or determine the pricing information for customer/item relationships. Refer to the Item Price Inquiry (MENU OEINQY) in the Order Entry User Guide for details.
F6=Add Note	The F6=Add Note function key appears only if you are reviewing (not creating) a change request that includes notes. Press the F6=Add Note function key to add order entry notes. The **Notes** field will become available for entry.
F10=Store	Press the F10=Store function key to save/create this change request.
F12=Return	Press the F12=Return function key to return to the previous screen.
F14=PO Change	The F14=PO Change function key appears only if you are defined as a user in the Purchasing group and are reviewing an open change request. Press the F14=PO Change function key to display existing order information that you can optionally request to change. The PO Special Order Change Request Screen (p. 20-21) appears. If a change request has previously been made to the order, those requested values will be shown and you will be requesting to change those values. If no change request has previously been made for the order, you will be requesting to change original values on the order.
F17=V/I Inq	Press the F17=V/I Inq function key to display vendor/item information for the vendor and item. Refer to the Vendor/Item Inquiry (MENU POMAIN) for details.
F18=Chg Rqst Act	Press the F18=Chg Rqst Act function key to review activity, if any, associated with this change request. The S/O Change Request Activity Screen (p. 20-55) appears.

OE Special Order Change Request Screen Fields and Function Keys

Field/Function Key	Description
F21=Order Inq	Press the F21=ORDER INQ function key to access summary information about this order. Refer to the Open Orders Inquiry (MENU OEMAIN) in the Order Entry User Guide for details.
F22=Item Inq	Press the F22=ITEM INQ function key to access the Item Inquiry, where you can review the inventory status of this item. Refer to the Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide for details.

S/O Change Request Status Screen



```
                    S/O CHANGE REQUEST STATUS                          New
Co/Cust: 01/0000000050 Shelton School Department               Order: 02723/00
Ship To: A       Shelton School Department Annx         Order Status: HOLD -- BO
Item:    A100                             Co/Req: 01/100173   Status: Pending
         Sharp Fax Machine                Model SX-765
Vendor:  100    SHARP INTERNATIONAL                            Drop Ship: N
Field/Change    New Value                       Old Value
PO Quantity
                3.00000                         1.00000





Next Owner: _.........  Urgent: N  (Y,N)  Last User: APDEMO                Last
Notes:
 ..............................................................................
 ..............................................................................
 ..............................................................................
 ..............................................................................

 F2=D/S Chg   F9=Approve   F11=Approve/Close F13=OE Chg   F18=Chg Rqst Act
                           F12=Return        F14=PO Chg                F24=Cancel
```

This screen displays after selecting a change request and pressing ENTER on the Special Order Change Requests Screen (p. 20-13), and displays the current status of an existing change request, including order header information. Both open and closed change requests can display on this screen. For each field that was requested to be changed or has been changed, the field's name, previous value of the field and new value of the field is displayed.

Use this screen to review closed requests or, for open requests, to:

- select the user ID of the next owner you want to assign to the change request
- key any notes you want associated with the change request (see the **Notes** field on this screen for further details)
- flag whether or not the request is urgent
- change drop-ship information
- approve the change request, if you are authorized
- approve and close/update the change request, if you are authorized
- reject the change request, if you are authorized
- access purchasing or order entry change request information, if you are authorized
- access special order change request activity, for requests in history

---

NOTE: Functions that you can perform on this screen are based on company-level options defined through Special Order Options (MENU XAFILE), and the status of the change request. Certain functions are only available with a particular status type.

S/O Change Request Status Screen Fields and Function Keys

Field/Function Key	Description
(Status)	The status of the change request may be **Approved**, **Canceled**, **New**, **Pending**, or **Rejected**. Display
Co/Cust	The company/customer number and name for whom the special order was created. Display
Order	The sales order/generation number for the special order item. Display
Ship To	The ship-to number and name, if any, for whom the special order was created. Display
Order Status	The status of the sales order. Possible values are: • **RDY-Pckslp** • **PS Printed** • **RDY-Invoic** • **Inv Printd** • **Hold - BO** • **Hold - xx** where xx is the hold code • **History** - for orders in order history Display
Item	The stocking item number for the special order item as it was ordered in Order Entry with the item's description. Display
Co/Req	The company number and the number of the requisition/purchase order on which the special order item resides (if any). Display
Status	The status of the requisition/purchase order on which the special order item resides (if any). Possible values are **Pending**, **Approved**, **Open**. Display
Vendor	The number and name of the vendor. Display

S/O Change Request Status Screen Fields and Function Keys

Field/Function Key	Description
Drop Ship	Indicates if the special order item will be drop shipped from the vendor to the customer. Display
Field/Change	The description of the field that was changed. Display
New Value	The new value of the field data as a result of this change. Display
Old Value	The original value of the field data before this change. Display
Next Owner	This field appears only if you are reviewing an open change request. Key the ID of the user you want to assign to this change request. This user (and the group that this user belongs to) can use the Special Order Change Request Selection Screen (p. 20-3) to filter on change requests to which they are assigned. If you leave this field blank, the group opposite to your group will be used as the default value. For example, if you are in the Order Entry group, the Purchasing group will be used as the default opposite group. *Valid Values:* A valid user ID defined through Register A+ User IDs (MENU XACFIG). (A 10) Optional
Urgent	This field appears only if you are reviewing an open change request. Use this field to flag the change request as urgent. Key Y to flag this change request as an urgent request. You can filter on urgent change requests through the Special Order Change Request Selection Screen (p. 20-3). Key N to flag this change request as a normal request. *Default Value:* N (A 1) Optional
Last User	This field appears only if you are working with an existing change request. This field displays the user ID of the last user who made a change to this change request. Display

S/O Change Request Status Screen Fields and Function Keys

Field/Function Key	Description
Notes	This field appears only if you are reviewing an open change request. If you are creating a change request or have pressed the F6=ADD NOTE key to add a new note, this field is optional; otherwise, this field is display-only. If this field is available for entry, use this field to key notes that will apply to this screen only. NOTE: This field will always display the *last* notes keyed on this screen. To review all notes for change requests, access the change request activity inquiry with F18=CHG RQST ACT. (A 312) Optional
F2=D/S Chg	The F2=D/S CHG key appears only if you are using drop-ships as determined through System Options Maintenance (MENU XAFILE), and the change request is open. Press the F2=D/S CHG function key to access the Change Drop Ship Request Screen (p. 20-50),which displays existing order information that you can optionally change. You can make changes to the order's address information and/or the order's drop-ship status. NOTE: If an outstanding change request exists for this item or for another item on the same order as this item and that change request is a request to change the item number, you cannot change ship-to information. Also, if the **Allow Ship to Overrides** field is set to N in Product Restriction Codes Maintenance (MENU OEFIL2), you cannot change ship-to information.
F6=Add Note	The F6=ADD NOTE key appears only if you are reviewing (not creating) a change request that includes notes and that is open. Press the F6=ADD NOTE key to add notes that will apply to this screen only. The **Notes** field will become available for entry.
F9=Approve	The F9=APPROVE key appears based on how your company-level options are defined through Special Order Options (MENU XAFILE). If approval is not required, this function key appears for both the group requesting the change and the opposite group while the status is New or Pending. If approval is required, this function key appears only to the group opposite of the group requesting the change while the status is Pending. The F9=APPROVE function key does not appear if the change request has been approved, the change request is in history, or the change request has been rejected or closed. Press the F9=APPROVE key to approve the current change request. The request is approved only; special order components are not updated.

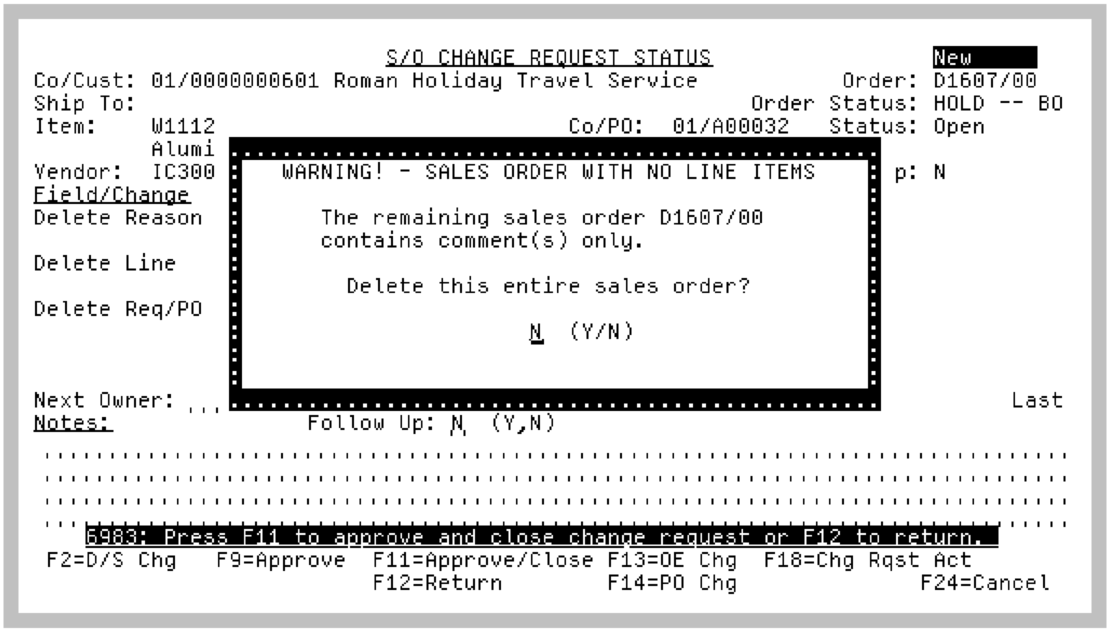
S/O Change Request Status Screen Fields and Function Keys

Field/Function Key	Description
F10=Close	The F10=CLOSE key appears only for the group requesting the change when the status is New, Approved or Rejected. The F10=CLOSE key appears only for the group opposite of the requesting group when the status is Canceled. The F10=CLOSE function key does not appear for change requests in history. Press the F10=CLOSE key to close an open change request. All special order components (order, special order, and requisition/purchase order, if one exists) will get updated (if you approved the request) and the change request will have the status of closed. NOTE: In the situation where you are deleting the last line item from an order that still has comments and/or charges, after pressing this key to close the change request, the S/O Change Request Status Warning Prompt Screen (p. 20-48) will appear.
F11=Approve/Close	The F11=APPROVE/CLOSE key appears based on how your company-level options are defined through Special Order Options (MENU XAFILE). If approval is not required, the F11=APPROVE/CLOSE function key appears for both the group requesting the change and the opposite group while the status is New or Pending. The F11=APPROVE/CLOSE function key does not appear for change requests in history. Press the F11=APPROVE/CLOSE key to approve and close an open change request. All special order components (order, special order, and requisition/ purchase order, if one exists) will get updated and the change request will have the status of closed. NOTE: In the situation where you are deleting the last line item from an order that still has comments and/or charges, after pressing this key to close the change request, the S/O Change Request Status Warning Prompt Screen (p. 20-48) will appear.
F12=Return	Press the F12=RETURN key to return to the previous screen without saving your entries.
F13=OE Chg	The F13=OE CHG key appears only if you are defined as a user in the Order Entry group and are reviewing an open change request, or if you are a defined as a user in the Purchasing group. Press the F13=OE CHG key to display existing order information that you can optionally change for the change request. The OE Special Order Change Request Screen (p. 20-32) appears. If changes have previously been made, those changes will be shown and you will be maintaining an existing request. If no changes have previously been made, you will be entering a new request.

S/O Change Request Status Screen Fields and Function Keys

Field/Function Key	Description
F14=PO Chg	The F14=PO CHG key appears only if you are defined as a user in the Purchasing group and are reviewing an open change request. Press the F14=PO CHG key to display existing purchasing information that you can request to change. The PO Special Order Change Request Screen (p. 20-21) appears.
F18=Chg Rqst Act	Press the F18=CHG RQST ACT key to review activity, if any, associated with this change request. The S/O Change Request Activity Screen (p. 20-55) appears.
F23=Reject	The F23=REJECT key appears only if you are in the group opposite of the group requesting the change while the request status is Pending or Approved. Press the F23=REJECT key to reject an open change request. The request will be rejected, but not closed.
F24=Cancel	The F24=CANCEL function key appears only if you are in the group that created the request while the request is Open and the status is New, Pending or Approved. Press the F24=CANCEL function key to cancel an open change request. If the status is New, when you press F24=CANCEL, the request will be canceled and closed. If the status is not New and approval is required, as determined through Special Order Options (MENU XAFILE), the opposite group will need to close the request.
Enter	Press the ENTER key to confirm your entries.

S/O Change Request Status Warning Prompt Screen



A “Sales Order” warning pop-up window displays after selecting to close a change request on the S/O Change Request Status Screen (p. 20-42), if a request was made to delete the last line item of the sales order leaving only comments and/or charges remaining. Additionally, if a change request is performed on a warehouse transfer sales order, functionality will also check to see if the associated transfer order contains comment(s) only but no other line items. If so, then a “Transfer Order” warning pop-up window will appear.

Sales Order Warning

When viewing the OE side of the special order change request status, if a request was made to delete the last line item of the sales order leaving only comments and/or charges remaining, the order would remain open with no actual line items. Instead of stranding the order that might not be readdressed, a warning pop-up will appear upon “closing” the change request, to prompt you as to whether to delete the remaining sales order or retain the order.

There are 3 variations of a warning pop-up that may appear notifying you of the actual type of lines remaining on the sales order to help you determine whether the remaining order should be deleted or retained. The 3 variations of the WARNING! - SALES ORDER WITH NO LINE ITEMS are explained in the field explanations below.

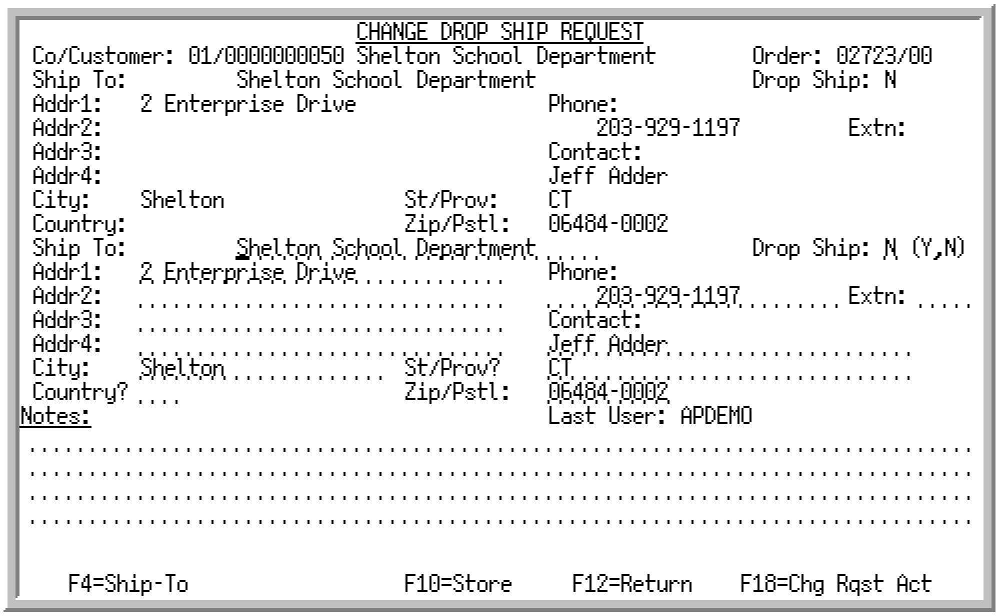
Transfer Order Warning

If applicable, you will also be warned if a warehouse transfer order exists with no line items and only comment(s) reside on the order. This WARNING! - TRANSFER ORDER WITH NO LINE ITEMS is explained in the field explanations below.

S/O Change Request Status Warning Prompt Screen Fields/Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Sales Order
The remaining sales order contains comment(s) only
or
charge(s) only
or
comment(s) and charge(s)</td><td>One of these warnings may appear if the remaining sales order contains comment(s) only, charge(s) only, or comment(s) and charge(s).
Use this field to select to delete the remaining sales order or retain the order if one of these conditions exist.
Key Y to delete this entire sales order. If Y is keyed, the entire sales order containing comments and/or charges will be deleted from the Order Header File (ORHED) and Order Detail File (ORDET).
NOTE: When the Save Deleted Orders setting is Y in Order Entry Options Maintenance (MENU XAFILE), and the remaining sales order is deleted, the remaining order information will be saved to the Deleted Orders Header/Detail files (DLHED/DLDET), as well as IC files (ICDLHD/ICDLDT), if applicable. This will enable you to view the details of that order via the Deleted Orders Inquiry (MENU OEINQY).
Key N to retain this entire sales order. If N is keyed, the line requested for deletion will still occur, but the sales order will remain for the comments and/or charges.
Default Value: N
(A 1) Required</td></tr>
<tr><td>Transfer Order
The related transfer order contains comment(s) only</td><td>If a change request is performed on a warehouse transfer sales order, then a transfer sales order must exist. If the associated transfer order also contains no other line items, this warning message will pop-up so that you can select to remove or retain this transfer order as well. Note that this transfer order prompt may still display even if the sales order prompt does not appear first.
Use this field to select to delete or retain this warehouse transfer order.
Key Y to delete this warehouse transfer order.
Key N to retain this warehouse transfer order.
NOTE: On warehouse transfer orders, any order/line comments associated with line items on the initial sales order are not brought into the generated transfer order. Therefore, any comments that exist on the transfer order have been added manually.
Default Value: N
(A 1) Required</td></tr>
<tr><td>Enter</td><td>Press ENTER to confirm your entry.</td></tr>
</table>

Change Drop Ship Request Screen



```
                                CHANGE DROP SHIP REQUEST
Co/Customer: 01/0000000050 Shelton School Department       Order: 02723/00
Ship To:         Shelton School Department                 Drop Ship: N
Addr1:   2 Enterprise Drive                  Phone:
Addr2:                                           203-929-1197         Extn:
Addr3:                                       Contact:
Addr4:                                       Jeff Adder
City:    Shelton                 St/Prov:    CT
Country:                         Zip/Pstl:   06484-0002
Ship To:         Shelton School Department.....            Drop Ship: N (Y,N)
Addr1:   2 Enterprise Drive...........       Phone:
Addr2:   ..............................      ....203-929-1197........ Extn: .....
Addr3:   ..............................      Contact:
Addr4:   ..............................      Jeff Adder....................
City:    Shelton............     St/Prov?    CT............................
Country? ....                    Zip/Pstl:   06484-0002
Notes:                                       Last User: APDEMO
................................................................................
................................................................................
................................................................................
................................................................................

   F4=Ship-To                    F10=Store     F12=Return     F18=Chg Rqst Act
```

This screen displays by pressing F2=D/S CHG on the S/O Change Request Status Screen (p. 20-42) and is only available if the **Use Drop Ships** field is set to Y in System Options Maintenance (MENU XAFILE). This screen displays existing order information. The top portion displays the existing order information and the lower portion is available if you want to make changes to the address information and/or the order's drop-ship status.

For the selected item's order, the ship-to information specified in Order Entry displays. Fields are provided to allow you to specify new values for the order. The changes made on this screen are just a request, and actual updates will occur later when the special order change request is approved and updated.

From the screen, you have the ability to request sales order ship-to changes which can affect sales order's pricing fields when the update is later completed. When a different ship-to is selected via the F4=SHIP-TO and then the F10=STORE is pressed to save the changes, if any of the current pricing fields values of this sales order will be changed when this special order change request is approved and updated, the warning message: "Warning - Price Discount Code, Price List or Contract Code changed" will also appear.

Note the following:

- When the S/O item exists on a requisition or purchase order for multiple sales orders, the ship-to address and drop ship fields cannot be maintained. To change that information, the items must be on a unique requisition/purchase order per sales order.
- If an outstanding change request exists for this item or for another item on the same order as this item and that change request is a request to change the item number, you cannot change ship-to information.
- If the **Allow Ship to Overrides** field is set to N in Product Restriction Codes Maintenance (MENU OEFIL2), you cannot change ship-to information.

Change Drop Ship Request Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company/customer number and name for whom the special order was created. Display
Order	The sales order/generation number for the special order item. Display
Ship To	The ship-to name for whom the special order was created. Display
Drop Ship	Indicates if the special order item will be drop shipped from the vendor to the customer. Display
(Original Address)	The next 6 lines display the shipping address, telephone country code, telephone number, and extension, and contact information for the sales order. Display
Ship To	Use this field to request a change to the name of the customer/ship-to on the order. Key the customer/ship-to's name or accept the default. *Default Value:* The number/name of the ship-to specified in Order Entry. (A 30) Required
Drop Ship	Use this field to request to make this entire order a drop-ship order; or to change this entire order from being a drop-ship order (making it a regular special order). **Important** All line items on the order will be affected by your selection in this field. Also, if the line items on this order are on a requisition or purchase order, you cannot change the order to a drop-ship order. Key Y if you want this entire order to be a drop-ship order. Key N if you do not want this entire order to be a drop-ship order. *Default Value:* The value specified for this field on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN). (A 1) Required

Change Drop Ship Request Screen Fields and Function Keys

Field/Function Key	Description
Addr 1-4	Use this field to request a change to the address of the customer/ship-to on the order. In the four address lines provided, key the customer's street address, post office box number, or other address information. You can use the **Addr 4** field only if the **Form Type** field is set to 2 in System Options Maintenance (MENU XAFILE). *Default Value:* The address specified for this customer/ship-to in Order Entry. (4 @ A 30) Optional
Phone/Extn	Use this field to request a change to the customer/ship-to's phone number on the order. In the **Phone** field, key the customer's telephone number, which includes a 3-character country access code, followed by the area code and telephone number. For example: 011 (781) 555-1212. For more information, refer to Phone and Fax Number Delimiters in the Cross Applications User Guide. In the **Extn** field, key the telephone extension of the contact person specified in the **Contact** field. *Default Value:* The phone number specified for the customer/ship-to in Order Entry. *Valid Values:* Numerals and the following symbols: - ( ) . / Blank spaces are allowed between numerals only if the **Allow Blank Phone Delimiters** field is set to Y in Systems Options Maintenance (MENU XAFILE). (N 3,0 / N 20,0 / N 4,0) Optional
Contact	Use this field to request a change to the name of the contact person on the order. Key the name of the purchasing contact person for the selected customer. *Default Value:* The purchasing contact person specified for this customer/ship-to in Order Entry. (A 30) Optional
City	Use this field to request a change to the customer/ship-to's city on the order. Key the customer/ship-to's city. *Default Value:* The city specified for the customer/ship-to in Order Entry. (A 20) Optional

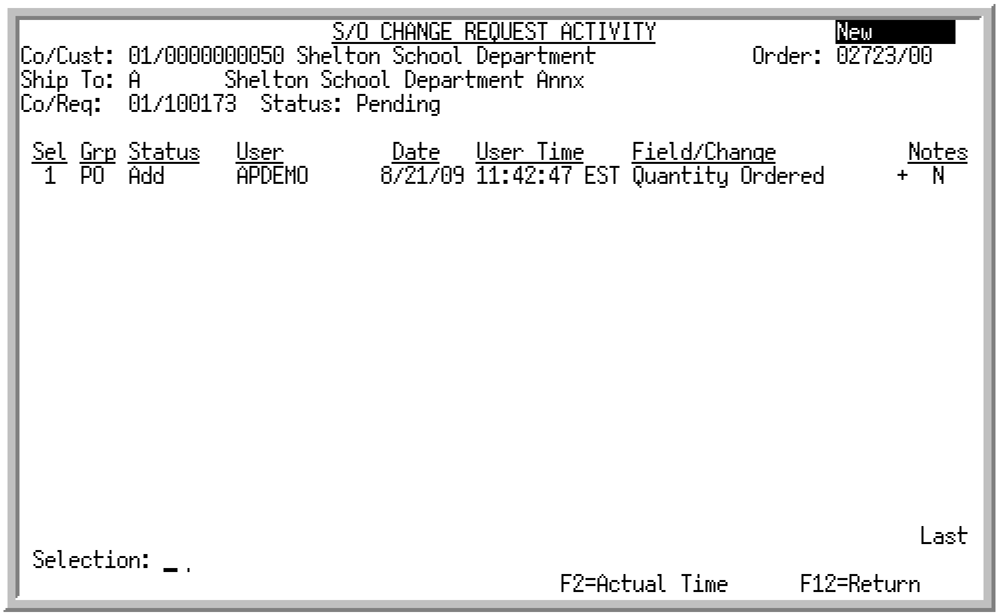
Change Drop Ship Request Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	Use this field to request a change to the customer/ship-to's state/province on the order. Key the customer/ship-to's state or province. *Default Value:* The state or province specified for this customer/ship-to in Order Entry. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3), if the **Validate State/Province** field is set to Y in System Options Maintenance (MENU XAFILE). (A 30) Optional
Country	Use this field to request a change to the customer/ship-to's country on the order. Key the customer/ship-to's country. *Default Value:* The country specified for the customer/ship-to in Order Entry. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Zip/Pstl	Use this field to request a change to the customer/ship-to's zip/postal code on the order. Key the customer/ship-to's zip or postal code. *Default Value:* The zip or postal code specified for the customer/ship-to in Order Entry. (A 10) Optional
Notes	If you are creating a change request or have pressed the F6=ADD NOTE function key to add a new note, this field is optional; otherwise, this field is display-only. If this field is available for entry, use this field to key drop ship notes that will apply to this screen only. NOTE: This field will always display the *last* notes keyed on this screen. To review all notes for change requests, access the change request activity inquiry with F18=CHG RQST ACT. (A 312) Optional/Display
Last User	This field appears only if you are working with an existing change request. This field displays the user ID of the last user who made a change to this change request. Display

Change Drop Ship Request Screen Fields and Function Keys

Field/Function Key	Description
F4=Ship-To	Press the F4=SHIP-TO key to search for ship-to addresses for the selected order's customer. When you select a different ship-to via F4=SHIP-TO (and then press F10=STORE) any of the current pricing fields values of this sales order will be changed when this special order change request is approved and updated. The warning message: "Warning - Price Discount Code, Price List or Contract Code changed" will also appear. Refer to the Accounts Receivable User Guide for an explanation of the Customer/Ship-To Search - Customer Search Screen.
F6=Add Note	The F6=ADD NOTE key appears only if you are reviewing (not creating) a change request that includes notes. Press the F6=ADD NOT key to add drop ship notes. The **Notes** field will become available for entry.
F10=Store	Press the F10=STORE key to save/create this change request. The S/O Change Request Status Screen (p. 20-42) appears.
F12=Return	Press the F12=RETURN key to return to the previous screen.
F18=Chg Rqst Act	Press the F18=CHG RQST ACT key to review activity, if any, associated with this change request. The S/O Change Request Activity Screen (p. 20-55) appears.

S/O Change Request Activity Screen



This screen displays by pressing F18=Chg Rqst Act on multiple screens. All saved activity that has occurred through this change request for the special order line item will display. Use this screen to review each action made to the change request.

S/O Change Request Activity Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	The company/customer number and name for whom the special order was created. Display
Order	The sales order/generation number for the special order item. Display
Ship To	The ship-to number and name for whom the special order was created. Display
Co/Req Co/PO	The company number and requisition/purchase order number on which the special order item resides (if any). Display
(Status)	The status of the requisition or purchase order for the special order may be **Approved**, **Pending**, **Held**, or **In-Use** for requisitions or **Open**, **Closed**, or **Partial** for purchase orders. Display

S/O Change Request Activity Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the line number of a change request activity. Key this number in the **Selection** field to select a particular activity to review in detail. Display
Grp	This field displays the group that performed the activity. **OE** displays if a user in an Order Entry group performed the activity. **PO** displays if a user in a Purchasing group performed the activity. If a user is part of both groups, the method through which the user performed the activity will display. For example, **OE** will display if a member of both groups performed an activity in Order Entry. Display
Status	This field displays the status of the activity of the change request for the special order line item. One of the following status types will display: • **Add**: the change request has been added. • **Change**: the change request has been changed. • **Reject**: the change request has been rejected. • **Close**: the change request has been closed. • **Cancel**: the change request has been canceled. • **Approved**: the change request has been approved. Display
User	This field displays the user ID of the person who performed the activity on the change request. Display

S/O Change Request Activity Screen Fields and Function Keys

Field/Function Key	Description
Date	This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the change request. The display of this field may change depending on the corresponding **Time** field and what time is shown via the F2=ACTUAL / F2=USER / F2=SYSTEM TIME toggle key. The **User Date** is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Date** is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity. The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). **Example:** A change was made to an item at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The **User Time** and **User Date** will display as 1:00 a.m., March 25th. The **Actual Time** and **Actual Date** will display as 2:00 p.m., March 24th. The time zone difference caused the variance between the **User Date** and **Actual Date**. Additionally, you can view the activity in the **System Date**, which is in relation to the system's time zone. Display

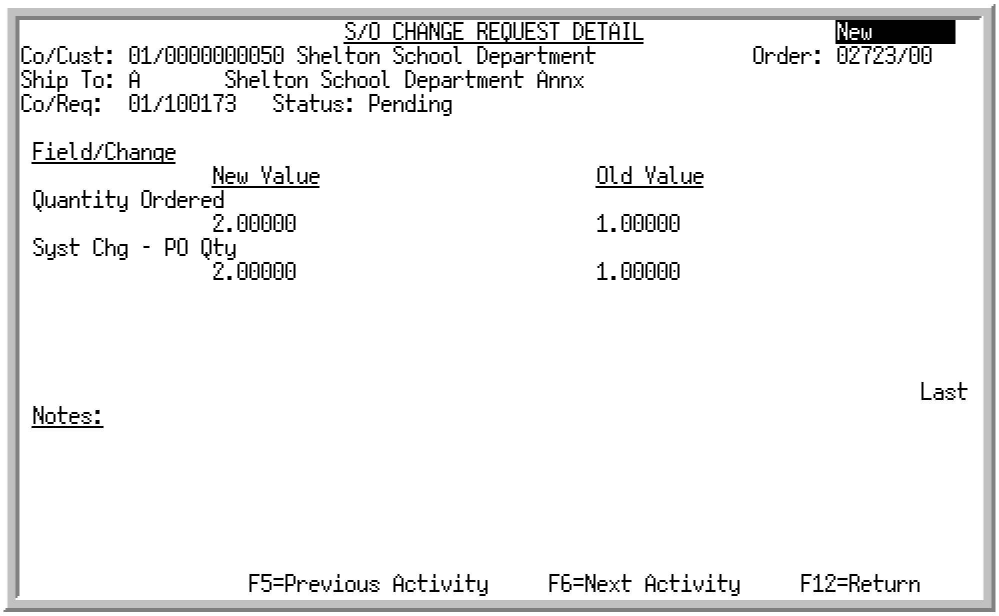
S/O Change Request Activity Screen Fields and Function Keys

Field/Function Key	Description
User/Actual/System Time	This field displays the time on which the activity was performed on the change request. The display of this field can be toggled with the F2=ACTUAL / F2=USER / F2=SYSTEM TIME function key to show the time in the **User Time**, **Actual Time**, or **System Time**, including the time zone. When this field is toggled, the corresponding **Date** field also changes accordingly. The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity. The **System Time** is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). **Example:** A change was made to a special order item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The **User Time** will display as 11:00 PST (your time zone), and the **Actual Time** will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone. Display
Field/Change	This field displays the field for which a change request has occurred for the special order line item. NOTE: If there are multiple fields for which a change request has occurred, a '**+**' sign will appear to the right of this field indicating that there are additional fields. You can review all fields affected by the selected change request activity by keying the line number of that activity in the **Selection** field and pressing ENTER. Display
Notes	This field indicates if any notes were added for the activity. If notes were entered for the activity, **Y** displays in this field; otherwise, **N** displays. Display
Selection	Use this field to select the line of the activity you want to review in detail. Key the line number shown in the **Sel** column of the activity you want to select and press ENTER to review detailed information. (N 2,0) Optional
F2=Actual/F2=User/ F2=System Time	Use the F2=ACTUAL / F2=USER / F2=SYSTEM TIME toggle function key to display the **User Time**, **Actual Time**, or **System Time**, including the time zone.

S/O Change Request Activity Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	After entering an activity line number in the **Selection** field, press ENTER key to display detailed information about the activity you selected on the S/O Change Request Activity Detail Screen (p. 20-60).

S/O Change Request Activity Detail Screen



Use this screen to review specific change request information for the activity you selected. All changes requested during the activity will display on this screen, including the field name, the previous value of the field, and the new value of the field. Any notes associated with the activity are also shown.

All the fields on this screen are display only and cannot be changed.

S/O Change Request Detail Screen Function Keys

Field/Function Key	Description
(Status)	The status of the change request may be **Approved**, **Canceled**, **New**, **Pending**, or **Rejected**.
Co/Cust	The company/customer number and name for whom the special order was created.
Order	The sales order/generation number for the special order item.
Ship To	The ship-to number and name for whom the special order was created.
Co/Req	The company number and the requisition/purchase order number on which the special order item resides (if any).
Status	The status of the requisition/purchase order on which the special order item resides (if any).
Field/Change	The description of the field that was changed.

S/O Change Request Detail Screen Function Keys

Field/Function Key	Description
New Value	The new value of the field data as a result of this change.
Old Value	The original value of the field data before this change.
Notes	This field displays any notes that were added for the activity. Display
F5=Previous Activity	Press the F5=PREVIOUS ACTIVITY function key to review activity detail for the previous record, if any exists.
F6=Next Activity	Press the F6=NEXT ACTIVITY function key to review activity detail for the next record, if any exists.
F12=Return	Press the F12=RETURN function key to return to the previous screen.

CHAPTER 21 Return Req Pick/Pack

21

After creating return requisitions in Return to Vendor Processing (MENU POMAIN), use this option to print the Return Requisition Pick List or the Return Requisition Pack List. These documents are the same except for the title, which you choose on the Return to Vendor Pick/Pack List Screen (p. 21-2).

You can choose to include the following information on the Return Requisition Pick/Pack List (p. 21-7):

- Line item comments
- Order Entry return order information
- Quantity of items being shipped
- Warehouse reservation locations if Warehouse Management is installed

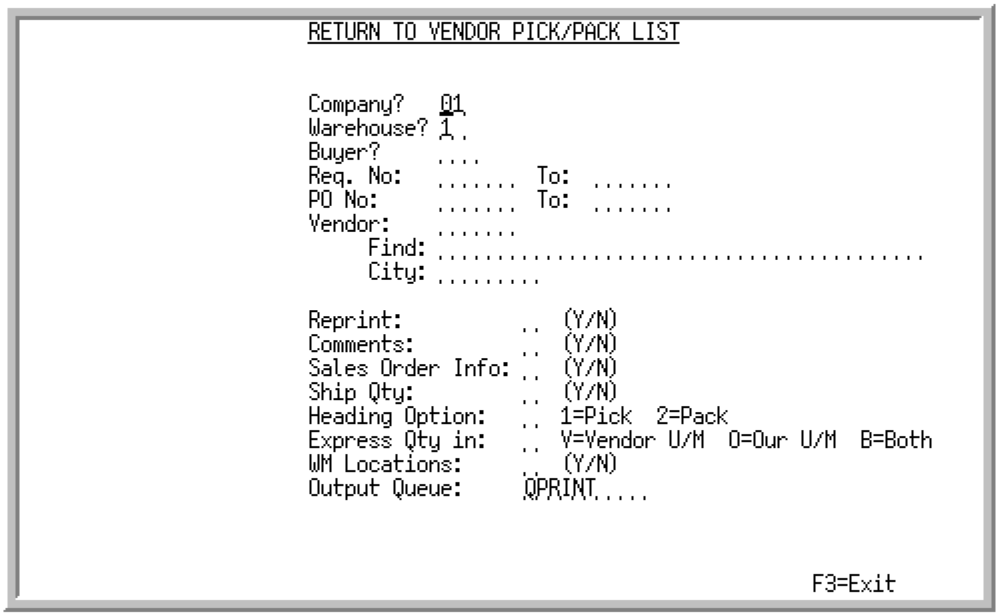
In addition, you can specify the unit of measure in which quantities will be expressed.

Return Req Pick/Pack

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Return to Vendor Pick/Pack List Screen	Use to specify which orders to include on the Return Requisition Pick/Pack List and the type of information to be printed on it.
Return Requisition Pick/Pack List	Prints pick/pack information for all orders ready to be returned to the vendor that match the selection criteria.

Return to Vendor Pick/Pack List Screen



This screen appears by selecting option 18 - Return Req Pick/Pack from MENU POMAIN.

Use this screen to specify which orders to include on the Return Requisition Pick/Pack List and the type of information to be printed on it.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Return to Vendor Pick/Pack List Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to enter the company for which you are printing the Return Requisition Pick/Pack List. Key the company number associated with the items that you want to print on the report. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Return to Vendor Pick/Pack List Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to specify the warehouse for which you are printing the Return Requisition Pick/Pack List. Key the warehouse ID. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Buyer	Use this field to specify the buyer for which you are printing the Return Requisition Pick/Pack List. Key a buyer code to limit the Return Requisition Pick/Pack List to a particular buyer. Leave this field blank to print the Return Requisition Pick/Pack List for all buyers. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
Req No	Use this field to specify the purchasing return requisitions for which you are printing the Return Requisition Pick/Pack List. Key a range of return requisition numbers to limit the Return Requisition Pick/Pack List to one or more requisitions. Leave this field blank to print the Return Requisition Pick/Pack List for all return requisitions that meet the other selection criteria entered on this screen. (2 @A 6) Optional
PO No	Use this field to specify the purchase orders for which you are printing the Return Requisition Pick/Pack List. Key a range of Purchase Order numbers to limit the Return Requisition Pick/Pack List to one or more Purchase Orders. Leave this field blank to print the Return Requisition Pick/Pack List for all Purchase Orders that meet the other selection criteria entered on this screen. (2 @A 6) Optional

Return to Vendor Pick/Pack List Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Vendor</td><td>Use this field to specify the vendor for which you are printing the Return Requisition Pick/Pack List.

Key a vendor number to limit the Return Requisition Pick/Pack List to a particular vendor.

Leave this field blank to print the Return Requisition Pick/Pack List for all vendors that meet the other selection criteria entered on this screen.

If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the Find and City fields.

Valid Values: Any existing vendor specified in Vendors Maintenance (MENU POFILE or MENU APFILE)

(A 6) Optional</td></tr>
<tr><td>Find</td><td>Use this field to activate the Vendor Search feature when you do not know the vendor's number.

Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen.

To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the City field as well.

For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.

(A 40) Optional</td></tr>
<tr><td>City</td><td>When using the Find field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.

If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the Find field.

For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.

(A 8) Optional</td></tr>
<tr><td>Reprint</td><td>Use this field to indicate if this is the first time you are printing the Return Requisition Pick/Pack List for the specified selection criteria.

Key N if a Return Requisition Pick/Pack List has not been previously printed for the specified selection criteria.

Key Y if a Return Requisition Pick/Pack List has previously been printed for the specified selection criteria. Another Return Requisition Pick/Pack List will be printed with the word “Reprint” at the top.

NOTE: The Pick List and the Pack List are the same form with a different heading. If you print a Pick List and then need to print a Pack List, you must key a Y in this field.

(A 1) Required</td></tr>
</table>

Return to Vendor Pick/Pack List Screen Fields and Function Keys

Field/Function Key	Description
Comments	Use this field to indicate whether to include line item comments entered through Return to Vendor Processing (MENU POMAIN) or Return to Vendor Additions (MENU POMAIN or MENU WMMAIN). Key Y to print line item comments on the Return Requisition Pick/Pack List. Key N to exclude line item comments from the Return Requisition Pick/Pack List. (A 1) Required
Sales Order Info	Use this field to indicate whether to include the Order Entry return order number and customer information on the Return Requisition Pick/Pack List. Key Y to print the Order Entry return order information on the Return Requisition Pick/Pack List. Key N to exclude Order Entry return order information from the Return Requisition Pick/Pack List. (A 1) Required
Ship Qty	Use this field to indicate whether to print the quantity of shipped items in the **Ship Qty** column or leave the column blank to allow the quantity to be written in. Key Y to print the quantity of shipped items on the Return Requisition Pick/Pack List. Key N to leave the **Ship Qty** column blank for all items on the Return Requisition Pick/Pack List. (A 1) Required
Heading Option	Use this field to specify the title of the Return Requisition Pick/Pack List. Key 1 to print RETURN REQUISITION PICK LIST at the top of the document. Key 2 to print RETURN REQUISITION PACK LIST at the top of the document. (A 1) Required
Express Qty in	Use this field to specify the unit of measure in which all quantities will be expressed on the Return Requisition Pick/Pack List. Key V to express quantities in the purchasing unit of measure defined for the vendor/item. Key O to express quantities in our stocking unit of measure. Key B to express quantities in both the purchasing unit of measure defined for the vendor/item and our stocking unit of measure. (A 1) Required

Return to Vendor Pick/Pack List Screen Fields and Function Keys

Field/Function Key	Description
WM Locations	This field appears only if the Warehouse Management module is installed. Use this field to indicate whether to include warehouse reservation locations on the Return Requisition Pick/Pack List. Key Y to print warehouse reservation locations on the Return Requisition Pick/Pack List. Key N to prevent warehouse reservation locations from printing on the Return Requisition Pick/Pack List. (A 1) Required
Output Queue	Use this field to specify the System i Output Queue to which the Return Requisition Pick/Pack List will be sent. Key the ID of the System i Output Queue. *Default Value:* The **Output Queue** specified through Output Queue Overrides (MENU XAFILE). (A 10) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POMAIN.
Enter	Press ENTER to confirm your selections. A confirmation window appears at the bottom of the screen. Key Y to print the Return Requisition Pick/Pack List (p. 21-7). The Report Options Screen appears as described in the Appendix section of the Cross Applications User Guide. When printing the Return Requisition Pick/Pack List, you cannot use pre-printed forms. Key N to return to the Return to Vendor Pick/Pack List Screen (p. 21-2) without saving your selections.

Return Requisition Pick/Pack List

```
                          RETURN REQUISITION PICK LIST           Page:          1
                                                                 Print:  04/06/11
                                                                 Time:   14:52:10
Ship SHARP INTERNATIONAL                    Ship  A & C Office Supply
To:  100 East Street                        From: 876 Centerville Road
     Chicago                IL 64604            Hartford,            CT    06865-8765
     UNITED STATES OF AMERICA                   UNITED STATES OF AMERICA
                                                                Order:       04/06/11
                                                                Due to Ship: 04/06/11
  Buyer       Req. No.      Return PO No.      Ship Instructions         Co      WH
  103          100174         100174           Best Way                  01      1
-----------------------------------------------------------------------------------
Item No/Description                Return Qty     Ship Qty      U/M  Loc       Seq
-----------------------------------------------------------------------------------
A200                                  120.000       120.000     EA   BELOW      10
  Sharp Copier Toner                SF-7200
FG-7200
                               12/CAS       120.000 EA      LOC: 77.777.77
===================================================================================
                                                 ** Complete **
```

This list is produced following your responses on the Return to Vendor Pick/Pack List Screen (p. 21-2) and the Report Options Screen.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Return Requisition Pick/Pack Lists will print using **Form Type 1** or **Form Type 2**, depending on your selection in System Options Maintenance (MENU XAFILE).

Return Requisition Pick/Pack List

Report/Listing Fields	Description
(Title)	The title that appears here is determined by your response to the **Heading Option** field on the Return to Vendor Pick/Pack List Screen (p. 21-2).
Ship To	This section of the document contains the **Vendor** name and address specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).
Ship From	This section of the document contains the warehouse **Ship To** name and address specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).
Order	This field contains the date on which the requisition was created.

Return Requisition Pick/Pack List

Report/Listing Fields	Description
Due to Ship	This field contains the date on which the items are due to be shipped from the warehouse. This date is specified in the **Due Date** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).
Buyer	This field contains the buyer responsible for this return requisition as specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13).
Req No	This field contains the requisition number specified on the Requisition/ Purchase Order Maintenance Header Screen (p. 6-13).
Return PO No.	This field contains the PO number assigned to the return Purchase Order when it was printed. If the **Use Requisition No. for Purchase Order No.** field is set to Y through Purchasing Options Maintenance (MENU XAFILE), then the requisition number will be printed here even if the return purchase order has not been printed yet.
Ship Instructions	This field contains the shipping instructions specified on the Requisition/ Purchase Order Maintenance Header Screen (p. 6-13).
WH	This field contains the warehouse from which the items will be picked.
Item No/Description	The item number and description. Depending on your selection in the Item to Print on Return Requisition Pick/Pack field through Purchasing Company options Maintenance (MENU XAFILE), our item number, the manufacturer's item number, or both item numbers will print.
Return Qty	Quantity to be returned to the customer as specified on the return requisition. This quantity is expressed in the unit of measure specified in the U/M column. If two lines of information appear, the first line is expressed in our stocking unit of measure and the second is expressed in the purchasing unit of measure defined for the vendor.
Ship Qty	If you entered Y in the **Ship Qty** field on the Return to Vendor Pick/Pack List Screen (p. 21-2), this field contains the quantity being shipped. This quantity is expressed in the unit of measure specified in the **U/M** column. If you keyed N in the **Ship Qty** field, this column will be blank.
U/M	Unit of measure for the **Return** and Ship quantities. This unit of measure is determined by the Express Qty in field on the Return to Vendor Pick/ Pack List Screen (p. 21-2).

Return Requisition Pick/Pack List

Report/Listing Fields	Description
Loc	If Warehouse Management is not installed, this column contains the location from which the item will be picked if specified in Item Balance Maintenance (MENU IAFILE). If Warehouse Management is installed, BELOW appears in this column and the warehouse location from which the item will be picked appears beneath the item description.
Seq	Sequence number assigned to this line item on the Requisition Item Summary Screen in Enter or Change Requisitions (MENU POMAIN).
LOC/Comments/RTV Logging No	The information that appears here depends on your responses to the **WM Locations**, **Comments**, and the **Sales Order Info** fields on the Return to Vendor Pick/Pack List Screen (p. 21-2).
COO	This field contains the country of origin of the reservation from the WM Locations Reservations File (WMRSV), if applicable. • For regular items, the country of origin will print before the quantity reserved. • For serial items (type S), the country of origin will print after the location. • For serial items (type T), the country of origin will print after the serial number. • For lot items (not case quantity), the country of origin will print after the lot number. • For lot items (case quantity), the country of origin will print after the quantity and before the location.

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CHAPTER 22 Receiving List

22

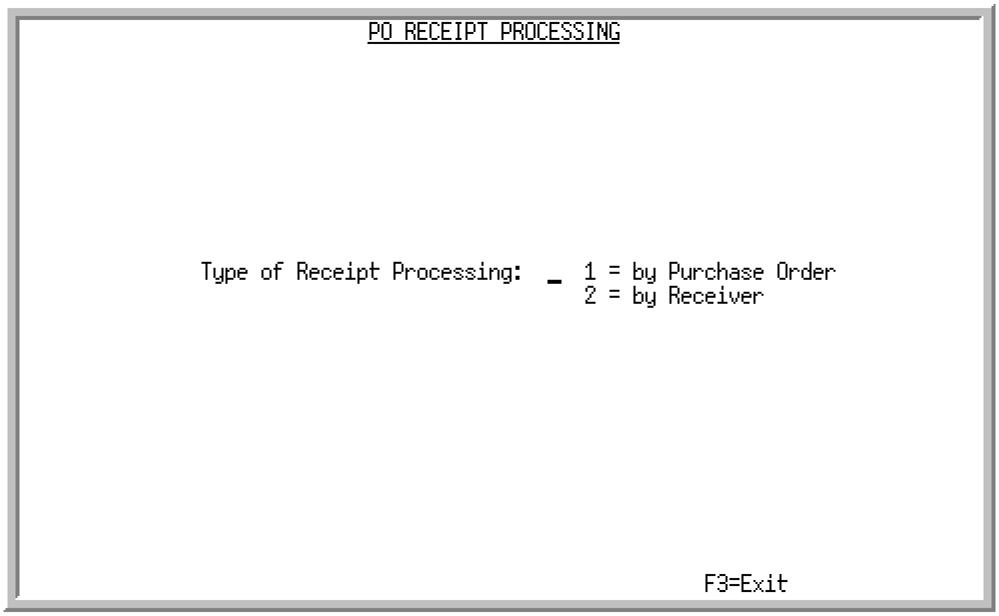
This option is used to print the Receiving List which prints the open items (i.e., items that have not yet been received) for up to 20 purchase orders. Use the report to write in quantities of items as they are received. The report can then be forwarded to the data entry workstation where they will be keyed through Enter or Change Receivers or PO Receipts (MENU POMAIN).

Receiving List

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
PO Receipt Processing Selection Screen	Use to determine the type of PO processing to be performed: either manual receipt group processing, or receiver processing.
Receiving List by PO Number Selection Screen	Use to select the purchase orders for which open items will print on the Receiving List (p. 22-18).
Receiving List by Receiver Number Selection Screen	Use to select the receivers for which open items will print on the Receiving List (p. 22-18).
Receiver List Selection Screen	Use to review a list of existing receivers.
Receiving List	Prints items that have not yet been received for the purchase order(s) selected on the Receiving List by PO Number Selection Screen (p. 22-3) or on the Receiving List by Receiver Number Selection Screen (p. 22-6).

PO Receipt Processing Selection Screen

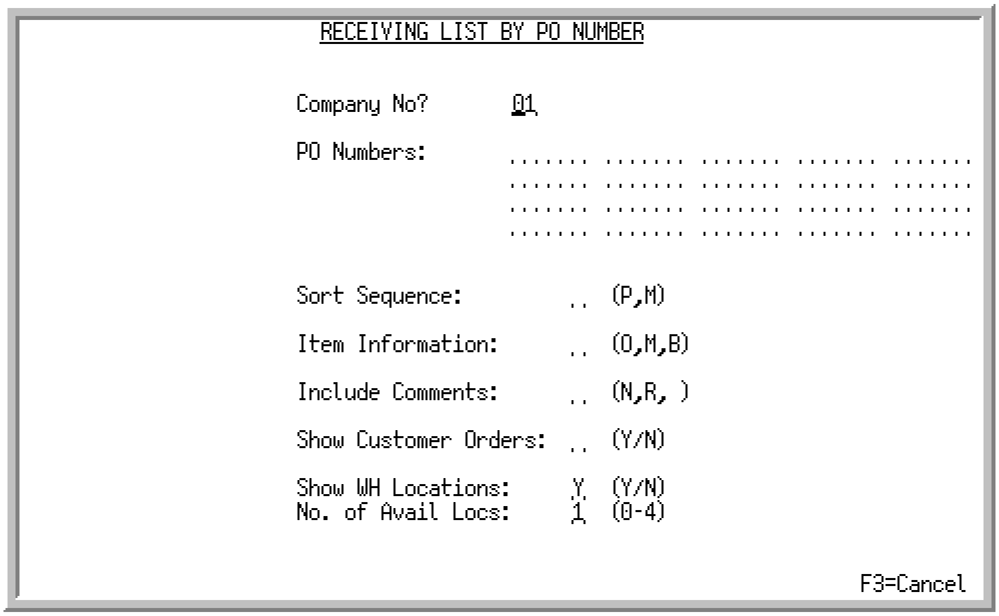


This screen displays after selecting option 19 - Receiving List from MENU POMAIN. This screen is used to determine the type of PO processing to be performed: either manual receipt group processing, or receiver processing.

PO Receipt Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Type of Receipt Processing	Key the number of the desired processing; purchase order (manual receipt group processing) or receiver. (N 1,0) Required
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
Enter	Press ENTER to confirm your selections. If you select purchase order processing, the Receiving List by PO Number Selection Screen (p. 22-3). If you select receiver processing, the Receiving List by PO Number Selection Screen (p. 22-3) will display.

Receiving List by PO Number Selection Screen



This screen is used to select the purchase orders for which open items will print on the Receiving List (p. 22-18). This screen displays after selecting to process receipts by purchase orders from the PO Receipt Processing Selection Screen (p. 22-2).

Receiving List by PO Number Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the number of the company for which open items will print on the report. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Required
PO Numbers	Key up to 20 open purchase order numbers for which the Receiving List (p. 22-18) will print. *Valid Values:* You must key at least one open purchase order number (20 @ A 6) Required

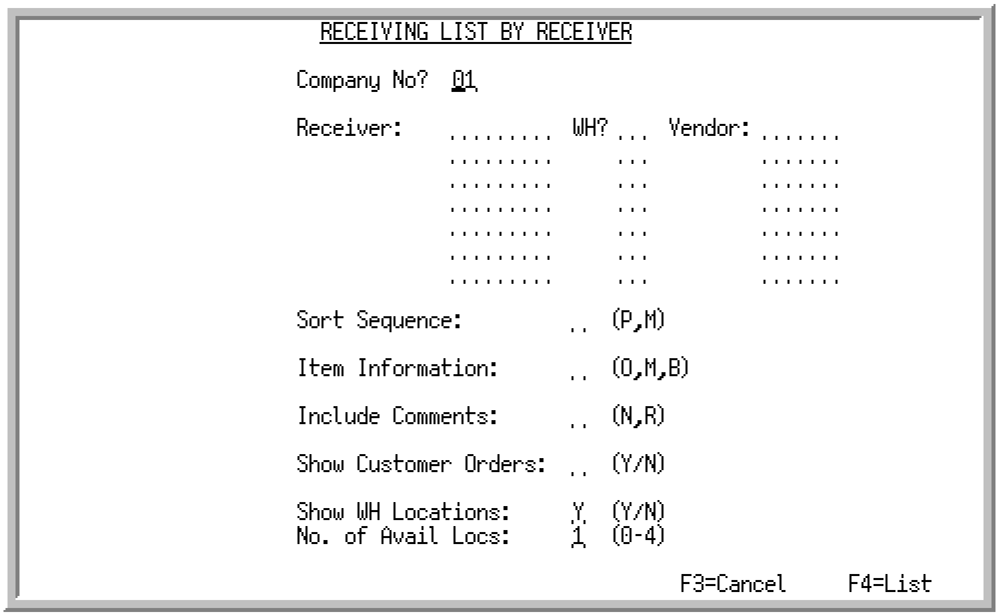
Receiving List by PO Number Selection Screen Fields and Function Keys

Field/Function Key	Description
Sort Sequence	Indicates if the Receiving List (p. 22-18) will print in purchase order Number order (P), or manufacturer's item number order (M). Key the one of the two displayed codes to indicate the desired order. (A 1) Required
Item Information	Indicates if the item number and description printed on the Receiving List is the stocking (our) item number, the manufacturer's item, or both. Key O to print our stocking item number for the items on the report. Key M to print the manufacturer's item number for the items on the report. Key B to print both our stocking item number and the manufacturer's item number on the report. (A 1) Required
Include Comments	Use this field to indicate that you want to print order comments that have been keyed for the selected purchase order(s) during Enter or Change Requisitions (MENU POMAIN). Key N if you do not want any comments for this purchase order to print on the Receiving List. Key R to print only those comments that were specified with a **Print** code of R (Receiving List only) on the Order Comments/Line Item Comments Entry Screen (p. 6-34) to print on the Receiving List. Leave blank to include in the Receiving List all comments that were specified with a print code of R (Receiving List only) or left blank on the Order Comments/Line Item Comments Entry Screen (p. 6-34). (A 2) Optional
Show Customer Orders	Use this field to indicate if you want order information for this item to print on the Receiving List for the selected purchase order(s). Order information will print if an item is special ordered, or is assigned to a specific order during Enter or Change Requisitions (MENU POMAIN). Key Y if you want the customer name, order number, and order quantity to print on the Receiving List for any items. Key N if you do not want the customer name, order number, and order quantity to print on the Receiving List for any items. (A 1) Required

Receiving List by PO Number Selection Screen Fields and Function Keys

Field/Function Key	Description
Show WH Locations	This field displays only if the Warehouse Management module is installed. Use this field to indicate if you want the warehouse locations where each item may be stored to print on the Receiving List. Key Y to print warehouse locations for each item that has been pre-received in Warehouse Management. Key N if you do not want to print warehouse locations for any item on the Receiving List. (A 1) Required
No. of Avail Loc	This field displays only if the Warehouse Management module is installed. Use this field to limit the number of available warehouse locations that will print. Key the maximum number of available warehouse locations that you want to print on the Receiving List. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POMAIN will display.
Enter	Press ENTER to confirm your selections of the purchase orders and options to print on the Receiving List. The Report Options Screen will display, then the Receiving List (p. 22-18) will print. For details about the Report Options Screen, refer to the Appendix section of the Cross Applications User Guide.

Receiving List by Receiver Number Selection Screen



This screen is used to select the receivers for which open items will print on the Receiving List (p. 22-18). This screen displays after selecting to process receipts by receivers from the PO Receipt Processing Selection Screen (p. 22-2).

Receiving List by Receiver Number Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the number of the company for which open items will print on the report. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Required

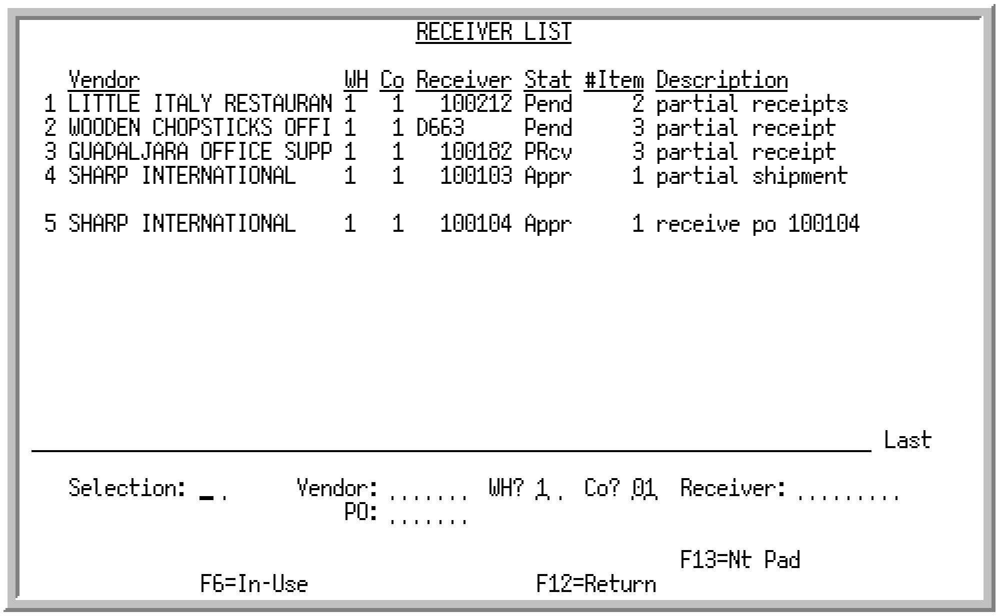
Receiving List by Receiver Number Selection Screen Fields and Function Keys

Field/Function Key	Description
Receiver	Key up to 7 receiver numbers (including appropriate warehouse and vendor information) for which the Receiving List (p. 22-18) will print. If you are not sure of a valid Receiver, use the F4=LIST function key to display the Receiver List Selection Screen (p. 22-9). *Valid Values:* You must key at least one existing receiver number, and the warehouse and vendor associated with it (7 @ A 8, A 2, A 6) Required
Sort Sequence	Indicates if the Receiving List (p. 22-18) will print in Purchase Order Number order (P), or Manufacturer's Number order (M). Key the one of the two displayed codes to indicate the desired order. (A 1) Required
Item Information	Indicates if the item number and description printed on the Receiving List is the stocking item number (our), the manufacturer's item, or both. Key O to print our item number for the items on the report. Key M to print the manufacturer's item number for the items on the report. Key B to print both our and the manufacturer's item number on the report. (A 1) Required
Include Comments	Use this field to indicate that you want to print order comments that have been keyed for the selected purchase order(s) during Enter or Change Requisitions (MENU POMAIN). Key N if you do not want any comments for this purchase order to print on the Receiving List. Key R to print only those comments that were specified with a **Print** code of R (Receiving List only) on the Order Comments/Line Item Comments Entry Screen (p. 6-34) to print on the Receiving List. Leave blank to include in the Receiving List all comments that were specified with a print code of R (Receiving List only) or left blank on the Order Comments/Line Item Comments Entry Screen (p. 6-34). (A 2) Optional
Show Customer Orders	Use this field to indicate if you want order information for this item to print on the Receiving List for the selected purchase order(s). Order information will print if an item is special ordered, or is assigned to a specific order during Enter or Change Requisitions (MENU POMAIN). Key Y if you want the customer name, order number, and order quantity to print on the Receiving List for any items. Key N if you do not want the customer name, order number, and order quantity to print on the Receiving List for any items. (A 1) Required

Receiving List by Receiver Number Selection Screen Fields and Function Keys

Field/Function Key	Description
Show WH Locations	This field displays only if the Warehouse Management module is installed. Use this field to indicate if you want the warehouse locations where each item may be stored to print on the Receiving List. Key Y to print warehouse locations for each item that has been pre-received in Warehouse Management. Key N if you do not want to print warehouse locations for any item on the Receiving List. (A 1) Required
No. of Avail Loc	This field displays only if the Warehouse Management module is installed. Use this field to limit the number of available warehouse locations that will print. Key the maximum number of available warehouse locations that you want to print on the Receiving List. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POMAIN will display.
F4=List	Press F4=LIST to display a list of available receivers. The Receiver List Selection Screen (p. 22-9) will display.
Enter	Press ENTER to confirm your selections of the receivers and options to print on the Receiving List. The Report Options Screen will display, then the Receiving List (p. 22-18) will print. Refer to the Appendix section of the Cross Applications User Guide for details about the Report Options Screen.

Receiver List Selection Screen



This screen displays:

- in Purchasing, after pressing F4=LIST from the Receiving List by Receiver Number Selection Screen (p. 22-6).
- in Purchasing, after you select 2 = By Receivers on the PO Receipt Processing Selection Screen (p. 22-2).
- in Warehouse Management, after pressing F18=RECEIVERS on the Warehouse Management Selection Screen within Warehouse Management (MENU WMMAIN).
- in Warehouse Management, after pressing F18=RECEIVERS on the PO Selection Screen within Warehouse Management (MENU WMMAIN).

This screen displays a list of existing receivers. Limiting criteria can be entered on this screen (including specifying a particular purchase order number for which you wish to display related receivers) to limit the display to particular receivers.

Additional function keys display on this screen only if it is accessed through Warehouse Management (MENU WMMAIN). Also note that some of the function keys displayed on this screen do not appear when accessing this screen through Enter or Change Receivers or PO Receipts (MENU POMAIN).

It also provides access to receiver maintenance screens (F10=ADD/MAINT) through which receivers can be created or modified. Limiting criteria can be entered on this screen to limit the display to particular receivers, such as specifying a particular purchase order number or receiver for which you want to display related receivers.

The body of the screen displays the receivers that meet the selection criteria in the fields at the bottom of the screen. To limit which receivers are listed, enter selection criteria in the fields at the bottom of the screen and press ENTER. To expand the list of receivers, blank out the entry in one or more of those fields and press ENTER again.

The default list of receivers displayed are those that are currently open. Use the F2=COMPLETE / F2=OPEN toggle key to change the display to receivers that are received and closed.

From this screen, you can:

- print the Receiver Edit List for a receiver
- access the screens required to add, change, or delete a receiver
- access the Receiver Approval Selection Screen, where you can approve or unapprove specific line items on the receiver
- access the PO Receiver Note Pad Screen, where you may review, maintain or delete dated events associated with the selected receiver, as well as add new PO receiver events
- post a receiver

If you displayed this screen by pressing F18=RECEIVERS on the Warehouse Management Selection Screen within Warehouse Management (MENU WMMAIN), the warehouse number for the receiver defaults to the warehouse number you entered on that screen. Additionally, the **Stage Back Orders** and **Auto Put-Away** fields for the receiver default to the values set in Warehouse Options Maintenance (MENU WMFILE) for the warehouse. To change any of these fields, press the F12=RETURN function key to display the PO Selection Screen within Warehouse Management (MENU WMMAIN).

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
(Receiver List Type)	Identifies if the receiver list currently displayed contains open receivers or completed receivers. You can toggle the display from one to the other by pressing F2=COMPLETE / F2=OPEN. Display
Reference Number	Use this number in the **Selection** field to select the associated receiver. Display
Vendor	The vendor associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) through Enter or Change Receivers or PO Receipts (MENU POMAIN). The vendor associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen within Enter or Change Receivers or PO Receipts (MENU POMAIN). From within Warehouse Management (MENU WMMAIN), that screen is accessed by pressing F10=ADD/MAINTAIN on this screen. Receivers are also often created in Purchasing due to the receipt of an Advance Shipping Notice (ASN) through EDI. Display

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) through Enter or Change Receivers or PO Receipts (MENU POMAIN). Display
Co	The company associated with the receiver when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) through Enter or Change Receivers or PO Receipts (POMAIN). Display
Receiver	The number of the receiver assigned when it was originally created on the Receiver Entry/Maintenance Selection Screen (p. 8-81) through Enter or Change Receivers or PO Receipts (MENU POMAIN). Display
Stat	The **Stat** field displays either the current status of the receiver. It will toggle with the ID of the workstation where the receiver is currently in use (**WS**) with the F6=IN-USE / F6=STATUS function key. The current status of the receiver may be: • Pend*:* Pending approval • Appr*:* Approved • Post*:* Posted • Prt*:* Put-Away List has been printed with F5=P/A LIST through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • PRcv*:* Pre-received through Warehouse Management (MENU WMMAIN).This is applicable only if Warehouse Management is installed. Display
WS	The ID of the workstation where the receiver is currently in use. An *R appearing next to the Workstation ID indicates that the receiver is contained in a receipt group (i.e., it is currently in the process of being posted). This field will toggle with the status of the receiver (**Stat**) field with the F6=IN-USE / F6=STATUS function key. Display
# Item	The total number of items included in the receiver from the Line Items On PO Select Screen (p. 8-97) through Enter or Change Receivers or PO Receipts (MENU POMAIN).
Description	The description of the receiver, as keyed when the receiver was created/ modified on the Receiver Entry/Maintenance Selection Screen (p. 8-81) through Enter or Change Receivers or PO Receipts (MENU POMAIN).

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select a receiver for processing. Key the **Reference Number** corresponding to the receiver you want to select and press ENTER. (N 2, 0) Required
Vendor	Use this field to limit the receivers on the screen to those associated only with a specific vendor. Key a vendor number to limit the receivers on this screen to only those associated with this vendor. Leave this field blank to display receivers for all vendors. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE or MENU APFILE) (A 6) Optional
WH	**Purchasing** Key a warehouse number to limit the receivers on this screen to only those associated with this warehouse. If left blank, orders for all warehouses will display. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). **Warehouse Management** This field displays the warehouse number you entered on the Warehouse Management Selection Screen within Warehouse Management (MENU WMMAIN). Only receivers for this warehouse are listed on the screen. If left blank, orders for all warehouses will display. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). **Purchasing** Key a company number to limit the receivers on this screen to only those associated with this company. **Warehouse Management** This field displays the company number with which the warehouse in the **WH** field is associated. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
Receiver	Use this field to limit the receivers on the screen to only those associated with a specific receiver. Key a receiver number to limit the receivers on this screen to this receiver number only. Leave this field blank to display all receivers. (A 8) Optional
PO	Use this field to limit the receivers on the screen to only those associated with a specific purchase order. Key a valid purchase order number to limit the receivers on this screen to only those associated with this purchase order. Leave this field blank to display receivers for all purchase orders. (A 6) Optional
F2=Complete/Open	Press F2=COMPLETE / F2=OPEN to toggle between displaying open and completed receivers. Note that while displaying completed receivers, the F11=APPROVE, F13=NT PAD, and F15=POST function keys become unnecessary and therefore do not display. Press F2=COMPLETE to display all completed receivers. If you have entered limiting criteria at the bottom of the screen, only completed receivers that meet the criteria you entered will display. Press F2=OPEN to display all open receivers. If you have entered limiting criteria at the bottom of the screen, only open receivers that meet the criteria you entered will display.

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Put-Away	The F4=PUT-AWAY function key displays only when Warehouse Management is installed. The F4=PUT-AWAY function key displays only if the list on this screen currently displays OPEN receivers. Select a receiver and press this key to access the Put-Away Complete Screen within Warehouse Management (MENU WMMAIN). From this screen, you can put away approved receiver line items.
F5=P/A List	The F5=P/A LIST function key displays only when Warehouse Management is installed. The F5=P/A LIST function key displays only if the list on this screen currently displays OPEN receivers. Press F5=P/A LIST to print the Put-Away List (MENU WMMAIN) for the selected receiver. The quantities of the pre-received items, and the locations into which the items will be placed when received will be printed. If you have not pre-received any items for the specified receiver, the Put-Away List will not print. Note that depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels and Item Labels may or may not print when the Put-Away List is printed. Refer to Put-Away Labels (MENU WMMAIN) for details about Put-Away Labels; refer to Item Labels (MENU WMREPT) for details about Item Labels. NOTE: If you have already printed the Put-Away List and Put-Away Labels/Item Labels for this Purchase Order, the following pop-up window will display: PUT-AWAY LIST REPRINT Reprint Existing Labels _ (Y,N) F24=Cancel You have the option to reprint existing Put-Away Labels/Item Labels for the Purchase Order as well as any new labels (by keying Y in this field); or you have the option to print only new labels for this Purchase Order (by keying N in this field).

Receiver List Selection Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F5=P/A List w/Radio Frequency</td><td>If Radio Frequency is installed, and depending on the selection made through Warehouse Management Options Maintenance (MENU WMFILE), all items in the receiver may be automatically posted to the “receiving dock” immediately following the printing of the Put-Away List. This receiving dock is defined as all 4’s (e.g., 44.444.44). If you have selected the option to prompt for a response as to whether or not this posting to the receiver dock should occur, the following pop-up window will display:

POST RECEIVER OPTION
Post Items To Receiving Dock _ (Y,N)
F24=Cancel

By keying a Y in response, one transaction processor job will post all items to the receiving dock automatically at the completion of the Put-Away List print. Then, as each item is physically put-away by keying or scanning the location and using the Store function key, an immediate behind-the-scene “move” occurs from location 44.444.44 to the originally selected location. Since the time consuming transaction processor posting job has already occurred, the inventory becomes immediately available. For details about posting items to the receiving dock, refer to the related description provided for Warehouse Management Options Maintenance (MENU WMFILE).

By keying an N in response, items will not be posted to the receiving dock at the completion of the Put-Away List print. Instead, normal posting of items is to occur, at the completion of the put-away process for all the items in the receiver.</td></tr>
<tr><td>F6=In-Use/Status</td><td>This key is functional only if the screen currently displays OPEN receivers.

Press F6=IN-USE / F6=STATUS to toggle the between displaying the status of each receiver in the **Stat / WS** field and displaying the workstation ID of any receiver that is currently being used elsewhere. If an *R appears next to the workstation ID, the receiver is contained in a receipt group (i.e., it is currently in the process of being posted).

Press F6=STATUS to display the status of each receiver.

Press F6=IN-USE to display the workstation ID where the receiver is currently being used.</td></tr>
</table>

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
F9=Edit List	Key a reference number in the **Selection** field and press F9=EDIT LIST to print the Receiver Edit List for the indicated receiver. The Report Options Screen appears to allow you to submit your request for processing (refer to the Cross Applications User Guide for details about this screen). You can use the edit list to review details about the receiver, including cost information. Refer to the Receiver Edit List as described for Enter or Change Receivers or PO Receipts (MENU POMAIN) for a description of the data contained on the list. Key a reference number in the **Selection** field and press F9=EDIT LIST to run the Receiver Edit List (p. 8-79) for the indicated receiver. The Report Options Screen (refer to the Appendix section of the Cross Applications User Guide for details about this screen) will be presented to submit the request for processing. This list can be utilized to review details about the receiver, including cost information. Refer to the Receiver Edit List (p. 8-79) for a description of the data contained on the list
F10=Add/Maint	To add a new receiver, leave the **Selection** field blank and press F10=ADD/MAINT. The Receiver Entry/Maintenance Selection Screen within Enter or Change Receivers or PO Receipts (MENU POMAIN) appears where you can create a new receiver. To work with a receiver from the list on the screen, key a **Reference Number** in the **Selection** field and press F10=ADD/MAINT. The Receiver Header Information Screen within Enter or Change Receivers or PO Receipts (MENU POMAIN) appears.
F11=Approve	F11=APPROVE is available only if you are displaying open receivers. Key a reference number in the **Selection** field and press F11=APPROVE to access the Receiver Approval Selection Screen within Warehouse Management (MENU WMMAIN). From that screen, you can approve or unapprove specific line items in the receiver. Prior to the posting of receipts for any items in a receiver, those items must be approved as having been actually received.
F12=Return	Press F12=RETURN to return to the previous screen without making any selections from this screen.
F13=Nt Pad	F13=NT PAD is available only if the list on this screen currently displays open receivers. Key a reference number in the **Selection** field and press F13=NT PAD to access the PO Receiver Note Pad Screen within Enter or Change Receivers or PO Receipts (MENU POMAIN), where you may review, maintain or delete dated events associated with this receiver, as well as add new events.

Receiver List Selection Screen Fields and Function Keys

Field/Function Key	Description
F15=Post	F15=POST is available only if the list on this screen currently displays open receivers. When Warehouse Management is installed, approved receiver items will be checked to ensure warehouse locations have been assigned for each, before posting can occur. If errors are found because locations have not been assigned to all items in the receiver, the within Receipt Post Errors Screen (p. 8-144) within Enter or Change Receivers or PO Receipts (MENU POMAIN) will display. If no errors are found, the Post Received Items Screen (p. 8-146) will display. Key a reference number in the **Selection** field and press F15=POST to post the receiver. Each approved item in the receiver will be checked for errors, and if none are found, will be included in a system-generated receipt group and submitted to the Transaction Processor for immediate posting. For details about the Transaction Processor, refer to the Cross Applications User Guide.
F17=P/A Status	The F17=P/A STATUS function key displays only if Warehouse Management and Radio Frequency are installed and is being used for putting away inventory [as determined through Radio Frequency Options Maintenance (MENU RFFILE)]. Select an item and press F17=P/A STATUS to display the status of the put-away. The Put-Away Status Selection Screen within Warehouse Management (MENU WMMAIN) will display.
F18=R/F Receipts	The F18=R/F RECEIPTS function key displays only if Warehouse Management and Radio Frequency are installed and is being used for receiving inventory [as determined through Radio Frequency Options Maintenance (MENU RFFILE)]. Press F18=R/F RECEIPTS to display the receipts that have been entered through Radio Frequency, but not yet put away. These receipts may be reviewed for accuracy against any previously created receivers (entered through Warehouse Management or Purchasing). The R/F Receipts List Screen within Warehouse Management (MENU WMMAIN) will display.
Enter	This key performs 2 functions: • To limit the receivers on the list, key limiting criteria in the **Vendor**, **WH**, **Co**, **Receiver**, or **PO** fields and press ENTER. The display will include only those receivers that meet the criteria you entered. • To review a receiver, key a reference number in the **Selection** field and press ENTER. The Receiver Header Review Screen within Enter or Change Receivers or PO Receipts (MENU POMAIN) will display for the selected receiver.

Receiving List

```
P0371    CO/PO NUMBER: 01/100100                        RECEIVING LIST                              04/07/11        Page      1
              REQ NUMBER:     100100                      BY PO NUMBER
     VENDOR:
     100      SHARP INTERNATIONAL               SHIP VIA: Best Way              ORDER DATE: 01/20/10     BUYER:
              100 East Street                  MISC NOTES:                   LAST REC DATE: 00/00/00    APPRVD: YES
                                                    TERMS: 2% 10 Days NET 30      WAREHOUSE: 1           QUOTE NO:
              Chicago, IL 64604                       FOB:
==================================================================================================================
                                                                  DUE        QTY           QTY                 UNIT     TOTAL
 SEQ OUR/MFG NUMBER                 ITEM DESCRIPTION              DATE       DUE    U/M    RCVD                COST     AMOUNT
==================================================================================================================
  70 A250                           Fax Stand - Walnut            02/09/10   300.000  EA   ______              ______   ______
        AZ-3000                         36 x 13 x 5.5
      Used Locs:   Qty: ________ 15.001.01 (     318)
  50 A200                           Sharp Copier Toner            02/09/10   100.000  CAS  ______              ______   ______
        FG-7200                         SF-7200
      Avail Locs:  Qty: ________ 25.004.01 (     256)      Lot: ________________
  60 A210                           Sharp Copier Toner            02/09/10   200.000  CAS  ______              ______   ______
        FG-8100                         SF-8100
      Avail Locs:  Qty: ________ 25.004.01 (     256)      Lot: ________________
  20 A110                           Sharp Copier                  02/09/10    90.000  EA   ______              ______   ______
        LZ-57                           Model Z-57
      Used Locs:   Qty: ________ 05.001.01 (     136)
      Used Locs:   Qty: ________ 15.002.01 (     720)
      Avail Locs:  Qty: ________ 24.005.01 (     109)
                   Serials:
  10 A100                           Sharp Fax Machine             02/09/10    48.000  EA   ______              ______   ______
        UX-103                          Model SX-765
      Used Locs:   Qty: ________ 13.001.03 (     127)
      Used Locs:   Qty: ________ 13.001.02 (     112)
```

```
P0373                                                   RECEIVING LIST                              04/07/11        Page      1
                                                      BY RECEIVER NUMBER
      CO/RECEIVER: 01/THURSDAY    Thursday
      VENDOR:  IC8000 BIG BEN CLOCK SHOP               WAREHOUSE: 1
==================================================================================================================
 PO/                                                              DUE        QTY         QTY                   UNIT     TOTAL
 SEQ OUR/MFG NUMBER                 ITEM DESCRIPTION              DATE       DUE  U/M    RCVD                  COST     AMOUNT
==================================================================================================================
100180
  10 C100                           Seth Thomas Desk Clock        12/23/10     8.000  EA  ________           ________  ________
        K4311                           Gold Plate Solid Brass Roman Nm
      Used Locs:   Qty: ________ 11.003.03 (    1438)
      Avail Locs:  Qty: ________ 24.005.01 (    1152)
100147
  10 C110                           Seth Thomas Desk Set          03/15/10     2.000  EA  ________           ________  ________
        K4317                           Gold Plt. Sold Brss. Quartz Mvt
     These are for the spring trade show
      Assgn Locs:  Qty:       1.000 04.001.02
100180
  20 C110                           Seth Thomas Desk Set          12/23/10     8.000  EA  ________           ________  ________
        K4317                           Gold Plt. Sold Brss. Quartz Mvt
      Used Locs:   Qty: ________ 11.003.04 (    5758)
      Used Locs:   Qty: ________ 04.001.02 (    5760)
      Avail Locs:  Qty: ________ 24.005.01 (    4608)
100147
  20 C120                           Seth Thomas Grandfather Clock 03/15/10    20.000  EA  ________           ________  ________
        K5632                           Cherry, Solid Brass Pendulum
     These are for the spring trade show
100180
  30 C120                           Seth Thomas Grandfather Clock 12/23/10     8.000  EA  ________           ________  ________
        K5632                           Cherry, Solid Brass Pendulum
      Avail Locs:  Qty: ________ 25.004.01 (      11)
==================================================================================================================
```

This report prints items that have not yet been received for the purchase order(s) selected on the Receiving List by PO Number Selection Screen (p. 22-3) or on the Receiving List by Receiver Number Selection Screen (p. 22-6).

A separate report is printed for each purchase order/receiver selected. Blank spaces are provided on this report to write in the quantity received, unit costs and total amount of items received. Use this information when keying receipts through Enter or Change Receivers or PO Receipts (MENU POMAIN).

Important

Depending upon which selection screen was utilized to generate the Receiving List, the report will reflect different information (e.g., purchase order number versus receiver number), and thus the fields presented and described herein would be different. Also, the selection criteria utilized on either of those selection screens will determine what types of data are included in this list.

Receiving List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
CO/PO Number	The number of the company and purchase order for which items that have not yet been received are printed on this report when printed by PO Number.
Req Number	The number of the requisition from which the purchase order was created are printed on this report when printed by PO Number.
CO/Receiver	The number of the company and receiver number with receiver description for which items that have not yet been received are printed on this report when printed by Receiver Number.
Vendor	The vendor number, name with whom the purchase order is placed. When the report is printed by PO Number, the address of the vendor will also print.
Ship VIA	The shipping instructions, if any, for the PO is printed on this report when printed by PO Number.
Order Date	The order date specified on the PO is printed on this report when printed by PO Number.
Buyer	The buyer responsible for creating the PO are printed on this report when printed by PO Number.
Misc Notes	The miscellaneous notes, if any, for the PO is printed on this report when printed by PO Number.

Receiving List

Report/Listing Fields	Description
Last Rec Date	The most recent date which any item on this PO was received and posted via PO Receipts Register (MENU POMAIN) are printed on this report when printed by PO Number.
Apprvd	The approval code used when the requisition was approved are printed on this report when printed by PO Number.
Terms	The payment terms of the PO, if any, is printed on this report when printed by PO Number.
Warehouse	The ID of the warehouse to receive the items on the PO.
Quote No	The quote number, if any, provided by the vendor for this PO is printed on this report when printed by PO Number.
FOB	The F.O.B. (Freight on Board) terms of the PO, if any, is printed on this report when printed by PO Number.
Seq PO/Seq	The sequence number of each item on the purchase order. Sequence numbers are assigned to each item when the requisition is created through Enter or Change Requisitions (MENU POMAIN). When the report is printed by Receiver Number, the purchase order for which items that have not yet been received are listed in this column.
Our/Mfg Number	The item number and description of the item. Based on your selection in the **Item Information** field on the Receiving List by PO Number Selection Screen (p. 22-3), the manufacturer's item number will print on this report instead of, or in addition to, your stocking item number.
Item Description	The item description (ours and/or manufacturer's) as keyed on the purchase order.
Due Date	The due date of the item, as specified on the purchase order.
Qty Due	The quantity of the items ordered, as specified on the purchase order.
U/M	The unit of measure in which the quantity due (**Qty Due**) was ordered; the buying unit of measure.
Qty Rcvd	A blank line is printed for each item so you can write in the quantity of items that are received.
Unit Cost	A blank line is printed for each item so you can write in the unit cost of an item as it is received.
Total Amount	A blank line is printed for each item so you can write in the total dollar value of an item that is received.

Receiving List

Report/Listing Fields	Description
Order No	This field prints if you keyed Y in the **Show Customer Orders** field on the Receiving List by PO Number Selection Screen (p. 22-3). The company and order number of all unshipped customer orders assigned to this purchase order that contain this item.
Customer Name	This field prints if you keyed Y in the **Show Customer Orders** field on the Receiving List by PO Number Selection Screen (p. 22-3). The name of the customer assigned to this purchase order for whom the unshipped orders have been created.
Qty	This field prints if you keyed Y in the **Show Customer Orders** field on the Receiving List by PO Number Selection Screen (p. 22-3). The quantity of this item ordered for each unshipped customer order.
Used Locs	This field only prints if you have the Warehouse Management module installed and if you selected to print warehouse locations by keying Y in the **Show WH Locations** field on the Receiving List by PO Number Selection Screen (p. 22-3). If any locations currently contain this item, they are printed here. Write in the quantity stored in this location, if any, on the blank line following the word **Qty**. You must specify this quantity when keying receipts through Receiver Entry/Maintenance (MENU POMAIN) or Enter or Change PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN). To the right of the location, the number shown in parenthesis is the total capacity size of that location.
Avail Locs	This field only prints if you have the Warehouse Management module installed and if you selected to print warehouse locations by keying Y in the **Show WH Locations** field on the Receiving List by PO Number Selection Screen (p. 22-3). Up to four locations that are available to store this item are printed. You may specify 1 through 4 on the Receiving List by PO Number Selection Screen (p. 22-3). Write in the quantities stored in each location on the blank line following the word **Qty**. You must specify this quantity when keying receipts through Receiver Entry/Maintenance (MENU POMAIN) or Enter or Change PO Receipts (MENU POMAIN). To the right of the location, the number shown in parenthesis is the total capacity size of that location. When the item being received is a serial item, one **Serial:** line prints below the available locations to identify the serial numbers of the items received.

Receiving List

Report/Listing Fields	Description
Lot No., Serials	When the item being received is a lot control item, one **Lot:** field prints to the right of the available locations with a line to record the lot numbers received in this shipment. When the item being received is a serial item, one **Serial:** line prints below the available locations to identify the serial numbers of the items received in this shipment.
(Order Comments)	Any order comments keyed during Order Entry are printed, aligned beneath the **Our/Mfg Number** field.

CHAPTER 23

Purchase Orders

23

Use this option to print Purchase Orders, that are approved and not on hold, for any requisitions created through:

- Enter or Change Requisitions (MENU POMAIN)
- Special Order Automatic Req Creation (MENU POMAST)
- Enter, Change & Ship Orders (MENU OEMAIN), if the auto-creation process is being used for special orders based on company-level special order options defined through Special Order Options Maintenance (MENU XAFILE) or vendor-level special order options defined through Vendors Maintenance (MENU POFILE)

As you print Purchase Orders through this option, the selected POs are posted through the Transaction Processor and inventory is updated appropriately. This causes inventory update reports to print.

If you use this option to print a Purchase Order that is to be sent via EDI or fax, the jobs to perform these tasks are submitted when running this option. Refer to the EDI User Guide and FAX User Guide for EDI and FAX processing, respectively.

If Mail Server is installed, this option can be used to e-mail Purchase Orders in addition to printing, faxing or sending them through EDI. Refer to "Vendors Maintenance" on page 43-1 (MENU POFILE) for information about e-mailing Purchase Orders.

If you use this option to print Purchase Order returns, the print process that occurs when this option runs updates the Receipts History File (RCPT), and the PO Returns Account changes accordingly. In other words, PO returns post to General Ledger at print process time as opposed to when PO Receipts Register (MENU POMAIN) is run. This allows you to perform receipt validation against the PO return.

NOTE: This same process occurs if you press F6=PRT/FAX PO on the End Requisition Screen (p. 6-92) available through Enter or Change Requisitions (MENU POMAIN).

Additionally, you may use this option to reprint Purchase Orders, if needed. For example, if you change a PO through the Req/PO Inquiry (MENU POMAIN) or the Vendor Order/Shipment Inquiry (MENU POMAIN), you may need a new hard-copy of that Purchase Order to reflect the updates. The option to reprint Purchase Orders from history is also provided when selecting to reprint Purchase Orders. Purchase Orders from history are those that have been closed and updated through Day-End Processing (MENU XAMAST).

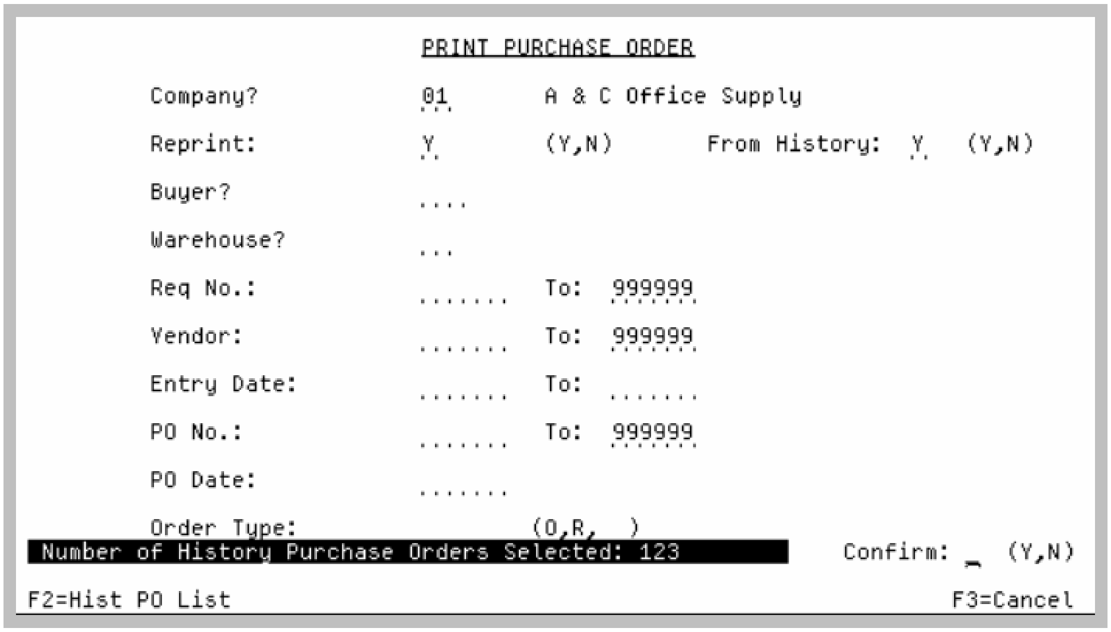
NOTE: If you originally transmitted a Purchase Order using EDI or FAX, you may still produce a hard-copy reprint of that Purchase Order through this option. A message will print at the top of the hard-copy identifying the original method of transmission.

Purchase Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Print Purchase Order Selection Screen	Use to select the approved requisitions for which Purchase Orders will print.
Reprint History Purchase Order List Screen	Use to select a list of Purchase Orders in history for reprinting.
Reprint History Purchase Orders Output Options Screen	Use to select output options for the Purchase Orders in history you are reprinting.
G/L Posting Date Selection Screen	Use to select the date for which transactions will be posted.
Purchase Order Print Exceptions Listing	Prints immediately before Purchase Orders to indicate the number of Purchase Orders that will print.
Purchase Order	Prints the Purchase Order for the requisition that was entered through Enter or Change Requisitions (MENU POMAIN).
Multi-WH Summary Purchase Order	If there are any Multi-WH purchase orders, this summary prints after all purchase orders have been printed.

Print Purchase Order Selection Screen


PRINT PURCHASE ORDER

Company? 01 A & C Office Supply
Reprint: Y (Y,N) From History: Y (Y,N)
Buyer? ....
Warehouse? ...
Req No.: .... To: 999999
Vendor: .... To: 999999
Entry Date: .... To: ....
PO No.: .... To: 999999
PO Date: ....
Order Type: (O,R,)
Number of History Purchase Orders Selected: 123 Confirm: _ (Y,N)
F2=Hist PO List F3=Cancel

This screen is displayed when you select option 20 - Purchase Orders on MENU POMAIN. Use this screen to select the approved requisitions for which Purchase Orders will print. To print Purchase Orders for all approved requisitions, leave all of the fields on this screen blank (except **Reprint**).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: If the Reprint History Purchase Order List Screen (p. 23-9) is used to select a list of Purchase Orders in history for printing, that list will override the selection criteria on this screen and the fields on this screen will be cleared and protected.

Print Purchase Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Key the company number associated with the Purchase Orders that you want to print. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Optional
Reprint	Use this field to indicate if you want to reprint Purchase Orders. Purchase Orders can be reprinted if, for example, they have been changed through Req/PO Inquiry (MENU POMAIN) or Vendor Order/Shipment Inquiry (MENU POMAIN). Key Y in this field to reprint Purchase Orders that previously printed. When you select to reprint Purchase Orders, inventory is not updated. Therefore, the inventory update reports are not printed, and the purchase order displays a message in the center of the document indicating that the reports are not printed. NOTE: You may reprint open, partially received, or closed Purchase Orders. You may also reprint Purchase Orders from history [purchase orders that have been closed and updated through Day-End Processing (MENU XAMAST)] if you are authorized through Application Action Authority (MENU XASCTY). Leave this field as N if you are not reprinting Purchase Orders. *Default Value:* N (A 1) Required

Print Purchase Order Selection Screen Fields and Function Keys

Field/Function Key	Description
From History	This field displays only if you are authorized through Application Action Authority (MENU XASCTY) to reprint Purchase Orders from history. Use this field to indicate if you want to reprint only Purchase Orders from history. Key Y in this field to reprint Purchase Orders from history. When you select to reprint Purchase Orders from history, you can use the selection criteria on this screen or, alternatively, use the Reprint History Purchase Order List Screen (p. 23-9) to enter a list of specific Purchase Orders from history to be reprinted (see F2=HIST PO LIST). NOTE: This field can only be Y if the **Reprint** field is Y. Leave this field as N if you are not reprinting Purchase Orders from history. *Default Value:* N (A 1) Required
Buyer	Use this field to print Purchase Orders for a specific buyer. Key the desired buyer code. Purchase Orders will print only for requisitions created for this buyer. *Valid Values:* a buyer codes are defined through Buyers Maintenance (MENU POFILE). Buyer codes may be assigned to a vendor (through MENU POFILE), vendor/warehouse (through MENU POFILE), vendor/item (through MENU POFILE), and/or vendor/item/warehouse (also through MENU POFILE). (A 3) Optional
Warehouse	Use this field to print Purchase Orders for a specific warehouse. Key the Warehouse ID code in this field. Purchase Orders will print only for this warehouse's requisitions. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Req No	Use to select the requisition number(s) for which to print purchase orders. Key the range of requisition numbers or leave blank to include all. Optional
Vendor	Use to select the vendor number(s) for which to print purchase orders. Key the range of vendor numbers or leave blank to include all. *Valid Values:* Any existing vendor(s) specified in Vendors Maintenance (MENU POFILE/MENU APFILE). Optional

Print Purchase Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Entry Date	Use to select the range of entry dates for which to print purchase orders. Key the range of entry dates or leave blank to include all. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Optional
PO No	Use to select the purchase order number(s) for which to print purchase orders. Key the range of purchase order numbers or leave blank to include all. If you are reprinting Purchase Orders from history (i.e., the **From History** field is Y), you can, alternatively, select a list of Purchase Orders to reprint using the F2=HIST PO LIST key. Optional
PO Date	Use to select the range of purchase order dates for which to print purchase orders. Key the range of purchases order dates or leave blank to include all. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Optional
Order Type	Use this field to select the type of Purchase Order to print. Key O to print only order requisitions. Key R to print only return requisitions. Leave this field blank to print both order requisitions and return requisitions. *Valid Values:* O, R, blank (A 1) Optional
Number of History Purchase Orders Selected	When you select to reprint Purchase Orders from history (i.e., the **From History** field is Y) and press ENTER, this field will appear and display the number of Purchase Orders from history that will be reprinted based on your selection criteria. You will be able to confirm or cancel your selection using the corresponding **Confirm** field. This helps avoid accidental reprinting of huge numbers of Purchase Orders in history. Display

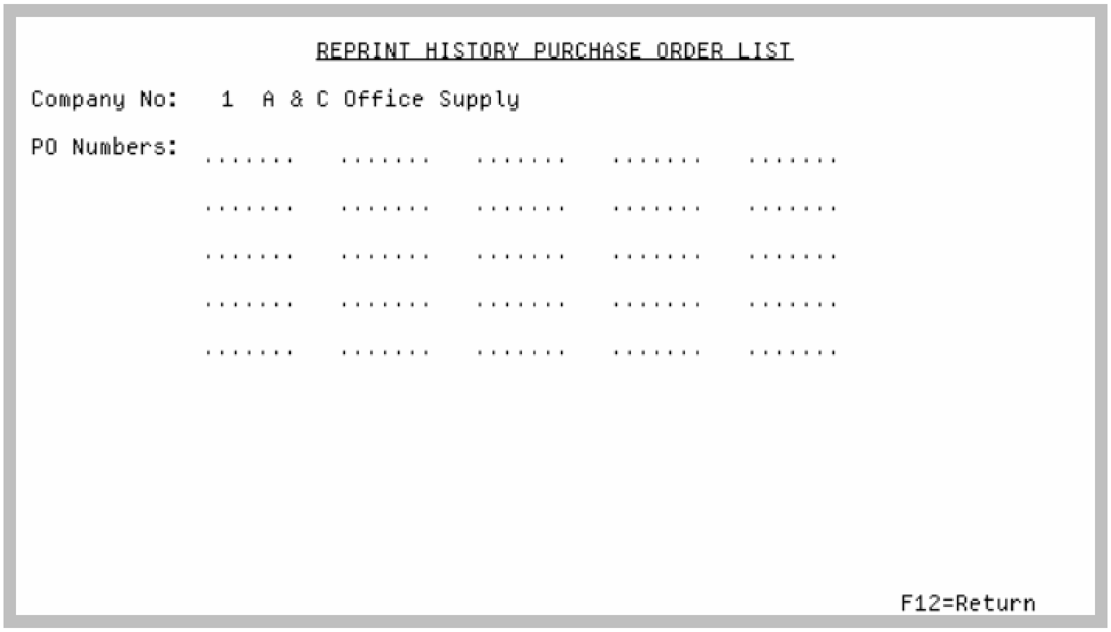
Print Purchase Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Confirm	When you select to reprint Purchase Orders from history (i.e., the **From History** field is Y) and press ENTER, this field will appear and allow you to confirm or cancel the reprint of Purchase Orders from history. The number to be reprinted from history is indicated in the **Number of History Purchase Orders Selected** field. Key Y to reprint the indicated number of Purchase Orders from history. Key N to cancel the reprint of the Purchase Orders from history. NOTE: If the number to be reprinted from history is zero (as indicated in the **Number of History Purchase Orders Selected** field), this field is protected and displays N since there are no Purchase Orders from history to reprint. (A 1) Required
F2=Hist PO List	The F2=HIST PO LIST key displays only if you are authorized through Application Action Authority (MENU XASCTY) to reprint Purchase Orders from history. This key is also only allowed when a valid company number is entered in the **Company** field, and the **From History** field is Y, indicating that you are reprinting Purchase Orders from history. Press F2=HIST PO LIST to enter a list of Purchase Orders in history for reprinting. The Reprint History Purchase Order List Screen (p. 23-9) will appear. NOTE: The F2=HIST PO LIST key can be used as an alternative way to reprint a selected list of Purchase Orders instead of the selection criteria on this screen. If you select a list of Purchase Orders using this key, this list will replace/override the criteria entered on this screen.
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POMAIN will display.

Print Purchase Order Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections of the requisitions to print. The Report Options Screen will display (refer to the Appendix section of the Cross Applications User Guide for details about this screen). However, you will not be able to change the **Submit to Batch** field on that screen since this job is submitted to the Transaction Processor. After your selections on the Report Options Screen, the job is submitted to the Transaction Processor. If the interface is on between General Ledger and Inventory and a PO return is detected when extracting POs for this print process, the G/L Posting Date Selection Screen (p. 23-15) displays before the job is submitted to the Transaction Processor. Once the job completes, the Purchase Order Print Exceptions Listing (p. 23-17), Purchase Order (p. 23-18), and inventory update reports print. When reprinting changed Purchase Orders (i.e., Y in the **Reprint** field), the inventory update reports are not printed since inventory has already been updated. NOTE: The Purchase Orders must print on a special forms type. The default in the **Forms type** field is POxx, where xx is the number of the company (if purchase orders were selected for all companies, 00 is used as the company number). When reprinting Purchase Orders from history (i.e., the **From History** field is Y), when you press ENTER, the number of history Purchase Orders selected will appear at the bottom of the screen, and you will be able to confirm or cancel your selection. If you do not enter any selection criteria (except company), a warning message will first appear informing you that the History file will be searched and there is a potential for a huge number of Purchase Orders to be reprinted. Once you confirm the reprint (i.e., the **Confirm** field is Y) and press ENTER, the Reprint History Purchase Orders Output Options Screen (p. 23-11) will appear.

Reprint History Purchase Order List Screen



This screen displays after pressing F2=HIST PO LIST from the Print Purchase Order Selection Screen (p. 23-3). Use this screen to enter a list of Purchase Orders in history for reprinting. Up to 25 Purchase Orders can be entered. This list can be used as an alternative way to reprint a selected group of Purchase Orders in history. This list will replace/override the selection criteria on the Print Purchase Order Selection Screen (p. 23-3).

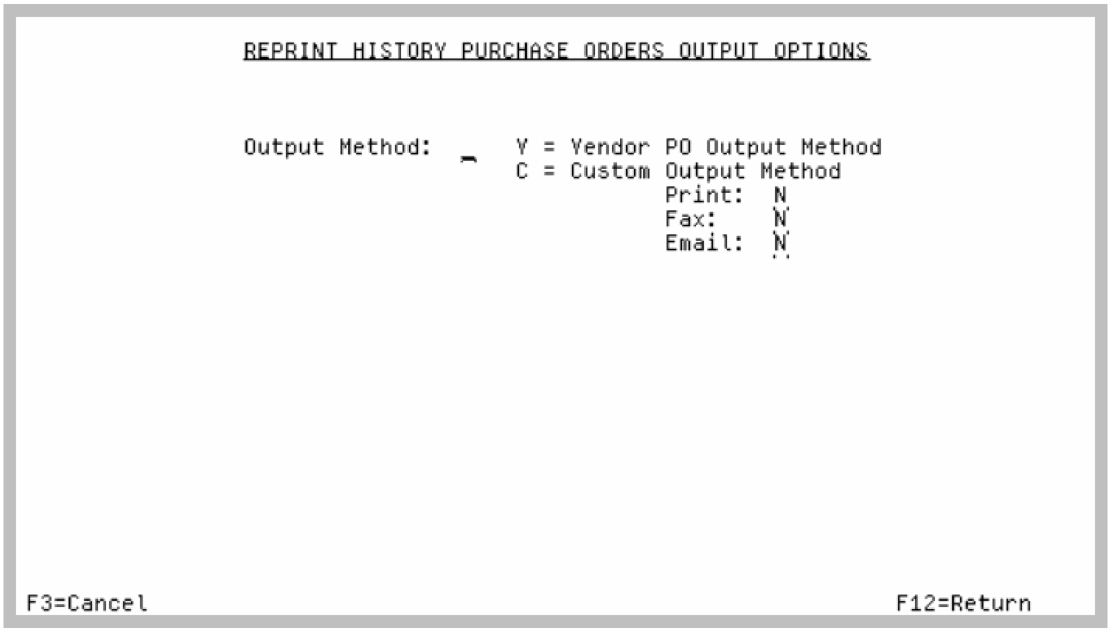
Reprint History Purchase Order List Screen Fields and Function Keys

Field/Function Key	Description
Company No	This field displays the company number selected on the Print Purchase Order Selection Screen (p. 23-3) for which you are selecting a list of Purchase Orders from history to reprint. Display
PO Numbers	Use this field to enter up to 25 Purchase Order numbers that you want to reprint from history. This list will replace/override the selection criteria on the Print Purchase Order Selection Screen (p. 23-3). *Valid Values:* A valid Purchase Order number in history, and you must be authorized to this Purchase Order warehouse. (25 @ A 6) Optional
F12=Return	Press F12=RETURN to return to the Print Purchase Order Selection Screen (p. 23-3) without saving the Purchase Order list.

Reprint History Purchase Order List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the Purchase Order list and return to the Print Purchase Order Selection Screen (p. 23-3). NOTE: The list of Purchase Orders entered on this screen will replace/override the selection criteria on the Print Purchase Order Selection Screen (p. 23-3) and the values on the Print Purchase Order Selection Screen (p. 23-3) will therefore be cleared and protected.

Reprint History Purchase Orders Output Options Screen



This screen displays after confirming to reprint Purchase Orders from history and pressing ENTER from the Print Purchase Order Selection Screen (p. 23-3). This screen can also be displayed from the Req/PO Inquiry option (MENU POMAIN) after displaying a PO in history and pressing F9=REPRINT on the End Requisition/Purchase Order Screen (p. 14-39).

Use this screen to select an output option appropriate to the purpose of the Purchase Orders in history reprint. For example, when the reason for the reprint is to provide a hard-copy (copies) of Purchase Order(s) in history for an internal audit, then **Custom Output Method** = C with **Print** = Y should be selected to have all Purchase Order(s) printed (regardless of the output method that was used originally for each Purchase Order or Purchase Order vendor’s output options). Or, for example, selecting to fax or email a copy of the Purchase Order might be the best option if reprinting is needed due to a request from an outside auditor or supplier that has this preference.

Reprint History Purchase Orders Output Options Screen Fields and Function Keys

Field/Function Key	**Description**
Output Method	This field specifies the output characteristics for this reprint of Purchase Orders from history. Key V if you want the current vendor's PO output options to be used for each reprinted Purchase Order in history. NOTE: EDI output will not be available since this is not a re-order. If no other options (besides EDI) are assigned to this vendor, this history PO will be printed. Also, when a PO vendor's option is **Email** = Y, but the vendor's email address is blank, this PO will be emailed to your email address. If your email address is blank, then this PO will be printed. When the PO vendor's option is **Fax** =Y but the vendor's fax number is blank, then this PO will be printed. Key C if you want the custom output method to be used for each reprinted Purchase Order in history, regardless of each PO's original output options or PO vendor's output options. If this option is selected, at least one of the output means for this reprint must be defined as Y (print, fax or email). (A 1) Required
Print	This field is displayed only if the Fax module or Mail Server module is installed. This option is available only when the **Output Method** field is C (for custom output method). Key Y to have a printed copy of all reprinted history Purchase Orders generated, regardless of each Purchase Order's original output options or Purchase Order vendor's output options. Key N if you do not want to have a printed copy of all reprinted history Purchase Orders generated, regardless of each Purchase Order's original output options or Purchase Order vendor's output options. NOTE: If the **Output Method** field is C at least one of the output means for this reprint must be defined as Y (print, fax or email). *Valid Values:* Y or N (A 1) Required

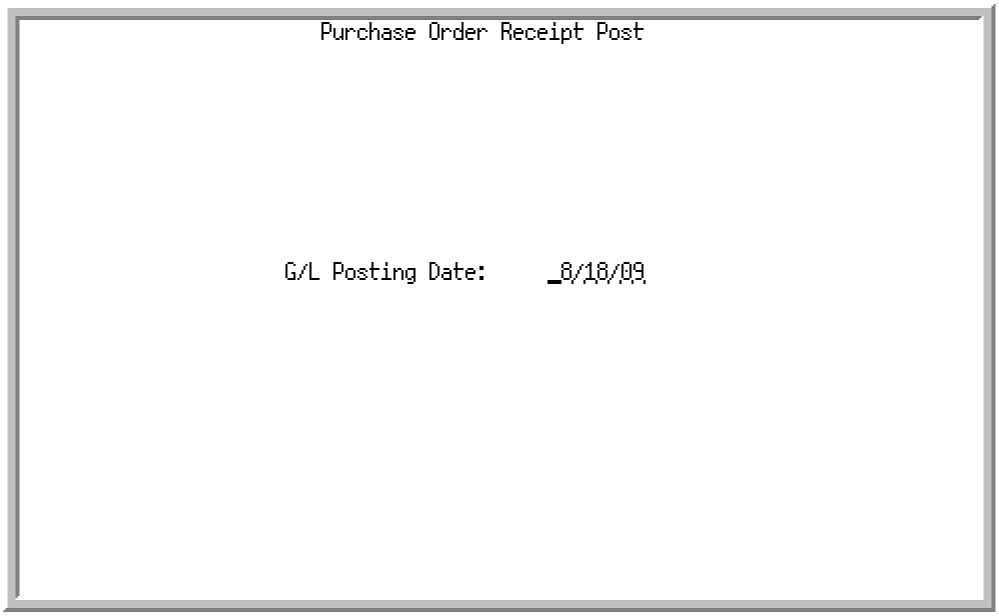
Reprint History Purchase Orders Output Options Screen Fields and Function Keys

Field/Function Key	Description
Fax	This field is displayed only if the Fax module is installed. This option is available only when the **Output Method** field is C (for custom output method). Key Y to have all reprinted history Purchase Orders, regardless of each Purchase Order's original output options or Purchase Order vendor's output options, faxed using the common fax information defined on the FAX Cover Sheet Screen available with this Purchase Order from history reprint output selection. Key N if you do not want to have all reprinted history Purchase Orders, regardless of each Purchase Order's original output options or Purchase Order vendor's output options, faxed using the common fax information. NOTE: If the **Output Method** field is C at least one of the output means for this reprint must be defined as Y (print, fax or email). *Valid Values:* Y or N (A 1) Required
Email	This field is displayed only if the Mail Server module is installed. This option is available only when the **Output Method** field is C (for custom output method). Key Y to have all reprinted history Purchase Orders, regardless of each Purchase Order's original output options or Purchase Order vendor's output options, emailed using the common email information defined on the Email Options Screen available with this Purchase Order from history reprint output selection. Key N if you do not want to have all reprinted history Purchase Orders, regardless of each Purchase Order's original output options or Purchase Order vendor's output options, emailed using the common email information. NOTE: If the **Output Method** field is C at least one of the output means for this reprint must be defined as Y (print, fax or email). *Valid Values:* Y or N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel the reprint and return to MENU POMAIN.
F12=Return	Press F12=RETURN to return to the Print Purchase Order Selection Screen (p. 23-3) without saving the values on this screen.

Reprint History Purchase Orders Output Options Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the values on this screen. If there are Purchase Orders in history that will be reprinted for multiple vendors, and either the **Fax** or **Email** field is Y, a warning will display informing you that the same output was selected for multiple vendors. Therefore, when Purchase Orders are to be reprinted for multiple vendors and all Purchase Orders will be sent to one email address or fax number, verify that it is not one of the vendor's to avoid sending Purchase Orders of other vendors to the another vendor. If you selected Fax as the output means, the FAX Cover Sheet Screen will appear, where you can enter the appropriate information. Refer to the description of the FAX Cover Sheet Screen, as provided in the FAX User Guide. If you selected Email as the output means, the Email Options Screen will appear, where you can enter the appropriate information. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen. The Report Options Screen will then display. Refer to the Appendix section of the Cross Applications User Guide for details about this screen.

G/L Posting Date Selection Screen



NOTE: This screen displays only if the interface is on between General Ledger and Inventory [as determined by entering Y in the **Interfaces: I/A to G/L** field through Company Name Maintenance (MENU XAFILE)] and a PO return was detected when extracting POs for this print process.

This screen displays after pressing ENTER from the Report Options Screen; refer to the Appendix section of the Cross Applications User Guide for details about this screen. Use this screen to select the date for which transactions will be posted.

G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
PO Print Post	This header information indicates the function being performed. Display
G/L Posting Date	Key a date for which the selected transactions will be posted. This date will be used instead of the default current system date. *Default Value:* The current system date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selection and submit the job to the Transaction Processor. A message displays informing you that the job has been submitted and the system prompts you to press ENTER to continue. After you press ENTER, the job starts processing in the Transaction Processor and MENU POMAIN displays. For more information about the Transaction Processor, refer to the Cross Applications User Guide.

Purchase Order Print Exceptions Listing

```
PO505  12/04/11  13:45:37              PURCHASE ORDER PRINT EXCEPTION LISTING                  AK/APDEMO   PAGE:   1
   All Companies          Reprints -   N           All Buyers                 All Warehouses
All Req Numbers           All Vendors               All Entry Dates          All PO Numbers           All PO Dates

           REQUISITION
 COMPANY     NUMBER
    03       100013      PURCHASE ORDER # 100011 IS A DUPLICATE PURCHASE ORDER NUMBER - PURCHASE ORDER NOT PROCESSED
    03       100014      PURCHASE ORDER # 100012 IS A DUPLICATE PURCHASE ORDER NUMBER - PURCHASE ORDER NOT PROCESSED
        4** Purchase Order(s) Will Be Printed.
        2** Duplicate Number(s) Were Listed.
```

This report prints immediately before Purchase Orders to indicate that there are problems with some of the requisitions in the selected run of requisitions.

Purchase Order Print Exception Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Company	The company number for which purchase orders were printed.
Requisition Number	The requisition number for which purchase orders were printed.
Message	The message text indicates the type of problem with a specific requisition in a purchase order run.
Summary	The number of Purchase Orders that will print and the number that will nor print due to errors.

Purchase Order

```
          100218                                                             1
         SHARP INTERNATIONAL                  ABC Distribution Company, Inc.
  100    100 East Street                      Central Receiving
                                              876 Centerville Road
         Chicago              IL 64604        Hartford,            CT 06865-8765
         UNITED STATES OF AMERICA             UNITED STATES OF AMERICA
 01 1  03/14/13  Best Way                                2% 10 Days NET 30
           100218         103                                               APD
               *****************************************************
               ***  THIS IS A RE-PRINT, PLEASE DISCARD ORIGINAL   ***
               *****************************************************
A110                     03/21/13      50.000 EA     481.24125 EA  Y   24062.06
    Sharp Copier
    Model Z-57
    LZ-57                       00074000072930
A140                     03/21/13      75.000 EA       1.89000 EA  N     141.75
    3-Ring Binder - 1" Red
    77771                       00012643748874
A120                     03/21/13      50.000 CAS     86.62500 CAS Y    4331.25
    Color Copy / Photo Paper 28#
    Hammermill 500 sheets 8.5 x 11
    YZ-103
    =============================================================================
  Please inform us A.S.A.P. if you must backorder.
                                                        SUBTOTAL       28535.06
                                                          TAX           1845.57
                                                                      ---------
                                                           TOTAL       30380.63
```

This is the Purchase Order printed for the requisition that was entered through Enter or Change Requisitions (MENU POMAIN). Only those Purchase Orders that meet the criteria selected on the Print Purchase Order Selection Screen (p. 23-3) are printed.

If there are any Multi-WH purchase orders, a Multi-WH Summary Purchase Order (p. 23-21) is printed after all purchase orders have been printed. Refer to the next section for an explanation of the item summary.

NOTES:

- If you originally printed a PO using EDI or FAX, you may still produce a hardcopy reprint of that PO through this option. A message will print at the top of the hardcopy identifying the original method of printing.
- **RETURN** is printed on the Purchase Order if the requisition is for a return order.
- Purchase Orders will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).
- The date will print using the **Date Format** specified for the vendor's country through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the date will print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
- When printing in batch, requisition(s) will not meet the selection criteria to print on the Purchase Order if they contain a line(s) whereby a held special order is set to not allow PO printing when under one of the restricted Credit or Slow Pay hold codes specified in Purchasing Options Maintenance (MENU XAFILE). The Purchase Order printing will simply be bypassed for the particular requisition(s).

Purchase Order

Report/Listing Fields	Description
PO Number/ Transmission Method	The number of the Purchase Order and the method used for printing the PO (EDI or FAX, if applicable). The purchase order number is the same as the requisition number if the **Use Requisition No. for Purchase Order No.** field in Purchasing Options Maintenance (MENU XAFILE) is set to Y. If it is set to N, purchase order numbers are assigned independently of requisition numbers. If this is a Multi-WH PO, the PO number consists of two numbers separated by a hyphen. The first number is the Multi-WH PO number, which links all of the vendor's individual POs together. This number is sequentially assigned and appears at the top of the Multi-WH Summary Purchase Order (p. 23-21). The second part of the PO number is the individual PO number, which will be used for receiving in the individual warehouses.
Vendor	The number, name, and address of the vendor with whom the Purchase Order is placed.
Ship-To	The warehouse ship-to address or the customer's shipping address for drop shipment purchase orders.
Company Number	The number of the company for which the Purchase Order was created.
Warehouse	The ID of the warehouse to receive the items on the Purchase Order.
Order Date	The date that the Purchase Order was printed.
Shipping Instructions	The shipping instructions, if any, for the Purchase Order.
Misc. Notes	The text in the **Misc Notes** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), if any.
Payment Terms	The payment terms of the Purchase Order, if any.
Requisition Number	The number of the requisition from which this Purchase Order was created.
Buyer Number	The number of the buyer responsible for creating the Purchase Order.
FOB Code Description	The description for the FOB code on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), if any.
Quote Number	The quote number, if any, provided by the vendor for this Purchase Order.
Approval Code	The approval code used when the requisition was approved to become a Purchase Order.

Purchase Order

Report/Listing Fields	Description
Reprint Message	For an Open Purchase order, this is the message that indicates this is a reprint - discard original, if applicable. For a Purchase Order in history, this is the message that indicates this is a closed purchase order - do not reorder.
Item Number (Manufacturer's, Stocking, GTIN, if applicable)	The number of the item. The manufacturer's item number, the stocking item number, or both, depending on your specification for this vendor. The Global Trade Item Number (GTIN) may also print if the vendor is set up as such, as defined through Vendors Maintenance (MENU POFILE), and if one exists for the item and Buying U/M on the purchase order.
Due Date	The date by which this item should be received.
Order Quantity	The quantity of this item being ordered.
Buying U/M	The unit of measure in which the item is purchased; the buying unit of measure.
Cost	The unit cost of the item, after any discounts.
Costing U/M	The unit of measure for which the item cost is applied; the costing unit of measure.
Taxable code	The tax code for the item: Y if the item is taxable; N if it is not.
Item Total	The total dollar value of the ordered item.
Item Description/ Comments	The description of the item as specified on the requisition. If any item comments were keyed for this item, they are printed below the item description.
Contract	If the item cost is based on a numbered contract, the contract number is printed here. Otherwise, this field does not appear.
Contract Information	If the item cost is based on a contract consisting of a buy/get special, the buy/ get specifications are printed here.
Order Comments	Any order comments for the Purchase Order are printed here.
Purchase Order Totals	The following total values for the Purchase Orders are printed: • **SUBTOTAL**: The subtotal of the Purchase Order, before tax. • **TAX**: The total amount of the tax applied to this Purchase Order. Tax is calculated only for this item with a **Taxable Code** of Y. The tax rate is specified on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13). • **TOTAL**: The total value of the Purchase Order: the sum of the subtotal and tax.

Multi-WH Summary Purchase Order

```
         000002
       SENTRY CABINETS                      Multi-WH Summary
       333 Washington Highway
       Atlanta             GA 30339
  A900
     4 Drawer Steel File Cabinet
     Black
1  Hartford, CT                     5.000 EA                 PO:01/S00114
3  Dallas, TX                       4.000 EA                 PO:01/S00115
    Total                           9.000        71.87000            646.83
  Total PO Value         646.83
```

If there are any Multi-WH purchase orders, this summary is printed after all purchase orders have been printed. If a Multi-WH PO exists, the PO number consists of two numbers separated by a hyphen. The first number is the Multi-WH PO number, which links all of the vendor's individual POs together. This number is sequentially assigned and appears at the top of this summary. See the Purchase Order (p. 23-18).

Multi-WH Summary Purchase Order

Report/Listing Fields	Description
(Multi-WH PO Number)	The Multi-WH purchase order number is printed here.
(Vendor)	The name and address of the vendor with which the Purchase Order is placed.
(Item information)	The number and description of the ordered item. The item number can be expressed as our item number, the manufacturer's item number, or both, depending on your specification for this vendor.
(Warehouse Information)	The ID and description of the warehouse for which the item is ordered.
(Order Quantity)	The quantity and unit of measure ordered for the corresponding warehouse.
PO	The company number and individual PO number for the corresponding warehouse.
Total	The total quantity of the item ordered for all warehouses.
(Unit Cost)	The item's unit cost.

Multi-WH Summary Purchase Order

Report/Listing Fields	Description
(Extended Cost)	The total cost of the item (**Total** quantity x **Unit Cost**).
Total PO Value	The total value of all Multi-WH purchase orders printed. This is the total of all of the **Extended Cost** lines on the report.

Revaluation Error Report

:

```
PO510A 04/07/11  19.25.49                    REVALUATION ERROR REPORT                          AB/APDEMO     PAGE    1
                   Appv       PO Value     |--------------Before---------------|-----------------After----------------|
CO Req/PO Vendor WH Type  By       (Trading)             Rate          PO Value              Rate              PO Value
-----------------------------------------------------------------------------------------------------------------------
01 100224 IC5000 1  Req  APD     5,901,256.59  CA$      .896650      5,291,361.72  US$  98776.000000   582,902,520,933.84  US$
   1 errors occurred during revaluation.
  If you were printing Purchase Orders for approved requisitions, they will not be printed.
  To correct this, the requisitions in error will need to be split into multiple orders
  to allow a normal revaluation to occur.
```

Revaluation Error Report

This report prints if any revaluation errors occur when you attempt to print Purchase Orders through Purchase Orders (MENU POMAIN). For example, assume that you entered a requisition for a foreign currency vendor. Subsequently, the exchange rate for a currency used on that requisition gets changed through Exchange Rate Inquiry (MENU ICMAIN). If the change in this exchange rate causes the requisition's order value to exceed $9,999,999, and you attempt to print the Purchase Order for the requisition through Purchase Orders (MENU POMAIN), a revaluation error will occur and this report will print. A break message is issued to the user: **Some Purchase Orders were not printed due to Revaluation Errors. A report has been printed**.

This report displays the requisition's order value prior to the exchange rate change and after the exchange rate change. Instructions on how to resolve this error also display on the report.

CHAPTER 24

PO Receipts Register

24

Use this option to post the purchase order receipts that were keyed through Enter or Change Receivers or PO Receipts (POMAIN). This option is NOT used to post receipts that were keyed into Receivers via Enter or Change Receivers or PO Receipts (MENU POMAIN). For information concerning the posting of receipts using receiver processing, refer to Enter or Change Receivers or PO Receipts (MENU POMAIN).

Posting purchase order receipts means that inventory and purchasing files are updated to reflect the change in inventory, and the new status of the purchase order. Since inventory and purchasing master files are updated, this job is sent to the Transaction Processor. For more information about the Transaction Processor, see the Cross Applications User Guide.

When Warehouse Management is installed and the transaction is for a Lot Item, if the transaction is a receipt or an adjustment and the Lot Aging Date was entered on the Lot Assignments Screen, this overridden date will be used as the Lot Aging Date to update the WM Location Balance File (WMBAL). If the Lot Item already exists in the selected put-away location, the earliest of the two aging dates will be used for the receipt transaction. The WM Lot Date History File (WMLDH) will track the lot aging date and will store both the original and new aging date for audit purposes. If a Lot Aging Date was not entered on the Lot Assignments Screen, the Receipt Date will be used as the Log Aging Date to update the WM Location Balance File (WMBAL).

Important

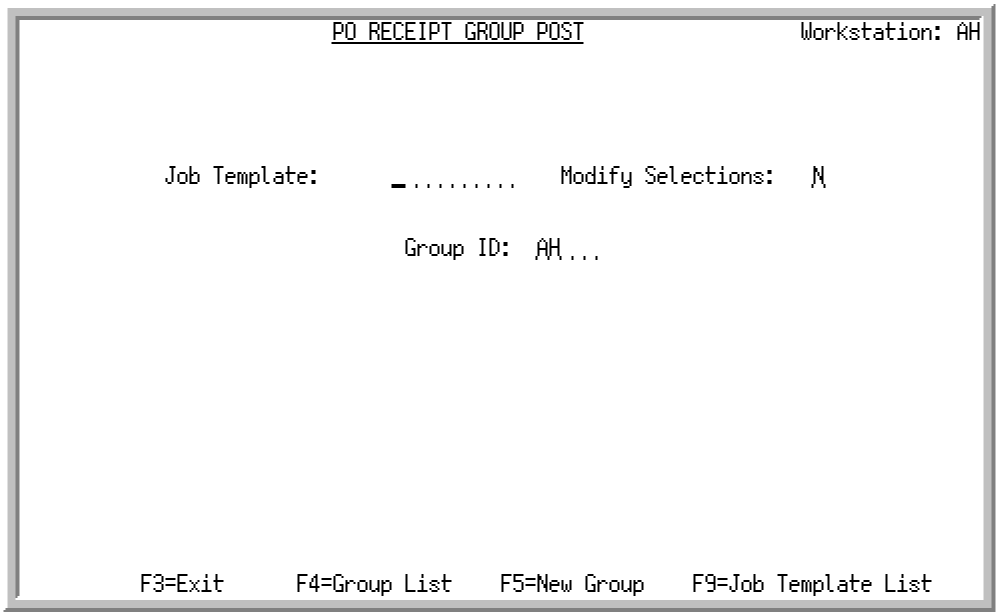
These inventory postings will update the Item Balance File, any quantities on-hand, etc. Related general ledger updates do not occur, however, until Day-End Processing (MENU XAMAST) or Post IA Transactions to G/L (MENU IAMAST) is run. Once these general ledger postings occur, general ledger information will be incorporated into all applicable item files.

PO Receipts Register

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
PO Receipt Group Post Screen	Use to select the receipt group in which purchase order receipts were keyed.
Post Purchase Order Receipts Exception Report	Prints those order items that are not updated in Inventory Accounting through this option.
Backorder Release Report	Prints customer order information, and item information.
Receipt Post Special Order Exception Report	Prints those special order items that are not updated in Inventory through this option (PO Receipts Register).
Orders Split Due To Special Orders Receipt Post Report	Prints those orders split because of special order line items being posted.

PO Receipt Group Post Screen



This screen displays by selecting option **22** - PO Receipts Register (MENU POMAIN). This screen is used to select the receipt group in which purchase order receipts were keyed. You also have the option to select the job template to be used for the Purchase Order Receipt Post job.

The receipts in the specified receipt groups will be posted and the open purchase order will be assigned a new status, if applicable. Once a receipt group has been submitted for posting, this screen will reappear for posting of another receipt group, if desired.

The status of the receipt group also will change to indicate its state. When the receipt group has been selected for posting but has not yet been submitted to the Transaction Processor, the status will be P (for posting). Once the job has been submitted to the Transaction Processor, the status will be changed to T (for Transaction Processor).

PO Receipt Group Post Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Purchase Order Receipt Post job, press F9=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Purchase Order Receipt Post jobs (that is, PO605P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

PO Receipt Group Post Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one via F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A 1) Optional
Group ID	Key the one to five character Group ID (or leave the default) of the receipt group to be included in the report. (The F5=NEW GROUP function key is available to clear the field prior to keying a group ID, if desired). Refer to F4=GROUP LIST to display a list of existing receipt groups. *Default Value:* The **Workstation ID** of the physical workstation. (A 5) Required
F3=Exit	Press F3=EXIT to exit from this option. MENU POMAIN will display.
F4=Group List	Press F4=GROUP LIST to display a list of existing receipt groups. The PO Receipt Processing Group Selection Screen (p. 8-10) will display.
F5=New Group	Press F5=NEW GROUP to clear the **Group ID** field on this screen prior to keying a different receipt group ID.
F9=Job Template List	Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Purchase Order Receipt Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

PO Receipt Group Post Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your group selection. The PO Receipt Processing Screen (p. 8-14) displays. Refer to this screen as presented and explained in Enter or Change Receivers or PO Receipts (POMAIN). Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. If there are any order items that cannot be posted, the Post Purchase Order Receipts Exception Report (p. 24-7) will print. If any of the items that could not be posted are special order items, a message will display (Some PO Receipts not posted) at the terminal and the Receipt Post Special Order Exception Report (p. 24-11) will print. For more information concerning orders not posted, see the Post Purchase Order Receipts Exception Report (p. 24-7) and the Receipt Post Special Order Exception Report (p. 24-11).

Post Purchase Order Receipts Exception Report

```
PO422       13:08:17              POST PURCHASE ORDER RECEIPTS EXCEPTION REPORT          06/22/11   PAGE:    1
                                          RECEIPTS FOR GROUP MB
The following receipts were not added to the Posting File.
                                                                                      REC'D           RECEIPT
ITEM NUMBER                 SUBSTITUTE ITEM NUMBER          REC DATE    ORD QTY  REC'D QTY    CMPLT             VALUE  ASSGN
=======================================================================================================================
  PO NO: 100007  VENDOR: 10 J&F INDUSTRIAL TOOL SUPPLY
I1500                       I99                             10/18/11     10.000   CAS      5.000                540.00   NO
                                                                              PO TOTAL:         5               540.00
```

This report indicates those order items that are not updated in Inventory Accounting through this option. An order item is not updated in Inventory Accounting if:

- It has not been assigned to a warehouse location, and/or the lot or serial number has not been recorded (applicable only if Warehouse Management is installed.)
- If the purchase order no longer exists.

NOTE: For additional posting exception information particular to special order items, see the Receipt Post Special Order Exception Report (p. 24-11).
If Warehouse Management is installed, all items on a purchase order must be assigned before any receipts for the purchase order are posted.

Post Purchase Order Receipts Exception Report

Report/Listing Fields	Description
PO No	The number of the purchase order prints if a purchase order is in use by another workstation.
Vendor	The number and name of the vendor for whom the purchase order was created will print if a purchase order is in use by another workstation.
Item Number	The number of the item that was originally ordered, but was not updated through this option.
Substitute Item Number	The number of substitute item, if any, that was shipped in place of the item printed in the **Item Number** column. The substitute item number is specified during Enter or Change Receivers or PO Receipts (MENU POMAIN) on the PO Enter Item Detail Screen (p. 8-46).
Rec Date	The date on which receipts were entered for this item.
Ord Qty	The quantity, and unit of measure, originally ordered of this item.
Rec'd Qty	The quantity, and unit of measure of this item that was received.

Post Purchase Order Receipts Exception Report

Report/Listing Fields	Description
Rec'd Cmplt	Indicates if the item was received complete, as specified on the PO Enter Receipts Screen (p. 8-41) or the PO Enter Item Detail Screen (p. 8-46).
Receipt Value	The value of the items received, based on the cost of the item when it was received.
Asgn	This information only appears if Warehouse Management is installed to indicate if an item has not been assigned to a warehouse location and or lot/serial number has not been recorded.

Backorder Release Report

```
PO618   12/07/13  14:44:36                 BACKORDER RELEASE REPORT                AF/APDEMO          PAGE:    1
        Seq                                                       Req    Received |------- Quantities --------|   PO
        No  Item Number              Description              Ship Dt  Complete   Received          On B/O      Number
---------------------------------------------------------------------------------------------------------------------
  Company: A & C Office Supply
  Order: 02753/00 Type/Status: B/O Held-       Warehouse: 3  Ship-to Bon Secour School Department
      00002 A920                      2 Drawer Steel File Cabinet    12/07/13           3.000 EA       20.000 EA      A00000
```

This report prints for any item that is assigned to a customer order during Enter or Change Requisitions (MENU POMAIN) on the Assign Customer Order Numbers Screen (p. 6-85). Customer order information, and item information is printed.

This report prints for any PO line item received that had been assigned to a customer order either manually, during Enter or Change Requisitions (MENU POMAIN) on the Assign Customer Order Numbers Screen (p. 6-85), or via any of the available special order/drop ship functions available in the application. For any of these backordered customer order items received either through the PO Receipts Register process or Accounts Payable Drop Ship Receipt Validation process, the customer order number/generation is provided along with the PO number on which the item was received.

Backorder Release Report

Report/Listing Fields	Description
Company	The company name for which the customer order was created.
Order	The order/generation number for the purchase order receipt.
Type	The order type. The order type is one of the following: • **Ord** - Order • **Inv** - Invoice • **Ret** - Invoice return • **Fut** - Future order • **Mst** - Master order • **B/O** - Backorder • **Qte** - Quote • **Blk** - Blanket order

Backorder Release Report

Report/Listing Fields	Description
Status	The order status: • **Rdy for PS** - Ready for Pick List print • **PS Printed** - Pick List printed • **Rdy to INV** - Ready to invoice • **Held** - Order held
Warehouse	The warehouse specified on the customer order.
Ship-To	The company name of the ship-to address specified on the customer order.
Seq No	The sequence number assigned to an item on a Purchase Order.
Item Number	Item Number being received
Description	The item description from the purchase order.
Req Ship Dt	The requested ship date of the item.
Received Complete	**Yes** if the item was received complete during Enter or Change Receivers or PO Receipts (MENU POMAIN); **No** if it was not
Quantities	The quantity of this item received to date (**Received**), and the quantity of the item that was on backorder (**On B/O**) before a quantity of the item was received.

Receipt Post Special Order Exception Report

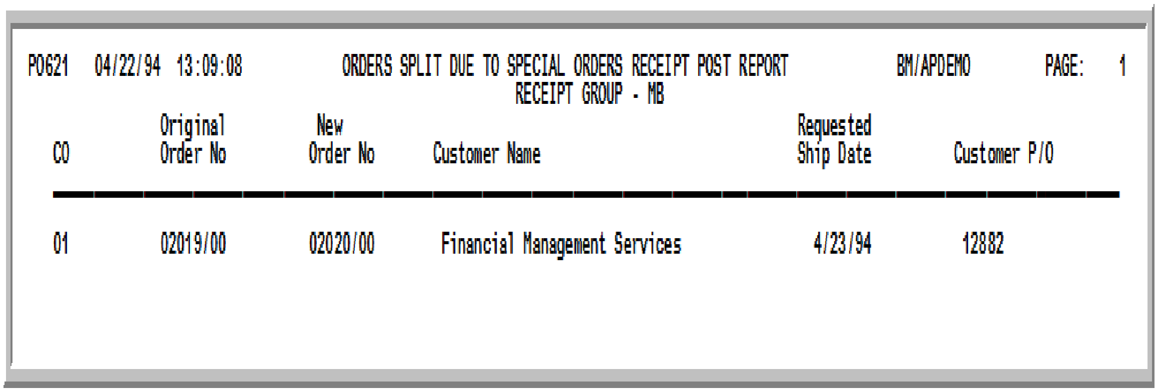
```
PO620   03/17/09  13:09:08              RECEIPT POST SPECIAL ORDER EXCEPTION REPORT              BM/APDEMO            PAGE:    1
                                                   RECEIPT GROUP - MB

                        In Use  P/O
 CO      Order           W/S    Number  Item Number                  Description                 Receipt Qty  U/M    Reason
 01      01975/00         A1    100045  A130 Sharp Extra Sensitive Fax Paper                          4.000   CAS   Ship Confirmed

The above orders could not be processed. The items listed above have been placed back into the receipt group. Either the order was
currently in use or it was in ship confirm status and partially received. Please run the PO Receipts Register again after these
customer orders  are no longer in use or invoiced and B/O created.
```

This report indicates those special order items that are not updated in Inventory Accounting through this option (PO Receipts Register). When a special order receipt is posted, and the order it is to update has had its Pick List printed and is currently is use, the receipt transaction is written back to the Receipt Entry File and removed from the Receipt Posting File. If this occurs, this report prints.

Receipt Post Special Order Exception Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Co	The number of the company for which the purchase order was created.
Order	The order/generation number (# of times backordered).
In Use W/S	The two character ID of the workstation using the order.
PO Number	The number of the purchase order.
Item Number	The number of the special ordered item.
Description	The description of the special ordered item.
Receipt Qty	The quantity of the special ordered item.
U/M	The special ordered item's unit of measure.
Reason	The reason the order could not be processed, if applicable. Either the order was currently in use (**In Use** prints in this column), or it was in ship confirm status and partially received (**Ship Confirmed** prints in this column). Please run the PO Receipts Register again after these customer orders are no longer in use or invoiced and B/O created.

Orders Split Due To Special Orders Receipt Post Report



```
PO621   04/22/94  13:09:08        ORDERS SPLIT DUE TO SPECIAL ORDERS RECEIPT POST REPORT        BM/APDEMO      PAGE:    1
                                                    RECEIPT GROUP - MB
                 Original      New                                                  Requested
  CO             Order No      Order No     Customer Name                          Ship Date        Customer P/O

  01             02019/00      02020/00      Financial Management Services           4/23/94         12882
```

This report indicates those orders split because of special order line items being posted. Note that both the original and the new order number are printed. When posting special order line items through this option (PO Receipts Register) and the order entry order is at a status of Pick Slip Printed or Ready for Invoicing, this report will be generated.

Orders Split Due To Special Orders Receipt Post Report

Report/Listing Fields	Description
Co	The number of the company for which the order was created.
Original Order No	The order number and the generation number (# of times backordered) of the order which was split due to the special order line item receipt posting.
New Order No	The order number and the generation number (# of times backordered) of the order created due to the original order being split because of the special order line item receipt posting.
Customer Name	The name of the customer for which the original order (and new order) was created.
Requested Ship Date	The date copied from the original order now included on the new order as the requested shipping date.
Customer P/O	The number of the customer’s purchase order copied from the original order to the new order.

CHAPTER 25

Open Purchase Order Summary Report

25

Use this option to print the Open Purchase Order Summary Report. This report prints a summary of all or a portion of open purchase orders and/or open requisitions.

An open purchase order is one that:

- Has been printed through Purchase Orders (MENU POMAIN), and
- Has not been received in full (i.e., "closed") through Enter or Change Receivers or PO Receipts (MENU POMAIN) or, if applicable, Warehouse Management (MENU WMMAIN).

And has not been posted through:

- Enter or Change Receivers or PO Receipts (MENU POMAIN),
- PO Receipts Register (MENU POMAIN), or
- Warehouse Management (MENU WMMAIN).

An open requisition is one that has been entered through Enter or Change Requisitions (MENU POMAIN) but has not had a Purchase Order printed.

One line will print for each open purchase order. To print each item on each open purchase order, use the Open Purchase Order Detail Report Screen (p. 26-3).

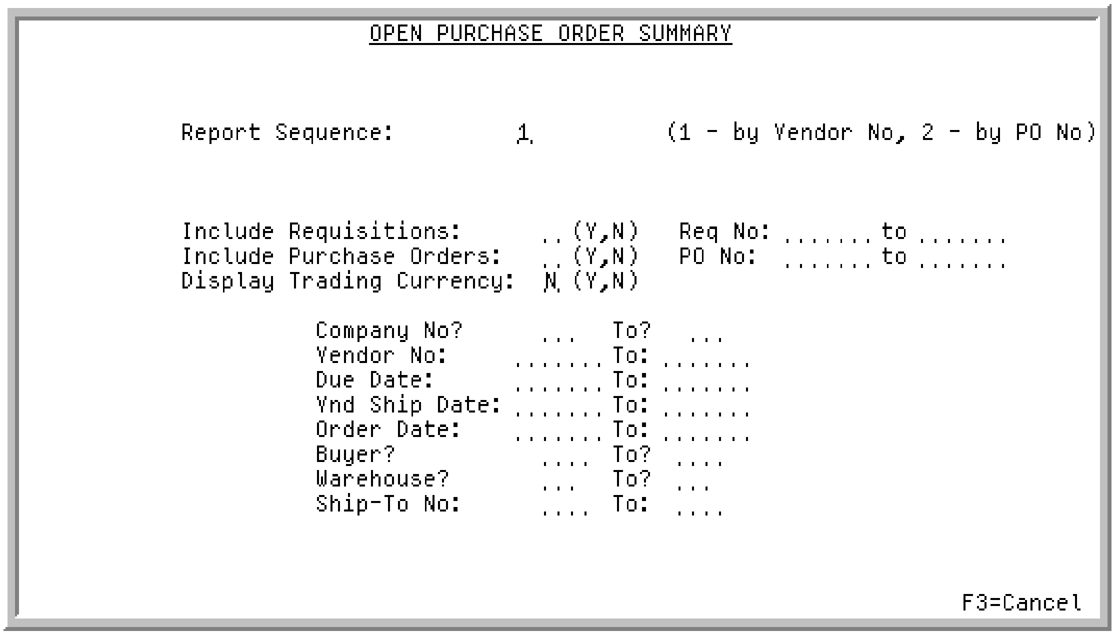
NOTE: The Open Purchase Order Summary Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Open Purchase Order Summary Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Open Purchase Order Summary Screen	Use to select the criteria that will print on the Open Purchase Order Summary Report.
Open Purchase Order Summary Reports	Prints a summary by vendor or PO number of all or a portion of existing open purchase orders and/or open requisitions.

Open Purchase Order Summary Screen



This screen displays by selecting option **1** - Open Purchase Order Summary Report (MENU POREPT) and is used to select the criteria that will print on the Open Purchase Order Summary Reports.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Open Purchase Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field determines the report sequence. Key 1 to print the report by vendor. The Open Purchase Order Summary will print for each vendor. Key 2 to print the report by PO number. Open Purchase Order Summary will print by purchase order number, regardless of the vendor. *Default Value:* 1 (N 1,0) Required
Include Requisitions	Key Y to print open requisitions. An open requisition is one that has been entered through Enter or Change Requisitions (MENU POMAIN) but has not had a Purchase Order printed. Key N to suppress the printing of open requisitions. *Valid Values:* Cannot be N if Include **Purchase Orders** is N (A 1) Required

Open Purchase Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Req No	NOTE: This field is applicable only if **Include Requisitions** is Y. Key the range of open requisitions to print, or leave blank to print all open requisitions. (2 @ A 6) Optional
Include Purchase Orders	Key Y to print open Purchase Orders (Purchase Orders printed but not received in full). Key N to suppress the printing of open Purchase Orders. *Valid Values:* Cannot be N if **Include Requisitions** is N (A 1) Required
PO No	NOTE: This field is applicable only if **Include Purchase Orders** is Y. Key the range of open purchase orders to print, or leave blank to print all open purchase orders. (2 @ A 6) Optional
Display Trading Currency	This field only displays if International Currency is installed. Use this field to specify whether amounts on the related report will print in the company's local currency, or in both the company's local currency and the trading currency (local equivalent amounts will print below the trading currency amounts). Key Y if you want amounts to print in the trading currency as well as the company's local currency. Key N if you want amounts to print only in the company's local currency. *Default Value:* N (A 1) Required
Company No	Key the range of company numbers to limit the purchase orders that print on your report. If you do not have multiple companies, this field is display-only. (2 @ N 2,0) Optional
Vendor No	Key the range of vendor numbers to limit the purchases orders that print on your report. (2 @ A 6) Optional

Open Purchase Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Due Date	The due date is the expected date to receive items on an order. Key the range of due dates for the items to print on this report. Note that this field requires you to key both a From and To range of dates. *Valid Values:* Key the below dates using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Vnd Ship Date	The vendor ship date is the date by which items will ship from the vendor. Key the range of vendor ship dates for the items to print on this report. Note that this field requires you to key both a From and To range of dates. *Valid Values:* Key the below dates using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Order Date	This reflects the date items were ordered. Key the range of order dates for the items to print on this report. Note that this field requires you to key both a From and To range of dates. *Valid Values:* Key the below dates using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Buyer	Key the range of buyer codes to limit the purchase orders printed to those assigned to these buyers. (2 @ A 3) Optional
Warehouse	Key the range of warehouses to limit the purchase orders printed to those ordered for these warehouses. (2 @ A 2) Optional
Ship-To No	Key the range of ship-to numbers that represent the shipping address assigned to the purchase orders to limit the purchase orders printed to those ordered for these ship-to numbers. (2 @ N 3,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Open Purchase Order Summary Reports

By Vendor

```
P0342  05/31/16  20.53.49                    OPEN PURCHASE ORDER SUMMARY BY VENDOR                    AU/APDEMO    Page-   1
                                                  01- A & C Office Supply
         All Requisitions                   All Vendors                  All Order Dates                 All Warehouses
     All Purchase Orders        All Buyers          All Due Dates                All Vnd Ship Dates               All Ship-Tos
            Ord          Shp          Appv  Appv Amount      Order Dt     Due Dt   |---Count---|           Order               Unshipped
Req/PO WH Typ Status To   Buyr  By      Vnd Shp Dt    LstRec Dt LstChg Dt   Item     Sp Chg           Value                   Value
---------------------------------------------------------------------------------------------------------------------------------
            Vendor No/Name  IC3000 SAUERKRAUT PRODUCTS                GDM  German Deutschemark
100192 1   R  Open       102                         01/23/16  03/08/16        2                          172.67 US$          172.67 US$
                                        02/25/16     00/00/00  02/01/16                                   305.23 DM#          305.23 DM#
100206 1   R  Open      1102                         03/23/16  04/30/16        1                           31.24 US$           31.24 US$
                                        03/23/16     00/00/00  03/23/16                                    55.22 DM#           55.22 DM#
100208 1   R  Open       102  DCF          30.92 GDM 03/23/16  04/01/16        2                           30.92 US$           30.92 US$
                                        03/23/16     00/00/00  03/24/16                                    54.66 DM#           54.66 DM#
100242 1   R  Open      1102                         05/05/16  05/12/16        1                           68.97 US$           68.97 US$
                                        05/05/16     00/00/00  05/05/16                                   121.92 DM#          121.92 DM#
100244 1   R  Open       102                         05/12/16  05/19/16        1                           28.29 US$           28.29 US$
                                        06/12/16     00/00/00  05/12/16                                    50.00 DM#           50.00 DM#
100246 1   R  Open       102                         05/12/16  05/19/16        1                           16.97 US$           16.97 US$
                                        05/17/16     00/00/00  05/12/16                                    30.00 DM#           30.00 DM#
                                                            6 Requisitions:                   349.06 US$                      349.06 US$
100591 1   P  Open      1102  DCF          26.57 GDM 03/23/16  03/30/16        2                           26.57 US$           26.57 US$
                                        03/23/16     00/00/00  04/20/16                                    46.96 DM#           46.96 DM#
400593 1   P  Open      1102  DCF          68.97 GDM 04/04/16  04/04/16        1                           68.97 US$           68.97 US$
                                        04/04/16     00/00/00  04/04/16                                   121.92 DM#          121.92 DM#
400597 1   P  Open      1102  DCF          68.97 GDM 04/14/16  04/21/16        1                           68.97 US$           68.97 US$
                                        04/14/16     00/00/00  04/14/16                                   121.92 DM#          121.92 DM#
                                                         3 Purchase Orders:                   164.51 US$                      164.51 US$
                                                             Vendor Total:                    513.57 US$                      513.57 US$
            Vendor No/Name  IC4000 GUADALJARA OFFICE SUPPLIES         MPS  Mexican Pesos
100201 1   R  Open      1102                         02/01/16  02/28/16        1                           13.05 US$           13.05 US$
                                        02/01/16     00/00/00  02/01/16                                   125.90 PS<          125.90 PS<
100205 1   R  Open      1102  DCF         181.95 MPS 03/22/16  03/22/16        3       2                  181.95 US$          181.95 US$
                                        03/22/16     00/00/00  03/22/16                                 1,755.82 PS<        1,755.82 PS<
                                                            2 Requisitions:                   195.00 US$                      195.00 US$
100590 1   P  Open      1102  DCF           7.50 MPS 01/29/16  04/08/16        1                            7.50 US$            7.50 US$
                                        01/29/16     00/00/00  01/29/16                                    72.36 PS<           72.36 PS<
                                                         1 Purchase Orders:                     7.50 US$                        7.50 US$
                                                             Vendor Total:                    202.50 US$                      202.50 US$
            Vendor No/Name  IC5000 SASKATCHEWAN PRODUCTS              CAD  Canadian Dollars
100188 1   R  Open       102                         01/23/16  01/30/16        3                          739.79 US$          739.79 US$
                                        01/26/16     00/00/00  01/23/16                                   886.19 CA$          886.19 CA$
```

By Purchase Order

```
P0343  05/31/16  21.22.00                    OPEN PURCHASE ORDER SUMMARY BY P/O NO.                   AU/APDEMO    Page-   1
                                                  01- A & C Office Supply
         All Requisitions                  All Vendors                All Order Dates                  All Warehouses
     All Purchase Orders         All Buyers          All Due Dates              All Vnd Ship Dates               All Ship-Tos
       W Ord                     Shp         Appv    Appv Amount   Order Dt     Due Dt  |-Count-|          Order              Unshipped
Req/PO H Typ Status Vendor       To   Buyr By          Vnd Shp Dt LstRec Dt LstChg Dt  Itm Spc           Value                  Value
---------------------------------------------------------------------------------------------------------------------------------
100188 1  R Pending IC5000        102                  .00    01/23/16  01/30/16    3                 739.79 US$           739.79 US$
              SASKATCHEWAN PRODUCTS              01/26/16    00/00/00  01/23/16                      886.19 CA$           886.19 CA$
100189 1  R Pending 1400         1 101                 .00    01/23/16  01/23/16    2                 239.09 US$           239.09 US$
              THE PAPER SUPPLY HOUSE             01/27/16    00/00/00  01/23/16
100192 1  R Pending IC3000        102                  .00    01/23/16  03/08/16    2                 172.67 US$           172.67 US$
              SAUERKRAUT PRODUCTS                02/25/16    00/00/00  02/01/16                      305.23 DM#           305.23 DM#
100193 1  R Pending 1400         1 101                 .00    01/23/16  01/30/16    1                 877.99-US$           877.99-US$
              THE PAPER SUPPLY HOUSE             01/23/16    00/00/00  01/23/16
100195 1  R Pending 200          1 103                 .00    01/27/16  02/03/16    2   1           1,106.00 US$         1,106.00 US$
              K & M CORPORATION                  01/27/16    00/00/00  01/27/16
100199 1  R Pending 100          1 103                 .00    01/29/16  02/05/16    1              51,252.20 US$        51,252.20 US$
              SHARP INTERNATIONAL                01/29/16    00/00/00  01/29/16
100201 1  R Pending IC4000       1 102                 .00    02/01/16  02/28/16    1                  13.05 US$            13.05 US$
              GUADALJARA OFFICE SUPPLIES         02/01/16    00/00/00  02/01/16                      125.90 PS<           125.90 PS<
100202 1  R Pending 1400         1 101                 .00    02/22/16  02/29/16    1                  24.44-US$            24.44-US$
              THE PAPER SUPPLY HOUSE             00/00/00    00/00/00  05/25/16
100205 1  R Approvd IC4000       1 102  DCF         181.95    03/22/16  03/22/16    3   2              181.95 US$           181.95 US$
              GUADALJARA OFFICE SUPPLIES         03/22/16    00/00/00  03/22/16                    1,755.82 PS<         1,755.82 PS<
100206 1  R Pending IC3000       1 102                 .00    03/23/16  04/30/16    1                  31.24 US$            31.24 US$
              SAUERKRAUT PRODUCTS                03/23/16    00/00/00  03/23/16                       55.22 DM#            55.22 DM#
100208 1  R Approvd IC3000        102   DCF          30.92    03/23/16  04/01/16    2                  30.92 US$            30.92 US$
              SAUERKRAUT PRODUCTS                03/23/16    00/00/00  03/24/16                       54.66 DM#            54.66 DM#
100214 1  R Pending 1400         1 101                 .00    04/05/16  04/16/16    2   1              471.51 US$           471.51 US$
              THE PAPER SUPPLY HOUSE             04/05/16    00/00/00  04/05/16
100215 1  R Pending 200          1 103                 .00    04/07/16  04/10/16    4               1,848.04 US$         1,848.04 US$
              K & M CORPORATION                  04/07/16    00/00/00  04/07/16
100216 1  R Approvd 1400         1 101  DCF        1712.07    04/07/16  04/07/16    4               1,712.07 US$         1,712.07 US$
              THE PAPER SUPPLY HOUSE             04/07/16    00/00/00  04/07/16
100217 1  R Approvd 1400         1 101  DCF         223.70    04/08/16  04/15/16    2   1              223.70 US$           223.70 US$
              THE PAPER SUPPLY HOUSE             04/08/16    00/00/00  04/08/16
100223 1  R Pending IC8000       1 104                 .00    04/14/16  04/21/16    3                 470.51 US$           470.51 US$
              BIG BEN CLOCK SHOP                 04/14/16    00/00/00  04/14/16                      788.65 B#S           788.65 B#S
100226 1  R Approvd IC9000       1 104  DCF        1866.63    04/15/16  04/28/16    3               1,866.63 US$         1,866.63 US$
              SPANISH OFFICE PRODUCTS            04/15/16    00/00/00  04/26/16                  279,364.63 S>P       279,364.63 S>P
100229 1  R Pending 200          1 103                 .00    04/19/16  04/20/16    3               3,615.17 US$         3,615.17 US$
              K & M CORPORATION                  04/19/16    00/00/00  04/19/16
100239 1  R Pending IC6000       1 102                 .00    04/26/16  05/05/16    1                 479.52-US$           479.52-US$
              LE FRANCAIS WINERY                 04/26/16    00/00/00  04/26/16                    2,836.24-FR@         2,836.24-FR@
100240 1  R Held-RV 100          1 103                 .00    05/05/16  05/05/16    1                 114.76-US$           114.76-US$
              SHARP INTERNATIONAL                00/00/00    00/00/00  05/05/16
100241 1  R Pending 100          1 103                 .00    05/05/16  05/12/16    1               1,054.35-US$         1,054.35-US$
              SHARP INTERNATIONAL                05/05/16    00/00/00  05/05/16
100242 1  R Pending IC3000       1 102                 .00    05/05/16  05/12/16    1                  68.97 US$            68.97 US$
              SAUERKRAUT PRODUCTS                05/05/16    00/00/00  05/05/16                      121.92 DM#           121.92 DM#
100244 1  R Pending IC3000        102                  .00    05/12/16  05/19/16    1                  28.29 US$            28.29 US$
              SAUERKRAUT PRODUCTS                06/12/16    00/00/00  05/12/16                       50.00 DM#            50.00 DM#
100246 1  R Pending IC3000        102                  .00    05/12/16  05/19/16    1                  16.97 US$            16.97 US$
              SAUERKRAUT PRODUCTS                05/17/16    00/00/00  05/12/16                       30.00 DM#            30.00 DM#
```

These reports prints following your selections on the Open Purchase Order Summary Screen (p. 25-3), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). This report prints a summary by vendor (**Report Sequence** of 1) or Purchase Order (**Report Sequence** of 2) and all or a portion of existing open purchase orders and/or open requisitions.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: The detail provided below will include all the fields that print on both reports. Based on the report you are viewing,. the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report.

Open Purchase Order Summary Reports

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
Req/PO	The unique number used to identify this requisition or purchase order. If an "S" is the first character of this number, it was created from a Suggested Order. This field prints the requisition number if the order is a requisition and the purchase order number if the order is a PO. These fields will be exported to Excel .tsv reports: **Requisition Number, Purchase Order Number**.
WH	The Warehouse ID associated with this order. The items will be shipped to this warehouse. The **Warehouse** field will be exported to Excel .tsv reports.
Ord Typ	Identifies the order as being a Requisition (R) or Purchase Order (P). The **Order Type** field will be exported to Excel .tsv reports.
Status	Identifies the status of the order; one of the following will be displayed: • Held - the order is being held; the hold code will also display, indicating the reason the order is held • Pending - requisition awaiting approval • Closed - Purchase Order printed and received in full • Partial - partially closed • Open - Purchase Order printed but not received in full • Approved - requisition approved The **Order Status** field will be exported to Excel .tsv reports.

Open Purchase Order Summary Reports

Report Field	Description
Vendor No/Name Vendor	The purchase order was created for this vendor number and name. NOTE: This field displays only if you selected to sequence the report by purchase order number. When International Currency is installed and you selected to Y to the **Display Trading Currency** prompt field, the vendor's currency code symbol and the currency description will print. These fields will be exported to Excel .tsv reports: **Vendor Number, Vendor Name, Vendor Currency Code, Vendor Currency Code Description**.
Shp To	The shipping location where the vendor will deliver the order as specified on the requisition. The **Ship To Number** field will be exported to Excel .tsv reports.
Buyr	The code of the buyer who purchased the order. The **Buyer** field will be exported to Excel .tsv reports.
Appv By	The approval code assigned to the person that created and/or approved the requisition to become a purchase order. The **Approval Code** field will be exported to Excel .tsv reports.
Appv Amount	The amount for which the requisition was approved. NOTE: This field prints only if **Use Approval Code Authorization for Req/PO** is set to Y through Purchasing Company Options Maintenance (MENU XAFILE). If International Currency is installed, the currency code for the approval amount prints to the right of the value. These fields will be exported to Excel .tsv reports: **Approval Amount, Approval Amount Currency Code.**
Vnd Shp Dt	The date the vendor shipped the item. NOTE: The vendor ship date for Return Purchase Orders (type R) is not used and this field will display as zero.
Order Dt	The date the requisition was created. The **Order Date** field will be exported to Excel .tsv reports.
Due Dt	The date you expect to receive the items on this order. The **Due Date** field will be exported to Excel .tsv reports.

Open Purchase Order Summary Reports

Report Field	Description
Count - Item Sp Chg Count - Itm Spc	The **Item Count** is the number of items in the order. The **Sp Chg Count** is the number of special charges (non-product charges, such as freight and handling charges) in the order. These fields will be exported to Excel .tsv reports: **Item Count, Special Charge Count**.
Order Value	The monetary amount of the items on the order. If International Currency is installed, the trading currency order value prints beneath the local currency order value. Each field also has it’s appropriate currency symbol printed to the right of the amount. These fields will be exported to Excel .tsv reports: **Order Value, Order Value Currency Symbol, Trading Currency Order Value, Trading Currency Order Value Currency Symbol.**
Unshipped Value	The monetary amount of the portion of the items that have not been received. If International Currency is installed, the trading currency unshipped order value prints beneath the local currency unshipped value. Each field also has it’s appropriate currency symbol printed to the right of the amount These fields will be exported to Excel .tsv reports: **Unshipped Order Value, Unshipped Order Value Currency Symbol, Trading Currency Unshipped Order Value, Trading Currency Unshipped Order Value Currency Symbol.**
Lst Rec Dt	The last date that any items were received for this purchase order. The **Last Receipt Date** field will be exported to Excel .tsv reports.
Lst Chg Dt	The last date that any changes, if any, were made to this purchase order. The **Last Change Date** field will be exported to Excel .tsv reports.

Open Purchase Order Summary Reports

Report Field	Description
Totals	When printing the report by vendor (1 is keyed in the **Report Sequence** field), there are 4 levels of vendor totals: • the total number of requisitions; including the local currency order value and the local currency unshipped value for requisitions only • the total number of purchase orders; including the local currency order value and the local currency unshipped value for purchase orders only • the vendor total prints the local currency order value and local currency unshipped value for both requisitions and purchase orders • the company total prints the local currency order value and local currency unshipped value for both requisitions and purchase orders for all vendors. When printing the report by PO number (2 is keyed in the **Report Sequence** field), there are 3 levels of company totals: • the total number of requisitions; including the local currency order value and the local currency unshipped value for requisitions only • the total number of purchase orders; including the local currency order value and the local currency unshipped value for purchase orders only • the company total prints the local currency order value and local currency unshipped value for both requisitions and purchase orders for all vendors.

CHAPTER 26

Open Purchase Order Detail Report

26

Use this option to print the Open Purchase Order Detail Report which prints PO data by vendor, purchase order, or item. This report may be run in detail or summary format.

NOTE: The Open Purchase Order Detail Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

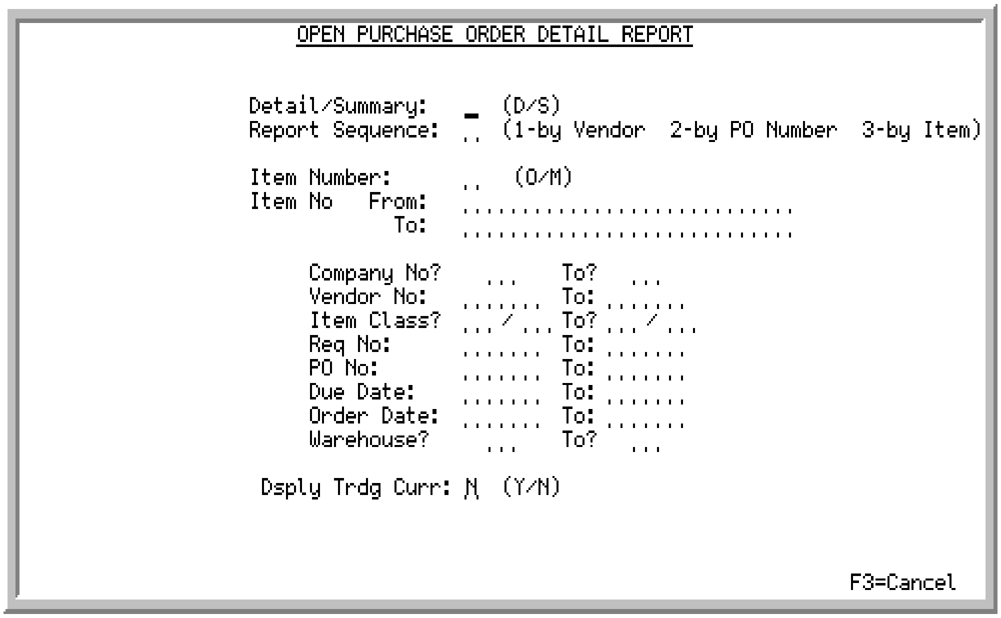
Open Purchase Order Detail Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Open Purchase Order Detail Report Screen	Use to select the criteria that will print on the Open Purchase Order Detail Report.

Title	Purpose
Open Purchase Order Detail Reports	Prints the 5 Open Purchase Order Detail Reports: • Detail by Vendor: Prints detailed purchase order information (individual items that have been ordered on a purchase order that are open, closed, or partially received) for each vendor. • Detail by Purchase Order: Prints detailed purchase order information (individual items that have been ordered on a purchase order that are open, closed, or partially received), regardless of the vendor. • Detail by Item: Prints detailed purchase order information for both our item number and the manufacturer's item number. • Detail - Summary by Vendor: Prints summary purchase order information (one line for each item on an open purchase order) for each vendor. • Detail - Summary by Purchase Order: Prints summary purchase order information (one line for every item on each open purchase order), regardless of the vendor

Open Purchase Order Detail Report Screen



This screen displays after selecting option 2 - Open Purchase Order Detail Report (MENU POREPT) and is used to select the criteria that will print on the Open Purchase Order Detail Report.

Use this screen to determine the type of format for this report: detail by vendor, detail by purchase order number, summary by vendor, summary by purchase order number, or detail by item.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Purchase Order Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Detail/Summary	You have the option to print the report in detail or summary. Key D to print the report in detail. Detailed item information for open purchase orders (each item on each open purchase order) will print. Key S to print the report in summary. Summary information displaying only one line for each open purchase order will print. *Valid Values:* D or S NOTE: D must be keyed if you select to run this report by item (**Report Sequence** is 3). (A 1) Required

Open Purchase Order Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field determines the report sequence. Key 1 to print the report by vendor. Open Purchase Orders will print for each vendor, sequenced by vendor number. Key 2 to print the report by PO number. Open Purchase Orders will print by purchase order number, regardless of the vendor. Key 3 to print the report by item (our item number and the manufacturer's item number, regardless of your response in the *Item Number* field). Open Purchase Orders will print by item number, regardless of the vendor. *Valid Values:* Cannot be 3 if **Detail/Summary** is S (A 1) Required
Item Number	This field determines which item number to print on the reports sequenced by vendor and by purchase order number. Both numbers will always print on the report sequenced by item. Key O to print our item numbers. Key M to print the manufacturer's item numbers. *Valid Values:* O, M (A 1) Required
Item No	Key the range of item numbers to limit the purchase orders that print on your report. (2 @ A 27) Optional
Company No	Key the range of company numbers to limit the purchase orders that print on your report. If you do not have multiple companies, this field is display-only. (2 @ N 2,0) Optional
Vendor No	Key the range of vendor numbers to limit the purchase orders that print on your report. (2 @ A 6) Optional
Item Class	Key range of item classes to limit the purchase orders that print on your report to items that are categorized with these item classes. (2 @ A 2 / A 2) Optional
Req No	Key the range of open requisitions to print, or leave blank to print all open requisitions. (2 @ A 6) Optional
PO No	Key the range of open purchase orders to print, or leave blank to print all purchase orders. (2 @ A 6) Optional

Open Purchase Order Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Due Date	The due date is the expected date to receive items on an order. Key the range of due dates for the items to print on this report. *Valid Values:* Key the due dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Order Date	This reflects the date items were ordered. Key the range of order dates for the items to print on this report. *Valid Values:* Key the order dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Warehouse	Key the range of warehouses to limit the purchase orders printed to those ordered for these warehouses. (2 @ A 2) Optional
Display Trading Currency	This field only displays if International Currency is installed. Use this field to specify whether amounts on the related report will print in the company's local currency, or in both the company's local currency and the trading currency (local equivalent amounts will print below the trading currency amounts). Key Y if you want amounts to print in the trading currency as well as the company's local currency. Key N if you want amounts to print only in the company's local currency. *Default Value:* N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display; refer to the Appendix section of the Cross Applications User Guide for details about this screen.

Open Purchase Order Detail Reports

There are 5 possible reports that print based on the selection criteria:

- Open Purchase Order Detail by Vendor
- Open Purchase Order Detail by Purchase Order
- Open Purchase Order Detail by Item
- Open Purchase Order Detail - Summary by Vendor
- Open Purchase Order Detail - Summary by Purchase Order

Detail by Vendor

```
PO346  01/29/10  12:54:47                        OPEN PURCHASE ORDER DETAIL                          AM/APDEMO    Page    2
                                                          BY VENDOR
          Due      Line                                       Bal                               L   Unshipped     Lst Rec
Co/PO No  Date     Stat Our Item No/Description         Class       Due  U/M      Unit Cost    U/M C    Value        Date
=========================================================================================================================
Vendor: IC9000 SPANISH OFFICE PRODUCTS      WH:  1          ESP Spanish Peseta
01/100148 03/15/10 OPEN C140 Duracell - Alkaline Batter- 60        24.000  EA         .95000 US$ EA          22.80 US$ 00/00/00
                             y 9V
                                                        TRADING CURRENCY:      142.17978 S>P             3412.31 S>P
01/100148 03/15/10 OPEN C150 Duracell - Alkaline 3V      60        24.000  EA       48.00000 US$ EA        1152.00 US$ 00/00/00
                                                        TRADING CURRENCY:     7183.82047 S>P           172411.69 S>P
                                                                  PO 01/100148 Total:                   1,182.00 US$
                                                             Trading Currency Total:                  176,901.57 S>P
                                                                    Warehouse Total:                    1,182.00 US$
                                                             Trading Currency Total:                  176,901.57 S>P
                                                                       Vendor Total:                    1,182.00 US$
                                                             Trading Currency Total:                  176,901.57 S>P
Vendor: 1      A&C OFFICE SUPPLY   **HARTFORWH:  2          USD US Dollars
99/S00023 12/18/09 OPEN A130 Sharp Extra Sensitive Fax - 80/4     112.000  BOX      39.50000 US$ BOX       4424.00 US$ 00/00/00
                             Paper
99/S00023 12/18/09 OPEN A140 3-Ring Binder - 1" Red      20       340.000  EA        2.16000 US$ EA         734.40 US$ 00/00/00
99/S00023 12/18/09 OPEN A160 3-Ring Binder - 1" Blue     20       460.000  EA        2.16000 US$ EA         993.60 US$ 00/00/00
99/S00023 12/18/09 OPEN A250 Fax Stand - Walnut          10/1       1.000  EA       75.60000 US$ EA          75.60 US$ 00/00/00
99/S00023 12/18/09 OPEN A330 Straight Trimmers Shears    90         6.000  EA        1.60000 US$ EA           9.60 US$ 00/00/00
99/S00023 12/18/09 OPEN A360 Waste Basket - Gray         90         6.000  EA        2.10000 US$ EA          12.60 US$ 00/00/00
99/S00023 12/18/09 OPEN A370 Tape Dispenser - Gray       90         6.000  EA        4.60000 US$ EA          27.60 US$ 00/00/00
                                                                  PO 99/S00023 Total:                   6,277.40 US$
                                                                    Warehouse Total:                    6,277.40 US$
                                                                       Vendor Total:                    6,277.40 US$
```

Detail by Purchase Order

```
PO347  01/29/10  12:45:23                 OPEN PURCHASE ORDER DETAIL                          AM/APDEMO   Page    5
                                              BY PURCHASE ORDER
                                                                                                COMPANY: 01
  Due    Line                                                                            L   Unshipped      Lst Rec
  Date   Stat Our Item No/Description      Class    Balance Due  U/M      Unit Cost   U/M C    Value          Date
====================================================================================================================
 PO: 100125  100    SHARP INTERNATIONAL           WH: 5  Req: 100125
 02/03/10 OPEN A110                        50/1          100.000  EA       549.99000  US$ EA      48124.12 US$ 00/00/00
               Sharp Copier
 02/03/10 OPEN A200                        30            348.000  CAS       59.88000  US$ CAS     18233.46 US$ 00/00/00
               Sharp Copier Toner
 02/03/10 OPEN A210                        30            176.000  CAS      107.76000  US$ CAS     16595.04 US$ 00/00/00
               Sharp Copier Toner
                                                                      PO 01/100125 Total:        82,952.62 US$
 PO: 100132  IC5000 SASKATCHEWAN PRODUCTS         WH: 6  Req: 100132
 02/03/10 OPEN A220                        80            500.000  EA         9.28948  US$ EA       4644.74 US$ 00/00/00
               Pocket Planner Weekly Organizer
                                               TRADING CURRENCY:            11.61185  CA$          5805.92 CA$
 02/03/10 OPEN A240                        80/5           60.000  EA          .94753  US$ EA         56.85 US$ 00/00/00
               Single Subject Wire Bound
                                               TRADING CURRENCY:             1.18442  CA$            71.06 CA$
                                                                      PO 01/100132 Total:         4,701.59 US$
                                                                  Trading Currency Total:         5,876.98 CA$
 PO: 100139  100    SHARP INTERNATIONAL           WH: 5  Req: 100139
 02/16/10 OPEN A120                        80/4           40.000  CAS       99.00000  US$ CAS      3465.00 US$ 00/00/00
               Sharp Super Sensitive Fax Paper
 02/16/10 OPEN A210                        30            400.000  CAS      107.76000  US$ CAS     37716.00 US$ 00/00/00
               Sharp Copier Toner
                                                                      PO 01/100139 Total:        41,181.00 US$
```

Detail by Item

```
PO344  01/29/10  12:32:30                 OPEN PURCHASE ORDER DETAIL                          AM/APDEMO   Page    1
                                                   BY ITEM
                                               WAREHOUSE - 1
     All Companies
       All Vendors          All Item Classes        All Order Dates          All PO Numbers
   All Req Numbers            All Warehouses          All Due Dates        All Item Numbers
                                         Due
Co/PO No   Mfg Item No                   Date      Open Qty U/M NS Vendor  Vendor Name                   Unit Cost     U/M
======================================================================================================================
Item: A100                    Sharp Fax Machine            Model SX-765
01/100099 UX-103                      02/02/10       52.000 EA     100      SHARP INTERNATIONAL           399.99000 US$  EA
01/100100 UX-103                      02/09/10       48.000 EA     100      SHARP INTERNATIONAL           399.99000 US$  EA
01/100101 UX-103                      02/23/10      100.000 EA     100      SHARP INTERNATIONAL           399.99000 US$  EA
01/100102 UX-103                      03/23/10       50.000 EA     100      SHARP INTERNATIONAL           399.99000 US$  EA
01/100103 UX-103                      04/06/10       20.000 EA     100      SHARP INTERNATIONAL           399.99000 US$  EA
01/100104 UX-103                      04/20/10       56.000 EA     100      SHARP INTERNATIONAL           399.99000 US$  EA
                   Open Quantity Totals:            326.000 EA
Item: A110                    Sharp Copier                 Model Z-57
01/S00091 LZ-57                       12/28/09       10.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
01/100049 LZ-57                       01/06/10       50.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
01/100100 LZ-57                       02/09/10       90.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
01/100101 LZ-57                       02/23/10      250.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
01/100102 LZ-57                       03/23/10      100.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
01/100103 LZ-57                       04/06/10       42.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
01/100104 LZ-57                       04/20/10       82.000 EA     100      SHARP INTERNATIONAL           549.99000 US$  EA
                   Open Quantity Totals:            624.000 EA
Item: A120                    Sharp Super Sensitive Fax Paper 6/Box
01/S00091 YZ-103                      12/18/09      216.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
01/100049 YZ-103                      01/06/10      200.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
01/100100 YZ-103                      02/09/10       56.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
01/100101 YZ-103                      02/23/10      250.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
01/100102 YZ-103                      03/23/10      150.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
01/100103 YZ-103                      04/06/10       54.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
01/100104 YZ-103                      04/20/10       23.000 CAS    100      SHARP INTERNATIONAL            99.00000 US$  CAS
                   Open Quantity Totals:                    BOX
```

Detail - Summary by Vendor

```
PO348  01/29/10  12:32:55                           OPEN PURCHASE ORDER DETAIL                      AM/APDEMO    Page    2
                                                       SUMMARY BY VENDOR
                                                          |-------------------Quantity-----------|       Unshipped     Lst Rec
 Our Item No/Description                            Class |     On Ord        Rec'd      Bal Due| U/M      Value        Date
=======================================================================================================================
IC9000 SPANISH OFFICE PRODUCTS         WH: 1
 C130 Duracell - Alkaline Battery                   60          24.000                    24.000  EA          7.20 US$ 00/00/00
                                                                               TRADING CURRENCY:          1,077.57 S>P
 C140 Duracell - Alkaline Battery 9V                60          24.000                    24.000  EA         22.80 US$ 00/00/00
                                                                               TRADING CURRENCY:          3,412.31 S>P
 C150 Duracell - Alkaline 3V                        60          24.000                    24.000  EA       1152.00 US$ 00/00/00
                                                                               TRADING CURRENCY:        172,411.69 S>P
                                                                                Warehouse Total:          1,182.00 US$
                                                                        Trading Currency Total:         176,901.57 S>P
                                                                                   Vendor Total:          1,182.00 US$
                                                                        Trading Currency Total:         176,901.57 S>P
1      A&C OFFICE SUPPLY   **HARTFORD   WH: 2
 A130 Sharp Extra Sensitive Fax Paper               80/4       112.000                   112.000  BOX      4424.00 US$ 00/00/00
 A140 3-Ring Binder - 1" Red                        20         340.000                   340.000  EA        734.40 US$ 00/00/00
 A160 3-Ring Binder - 1" Blue                       20         460.000                   460.000  EA        993.60 US$ 00/00/00
 A250 Fax Stand - Walnut                            10/1         1.000                     1.000  EA         75.60 US$ 00/00/00
 A330 Straight Trimmers Shears                      90           6.000                     6.000  EA          9.60 US$ 00/00/00
 A360 Waste Basket - Gray                           90           6.000                     6.000  EA         12.60 US$ 00/00/00
 A370 Tape Dispenser - Gray                         90           6.000                     6.000  EA         27.60 US$ 00/00/00
                                                                                Warehouse Total:          6,277.40 US$
                                                                                   Vendor Total:          6,277.40 US$
100    SHARP INTERNATIONAL              WH: 1
 A100 Sharp Fax Machine                             50/3       326.000                   326.000  EA     130396.74 US$ 00/00/00
 A110 Sharp Copier                                  50/1       625.000       1.000       624.000  EA     343193.76 US$ 00/00/00
 A120 Sharp Super Sensitive Fax Paper               80/4       949.000                   949.000  CAS     93951.00 US$ 00/00/00
 A130 Sharp Extra Sensitive Fax Paper               80/4      1229.000                  1229.000  CAS    194182.00 US$ 00/00/00
 A200 Sharp Copier Toner                            30         677.000                   677.000  CAS     40538.76 US$ 00/00/00
 A210 Sharp Copier Toner                            30        1353.000                  1353.000  CAS    145799.28 US$ 00/00/00
 A250 Fax Stand - Walnut                            10/1      1284.000                  1284.000  EA      97070.40 US$ 00/00/00
 A880 Bond Paper                                    80/06       20.000                    20.000  BOX      1000.00 US$ 00/00/00
                                                                                Warehouse Total:      1,046,131.94 US$
```

Detail - Summary by Purchase Order

```
PO349  01/29/10  12:33:23                           OPEN PURCHASE ORDER DETAIL                      AM/APDEMO    Page    1
                                                       SUMMARY BY PO NO.
                                                                                                   COMPANY: 01
      All Vendors             All Item Classes          All Order Dates           All PO Numbers
   All Req Numbers              All Warehouses            All Due Dates           All Item Numbers
                                                          |-------------------Quantity-----------|       Unshipped     Lst Rec
 Our Item No/Description                            Class |     On Ord        Rec'd      Bal Due| U/M      Value        Date
=======================================================================================================================
 PO: S00091  100    SHARP INTERNATIONAL             WH: 1  Req: S00091
 A110 Sharp Copier                                  50/1        11.000       1.000        10.000  EA       5499.90 US$ 12/28/09
 A120 Sharp Super Sensitive Fax Paper               80/4       216.000        .000       216.000  CAS     21384.00 US$ 00/00/00
 A210 Sharp Copier Toner                            30         252.000        .000       252.000  CAS     27155.52 US$ 00/00/00
                                                                          PO 01/S00091 Total:         54,039.42 US$
 PO: S00092  200    K & M CORPORATION               WH: 1  Req: S00092
 A140 3-Ring Binder - 1" Red                        20         160.000        .000       160.000  CAS      6912.00 US$ 00/00/00
 A150 3-Ring Binder - 2" Red                        20          70.000        .000        70.000  CAS      1890.00 US$ 00/00/00
 A160 3-Ring Binder - 1" Blue                       20         120.000        .000       120.000  CAS      5184.00 US$ 00/00/00
 A190 3-Ring Binder - 2" Black                      20          40.000        .000        40.000  CAS      1080.00 US$ 00/00/00
 A260 #6 3/4 White Envelopes                        80/2        70.000        .000        70.000  CAS      4186.00 US$ 00/00/00
 A290 #10 Recycled Paper Envelope                   80/2       200.000        .000       200.000  CAS     19400.00 US$ 00/00/00
 A340 Deluxe Straight Trimmers Shears               90          32.000        .000        32.000  EA         83.20 US$ 00/00/00
 A350 Bankers' Shears                               90          39.000        .000        39.000  EA        191.10 US$ 00/00/00
 A360 Waste Basket - Gray                           90          42.000        .000        42.000  EA         88.20 US$ 00/00/00
 A370 Tape Dispenser - Gray                         90          45.000        .000        45.000  EA        207.00 US$ 00/00/00
 A380 Stacking Desk Trays                           90          58.000        .000        58.000  EA        262.74 US$ 00/00/00
                                                                          PO 01/S00092 Total:         39,484.24 US$
 PO: S00099  100    SHARP INTERNATIONAL             WH: 1  Req: S00099
 A880 Bond Paper                                    80/06       20.000        .000        20.000  BOX      1000.00 US$ 00/00/00
                                                                          PO 01/S00099 Total:          1,000.00 US$
 PO: 100046  1500   ZEUS MEDICAL WHOLESALERS        WH: 1  Req: 100046
 M001 Alka Seltzer tablets                          70          15.000        .000        15.000  CAS       118.80 US$ 00/00/00
 M002 One-A-Day Vitamins                            70          20.000        .000        20.000  CAS      1200.00 US$ 00/00/00
                                                                          PO 01/100046 Total:          1,318.80 US$
 PO: 100049  100    SHARP INTERNATIONAL             WH: 1  Req: 100049
 A110 Sharp Copier                                  50/1        50.000        .000        50.000  EA      27499.50 US$ 00/00/00
 A120 Sharp Super Sensitive Fax Paper               80/4       200.000        .000       200.000  CAS     19800.00 US$ 00/00/00
 A130 Sharp Extra Sensitive Fax Paper               80/4       350.000        .000       350.000  CAS     55300.00 US$ 00/00/00
                                                                          PO 01/100049 Total:        102,599.50 US$
```

These reports print following your selections on the Open Purchase Order Detail Report Screen (p. 26-3), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The Open Purchase Order Detail by Vendor Report prints detailed purchase order information (individual items that have been ordered on a purchase order that are open, closed, or partially received) for each vendor.

The Open Purchase Order Detail by Purchase Order Report prints purchase order detail and is sequenced by purchase order. You will view detailed purchase order information (individual items that have been ordered on a purchase order that are open, closed, or partially received), regardless of the vendor.

The Open Purchase Order Detail by Item Report prints detailed purchase order item information for both our item number and the manufacturer's item number, regardless of your response in the *Item Number* field on the Open Purchase Order Detail Report Screen (p. 26-3). Only open items (items that are not received in full) are printed.

The Open Purchase Order Detail - Summary by Vendor Report is printed in summary and sequenced by vendor. Summary purchase order information (one line for each item on an open purchase order) for each vendor will print.

The Open Purchase Order Detail - Summary by Purchase Order Report prints summary data only and is and sequenced by purchase order. Summary purchase order information (one line for every item on each open purchase order), regardless of the vendor, will print.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: The detail provided below will include the fields that print on all the reports. Based on the report you are viewing, the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report.

Open Purchase Order Detail Reports

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and warehouse ID may also print and the **Company Number** and **Warehouse** fields will be exported to Excel .tsv reports.

Open Purchase Order Detail Reports

Report Field	Description
Due Date	The date you expect to receive the items on this order. The **Due Date** field will be exported to Excel .tsv reports.
Line Stat	Indicates the status of this line item: OPEN, CLSD (Closed), or PART (Partially Received). The **Line Status** field will be exported to Excel .tsv reports.
Our Item No / Description Mfg Item No/Description Item	If the prompt field **Item Number** is O, our item number and description from the purchase order is displayed. The item description initially defaults into the purchase order from the Vendor/Item Master File if it exists. If the **Item Number** is M, the manufacturer's item number and description from the purchase order is displayed. The item description initially defaults into the purchase order from the Vendor/Item Master File if it exists. The Detail by Item Report always prints both the item number and mfg. item number field. These fields will be exported to Excel .tsv reports: **Item Number, Item Description 1, Item Description 2, Mfg. Item Number.**
Class	Identifies the product category for this item as defined in Item Master Maintenance (MENU IAFILE). These fields will be exported to Excel .tsv reports: **Item Class, Item Subclass.**
Bal Due / U/M Balance Due / U/M Open Qty / U/M Quantity Bal Due / U/M	The quantity of this item still due to be received for this line in the purchase order per this unit of measure. The U/M prints to the right of the quantity. These fields will be exported to Excel .tsv reports: **Balance Due, Balance Due U/M.**
Unit Cost / U/M	The unit cost of this item per the cost unit of measure. The unit cost initially defaults into the purchase order from the Vendor/ Item Master File if it exists, but can be overridden for each purchase order as necessary. The cost U/M prints to the right of the cost. When International Currency is installed, the local cost currency symbol prints next to the unit cost. Also, the trading unit cost and trading unit cost currency symbol print beneath the local values. These fields will be exported to Excel .tsv reports: **Unit Cost, Unit Cost U/M, Unit Cost Currency Symbol, Trading Currency Unit Cost, Trading Currency Unit Cost Currency Symbol.**

Open Purchase Order Detail Reports

Report Field	Description
LC	The lot charge flag keyed during requisition entry. An L indicates that the unit cost is a lot charge for the entire quantity that was ordered. Lot charge cost will not be multiplied by the quantity during the receipt of the item, it is the cost for the total quantity ordered. A blank indicates the unit cost is a true unit cost. The **Lot Charge** field will be exported to Excel .tsv reports.
Unshipped Value	The monetary amount of the portion of the items that have not been received. When International Currency is installed, the local currency symbol prints next to the unshipped value. Also, the trading unshipped value and trading unshipped value currency symbol print beneath the local values. These fields will be exported to Excel .tsv reports: **Unshipped Value, Unshipped Value Currency Symbol, Trading Currency Unshipped Value, Trading Currency Unshipped Value Currency Symbol.**
Lst Rec Date	The last date that any items were received for this purchase order. The **Last Receipt Date** field will be exported to Excel .tsv reports.
Quantity On Ord	The total quantity of this item ordered. The **Quantity on Order** field will be exported to Excel .tsv reports.
Quantity Rec'd	The total quantity of this item received. The **Quantity Received** field will be exported to Excel .tsv reports.
Co/PO No PO	The company and purchase order number or just the purchase order number created for this vendor. These fields will be exported to Excel .tsv reports: **Company Number, Purchase Order Number.**
NS	This field represents whether or not this item is a non-stocking item or not. If '*' prints in this column, this item is a non-stocking item and inventory is not updated. If this column is blank, this item updates inventory. The **Non-Stock Item Code** field will be exported to Excel .tsv reports.
Vendor Vendor / Vendor Name	The purchase order was created for this vendor number/name. When International Currency is installed, the vendor currency code and currency code description will also print. These fields will be exported to Excel .tsv reports: **Vendor Number, Vendor Name, Vendor Currency Code, Vendor Currency Code Description.**

Open Purchase Order Detail Reports

Report Field	Description
WH	The warehouse ID where the purchase order will be received in, and usually where stock shipments are sent from the vendor. The **Warehouse ID** field will be exported to Excel .tsv reports.
Req	The requisition number of the purchase order. The **Requisition Number** field will be exported to Excel .tsv reports.
Totals	Each report has totals that are specific to that report format. • Open Purchase Order Detail by Vendor: Unshipped Values for both local and trading currency totals are provided at 3 levels; Purchase Order, Warehouse, and Vendor. • Open Purchase Order Detail by PO: Unshipped values for both local and trading currency totals provided at 3 levels; Purchase Order, Company, and Report. • Open Purchase Order Detail by Item: Open quantity totals are provided for each item. • Open Purchase Order Detail - Summary by Vendor: Unshipped Values for both local and trading currency totals are provided at 2 levels; Warehouse, and Vendor. • Open Purchase Order Detail - Summary by PO: Unshipped values for both local and trading currency totals provided at 2 levels; Purchase Order, and Company.

CHAPTER 27

Purchase Order History Summary Report

27

Use this option to print the Purchase Order History Summary Reports. This report prints a summary of purchase order history - a record of all Purchase Orders that have been printed and received in Purchasing.

Since this is a summary report, only one line will print for each purchase order.

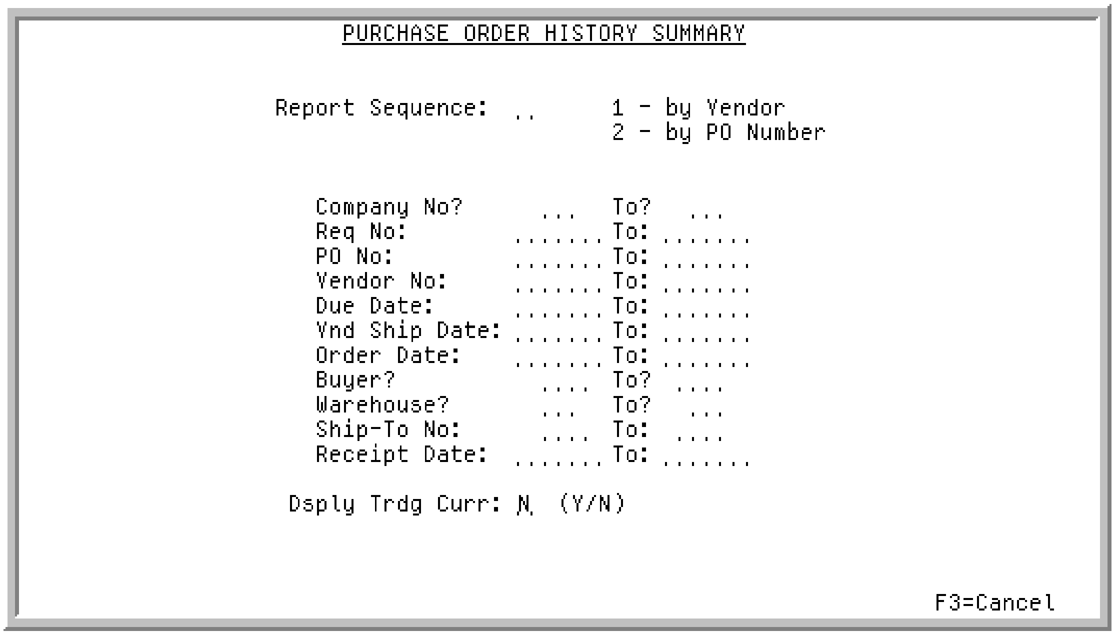
NOTE: The Purchase Order History Summary Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Purchase Order History Summary Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Purchase Order History Summary Screen	Use to select the criteria that will print on the Purchase Order History Summary Report.
Purchase Order History Summary Reports	Prints a summary of all purchase order history, in vendor or purchase order sequence.

Purchase Order History Summary Screen



This screen displays after selection option 3 - Purchase Order History Summary Report and is used to select the criteria that will generate and print on the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Purchase Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field determines the report sequence. Key 1 to print the report by vendor. Purchase order history will print for each vendor. Key 2 to print the report by PO number. Purchase order history will print by purchase order number, regardless of the vendor. (A 1) Required
Company No	Key the range of company numbers to limit the purchases orders that print on your report. (2 @ N 2,0) Optional
Req No	Key the range of requisition numbers to print, or leave blank to print all requisitions. (2 @ A 6) Optional

Purchase Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
PO No	Key the range of purchase order numbers to print, or leave blank to print all purchase orders. (2 @ A 6) Optional
Vendor No	Key the range of vendor numbers to limit the purchases orders that print on your report. (2 @ A 6) Optional
Due Date	The due date is the expected date to receive items on an order. Key the range of due dates for the items to print on this report. *Valid Values:* Key the due dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Vnd Ship Date	The vendor ship date is the date by which items will ship from the vendor. Key the range of vendor ship dates for the items to print on this report. *Valid Values:* Key the below dates using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Order Date	This reflects the date items were ordered. Key the range of order dates for the items to print on this report. *Valid Values:* Key the order dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Buyer	Key the range of buyer codes to limit the purchase orders printed to those assigned to these buyers. (2 @ A 3) Optional
Warehouse	Key the range of warehouses to limit the purchase orders printed to those ordered for these warehouses. (2 @ A 2) Optional
Ship-To No	Key the range of ship-to numbers that represent the shipping address assigned to the purchase orders to limit the purchase orders printed to those ordered for these ship-to numbers. (2 @ N 3,0) Optional

Purchase Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Receipt Date	The receipt date is the last date a receipt was posted against the items. Key the range of receipt dates for the items to print on this report. *Valid Values:* Key the receipt dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Dsply Trdg Curr	This field only displays when International Currency is installed. Use this field to indicate if the vendor's trading currency will print in addition to the company's local currency. Key N to only display the company's local currency. Key Y to display the vendor's trading currency beneath the company's local currency equivalent. *Default Value:* N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Purchase Order History Summary Reports

By Vendor

```
PO352  06/01/16  13:29:16                       PURCHASE ORDER HISTORY SUMMARY                                AU/APDEMO    Page    1
                                                           BY VENDOR
         All Requisitions           All Vendors         All Order Dates              All Warehouses       All Receipt Dates
     All Purchase Orders        All Buyers          All Due Dates                All Vnd Ship Dates                All Ship-Tos
Req/PO Wh Ship To     Order Dt     Due Dt |-Count-|                   Order                   Value                Approval
 Buyer     Appv By    LstRec Dt LstChg Dt  Itm Spc                    Value                Received                 Amount    Vnd Shp Dt
====================================================================================================================================
Co No: 01    Vendor No/Name  IC6000 LE FRANCAIS WINERY            FRF French Francs
400601 1        1       04/19/16  04/26/16    2              5,351.04 US$          5,351.04 US$            5,351.04 US$     04/19/16
  102        DCF       04/22/16  04/19/16                   31,650.05 FR@         31,650.05 FR@
400603 1        1       04/19/16  04/26/16    1              6,229.60 US$          6,229.60 US$            6,229.60 US$     04/19/16
  102        DCF       04/22/16  04/19/16                   36,846.52 FR@         36,846.52 FR@
400604 1        1       04/19/16  04/20/16    1             20,135.76 US$         20,135.76 US$           20,135.76 US$     04/19/16
  102        DCF       04/22/16  04/19/16                  119,097.92 FR@        119,097.92 FR@
                               3 Purchase Orders:           31,716.40 US$         31,716.40 US$
                          Trading Currency Total:          187,594.49 FR@        187,594.49 FR@
                                     Vendor Total:          31,716.40 US$         31,716.40 US$
                          Trading Currency Total:          187,594.49 FR@        187,594.49 FR@
====================================================================================================================================
Co No: 01    Vendor No/Name  IC8000 BIG BEN CLOCK SHOP            BPS British Pound Sterling
400592 1        1       03/29/16  04/05/16    1          12,707,683.87 US$     11,932,097.54 US$       12,707,683.87 US$     03/29/16
  104        DCF       05/17/16  05/17/16               21,300,174.94 B#S     21,300,174.94 B#S
400596 1        1       04/14/16  04/21/16    3                 198.00 US$            185.91 US$              198.00 US$     04/14/16
  104        DCF       04/17/16  04/14/16                      331.88 B#S            331.88 B#S
                               2 Purchase Orders:       12,707,881.87 US$     11,932,283.45 US$
                          Trading Currency Total:       21,300,506.82 B#S     21,300,506.82 B#S
                                     Vendor Total:       12,707,881.87 US$     11,932,283.45 US$
                          Trading Currency Total:       21,300,506.82 B#S     21,300,506.82 B#S
====================================================================================================================================
Co No: 01    Vendor No/Name  IC9000 SPANISH OFFICE PRODUCTS       ESP Spanish Peseta
400594 1        1       04/11/16  04/11/16    3                 365.51 US$            343.20 US$              365.51 US$     04/11/16
  104        DCF       04/14/16  04/11/16                   54,702.99 S>P         54,702.99 S>P
                               1 Purchase Orders:              365.51 US$            343.20 US$
                          Trading Currency Total:           54,702.99 S>P         54,702.99 S>P
                                     Vendor Total:             365.51 US$            343.20 US$
                          Trading Currency Total:           54,702.99 S>P         54,702.99 S>P
====================================================================================================================================
Co No: 01    Vendor No/Name  100    SHARP INTERNATIONAL          USD US Dollars
PAL1    1               03/30/14  03/30/14    2             25,600.00 US$               .00 US$                 .00 US$     03/30/14
             YES       03/25/14  03/30/14
PAL2    1               03/30/14  03/30/14    3             22,749.99 US$               .00 US$                 .00 US$     03/30/14
             YES       03/25/14  03/30/14
```

By Purchase Order

```
PO353   06/01/16  13:29:27                      PURCHASE ORDER HISTORY SUMMARY                              AU/APDEMO    Page    1
                                                          BY PO NO.
         All Requisitions           All Vendors         All Order Dates              All Warehouses       All Receipt Dates
     All Purchase Orders        All Buyers          All Due Dates                All Vnd Ship Dates            All Ship-Tos
Req/PO Wh Vendor No/Name            Order Dt      Due Dt |-Count-|           Order                  Value                Approval
Shp To Buyer Appv By     VndShp Dt LstRec Dt LstChg Dt  Itm Spc            Value                Received                 Amount
===================================================================================================================================
Co No: 01 A & C Office Supply              USD  US Dollars
PAL1    1  100     SHARP INTERNATIO  03/30/14  03/30/14    2           25,600.00 US$              .00 US$              .00 US$
          YES           03/30/14  03/25/14  03/30/14
PAL2    1  100     SHARP INTERNATIO  03/30/14  03/30/14    3           22,749.99 US$              .00 US$              .00 US$
          YES           03/30/14  03/25/14  03/30/14
PAL3    1  100     SHARP INTERNATIO  03/30/14  03/30/14    2           25,600.00 US$              .00 US$              .00 US$
          YES           03/30/14  03/25/14  03/30/14
PAL4    1  100     SHARP INTERNATIO  03/30/14  03/30/14    2           25,600.00 US$              .00 US$              .00 US$
          YES           03/30/14  03/25/14  03/30/14
SM1     1  100     SHARP INTERNATIO  03/30/14  03/30/14    2           25,600.00 US$        25,600.00 US$              .00 US$
          SMM           03/30/14  02/27/14  03/30/14
SM2     1  100     SHARP INTERNATIO  03/30/14  03/30/14    2           25,600.00 US$        25,600.00 US$              .00 US$
          SMM           03/30/14  02/27/14  03/30/14
STEVE1  1  100     SHARP INTERNATIO  02/24/14  02/24/14    1            3,168.00 US$              .00 US$              .00 US$
          YES           02/24/14  03/25/14  02/24/14
S00008  1  100     SHARP INTERNATIO  04/02/12  04/02/12    5           23,349.26 US$        23,349.26 US$              .00 US$
   1      SMW           04/02/12  04/02/12  00/00/00
S00009  1  200     K & M CORPORATIO  04/02/12  04/02/12   15           18,264.10 US$        18,264.10 US$              .00 US$
   1      SM2           04/02/12  04/02/12  00/00/00
S00013  1  100     SHARP INTERNATIO  05/04/12  05/11/12    6           26,073.42 US$        26,073.42 US$              .00 US$
   1      MAT           05/11/12  05/04/12  00/00/00
S00014  1  200     K & M CORPORATIO  05/04/12  05/11/12   17           17,670.07 US$        17,670.07 US$              .00 US$
   1      MAT           05/11/12  05/04/12  00/00/00
S00016  1  100     SHARP INTERNATIO  06/09/12  06/16/12    6           10,698.55 US$        10,698.55 US$              .00 US$
   1      KMB           06/16/12  06/09/12  00/00/00
S00017  1  200     K & M CORPORATIO  06/09/12  06/16/12   15            9,462.53 US$         9,462.53 US$              .00 US$
   1      KMB           06/16/12  06/09/12  00/00/00
S00018  1  300     AMERICAN CALENDA  06/09/12  06/23/12    2            1,929.60 US$         1,929.60 US$              .00 US$
   1      KMB           06/23/12  06/09/12  00/00/00
S00022  1  100     SHARP INTERNATIO  07/14/12  07/21/12    6          104,086.42 US$       104,086.42 US$              .00 US$
   1      MAT           07/21/12  07/14/12  00/00/00
S00023  1  200     K & M CORPORATIO  07/14/12  07/21/12   25           70,201.23 US$        70,201.23 US$              .00 US$
   1      MAT           07/21/12  07/14/12  00/00/00
S00024  1  300     AMERICAN CALENDA  07/14/12  07/28/12    1              777.60 US$           777.60 US$              .00 US$
   1      MAT           07/28/12  07/14/12  00/00/00
S00026  1  100     SHARP INTERNATIO  08/12/12  08/19/12    5           73,769.72 US$        73,769.72 US$              .00 US$
   1      KMB           08/19/12  08/12/12  00/00/00
S00027  1  200     K & M CORPORATIO  08/12/12  08/19/12   17           38,192.99 US$        38,192.99 US$              .00 US$
   1      KMB           08/19/12  08/12/12  00/00/00
S00029  1  100     SHARP INTERNATIO  09/20/12  09/27/12    4           30,949.11 US$        30,949.11 US$              .00 US$
   1      MAT           09/27/12  09/20/12  00/00/00
S00030  1  200     K & M CORPORATIO  09/20/12  09/27/12    5           19,697.40 US$        19,697.40 US$              .00 US$
   1      MAT           09/27/12  09/20/12  00/00/00
S00032  1  100     SHARP INTERNATIO  10/24/12  10/31/12    5           55,094.81 US$        55,094.81 US$              .00 US$
   1      KMB           10/31/12  10/24/12  00/00/00
S00033  1  200     K & M CORPORATIO  10/24/12  10/31/12   14           36,347.57 US$        36,347.57 US$              .00 US$
   1      KMB           10/31/12  10/24/12  00/00/00
```

This report prints following your selections on the Purchase Order History Summary Screen (p. 27-2), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

A summary of all purchase order history is printed, in vendor (**Report Sequence** is 1) or purchase order (**Report Sequence** is 3) sequence.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: The detail provided below will include all the fields that print on both reports. Based on the report you are viewing,. the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report.

Purchase Order History Summary Report

Report/Listing Fields	Description
Co No	The company number and name associated with the purchase order history. When International Currency is installed, the company's local currency code and currency code description will also print. These fields will be exported to Excel .tsv reports: **Company Number, Company Name, Local Currency Code, Currency Code Description**.
Req/PO	The unique number used to identify this purchase order. If an "S" is the first character of this number, it was created from a Suggested Order. These fields will be exported to Excel .tsv reports: **Requisition Number, Purchase Order Number**.
Wh	The Warehouse ID associated with this order. The item was shipped to this warehouse for stock orders. The **Warehouse** field will be exported to Excel .tsv reports.
Vendor No/Name	The purchase order was created for this vendor number and name. These fields will be exported to Excel .tsv reports: **Vendor Number, Vendor Name**, **Vendor Currency Code**.
Ship To	The number of the shipping location where the vendor delivered the order. The **Ship To Number** field will be exported to Excel .tsv reports.
Buyer	The code of the buyer responsible for the order. The **Buyer** field will be exported to Excel .tsv reports.
Appv By	The approval code for the person who approved this requisition. The **Approval Code** field will be exported to Excel .tsv reports.

Purchase Order History Summary Report

Report/Listing Fields	Description
Order Dt	The date the items were ordered or purchase order was created. The Order Date field will be exported to Excel .tsv reports.
Due Dt	The date that receipt of items on this order was requested. The **Due Date** field will be exported to Excel .tsv reports.
Count - Itm Spc	The **Item Count** is the number of items in the order. The **Sp Chg Count** is the number of special charges (non-product charges, such as freight and handling charges) in the order. These fields will be exported to Excel .tsv reports: **Item Count, Special Charge Count**.
Order Value	The extended monetary amount of the items ordered. When International Currency is installed, this value will be expressed in the company's local currency with the currency symbol displayed to the right of the field. When International Currency is installed and you specified Y to **Dsply Trdg Curr** on the prompt screen, the vendor's trading currency equivalent and currency symbol will display below the company's local currency. These fields will be exported to Excel .tsv reports: **Order Value, Order Value Currency Symbol, Trading Currency Order Value, Trading Currency Order Value Currency Symbol.**
Value Received	The extended monetary amount of the items received. When International Currency is installed, this value will be expressed in the company's local currency with the currency symbol displayed to the right of the field. When International Currency is installed and you specified Y to **Dsply Trdg Curr** on the prompt screen, the vendor's trading currency equivalent and currency symbol will display below the company's local currency. These fields will be exported to Excel .tsv reports: **Value Received, Value Received Currency Symbol, Trading Currency Value Received, Trading Currency Value Received Currency Symbol.**
Lst Rec Dt	The last date that any items were received for this purchase order. The **Last Receipt Date** field will be exported to Excel .tsv reports.
Lst Chg Dt	The last date any changes were made to this purchase order. The **Last Change Date** field will be exported to Excel .tsv reports.

Purchase Order History Summary Report

Report/Listing Fields	Description
Approval Amount	The extended monetary amount for which the requisition was approved. This field prints only if the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE). When International Currency is installed and you specified Y to **Dsply Trdg Curr** on the prompt screen, the vendor's trading currency equivalent and currency symbol will display below the company's local currency. These fields will be exported to Excel .tsv reports: **Approval Amount, Approval Amount Currency Symbol.**
Vnd Shp Dt	The date the vendor shipped the item. The location of this field varies depending on if you are printing the report by Vendor or PO No. NOTE: The vendor ship date for Return Purchase Orders (type R) is not used and this field will display as zero.
Totals	Each report has totals that are specific to that report format. • Purchase Order History by Vendor: Order Value for both local and trading currency totals and Unshipped Values for both local and trading currency totals are provided at 3 levels; Purchase Order (including the number of purchase orders), Vendor, and Company (local currency only). • Purchase Order History by PO: Order Value for both local and trading currency totals and Unshipped values for both local and trading currency totals provided at 2 levels; Purchase Order (including the number of purchase orders) and Company (local currency only).

CHAPTER 28

Purchase Order History Detail Report

28

Use this option to print the Purchase Order History Detail Report. This report prints detailed purchase order history - a record of all Purchase Orders that have been printed and received in Purchasing. This report prints in summary or detail.

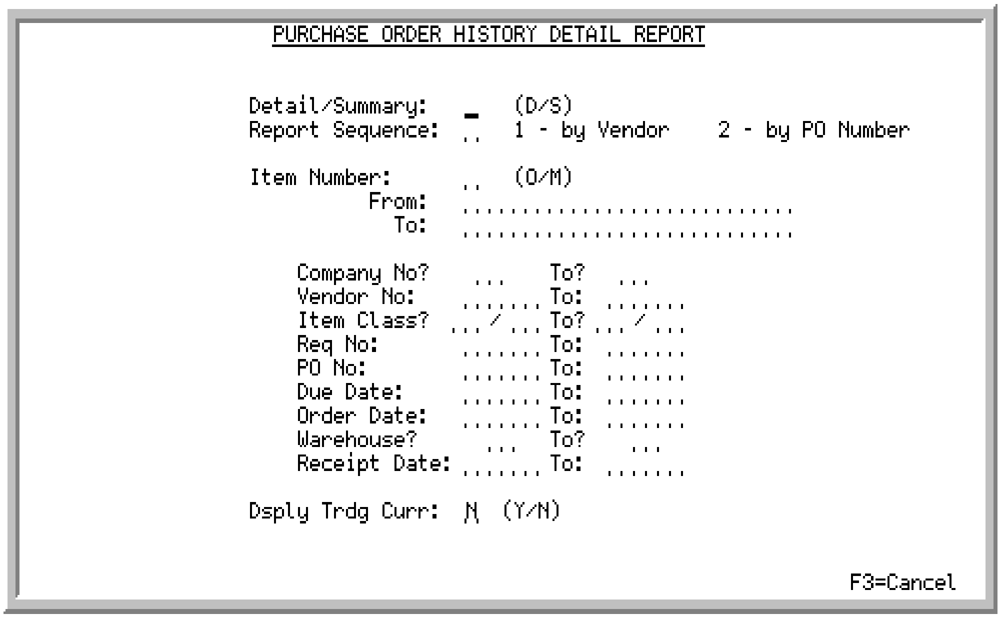
NOTE: The Purchase Order History Detail Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Purchase Order History Detail Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Purchase Order History Detail Report Screen	Use to select the criteria that will print on the Purchase Order History Detail Report.
Purchase Order History Detail Reports	Prints the 4 Purchase Order History Detail Reports: • Detail by Vendor: Prints detailed purchase order history, in vendor sequence. • Detail by Purchase Order: Prints a detailed summary of all purchase order history, in vendor sequence. • Detail - Summary by Vendor: Prints detailed purchase order history, regardless of the vendor. • Detail - Summary by Purchase Order: Prints detailed summary purchase order history (one line for every item on a purchase order), regardless of the vendor.

Purchase Order History Detail Report Screen



This screen displays by selecting option 4 - Purchase Order History Detail Report (MENU POREPT) and is used to select the report type, sequence, and criteria that will print on the report.

Use this screen to determine the type of format for this report: detail by vendor, detail by purchase order number, summary by vendor, or summary by purchase order number.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Purchase Order History Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Detail/Summary	You have the option to print detailed purchase order history (each item on a purchase order will print), or summary information displaying only one line for each purchase order. Key D to print the report in detail. Key S to print the report in summary. *Valid Values:* D, S (A 1) Required

Purchase Order History Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	This field determines the report sequence. Key 1 to print the report by Vendor. Key 2 to print the report by PO number. *Valid Values:* 1, 2 (A 1) Required
Item Number	This field determines the type of items to print. Key O to print our item numbers. Key M to print the manufacturer's item numbers. *Valid Values:* M, O (A 1) Required
Item Number From/To	Key the range of item numbers to print on the report, or leave blank to print all item numbers. (2 @ A 27) Optional
Company No	Key the range of company numbers to limit the purchase orders that print on your report. (2 @ N 2,0) Optional
Vendor No	Key the range of vendor numbers to limit the purchases orders that print on your report. (2 @ A 6) Optional
Item Class	Item Classes are used to categorize items and are defined through Item Class/ Sub Class Maintenance (MENU IAFILE). Key the range of item classes to limit the purchases orders that print on your report. (2 @ A 2 / A 2) Optional
Req No	Key the range of requisition numbers to print, or leave blank to print all requisition numbers. (2 @ A 6) Optional
PO No	Key the range of purchase order numbers to print, or leave blank to print all purchase order numbers. (2 @ A 6) Optional
Warehouse	Key the range of warehouses to limit the purchase orders printed to those ordered for these warehouses. (2 @ A 2) Optional

Purchase Order History Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Due Date	The due date is the expected date to receive items on an order. Key the range of due dates for the items to print on this report. *Valid Values:* Key the due dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Order Date	This reflects the date items were ordered. Key the range of order dates for the items to print on this report. *Valid Values:* Key the order dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Receipt Date	The receipt date is the date items were received into the warehouse. Key the range of receipt dates for the items to print on this report. *Valid Values:* Key the receipt dates using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the dates using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Purchase Order History Detail Reports

There are 4 possible reports tat print based on the selection criteria:

- Purchase Order History Detail by Vendor
- Purchase Order History Detail by Purchase Order
- Purchase Order History Detail - Summary by Vendor
- Purchase Order History Detail - Summary by Purchase Order

Detail by Vendor

```
PO356  02/01/10  16:04:46                      PURCHASE ORDER HISTORY DETAIL                            AH/APDEMO    Page    1
                                                         BY VENDOR
     All Companies
       All Vendors           All Item Classes        All Order Dates           All PO Numbers         All Receipt Dates
   All Req Numbers             All Warehouses          All Due Dates             All Item Numbers
               Due                                                                                 L          Value          Lst Rec
Co/PO No       Date  Our Item No/Description                              Rec Qty  U/M       Unit Cost U/M C        Received          Date
===================================================================================================================================
Vendor: IC3000 SAUERKRAUT PRODUCTS           WH:  6          GDM German Deutschemark
03/100004 02/03/10 A310 Full Strip Desk Stapler                           50.000   EA        9.97500 EA              498.75 CA$ 02/03/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:               14.36400                 718.20 DM#
03/100004 02/03/10 A320 Deluxe Full Strip Desk Stapler                    50.000   EA       14.56250 EA              728.13 CA$ 02/03/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:               20.97000                1048.50 DM#
03/100004 02/03/10 A330 Straight Trimmers Shears                          50.000   EA        2.00000 EA              100.00 CA$ 02/03/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:                2.88000                 144.00 DM#
03/100004 02/03/10 A340 Deluxe Straight Trimmers Shears                   50.000   EA        3.25000 EA              162.50 CA$ 02/03/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:                4.68000                 234.00 DM#
03/100004 02/03/10 A350 Bankers' Shears                                   50.000   EA        6.12500 EA              306.25 CA$ 02/03/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:                8.82000                 441.00 DM#
                                                                         PO 03/100004 Total:                       1,795.63 CA$
                                                                    Trading Currency Total:                       2,585.70 DM#
03/100007 02/10/10 A310 Full Strip Desk Stapler                           50.000   EA        9.97500 EA              498.75 CA$ 02/10/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:               14.36400                 718.20 DM#
03/100007 02/10/10 A320 Deluxe Full Strip Desk Stapler                    50.000   EA       14.56250 EA              728.13 CA$ 02/10/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:               20.97000                1048.50 DM#
03/100007 02/10/10 A330 Straight Trimmers Shears                          50.000   EA        2.00000 EA              100.00 CA$ 02/10/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:                2.88000                 144.00 DM#
03/100007 02/10/10 A340 Deluxe Straight Trimmers Shears                   50.000   EA        3.25000 EA              162.50 CA$ 02/10/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:                4.68000                 234.00 DM#
03/100007 02/10/10 A350 Bankers' Shears                                   50.000   EA        6.12500 EA              306.25 CA$ 02/10/10
   Line Stat: CLSD                                                          Class: 90
                                                            TRADING CURRENCY:                8.82000                 441.00 DM#
                                                                         PO 03/100007 Total:                       1,795.63 CA$
                                                                    Trading Currency Total:                       2,585.70 DM#
                                                                           Warehouse Total:                       3,591.26 CA$
                                                                    Trading Currency Total:                       5,171.40 DM#
                                                                              Vendor Total:                       3,591.26 CA$
                                                                    Trading Currency Total:                       5,171.40 DM#
```

Detail by Purchase Order

```
PO357  02/01/10  16:05:05                     PURCHASE ORDER HISTORY DETAIL                              AH/APDEMO    Page   47
                                                   BY PURCHASE ORDER
                                                                                                           COMPANY: 03
   Due                                                                                       L             Value      Lst Rec
   Date    Our Item No/Description                             Ord Qty U/M       Unit Cost U/M C          Received       Date
=============================================================================================================================
 PO: 100000  100     SHARP INTERNATIONAL         WH: 6  Req: 100000
 02/03/10 A100 Sharp Fax Machine                                 4.000 EA        499.98750 EA            1999.95 CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 50/3
                                                     TRADING CURRENCY:           399.99000               1399.96 US$
 02/03/10 A110 Sharp Copier                                      4.000 EA        687.48750 EA                    CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 50/1
                                                     TRADING CURRENCY:           549.99000               1924.96 US$
 02/03/10 A120 Sharp Super Sensitive Fax Paper                  50.000 CAS       123.75000 CAS                   CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 80/4
                                                     TRADING CURRENCY:            99.00000               4331.25 US$
 02/03/10 A130 Sharp Extra Sensitive Fax Paper                  50.000 CAS       197.50000 CAS                   CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 80/4
                                                     TRADING CURRENCY:           158.00000               6912.50 US$
 02/03/10 A200 Sharp Copier Toner                              200.000 CAS        74.85000 CAS                   CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 30
                                                     TRADING CURRENCY:            59.88000              10479.00 US$
 02/03/10 A210 Sharp Copier Toner                              200.000 CAS       134.70000 CAS          60722.45 CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 30
                                                     TRADING CURRENCY:           107.76000              18858.00 US$
                                                               PO 03/100000 Total:                     62,722.40 CA$
                                                         Trading Currency Total:                       43,905.67 US$
 PO: 100002  IC5000 SASKATCHEWAN PRODUCTS        WH: 6  Req: 100002
 02/03/10 A220 Pocket Planner Weekly Organizer                 500.000 EA         11.61185 EA            5805.93 CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 80
 02/03/10 A240 Single Subject Wire Bound                        60.000 EA          1.18442 EA              71.07 CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 80/5
                                                               PO 03/100002 Total:                      5,877.00 CA$
 PO: 100004  IC3000 SAUERKRAUT PRODUCTS          WH: 6  Req: 100004
 02/03/10 A310 Full Strip Desk Stapler                          50.000 EA          9.97500 EA             498.75 CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 90
                                                     TRADING CURRENCY:            14.36400                718.20 DM#
 02/03/10 A320 Deluxe Full Strip Desk Stapler                   50.000 EA         14.56250 EA             728.13 CA$ 02/03/10
     Ln Stat: CLSD                                   Class: 90
                                                     TRADING CURRENCY:            20.97000               1048.50 DM#
 02/03/10 A330 Straight Trimmers Shears                         50.000 EA          2.00000 EA             100.00 CA$ 02/03/10
```

Detail - Summary by Vendor

```
PO358  02/01/10  16:05:24                     PURCHASE ORDER HISTORY DETAIL                         AH/APDEMO    Page    1
                                                    SUMMARY BY VENDOR
     All Companies
       All Vendors             All Item Classes       All Order Dates        All PO Numbers         All Receipt Dates
   All Req Numbers               All Warehouses         All Due Dates          All Item Numbers
                                                          Itm   |---------Quantity--------|              Value     Lst Rec
   Our Item No/Description                                Cls   |   Ordered      Received | U/M        Received      Date
=========================================================================================================================
 IC3000 SAUERKRAUT PRODUCTS             WH: 6
   A310 Full Strip Desk Stapler                          90       100.000       100.000   EA          997.50 CA$ 02/10/10
                                                                         TRADING CURRENCY:          1,436.40 DM#
   A320 Deluxe Full Strip Desk Stapler                   90       100.000       100.000   EA        1,456.26 CA$ 02/10/10
                                                                         TRADING CURRENCY:          2,097.00 DM#
   A330 Straight Trimmers Shears                         90       100.000       100.000   EA          200.00 CA$ 02/10/10
                                                                         TRADING CURRENCY:            288.00 DM#
   A340 Deluxe Straight Trimmers Shears                  90       100.000       100.000   EA          325.00 CA$ 02/10/10
                                                                         TRADING CURRENCY:            468.00 DM#
   A350 Bankers' Shears                                  90       100.000       100.000   EA          612.50 CA$ 02/10/10
                                                                         TRADING CURRENCY:            882.00 DM#
                                                                          Warehouse Total:          3,591.26 CA$
                                                                   Trading Currency Total:          5,171.40 DM#
                                                                             Vendor Total:          3,591.26 CA$
                                                                   Trading Currency Total:          5,171.40 DM#
 IC4000 GUADALJARA OFFICE SUPPLIES      WH: 6
   A100 Sharp Fax Machine                                50/3     200.000       200.000   EA      148,934.07-CA$ 02/16/10
                                                                         TRADING CURRENCY:         13,000.00 PS<
   A140 3-Ring Binder - 1" Red                           20       500.000       500.000   EA       23,812.13 CA$ 02/16/10
                                                                         TRADING CURRENCY:          7,236.18 PS<
   A150 3-Ring Binder - 2" Red                           20       300.000       300.000   EA       29,090.17 CA$ 02/16/10
                                                                         TRADING CURRENCY:          5,427.14 PS<
   A160 3-Ring Binder - 1" Blue                          20       200.000       200.000   EA       15,514.74 CA$ 02/03/10
                                                                         TRADING CURRENCY:          2,894.47 PS<
   A170 3-Ring Binder - 2" Blue                          20       200.000       200.000   EA       19,393.43 CA$ 02/03/10
                                                                         TRADING CURRENCY:          3,618.09 PS<
```

Detail - Summary by Purchase Order

```
PO359  02/01/10  16:05:43                    PURCHASE ORDER HISTORY DETAIL                            AH/APDEMO    Page   33
                                                SUMMARY BY PO NO.
                                                                                                       COMPANY: 03
     All Vendors          All Item Classes          All Order Dates        All PO Numbers          All Receipt Dates
  All Req Numbers           All Warehouses            All Due Dates           All Item Numbers
                                                          Itm    |-----------Quantity--------|             Value         Lst Rec
  Our Item No/Description                                 Cls    |     Ordered      Received |U/M          Received         Date
==========================================================================================================================
 PO: 100000  100    SHARP INTERNATIONAL              WH:6    Req: 100000
  A100 Sharp Fax Machine                                 50/3         4.000          4.000 EA          1,999.95 CA$ 02/03/10
                                                                      TRADING CURRENCY:                1,399.96 US$
  A110 Sharp Copier                                      50/1         4.000          4.000 EA               .00 CA$ 02/03/10
                                                                      TRADING CURRENCY:                1,924.96 US$
  A120 Sharp Super Sensitive Fax Paper                   80/4        50.000         50.000 CAS              .00 CA$ 02/03/10
                                                                      TRADING CURRENCY:                4,331.25 US$
  A130 Sharp Extra Sensitive Fax Paper                   80/4        50.000         50.000 CAS              .00 CA$ 02/03/10
                                                                      TRADING CURRENCY:                6,912.50 US$
  A200 Sharp Copier Toner                                30         200.000        200.000 CAS              .00 CA$ 02/03/10
                                                                      TRADING CURRENCY:               10,479.00 US$
  A210 Sharp Copier Toner                                30         200.000        200.000 CAS         60,722.45 CA$ 02/03/10
                                                                      TRADING CURRENCY:               18,858.00 US$
                                                                   PO 03/100000 Total:                62,722.40 CA$
                                                                Trading Currency Total:               43,905.67 US$
 PO: 100002  IC5000 SASKATCHEWAN PRODUCTS            WH:6    Req: 100002
  A220 Pocket Planner Weekly Organizer                   80         500.000        500.000 EA          5,805.93 CA$ 02/03/10
  A240 Single Subject Wire Bound                         80/5        60.000         60.000 EA             71.07 CA$ 02/03/10
                                                                   PO 03/100002 Total:                 5,877.00 CA$
 PO: 100004  IC3000 SAUERKRAUT PRODUCTS              WH:6    Req: 100004
  A310 Full Strip Desk Stapler                           90          50.000         50.000 EA            498.75 CA$ 02/03/10
                                                                      TRADING CURRENCY:                  718.20 DM#
  A320 Deluxe Full Strip Desk Stapler                    90          50.000         50.000 EA            728.13 CA$ 02/03/10
                                                                      TRADING CURRENCY:                1,048.50 DM#
  A330 Straight Trimmers Shears                          90          50.000         50.000 EA            100.00 CA$ 02/03/10
                                                                      TRADING CURRENCY:                  144.00 DM#
  A340 Deluxe Straight Trimmers Shears                   90          50.000         50.000 EA            162.50 CA$ 02/03/10
                                                                      TRADING CURRENCY:                  234.00 DM#
  A350 Bankers' Shears                                   90          50.000         50.000 EA            306.25 CA$ 02/03/10
                                                                      TRADING CURRENCY:                  441.00 DM#
                                                                   PO 03/100004 Total:                 1,795.63 CA$
                                                                Trading Currency Total:                2,585.70 DM#
```

These reports print following your selections on the Purchase Order History Detail Report Screen (p. 28-2), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The Purchase Order History Detail by Vendor Report is sequenced by vendor and prints detailed purchase order history including items, quantities and costs.

The Purchase Order History Detail by Purchase Order Report is sequenced by purchase order and prints detailed purchase order history, regardless of the vendor.

The Purchase Order History Detail - Summary by Vendor Report is sequenced by vendor and prints a summary of all purchase orders/items.

The Purchase Order History Detail - Summary by Purchase Order Report is sequenced by purchase order and prints summary purchase order history (one line for every item on a purchase order) is printed, regardless of the vendor.

NOTE: All dates will display in the **Default Date Format** for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: The detail provided below will include all the fields that print on both reports. Based on the report you are viewing,. the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report

---

Purchase Order History Detail Reports

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number may also print and the **Company Number** field will be exported to Excel .tsv reports.
Vendor	The purchase order was created for this vendor number/name. When International Currency is installed, the vendor currency code and currency code description will also print. These fields will be exported to Excel .tsv reports: **Vendor Number, Vendor Name, Vendor Currency Code, Currency Code Description.**
WH	The warehouse ID where the purchase order will be received in, and usually where stock shipments are sent from the vendor. The **Warehouse ID** field will be exported to Excel .tsv reports.
Req	The requisition number of the purchase order. The **Requisition Number** field will be exported to Excel .tsv reports.
Due Date	The date that the receipt of the items on this order was requested. The **Due Date** field will be exported to Excel .tsv reports.
Line Stat	Indicates the status of this line item: CLSD (Closed). The **Line Status** field will be exported to Excel .tsv reports.
Our Item No / Description Mfg Item No/Description Item	If the prompt field **Item Number** is O, our item number and description from the purchase order is displayed. The item description initially defaults into the purchase order from the Vendor/Item Master File if it exists. If the **Item Number** is M, the manufacturer's item number and description from the purchase order is displayed. The item description initially defaults into the purchase order from the Vendor/Item Master File if it exists. These fields will be exported to Excel .tsv reports: **Item Number, Item Description 1, Item Description 2, Mfg. Item Number.**
Class Itm Cls	Identifies the product category for this item as defined in Item Master Maintenance (MENU IAFILE). These fields will be exported to Excel .tsv reports: **Item Class, Item Subclass.**

Purchase Order History Detail Reports

Report/Listing Fields	Description
Unit Cost / U/M	The unit cost of this item per the cost unit of measure. The unit cost initially defaults into the purchase order from the Vendor/ Item Master File if it exists, but can be overridden for each purchase order as necessary. The cost U/M prints to the right of the cost. When International Currency is installed, the local cost currency symbol prints next to the unit cost. Also, the trading unit cost and trading unit cost currency symbol print beneath the local values. These fields will be exported to Excel .tsv reports: **Unit Cost, Unit Cost U/M, Trading Currency Unit Cost.**
LC	The lot charge flag keyed during requisition entry. An L indicates that the unit cost is a lot charge for the entire quantity that was ordered. Lot charge cost will not be multiplied by the quantity during the receipt of the item, it is the cost for the total quantity ordered. A blank indicates the unit cost is a true unit cost. The **Lot Charge** field will be exported to Excel .tsv reports.
Value Received	The monetary amount of the items that were been received. Based on the specific report, these fields will be exported to Excel .tsv reports: **Value Received, Value Received Currency Symbol, Trading Currency Value Received, Trading Currency Value Received Currency Symbol.**
Lst Rec Date	The last date that any items were received for this purchase order. The **Last Receipt Date** field will be exported to Excel .tsv reports.
Quantity Ordered Ord Qty U/M	The total quantity of this item ordered per this unit of measure. These fields will be exported to Excel .tsv reports: **Quantity Ordered, Quantity Ordered U/M**.
Quantity Received Rec Qty U/M	The total quantity of this item received per this unit of measure. These fields will be exported to Excel .tsv reports: **Quantity Received, Quantity Received U/M**.
Co/PO No PO	The company and purchase order number or just the purchase order number created for this vendor. These fields will be exported to Excel .tsv reports: **Company Number, Purchase Order Number.**

Purchase Order History Detail Reports

Report/Listing Fields	Description
Totals	Each report has totals that are specific to that report format. • Open PO Detail by Vendor: Value Received for both local and trading currency totals are provided at 3 levels; Purchase Order, Warehouse, and Vendor. • Open PO Detail by PO: Value Received for both local and trading currency totals provided at 3 levels; Purchase Order, Company, and Report. • Open PO Detail - Summary by Vendor: Value Received for both local and trading currency totals are provided at 2 levels; Warehouse, and Vendor. • Open PO Detail - Summary by PO: Value Received for both local and trading currency totals provided at 2levels; Purchase Order, and Company.

CHAPTER 29

Purchasing Cash Requirements Report

29

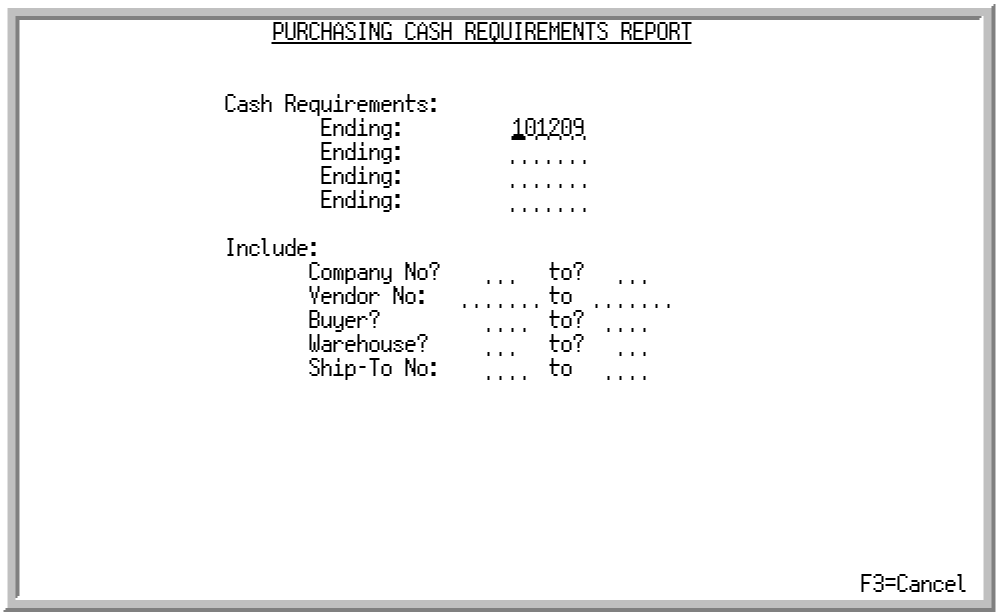
Use this option to print the Purchasing Cash Requirements Report. This report prints all open Purchase Orders with items that match the report limits (company number, vendor number, buyer, warehouse, and ship-to number). In addition, future cash requirements (cash required by a vendor) for a specific aging period are printed.

Cash Requirements Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Purchasing Cash Requirements Report Screen	Use to select the criteria that will print on the Purchasing Cash Requirements Report.
Purchasing Cash Requirements Report	Prints cash requirements for the indicated aging periods.

Purchasing Cash Requirements Report Screen



PURCHASING CASH REQUIREMENTS REPORT

Cash Requirements:
Ending: 101209
Ending: ....
Ending: ....
Ending: ....

Include:
Company No? ... to? ...
Vendor No: .... to ....
Buyer? .... to? ....
Warehouse? ... to? ...
Ship-To No: .... to ....

F3=Cancel

This screen displays after selecting option 5 - Cash Requirements Report (MENU POREPT). Use this screen to select the criteria that will print on the Purchasing Cash Requirements Report.

Among this criteria are four aging periods. Cash required by a vendor is placed in a specific aging period based on the line item’s due date and the number of days in which a vendor is paid, called **Pay Days**. The **Pay Days** field is maintained through Vendors Maintenance (MENU POFILE / MENU APFILE).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Purchasing Cash Requirements Report Screen Fields and Function Keys

Field/Function Key	Description
Cash Requirements	Key the four ending dates by which cash is required for payments. Note that these dates define the aging periods for the report. The dates keyed here and the appropriate cash requirements are printed on the Purchasing Cash Requirements Report (p. 29-5). Key the aging dates in ascending date order. The number of cash requirement periods is one greater than the number of aging dates keyed. Therefore, you may have up to five cash requirement periods. **Example:** : If you key the aging dates January 31, February 28, March 31, and April 30, the following cash requirement periods will print on the report: • Cash required through January 31 • Cash required from February 1 through February 28 • Cash required from March 1 through March 31 • Cash required from April 1 through April 30 • Cash required after April 30 *Default Value:* The first **Cash Requirements: Ending** date defaults to the system date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (4 @ N 6,0) Required
Company No	Use the **Company No** field to limit this report to only those companies selected. Key the company number(s) for which you which you choose to limit this report. Leave blank to include all companies. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0)/Optional
Vendor No	Use the **Vendor No** field to limit this report to only those vendors selected. Key the vendor number(s) for which you which you choose to limit this report. Leave blank to include all vendors. Optional

Purchasing Cash Requirements Report Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Use the **Buyer** field to limit this report to only those buyers selected. Key the buyer(s) for which you which you choose to limit this report. Leave blank to include all buyers. Optional
Warehouse	Use the **Warehouse** field to limit this report to only those buyers selected. Key the warehouse(s) for which you which you choose to limit this report. Leave blank to include all warehouses. Optional
Ship-To No	Use the **Ship-To No** field to limit this report to only those locations identified by the ship-to number. Key the ship-to location(s) for which you which you choose to limit this report. Leave blank to include all ship-to location(s). Optional
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Purchasing Cash Requirements Report

```
PO365  04/11/11   9:54:57                     PURCHASING CASH REQUIREMENTS REPORT                      AK/APDEMO    Page  2
                All Companies    All Vendors              All Buyers            All Warehouses        All Ship To's
                        |----------------------------------- C A S H   R E Q U I R E M E N T S ----------------------------------- |
                        |      On or Before                                                                         After       |
 Vendor No/Name         |        04/01/10             05/01/10             06/01/10              07/01/10              07/01/10    |
 ==============================================================================================================================
IC8000 BIG BEN CLOCK SHOP
                                                        13,504.20
100    SHARP INTERNATIONAL
                                  989,265.18           196,206.50           150,699.12
1400   THE PAPER SUPPLY HOUSE
                                                       201,445.44
1700   SENTRY CABINETS
                                                                                                                          460.90
200    K & M CORPORATION
                                 132,852.24            39,476.72
COMPANY   1 TOTAL:
         1,731,858.52         1,128,137.81          452,560.62           150,699.12                                      460.90
```

This report prints following your selections on the Purchasing Cash Requirements Report Screen (p. 29-2), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.)

Your cash requirements for the indicated aging periods are printed. Cash requirements are summarized for each vendor; based on the calculated the expected payment date, hence your cash requirement date, using the vendor's number of pay days [from the Vendor Master File maintained through Vendors Maintenance (MENU POFILE)] to each line item's due date.

Purchasing Cash Requirements Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor Information	The number and name of the vendor to whom cash will be required. The vendor totals for each aging period, and the total of all aging periods, are printed for this vendor. The cash requirements that will be due to this vendor are printed on the lines that follow the vendor information.
CASH REQUIREMENTS	The aging periods specified for this report. For each aging period, the cash requirements for each vendor are printed; for each aging period, the vendor total, and company total cash requirements are printed.

Vendor Performance Report

Use this option to print the Vendor Performance Report. This report prints its order/receipt information for a vendor/item stored in the Vendor Performance File.

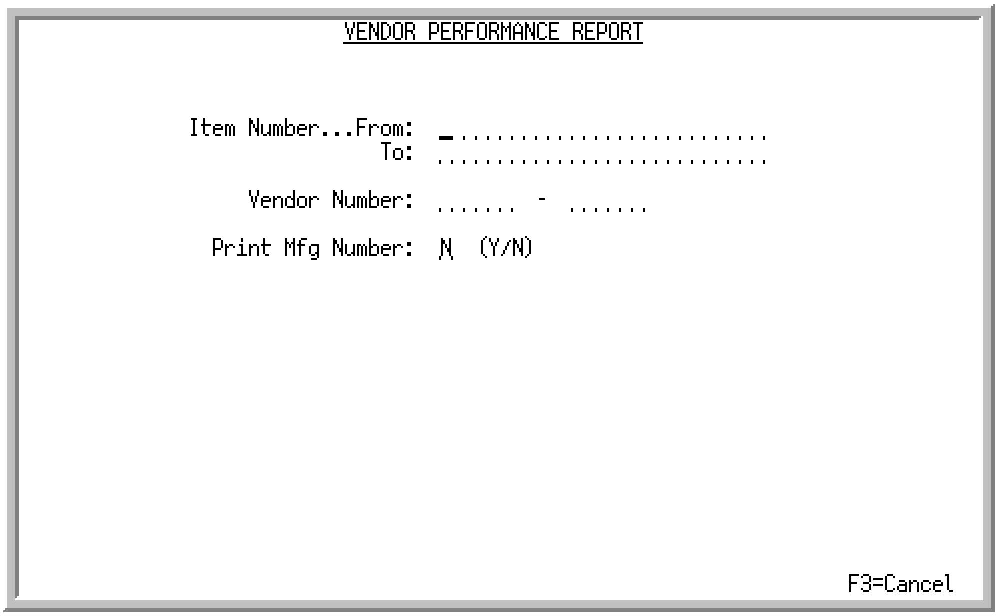
Vendor performance information consists of shipping history of a vendor and item. The ability of a vendor to ship a given item in the quantity ordered, and by the due date ordered, indicates that vendor's relative performance.

Vendor Performance Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Performance Report Screen	Use to select the items and vendor for which vendor payment information is printed.
Vendor Performance Report	Prints the vendor/item information that was captured during receipt posting and stored in the Vendor Performance File.

Vendor Performance Report Screen



This screen displays after selecting option 6 - Vendor Performance Report (MENU POREPT) and is used to select the items and vendor for which vendor payment information is printed.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Vendor Performance Report Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of item numbers for which shipment performance is printed. (2 @ A 27) Optional
Vendor Number	Key the range of vendor numbers for which shipment performance is printed. For each vendor, total monthly payments are printed. (2 @ A 6) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Vendor Performance Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.

Vendor Performance Report Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for an explanation of this screen.

Vendor Performance Report

```
PO377  04/11/11  12:03:21                         VENDOR PERFORMANCE                          AK/APDEMO    Page    1
       All Vendors                  All Items
Vendor                             Item Number/Description          Last Cost/  YTD:       Units               Dollars    No.  Avg.
Number Vendor Name                 Mfg Item Number                  Receipt Date TOT:      Received            Received Rcpts  Days
==================================================================================================================================
IC3000 SAUERKRAUT PRODUCTS         A310 Full Strip Desk Stapl-         9.97500           100.000               997.50     2
                                        er                          02/10/10             100.000               997.50     2
                                        FK-3754
IC3000 SAUERKRAUT PRODUCTS         A320 Deluxe Full Strip Des-        14.56260           100.000             1,456.26     2
                                        k Stapler                   02/10/10             100.000             1,456.26     2
                                        FK-3755
IC3000 SAUERKRAUT PRODUCTS         A330 Straight Trimmers She-         2.00000           100.000               200.00     2
                                        ars                         02/10/10             100.000               200.00     2
                                        KP-1176
IC3000 SAUERKRAUT PRODUCTS         A340 Deluxe Straight Trimm-         3.25000           100.000               325.00     2
                                        ers Shears                  02/10/10             100.000               325.00     2
                                        KP-1177
IC3000 SAUERKRAUT PRODUCTS         A350 Bankers' Shears                6.12500           100.000               612.50     2
                                        KP-1887                     02/10/10             100.000               612.50     2
IC4000 GUADALAJARA OFFICE SUPPLIE A100 Sharp Fax Machine            348.40845           200.000            69,681.69     1
                                        UX-103                      02/16/10             200.000            69,681.69     1
IC4000 GUADALAJARA OFFICE SUPPLIE A140 3-Ring Binder - 1" Re-        77.57390           500.000            23,812.13     3
                                        d                           02/16/10             500.000            23,812.13     3
                                        77771
```

This report prints following your responses on the Vendor Performance Report Screen (p. 30-2), and the Report Options Screen.

The vendor/item information that was captured during receipt posting and stored in the Vendor Performance File is printed.

Vendor Performance Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor Number/Vendor Name	The number and name of the vendor for whom shipment performance is printed.
Item Number/Description:	The item number and description (shown below the item number) associated with the vendor.

Vendor Performance Report

Report/Listing Fields	Description
Mfg Item Number	The manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Vendor Performance Report Screen (p. 30-2). If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise, the number you entered through Item Master Maintenance (MENU IAFILE) will print. This column contains the manufacturer's item number defined for the item through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE).
Last Cost/Receipt Date	The last cost (dollar amount) that you received for the item and the date that you received the cost.
YTD/TOT Units Received	The number of units received from the vendor during this year.
YTD/TOT Dollars Received	The total dollar amount of orders received this year.
No. Rcpts	The number of times you received from the vendor during this year.
Avg Days	The average number of days it took to receive the items from the time the order was placed.

CHAPTER 31 Item Receipt Forecast Report

31

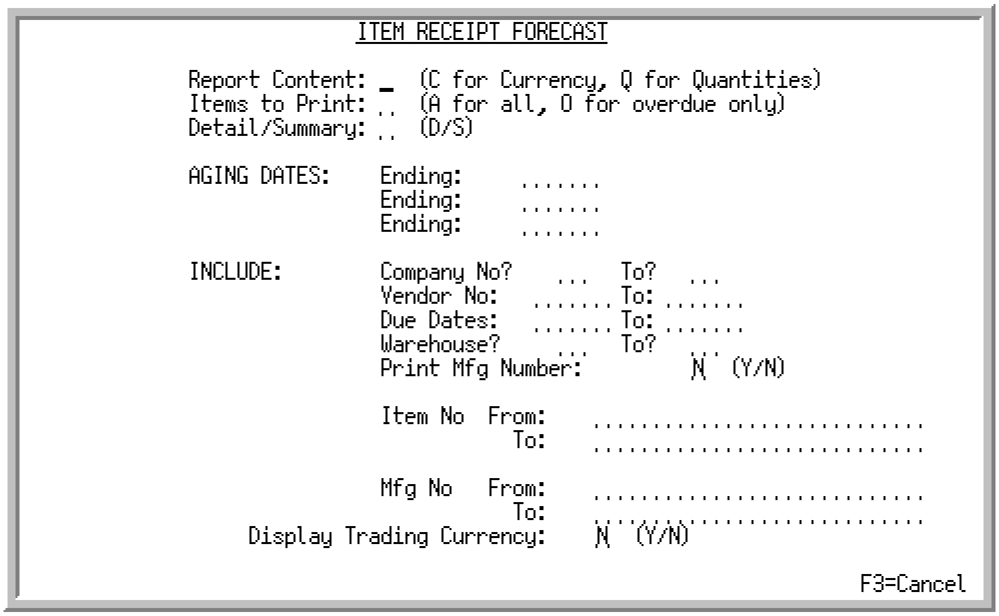
Use this option to print the Item Receipt Forecast Report in summary or detail. This report prints the expected item quantities, or item dollar amounts, to be received within the specified due dates based on open purchase orders.

Item Receipt Forecast Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Item Receipt Forecast Screen	Use to select the criteria that will print on the Item Receipt Forecast Report.
Item Receipt Forecast Report	Prints item quantities, or item currency amounts, to be received from open purchase orders within the specified due dates.

Item Receipt Forecast Screen



This screen displays after selection oprion 7 - Item Receipt Forecast Report (MENU POREPT) and uis used to select the criteria that will print on the Item Receipt Forecast Report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Item Receipt Forecast Screen Fields and Function Keys

Field/Function Key	Description
Report Content	This field determines the content of your report. Key C to print expected currency values of items based on open purchase orders. Key Q to print expected item quantities based on open purchase orders. (A 1) Required
Items to Print	This field determines the items to print. Key A to print all items. Key O to print overdue items only. An overdue item is any item that has not been received by its due date on the purchase order. (A 1) Required

Item Receipt Forecast Screen Fields and Function Keys

Field/Function Key	Description
Detail/Summary	You have the option to print a detailed or summary report. Key D to print the report in detail. The detail report prints one line for each item on each purchase order, indicating the purchase order number and due date. Key S to print the report in summary. The summary report prints one line for each item ordered. Therefore, the quantity or dollar value of the item for all purchase orders is accumulated and printed on this report. (A 1) Required
AGING DATES	Key the desired ending item due date for the three aging periods. Aging dates must be in ascending order; must key all three. The dates keyed here and the appropriate quantity, or dollar information, are printed on the Item Receipt Forecast Report (p. 31-6). The number of periods is one greater than the number of aging dates keyed. Therefore, you may have up to four item receipt periods. **Example:** : If you key the aging dates of January 31, February 28, and March 31, the following receipt forecast periods will print on the report: • Item quantities/dollar amounts to be received through January 31 • Item receipts from February 1,through February 28 • Item receipts from March 1, through March 31 • Item receipts after March 31 *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE. (3 @ N 6,0) Required
Company No	Key the ranges of company numbers for which to limit the purchase item information is to be printed on the report. Only items from purchase orders meeting the range of company numbers keyed here will print on the report. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Required

Item Receipt Forecast Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the ranges of vendor numbers for which to limit the purchase item information is to be printed on the report for the item listed below. Only items from purchase orders meeting the range of vendor numbers keyed here will print on the report. *Valid Values:* any vendor defined through Vendors Maintenance (MENU POFILE / MENU APFILE) (2 @ A 6) Required
Due Dates	Key the ranges of PO due dates for which purchase item information is to be printed on the report for the item listed below. Only items from purchase orders meeting the range of PO due dates keyed here will print on the report. Aging dates must be in ascending order; must key all three. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (2 @ N 6,0) Required
Warehouse	Key the ranges of warehouse numbers for which item information is to be printed on the report for the item listed below. Only items from purchase orders meeting the range of warehouse keyed here will print on the report. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Item Receipt Forecast Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Item No	Key the ranges of item numbers for which purchase item information is to be printed on the report for the item listed below. Only items from purchase orders meeting the range of criteria keyed here will print on the report. *Valid Values:* A valid item number defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Required

Item Receipt Forecast Screen Fields and Function Keys

Field/Function Key	Description
Mfg No	Key the ranges of purchase item information to be printed on the report for the item listed below. Only items from purchase orders meeting the range of criteria keyed here will print on the report. (2 @ A 27) Required
Display Trading Currency	Use this field to specify whether amounts on the related report will print in the company's local currency, or in both the company's local currency and the trading currency (local equivalent amounts will print below the trading currency amounts). Key Y if you want amounts to print in the trading currency as well as the company's local currency. Key N if you want amounts to print only in the company's local currency. this value must be N if you selected S for the **Detail/Summary** field. *Default Value:* N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Item Receipt Forecast Report

Detail Report

```
PO368  04/11/11  15:23:37                         ITEM RECEIPT FORECAST                                 AP/APDEMO   Page    1
                                                   Currency   - Detail
        Co From: 01            All Vendors              All Due Dates         All WH's
               To: 01
                               All Our Item Numbers                           All Mfg Numbers
      Co No: 01  A & C Office Supply                              |------------ R E C E I P T   F O R E C A S T ------------|
                                                            Due   | On or Before  01/02/10 to   04/01/10 to      After        |
Wh Item Number/Description                         PO No    Date  |     01/01/10     03/31/10      06/30/10       06/30/10    |
=============================================================================================================================
1  /1 Freight                                     100179 03/29/11          .00           .00           .00         23.48 US$
1  A100 Sharp Fax Machine                         100099 02/02/10          .00     20,799.48           .00           .00 US$
1  A100 Sharp Fax Machine                         100100 02/09/10          .00     16,799.58           .00           .00 US$
1  A100 Sharp Fax Machine                         100101 02/23/10          .00     34,999.13           .00           .00 US$
1  A100 Sharp Fax Machine                         100102 03/23/10          .00     19,999.50           .00           .00 US$
1  A100 Sharp Fax Machine                         100103 04/06/10          .00           .00      7,999.80           .00 US$
1  A100 Sharp Fax Machine                         100104 04/20/10          .00           .00     22,399.44           .00 US$
                                                WH 1  Item Totals          .00     92,597.69     30,399.24           .00 US$
                                                      Item Totals          .00     92,597.69     30,399.24           .00 US$
1  A110 Sharp Copier                              S00091 12/28/09     4,812.40           .00           .00           .00 US$
1  A110 Sharp Copier                              100049 01/06/10          .00     27,499.50           .00           .00 US$
1  A110 Sharp Copier                              100100 02/09/10          .00     43,311.71           .00           .00 US$
1  A110 Sharp Copier                              100101 02/23/10          .00    120,310.31           .00           .00 US$
1  A110 Sharp Copier                              100102 03/23/10          .00     54,999.00           .00           .00 US$
1  A110 Sharp Copier                              100103 04/06/10          .00           .00     23,099.58           .00 US$
1  A110 Sharp Copier                              100104 04/20/10          .00           .00     45,099.18           .00 US$
                                                WH 1  Item Totals     4,812.40    246,120.52     68,198.76           .00 US$
3  A110 Sharp Copier                              100124 02/03/10          .00     48,124.12           .00           .00 US$
                                                WH 3  Item Totals          .00     48,124.12           .00           .00 US$
```

Summary Report

```
PO369  04/11/11  15:26:09                         ITEM RECEIPT FORECAST                                 AP/APDEMO   Page      1
                                                  Quantities - Summary
                                                                                        *** Indicate Multiple U/M For Item
        Co From: 01            All Vendors              All Due Dates         All WH's
               To: 01
                               All Our Item Numbers                           All Mfg Numbers
      Co No: 01  A & C Office Supply                    |------------ R E C E I P T   F O R E C A S T ------------|
                                                        | On or Before  01/02/10 to   04/01/10 to      After        |
Wh Item Number/Description                              |     01/01/10     03/31/10      06/30/10       06/30/10    |  U/M
=============================================================================================================================
1  /1 Freight
1  A100 Sharp Fax Machine                                                  250.000        76.000                      EA
1  A110 Sharp Copier                                          10.000       490.000       124.000                      EA
3  A110 Sharp Copier                                                       100.000                                    EA
5  A110 Sharp Copier                                                       200.000                                    EA
                                         Item Totals:         10.000       790.000       124.000
1  A120 Sharp Super Sensitive Fax Paper                      216.000       656.000        77.000                      CAS
5  A120 Sharp Super Sensitive Fax Paper                                     40.000                                    CAS
                                         Item Totals:        216.000       696.000        77.000
1  A130 Sharp Extra Sensitive Fax Paper                                  1,139.000        90.000        20.000        CAS
1  A140 3-Ring Binder - 1" Red                               160.000        15.000                                    CAS
1  A150 3-Ring Binder - 2" Red                                70.000                                                  CAS
1  A160 3-Ring Binder - 1" Blue                              120.000                                                  CAS
5  A160 3-Ring Binder - 1" Blue                                            800.000                                    CAS
                                         Item Totals:        120.000       800.000
1  A190 3-Ring Binder - 2" Black                              40.000                                                  CAS
1  A200 Sharp Copier Toner                                                 510.000       167.000         1.000        ***
3  A200 Sharp Copier Toner                                                 348.000                                    ***
5  A200 Sharp Copier Toner                                                 696.000                                    ***
                                         Item Totals:                    1,554.000       167.000         1.000
```

This report prints following your responses on the Item Receipt Forecast Screen (p. 31-2), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The item quantities, or item currency amounts, to be received from open purchase orders within the specified due dates are printed. Item totals (total items to be received or item currency amounts) will print for each item. If you selected to print the report in detail, each item on each purchase order will print. If you selected to print the report in summary, one line will print the accumulated receipts for one item on all selected purchase orders.

Item Receipt Forecast Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
WH	The Warehouse ID associated with this order. This is the warehouse where the item will be stored.
Item No/Description	The unique stocking item number used to identify the item followed by the description of the item.
Manufacturer's Item Number	Manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Item Receipt Forecast Screen (p. 31-2). This column contains the manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE).
PO No	This field only displays for the Detail Report format. The unique number used to identify this purchase order.
Due Date	This field only displays for the Detail Report format. The date this item is expected to arrive.
Receipt Forecast	The expected item quantities, or item monetary amounts, to be received within the specified due date ranges. For items that are ordered in multiple units of measure, this value is a hash total of the order quantity field.
U/M	This field only displays for the **Quantity** report format. The unit of measure in which the item was ordered for the specific purchase order. *** will display when the item has been ordered in multiple units of measure.

CHAPTER 32 Item In-Transit Report

32

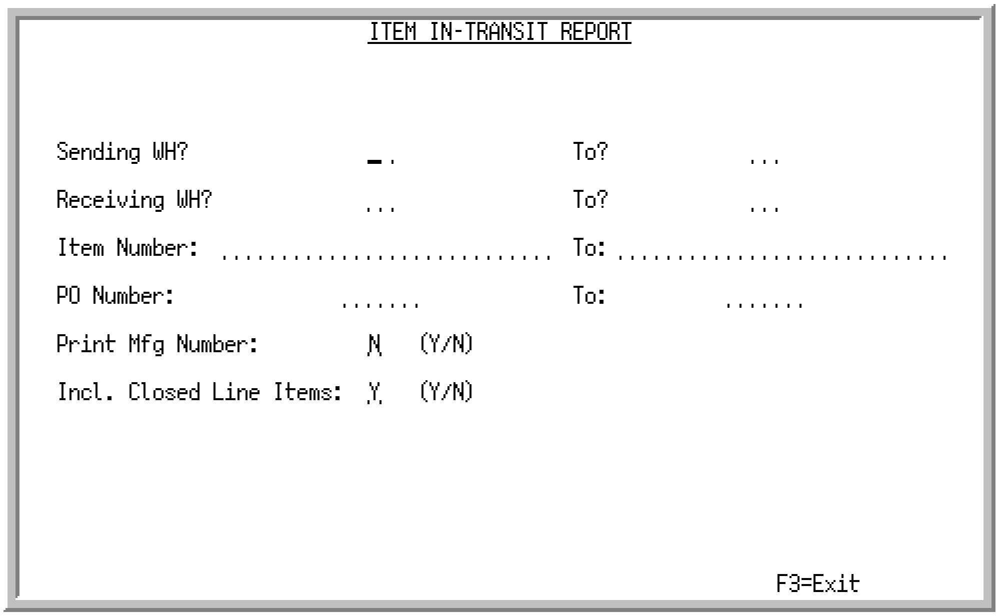
Use this option to print the Item In-Transit Report. This report prints those items that are in transit from inter-warehouse transfers.

Item In-Transit Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Item In-Transit Report Screen	Use to enter criteria that limits the information printed on the report.
Item In-Transit Report	Prints items that are in transit from inter-warehouse transfers are printed in warehouse sequence.

Item In-Transit Report Screen



This screen displays after selecting option 8 - Item In-Transit Report from MENU POREPT. Use this screen to enter criteria that limits the information printed on the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Item In-Transit Report Screen Fields and Function Keys

Field/Function Key	Description
Sending WH	Key the range of Warehouse numbers from which the item(s) in transit originated. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Receiving WH	Key the range of Warehouse numbers to which the item(s) in transit are being sent. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Item In-Transit Report Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of item numbers that are being transferred from one warehouse to another. *Valid Values:* A valid item number defined through Item Master Maintenance (MENU IAFILE). (2 @ A 27) Optional
PO Number	Key the range of open Purchase Orders to print. (2 @ N 6,0) Optional
Print Mfg Number	This field determines whether or not manufacturers’ item numbers will print on the Item In-Transit Report. The manufacturers’ item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers’ item numbers to print on the report. *Default Value:* N (A 1) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Cross Applications User Guide.

Item In-Transit Report

```
PO430   04/11/11  16.33.42                     ITEM IN-TRANSIT REPORT       AP/  APDEMO                   PAGE    1
                                                  2 -Los Angeles, CA
  All Sending WH       All Receiving WH      All Items                           All POs              Closed Items: Yes
Item Number
Mfg Item Number                Description          Open Qty     In-Trans  U/M  PO No.  Ship WH              Cost  U/M        In Trn Cost
------------------------------------------------------------------------------------------------------------------------------------------


PO430   04/11/11  16.33.42                     ITEM IN-TRANSIT REPORT       AP/  APDEMO                   PAGE    1
                                                     3 -Dallas, TX
Item Number
Mfg Item Number                Description          Open Qty     In-Trans  U/M  PO No.  Ship WH              Cost  U/M        In Trn Cost
------------------------------------------------------------------------------------------------------------------------------------------
A100                                                20.000       20.000  EA   000002   5             1147.97000  EA           22,959.40
UX-103                         Sharp Fax Machine Model SX-765
A110                                                13.000       13.000  EA   000002   5             1578.47000  EA           20,520.11
LZ-57                          Sharp Copier Model Z-57
A400                                                16.000       16.000  EA   000002   5               22.21000  EA              355.36
                               Office Tool Set
A401                                                22.000       22.000  EA   000002   5                6.69000  EA              147.18
ZI-950                         Hammer
A402                                                15.000       15.000  EA   000002   5                2.38000  EA               35.70
ZT-117                         Phillips Head Screwdriver
A403                                                15.000       15.000  EA   000002   5                2.27000  EA               34.05
ZT-119                         Standard Screw Driver
A404                                                15.000       15.000  EA   000002   5                4.16000  EA               62.40
CJ-1000                        Slip-joint Pliers
A405                                                15.000       15.000  EA   000002   5                5.31000  EA               79.65
96125                          Adjustable Wrench
A406                                                15.000       15.000  EA   000002   5                1.41000  EA               21.15
VB-997                         Vinyl Pouch
                                                                                         Warehouse Total -             44,215.00
                                                                                            Report Total -             44,215.00
```

This report prints following your responses on the Item In-Transit Report Screen (p. 32-2), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The items that are in transit from inter-warehouse transfers are printed in warehouse sequence.

Item In-Transit Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Item Number	The stocking item number of the item that is in transit.
Mfg Item Number	The manufacturers' item numbers print on this report only if you keyed Y in the **Print Mfg Number** field on the Item In-Transit Report Screen (p. 32-2). This column contains the manufacturer's item number defined for the item through Item Master Maintenance (MENU IAFILE).
Description	The description of the item that is in transit.
Open Qty	The total quantity of this item that is to be transferred.
In-Trans:	The quantity of this item that has been shipped but has not yet been received.

Item In-Transit Report

Report/Listing Fields	Description
U/M	The item in transit is in this unit of measure.
PO No	The unique number used to identify this purchase order. An “S” preceding this number means that this requisition was created from a suggested order.
Ship WH	The Warehouse ID from which the shipment of this item originated (the Warehouse ID to which this item is being shipped is displayed below the report title).
Cost	The unit cost of the item in transit. This cost is determined by the response keyed in the Base Price Code field during Purchasing Options Maintenance (MENU XAFILE).
U/M	The cost of the item is per this unit of measure.

CHAPTER 33

Open Receivers By Item Report

33

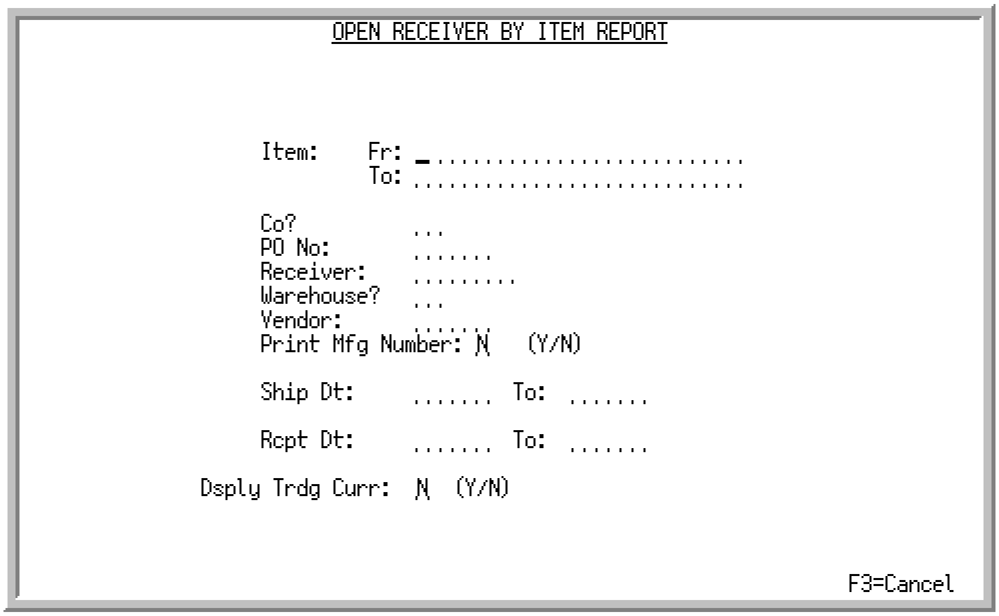
Use this option to print the Open Receivers By Item Report. This report prints those open line items that are included in receivers to determine the value of inventory that is expected.

Open Receivers by Item Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Open Receivers By Item Report Selection Screen	Use to enter criteria to limit the information printed on the Open Receivers By Item Report.
Open Receivers By Item Report	Prints those items included in receivers.

Open Receivers By Item Report Selection Screen



This screen displays after selecting option 9 - Open Receivers by Item Report from MENU POREPT. Use this screen to enter criteria to limit the information printed on the Open Receivers By Item Report (p. 33-5). If no criteria is keyed, all open receivers will be included in the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Receivers By Item Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Item	Key the range of numbers for those items currently included in a receiver awaiting receipt approval/posting that you wish to include in the report. Leave this field blank to include all items in such receivers. (2 @ A 27) Optional
Co	Key the number of the company for which receivers will be included in the report. Leave this field blank to include all items regardless of company affiliation. (N 2,0) Optional
PO No	Key the open purchase order number from which associated receiver items will be included in the report. Leave this field blank to include all items regardless of purchase order affiliation. (N 6,0) Optional

Open Receivers By Item Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Receiver	Key the specific receiver to be included in the report. Leave this field blank to include all items regardless of receiver affiliation. (A 8) Optional
Warehouse	Key the Warehouse ID for which associated receivers will be included in the report. Leave this field blank to include all items regardless of warehouse affiliation. (A 2) Optional
Vendor	Key the number of the vendor for which associated receivers will be included in the report. Leave this field blank to include all items regardless of vendor affiliation. (A 6) Optional
Print Mfg #	This field determines whether or not manufacturers' item numbers will print on the Open Receivers By Item Report. Manufacturers' item numbers are defined through Vendor/Item Information Maintenance (MENU POFILE) and/or Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Required
Ship Dt	Key the range of shipment dates for which associated receivers will be included in the report. Leave this field blank to include all items regardless of when the items were shipped. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Rcpt Dt	Key the range of receipt dates for which associated receivers will be included in the report. Leave this field blank to include all items regardless of when the items were received. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional

Open Receivers By Item Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Display Trading Currency	Use this field to specify whether amounts on the related report will print in the company's local currency, or in both the company's local currency and the trading currency (local equivalent amounts will print below the trading currency amounts). Key Y if you want amounts to print in the trading currency as well as the company's local currency. Key N if you want amounts to print only in the company's local currency. *Default Value:* N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for an explanation of this screen.

Open Receivers By Item Report

```
PO387  04/11/11  17.07.10                     OPEN RECEIVERS BY ITEM                             AP/  APDEMO     PAGE:    1
                                              WH: 1 - Hartford, CT
All Items                        All Ship Dates      All Rcpt Dates        Wh:All Co:All PO:All    Rcvr:All      Vendor:All
Item Number
Mfg Item Number                      Ship      Rcpt    Open
 UOM Co/PO Num Receiver Vendor       Date      Date  PO Qty        Received        Balance            Cost              Inv Value
-----------------------------------------------------------------------------------------------------------------------------------
C100 - Seth Thomas Desk Clock Gold Plate Solid Brass Roman Nm
K4311
 EA   1/100180 THURSDAY IC8000 12/30/10 12/31/10                      8.000                       48.63441  EA          389.08 US$
                                                                          Trading Currency:       82.13209              657.06 B#S
Total: C100/EA                                            8.000       8.000                                             389.08 US$
C110 - Seth Thomas Desk Set Gold Plt. Sold Brss. Quartz Mvt
K4317
 EA   1/100147 THURSDAY IC8000 12/30/10 12/31/10                      2.000                       38.70902  EA           77.42 US$
                                                                          Trading Currency:       65.37044              130.74 B#S
 EA   1/100180 THURSDAY IC8000 12/30/10 12/31/10                      8.000                       38.67165  EA          309.37 US$
                                                                          Trading Currency:       65.30733              522.46 B#S
Total: C110/EA                                           28.000      10.000         18.000                              386.79 US$
C120 - Seth Thomas Grandfather Clock Cherry, Solid Brass Pendulum
K5632
 EA   1/100147 THURSDAY IC8000 12/30/10 12/31/10                     20.000                      590.56066  EA       11,811.21 US$
                                                                          Trading Currency:      997.31818           19,946.36 B#S
 EA   1/100180 THURSDAY IC8000 12/30/10 12/31/10                      8.000                      590.56066  EA        4,724.49 US$
                                                                          Trading Currency:      997.31818            7,978.55 B#S
Total: C120/EA                                           28.000      28.000                                          16,535.70 US$
NIC80 - Non-Stock Paper Products
 EA   1/100189 FRIDAY   IC2000 12/31/10 12/31/10                      4.000                        5.00000  EA           20.00 US$
                                                                          Trading Currency:      594.10646            2,376.43 YN>
Total: NIC80/EA                                           4.000       4.000                                              20.00 US$
                                                                    ** Warehouse 1  Total:                           17,331.57 US$
```

This report prints following your responses on the Open Receivers By Item Report Selection Screen (p. 33-2), and the Report Options Screen. The items included in receivers that meet any specified criteria will print, by item number.

The report presents a quick look at those items included in receivers. Receivers are usually generated when notice has been received [e.g., an Advance Shipping Notice (ASN)] that the indicated items are definitely to be delivered, and on which date. Therefore, a look at those items in open receivers usually reflects a fairly accurate picture of the up-coming receiving activity.

For a detailed description of all data included in this report, refer to the receiver processing screens, as described in Enter or Change Receivers or PO Receipts (MENU POMAIN).

NOTE: Manufacturers' item numbers will print on this report only if you selected Y in the **Print Mfg Number** field on the Open Receivers By Item Report Selection Screen (p. 33-2). If you entered a manufacturer's item number through Vendor/Item Information Maintenance (MENU POFILE), that number will print on this report; otherwise the manufacturer's number you entered through Item Master Maintenance (MENU IAFILE) will print.

CHAPTER 34

Suggested Orders Report

34

Use this option to print the Suggested Orders Report. The Suggested Orders Report prints those items that fall below their minimum stocking level in a warehouse. Suggested order quantities are also included. The quantity suggested for the order is the value of items that should be ordered to reach the maximum stocking level.

In addition, when processing this report, you have the option to create (or add to) the Suggested Orders Quantity File. This file contains the information printed on the report so that requisitions can be automatically created from the suggested orders.

The Customer Inventory Reservations Exception Report will automatically print all customer inventory reservation exceptions, when they exist.

If you have Inventory Management & Planning (IM&P) and/or Advanced Inventory Management (AIM), the first time each day that you run this menu option, Distribution A+ will reevaluate your minimum and maximum stocking levels for both IM&P and/or AIM, as applicable. AIM planned items will only be evaluated if an items key factors, such as lead time, order frequency, usage or hits was changed. Day-End Processing (MENU XAMAST) deletes the work files (MIMAX and MIMAX_AIM) used to identify that the stocking levels were updated. The first time Suggested Orders Report (MENU POREPT) is run after Day-End Processing, the work files do not exist and therefore the stocking levels are updated and the work files are built. Successive suggested order runs will see the existence of the work files and skip the recalculation of the minimum and maximum stocking levels.

The Buyers Workbench (BWB) option (MENU POREPT) also incorporates existing suggested order functionality, providing a single point of access to help automate the buying process. Therefore, when working in BWB, you will be able to include special order items as part of a suggested run. The option to automatically add/link all qualifying special order items for a particular run's warehouse and vendor to the suggested order run is available directly from within this single BWB menu option.

To add/link special order item to suggested orders, run the Suggested Order Report with the **Add Special Order Items** field defined as Y on the Suggested Orders Report Screen (p. 34-3); the **Add Special Order Items** field only appears on the Suggested Orders Report Screen (p. 34-3) when this screen is accessed via the BWB option (MENU POREPT). Setting this field to Y automatically adds/links all qualified special order items when a suggested order is created.

When To Run This Option

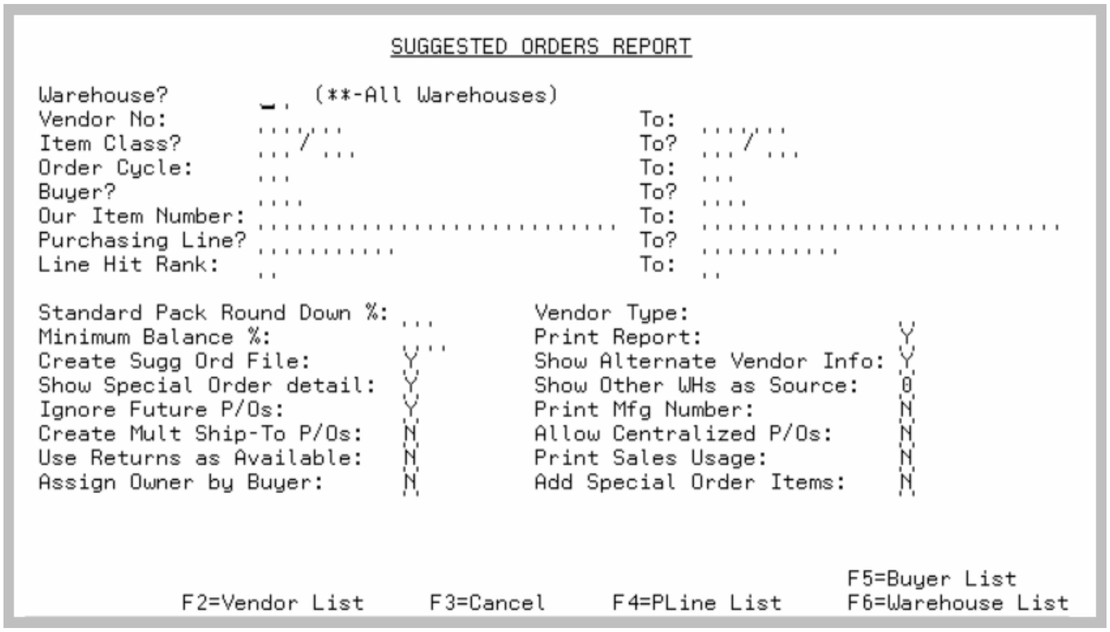
Run this option when you are ready to purchase items from vendors.

Suggested Orders Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Suggested Orders Report Screen	Use to select items and information to be printed on the Suggested Orders Report.
Vendor List Screen	Use as an alternative to entering vendor ranges in the **Vendor No** field on the Suggested Orders Report Screen.
Purchasing Line List Screen	Use as an alternative to entering purchasing line ranges in the **Purchasing Line** field on the Suggested Orders Report Screen.
Buyer List Screen	Use as an alternative to entering buyer ranges in the **Buyer** field on the Suggested Orders Report Screen.
Suggested Orders Report Warehouse List Screen	Use as an alternative to entering a warehouse or ** for all warehouses in the **Warehouse** field on the Suggested Orders Report Screen.
Suggested Orders Report	Prints the items that fall below the minimum stocking level in the selected warehouse(s) (or within the minimum balance percentage) and their suggested order quantities.

Suggested Orders Report Screen



This screen displays by selecting option 10 - Suggested Orders Report (MENU POREPT). Other places that access this screen are from Buyers Workbench (MENU POREPT) when creating a new run (refer to the Suggested Orders Report Template Settings Screen (p. 38-95) for further details), and Automate Suggested Orders (MENU POFIL2) when creating an Automated Run (refer to that menu option for further details).

Use this screen to select items and information to be printed on the Suggested Orders Report.

In addition to selecting items and information, you determine whether or not to do the following:

- Print the report
- Create or add to the Suggested Orders Quantity File, which can be used to automatically create requisitions from suggested orders
- Allow this suggested order run to create multi ship-to purchase orders
- Allow this suggested order run to create centralized purchase orders

The criteria entered in the from and to fields determines what items to print on the report. Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: Items that are marked as discontinued through Item Master Maintenance (MENU IAFILE) will be excluded from the report, even if they match your selection criteria.

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse or warehouses in which the items to be included on the report are stored. Key the ID of the non-customer consignment warehouse in which the items to print are stored. Key ** for all non-customer consignment warehouses. NOTE: You cannot utilize the warehouse list feature if a value is entered in this field (see F6=WAREHOUSE LIST). *Valid Values:* A non-customer consignment warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) or ** for all non-customer consignment warehouses. (A 2) Required
Vendor No	Suggested orders will be printed for the vendor or range of vendors keyed in this field (leave blank to include all vendors). Any item with a primary vendor in this range will print on the report. The primary vendor is assigned to items for a warehouse through Item Balance Maintenance (MENU IAFILE). Each page of the Suggested Orders Report prints for a single vendor. To print suggested work orders, enter the work order vendor in this field. NOTE: You cannot utilize the vendor list feature if a value is entered in this field (see F2=VENDOR LIST). *Valid Values:* Vendors with the **Allow POs** field set to N in Vendors Maintenance (MENU POFILE/MENU APFILE) are excluded from the report. (2 @ A 6) Optional
Item Class	Key the range of item classes and sub-classes containing the items to print. If the sub-class is left blank, all sub-classes within the item class range indicated will print. Item classes are defined through Item Class/Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE). (2 @ 2 A / 2 A)@ Optional
Order Cycle	Key the range of order cycle codes for the indicated vendors. An order cycle is the frequency in which you place orders with vendor(s). Order cycles are assigned to vendors through Vendors Maintenance (MENU POFILE). For example: Vendors that have a weekly order cycle may have an order cycle code of WK or a monthly cycle code could be MN for vendors with whom orders are placed less frequently. (2 @ 2 A) Optional

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Key the range of buyer codes (usually the buyer's initials) assigned to the items that you want to print. Only items to which this buyer or buyers have been assigned will be extracted to print on the listing. Buyers are defined through Buyers Maintenance (MENU POFILE) and may be assigned to a vendor, vendor/warehouse, vendor/item, and/or vendor/item/warehouse through MENU POFILE. NOTE: If you are using the Buyer List Screen to enter up to 20 buyers, this field must be left blank. See F5=BUYER LIST for details. (2 @ A 3) Optional
Our Item Number	Key the from and to range of item numbers to print, or leave blank to print all item numbers. (2 @ A 27) Optional
Purchasing Line	Purchasing lines can be assigned to a vendor and optional warehouse through Purchasing Line Maintenance (MENU POFIL2). Purchasing lines provide you with a way to group like items together. Key the from and to range of purchasing lines to print, or leave blank to print all purchasing lines. NOTE: If you are using the Purchasing Line List Screen (p. 34-17) to enter up to 20 purchasing lines, this field must be left blank. (2 @ A 10) Optional/Blank
Line Hit Rank	This field displays only if Advanced Inventory Management (AIM) has been activated through Activate AIM (MENU AIMAST). Line Hits for items is the number of times a product appears on a sales order, warehouse transfer, or lost business transaction, regardless of quantity. By tracking a product's Line Hits, items can then be ranked based on these 'hits' (or the volume of transactions the item appears on) and categorized by the use of a rank code. Key the from and to range of rank codes that have been assigned to the items to print, or leave blank to print all line hit rank codes. (2 @ A 1) Optional

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Standard Pack Round Down %	This field allows for a round down/round up percentage when the suggested order amount is calculated. The suggested order amount will consider this field when determining whether to round the item quantities down or up in multiples of the vendor/ item standard pack. If the number of standard packs to order is greater than one, and the (remainder quantity/standard usage) *100 is less than the specified round down percentage you key in this field, the system will round down to multiples of the standard pack. In all other cases, the system will round up to multiples of the standard usage. Key the standard pack round down percentage. NOTE: This field is used only for non-AIM planned items (so, applies to IM&P planned or simply unplanned items only). **Calculation:** : Suggested Order Amount / Standard Usage from the Vendor Item File = the number of Standard Packs to order *Default Value:* 0 *Valid Values:* 0 - 99 (N 2,0) Optional
Minimum Balance %	Key the percentage for which you want to temporarily increase your minimum balance to create this Suggested Orders Report. This does not permanently increase the minimum balance. If you leave the minimum balance percent zero, all items below the minimum balance will print. If you key a percent, the report will print all items below this percentage of their minimum balance. For Example: If an item has a minimum stocking level of 100 units, and you leave this field blank, the Suggested Orders Report will print suggested orders for that item when its on-hand quantity falls below 100. If you keyed 10 (10 percent) in this field, this item will print on the Suggested Orders Report when the item's on-hand quantity is below 110 (100 + (100 * .10) = 110). *Valid Values:* 0 - 100 (N 3,0) Optional

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Create Sugg Ord File	Use this field to specify whether or not you want to create (or add to) the Suggested Orders Quantity File. This file is used to automatically create requisitions from suggested orders. Key Y to create (or add to) the Suggested Orders Quantity File. Key N if you do not want to create the file (or add to an existing one). NOTE: If this field is N, the **Add Special Order Items** field must also be N because a run must be successfully created/stored in the suggested order file first, in order for a special order item to be linked to it. Special orders alone will not create a suggested order run. *Default Value:* Y (A 1) Required
Show Special Order Detail	This field allows you to view special order information (drop shipments, non-stocks, etc.) if any items have been special ordered. Key Y to show detailed special order information. If you key Y in this field, special order information will print on the report. It is not transferred to the Suggested Orders Quantity File even if you keyed Y in the **Create Sugg Ord File** field. Key N to prohibit the printing of special order information. *Default Value:* Y (A 1) Required
Ignore Future P/Os	Use this field to indicate if you want future purchase orders ignored. Key Y to ignore the quantities of open purchase orders that are due in after the lead time associated with the item (or vendor, if Inventory Management & Planning or Advanced Inventory Management is not installed.) Key N to include all open purchase orders' quantities when calculating suggested order quantities. *Default Value:* Y (A 1) Required

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Create Mult Ship-To P/Os	Use this field to specify whether orders created during this run can be shipped from the vendor to more than one warehouse. If you allow these Multi-WH purchase orders, item quantity discounts will be based on the sum of the quantities for all warehouses. Warehouse specific discounts will not be used. Key Y to allow this run to create purchase orders with more than one ship-to address. Key N to prevent this run from creating purchase orders with more than one ship-to address. For more information on multiple ship-to purchase orders, refer to Multi-WH Purchase Orders in the Purchasing Overview section of this user guide. NOTE: This field applies only if the selected vendor(s) and warehouse(s) allow multiple ship-to purchase orders, as specified through Vendor Master Maintenance (MENU POFILE) and Warehouse Numbers Maintenance (MENU IAFILE). *Default Value:* N (A 1) Required
Use Returns as Available	Use this field to designate whether or not you want to include allocated returns as being available when running the report. Key Y to have the return quantity on allocated orders added to the on-hand quantity when calculating the net quantity. This will reduce or eliminate the amount of inventory that is suggested to be purchased for an item on the report. Key N if you do not want allocated returns included in the on-hand quantity when calculating the net quantity. (A 1) Required
Assign Owner by Buyer	Use this field to determine how you want to assign the **Owner** field when running the report. Key Y to assign the **Owner** field by Buyer. When running the report and creating a suggested order run, the User ID of the Buyer will display as the owner. Key N if you do not want to assign the **Owner** field by Buyer. When running the report and creating a suggested order run, the User ID of the person who created the suggested order run will display as the owner. (A 1) Required

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Vendor Type	This field determines the type of vendors to be included on the report. Leave this field blank to include all vendors within the range entered in the **Vendor No** field, or Vendor List (see F2=VENDOR LIST). Key V to select outside vendors (regular vendors). Key W to select vendors whom represent your other warehouses only (transfer vendors). *Valid Values:* blank, V or W (A 1) Optional
Print Report	Use this field to specify whether or not you want to print the Suggested Orders Report (p. 34-23). Key Y to print the report. If you choose to print the report only (**Create Sugg Ord File** is N), you will not need to use options 11 through 13 on this menu. Key N if you do not want to print the report. *Default Value:* Y (A 1) Required
Show Alternate Vendor Info	This field allows you to view information pertaining to other vendors who sell a given item, if appropriate. If an item displays on the Suggested Orders Report and more than one vendor supplies this item (i.e., Vendor/Item record exists), then cost information for vendors other than the primary vendor will print. Key Y to print alternate vendor information for each item. Key N to prohibit the printing of alternate vendor information. The report will print only the primary vendors. *Default Value:* Y (A 1) Required

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Show Other WHs as Source	This field determines if warehouses with potential sources of the item will be shown. Key 0 if you do not want to include warehouses that might be potential sources of the item(s). Key 1 to include warehouses in which their items' availability quantity is equal to or exceeds their maximum quantity. Key 2 to include warehouses in which their items' availability quantity is equal to or exceeds their minimum quantity. Key 3 to include warehouses in which their items' availability quantity exceeds zero. NOTE: Regardless of your entry in this field, only non-customer consignment warehouses will appear on the report. *Default Value:* 0 *Valid Values:* 0 - 3 (A 1) Required
Print Mfg Number	Use this field to indicate if you want the manufacturer's item number to print as an additional field on the report. Key Y to print the manufacturer's item number in addition to our item number. Key N to print only our item number. No manufacturer's item numbers will print on the report. *Default Value:* N (A 1) Required

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Allow Centralized P/Os	Use this field to specify whether orders created during this run can be received at one warehouse (i.e., a warehouse transfer vendor) and then shipped to other warehouses (i.e., warehouse transfer customers). If you allow Centralized purchase orders, suggested order quantities are not increased to the vendor minimum, since you may prefer to meet vendor minimums by combining orders for multiple warehouses. Key Y to allow this run to create centralized purchase orders. Key N to prevent this run from creating centralized purchase orders. For more information on centralized purchase orders, refer to Centralized Purchase Orders in the Purchasing Overview section. NOTE: This field applies only if the selected warehouse allows centralized purchase orders, as specified through Warehouse Numbers Maintenance (MENU IAFILE), and the Purchasing Warehouse Transfer feature has been defined. *Default Value:* N (A 1) Required
Print Sales Usage	Use this field to select to print additional fields on the Suggested Orders Report: average monthly usage, and 6 months of sales usage (month-to-date and the last 5 months). Key Y to include and print the Sales Usage data. Key N if you do not want the Sales Usage data included in Suggested Orders Maintenance or printed on the Suggested Orders report. (A 1) Required

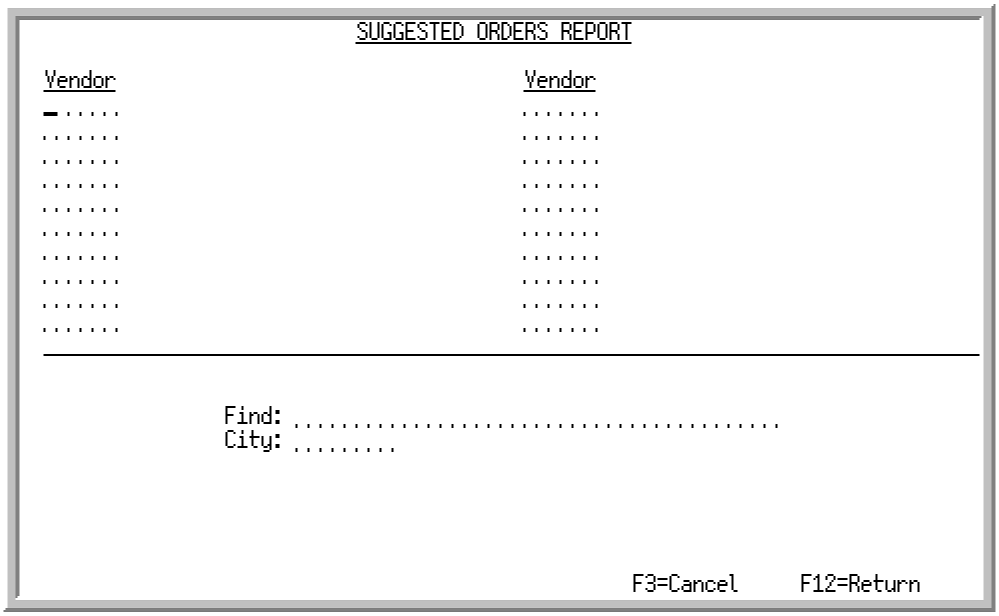
Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
Add Special Order Items	This field only displays when accessed from Buyers Workbench (MENU POREPT). Use this field to indicate if qualifying special order items (including drop ships) should be automatically linked to the suggested order run(s) created during this option. Linking them during this step saves the buyer from later having to take the additional step to either manually link them to the run(s) or add them directly to the eventually created requisition(s)/Purchase Orders(s). Once special order items are linked to a suggested order run, Buyers Workbench (BWB) can be used to maintain/delete those links for the suggested order run at any time. Special order items qualify for linking to a suggested order run if they are for the appropriate company/vendor/warehouse, and if they are not already selected for inclusion (or have not yet already been included) on another suggested order run, requisition, or PO. Note that linking special order items to a suggested order run does not duplicate/perform all the same edits that will eventually be done by the create requisition/PO process for the suggested order run. Key Y to link qualifying special order items to the suggested order run(s) being created. If selected, the resulting Suggested Orders Report (p. 34-23) will include **Add Special Order Items** in the header, along with the other criteria used for the run(s). Also, in the SPECIAL ORDERS section of the report output, any linked special orders will indicate, in the Req/PO column, the run number to which it was linked. Key N to not link qualifying special order items to the suggested order run(s) being created. Note that special order linking may be done later in BWB or, as always, special orders can manually be added to the eventually created req(s)/PO(s). NOTE: This field must be N if **Create Sugg Ord File** is N because a run must be successfully created/stored in the suggested order file first, in order for a special order item to be linked to it. Special orders alone will not create a suggested order run. *Default Value:* N (A 1) Required
F2=Vendor List	NOTE: If using this feature, you cannot enter ranges in the **Vendor No** field on this screen. Press F2=VENDOR LIST as an alternative to entering ranges in the **Vendor No** field to select a list of up to 20 vendors to be included on the report. The Vendor List Screen (p. 34-15) will display.

Suggested Orders Report Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option. If this screen was accessed from this menu option, you will be returned to the main menu. If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Load Screen (p. 38-89), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Maintenance Screen (p. 38-93), you will be returned to the Suggested Orders Report Template Settings Screen (p. 38-95). If this screen was accessed from Automate Suggested Orders (MENU POFIL2), you will be returned to the Auto Suggested Order Job Name Maintenance Screen (p. 65-5).
F4=PLine List	NOTE: If using this feature, you cannot enter ranges in the **Purchasing Line** field on this screen. Press F4=PLINE LIST as an alternative to entering ranges in the **Purchasing Line** field to select a list of up to 20 purchasing lines to be included on the report. The Purchasing Line List Screen (p. 34-17) will display.
F5=Buyer List	NOTE: If using this feature, you cannot enter ranges in the **Buyer** field on this screen. The F5=BUYER LIST function key appears only if this screen is accessed from Buyers Workbench (MENU POREPT). Press F5=BUYER LIST as an alternative to entering ranges in the **Buyer** field to select a list of up to 20 buyers to be included on the report. The Buyer List Screen (p. 34-19) will display.
F6=Warehouse List	NOTE: If using this feature, you cannot enter a warehouse or ** for all warehouses in the **Warehouse** field. Press F6=WAREHOUSE LIST as an alternative to entering a value in the **Warehouse** field to select a list of up to 20 warehouses to be included on the report. The Suggested Orders Report Warehouse List Screen (p. 34-21) will display.
Enter	Press ENTER to confirm your selections. If this screen was displayed from Automate Suggested Orders (MENU POFIL2), the Suggested Order Report Additional Information Screen (p. 65-7) will appear. Otherwise, the Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor List Screen



This screen displays after pressing F2=VENDOR LIST on the Suggested Orders Report Screen (p. 34-3). Other places that access this screen are from Buyers Workbench (MENU POREPT) and Automate Suggested Orders (MENU POFIL2).

Use this screen as an alternative to entering vendor ranges in the **Vendor No** field on the Suggested Orders Report Screen. A list of up to 20 vendors may be selected to print on the report. This is useful if you have multiple vendors to select that are not in a sequential range.

Vendor List Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Use this field to enter a list of up to 20 vendors to be included on the report. Suggested orders for the vendors entered in this field will be included on the report. (20 @ A 6) Optional

Vendor List Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Find</td><td>Use this field to activate the Vendor Search feature when you do not know the vendor's number.

Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen.

To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the City field as well.

For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.

(A 40) Optional</td></tr>
<tr><td>City</td><td>When using the Find field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.

If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the Find field.

For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.

(A 8) Optional</td></tr>
<tr><td>F3=Cancel</td><td>Press F3=CANCEL to cancel this option.

If this screen was accessed from this menu option, you will be returned to the main menu.

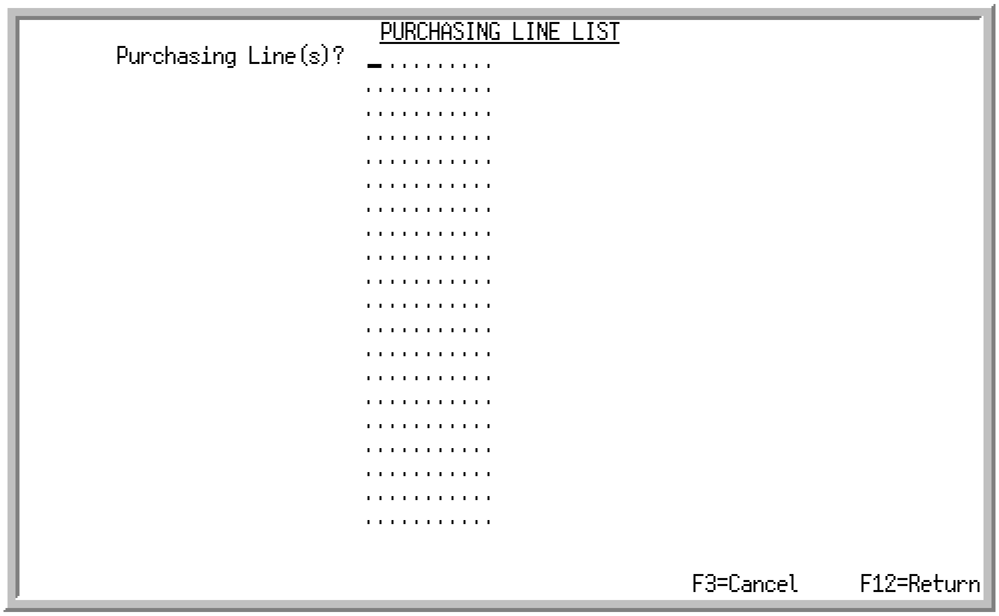
If this screen was accessed from BuyerBuyers Workbenchs Workbench (MENU POREPT) via the Suggested Orders Report Template Load Screen (p. 38-89), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5).

If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Maintenance Screen (p. 38-93), you will be returned to the Suggested Orders Report Template Settings Screen (p. 38-95).

If this screen was accessed from Automate Suggested Orders (MENU POFIL2), you will be returned to the Auto Suggested Order Job Name Maintenance Screen (p. 65-5).</td></tr>
<tr><td>F12=Return</td><td>Press F12=RETURN to return to the previous screen.</td></tr>
<tr><td>Enter</td><td>When completed selecting a list of vendors, press ENTER to confirm your selections. The vendor list will be saved and you will be returned to the Suggested Orders Report Screen (p. 34-3).

NOTE: Since you are using the vendor list, the Vendor No field must be left blank on the Suggested Orders Report Screen.</td></tr>
</table>

Purchasing Line List Screen



This screen displays after pressing F4=PLINE LIST on the Suggested Orders Report Screen (p. 34-3). Other places that access this screen are from Buyers Workbench (MENU POREPT) and Automate Suggested Orders (MENU POFIL2).

Use this screen as an alternative to entering purchasing line ranges in the **Purchasing Line** field on the Suggested Orders Report Screen (p. 34-3). A list of up to 20 purchasing lines may be selected to print on the report. This is useful if you have multiple purchasing lines to select that are not in a sequential range.

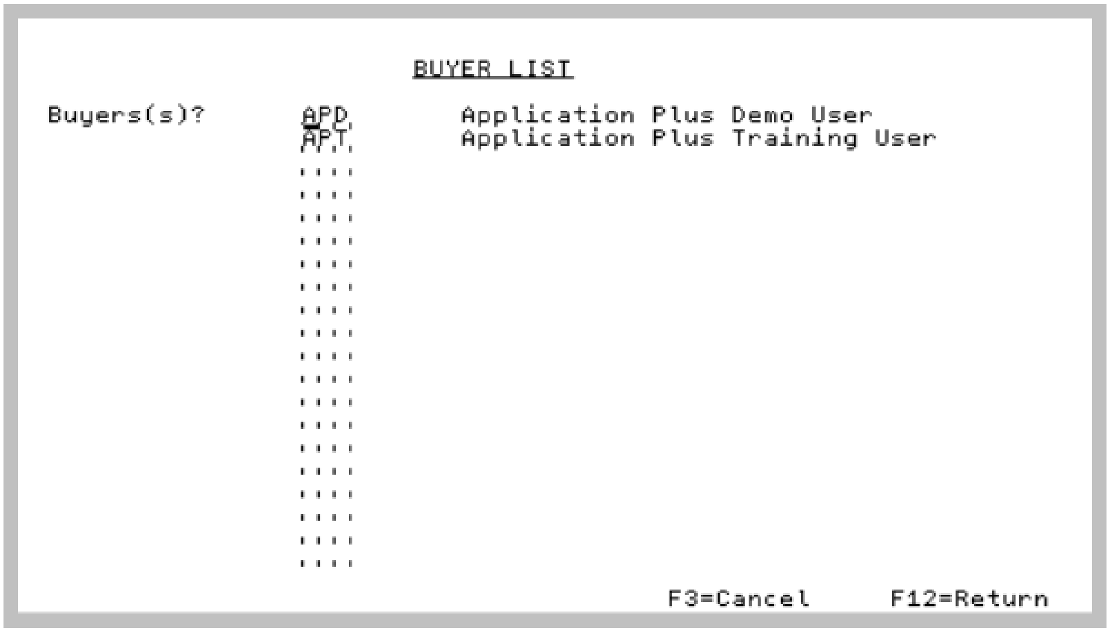
Purchasing Line List Screen Fields and Function Keys

Field/Function Key	Description
Purchasing Line(s)	Use this field to enter a list of up to 20 purchasing lines to be included on the report. Suggested orders for the purchasing lines entered in this field will be included on the report. *Valid Values:* a purchasing line defined through Purchasing Line Maintenance (MENU POFIL2) (20 @ A 10) Optional

Purchasing Line List Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option. If this screen was accessed from this menu option, you will be returned to the main menu. If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Load Screen (p. 38-89), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Maintenance Screen (p. 38-93), you will be returned to the Suggested Orders Report Template Settings Screen (p. 38-95). If this screen was accessed from Automate Suggested Orders (MENU POFIL2), you will be returned to the Auto Suggested Order Job Name Maintenance Screen (p. 65-5).
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	When completed selecting a list of purchasing lines, press ENTER to confirm your selections. The purchasing line list will be saved and you will be returned to the Suggested Orders Report Screen (p. 34-3). NOTE: Since you are using the purchasing line list, the **Purchasing Line** field must be left blank on the Suggested Orders Report Screen (p. 34-3).

Buyer List Screen



This screen displays after pressing F5=BUYER LIST on the Suggested Orders Report Screen (p. 34-3).

Use this screen as an alternative to entering buyer ranges in the **Buyer** field on the Suggested Orders Report Screen (p. 34-3).

A list of up to 20 buyers may be selected to print on the report. This is useful if you have multiple buyers to select that are not in a sequential range.

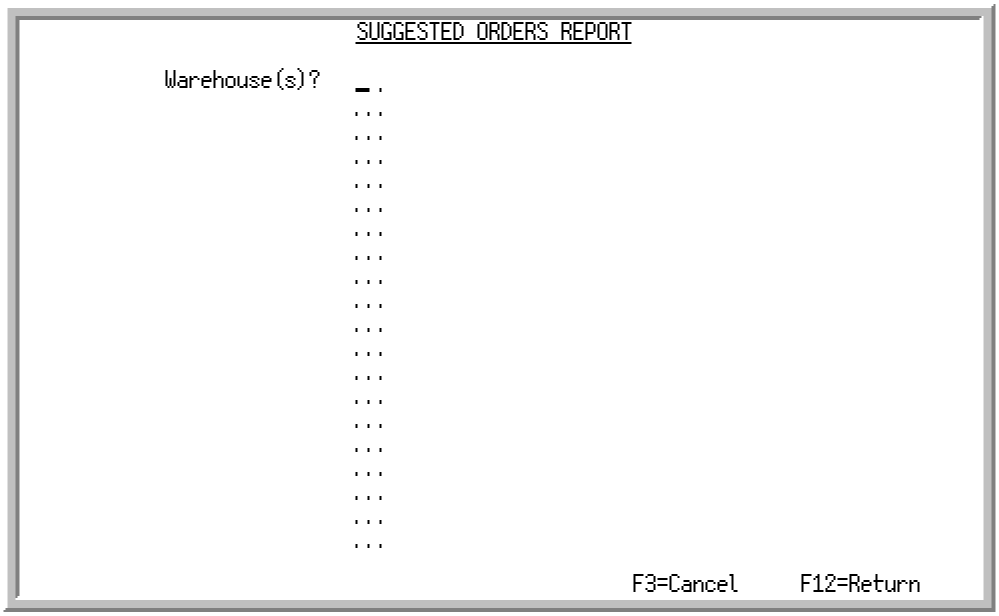
Buyer List Screen Fields and Function Keys

Field/Function Key	Description
Buyer(s)	Use this field to enter a list of up to 20 buyers to be included on the report. Suggested orders for the buyers entered in this field will be included on the report. *Valid Values:* a buyer defined through Buyers Maintenance (MENU POFILE). (20 @ A 3) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the Workbench Suggested Orders List Screen (p. 38-5) or Suggested Orders Report Template Settings Screen (p. 38-95).
F12=Return	Press F12=RETURN to return to the previous screen.

Buyer List Screen Fields and Function Keys

Field/Function Key	Description
Enter	When completed selecting a list of buyers, press ENTER to confirm your selections. The buyer list will be saved and you will be returned to the Suggested Orders Report Screen (p. 34-3). NOTE: Since you are using the buyer list, the **Buyer** field must be left blank on the Suggested Orders Report Screen (p. 34-3).

Suggested Orders Report Warehouse List Screen



This screen displays after pressing F6=WAREHOUSE LIST on the Suggested Orders Report Screen (p. 34-3). Other places that access this screen are from Buyers Workbench (MENU POREPT) and Automate Suggested Orders (MENU POFIL2).

Use this screen as an alternative to entering a warehouse or ** for all warehouses in the **Warehouse** field on the Suggested Orders Report Screen.

A list of up to 20 warehouses may be selected to print on the report. This is useful if you have multiple warehouses to select that are not in a sequential range.

Suggested Orders Report Warehouse List Screen Fields and Function Keys

Field/Function Key	Description
Warehouse(s)	Use this field to enter a list of up to 20 warehouses to be included on the report. Key the Warehouse ID(s) to print. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (20 @ A 2) Optional

Suggested Orders Report Warehouse List Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option. If this screen was accessed from this menu option, you will be returned to the main menu. If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Load Screen (p. 38-89), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If this screen was accessed from Buyers Workbench (MENU POREPT) via the Suggested Orders Report Template Maintenance Screen (p. 38-93), you will be returned to the Suggested Orders Report Template Settings Screen (p. 38-95). If this screen was accessed from Automate Suggested Orders (MENU POFIL2), you will be returned to the Auto Suggested Order Job Name Maintenance Screen (p. 65-5).
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selection(s). The warehouse list will be saved and you will be returned to the Suggested Orders Report Screen (p. 34-3). NOTE: Since you are using the warehouse list, the **Warehouse** field must be left blank on the Suggested Orders Report Screen.

Suggested Orders Report

```
PO395C 08/20/19  23.13.52                        SUGGESTED ORDERS REPORT                              AD/APDEMO     PAGE:    1
                                                                                                                  RUN #:   271
WH: **    All Vendors      All Classes    All Cycles       All Items                             Min Bal %:      Report Only: N
                                                                                                    Use Returns as Available: N
                                    All Line Hit Ranks          All Purchasing Lines
                                 Show Alternate Vendors       Allow Mult Ship-To POs: N              Allow Centralized POs: N
Buyers:       101     102     103     104
Buyer:  101        Warehouse ID: 1  Hartford, CT
Vendor: 100     SHARP INTERNATIONAL          Lead Time:  2   Min Order:          $10.00 Min Size:        .00000 Order Cycle:
                Bill Miller                Safety %:     .0  Min Weight:          .0000                    Std Disc %:   .00
         Phone: XYZ 312-427-1121
                              Sugg Ord Qty PCH         Unit Cost CST                       Needed              STK  Sales This Yr
Item Number/Description          Lead Time  U/M     Extended Cost  U/M          Net Qty      Max Bal        Min Bal U/M  Sales Last Yr
==================================================================================================================================
A350RRI                          641.000 EA           4.76101 EA          160.000      641.000        732.000 EA               .000
Bankers' Shears Riveted Inverse 15.0               3,051.80 US$                        801.000                                 .000
EC-ASQ                            79.000 EA           5.00000 EA             .000       79.000         70.000 EA               .000
Average Sales QuantityMaxAmount  3.6                 395.00 US$                         79.000                                 .000
EC-EUS                            78.000 EA           5.00000 EA             .000       78.000         69.000 EA            120.000
Exceptional Usage Corrected      3.6                 390.00 US$                         78.000                                 .000
EC-FCA                            79.000 EA           5.00000 EA             .000       79.000         70.000 EA               .000
Forecast Accuracy                3.6                 395.00 US$                         79.000                                 .000
EC-IVA                            79.000 EA           5.00000 EA             .000       79.000         70.000 EA               .000
Inventory Value Change (ASQ)     3.6                 395.00 US$                         79.000                                 .000
EC-LUS                            78.000 EA           5.00000 EA             .000       78.000         69.000 EA             10.000
Low Usage Corrected              3.6                 390.00 US$                         78.000                                 .000
EC-PLT                            78.000 EA           5.00000 EA             .000       78.000         69.000 EA               .000
PO Lead Time Review              3.6                 390.00 US$                         78.000                                 .000
EC-PSR                            78.000 EA           5.00000 EA             .000       78.000         69.000 EA               .000
PO Safety Review                 3.6                 390.00 US$                         78.000                                 .000
EC-SHP                            98.000 EA           5.00000 EA             .000       98.000         87.000 EA          1,000.000
Seasonal Trending - Percent      3.6                 490.00 US$                         98.000                                 .000
EC-SLH                            60.000 EA           5.00000 EA             .000       60.000         53.000 EA          1,000.000
Seasonal Trending - Hits         3.6                 300.00 US$                         60.000                                 .000
EC-SLP                         2,137.000 EA           5.00000 EA             .000    2,137.000      1,897.000 EA               .000
Seasonal Trending - Percent      3.6              10,685.00 US$                      2,137.000                                 .000
EC-STH                            60.000 EA           5.00000 EA             .000       60.000         53.000 EA               .000
Seasonal Trending - Hits         3.6                 300.00 US$                         60.000                                 .000
                                   17,571.80  US$ Total Cost         2,968.1000  Total Weight         242.21467  Total Size
```

This report prints following your responses on the Report Options Screen, which displays after pressing ENTER on the Suggested Orders Report Screen (p. 34-3).

The items that fall below the minimum stocking level in the selected warehouse(s) and their suggested order quantities are printed. Refer to Create the Suggested Orders Report (p. 5-8) for the calculations used to determine the quantities on this report. Special orders will also print for items within the indicated ranges.

This report is sequenced by buyer, then primary vendor. Each primary vendor for the items selected will print on a new page by warehouse. If items are suggested for vendors who have been assigned more than one buyer, items for each buyer will print on a new page. Suggested ordered items are printed in item number sequence.

NOTE: A warning message will print on this report if an item tracks country of origin (as defined through Item Master Maintenance), and if there are country of origin restrictions that exist at the time of ordering. The warning message will print below the item number and description lines, but prior to any alternate vendors.

Special orders for a vendor are not included unless at least one item appears as a suggested order for that vendor.

If this report was submitted with **Add Special Order Items** = Y on the Suggested Orders Report Screen (p. 34-3), when suggested order(s) are created, all qualifying special order items for the suggested order run's warehouse and vendor will automatically be added/linked to the suggested order run. Qualifying special order items means not already added to a requisition, purchase order or suggested order run that passed regular Distribution A+ validation used in adding to a requisition in the Distribution A+ Enter or Change Requisitions, Add Special Orders option. Also, note that if the report was submitted with **Add Special Order Items** = Y, only after a suggested order is created for regular stocking items that fall below their minimum stocking level in a warehouse can all qualifying special order items (if any) be added/linked to this suggested order.

In addition to the report printing, the Suggested Orders Quantity File is created (or added to) if Y was keyed in the **Create Sugg Ord File** field on the Suggested Orders Report Screen (p. 34-3). You can use this file to create requisitions through Create Req From Suggested Orders.

Suggested Orders Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY). The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.
RUN #	NOTE: This number will not display on this report if you responded with an N to the Create Sugg Ord File field on the Suggested Orders Report Screen (p. 34-3). This is the number associated with this specific run of the Suggested Orders Report; each run of the report is automatically assigned a new run number. This number, which is automatically generated, allows you to match suggested orders in the Suggested Orders Quantity File with its corresponding Suggested Orders Report. Use this number to maintain suggested orders or create requisitions from suggested orders.
Report Only	This field indicates whether or not a file was created in addition to this report. Y displays if this report was produced only. Requisitions cannot currently be created for the suggested orders. N displays if this report was produced and the Suggested Orders Quantity File was created (or added to if one already existed). If N displays, the **RUN #** (system assigned number) will also print above this field. You must key this number if you are maintaining suggested orders, or when creating requisitions from suggested orders.

Suggested Orders Report

Report/Listing Fields	Description
Vendor	The vendor number, name, contact person, and phone number associated with the items that are suggested for order.
Lead Time	The number of weeks this vendor requires to deliver the items on the purchase order.
Safety %	The percentage of stock kept in inventory to compensate for variations in customer demand and vendor lead time. This specific value is assigned in the Vendor Master File (VENDR).
Min Order	The minimum dollar amount that can be ordered from this vendor.
Min Wgt	The minimum weight that this vendor requires to place orders.
Min Size	The minimum size (in cubes) of an item that this vendor requires to place orders.
Order Cycle	The frequency in which you order from vendors.
Std Disc %	The discount percent associated with this vendor.
Item Number	The unique number used to identify this item. The item description is printed below this number.
Suggested Order Qty / PCH U/M	The suggested quantity of this item that you should purchase in the provided purchasing unit of measure.
Unit Cost/Extended Cost / CST U/M	The unit cost of the item per this unit of measure, and the extended cost (or unit cost multiplied by quantity) of the item.
Net Qty	The quantity of the item above (positive) or below (negative) the maximum stocking level. A positive value will print only if you specify a minimum balance percent.
Needed	The quantity of this item that needs to be purchased to reach the maximum stocking level.
Min Bal / STK U/M	The stocking minimum balance level per this unit of measure (the quantity of this item stocked should not be below this number).
Sales This Yr / Sales Last Yr	The quantity of this item sold this year and last year.

Suggested Orders Report

Report/Listing Fields	Description

Special Orders Information	• **Typ**: The type of special order:
	  ◦ **D/S**: Drop-Ship - shipped directly from your vendor to your customer
	  ◦ **N/S**: Non-Stock - an item defined through Item Master Maintenance with an N keyed in the **Update Inventory** field indicating that the item is a non-stock item
	  ◦ **S/O**: Special Order - any special order other than a drop-ship or non-stock
	• **Item No**: The special order item number from the customer's order.
	• **Ord Qty**: The quantity ordered of this item per this unit of measure.
	• **Ord Date**: The date on which the customer order was placed.
	• **Req Ship**: The date the item is requested to be shipped to the customer.
	• **Mfg No**: The manufacturer's item number associated with the item being ordered, if any. Manufacturers' item numbers are defined through Item Master Maintenance (MENU IAFILE).
	• **Order No**: The company and order number of the customer's order.
	• **Req No**: The company and the number assigned to the requisition that contains this special ordered item. If a suggested order item has not been selected on a requisition, this column is blank. Note that for an unordered order item added (linked) to a suggested order run, this field will be filled with # and the run number (e.g., #2038) indicating the suggested order that the special order item is linked to.

CHAPTER 35

Suggested Order Maintenance

35

Before creating requisitions or work orders (if Value Added Services is installed on your system) for suggested orders through option 12 - Create Req from Suggested Orders, it may be necessary to maintain certain suggested orders. Use this option to select those suggested orders (created by option 10 - Suggested Orders Report) that you wish to maintain. You will be allowed to change the vendor number and/or the suggested order quantity. You may also delete line items in the order.

NOTE: The Suggested Orders Quantity File must exist prior to accessing this option. This file is created after running the Suggested Orders Report through option 10, if Y was entered in the **Create Sugg Ord File** field.

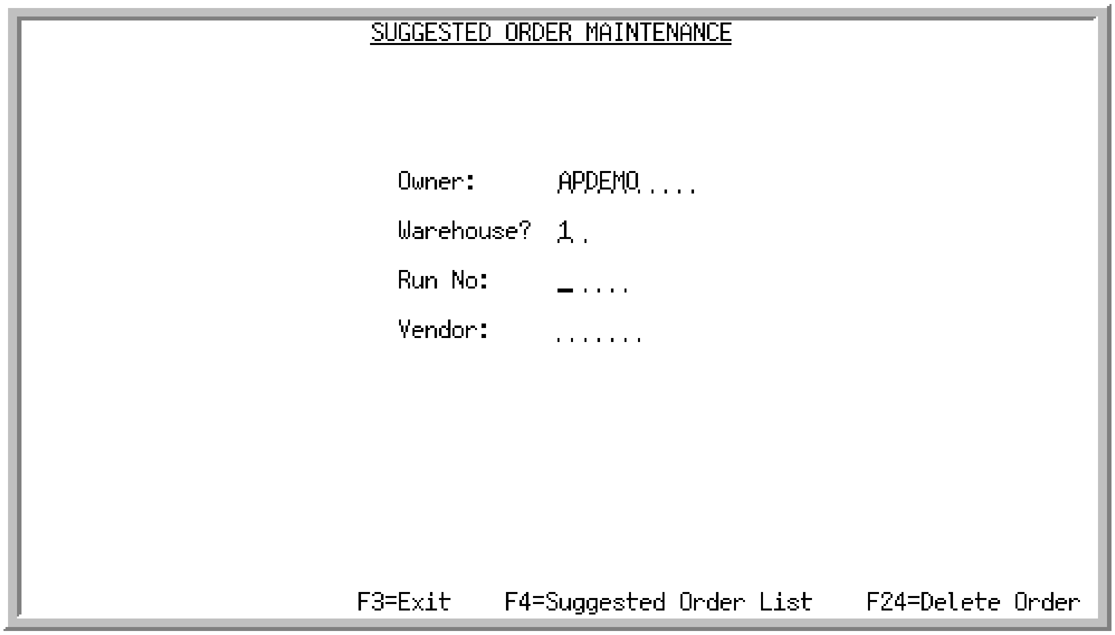
Suggested Order Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Suggested Order Maintenance Selection Screen	Use to select the suggested order you wish to change.
Suggested Order List Screen	Use to view and/or select from a list of open suggested orders.
Suggested Order Maintenance Review Screen	Use to review and maintain the existing line items on the suggested order.
Suggested Order Item Review All Warehouses Screen	Use to review the existing line items on the suggested orders for all warehouses.

Title	Purpose
Suggested Order Maintenance End Order Screen	Use to: • View suggested order totals for each warehouse • View vendor volume discounts and vendor minimums • Override vendor minimums • Automatically add other items to a regular purchase order to meet vendor minimums (i.e., auto-round) • Combine orders (i.e., centralize) to meet vendor volume discount minimums
Auto Round to Vendor Min Max Levels Screen	Use to view vendor minimums and maximums and override values, if needed.
Suggested Order Maintenance Screen	Use to: • Select the vendor from whom you will be ordering this item • Change the order quantity for Regular and Multi Ship-To purchase orders • Override the unit cost of the item • Compare total quantity demanded from all warehouses with the vendor's minimum order quantity to determine whether you need to create a Centralized PO or order extra quantities and distribute them to other warehouses • Delete line items from the suggested order
Centralized Warehouse Receipts Screen	Use to centralize orders for the selected item by combining the order quantity from two or more warehouses into one receiving warehouse.
Distribute PO Quantity to Warehouses Screen	Use to: • Change order quantities • Add an order quantity for a warehouse that currently does not have a quantity for this purchase order • Distribute order quantities across warehouses when you need to order more than the suggested PO quantity
Warehouse Stock Display Screen	Use to review the inventory availability in other warehouses before ordering from the vendor.

Suggested Order Maintenance Selection Screen



This screen displays after selecting option 11 - Suggested Order Maintenance (MENU POREPT). Use this screen to select the suggested order you wish to change. You may also delete an order through the use of the F24=DELETE ORDER.

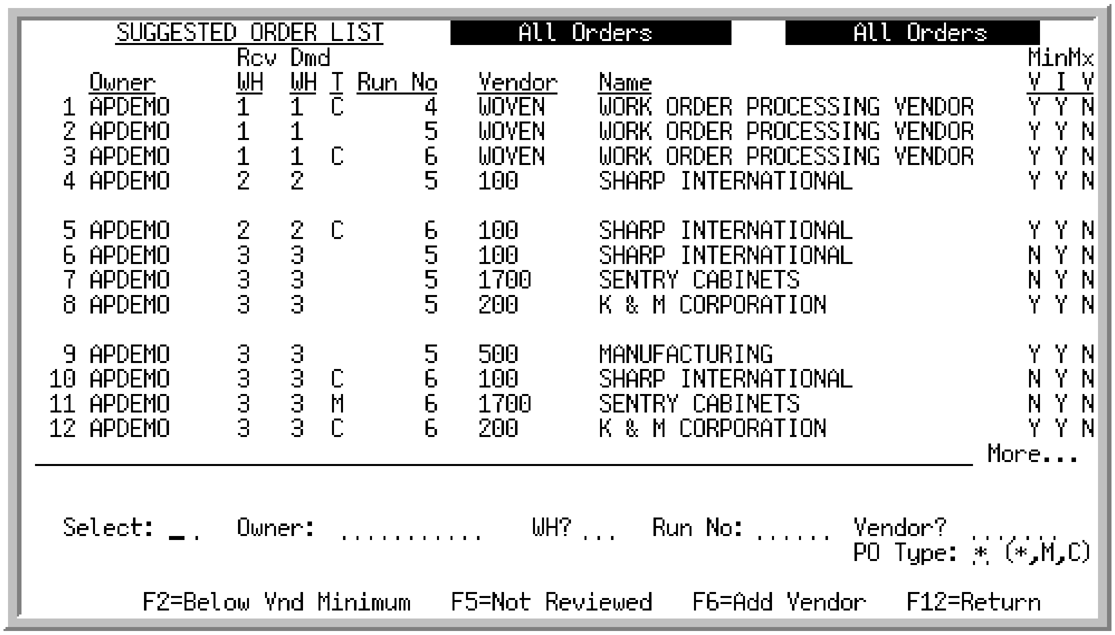
Suggested Order Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Owner	Key the owner (user ID) of the suggested order you wish to maintain. *Default Value:* Your user ID (System i user profile) (A 10) Required
Warehouse	This is the warehouse containing the suggested order that you wish to maintain. Key the appropriate warehouse ID. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Suggested Order Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Run No	This is the number associated with a specific run of the Suggested Orders Report, which identifies this group of suggested orders. This number allows you to match suggested orders in the Suggested Orders Quantity File with its corresponding Suggested Orders Report. This number is found on the top right hand corner of the Suggested Orders Report. NOTE: This number will not display on the report if you responded with an N to the **Create Sugg Ord File** field on the Suggested Orders Report Screen (p. 34-3). Key the run number of the Suggested Order Report containing the suggested orders you want to maintain. (N 5,0) Required
Vendor	Key the vendor number associated with the suggested order you wish to maintain. If Value Added Services is installed on your system and you wish to maintain a suggested order for a work order, key the work order vendor that you defined through Work Order Options Maintenance (MENU WOFILE). *Valid Values:* • A valid vendor defined in the Vendor Master File. • If Value Added Services is installed on your system, a valid vendor defined as your Work Order vendor in the Vendor Master File and designated as such through Work Order Options Maintenance (MENU WOFILE). (A 6) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Suggested Order List	Press F4=SUGGESTED ORDER LIST to display all or a limited list of the open suggested orders. This display will be limited by an owner if an **Owner** is entered, by a warehouse if a **Warehouse** is entered, and so on. The Suggested Order List Screen (p. 35-5) will display.
F24=Delete Order	Press F24=DELETE ORDER to delete the individual suggested order. You will be prompted to press the F24=DELETE ORDER key twice to confirm deletion. NOTE: To delete an entire run of suggested orders, use Delete Suggested Orders (MENU POREPT).
Enter	Press ENTER to confirm your selections. The Suggested Order Maintenance Review Screen (p. 35-11) will display.

Suggested Order List Screen



SUGGESTED ORDER LIST   All Orders   All Orders

	Owner	Rcv WH	Dmd WH	T	Run No	Vendor	Name	MinMx V	I	V
1	APDEMO	1	1	C	4	WOVEN	WORK ORDER PROCESSING VENDOR	Y	Y	N
2	APDEMO	1	1		5	WOVEN	WORK ORDER PROCESSING VENDOR	Y	Y	N
3	APDEMO	1	1	C	6	WOVEN	WORK ORDER PROCESSING VENDOR	Y	Y	N
4	APDEMO	2	2		5	100	SHARP INTERNATIONAL	Y	Y	N
5	APDEMO	2	2	C	6	100	SHARP INTERNATIONAL	Y	Y	N
6	APDEMO	3	3		5	100	SHARP INTERNATIONAL	N	Y	N
7	APDEMO	3	3		5	1700	SENTRY CABINETS	N	Y	N
8	APDEMO	3	3		5	200	K & M CORPORATION	Y	Y	N
9	APDEMO	3	3		5	500	MANUFACTURING	Y	Y	N
10	APDEMO	3	3	C	6	100	SHARP INTERNATIONAL	N	Y	N
11	APDEMO	3	3	M	6	1700	SENTRY CABINETS	N	Y	N
12	APDEMO	3	3	C	6	200	K & M CORPORATION	Y	Y	N

More...

Select: _ . Owner: .... WH? ... Run No: ...... Vendor? ......
PO Type: * (*,M,C)

F2=Below Vnd Minimum   F5=Not Reviewed   F6=Add Vendor   F12=Return

This screen displays after pressing F4=SUGGESTED ORDER LIST on the:

- Suggested Order Maintenance Selection Screen (p. 35-3)
- Create Requisitions From Suggested Orders Screen (p. 36-3)
- Create Requisitions or WO's From Suggested Orders Screen (p. 36-3)
- Delete Suggested Orders Screen (p. 37-2)
- Create Requisitions and Purchase Orders Screen (p. 38-59)

Use this screen to view and/or select from a list of open suggested orders.

Within Suggested Order Maintenance, the list is limited to the criteria entered on the Suggested Order Maintenance Selection Screen (p. 35-3). If no criteria was entered, this list displays all open suggested orders.

If this screen was accessed from other screens, the list is limited by the information entered on the calling screen (for example, the list on this screen will be limited to the owner and warehouse entered on the Create Requisitions and Purchase Orders Screen (p. 38-59)).

With the use of the F2=BELOW VND MINIMUM, you can toggle between displaying all orders or only those orders below vendor minimum. You can also toggle between displaying all orders or only those orders not reviewed through the use of the F5=NOT REVIEWED / F5=ALL ORDERS.

Suggested Order List Screen Fields and Function Keys

Field/Function Key	Description
(Reference)	The reference number corresponding to the suggested order. Key this number in the **Select** field on the lower portion of the screen to select the suggested order. Display
Owner	The owner (user ID) of the suggested order. Display
Rcv WH	The number of the warehouse that will receive the goods from the vendor. Display
Dmd WH	The number of the warehouse that requires the goods for its inventory. For centralized purchase orders, you can change this warehouse on the Suggested Order Maintenance End Order Screen (p. 35-22) or the Centralized Warehouse Receipts Screen (p. 35-47). For multi ship-to purchase orders or regular purchase orders, this warehouse is the same as the receiving warehouse (**Rcv WH**). Display
T	The type of purchase order is indicated by one of the following: • **M** - multi ship-to • **C** - centralized • **Blank** - standard (neither multi ship-to nor centralized) Display
Run No	The specific run of the Suggested Orders Report containing this item. This number allows you to match the suggested order in the Suggested Orders Quantity File with its corresponding Suggested Order Report. Display
Vendor	The vendor from whom this item is ordered. Display
Name	The name of the vendor. Display

Suggested Order List Screen Fields and Function Keys

Field/Function Key	Description
Min	These two columns indicate whether specific order minimums have been met by this order. If order minimums have not been met, you should check the inventory in other warehouses to determine if you can increase the size of this order to meet the required minimums. NOTE: Order quantities on multi ship-to orders are not directly compared to order minimums. Instead, if a vendor has more than one multi ship-to order (i.e., the **T** column contains M), the total order quantity of all multi ship-to orders is compared to the order minimums. • **V** represents the vendor minimums (units, value, weight and size) specified through Vendor Master Maintenance (MENU POFILE). The units, value, weight, and size of all items on the PO are added together and the totals are compared with the required vendor minimums. If all minimums have been met by this order, Y appears. If one or more minimum has not been met, N appears. NOTE: When totaling the units for all items on the PO, the unit of measure is irrelevant. For example, 5 eaches of one item are added to 10 cases of another item to total 15 units. • **I** represents the minimum order quantity for this item as specified through Vendor/Item Master Maintenance (MENU POFILE). The order quantity of each item is compared with its minimum order quantity. If all items on the PO meet their minimum order quantity, Y appears. If one or more items does not meet its minimum order quantity, N appears. Both of these columns are considered when you use the F2=BELOW VND MINIMUM / F2=ALL ORDERS. When you use the F2=BELOW VND MINIMUM toggle key, both the vendor minimums and the minimum order quantity are considered in determining which items to display. Display
Mx	A **Y** in this column indicates that all of the vendor master order maximum values (units, weight, and size) specified through Vendor Master Maintenance (MENU POFILE) have been met as part of the suggested order creation or maintenance process. If one or more of the maximum values is not met, an N appears. Display
Select	Use this field to select the suggested order. Key the **Reference** number of the suggested order you want to maintain. (N 2,0) Required

Suggested Order List Screen Fields and Function Keys

Field/Function Key	Description
Owner	Use this field to do the following: • Limit the list of suggested orders to a specific owner. Only suggested orders for this owner will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. • Specify the owner of the run when adding a vendor to a run. This field is required when adding a vendor to a run. Key the user ID of the owner. *Valid Values:* The user ID of a registered user, if you are limiting the list of suggested orders. The user ID of the original owner of the specified run, if you are adding a vendor to a run. (A 10) Optional/Required
WH	Use this field to do the following: • Limit the list of suggested orders to a specific warehouse. Only suggested orders for this warehouse will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. • Specify the warehouse when adding a vendor to a run. This field is required when adding a vendor to a run. (The demand warehouse and receiving warehouse are always the same when you are adding a vendor to a run.). Key the warehouse number. Only suggested orders that you are authorized to as defined in Authority Profile Maintenance (MENU XASCTY) will display. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional/Required
Run No	Use this field to do the following: • Limit the list of suggested orders to a specific run. Only suggested orders for this run number will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. • Specify the run when adding a vendor to a run. This field is required when adding a vendor to a run. For more information, refer to the documentation for the F6=ADD VENDOR at the end of this section. Key the run number. *Valid Values:* A run number of an open suggested order. (N 5,0) Optional/Required

Suggested Order List Screen Fields and Function Keys

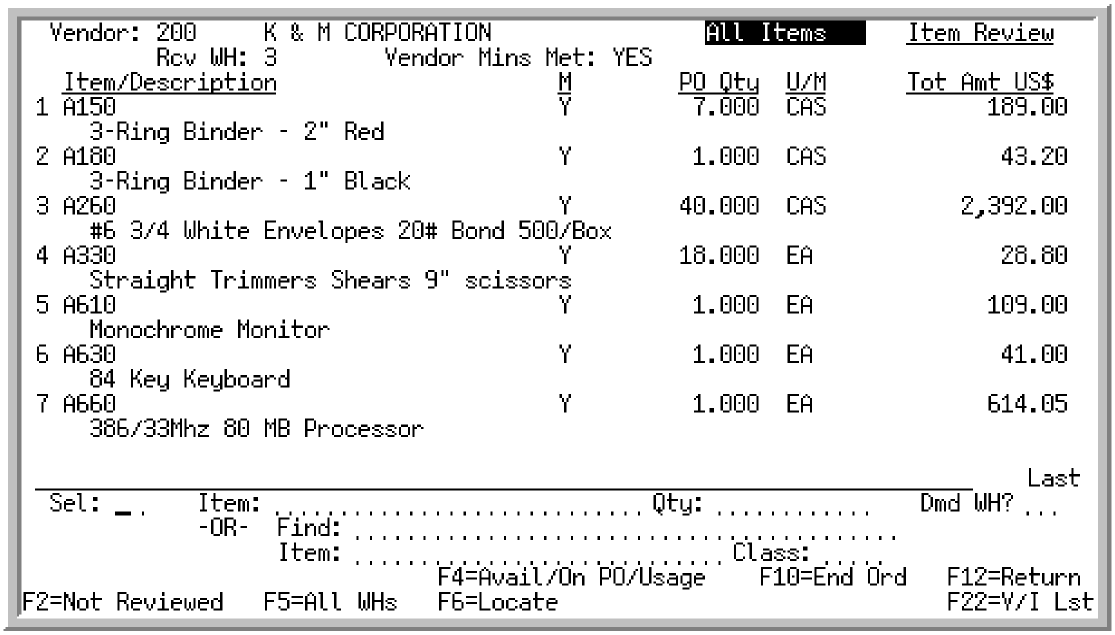
Field/Function Key	Description
Vendor	Use this field to do the following: • Limit the list of suggested orders to a specific vendor. Only suggested orders for this vendor will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. • Specify the vendor when adding a vendor to a run. This field is required when adding a vendor to a run. For more information, refer to the documentation for the F6=ADD VENDOR at the end of this section. Key the vendor number. *Valid Values:* A vendor number defined through Vendor Master Maintenance (MENU POFILE) with the **Allow POs** field set to Y. (A 6) Optional/Required

PO Type	Use this field to do the following:
	• Limit the list of suggested orders to:
	  ◦ Multi ship-to orders (i.e., an order that combines demand from multiple warehouses to one purchase order and is shipped from the vendor to each individual warehouse). Only orders with more than one ship-to address will be displayed.
	  ◦ Centralized orders (i.e., an order that combines demand from multiple warehouses but is shipped to one warehouse and then distributed to other warehouses through a warehouse transfer). Only centralized orders will be displayed.
	  ◦ Standard orders (i.e., orders that are neither multi ship-to nor centralized). Only standard orders will be displayed.
	• Specify the type of purchase order when adding a vendor to a run. This field is required when adding a vendor to a run. For more information, refer to the documentation for the F6 key at the end of this section.
	Key M for multi ship-to orders.
	Key C for centralized orders.
	Leave this field blank for standard orders.
	Key * to display all order types when limiting the list of suggested orders. Do not key * when adding a vendor to a run.
	Default Value: * (indicates that all purchase order types are displayed).
	(A 1) Optional/Required

Suggested Order List Screen Fields and Function Keys

Field/Function Key	Description
F2=Below Vnd Minimum / F2=All Orders	Press F2=Below Vnd Minimum / F2=All Orders to toggle between displaying all orders or only those orders that fall below their vendor minimum. Press F2=Below Vnd Minimum to display only those orders below vendor minimums. The screen displays only those orders where the items or the order fall below the vendor minimums. Press F2=All Orders to display all orders. The screen displays all open suggested orders
F5=Not Reviewed / F5=All Orders	Press F5=Not Reviewed / F5=All Orders to toggle between displaying all orders or only those orders that have not been reviewed. An order is considered reviewed once all of the line items have been selected for review through the Suggested Order Maintenance Review Screen (p. 35-11). Press F5=All Orders to display only those orders that have not yet been reviewed. Press F5=Not Reviewed to displays only those orders that have not been reviewed.
F6=Add Vendor	Press F6=Add Vendor to add the vendor in the **Vendor** field to the run in the **Run No** field, if you plan to add an order for that vendor to that run. Before pressing F6=Add Vendor, you must specify the following for the order you plan to enter: • Owner of the run • Receiving warehouse • Run number • Vendor number • Purchase order type The screen will be refreshed and if all edits are passed, the vendor will be added to the screen. Once you have added a vendor here, you can enter line items for the order on the Suggested Order Maintenance Review Screen (p. 35-11).
F12=Return	Press F12=Return to return to the Suggested Order Maintenance Selection Screen (p. 35-3) without selecting an order.
Enter	Press Enter after selecting a suggested order. The Suggested Order Maintenance Selection Screen (p. 35-3) will display with the suggested order you selected.

Suggested Order Maintenance Review Screen



This screen is displayed when you press ENTER on the Suggested Order Maintenance Selection Screen (p. 35-3).

Use this screen to review and maintain the existing line items on the suggested order.

You can toggle between displaying all items or only those not reviewed through the use of the F2=NOT REVIEWED / F2=ALL ITEMS function key. An order is considered reviewed once all of the line items have been reviewed on the Suggested Order Maintenance Screen (p. 35-36) initiated by selecting an item for review by entering their corresponding reference number in the **Sel** field.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen

* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Suggested Order Maintenance Review Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor with which the suggested order will be placed. Display
Rcv WH	The number of the warehouse that will receive the goods from the vendor. Display
Vendor Mins Met	This field indicates whether all vendor minimums (units, value, weight and size) have been met by this order. Vendor minimums are specified in Vendor Master Maintenance (MENU POFILE). For more information on meeting vendor minimums, refer to the documentation for the Suggested Order List Screen (p. 35-5) in this section. Display
Reference No	The line number used to select the item for maintenance. Key this number in the **Sel** field on the lower portion of the screen to select the item. Display
Item/Description	The number and description of the item. Display
M	This field indicates (using Y and N) whether the minimum order quantity for this item has been met by this order. The minimum order quantity is specified through Vendor/Item Master Maintenance (MENU POFILE). For more information on meeting an item’s minimum order quantity, refer to the documentation for the Suggested Order List Screen (p. 35-5) in this section. Display
PO Qty	The quantity of the item that is suggested for order appears in this field. For centralized POs, this quantity includes demand from all warehouses. **Calculation:** **PO Quantity** = Quantity On-hand - Allocated + + Unavailable Locations - Unposted Allocated Returns + In-process Warehouse Transfers + Allocated Special Orders + On Purchase Order + Inventory Unposted Transactions The Quantity On-hand (listed in the above calculation) will take into consideration the **Qty Avail ATS/PO** flag (in Location Master Maintenance (MENU WMFILE)) that is specified on each location defined as unavailable when determining if the quantities in the location should be counted as on hand or not. Display
U/M	The suggested unit of measure in which to order this item. Display

Suggested Order Maintenance Review Screen Fields and Function Keys

Field/Function Key	Description
Total Amount / Tot Amt	The total cost of this item based on the quantity and unit of measure (the cost from the Vendor Master File multiplied by the quantity) with discounts for items ordered for all warehouses. When International Currency is installed, for foreign currency vendors, this field may be toggled with the F11=Loc Cur / F11=Trd Cur function key to show amounts in the trading currency with the trading currency symbol displayed to the right of the heading **Tot Amt**, or in the company's local currency with the company's local currency symbol displayed to the right of the heading **Tot Amt**. Display
Quantity Available	The net available for sale of the item, expressed in the buying U/M. Display
Quantity on PO	The existing quantity of this item that is already on a purchase order, expressed in the buying U/M. Display
Average Monthly Usage	The average monthly usage is expressed in the buying U/M and calculated from the Item Balance File (ITBAL) as: **quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year** Display
Sel	Use this field to select an item to maintain. Key the **Reference No** for the item. You can view and change item information by selecting an item from the list. The Suggested Order Maintenance Screen (p. 35-36) will display information for the selected item, and you can continue pressing Enter to display information for the remaining items on the Suggested Order Maintenance Review Screen (p. 35-11). (N 2,0) Required

Suggested Order Maintenance Review Screen Fields and Function Keys

Field/Function Key	Description
Item	Use this field to add an item to the order or locate an item on the order (i.e., display the line containing the item). Key the item number if adding an item to the order. You must also key the quantity in the **Qty** field and a warehouse in the **Dmd WH** field before pressing ENTER. Key the partial or complete item number and press F6=LOCATE to locate an item on the order. If you do not know the item number, use the **Find** and **Item** fields to activate the Item Search feature. *Valid Values:* An Item number defined through Vendor/Item Maintenance (MENU POFILE), if adding an item. The item must also be stocked in the receiving warehouse. The complete or partial item number of an item on the order, if locating an item. (A 27) Optional
Find	Use this field to activate the Item Search feature when you do not know the item number. Key the item description or the first few characters of one or more words in the item's description and press ENTER to display the Item Search Screen. To limit the item search by partial item number, key the first few characters of the item number in the **Item** field as well. (A 40) Optional
Item	When using **Find** to search for an item, you can limit the search to item numbers beginning with particular characters by entering those characters in this field. If you key a partial item number in this field, the Item Search Screen displays only items that match this item number and the criteria in the **Find** field. For more information on using searches, refer to the Cross Applications User Guide. For an explanation of the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 27) Optional

Suggested Order Maintenance Review Screen Fields and Function Keys

Field/Function Key	Description
Class	Use this field to activate the Item Search feature when you do not know the item number. You can search for all items in a class or class/subclass, or items that also meet the search criteria in the **Find** and/or **Item** fields. To search for all items in a class, key the item class or class/subclass, and leave the **Find** and **Item** fields blank. To search for items by class and/or description and/or partial item number, key the item class here and key an item description in the **Find** field and a partial item number in the **Item** field as needed. For more information on using searches, refer to the Cross Applications User Guide. For an explanation of the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 4) Optional
Qty	Use this field to specify the order quantity, based on the buy unit of measure in the Vendor/Item File, when adding an item to the order. Key the quantity to be ordered. The quantity is required when adding an item. (N 10,3) Required/Optional
Dmd WH	The **Dmd WH** field is not displayed for regular or multi ship-to orders, since the demand warehouse is the same as the **Rcv WH** shown at the top of the screen. When adding an item to the order, use this field to specify the warehouse for which you are ordering the item. Key the warehouse number. This field is required when adding an item. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required/Optional
F2=Not Reviewed / F2=All Items	Press F2=NOT REVIEWED / F2=ALL ITEMS to toggle between displaying all of the items on the order or only those items that have not been reviewed. An item is considered reviewed once it has been displayed on the Suggested Order Maintenance Screen (p. 35-36). Press F2=NOT REVIEWED to display only those items that have not been reviewed. Press F2=ALL ITEMS to display all items on the order.
F4=Avail/On PO/ Usage / F4=PO Qty/Tot Amt	Press F4=AVAIL/ON PO/USAGE / F4=PO QTY/TOT AMT to toggle columns of data. • When you see F4=AVAIL/ON PO/USAGE, the screen currently displays the suggested PO quantity and unit of measure in the buying unit of measure with the total line amount for that quantity. • When you see F4=PO QTY/TOT AMT, the screen currently displays the quantity available, the quantity on PO and the average monthly usage.

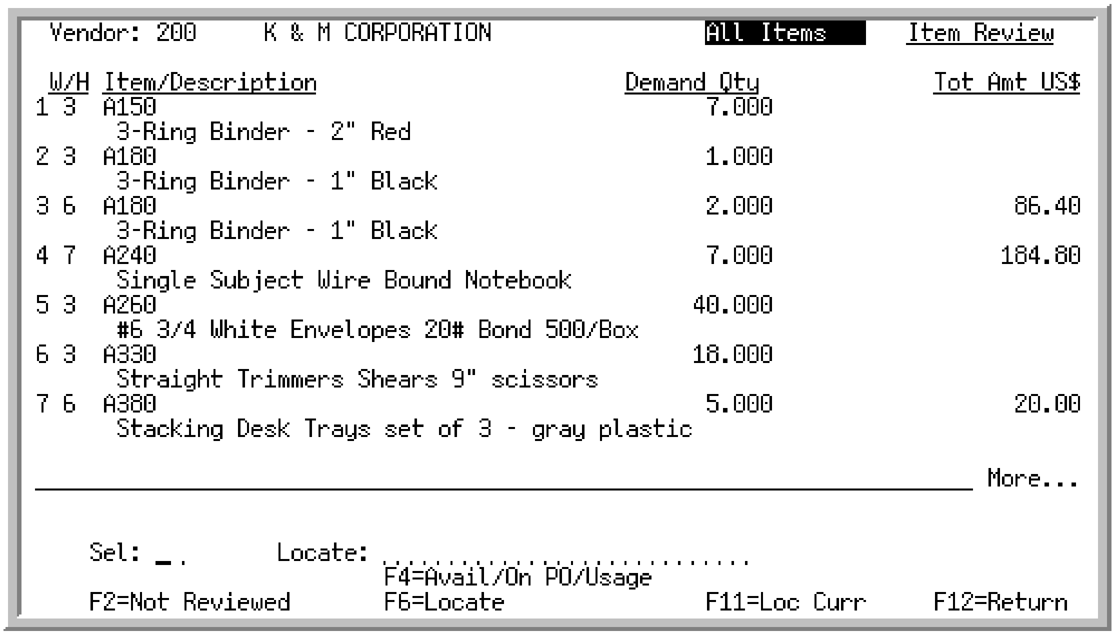
Suggested Order Maintenance Review Screen Fields and Function Keys

Field/Function Key	Description
F5=All WHs	Press F5=ALL WHS to display suggested order items for all warehouses for this vendor and run. The Suggested Order Item Review All Warehouses Screen (p. 35-18) will be displayed.
F6=Locate	Press F6=LOCATE to locate an item on the order after entering the partial or complete item number in the **Item** field. When you press F6=LOCATE, the display changes and the selected item appears at the top of the list. You can view and change item information by selecting the item from the list.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=End Ord	Press F10=END ORD to display the Suggested Order Maintenance End Order Screen (p. 35-22) where you may view the order's totals and override the vendor minimums, if desired.
F11=Loc Cur/Trd Cur	Press F11=LOC CUR / F11=TRD CUR to toggle between a display of total amounts in the trading currency and a display of these amounts in the company's local currency. Press F11=LOC CUR to display total amounts in the company's local currency. The unit of measure (**U/M)** field for each item will display, and the symbol for the company's local currency will display to the right of the heading **Tot Amt**. Press F11=TRD CUR to display total amounts in the trading currency. The symbol for the trading currency will display to the right of the heading **Tot Amt.** The unit of measure (**U/M**) field for each item will not display.
F12=Return	Press F12=RETURN to return to the Suggested Order Maintenance Selection Screen (p. 35-3). The order you are working with will be saved.
F22=V/I Lst	Press F22=V/I LST to view detailed information about the selected item. When you press F22=V/I LST, the Vendor/Item Information Summary Screen (p. 19-3) appears. From this screen, you can select the vendor/item record you want to view.

Suggested Order Maintenance Review Screen Fields and Function Keys

Field/Function Key	Description
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Press ENTER after selecting an item to maintain. The Suggested Order Maintenance Screen (p. 35-36) is displayed.

Suggested Order Item Review All Warehouses Screen



This screen is displayed when you press F5=ALL WHS on the Suggested Order Maintenance Selection Screen (p. 35-3). Use this screen to review and maintain the existing line items on the suggested order.

You can toggle between displaying all items or only those not reviewed through the use of the F2=NOT REVIEWED / F2=ALL ITEMS. An order is considered reviewed once all of the line items have been reviewed on the Suggested Order Maintenance Screen (p. 35-36) initiated by selecting an item for review by entering their corresponding reference number in the **Sel** field.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Suggested Order Item Review All Warehouses Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor with which the suggested order will be placed. Display
Reference No	The line number used to select the item for maintenance. Key this number in the **Sel** field on the lower portion of the screen to select the item. Display
Warehouse	The warehouse that needs the item to be ordered. Display
Item/Description	The number and description of the item. Display
Demand Qty	The quantity of the item that is required by the warehouse in the **W/H** field. Display
U/M	The suggested unit of measure in which to order this item. Display
Total Amt	The total cost of this item based on the quantity and discounts for items ordered for all warehouses. Display
Quantity Available	The net available for sale of the item, expressed in the buying U/M. If the quantity available exceeds the column width, all 9’s will be displayed in the field. Display
Quantity on PO	The existing quantity of this item that is already on a purchase order, expressed in the buying U/M. If the quantity on PO exceeds the column width, all 9’s will be displayed in the field. Display
Average Monthly Usage	The average monthly usage is calculated from the Item Balance File (ITBAL) as: **(quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year)**, expressed in the buying U/M. If the average monthly usage exceeds the column width, all 9’s will be displayed in the field. Display

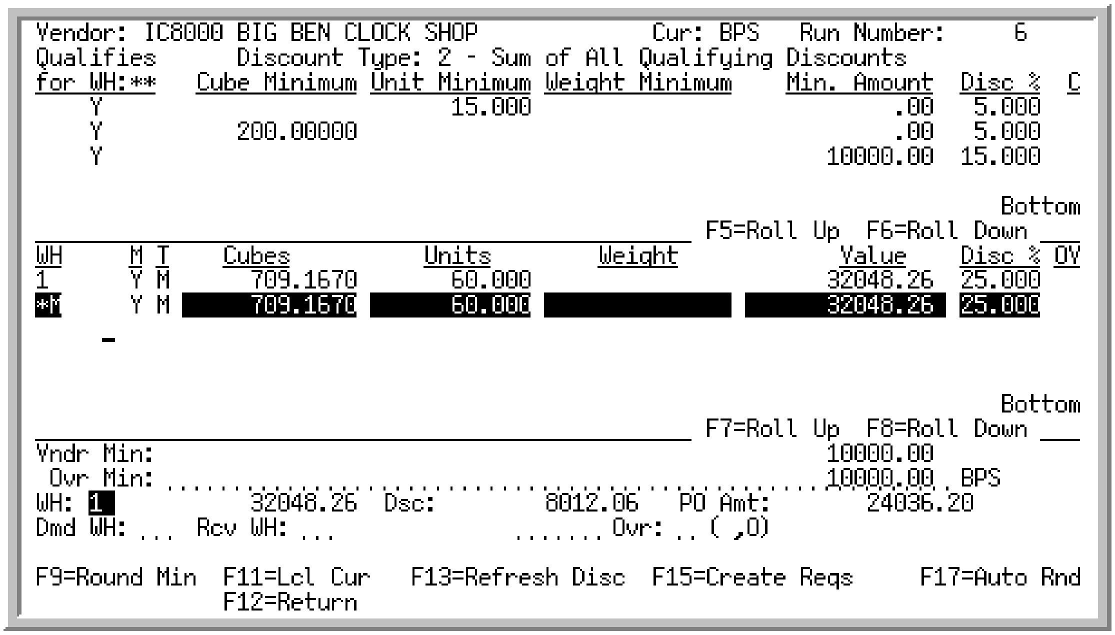
Suggested Order Item Review All Warehouses Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select an item to maintain. Key the **Reference No** for the item. You can view and change item information by selecting an item from the list. The Suggested Order Maintenance Screen (p. 35-36) will display information for the selected item, and you can continue pressing ENTER to display information for the remaining items on the Suggested Order Maintenance Review Screen (p. 35-11). (N 2,0) Required
Find	Use this field to activate the Item Search feature when you do not know the item number. Key the item description or the first few characters of one or more words in the item's description and press ENTER to display the Item Search Screen. To limit the item search by partial item number, key the first few characters of the item number in the **Item** field as well. (A 40) Optional
Locate	When using **Locate** to search for an item, you can limit the search to item numbers beginning with particular characters by entering those characters in this field. When F6=LOCATE is pressed, the screen will be repositioned to the first item that matches the keyed data. (A 27) Optional
F2=Not Reviewed / All Items	Press F2=NOT REVIEWED / F2=ALL ITEMS to toggle between displaying all of the items on the order or only those items that have not been reviewed. An item is considered reviewed once it has been displayed on the Suggested Order Maintenance Screen (Suggested Order Maintenance Screen (p. 35-36)). Press F2=NOT REVIEWED to display only those items that have not been reviewed. Press F2=ALL ITEMS to display all items on the order.
F4=Avail/On PO/ Usage / F4=PO Qty/TotAmt	Press F4=AVAIL/ON PO/USAGE / F4=PO QTY/TOTAMT to toggle columns of data. • F4=AVAIL/ON PO/USAGE: The screen currently displays the suggested PO quantity and unit of measure in the buying unit of measure with the total line amount for that quantity. • F4=PO QTY/TOTAMT: The screen currently displays the quantity available, the quantity on PO and the average monthly usage. The average monthly usage is calculated from the Item Balance File (ITBAL) as: **(quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year)**

Suggested Order Item Review All Warehouses Screen Fields and Function Keys

Field/Function Key	Description
F6=Locate	Press F6=LOCATE to locate an item on the order after entering the partial or complete item number in the **Locate** field. When you press F6=LOCATE, the display changes and the selected item appears at the top of the list. You can view and change item information by selecting the item from the list.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Suggested Order Maintenance Review Screen (p. 35-11). The order you are working with will be saved.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Press ENTER after selecting an item to maintain. The Suggested Order Maintenance Screen (p. 35-36) is displayed.

Suggested Order Maintenance End Order Screen



This screen is displayed when you press F10=END ORD from the Suggested Order Maintenance Review Screen (p. 35-11) or Suggested Order Maintenance Screen (p. 35-36). It also appears (without the function keys) when you press F13=REFRESH DISC from the End Requisition Screen (p. 6-92), or after pressing F10=END ORD on the Workbench Suggested Lines List Screen (p. 38-27) or Workbench Suggested Line Maintenance Screen (p. 38-35) in Buyers Workbench.

Use this screen to do the following:

- View suggested order totals for each warehouse
- View vendor volume discounts and vendor minimums
- Override vendor minimums
- Override vendor maximums using the F17=AUTO RND key
- Automatically add other items to a regular purchase order to meet vendor minimums (i.e., Round Min)
- Combine orders (i.e., centralize) to meet vendor volume discount minimums

If there are Special Order Items linked to this suggested order, **Warning: Document Ties exist** will appear on this screen to indicate that there are Special Order Items in the suggested order run. Also, once a Special Order Item is linked to a suggested order, suggested order totals will change and the totals will include all linked Special Order Items, except Drop-Ship Items (since these are directly shipped to the customer). Note that Special Order Items that are added (linked) to a suggested order can be viewed, maintained or deleted only in Buyers Workbench.

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor who's currently being reviewed. Display
Cur	The **Cur** field only displays when International Currency is installed. The **Cur** field indicates the vendor's currency currently being used to express the values on the screen. You can press F11=LCL CUR / F11=TRAD CUR to toggle between displaying values in the vendor's trading currency and company's local currency. Display
Run Number	The run number is the unique identifier for the selected group of suggested orders. Display
Discount Type	This field displays the vendor volume discount type specified for this vendor through Vendor Master Maintenance (MENU POFILE). Display
Vendor Volume Discount Information	
Qualifies for WH	The number of the warehouse for which you are viewing information is displayed next to WH. ** indicates that information for all warehouses is displayed. The Y or N values beneath this field indicate whether or not the warehouse qualifies for the corresponding discount. On a Multi Ship-To order (**WH** is **), the Y or N is based on the total order from all warehouses. The **M** field in the (**Order Information**) section of the screen shows whether the order from each individual warehouse qualifies on its own. Display
Cube Minimum	The minimum number of cubes required for the discount. The total cubic size of the entire purchase order must be equal to or greater than this amount to meet the discount requirements. Display
Unit Minimum	The minimum number of units required for the discount. The sum of all ordered quantities of the items on the purchase order must be equal to or greater than this amount to meet the discount requirements. Display

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
Weight Minimum	The minimum weight required for the discount. The total weight of all items on the purchase order must be equal to or greater than this amount to meet the discount requirements. Display
Min. Amount	The minimum purchase order amount required for the discount. The total purchase order amount must be equal to or greater than this amount to meet the discount requirements. Display
Disc%	The discount percent applied when all corresponding minimums (i.e., cubes, amount, units and weight) for this discount are met. Display
C	This field displays the cost liability for the FOB code for this vendor volume discount. An **S** in this field indicates that the shipper is responsible for freight charges; an **R** indicates that the recipient is responsible for freight charges. NOTE: When you print the Purchase Order for this requisition, the FOB code on the Purchase Order will be the FOB code from the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), not the FOB code for the vendor volume discount. If you want the Purchase Order to show the FOB code for the discount, you must return to the Requisition Header Screen and change the entry in the **FOB Cd** field. Display
Suggested Order Information	
WH	Warehouse number. ***M** indicates that this line is displaying total order values for a Multi Ship-To order. Display
LC	The **LC** field only displays when International Currency is installed. **LC** displays the local currency of the company/warehouse as defined through Company Name Maintenance (MENU XAFILE) when you press F11=Lcl Cur. Display
M	Whether or not the order meets all vendor minimums (cubes, units, weight and value) for the specific warehouse. Display
T	Type of order: **M** for Multi Ship-to, **C** for Centralized, blank for Regular. Display

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
Cubes	The total cubic size of items in this suggested order. When Special Order Items are linked to a suggested order, suggested order totals will change and the totals will include all linked Special Order Items, except Drop-Ship Items (since these are directly shipped to the customer). Display
Unit	The total number of units in this suggested order. When Special Order Items are linked to a suggested order, suggested order totals will change and the totals will include all linked Special Order Items, except Drop-Ship Items (since these are directly shipped to the customer). Display
Weight	The total weight of the items in this suggested order. When Special Order Items are linked to a suggested order, suggested order totals will change and the totals will include all linked Special Order Items, except Drop-Ship Items (since these are directly shipped to the customer). Display
Value	The extended total item value in this suggested order. Display
Disc %	The vendor volume discount percent applied to this suggested order. Display
OV	Warehouse number of the order with which this order is being combined. This field is blank if this order is not combined with another order, (i.e., this warehouse is not being overridden). Display
Vndr Min	This line displays the minimum order amount of cubes, units, weight, and value required by the vendor. The headings for these fields are displayed above (with the order information). The vendor minimums for cubes, units, weight, and value are specified through Vendor Master Maintenance (MENU POFILE). There is also a vendor/item minimum for units defined as the minimum order quantity in Vendor/Item Information Maintenance (MENU POFILE). Display
Ovr Min (Cubes)	Use this field to override the vendor minimum cube value (displayed in **Vndr Min** field) for the selected warehouse. The vendor minimum will be overridden for this order only. Key the minimum cube value required by the vendor. (N 13,5) Optional

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
Ovr Min (Units)	Use this field to override the vendor minimum units value (displayed in **Vndr Min** field) for the selected warehouse. The vendor minimum will be overridden for this order only. Key the minimum number of units required by the vendor. (N 11,3) Optional
Ovr Min (Weight)	Use this field to override the vendor minimum weight value (displayed in **Vndr Min** field) for the selected warehouse. The vendor minimum will be overridden for this order only. Key the minimum weight required by the vendor. (N 13,4) Optional
Ovr Min (Value)	Use this field to override the vendor minimum order value (displayed in **Vndr Min** field) for the selected warehouse. The vendor minimum will be overridden for this order only. Key the minimum order value required by the vendor. (N 9,2) Optional
WH	This field displays the number of the warehouse for which you are viewing the total order value, discount amount, and purchase order amount, which appear to the right of this field. Display
(Total Order Value)	This field displays the total order value to which the discount will be applied. To view the total order value for another warehouse, enter the warehouse number at the **Rcv WH** field and press F13=REFRESH DISC.Also, once a When Special Order Items are linked to a suggested order, suggested order totals will change and the totals will include all linked Special Order Items, except Drop-Ship Items (since these are directly shipped to the customer). Display
Dsc	This field displays the total discount amount for the warehouse in the **WH** field. The discount amount is calculated by multiplying the **Total Order Value** by the **Discount %**. To view the total discount amount for another warehouse, enter the warehouse number at the **Rcv WH** field and press F13=REFRESH DISC. Display
PO Amt	This field displays the total order amount for the warehouse in the **WH** field. The **PO Amt** is calculated by subtracting the discount amount (in the **Dsc** field) from the **Total Order Value**. To view the total order amount for another warehouse, enter the warehouse number at the **Rcv WH** field and press F13=REFRESH DISC.

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
Dmd WH	This field has two purposes: • When combining orders, use this field to specify the warehouse for the order you are adding to another warehouse's order. The order for this warehouse will be shipped from the vendor to the warehouse keyed in the **Rcv WH** field. Then, it will be transferred to this warehouse through a warehouse transfer. • When auto rounding an order, use this field to specify the warehouse for which you want to automatically order other items to meet vendor minimums. Key the warehouse number. NOTE: This field is required when combining orders (i.e., using F10=CONTINUE) or auto rounding an order (i.e., using F9=ROUND MIN). *Valid Values:* A warehouse number listed in the "order information" section of the screen. (A 2) Required/Optional
Rev WH	This field has two purposes: • When combining orders, use this field to specify the warehouse for the order to which you are adding another warehouse's order. The order for the warehouse keyed in the **Dmd WH** field will be combined with the order for this warehouse, and both orders will be shipped from the vendor to this warehouse. Then, the order for the **Dmd WH** will be shipped from the **Rcv WH** through a warehouse transfer. • When refreshing the order information, use this field to specify the warehouse for which you want to view the total order value, discount amount, and purchase order amount. After you key a warehouse in this field and press F13=REFRESH DISC, values for this warehouse appear in the (**Total Order Value**), **Dsc**, and **PO Amt** fields. Key the warehouse number. NOTE: This field is required when combining orders (i.e., using F10=CONTINUE) and refreshing the total order value, discount amount, and purchase order amount (i.e., using F13=REFRESH DISC). *Valid Values:* A warehouse number listed in the "order information" section of the screen. (A 2) Required/Optional

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
(Discount Percent Override)	Use this field to specify the overriding vendor volume discount percent you are applying to the order for warehouse in the **WH** field. Key the discount percent as a whole number (e.g., key 15 for 15%). This field is required if you key O in the **Ovr** field. (N 5,3) Required/Optional
Ovr	Use this field to indicate that you are overriding the vendor volume discount for the warehouse in the **WH** field. Key O to override the vendor volume discount. Otherwise, leave this field blank. This field is required if you key a value in the (**Discount Percent Override**) field. (A 1) Optional
F5=Roll Up	Press F5=ROLL UP to display the previous screen of vendor volume discount information.
F6=Roll Down	Press F6=ROLL DOWN to display the next screen of vendor volume discount information.
F7=Roll Up	Press F7=ROLL UP to display the previous screen of order information.
F8=Roll Down	Press F8=ROLL DOWN to display the next screen of order information.
F9=Round Min	F9=ROUND MIN does not appear if the screen was displayed from the End Requisition Screen (p. 6-92) of Enter or Change Requisitions (MENU POMAIN). You cannot use F9=ROUND MIN if any of the following situations exist: • The order is a Multi Ship-To order • The order is a Centralized Purchase Order • The warehouse entered is not in the warehouse list • Warehouses cannot be round that have been combined from or into another warehouse After keying a warehouse number in the **Dmd WH** field, press F9=ROUND MIN to automatically add other items to this suggested order for the purpose of meeting vendor minimums. Items are added that are the closest (percentage wise) to falling below minimum. When all vendor minimums are met, the new order totals are displayed. If no changes were made because the vendor minimums had already been met, a message is issued to the user. To view the items added by the Round to Minimum feature, press F12=RETURN to return to the Suggested Order Maintenance Review Screen (p. 35-11), and use the appropriate function key to display items that have not been reviewed.

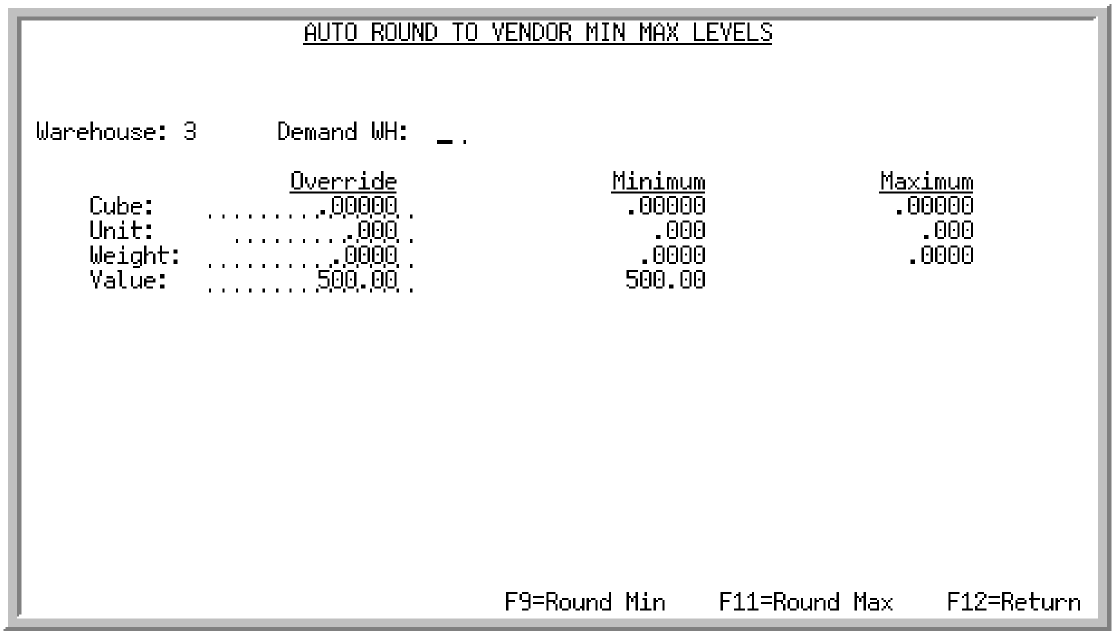
Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
F10=Combine	F10=COMBINE does not appear if the screen was displayed from the End Requisition Screen (p. 6-92) of Enter or Change Requisitions (MENU POMAIN). You can combine C type (centralized) orders only. After keying warehouses in the **Dmd WH** and **Rcv WH** fields, press F10=COMBINE to combine the orders for these two warehouses. The order for the warehouse in the **Dmd WH** field is added to the order for the warehouse in the **Rcv WH** field, and the **OV**, (**Total Order Value**), **Dsc**, and **PO Amt** fields are updated accordingly. When you press F10=COMBINE, for each item on the suggested order from the receiving and demand warehouses, Distribution A+ also checks to see if the buying unit of measure is also a stocking unit of measure.
F11=Lcl Cur/Trad Cur	Press F11=LCL CUR / F11=TRAD CUR to toggle between displaying values in the vendor’s local currency and trading currency. Press F11=LCL CUR to display values in the vendor’s local currency. The symbol for the vendor’s local currency appears in the **Cur** field. Press F11=TRAD CUR to display values in the vendor’s trading currency. The symbol for the trading currency appears in the **Cur** field.
F12=Return	Press F12=RETURN to return to the Suggested Order Maintenance Review Screen (p. 35-11).
F13=Refresh Disc	F13=REFRESH DISC does not appear if the screen was displayed from the End Requisition Screen (p. 6-92) of Enter or Change Requisitions (MENU POMAIN). After entering a warehouse number in the **Rcv WH** field, press F13=REFRESH DISC to display the total order value, discount amount, and PO amount for that warehouse. These values appear in the (**Total Order Value**), **Dsc**, and **PO Amt** fields.
F14=Undo	F14=UNDO does not appear if the screen was displayed from the End Requisition Screen (p. 6-92) of Enter or Change Requisitions (MENU POMAIN). You can undo C type (centralized) orders only. After keying warehouses in the **Dmd WH** and **Rcv WH** fields, press F14=UNDO to undo the combining of the orders for these two warehouses. The orders for these warehouses return to their original state and the **OV**, (**Total Order Value**), **Dsc**, and **PO Amt** fields are updated accordingly.

Suggested Order Maintenance End Order Screen Fields and Function Keys

Field/Function Key	Description
F15=Create Reqs	The F15=CREATE REQS function key appears only if you are authorized to 'Create Req From Suggested Orders' on MENU POREPT. It will not appear, however, if this screen was displayed from the End Requisition Screen (p. 6-92), or if accessed from Buyers Workbench and the vendor is the Work Order Vendor. Press F15=CREATE REQS to create a requisition from this suggested order. The Create Requisitions From Suggested Orders Screen (p. 36-3) is displayed with the order information in the **Owner**, **Warehouse**, **Run No.**, and **Vendor** fields. (You can create a requisition for this order only). If this screen was accessed from Buyers Workbench (MENU POREPT), after pressing F15=CREATE REQS, the Create Requisitions and Purchase Orders Screen (p. 38-59) will instead display, where you can create requisitions and purchase orders from the selected suggested order.
F17=Auto Rnd	F17=AUTO RND does not appear if the screen was displayed from the End Requisition Screen (p. 6-92) of Enter or Change Requisitions (MENU POMAIN). Press F17=AUTO RND to view the minimum/maximum values for the vendor, and enter override values, if needed. The Auto Round to Vendor Min Max Levels Screen (p. 35-31) will display.
Enter	The ENTER key has two purposes: • After keying values in the (**Discount Percent Override**), and **Ovr** fields, press ENTER to calculate the new discount amount and PO amount for the warehouse in the warehouse field. • Press ENTER to save your changes and return to the Suggested Order Maintenance Selection Screen (p. 35-3) or the End Requisition Screen (p. 6-92).

Auto Round to Vendor Min Max Levels Screen



AUTO ROUND TO VENDOR MIN MAX LEVELS

Warehouse: 3 Demand WH: _

	Override	Minimum	Maximum
Cube:	.00000	.00000	.00000
Unit:	.000	.000	.000
Weight:	.0000	.0000	.0000
Value:	500.00	500.00	

F9=Round Min F11=Round Max F12=Return

This screen is displayed when you press F17=AUTO RND from the Suggested Order Maintenance End Order Screen (p. 35-22).

Use this screen to view the minimum/maximum values for the vendor, and if needed, enter override values to be used to round to minimum or maximum.

Vendor minimum/maximum values are specified through Vendor Master Maintenance (MENU POFILE). The system will look at the cube, unit, weight, and value fields entered to determine item ratios for those items that already exist on this suggested order, to ensure that the correct ratio remains based on the weight and size. The system will round up to or round down to the maximum appropriately, while keeping the ratios on the suggested order.

For example, if using vendor maximums, and the vendor tells you the delivery truck holds 30,000 pounds and you have 40,000 pounds of items, the round to maximum calculation will round down to the maximum of 30,000 pounds. If you have 30,000 pounds of items and a delivery truck that holds 40,000 pounds, the system will round up to the maximum of 40,000 pounds proportionally.

NOTE: If more than one override field is entered (that is, a unit and weight), the system will look at all overrides keyed to determine the maximum without going over any one of these values (the greatest amount of any one of the overrides will be used to round to the maximum).

Auto Round to Vendor Min Max Levels Screen Fields and Function Keys

Field/Function Key	Description
Demand WH	When auto rounding an order, use this field to specify the warehouse for which you want to automatically order other items to meet vendor minimums (F9=Round Min) or increase/decrease existing order quantities for items to the vendor maximums (F11=Round Max). Key the warehouse number. *Valid Values:* A warehouse number listed in the order information section of the Suggested Order Maintenance End Order Screen (p. 35-22). The warehouse cannot be for a Multi Ship-To or Centralized Purchase Order, it must exist in the list of warehouses shown on the Suggested Order Maintenance End Order Screen (p. 35-22), and not be combined from or into another warehouse. (A 2) Required/Optional
Cube Override	Vendor minimum/maximum values are specified through Vendor Master Maintenance (MENU POFILE) and are displayed in the columns to the right of this field. Use this field to override the vendor minimum or maximum cube defaults, displayed in **Minimum** or **Maximum** column, for the selected warehouse. The vendor minimum or maximum will be overridden for this order only. Key the minimum cube override allowed by the vendor, and press F9=Round Min to round to the minimum. Key the maximum cube override allowed by the vendor, and press F11=Round Max to round to the maximum. If you do not key an override in this field, the system will use the defaults in the Vendor Master File (as displayed to the right of this field). However, if only one of the override cube, unit, or weight fields are entered on this screen, the system will only use that number when determining maximum rounding and will not default in the other fields for the vendor maximum. That is, if only the **Weight Override** field is keyed, the system will not use the **Cubes** and the **Units** from the Vendor Master File. *Valid Values:* a number greater than zero (N 13,5) Optional

Auto Round to Vendor Min Max Levels Screen Fields and Function Keys

Field/Function Key	Description
Units Override	Vendor minimum/maximum values are specified through Vendor Master Maintenance (MENU POFILE) and are displayed in the columns to the right of this field. Use this field to override the vendor minimum or maximum units defaults, displayed in **Minimum** or **Maximum** column, for the selected warehouse. The vendor minimum or maximum will be overridden for this order only. Key the minimum number of units allowed required by the vendor, and press F9=ROUND MIN to round to the minimum. Key the maximum number of units allowed required by the vendor, and press F11=ROUND MAX to round to the maximum. If you do not key an override in this field, the system will use the defaults in the Vendor Master File (as displayed to the right of this field). However, if only one of the override cube, unit, or weight fields are entered on this screen, the system will only use that number when determining maximum rounding and will not default in the other fields for the vendor maximum. That is, if only the **Weight Override** field is keyed, the system will not use the **Cubes** and the **Units** from the Vendor Master File. *Valid Values:* a number greater than zero (N 11,3) Optional
Weight Override	Vendor minimum/maximum values are specified through Vendor Master Maintenance (MENU POFILE) and are displayed in the columns to the right of this field. Use this field to override the vendor minimum or maximum weight defaults, displayed in **Minimum** or **Maximum** column, for the selected warehouse. The vendor minimum or maximum will be overridden for this order only. Key the minimum weight override allowed by the vendor, and press F9=ROUND MIN to round to the minimum. Key the maximum weight override allowed by the vendor, and press F11=ROUND MAX to round to the maximum. If you do not key an override in this field, the system will use the defaults in the Vendor Master File (as displayed to the right of this field). However, if only one of the override cube, unit, or weight fields are entered on this screen, the system will only use that number when determining maximum rounding and will not default in the other fields for the vendor maximum. That is, if only the **Weight Override** field is keyed, the system will not use the **Cubes** and the **Units** from the Vendor Master File. *Valid Values:* a number greater than zero (N 13,4) Optional

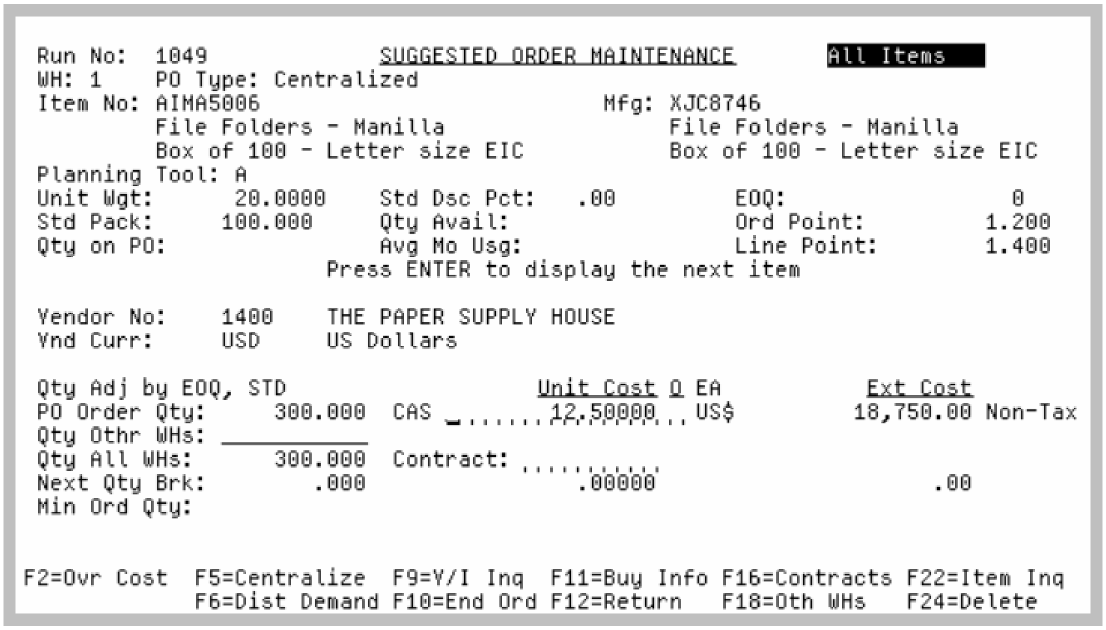
Auto Round to Vendor Min Max Levels Screen Fields and Function Keys

Field/Function Key	Description
Value Override	Vendor minimum values are specified through Vendor Master Maintenance (MENU POFILE) and are displayed in the column to the right of this field. This override **Value** field only applies when rounding up to the minimum (F9=ROUND MIN). Use this field to override the vendor minimum order value, displayed in **Minimum** column, for the selected warehouse. The vendor minimum will be overridden for this order only. Key the minimum order value override allowed by the vendor, and press F9=ROUND MIN to round to the minimum. If you do not key an override in this field, the system will use the default in the Vendor Master File (as displayed to the right of this field). *Valid Values:* an amount greater than zero (N 9,2) Optional
F9=Round Min	F9=ROUND MIN does not appear if the screen was displayed from the End Requisition Screen (p. 6-92). You cannot use F9=ROUND MIN if any of the following situations exist: • The order is a Multi Ship-To order • The order is a Centralized Purchase Order • The warehouse entered is not in the warehouse list • Warehouses cannot be round that have been combined from or into another warehouse After keying a warehouse number in the **Demand WH** field, press F9=ROUND MIN to automatically add other items to this suggested order for the purpose of meeting vendor minimums. Items are added that are the closest (percentage wise) to falling below minimum. When all vendor minimums are met, the new order totals are displayed. If no changes were made because the vendor minimums had already been met, a message is issued to the user. To view the items added by the Round to Minimum feature, press F12=RETURN to return to the Suggested Order Maintenance Review Screen (p. 35-11), and use the appropriate function key to display items that have not been reviewed.

Auto Round to Vendor Min Max Levels Screen Fields and Function Keys

Field/Function Key	Description
F11=Round Max	You cannot use F11=ROUND MAX if any of the following situations exist: • All current vendor order maximums are met for the selected warehouse • All of the vendor’s items that are below maximum are already in the suggested order • The order is a Multi Ship-To order • The order is a centralized Purchase Order After keying a warehouse number in the **Demand WH** field and override cube, unit, or weight amounts, press F11=ROUND MAX to automatically increase the quantity ordered of existing items for the purpose of meeting vendor maximums. The system will calculate the percentage difference between the overridden maximums and the current suggested order value. Using the calculated percentage difference (either negative or positive) the system will increase/decrease the suggested order values by the given percentage. When calculating the new order amount, vendor standard packs and minimums will still be taken into consideration. When calculating the standard packs, if the percentage difference is negative, the system will round down to the standard pack value. Once completed, the new suggested order totals will display on the screen.
F12=Return	Press F12=RETURN to return to the Suggested Order Maintenance End Order Screen (p. 35-22) without saving any changes on this screen.

Suggested Order Maintenance Screen



This screen is displayed after you select an item from the Suggested Order Maintenance Review Screen (Suggested Order Maintenance Review Screen (p. 35-11)).

Use this screen to do the following:

- Select the vendor from whom you will be ordering this item
- Change the order quantity for Regular and Multi Ship-To purchase orders
- Override the unit cost of the item
- Compare total quantity demanded from all warehouses with the vendor's minimum order quantity to determine whether you need to create a Centralized PO or order extra quantities and distribute them to other warehouses
- Delete line items from the suggested order

If Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor, you may use this screen to maintain a suggested order for an item made by an outside service vendor or a suggested work order for a parent item manufactured in-house. Note that fields on this screen differ for a suggested work order and are identified in the Work Order Fields that are described before the function key definitions.

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Run No	The run number of the suggested order report containing this item. Display

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for which the suggested order was placed. Display
PO Type	The type of order (Centralized, Multi Ship-To, or Regular) that can be created for this item, warehouse, and vendor, based on the settings in Warehouse Numbers Maintenance (MENU IAFILE) and Vendor Master Maintenance (MENU POFILE). Display
Item No	The item number and its description. Display
Mfg	The manufacturer's item number and description from the Vendor/Item Master File. Display
Planning Tool	The planning tool method being used for the planned item, as defined through the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE). I appears if IM&P is being used. A appears if AIM is being used. Display
Unit Weight	The weight of the selected item. Display
Std Dsc Pct	The standard discount percentage associated with this item and vendor. Display
EOQ	The suggested optimum reorder quantity, expressed in the buying U/M, calculated using the traditional Economic Order Quantity (EOQ). This field applies to AIM items only; the **Planning Tool** field is A. If the **Planning Tool** field is I (IM&P items only), the **Safety Stock Qty** field will display in place of this **EOQ** field. If the inventory management modules are not installed, this field is not displayed. Display

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Safety Stock Qty	The additional stock stored in inventory to compensate for variations in customer demand and vendor lead times, expressed in the buying U/M. This field applies to IM&P items only; the **Planning Tool** field is I. If the **Planning Tool** field is A (AIM items only), the **EOQ** field will display in place of this **Safety Stock Qty** field. If the inventory management modules are not installed, this field is not displayed. Display
Std Pack	Standard usage (multiple in which this vendor requires this item to be purchased) defined for this vendor/item. Display
Qty Avail	The net available for sale of the item, expressed in the buying U/M. If the quantity available exceeds the column width, all 9's will be displayed in the field. Display
Ord Point or Min Bal	The **Ord Point** field appears if the **Planning Tool** field on this screen is A (AIM). If the **Planning Tool** field is I (IM&P), the **Min Bal** field appears instead. This field displays the Order Point or Min balance for an item, expressed in the buying U/M. When the net quantity available falls below the Order Point or Min balance, the item should be placed on the next purchase order. Display
Qty on PO	The existing quantity of this item that is already on a purchase order, expressed in the buying U/M. If the quantity on PO exceeds the column width, all 9's will be displayed in the field. Display
Avg Mo Usage	The average monthly usage is calculated from the Item Balance File (ITBAL) as: (**quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year**), expressed in the buying U/M. If the average monthly usage exceeds the column width, all 9's will be displayed in the field. Display

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Line Point or Max Bal	The **Line Point** field appears if the **Planning Tool** field on this screen is A (AIM). If the **Planning Tool** field is I (IM&P), the **Max Bal** field appears instead. This field displays the highest desired inventory level for an item (maximum balance), expressed in the buying U/M. Display
Press ENTER to display the next item	This is a message field informing you that by pressing ENTER, this screen will display all items on the order, until the last item has been displayed. Press ENTER to display the next item on the order. The screen will be refreshed and the next item will be displayed. When all items on the order have been displayed, you will be returned to the Suggested Order Maintenance Review Screen (p. 35-11).
Vendor No	This field is protected and cannot be changed if the selected suggested order is for a centralized purchase order. Key the vendor number from whom you want to order this item if it is different than the default value. The requisition will be created for the vendor entered in this field. NOTE: When the Suggested Order Maintenance Review Screen (p. 35-11) displays (after all items in the order have been displayed on this screen), this item will no longer be displayed on the review screen if the vendor has been changed in this field; the item is removed from this order and placed in the order for the vendor keyed in this field. *Default Value:* The primary vendor for this item (A 6) Required
Vnd Curr	The currency code and description for the vendor's currency as defined in the Vendor Master File. Display

Suggested Order Maintenance Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>(Quantity Adjustment Indicator)</td><td>This is a message field which displays if in the Suggested Order Creation program, during suggested quantity calculations, the quantity was adjusted by any of the following AIM factors:
• EOQ
• Minimum Order Quantity
• Standard Pack
• or, for a warehouse transfer, by AIM replenishment rounding parameters defined on the Advanced Inventory Management Replenishment Options - Warehouse Transfer Rounding Screen (MENU AIFILE)
The message will indicate how the quantity was adjusted.
Display</td></tr>
<tr><td>PO Order Qty</td><td>For Centralized POs, this field displays the total quantity required by all warehouses. To change the total quantity, use the Distribute PO Quantity to Warehouses Screen (p. 35-52), which appears when you press F6=DIST DEMAND.
For Regular and Multi Ship-To POs, use this field to specify the order quantity for the selected warehouse.
Key the order quantity of this item.
NOTE: This field is required for Regular and Multi Ship-To POs. It is a display-only field for Centralized POs.
If Value Added Services is installed on your system and the suggested order is for the Work Order Vendor, then the PO Order Qty, Unit Cost and Ext Cost fields are not displayed.
Default Value: The total quantity required by all warehouses if this is a Centralized PO; the order quantity for the selected warehouse if this is a Multi Ship-To PO.
(N 10,3) Required/Display</td></tr>
</table>

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unit Cost	Use this field to specify the unit cost of the item. The default unit cost for this item may be overridden for this selected run by keying a new value, keying O in the O (**Override Cost**) field, and then pressing ENTER or F2=OVR CST to apply the override. If you want to apply the specified override to the item in just this one run, press ENTER. If you instead want to apply the specified override to the item in all the warehouse runs associated with this same vendor and run number, then press F2=OVR CST. When International Currency is installed, for foreign currency vendors, this amount will display in the trading currency with the currency symbol displayed to the right and the local currency equivalent displayed below. Key a new cost in the trading currency or accept the default. *Default Value:* • The vendor/item cost specified through Vendor Contracts Maintenance (MENU POFIL2) or Vendor/Item Maintenance (MENU POFILE); or, • if no vendor contract or vendor/item record exists, the cost defined in Item Balance Maintenance (MENU IAFILE), based on the GL cost to be used selected in Order Entry Options Maintenance (MENU XAFILE). • For multi-PO runs, the warehouse is excluded for the checking of unnumbered contracts or for vendor/item prices. • If quantity breaks apply, the cost will reflect the appropriate discount. For multi-PO runs, the total quantity of this item from all the associated warehouse runs will be combined to apply any quantity breaks to the cost. (N 15,5) Required
O (Override Cost)	Use this field to indicate that you are overriding the unit cost. This field is required when overriding the unit cost. Key O if you are overriding the unit cost. If you want to also apply this override cost to the item in all the warehouse runs associated with this same vendor and run number, you must use the F2=OVR CST key to do so. If you do not use the F2=OVR CST key, the override will only apply to this one selected run. *Valid Values:* O (A 1) Required/Optional
(Cost Unit of Measure)	This field displays the cost unit of measure for the item from the Vendor/Item File. Display

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Ext Cost	The extended cost of the item is displayed. The extended cost is calculated by multiplying the **PO Order Qty** by the **Unit Cost**. The taxable or non-taxable status of the item is also shown. This field displays the amount of the **Unit Cost** multiplied by the **PO Order Qty**. When International Currency is installed, for foreign currency vendors, this amount displays in the trading currency with the company's local currency equivalent displayed below. Display
Qty Othr WHs	This field does not appear for Regular type purchase orders. This field displays the quantity required from this vendor by other warehouses on this run. For a Centralized purchase order, this is the quantity required by all other warehouses. To help meet vendor minimums, you can centralize the purchase orders for these warehouses using the Centralized Warehouse Receipts Screen (p. 35-47), which appears when you press F5=CENTRALIZE. For a Multi Ship-To purchase order, this is the quantity required by all other warehouses that allow Multi Ship-To POs. Display
Qty All WHs	This field does not appear for Regular type purchase orders. This field displays the sum of the values in the **PO Order Qty** and **Qty Othr WHs** fields. Display
Contract	This field displays the number of the contract on which the item cost is based. If the contract is unnumbered, ***CONTRACT** appears in place of the contract number. When the **Contract** field heading is displayed in reverse image, active vendor/item or vendor/item/warehouse contracts exist. Use the F16=CONTRACTS key to view active contract pricing for this item. Display
Next Qty Brk	This is the quantity in which the order will be qualified for a discount, at the time the suggested order run was created. **Unit Cost**: The cost of this individual item. **Ext Cost**: The unit cost multiplied by the order quantity. Display

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Min Ord Qty	This field displays the minimum order quantity required by the vendor as specified in Vendor/Item Maintenance (MENU POFILE). If the total order quantity for this item, vendor, and run is less than the minimum order quantity, a warning message is displayed to the right of this field. For Multi Ship-To POs, the total order quantity is the sum of quantities ordered for all warehouses. Display
COO	This field displays only if the selected item displayed in the **Item No** field on this screen is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). This field displays the item's default country of origin determined by the following hierarchy: 1. PO Vendor/Item Price File (VIPRC), warehouse specific (if country of origin is not blank) 2. PO Vendor/Item Price File (VIPRC), no warehouse (if country of origin is not blank) 3. Vendor's Country (VENDR), if not blank 4. Ship-to warehouse's country (ORCTL) Display
WO Order Qty	The **WO Order Qty** field displays on this screen only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. Use this field to key the quantity of this parent item that you want to make, or accept the default quantity suggested on the Suggested Orders Report. (N 10,3) Required
Effective Dt	The **Effective Dt** field displays on this screen only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. This field displays the effective date of the version of the bill of material for the parent item for this suggested order. If no effective date exists for this parent, this field will display 0/00/00. Use F4=LIST BILLS to select a bill of material for the parent item you have selected. If the bill selected has an effective date, its value will display in this field. Display

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Rev Level	The **Rev Level** field displays on this screen only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. This field displays the revision level of the bill of material for the parent item for this suggested order. This field is blank if no revision level exists for this parent. Use F4=LIST BILLS to select a bill of material for the parent item you have selected. If the bill selected has a revision level, its value will display in this field. Display
F2=Ovr Cst	After overriding an item's unit cost, press F2=OVR CST to override the item's cost in this selected run as well as any/all warehouse runs associated with this same vendor and run number.
F4=List Bills	F4=LIST BILLS displays only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. Press F4=LIST BILLS to display a list of bill of materials for the parent item for which you are maintaining a suggested order. The Parent Item Detail Screen will display, where you may select a bill to be used to create the work order. Refer to Maintain Work Orders (MENU WOMAIN) in the Value Added Services User Guide for a presentation and description of this screen.
F5=Centralize	Press F5=CENTRALIZE to display the Centralized Warehouse Receipts Screen (p. 35-47) where you can combine order quantities from several warehouses onto one purchase order to meet vendor minimums.
F6=Dist Demand	Press F6=DIST DEMAND to display the Distribute PO Quantity to Warehouses Screen (p. 35-52) where you can distribute quantities to other warehouses that stock the item.
F9=V/I Inq	Press F9=V/I INQ to view detailed information about the selected item. When you press F9=V/I INQ, the Vendor/Item Information Summary Screen (p. 19-3) appears. From this screen, you can select the vendor/item record you want to view. For more information, refer to Vendor/Item Information Inquiry (MENU POMAIN).
F10=End Order	F10=END ORDER displays only if you selected an individual item on the Suggested Order Maintenance Review Screen (p. 35-11) and did not press F5=ALLWHS. Press F10=END ORDER to display the Suggested Order Maintenance End Order Screen (p. 35-22), from which you can view an order's totals and override the vendor minimums, if desired.

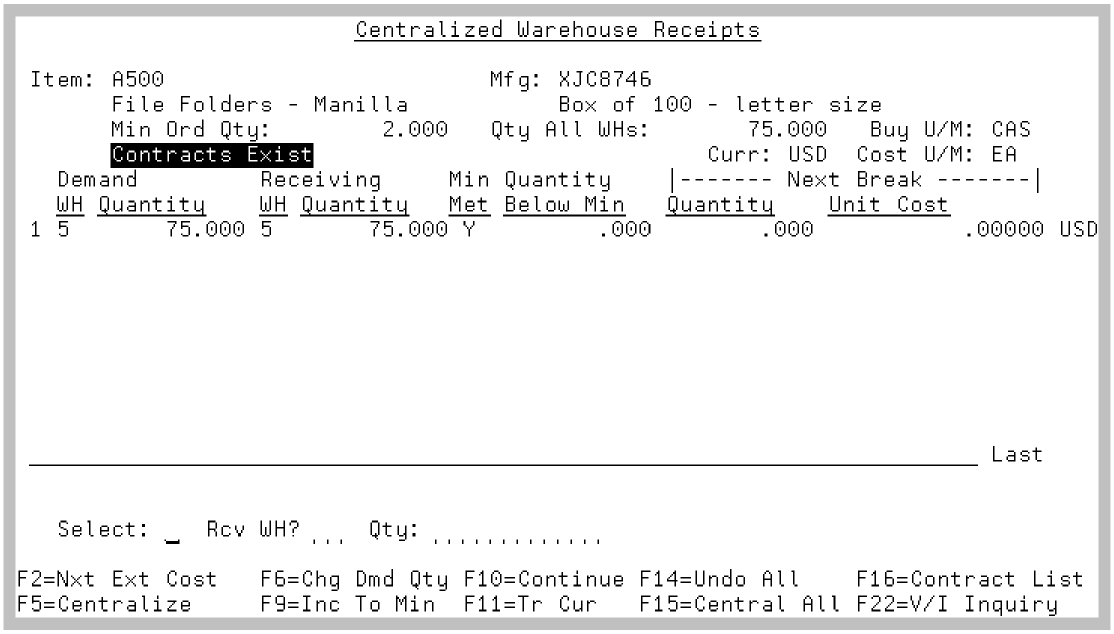
Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F11=Buy Info	The F11=BUY INFO key is applicable if Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM) is installed and activated on your system. Press F11=BUY INFO to display the item's previous 12 months of demand and current forecast, along with IM&P/AIM variables. The Buying Information Screen will display. For an explanation of this screen, and all screens that may be accessed through this screen, refer to this screen as described in Interactive Forecasting (MENU IMMAIN), in the Inventory Management & Planning User Guide.
F12=Return	Press F12=RETURN to return to the Suggested Order Maintenance Review Screen (p. 35-11). Any changes keyed for the item on the order will not be saved.
F16=Contracts	F16=CONTRACTS is displayed only when **Use Vendor Contracts** is set to Y in the Purchasing Options Maintenance (MENU XAFILE). Press F16=CONTRACTS to display the Vendor Contract List Screen, from which you can view information for any of the vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen. The Vendor/Item Contract List Screen (p. 55-8) appears.
F18=Oth WHs	Press F18=OTH WHS to display minimum, maximum, and available quantities for this item in all of the other warehouses. The Warehouse Stock Display Screen (p. 35-55) will display. The F18=OTH WHS key will display in reverse image if any of the other warehouses has a quantity available in excess of the maximum quantity.
F22=Item Inq	Press F22=ITEM INQ to access the item inquiry and inquire on detailed information about the item. The Inventory Status Screen will display. For details about this and other screens accessed through this screen, refer to this screen as described in Item Inquiry (MENU IAMAIN) of the Inventory Accounting User Guide.
F24=Delete	Press F24=DELETE to delete the item from the suggested order. You will not be prompted to confirm deletion; upon pressing F24=DELETE the item is immediately removed and the next item, if there is one, is displayed on the screen. This item will display on the next suggested order run for this vendor unless its minimum quantity is changed. The Suggested Order Maintenance Selection Screen (p. 35-3) will display.

Suggested Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to edit the changes made on this screen and when accepted, flag the item as being reviewed in the Suggested Orders File (POSUG). The F2=NOT REVIEWED / F2=ALL ITEMS key on the Suggested Order Maintenance Review Screen (p. 35-11) and the Suggested Order Item Review All Warehouses Screen (p. 35-18) use this reviewed flag for that toggle. The screen will be refreshed and the next item will be displayed. When all items on the order have been displayed, you will be returned to the Suggested Order Maintenance Review Screen (p. 35-11).

Centralized Warehouse Receipts Screen



This screen appears after you press F5=CENTRALIZE from the Suggested Order Maintenance Screen (p. 35-36). The Centralized Warehouse Receipts Screen displays one line of order information for each warehouse in which the selected item falls below its minimum stocking level.

Use this screen to centralize orders for the selected item by combining the order quantity from two or more warehouses into one receiving warehouse. After the items are received from the vendor, they are distributed to the other warehouses through a warehouse transfer.

NOTE: This screen displays orders for warehouses that do not allow centralized POs. If you try to centralize one of these orders, a message appears.

You can also change the demand order quantity for any warehouse from this screen, and increase the demand order quantity to the vendor’s order minimum.

When active contracts exist for the item, the message **Contracts Exist** display for the user.

Centralized Warehouse Receipts Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and description Display
Mfg	Manufacturer’s number if one is specified for this item. Display

Centralized Warehouse Receipts Screen Fields and Function Keys

Field/Function Key	Description
Min Ord Qty	Minimum order quantity required by the vendor. Display
Qty All WHs	Total quantity required by all warehouses for this run. Display
Buy U/M	The buying unit of measure for this item from this vendor. Display
Contracts Exist	When the message **Contracts Exist** displays in reverse image, active vendor/item contracts exist. Use the F16=CONTRACT LIST key to view contract pricing for this item.
Curr	The **Curr** field only displays when International Currency is installed and the vendor is a foreign currency vendor. The currency code for the vendor's currency as defined in the Vendor Master File. Display
Cost U/M	The costing unit of measure for the item as defined in through Vendor/Item Information Maintenance (MENU POFILE). Display
Demand WH	The number of the warehouse in which the selected item falls below its minimum stocking level. Display
Demand Quantity	The order quantity required to meet the minimum stocking level. Display
Receiving WH	The number of the warehouse that will receive the order from the vendor. Display
Receiving Quantity	Quantity to be shipped from the vendor to the warehouse in the **Receiving WH** field. This field is blank if this order was centralized into another warehouse. Display
Min Met	Indicates whether or not the vendor's minimum order quantity has been met by the **Receiving Quantity** for this warehouse. N/A is displayed if this order was centralized into another warehouse. Display

Centralized Warehouse Receipts Screen Fields and Function Keys

Field/Function Key	Description
Quantity Below Min	Additional quantity that must be ordered to meet the vendor's minimum order quantity. The value is zero if the vendor's minimum has been met by this order or a vendor minimum is not defined for this vendor, item, and warehouse. The **Quantity Below Min** is calculated by subtracting the **Demand Quantity** from the **Min Ord Qty**. Display
Next Break Quantity	Amount to which this order quantity must be increased for the next quantity break to be applied. The value is zero if this order was centralized into another warehouse or a quantity break is not defined for this vendor, item, and warehouse through Vendor Contract Maintenance (MENU POFIL2) or Vendor/Item Maintenance (MENU POFILE). Display
Next Break Unit Cost/ Extended Cost	Discounted unit cost that will be applied if the order quantity is increased to the quantity specified in the **Next Break Quantity** field. Use F2=NXT EXT COST / F2=NXT UNIT COST to toggle between displaying the discounted unit cost and the discounted extended cost for the item. The discounted unit cost is retrieved from the quantity break defined through Vendor Contract Maintenance (MENU POFIL2) or Vendor/Item Maintenance (MENU POFILE). The discounted extended cost is calculated by multiplying the **Next Break Quantity** by the **Next Break Unit Cost**. When International Currency is installed, press the F11=LOC CUR / F11=TR CUR to toggle between displaying the cost in the trading currency and the company's local currency. Display
Select	This field is required when centralizing an order (i.e., using F5=CENTRALIZE or F15=CENTRAL ALL) or changing the demand quantity (i.e., using F6=CHG DMD QTY or F9-INC TO MIN). Use this field to specify the warehouse for which you are centralizing an order or changing the demand quantity. (N 1) Required/Optional

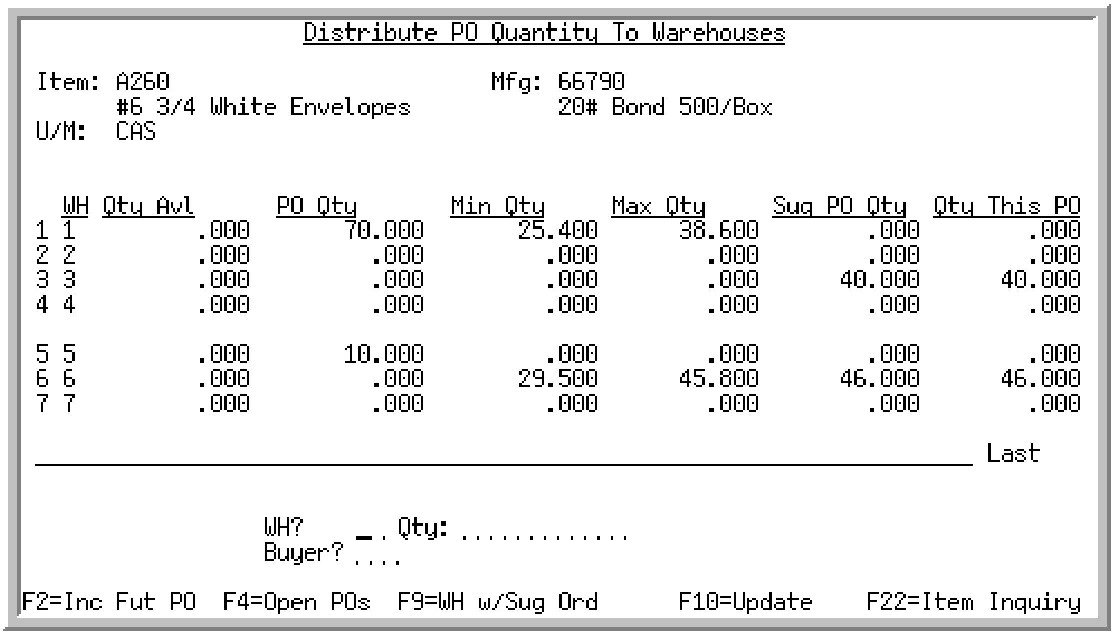
Centralized Warehouse Receipts Screen Fields and Function Keys

Field/Function Key	Description
Rcv WH	This field is required when centralizing an order (i.e., using F5=CENTRALIZE or F15=CENTRAL ALL). Use this field when centralizing an order to specify the warehouse that will receive the order from the vendor. Key the warehouse number. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) for a warehouse that allows central ship-to POs. (A 2) Required/Optional
Qty	This field is required when changing the demand quantity (i.e., using F6=CHG DMD QTY). Use this field when changing the demand quantity to specify the quantity to be ordered for the selected warehouse. Key the quantity for the buying unit of measure displayed at the top of the screen. (N 10,3) Required/Optional
F2=Nxt Ext Cost/Nxt Unit Cost	Press F2=NXT EXT COST / F2=NXT UNIT COST to toggle between displaying the next break unit cost and next break extended cost.
F5=Centralize	The warehouses for which you are centralizing orders must allow centralized POs. This option is specified in Warehouse Number File Maintenance (MENU IAFILE). After selecting a demand warehouse and keying the warehouse number of the receiving warehouse in the **Rcv WH** field, press F5=CENTRALIZE to combine the orders for these warehouses. The receiving quantity from the warehouse in the **Select** field is added to the receiving quantity for the warehouse in the **Rcv WH** field, thereby centralizing the orders.
F6=Chg Dmd Qty	After selecting a warehouse and keying a quantity in the **Qty** field, press F6=CHG DMD QTY to change the demand quantity for the warehouse.
F9=Inc to Min	After selecting a warehouse, press F9=INC TO MIN to increase the demand quantity to the vendor's minimum order quantity.
F10=Continue	Press F10=CONTINUE to continue the process and display the Suggested Order Maintenance Screen (p. 35-36)).

Centralized Warehouse Receipts Screen Fields and Function Keys

Field/Function Key	Description
F11=Loc Cur/Tr Cur	Press F11=LOC CUR / F11=TR CUR to toggle between displaying unit costs in the company's local currency and the trading currency. Press F11=LOC CUR to display unit costs in the company's local currency. The symbol for the company's local currency appears to the right of the **Unit Cost** field. Press F11=TR CUR to display costs in the trading currency. The symbol for the trading currency appears to the right of the **Cost -Trading** field.
F14=Undo All	Press F14=UNDO ALL to undo all centralized orders for this item. After you press F14=UNDO ALL, the demand quantity and warehouse will be the same as the receiving quantity and warehouse for all orders.
F15=Central All	After keying the receiving warehouse in the **Rcv WH** field, press F15=CENTRAL ALL to centralize all orders into that warehouse.
F16=Contract List	The F16=CONTRACT LIST key is displayed only if the item cost is based on a contract. Press F16=CONTRACT LIST to display the Vendor/Item Contract List Screen, from which you can view information for any of this vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen. The Vendor/Item Contract List Screen is explained in Vendor Contracts (MENU POFIL2).
F22=V/I Inquiry	Press F22=V/I INQUIRY to view detailed information about the selected item. When you press F22=V/I INQUIRY, the Vendor/Item Information Summary Screen (p. 19-3) appears. From this screen, you can select the vendor/item record you want to view. For more information, refer to Vendor/Item Information Inquiry (MENU POMAIN).

Distribute PO Quantity to Warehouses Screen



This screen is displayed after you press F6=DIST DEMAND from the Suggested Order Maintenance Screen (p. 35-36) or Workbench Suggested Line Maintenance Screen (p. 38-35).

The Distribute PO Quantity to Warehouses Screen provides inventory and purchase order information for every warehouse that stocks the item.

Use this screen to do the following:

- Change order quantities
- Add an order quantity for a warehouse that currently does not have a quantity for this purchase order
- Distribute order quantities across warehouses when you need to order more than the suggested PO quantity

Distribute PO Quantity to Warehouses Screen Fields and Function Key

Field/Function Key	Description
Item	The item number and description Display
Mfg	Manufacturer’s number if one is specified for this item. Display
U/M	The buying unit of measure for this item that is the reference for the quantities displayed.

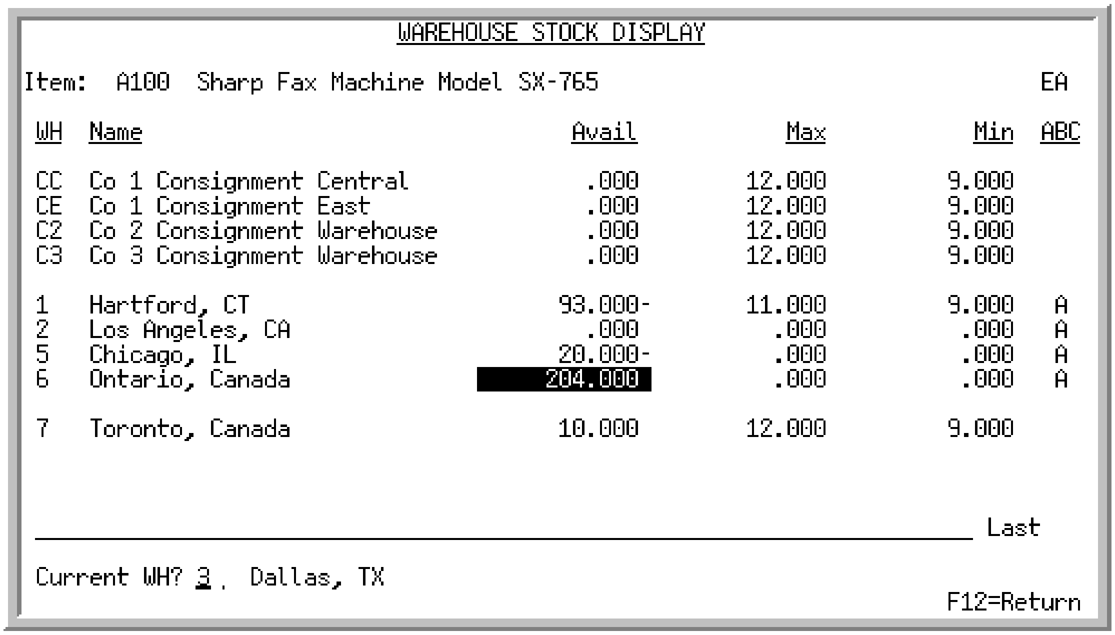
Distribute PO Quantity to Warehouses Screen Fields and Function Key

Field/Function Key	Description
Reference Number	The line number to be used to select a warehouse. Display
WH	The available warehouse number for which to distribute inventory in this suggested order run. Display
Qty Avl	The net available quantity of this item for this warehouse. Display
PO Qty	The quantity of this item on that exists on open purchase orders. Display
Min Qty	Minimum stock level for the item in the warehouse. Display
Max Qty	Maximum stock level for the item in the warehouse. Display
Sug PO Qty	Order quantity required to meet the item's maximum stocking level for this run. Display
Qty This PO	Quantity ordered on this purchase order. Display
WH	Use this field to specify the warehouse for which you are changing the order quantity. You can key a warehouse number from the list or key a new warehouse to add it to the list. Key the warehouse number. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Qty	Use this field to specify the order quantity for the selected warehouse. The quantity keyed here replaces the quantity in the **Qty This PO** field. Key the quantity for the unit of measure displayed at the top of the screen. (N 10,3) Required

Distribute PO Quantity to Warehouses Screen Fields and Function Key

Field/Function Key	Description
Buyer	Use this field to limit the list to a particular buyer's warehouses as defined through Vendor/Item and Vendor/Item/Warehouse Information (MENU POFILE) or Vendor/Warehouse Assignments Maintenance (MENU POFILE) Key the buyer code. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
F2=Inc Fut PO/Exc Fut PO	Press F2=INC FUT PO / F2=EXC FUT PO to toggle between including and excluding future purchase orders in the **PO Qty** field. A future purchase order is an order with a due date that extends beyond the item's lead time.
F4=Open POs	Press F4=OPEN POS to display the Purchase Order Inquiry by Item Screen which lists item information for open purchase orders.
F9=WH w/Sug Ord/All WH	Press F9=WH W/SUG ORD / F9=ALL WH to toggle between displaying all warehouses and only those warehouses with a suggested order.
F10=Update	Press F10=UPDATE to save your changes and proceed to the Suggested Order Maintenance Screen (p. 35-36) orWorkbench Suggested Line Maintenance Screen (p. 38-35).
F22=Item Inquiry	Press F22=ITEM INQUIRY to display the Inventory Status Screen, which provides inventory status information for each warehouse that stocks the item. For more information about this screen, refer to Item Inquiry (MENU IAMAIN).
Enter	After keying a warehouse in the **WH** field and an order quantity in the **Qty** field, press ENTER to change the order quantity or add the order quantity and warehouse if the warehouse is not already on the list.

Warehouse Stock Display Screen



This screen appears after you press F18=OTH WHS from the Suggested Order Maintenance Screen (p. 35-36). Use this screen to display the other warehouses which stock this item and their inventory availability.

Warehouse Stock Display Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and description that is stocked in the warehouses displayed on this screen. The default unit of measure in which the item is stocked displays to the far right of the item description. Display
WH	This column displays the other warehouse id(s) which stock this item. The warehouses in this column change if you select another warehouse in the **Current WH** field on the lower portion of this screen. Display
Name	The names of the other warehouses display in this column. Display

Warehouse Stock Display Screen Fields and Function Keys

Field/Function Key	Description
Avail	The quantity available of this item in the corresponding warehouse. If a negative sign (-) is displayed to the right of this quantity, you have more of this item allocated than stocked in the warehouse. Those warehouses that have a quantity available greater than the maximum on hand for that warehouse, will be displayed in reverse image. This represents excess inventory. Display
Max	The maximum balance, or highest desired inventory level, of the item in the corresponding warehouse. Display
Min	The minimum balance, or ordering point, of the item in the corresponding warehouse. Display
ABC	The ABC code used to categorize (or rank) this item. This code was manually assigned to the item through Item Master Maintenance (MENU IAFILE), or optionally, it was automatically generated and assigned via the ABC Analysis Report (MENU IAREPT). Display
Current WH	This field displays the current warehouse of the item. If you do not change this field, the other warehouses which stock the item are displayed on this screen. You may change the current warehouse by overriding this field; the warehouse display will change on the top portion of this screen. For example, if the item is stocked in warehouses AA, AB, and AC, and the current warehouse is AA, then AB and AC are displayed on this screen. If you change the current warehouse to AB, then AA and AC will display on this screen, and so on. If you change the current warehouse, when you press F12=Return, the **WH** field on the Suggested Order Maintenance Screen (p. 35-36) will be updated with the warehouse you selected in this field. (N 2,0) Optional
Csgn WH	This field appears only if Customer Consignment is installed and the item you are working with is set up in a customer consignment warehouse. Key Y in this field if you want customer consignment warehouses to display in the list. Key N in this field if you do not want customer consignment warehouses to display in the list. *Default Value:* N (A 1) Required

Warehouse Stock Display Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Suggested Order Maintenance Screen (p. 35-36). If you changed the current warehouse, the **WH** field on the Buying Information Screen will be updated with the warehouse you selected.

CHAPTER 36

Create Req From Suggested Orders

36

This option allows you to selectively create requisitions or work orders (if Value Added Services is installed on your system) from an existing Suggested Orders Quantity File. This file is created after running the Suggested Orders Report (MENU POMAIN) if you responded with a Y to the **Create Sugg Ord File** field on the Suggested Orders Report Screen (p. 34-3).

The vendor used is the item's primary vendor, as defined through Item Balance Maintenance (MENU IAFILE), unless you change the vendor through Suggested Orders Maintenance (MENU POREPT).

NOTE: One requisition is created for each vendor that has selected items. Requisitions will not be created for items not assigned a vendor number.

Once an item is used on a requisition, that information is deleted from the Suggested Orders Quantity File. The new vendor PO requisition number will begin with "S" to identify it as being created from a suggested order. The order will be placed on Suggested Order (SO) hold if the vendor minimums specified through Vendors Maintenance (MENU POFILE) are not met. The requisition may next be reviewed through Enter or Change Requisitions (MENU POMAIN), and approved for purchase order printing.

For work orders, if applicable, the vendor used is the work order vendor, as defined through Work Order Options Maintenance (MENU WOFILE). This vendor number must be the primary vendor in the Item Balance File for the items you designate to manufacture instead of purchasing. You may optionally assign whether or not each work order will be placed on Suggested Order (SG) hold.

NOTE: When International Currency is installed, for foreign currency vendors, requisitions will be created in the trading currency. Local currency equivalent amounts will be recalculated before the requisition is created and will be based on the most recent exchange rate in effect for the vendor's currency.

Restart Instructions

This job is submitted to the Transaction Processor.

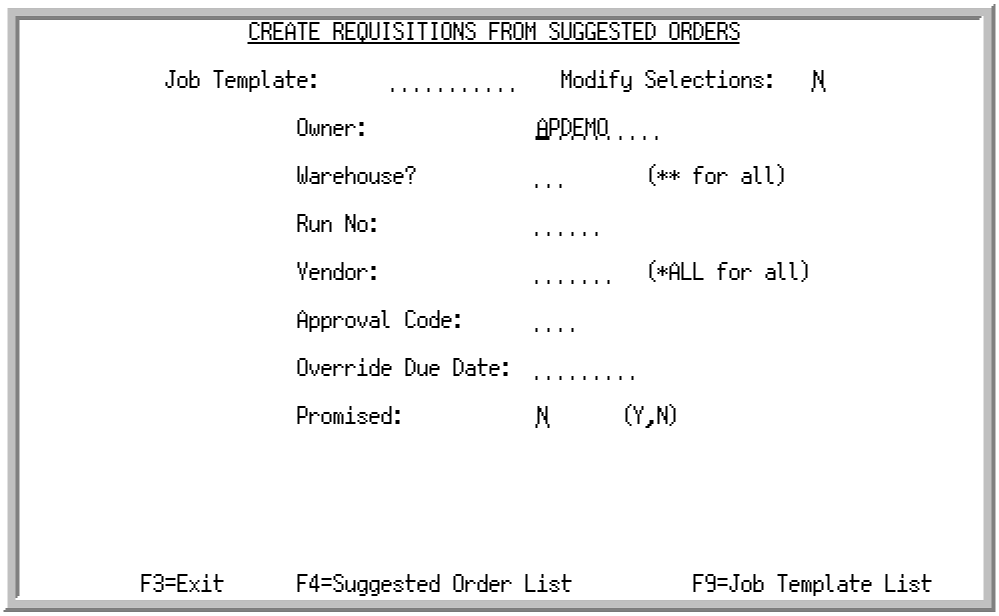
Once you have completed making selections on the Create Requisitions From Suggested Orders Screen (p. 36-3) or the Create Requisitions or WO's From Suggested Orders Screen (p. 36-3), if Value Added Services is installed and you are creating a work order, the job is submitted to the processor. If the job is interrupted before it is submitted to the processor, restart by selecting this option. If the job is already submitted to the processor, refer to MENU XAMAST in the Cross Applications User Guide for instructions on restarting the Processor, if needed.

Create Req from Suggested Orders

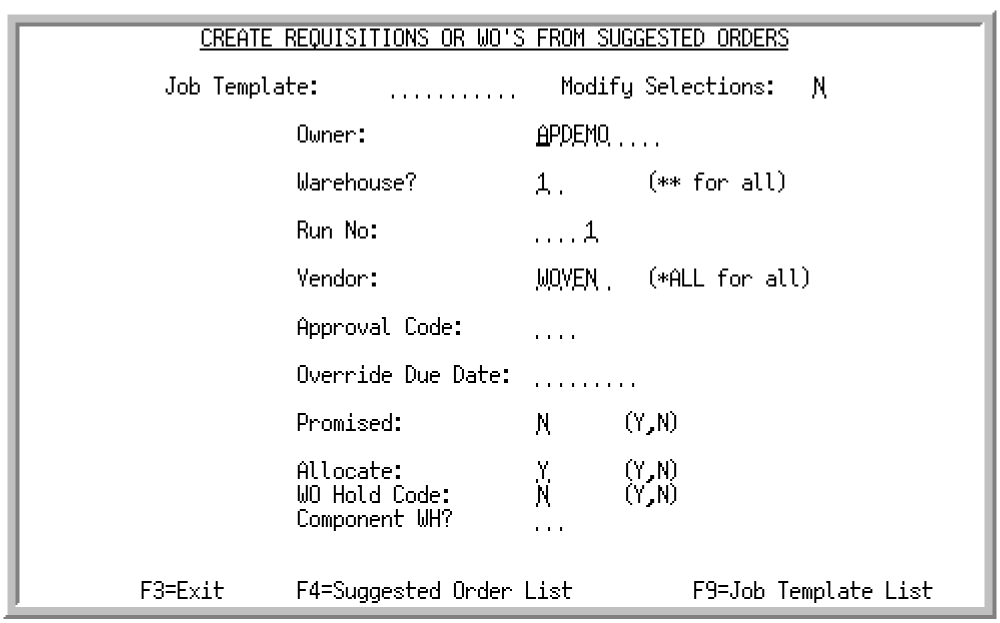
The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	**Purpose**
Create Requisitions From Suggested Orders Screen	Use to create requisitions or work orders (if Value Added Services is installed) from information stored in the Suggested Orders Quantity File.
Suggested Order List Screen	Use to view and/or select from a list of open suggested orders. This screen is described in CHAPTER 35: *Suggested Order Maintenance*.
Create Requisitions or WO's From Suggested Orders Screen	Use to create work orders from suggested orders information stored in the Suggested Orders Quantity File.
Suggested Orders Requisition Creation Due Date Exception Report	Prints the requisitions that are created.
Create Suggested Work Orders Report	Prints the work orders that were created for the suggested parent orders.

Create Requisitions From Suggested Orders Screen



Create Requisitions or WO’s From Suggested Orders Screen



The Create Requisitions From Suggested Orders Screen is screen displays after selecting option 12 - Create Req from Suggested Orders from MENU POREPT, or after pressing F15=CREATE REQS, if applicable, on the Suggested Order Maintenance End Order Screen (p. 35-22) in Suggested Order Maintenance (MENU POREPT).

NOTE: If Value Added Services is installed on your system, the title of this screen changes to Create Requisitions or WO's From Suggested Orders Screen.

Use this screen to create requisitions or work orders (if Value Added Services is installed) from information stored in the Suggested Orders Quantity File.

The Create Requisitions or WO's From Suggested Orders Screen displays after entering the work order vendor in the **Vendor** field and pressing ENTER on the Create Requisitions From Suggested Orders Screen (p. 36-3). Use this screen to create work orders from suggested orders information stored in the Suggested Orders Quantity File.

You also have the option to select the job template to be used for the Create Requisitions from Suggested Orders job.

Create Requisitions From Suggested Orders Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Create Requisitions from Suggested Orders job, press F9=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Create Requisitions from Suggested Orders jobs (that is, PO397P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Create Requisitions From Suggested Orders Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A 1) Optional
Owner	This field is used to enter the owner of the suggested orders that you want to turn into requisitions. Key the owner (user ID) of the suggested orders from which requisitions will be created. *Default Value:* Current User Sign On (A 10) Required
Warehouse	Key the Warehouse ID that contains the suggested orders from which requisitions will be created, or key ** for all warehouses. NOTE: If you want to create work orders from suggested orders (see the **Vendor** field), you cannot key ** in this field for all warehouses. This field (which represents the receiving warehouse for a work order vendor) and the picking warehouse in the **Component WH** field on the Create Requisitions or WO's From Suggested Orders Screen (p. 36-3) must be from the same company. (A 2) Required
Run No	This is the system assigned number printed on the top right side of the Suggested Orders Report; this number displays on the report only if you responded with a Y to the **Create Sugg Ord File** field on the Suggested Orders Report Screen (p. 34-3). Requisitions will be created for the run number (the number that contains the suggested purchase orders from which requisitions will be created) you enter in this field. (N 5,0) Required

Create Requisitions From Suggested Orders Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Use this field to identify the vendor for which you want to create requisitions OR work orders, if applicable, from suggested orders. Key the appropriate vendor number. Requisitions will be created from suggested orders for the vendor you select in this field. Key *ALL for all vendors. Requisitions will be created from suggested orders for all vendors. Key the work order vendor that you defined in Work Order Options Maintenance (MENU WOFILE), if you wish to instead create work orders from suggested orders. If *ALL is keyed, work orders will not be created. **Important** To create a work order from suggested orders, Value Added Services must be installed on your system and you MUST enter the work order vendor in this field. (A 6) Required

Create Requisitions From Suggested Orders Screen Fields and Function Keys

Field/Function Key	Description
Approval Code	Use this field to approve the requisitions you selected to print through this option. If you key an approval code to approve the requisition, a Purchase Order can be printed for this requisition the next time Purchase Orders are printed. If you do not key an approval code at this time, the requisition(s) will remain a requisition until it is approved. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), authority to approve a requisition will be checked. Approval is based on the following requirements: • The user logged onto Distribution A+ must be the user ID assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition will not be approved. • The total requisition value cannot be greater then the **Maximum Approval Amount** assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the total requisition value exceeds the **Maximum Approval Amount**, defined for the approval code, the requisition will not be approved. Requisitions that are not approved must be accessed through Enter or Change Requisitions (MENU POMAIN) or Open Req/PO's Inquiry (MENU POMAIN) and given an approval code before Purchase Orders can be produced. If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed. Key an approval code. *Valid Values:* If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), your entry must be an approval code defined for your user ID through Approval Codes Maintenance (MENU POFIL2). (A 3) Optional

Create Requisitions From Suggested Orders Screen Fields and Function Keys

Field/Function Key	Description
Override Due Date	Use this field to override the due date (the date the order is expected to arrive). If you do not override the due date, Distribution A+ calculates the due date from the items' lead time; first checking the IM&P Balance File (IMBAL) or the AIM Balance File (AIBAL) if those modules are installed, then the Vendor/Item File (VNITM) followed by the Vendor Master File (VENDR). When the items for a suggested order have different lead times, the lowest date from all the item detail is used to create the order's due date. Warehouse transfer suggested orders and work order suggested orders will use today's date for the due date if there is no override due date keyed. Key the date that you expect to receive the ordered items (the system automatically inserts the slashes (/) for you). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Promised	This field is used to indicate if the vendor promised delivery of this item on or before the expected due date. Key Y if the vendor promised delivery by the indicated due date. The Purchasing Reports indicate if an item was promised. Key N if the vendor did not promise delivery of this item. *Default Value:* N (A 1) Required
Allocate	Use this field to create either a planned work order that does not immediately allocate inventory, or a production work order that immediately allocates inventory. Key Y to create a production work order that immediately allocates inventory. Key N to create a planned work order that will not allocate inventory. (A 1) Required
WO Hold Code	Use this field to designate whether or not you want this work order to be automatically put on suggested order (SG) hold. Key Y to put this work order on SG hold. Key N if you do not want this work order held with hold code *SG*. NOTE: If the hold code SG has not been defined as a valid hold code through Work Order Hold Codes Maintenance (MENU WOFILE), and you key Y in this field, Distribution A+ will automatically create the SG hold code for you. (A 1) Required

Create Requisitions From Suggested Orders Screen Fields and Function Keys

Field/Function Key	Description
Component WH	Use this field to identify the warehouse where all of your inventory for this work order will be picked (i.e., the “issuing” warehouse). Key the appropriate warehouse. **Important** If a suggested order is made for a parent and the component(s) for that parent do not exist in the component warehouse specified, the work order will still be created but the component(s) which do not exist in the component warehouse will be dropped from the work order. If none of the component(s) on the suggested order exist in the component warehouse specified, the work order for that suggested order will not be created. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Suggested Order List	NOTE: F4=SUGGESTED ORDER LIST does not display on this screen if this screen is accessed from Suggested Orders Maintenance (MENU POREPT). Press F4=SUGGESTED ORDER LIST to display all or a limited list of the open suggested orders. This display will be limited by an owner if an **Owner** is entered, by a warehouse if a **Warehouse** is entered, and so on. The Suggested Order List Screen (p. 35-5) will display.
F9=Job Template List	Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Create Requisitions from Suggested Orders. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

Create Requisitions From Suggested Orders Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Enter</td><td> Create Requisitions From Suggested Orders Screen
ENTER serves multiple functions:

Press ENTER to approve the requisition. If the Use Approval Code Authorization for Req/PO field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE) and you enter an approval code in the Approval Code field, pressing ENTER will perform an authorization check. If the approval code you keyed is authorized, the requisitions will be ready for Purchase Order printing. Otherwise, they will remain requisitions until approved.
Press ENTER to confirm your selections. For a regular vendor for which you are creating requisitions, the job will be submitted to the Transaction Processor and the indicated suggested order requisitions will be created. Also, the Suggested Orders Requisition Creation Due Date Exception Report (p. 36-11) will print if the Override Due Date entered is before the Earliest Possible Due Date.
For the work order vendor number for which you are creating work orders, the Create Requisitions or WO’s From Suggested Orders Screen (p. 36-3) will display.

Additionally, depending on your selections in the Job Template and Modify Selections fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
Create Requisitions or WO’s From Suggested Orders Screen
Press ENTER to confirm your selections. The job will be submitted to the Transaction Processor and the work orders will be created. Also, the Create Suggested Work Orders Report (p. 36-13) will print. </td></tr>
</table>

Suggested Orders Requisition Creation Due Date Exception Report

```
PO397  29/04/11  14:58:06              SUGGESTED ORDERS REQUISITION CREATION                    AK/APDEMO    Page    1
                                               DUE DATE EXCEPTION
                                  * Data may have been omitted due to security considerations *
                                                                                             Earliest
Company    Req     Vendor                                Order      Order      Due      Lead   Possible
Number    Number   Number   Item Number                  Quantity   Date       Date     Time   Due Date
----------------------------------------------------------------------------------------------------------
  01      S00121   200      A150                           7.000   29/04/11   29/04/11   1.0   06/05/11
  01      S00121   200      A180                           1.000   29/04/11   29/04/11   1.0   06/05/11
  01      S00121   200      A260                          40.000   29/04/11   29/04/11   1.0   06/05/11
  01      S00121   200      A330                          18.000   29/04/11   29/04/11   1.0   06/05/11
  01      S00121   200      A610                           1.000   29/04/11   29/04/11   1.0   06/05/11
  01      S00121   200      A630                           1.000   29/04/11   29/04/11   1.0   06/05/11
  01      S00121   200      A660                           1.000   29/04/11   29/04/11   1.0   06/05/11
  03      S00006   200      A180                           2.000   29/04/11   29/04/11   1.0   06/05/11
  03      S00006   200      A380                           5.000   29/04/11   29/04/11   1.0   06/05/11
  03      S00007   200      A240                           7.000   29/04/11   29/04/11   1.0   06/05/11
```

After pressing ENTER on the Create Requisitions From Suggested Orders Screen (p. 36-3), requisitions are created. You may maintain requisitions through Enter or Change Requisitions (MENU POMAIN).

NOTE: Records are removed from the Suggested Orders Quantity File once requisitions are created.

This report prints only if the **Override Due Date** entered on the initial screen is before the **Earliest Possible Due Date** field.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Suggested Orders Requisition Creation Due Date Exception Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Company Number	The company number associated with the created requisition.
Req Number	The number of the requisition that has been created through this option. This new number begins with "S" to identify it as being created from a suggested order.
Vendor Number	The number of the vendor that will receive the requisition/purchase order.
Item Number	The stocking item number being ordered that has a due date conflict.

Suggested Orders Requisition Creation Due Date Exception Report

Report/Listing Fields	Description
Order Quantity	Quantity of the item being ordered expressed in the buying unit of measure.
Order Date	Date that the requisition/purchase order was created.
Due Date	Date that the requisition/purchase order is due to be received from the vendor calculated from the items' lead time. If there is no lead time available, this date will default to the order date. The earliest possible due date is used if an override date was not entered. If an **Override Due Date** was keyed on the Create Requisitions From Suggested Orders Screen (p. 36-3) or the Create Requisitions or WO's From Suggested Orders Screen (p. 36-3), this is the **Override Due Date**.
Lead Time	The number of weeks required for this vendor to make a shipment from the time the Purchase Order is printed. If Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM) is installed, this is the lead time in the Item Balance File (IMBAL) or AIM Balance File (AIBAL). That is, if the item is planned by IM&P, the lead time will come from IMBAL. If the item is planned by AIM, the lead time will come from AIBAL. If IM&P or AIM is not installed, then this is the lead time from the Vendor/Item File (VNITM).
Earliest Possible Due Date	Based on the vendor's lead time, this is the earliest possible date on which the item can be expected to arrive at the warehouse.

Create Suggested Work Orders Report

```
W0397   2/14/09  13.37.14                 CREATE SUGGESTED WORK ORDERS REPORT                       EC/APDEMO    PAGE    1
                                               WH: 1    Hartford, CT

                  Company    Work Order          Parent Item Number          Order Quantity
        ------------------------------------------------------------------------------------------------------------
                     01        W0627         MEPAR                               52.000
                     01        W0628         NOCOM                               13.000         Component Not In Component WH
                     01        W0629         PAR10                                4.000
                     01        W0631         PAR200                              12.000
                     01        W0632         PAR300                              12.000
                     01        W0633         PAR500                              13.000
                     01        W0634         PAR600                              11.000
                     01        W0635         SOPAR1                              12.000
                     01        W0636         SOPAR2                              19.000
                     01        W0637         TPAR                                40.000
```

After pressing ENTER on the Create Requisitions or WO's From Suggested Orders Screen (p. 36-3), work orders are created and this report prints. This report prints the work orders that were created for the suggested parent orders. If a work order was not created for the suggested parent order, ***** will appear in the work order column and an explanation will display to the right.

Create Suggested Work Orders Report

Report/Listing Fields	Description
Company	The company associated with the created work order.
Work Order	The work order created for the suggested parent order.
Parent Item Number	The parent item associated with the work order.
Order Quantity	The quantity of items ordered for the work order.

CHAPTER 37

Delete Suggested Orders

37

After running the Suggested Orders Report, suggested orders are provided informing you of those items that fall below the minimum stocking level in a warehouse or all warehouses. This option allows you to delete those suggested orders or an individual suggested order for a specific run (the **Run #** associated with a specific run of the Suggested Orders Report allowing you to match suggested orders in the Suggested Orders Quantity File). The Suggested Orders Quantity File is created after running the Suggested Orders Report only if you responded with a Y to the **Create Sugg Ord File** field on the Suggested Orders Report Screen (p. 34-3); this file must exist in order to execute this option.

Run this option prior to creating requisitions from suggested orders (since information is deleted from the Suggested Orders Quantity File when requisitions are created) and prior to creating a new Suggested Orders Quantity File if:

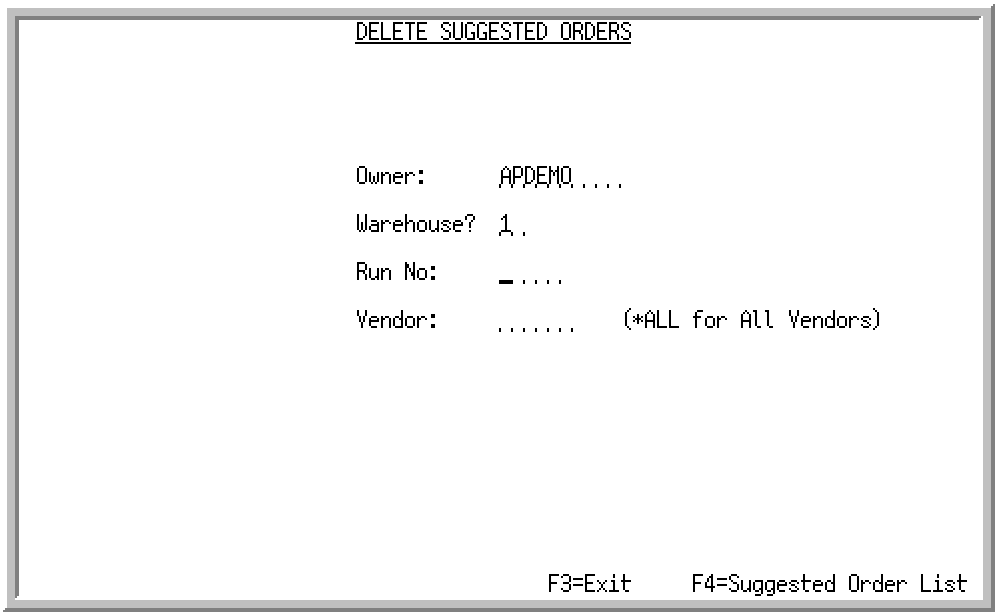
- You do not want to add to an existing file
- The information in an existing file is not what you desire (after deleting suggested order(s), you may re-run the Suggested Orders Report to create a file that meets your needs)

Delete Suggested Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Delete Suggested Orders Screen	Use to select the run for which suggested orders will be deleted.

Delete Suggested Orders Screen



This screen displays after selecting option 13 - Delete Suggested Orders (MENU POREPT). Use this screen to select the run for which suggested orders will be deleted. You may also display suggested orders through the use of the F4=Suggested Order List function key.

Delete Suggested Orders Screen fields and Function Keys

Field/Function Key	Description
Owner	This is the owner of the suggested order(s) that you want to delete. Key the user ID (or accept the default) of the suggested order(s) to be deleted. *Default Value:* Your user ID (AS/400 user profile) (A 10) Required
Warehouse	This is the warehouse that contains the suggested order(s) that you want to delete. Key the Warehouse ID of the suggested order(s) to be deleted. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Delete Suggested Orders Screen fields and Function Keys

Field/Function Key	Description
Run No	This is the number which identifies the group of suggested orders to be deleted. This number is associated with a specific run of the Suggested Orders Report, allowing you to match suggested orders in the Suggested Orders Quantity File with its corresponding Suggested Orders Report. This Run number is found on the top right hand corner of the Suggested Orders Report and only displays on the report if you responded with a Y to the **Create Sugg Ord File** field on the Suggested Orders Report Screen (p. 34-3). Key the run number of the Suggested Order Report containing the suggested orders you want to delete. (N 5,0) Required
Vendor	Key the vendor number associated with the suggested order(s) to be deleted, or key *ALL to delete all orders in this warehouse run. (A 6) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Suggested Order List	Press F4=SUGGESTED ORDER LIST to display all or a limited list of the open suggested orders. This display will be limited by an owner if an **Owner** is entered, by a warehouse if a **Warehouse** is entered, and so on. The Suggested Order List Screen (p. 35-5) will display.
Enter	Press ENTER once to delete the requested suggested order(s). A message will display indicating that the suggested orders have been deleted.

CHAPTER 38

Buyers Workbench

38

Buyers Workbench (BWB) provides a single point of access to help automate the suggested order buying process. It was designed to incorporate existing suggested order functionality, which would be familiar to the buyer already practiced with Distribution A+ Suggested Orders Processing (and thus allow it to be used immediately), and also to include new features and functions to be more expedient.

Providing relevant data, such as purchasing priorities, and Advanced Inventory Management (AIM) exceptions, as well as providing finger-tip access to the important tasks of creating and maintaining suggested orders, managing special orders, and creating requisitions and POs, all without having to utilize other menu options, is intended to reduce the time spent on these critical replenishment tasks.

In addition to having all the same functionality currently provided via the multiple, existing MENU POREPT Suggested Order options, additional features and functions available directly within this single BWB menu option (if authorized) include:

- Easy identification of the highest priority assigned to each of the existing suggested order runs via the use of color-coded indicators.
- Multiple views over the list of existing suggested orders to show toggled summary information consisting of line priority totals and the totals for each run (for cubes, units, weights, and values) as related to current ordered quantity, any overrides assigned, as well as any associated minimums and maximums.
    - And, quick inquiry access to see, for any specific run, this relevant summary information all on one screen.
- The ability to create new suggested order runs on the fly either manually, one at a time, or via the suggested order report (which is available directly from within the BWB).
    - When creating a new run manually, the buyer will create an empty run and then can easily ‘fill’ that run with items, aided by quick access to the applicable vendor/item list.
    - If creating the runs via the Suggested Order Report from within BWB, template functionality is available to allow the buyer to setup default parameters to be used for the run(s) and, as with all templates, those parameters can be saved and used again as is, or can, any time be modified.
- Special Order linking, allowing for the selection of special order items to become part of the suggested order, and then to be added directly to the requisition or purchase order created from the suggested order, reducing production time having to do this later. Direct special order maintenance is also available.

- Access to the AIM Exception Center which allows the buyer to quickly view and manage exceptions regarding pertinent order control information.
- Direct requisition and purchase order creation options for one or multiple runs, including having the ability to provide override information to be used (e.g., address changes, FOB and/or miscellaneous note specifications, etc.).
- Suggested order maintenance, including the ability to add/maintain/delete specific items for any run. Note that during this maintenance, order level/line level suggested order comments and even standard comments can be maintained, while Extended Item Comments (EICs), if applicable, will be available for viewing.

NOTE: You can continue to use existing Distribution A+ Purchasing to maintain suggested orders, select to work with the features and tools available in Buyers Workbench, or use both Distribution A+ Purchasing and Buyers Workbench for your purchasing needs.

Buyers Workbench

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Workbench Suggested Orders List Screen	Use to view/select from the list of suggested orders.
Exception Center Screen	Refer to the Advanced Inventory Management User Guide for details about the Exception Center.
Add Vendor To Suggested Order Screen	Use to create new vendors and/or warehouses for an existing run that will be empty for the new one created.
Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen	Use to add all applicable, non-linked qualifying special ordered items (including drop ships) to the selected suggested order, remove all applicable special orders currently linked to the selected suggested order, or to maintain the special order links or the special orders themselves.
Work With Special Orders Screen	Refer to Work with Special Orders (MENU POMAIN) for details.
Delete Run Screen	Use to delete the suggested order run you selected on the Workbench Suggested Orders List Screen (p. 38-5).
Workbench Suggested Lines List Screen	Use to review and maintain the existing line items on the suggested order.

Title	Purpose
Suggested Order Maintenance End Order Screen	Refer to Suggested Order Maintenance (MENU POREPT) for details.
Standard Comment Maintenance Screen	Refer to Standard Comments Maintenance (MENU POFILE) for details.
Vendor/Item Information Summary Screen	Refer to Vendor/Item Information Inquiry (MENU POMAIN) for details.
Workbench Suggested Line Maintenance Screen	Use to select the vendor from whom you will be ordering this item; change the order quantity for Regular and Multi Ship-To POs; override the unit cost of the item; compare total quantity demanded from all warehouses with the vendor’s minimum order quantity to determine whether you need to create a Centralized PO or order extra quantities and distribute them to other warehouses; delete line items from the suggested order.
Parent Item Detail Screen	Refer to Maintain Work Orders (MENU WOMAIN) in the Value Added Services User Guide for details.
Centralized Warehouse Receipts Screen	Refer to Suggested Order Maintenance (MENU POREPT) for details.
Distribute PO Quantity to Warehouses Screen	Refer to Suggested Order Maintenance (MENU POREPT) for details.
Buying Information Screen	Refer to Interactive Forecasting (MENU IMMAIN) in the Inventory Management & Planning User Guide for details.
Workbench Extended Item Comments Screen	Use to review extended item comments (EICs) for the current suggested order item.
Vendor Contract List Screen	Refer to Vendor Contracts Maintenance (MENU POFIL2) for details.
Warehouse Stock Display Screen	Refer to Suggested Order Maintenance (MENU POREPT) for details.
Inventory Status Screen	Refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide for details.
Workbench Suggested Lines List - All Warehouses Screen	Use to review suggested order items for all warehouses for this vendor and run. Suggested order items are displayed in order by Priority, Item, and then Demand Warehouse.

Title	Purpose
Order Comments/Line Item Comments Screen	Use to view, add, change or delete comments (suggested order level or suggested item level) for a specified suggested order/item.
Create Requisitions and Purchase Orders Screen	Use to create requisitions and purchase orders from selected suggested order, if you are authorized to the Create Req From Suggested Orders menu option (MENU POREPT).
Suggested Order List Screen	Refer to Suggested Order Maintenance (MENU POREPT) for details.
Buyers Workbench Req/PO Created Information Screen	Use to display a list of requisitions/purchase orders that were created during the creation process.
Buyers Workbench Req/PO Created Information Report	This report prints the information displayed on the Buyers Workbench Req/PO Created Information Screen (p. 38-67), so that you can retain a record for future purposes.
Create Requisitions and Purchase Orders - Overrides Screen	Use to override various vendor and ship-to information for the selected vendor and warehouse (if one warehouse and one vendor has been selected).
Suggested Order Run Detail Screen	Use to view, in one single place, a summarized snapshot of the information available from the multiple views on the Workbench Suggested Orders List Screen (p. 38-5) for the selected run.
Create New Suggested Order Run Screen	Use to create a new/empty suggested order run for vendors which may not already exist in the suggested order list.
Suggested Orders Report Template Load Screen	Use to create suggested order runs for vendors, like the Suggested Orders Report option would do.
Suggested Orders Report Template Listing Screen	Use to view a list of existing suggested order templates that have been created for the Suggested Orders Report.
Suggested Orders Report Template Maintenance Screen	Use to add, change, or delete suggested order report template process formats.
Suggested Orders Report Template Settings Screen	Use to enter a description for the suggested order report template you are adding or maintaining.
Suggested Orders Report Screen	Refer to Suggested Orders Report (MENU POREPT) for details.

Workbench Suggested Orders List Screen

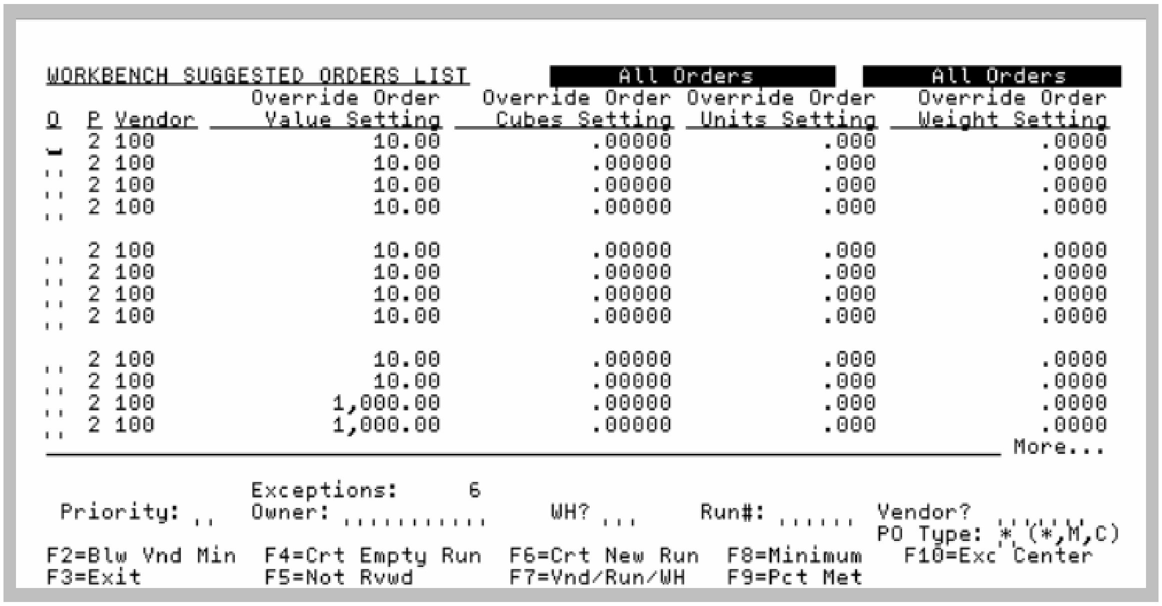
Workbench Suggested Orders List Screen (Vnd/Run/WH view)

```
WORKBENCH SUGGESTED ORDERS LIST          All Orders             All Orders
                                                           Rc  Dm           MinMx
O  P Vendor Vendor Name                     Lines Owner      WH  WH  T   Run# V I V
_  3 200    K & M CORPORATION                   5 MARYBERGEN 3   3   M    255 Y Y Y
   3 200    K & M CORPORATION                   5 MARYBERGEN 3   3        258 Y Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    200 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    202 N Y Y

   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    203 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1        207 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1        209 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    212 N Y Y

   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    213 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    214 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    215 N Y Y
   3 IC2000 WOODEN CHOPSTICKS OFFICE POOL       4 MARYBERGEN 1   1   C    216 N Y Y
                                                                           More...

               Exceptions:     6
 Priority: ..  Owner: ..........     WH? ...     Run#: ......  Vendor?
                                                               PO Type: * (*,M,C)
F2=Blw Vnd Min  F4=Crt Empty Run  F6=Crt New Run                 F10=Exc Center
F3=Exit         F5=Not Rvwd       F7=Line Types
```

Workbench Suggested Orders List Screen (Line Types view)

```
WORKBENCH SUGGESTED ORDERS LIST         All Orders              All Orders
              Rush  Below OP  Below CP  Neg Avl  Spc Ord
O  P Vendor  Lines   Lines     Lines     Lines    Lines   Target%  Discount%
_  2 100        0       4         5         0        0       .00     12.500
   2 100        0       4         5         0        0       .00     12.500
   2 100        0       4         5         0        0       .00     12.500
   2 100        0       4         5         0        0       .00     12.500

   2 100        0       4         5         0        0       .00     12.500
   2 100        0       4         5         0        0       .00     12.500
   2 100        0       3         5         0        0       .00     12.500
   2 100        0       3         5         0        0       .00     12.500

   2 100        0       3         5         0        0       .00     12.500
   2 100        0       2         3         0        0       .00     12.500
   2 100        0       1         1         0        0       .00     12.500
   2 100        0       1         1         0        0       .00     30.000
                                                                       More...

               Exceptions:     6
 Priority: ..  Owner: ..........     WH? ...     Run#: ......  Vendor?
                                                               PO Type: * (*,M,C)
F2=Blw Vnd Min  F4=Crt Empty Run  F6=Crt New Run                 F10=Exc Center
F3=Exit         F5=Not Rvwd       F7=Targets
```

Workbench Suggested Orders List Screen (Targets view)


WORKBENCH SUGGESTED ORDERS LIST   All Orders   All Orders

O	P	Vendor	Override Order Value Setting	Override Order Cubes Setting	Override Order Units Setting	Override Order Weight Setting
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	10.00	.00000	.000	.0000
	2	100	1,000.00	.00000	.000	.0000
	2	100	1,000.00	.00000	.000	.0000

More...

Exceptions: 6
Priority: Owner: WH? Run#: Vendor?
PO Type: * (*,M,C)
F2=Blw Vnd Min F4=Crt Empty Run F6=Crt New Run F8=Minimum F10=Exc Center
F3=Exit F5=Not Rvwd F7=Vnd/Run/WH F9=Pct Met

The Workbench Suggested Orders List Screen displays after selecting option 14 - Buyers Workbench (MENU POREPT). There are three different views of this screen, as toggled with the F7 function key. The Suggested Order Run Detail Screen (p. 38-81) shows all three views of information in one place.

This screen displays suggested orders for demand warehouses you are authorized to view. Initially, suggested orders are pre-filtered to display only suggested orders where you are the ‘owner’. A different owner can be selected for which suggested orders will display. To change the owner, key the new owner in the **Owner** field on the lower portion of this screen or clear out the owner to see all authorized runs.

Suggested orders are also initially sorted by Purchase Priority (ascending), as defined through Purchasing System Options Maintenance (MENU XAFILE). The priorities are color-coded to provide an easy visual classification by priority. Within a Purchase Priority, suggested orders are then sorted, in ascending order unless otherwise noted, by:

- Highest number of lines (descending)
- The owner
- Warehouse
- Run number
- Vendor number

NOTE: If you are working in Buyers Workbench and Purchase Priorities are changed in Distribution A+ through Purchasing System Options Maintenance (MENU XAFILE), you will need to close the current Buyers Workbench session and then sign in again to correctly refresh the priorities in Buyers Workbench.

Use this screen to view and/or select from the list of suggested orders.

There are multiple toggled views available for this screen. For example, F7 can be used to toggle the view to show, for the list of suggested runs:

- details such as the run number, vendor name, and warehouse (F7=VND/RUN/WH), to
- details such as total number of lines for each priority, total number of special order items, as well as what the next closest vendor minimum target percent is (F7=LINE TYPES), to
- details about the run's targets of value, cubes, units, and weights (F7=TARGETS).

Once F7 has been used to bring up the targets view, then F8 can be used to toggle to show those targets in terms of any vendor minimums (F8=MINIMUM), vendor maximums (F8=MAXIMUM), and any override targets currently specified for the suggested order(s) (F8=OVERRIDE).

When displaying either of those minimum, maximum, or override targets (based on the current F8 toggle selected), the F9 can be used to toggle from those selected targets (F9=SETTINGS) to see how that data compares against the current ordered data (F9=ORDERED), and even to present calculated 'percent met' data (F9=PCT MET), so you can see how close your current suggested order is to reaching those targets.

Example: You can toggle with F7 to bring up the targets view to see the currently identified override values for the suggested order's value, cubes, units, weight. You could then use the F8 key to toggle to present the vendor minimum values for those targets, and finally use the F9 toggle to see how close your current suggested order values are to meeting those vendor minimums (i.e., to see what is the percent met).

With the use of the F2=BLW VND MIN function key, you can toggle between displaying all orders or only those orders below vendor minimum. The header of the screen will display All Orders or Below Minimum Orders in reverse image, so you know what type of suggested orders you are viewing. You can also toggle between displaying all orders or only those orders not reviewed through the use of the F5=NOT RVWD / F5=ALL ORDERS function key.

From this screen, you can:

- Add a vendor/warehouse to an existing run; see option V in the **O** field
- Add special order items to suggested orders; see option L in the **O** field
  - Note that in addition to keying L in the **O** field on this screen to add special order items to suggested orders, you can access the Suggested Orders Report option (MENU POREPT) via F6=CRT NEW RUN on this screen and set the **Add Special Order Items** field to Y to automatically add all qualified special order items when a suggested order is created. The **Add Special Order Items** field only displays on the Suggested Orders Report Screen (p. 34-3) when that screen is accessed through BWB via the F6=CRT NEW RUN function key.
- Delete a suggested order run; see option D in the **O** field
- Maintain a suggested order run; see option M in the **O** field
- Create a requisition/purchase order; see option C in the **O** field
- View, in one single place, a summarized snapshot of the suggested order; see option I in the **O** field
- Create an empty suggested order run; see F4=CRT EMPTY RUN
- Create a new suggested order run (Suggested Orders Report) or maintain a Suggested Orders Report Template; see F6=CRT NEW RUN
- Access the Exception Center; see F10=EXC CENTER

NOTE: If you scroll down on this screen and then selected one or more runs for processing (e.g., linking, maintenance), when you are returned to this screen, you will be positioned to the same scroll location where you left off, even if the run(s) had since been re-sequenced in that list (e.g., its priority has changed and so it has moved to a different scroll position).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Common Fields and Function Keys for ALL three views toggled with F7 function key	
O (Option)	Use this column to enter the function to perform for one or more of the suggested orders in the list. Be sure to press ENTER after entering the function (value) in the **O** field. Key V to add a vendor and/or warehouse to an existing run. The Add Vendor To Suggested Order Screen (p. 38-19) will appear. Key L to Link/Unlink special order items to suggested orders. The Add/ Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) will appear. Key D to delete the suggested order run; valid only if you are authorized to the Delete Suggested Orders menu option (MENU POREPT). The Delete Run Screen (p. 38-25) will appear. Key M to maintain the suggested order run; valid only if you are authorized to the Suggested Order Maintenance menu option (MENU POREPT). The Workbench Suggested Lines List Screen (p. 38-27) will appear. Key C to create requisitions and purchase orders; valid only if you are authorized to the Create Req From Suggested Orders menu option (MENU POREPT). The Create Requisitions and Purchase Orders Screen (p. 38-59) will appear. Key I to obtain more information about the run. The Suggested Order Run Detail Screen (p. 38-81) will appear. (A 1) Optional

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
P (Priority)	The "P" column displays the highest of all priorities assigned to the suggested order detail lines in the indicated suggested order run. Priorities consist of a numeric value 1 through 6 (with 1 being considered the highest for sorting purposes in Buyers Workbench) and a color, as defined in Purchasing System Options Maintenance (MENU XAFILE). Priorities are assigned to detail lines by the system, in accordance with those purchasing options, when they are added to a run. Display
Vendor	This column displays the vendor associated with the run. Display
Exceptions	This field will only display if Advanced Inventory Management is installed, the user is authorized to the Exception Center menu option (MENU AIMAIN), and there are unreviewed exceptions for the user. To determine if there are unreviewed exceptions for the user, the system checks to see if the current user is linked to a buyer in Buyers Maintenance (MENU POFILE), and if so, then that buyer is used to find any unreviewed exceptions in the AIESUM file. The number of exceptions found, displays in this field. These exceptions may be viewed via the F10=Exc Center function key or from MENU AIMAIN. Display
Priority	Use this field to limit the list of suggested orders to a priority. Only suggested orders for this priority will be displayed. The priority is the highest priority found in all the suggested order lines for a run. This field may be used alone or in conjunction with the other filter fields to further limit the display. Key the priority number and press Enter. (A 1) Optional
Owner	Use this field to limit the list of suggested orders to a specific owner. Only suggested orders assigned this owner will be displayed. The owner could be the User ID of the person who created the run, or could be a specific buyer if the **Assign Owner by Buyer** option was selected on the Suggested Orders Report prompt screen when the run was created. This field may be used alone or in conjunction with the other filter fields to further limit the display. Key the owner to limit the screen accordingly. *Default Value:* The user ID signed on. (A 10) Optional

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
WH	Use this field to limit the list of suggested orders to a specific warehouse to which you are authorized. Only suggested orders for this warehouse will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. Key a warehouse number to which you are authorized, as defined in Authority Profile Maintenance (MENU XASCTY); only suggested order runs for that warehouse will display. (A 2) Optional
Run#	Use this field to limit the list of suggested orders to a specific run number. Only suggested orders for this run number will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. Key the run number. (N 5,0) Optional
Vendor	Use this field to limit the list of suggested orders to a specific vendor. Only suggested orders for this vendor will be displayed. This field may be used alone or in conjunction with the other filter fields to further limit the display. Key the vendor number. (A 6) Optional
PO Type	Use this field to limit the list of suggested orders to: • Multi ship-to suggested orders (i.e., an order that combines demand from multiple warehouses to one purchase order and is shipped from the vendor to each individual warehouse). Only orders with more than one ship-to address will be displayed. • Centralized suggested orders (i.e., an order that combines demand from multiple warehouses but is shipped to one warehouse and then distributed to other warehouses through a warehouse transfer). Only centralized orders will be displayed. • Standard suggested orders (i.e., orders that are neither multi ship-to nor centralized). Only standard orders will be displayed. • All suggested orders will be displayed, regardless of type. Key M for multi ship-to suggested orders. Key C for centralized suggested orders. Leave this field blank for standard suggested orders. Key * to display all suggested order types when limiting the list of suggested orders. *Default Value:* * (indicates that all suggested order types are displayed). (A 1) Optional

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
F2=Blw Vnd Min / F2=All Orders	Press F2=BLW VND MIN / F2=ALL ORDERS to toggle between displaying all suggested orders or only those that fall below their vendor and/or item minimums, as noted in the **Min** columns on the Run/WH view of this screen. Refer to the **Min** field description for details. Press F2=BELOW VND MINIMUM to display only those suggested orders below the applicable vendor and/or item minimums. The screen displays only those suggested orders that have not reached the vendor and/or item minimums. Press F2=ALL ORDERS to display all suggested orders. The screen displays all open suggested orders, regardless if vendor minimums are met.
F3=Exit	Press F3=EXIT to exit this menu option and return to MENU POREPT.
F4=Crt Empty Run	The F4=CRT EMPTY RUN function key appears only if you are authorized to use the Suggested Orders Report menu option (MENU POREPT). Press F4=CRT EMPTY RUN to create a new, empty suggested order run. The Create New Suggested Order Run Screen (p. 38-86) appears.
F5=Not Rvwd / F5=All Orders	Press F5=NOT RVWD / F5=ALL ORDERS to toggle between displaying all orders or only those orders that have not been reviewed. An order is considered reviewed once all of the line items have been selected for review through the Workbench Suggested Lines List Screen (p. 38-27). Press F5=ALL ORDERS to display all suggested orders. The screen displays all open suggested orders, regardless if they have been reviewed or not. Press F5=NOT RVWD to displays only those orders that have not been reviewed.
F6=Crt New Run	The F6=CRT NEW RUN function key appears only if you are authorized to use the Suggested Orders Report menu option (MENU POREPT). The F6=CRT NEW RUN function key allows you to create suggested order runs for vendors. Press F6=CRT NEW RUN to create a new suggested order run (like the Suggested Orders Report option would do). The Suggested Orders Report Template Load Screen (p. 38-89) will appear. Note that you will also be able to print the Suggested Orders Report, once you follow the screens that this function key provides access to. NOTE: Items must be set up in Vendor/Item Maintenance (MENU POFILE) and Item Balance Maintenance (MENU IAFILE) before they can be added to a new suggested order run that is created.

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
F7=Vnd/Run/WH F7=Line Types / F7=Targets	The F7 function key toggles the screen between three different views. Press F7 to see different information on this screen. The top portion of this screen changes accordingly. An image of the different views is shown (see Workbench Suggested Orders List Screen (p. 38-5)), and the fields that display for each view are explained in this section, separated out by headers that indicate the information you are viewing.
F10=Exc Center	The F10=Exc Center function key appears only if Advanced Inventory Management (AIM) is installed and you are authorized to use the Exception Center menu option (MENU AIMAIN). Press F10=Exc Center to access the Exception Center Screen in the Exception Center menu option (MENU AIMAIN), where you can search for and display items with exceptions. Refer to the Advanced Inventory Management User Guide for details about the Exception Center.
Enter	After entering the function to perform in the **O** field on this screen, press Enter. The following occurs: • The Add Vendor To Suggested Order Screen (p. 38-19) will appear, if V was entered. • The Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22) will appear, if L was entered. • The Delete Run Screen (p. 38-25) will appear, if D was entered. • The Workbench Suggested Lines List Screen (p. 38-27) will appear, if M was entered. • The Create Requisitions and Purchase Orders Screen (p. 38-59) will appear, if C was entered. • The Suggested Order Run Detail Screen (p. 38-81) will appear, if I was entered.
Specific Fields Only for the "Vnd/Run/WH" view toggled with F7 function key	
Vendor Name	This column displays the name of the vendor. Display
Lines	This column displays the total number of detail lines, excluding linked special orders from the SPORD file. Display

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Owner	This column displays the owner (User ID/Buyer) of the suggested order. Display
Rc WH	This column displays the number of the warehouse that will receive the goods from the vendor. Display
Dm WH	This column displays the number of the warehouse that requires the goods for its inventory. Display
T	This column displays the type of purchase order, indicated by one of the following: • **M** = multi ship-to • **C** = centralized • **Blank =** standard (neither multi ship-to nor centralized) Display
Run#	This column displays the specific run of the Suggested Orders Report containing this item. The run number is a system generated sequential number assigned to a run as it is created. If a report was generated when the run was created, that run number will also print on the output. Display

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Min	These two columns indicate whether specific order minimums have been met by this suggested order. If order minimums have not been met, you should check the inventory in other warehouses to determine if you can increase the size of this suggested order to meet the required minimums. NOTE: Order quantities on multi ship-to orders are not directly compared to order minimums. Instead, if a vendor has more than one multi ship-to order (i.e., the **T** column contains M), the total order quantity of all multi ship-to orders is compared to the order minimums. • **V** represents the vendor minimums (units, value, weight and size) specified through Vendor Master Maintenance (MENU POFILE). The units, value, weight, and size of all items on the suggested order are added together and the totals are compared with the required vendor minimums. If all minimums have been met by this order, Y appears. If one or more minimum has not been met, N appears. NOTE: When totaling the units for all items on the suggested order, the unit of measure is irrelevant. For example, 5 eaches of one item are added to 10 cases of another item to total 15 units. • **I** represents the minimum order quantity for this item as specified through Vendor/Item Master Maintenance (MENU POFILE). The order quantity of each item is compared with its minimum order quantity. If all items on the suggested order meet their minimum order quantity, Y appears. If one or more items does not meet its minimum order quantity, N appears. Both of these columns are considered when you use the F2=BLW VND MIN / F2=ALL ORDERS. When you use the F2=BLW VND MIN toggle key, both the vendor minimums and the minimum order quantity are considered in determining which suggested orders to display. Display
Mx	A **Y** in this column indicates that all of the vendor master order maximum values (units, weight, and size) specified through Vendor Master Maintenance (MENU POFILE) have been met as part of the suggested order creation or maintenance process. If one or more of the maximum values is not met, an N appears. Display

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Specific Fields Only for the "Line Types" view toggled with F7 function key	
NOTE: The values for the **Rush Lines, Below OP Lines, Below CP Lines,** and **Neg Avl Lines** are calculated originally only if you use the Suggested Order Report to create the run (so, items which were manually added to a run do not update these values). Also, if a line is deleted that was flagged as a **Rush Line, Below OP Line, Below CP Line,** or **Neg Avl Line**, then the number of lines will be re-totaled and the highest priority will be reassigned. Lines will also be included in the total for the one priority it was assigned, but will not be included in the totals for any other priority categories to which it might apply. For example, if a **Below OP Line** is also **Below CP**, it only is assigned one priority when the Suggested Order Report is run, so it will not show up once under each column but rather only shows up under the "highest" priority column (according to Purchasing Options Maintenance, MENU XAFILE) that is applicable and to which it was assigned. If your options have **Below OP** as priority 2 and **Below CP** as priority 1, then the item will be included in the total under the **Below CP** column. If your options have **Below OP** as priority 1 and **Below CP** as priority 2, then the item will show under **Below OP**.	
Rush Lines	This value displays the number of lines in the run that are marked with the Rush Purchase Order priority, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This column's value is calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function. NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Also refer to the 'Note' in the header of this section for further details. Display

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Below OP Lines	This value displays the number of lines in the run that are marked with the Below Order Point priority, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This column's value is calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function. NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Also refer to the 'Note' in the header of this section for further details. Display
Below CP Lines	This value displays the number of lines in the run that are marked with the Below Critical Point priority, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This column's value is calculated upon the creation of the suggested order run via the Suggested Order Report function. NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Also refer to the 'Note' in the header of this section for further details. Display
Neg Avl Lines	This value displays the number of lines in the run that are marked with the Negative Purchase Net Available, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This column's value is calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function. NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Also refer to the 'Note' in the header of this section for further details. Display

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Spc Ord Lines	This column displays the number of special order items added (linked) to the suggested order. If **Add Special Order Items** was Y when the report was created, this column's value is calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated as special order items are linked/unlinked from the run. Display
Target%	This column displays the target percentage, which identifies how close this suggested order is towards meeting a vendor minimum (cubes, units, weight and amount). This value is a target %, defined as the smallest target % of any vendor minimum (cubes, units, weight, and amount). For each target shown, the target % is calculated as a ratio between the suggested order value for this measure and the vendor minimum or suggested order's minimum override value. If the suggested order value for this target is equal to or greater than the minimum, it is considered 100% (meaning, that the target for this value is met). Display
Discount%	This field displays the vendor volume discount (VVD), if any, applicable based on this run's details compared to the VVD requirements, defined in Vendor Volume Discount Maintenance (MENU POFIL2). Display
Specific Fields and Function keys Only for the "Targets" view toggled with F7 function key	
Override Order / Minimum Order / Maximum Order (for Value Setting, Cubes Setting, Units Setting, and Weight Setting)	When this screen is first accessed in the "Targets" view, Override Order data is shown for **Value**, **Cubes**, **Units**, and **Weight**. You can then toggle via F8 to show Minimum Order data (for the 4 fields), then Maximum Order data (for the 4 fields), and then toggle back to Override data. The fields on the screen change accordingly, based on the toggle key. Other data will display, depending on the current F9 view. For details about these fields, refer to the Suggested Order Maintenance End Order Screen (p. 35-22) and Auto Round to Vendor Min Max Levels Screen (p. 35-31) in Suggested Orders Maintenance (MENU POREPT). Display

Workbench Suggested Orders List Screen fields and Function Keys

Field/Function Key	Description
Settings / % met / Ordered (for Value, Cubes, Units, and Weight)	The min/max/override target data presented (based on the F8 toggle described above) can be toggled for comparison to the Ordered data and also to show Percent data (to see how your ordered data compares to those targets). The fields on the screen change accordingly, based on the F9 toggle key. For details about these fields, refer to the Suggested Order Maintenance End Order Screen (p. 35-22) and Auto Round to Vendor Min Max Levels Screen (p. 35-31) in Suggested Orders Maintenance (MENU POREPT). Display
F8=Minimum / F8=Maximum / F8=Override	The F8=MINIMUM / F8=MAXIMUM / F8=OVERRIDE function key displays on this screen in the “Targets” view only. Press F8 to toggle between showing three groups of data on the top portion of this screen. When this screen is first accessed, OVERRIDE data is shown. You can then toggle to show MINIMUM data, then MAXIMUM data, and then back to OVERRIDE data. The fields on the screen change accordingly, based on the toggle key.
F9=Pct Met / F9=Ordered / F9=Settings	The F9=PCT MET / F9=ORDERED / F9=SETTTINGS function key displays on this screen in the “Targets” view only. Press F9 to toggle between showing three groups of data on the top portion of this screen. SETTINGS and PCT MET views will display data for Minimum, Maximum or Override, depending on the current F8 view. ORDERED view will switch the data (Minimum, Maximum or Override), depending on the current F8 view to Ordered. When this screen is first accessed, SETTINGS data (value, cubes, units, and weight) is shown. This data initially comes from the vendor master and can then be overridden. You can then toggle to show PCT MET data (to see how Target data compare to your Ordered data), then ORDERED data (to see extended data: value, cubes, units, and weight extended by quantity ordered), and then back to TARGET data. The fields on the screen change accordingly, based on the toggle key.

Add Vendor To Suggested Order Screen

```
                    ADD VENDOR TO SUGGESTED ORDER

Run#:       69
Vendor:  200    K & M CORPORATION
Dmd WH:  1      Hartford, CT
Rcv WH:  1      Hartford, CT
PO Type:        Standard
Owner:   APDEMO

New Vendor?  ______
New WH?      ___
New PO Type: __                  ( ,M,C)

                                                      F12=Return
```

This screen displays after entering option V in the **O** field on the Workbench Suggested Orders List Screen (p. 38-5) of the corresponding suggested order.

Use this screen to create new vendors and/or warehouses for an existing run that will be empty for the new one created.

Fields on the top portion of this screen will default from the suggested order that was selected (via V) on the Workbench Suggested Orders List Screen (p. 38-5).

Once a new vendor and/or warehouse has been added, the last vendor, vendor name, warehouse, warehouse name, PO Type, and PO Type description will appear on the screen.

Add Vendor To Suggested Order Screen fields and Function Keys

Field/Function Key	Description
Run#	This field displays the run number of the selected suggested order. Display
Vendor	This field displays the vendor number of the selected suggested order. Display
Dmd WH	This field displays the demand warehouse of the selected suggested order. Display
Rcv WH	This field displays the receiving warehouse of the selected suggested order. Display

Add Vendor To Suggested Order Screen fields and Function Keys

Field/Function Key	Description
PO Type	This field displays the type of purchase order of the selected suggested order. Display
Owner	This field displays the owner of the selected suggested order. Display
New Vendor	Use this field to add a new vendor to the run. This is the vendor from whom you want to order. Key the new vendor number. Purchase orders must be allowed for this vendor, and a run must not already exist for this New Vendor and New Warehouse. *Valid Values:* A valid vendor defined through Vendor Master Maintenance (MENU POFILE / MENU APFILE) that is different from the original vendor. (A 6) Required
New WH	Use this field to add a new warehouse to the run. Key the new warehouse, and note the following: • you must be authorized to the warehouse • the warehouse cannot be a Consignment warehouse • the warehouse must allow multi-warehouse ship-to PO's, if **New PO Type** will be M • the warehouse must allow centralized purchase orders, if **New PO Type** will be C • a run must not already exist for this New Vendor and New Warehouse *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 3) Required

Add Vendor To Suggested Order Screen fields and Function Keys

Field/Function Key	Description
New PO Type	Use this field to specify the type of purchase order when adding a new vendor and/or warehouse to the run. Leave this field blank for standard purchase orders. Standard orders (i.e., orders that are neither multi ship-to nor centralized). Only standard orders will be displayed. Key M for multi ship-to purchase orders. Multi ship-to orders (i.e., an order that combines demand from multiple warehouses to one purchase order and is shipped from the vendor to each individual warehouse). Both the New Vendor and New WH must allow multi-warehouse ship-to PO's. Key C for centralized purchase orders. Centralized orders (i.e., an order that combines demand from multiple warehouses but is shipped to one warehouse and then distributed to other warehouses through a warehouse transfer). The New WH must allow Centralized PO's. *Valid Values:* Blank, M, or C (A 1) Required
F5=Maintain Last	F5=MAINTAIN LAST will appear after adding a new vendor and/or warehouse to a run and allows for maintenance on the suggested order that was just created. Press F5=MAINTAIN LAST to maintain the suggested order that was just created. The Workbench Suggested Lines List Screen (p. 38-27) will appear.
F12=Return	Press F12=RETURN to return to the Workbench Suggested Orders List Screen (p. 38-5), without performing a function.
Enter	Press ENTER to confirm your entries. The screen will be refreshed and the **Last** action performed will be displayed on the screen. The F5=MAINTAIN LAST function key will now also appear, once ENTER is pressed.

Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen

```
ADD/REMOVE ALL QUALIFYING SPECIAL ORDERED ITEMS TO/FROM SUGGESTED ORDER

            Run#:        69
            Vendor:  200     K & M CORPORATION
            Dmd WH:  2       Los Angeles, CA
            Rcv WH:  2       Los Angeles, CA
            PO Type:         Standard
            Owner:   APDEMO











 F2=Link All
 F4=Unlink All      F5=Maintain      F7=Mnt Lnk      F12=Return
```

This screen displays after entering option L in the **O** field on the Workbench Suggested Orders List Screen (p. 38-5).

Use this screen to add all applicable, non-linked qualifying special ordered items (including drop ships) to the selected suggested order, remove all applicable special orders currently linked to the selected suggested order, or to maintain the special order links or the special orders themselves.

When special ordered items are linked to a suggested order run, the run number is updated to the Special Order File (SPORD) entries; later, when that run is submitted for requisition/purchase order creation, if the special order items are successfully added to a Req/PO, then the run number in the SPORD file is replaced with the Req/PO number(s). This linking of special order items directly to the run therefore eliminates the two step process of the user having to create the Req/PO from the run first, and then having to add the special order items to it later.

Several things to consider include:

- Even if the Req/PO creation process is submitted for only some selected, marked lines from a run (as opposed to the entire run), all linked special orders will be selected for processing. In other words, linked special order items are not tied to any specific items on the run but rather to the run itself.
- Attempts will be made to include any linked special order/drop-ship directly onto the Reqs/POs being created for the run, but if that is not possible, multiple Reqs/POs may be created (e.g., due to various ship-to addresses for multiple drop-ships).
- If for some edit/error reason a special order/drop-ship is unable to be placed on any Req/PO (e.g., missing costs) during the Req/PO creation process, it will automatically be unlinked from that run

so that it can then be maintained/changed, if applicable, and/or available for linking to a different run or available for inclusion on a Req/PO via some other method (e.g., manually).

All fields on this screen are display only.

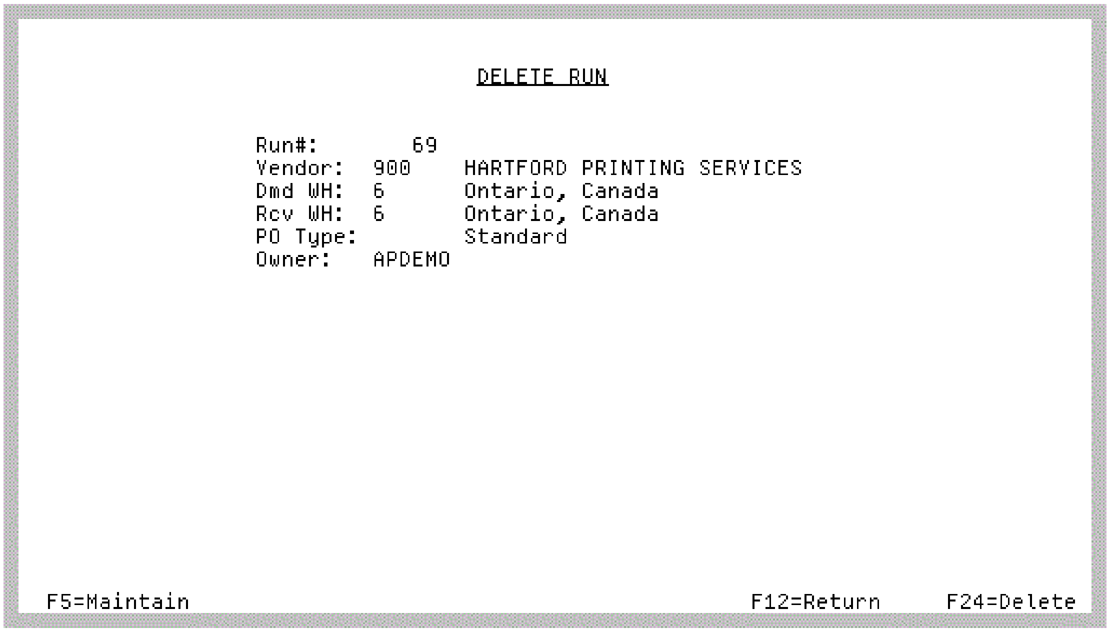
Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen fields and Function Keys

Field/Function Key	Description
Run#	This field displays the specific run number assigned to this run when it was created. Display
Vendor	This field displays the vendor number and vendor name associated with the run. Display
Dmd WH	This field displays the number of the warehouse that requires the goods for its inventory. Display
Rcv WH	This field displays the number of the warehouse that will receive the goods from the vendor. Display
PO Type	This field displays the type of suggested order run: • **M** = multi ship-to • **C** = centralized • **Blank =** standard (neither multi ship-to nor centralized) Display
Owner	This field displays the owner (user ID/buyer) of the suggested order run. Display
F2=Link All	Press F2=LINK ALL to add all applicable non-linked qualifying special orders to the suggested order. If you keyed L in just one **O** field on the Workbench Suggested Orders List Screen (p. 38-5), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If you keyed L in multiple **O** fields on the Workbench Suggested Orders List Screen (p. 38-5), the next run# you selected will display. When completed, you will then be returned to the Workbench Suggested Orders List Screen (p. 38-5).

Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen fields and Function Keys

Field/Function Key	Description
F4=Unlink All	Press F4=UNLINK ALL to remove all applicable special orders currently linked to the suggested order. If you keyed L in just one O field on the Workbench Suggested Orders List Screen (p. 38-5), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If you keyed L in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5), the next run# you selected will display. When completed, you will then be returned to the Workbench Suggested Orders List Screen (p. 38-5).
F5=Maintain	Press F5=MAINTAIN to maintain the selected run. The Workbench Suggested Lines List Screen (p. 38-27) will appear. If you keyed L in just one O field on the Workbench Suggested Orders List Screen (p. 38-5), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If you keyed L in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5), the next run# you selected will display. When completed, you will then be returned to the Workbench Suggested Orders List Screen (p. 38-5).
F7=Mnt Lnk	Press F7=MNT LNK to maintain the special order and/or to individually link and unlink the special order to/from the suggested order. The Work With Special Orders Screen (p. 10-13), in Work with Special Orders (MENU POMAIN), will appear. If you keyed L in just one O field on the Workbench Suggested Orders List Screen (p. 38-5), you will be returned to the Workbench Suggested Orders List Screen (p. 38-5). If you keyed L in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5), the next run# you selected will display. When completed, you will then be returned to the Workbench Suggested Orders List Screen (p. 38-5).
F12=Return	Press F12=RETURN to return. If you keyed L in just one O field on the Workbench Suggested Orders List Screen (p. 38-5), you will be returned to that screen. If you keyed L in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5), you will remain on the current screen and the next run's information will be presented.

Delete Run Screen



This screen displays after entering option D in the **O** field on the Workbench Suggested Orders List Screen (p. 38-5).

Use this screen to delete the suggested order run you selected on the Workbench Suggested Orders List Screen (p. 38-5).

All fields on this screen are display only.

NOTE: You must be authorized to the Delete Suggested Orders menu option (MENU POREPT) in order to delete a suggested order run.

Delete Run Screen fields and Function Keys

Field/Function Key	Description
Run#	The run# of the selected suggested order. Display
Vendor	The vendor number and name associated with the run. Display
Dmd WH	The number and name of the warehouse that requires the goods for its inventory. Display

Delete Run Screen fields and Function Keys

Field/Function Key	Description
Rcv WH	The number and name of the warehouse that will receive the goods from the vendor. Display
PO Type	The Purchase Order Type: • multi ship-to suggested orders • centralized suggested orders • standard suggested orders Display
Owner	The owner assigned to the suggested order. Display
F5=Maintain	Press F5=MAINTAIN to maintain the selected run. The Workbench Suggested Lines List Screen (p. 38-27) will appear. If you keyed D in just one O field on the Workbench Suggested Orders List Screen (p. 38-5) to select one run for deletion, you will be returned to that screen. If you keyed D in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5) to select multiple runs for deletion, you will remain on the current screen and the next run’s information will be presented for deletion.
F12=Return	Press F12=RETURN to return without deleting the suggested order run. If you keyed D in just one O field on the Workbench Suggested Orders List Screen (p. 38-5) to select one run for deletion, you will be returned to that screen. If you keyed D in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5) to select multiple runs for deletion, you will remain on the current screen and the next run’s information will be presented for deletion.
F24=Delete	Press F24=DELETE to delete the selected suggested order run. You will be prompted to press the F24=DELETE key twice to confirm deletion. If you keyed D in just one O field on the Workbench Suggested Orders List Screen (p. 38-5) to select one run for deletion, you will be returned to that screen. If you keyed D in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5) to select multiple runs for deletion, you will remain on the current screen and the next run’s information will be presented for deletion. NOTE: To delete a suggested order run for an owner/WH and * all vendors in one step, use the Delete Suggested Orders option (MENU POREPT).

Workbench Suggested Lines List Screen

```
 WORKBENCH SUGGESTED LINES LIST                             All Items
Vendor: 100    SHARP INTERNATIONAL                    Rcv WH: 1   Vendor Mins Met: YES
   P Item/Description                    M        PO Qty  U/M       Tot Amt US$
 1  2 A350 Bankers' Shears 12" scissors Y      6,931.000  EA           23,080.23
 2  3 A350RRI Bankers' Shears Riveted + Y        646.000  EA            3,075.61
 3  6 A100 All-in-One Printer Model V5+ N          4.000  EA            1,999.95
 4  6 A110 Sharp Copier Model Z-57      Y         14.000  EA            7,699.86

 5  6 EC-ASQ Average Sales QuantityMax+ Y         79.000  EA              395.00
 6  6 EC-EUS Exceptional Usage Correct+ Y         78.000  EA              390.00
 7  6 EC-FCA Forecast Accuracy          Y         79.000  EA              395.00
 8  6 EC-IVA Inventory Value Change (A+ Y         79.000  EA              395.00

 9  6 EC-LUS Low Usage Corrected        Y         78.000  EA              390.00
10  6 EC-PLT PO Lead Time Review        Y         78.000  EA              390.00
11  6 EC-PSR PO Safety Review           Y         78.000  EA              390.00
12  6 EC-SHP Seasonal Trending - Perce+ Y         98.000  EA              490.00
 ______________________________________________________________________ More...
  Sel: ...    Item: ............................. Qty: ............
                   -OR-  Find: ....................................
Priority Limit: ..      Item: ...........................Class? ....
F2=Not Reviewed    F5=All WHs  F10=End Ord  F12=Return        F15=Sug Cmt Mnt
F4=Avl/On PO/Usg   F6=Locate                F14=Std Cmt Mnt   F23=More Keys
```

This screen displays after entering option M in the **O** field on the Workbench Suggested Orders List Screen (p. 38-5). It also displays after selecting F5=MAINTAIN LAST on the Create New Suggested Order Run Screen (p. 38-86) and Add Vendor To Suggested Order Screen (p. 38-19), or after pressing F5=MAINTAIN on the Add/Remove All Qualifying Special Ordered Items To/From Suggested Order Screen (p. 38-22), Delete Run Screen (p. 38-25), or the Suggested Order Run Detail Screen (p. 38-81).

Use this screen to review and maintain the existing line items on the suggested order. Suggested order line items on this screen are sorted by Purchase Priority, Item and Demand Warehouse.

You can toggle between displaying all items or only those not reviewed through the use of the F2=NOT REVIEWED / F2=ALL ITEMS function key. An order is considered reviewed once all of the line items have been selected for review by entering their corresponding reference number in the **Sel** field.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen

* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor with which the suggested order will be placed. Display
Rcv WH	The number of the warehouse that will receive the goods from the vendor. Display
Vendor Mins Met	This field indicates whether all vendor minimums (units, value, weight and size) have been met by this order. Vendor minimums are specified in Vendor Master Maintenance (MENU POFILE). For more information on meeting vendor minimums, refer to the documentation for the Suggested Order List Screen (p. 35-5) in Suggested Order Maintenance (MENU POREPT). Display
Reference No	The line number used to select the item for maintenance. Key this number in the **Sel** field on the lower portion of the screen to select the item. Display
P (Priority)	This field displays the priority assigned to the suggested order line. Display
Item/Description	The number and description of the item. Display
M	This field indicates (using Y and N) whether the minimum order quantity for this item has been met by this order. The minimum order quantity is specified through Vendor/Item Master Maintenance (MENU POFILE). For more information on meeting an item's minimum order quantity, refer to the documentation for the Suggested Order List Screen (p. 35-5) in Suggested Order Maintenance (MENU POREPT). Display
PO Qty	The quantity of the item that is suggested for order appears in this field. For centralized POs, this quantity includes demand from all warehouses. **Calculation:** **PO Quantity** = Quantity On-hand - Allocated + + Unavailable Locations - Unposted Allocated Returns + In-process Warehouse Transfers + Allocated Special Orders + On Purchase Order + Inventory Unposted Transactions The Quantity On-hand (listed in the above calculation) will take into consideration the **Qty Avail ATS/PO** flag (in Location Master Maintenance (MENU WMFILE)) that is specified on each location defined as unavailable when determining if the quantities in the location should be counted as on hand or not. Display

Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
U/M	The suggested unit of measure in which to order this item. Display
Total Amount / Tot Amt	The total cost of this item based on the quantity and unit of measure (the cost from the Vendor Master File multiplied by the quantity) with discounts for items ordered for all warehouses. When International Currency is installed, for foreign currency vendors, this field may be toggled with the F11=LOC CUR / F11=TRD CUR function key to show amounts in the trading currency with the trading currency symbol displayed to the right of the heading **Tot Amt**, or in the company's local currency with the company's local currency symbol displayed to the right of the heading **Tot Amt**. Display
Quantity Available	The net available for sale of the item expressed in the buying U/M. Display
Quantity on PO	The existing quantity of this item that is already on a purchase order expressed in the buying unit of measure. Display
Average Monthly Usage	The average monthly usage is expressed in the buying U/M and calculated from the Item Balance File (ITBAL) as: **quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year** Display
Sel	Use this field to select an item to maintain. Key the **Reference No** for the item. You can view and change item information by selecting an item from the list. The Workbench Suggested Line Maintenance Screen (p. 38-35) will display information for the selected item, and you can continue pressing ENTER to display information for the remaining items on the suggested order. (N 2,0) Required

Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
Item	Use this field to add an item to the suggested order or locate an item on the suggested order (i.e., display the line containing the item). Key the item number if adding an item to the suggested order. You must also key the quantity in the **Qty** field and a warehouse in the **Dmd WH** field before pressing ENTER. Key the partial or complete item number and press F6=LOCATE to locate an item on the order. If you do not know the item number, use the **Find** and **Item** fields to activate the Item Search feature. *Valid Values:* An Item number defined through Vendor/Item Maintenance (MENU POFILE), if adding an item. The item must also be stocked in the receiving warehouse. The complete or partial item number of an item on the order, if locating an item. (A 27) Optional
Qty	Use this field to specify the order quantity, based on the buy unit of measure in the Vendor/Item File, when adding an item to the suggested order. Key the quantity to be ordered. The quantity is required when adding an item. (N 10,3) Required/Optional
Dmd WH	The **Dmd WH** field is not displayed for regular or multi ship-to orders, since the demand warehouse is the same as the **Rcv WH** shown at the top of the screen. When adding an item to the order, use this field to specify the warehouse for which you are ordering the item. Key the warehouse number. This field is required when adding an item. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required/Optional
Find	Use this field to activate the Item Search feature when you do not know the item number. Key the item description or the first few characters of one or more words in the item's description and press ENTER to display the Item Search Screen. To limit the item search by partial item number, key the first few characters of the item number in the **Item** field as well. (A 40) Optional

Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
Priority Limit	Use this field to limit the suggested orders to display on this screen to only those that match the Priority number you key in this field. Key the priority of the suggested orders you want to display and press ENTER. The screen will be refreshed and show only those suggested orders assigned this priority. (A 1) Optional
Item	When using **Find** to search for an item, you can limit the search to item numbers beginning with particular characters by entering those characters in this field. If you key a partial item number in this field, the Item Search Screen displays only items that match this item number and the criteria in the **Find** field. For more information on using searches, refer to the Cross Applications User Guide. For an explanation of the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 27) Optional
Class	Use this field to activate the Item Search feature when you do not know the item number. You can search for all items in a class or class/subclass, or items that also meet the search criteria in the **Find** and/or **Item** fields. To search for all items in a class, key the item class or class/subclass, and leave the **Find** and **Item** fields blank. To search for items by class and/or description and/or partial item number, key the item class here and key an item description in the **Find** field and a partial item number in the **Item** field as needed. For more information on using searches, refer to the Cross Applications User Guide. For an explanation of the Item Description Search Screen, refer to the Inventory Accounting User Guide. (A 4) Optional
F2=Not Reviewed / F2=All Items	Press F2=NOT REVIEWED / F2=ALL ITEMS to toggle between displaying all of the items on the suggested order or only those items that have not been reviewed. An item is considered reviewed once it has been displayed on the Workbench Suggested Line Maintenance Screen (p. 38-35). Press F2=NOT REVIEWED to display only those items that have not been reviewed. Press F2=ALL ITEMS to display all items on the order.

Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
F4=Avail/On PO/Usg/ F4=PO Qty/Tot Amt	Press F4=AVAIL/ON PO/USAGE / F4=PO QTY/TOTAMT to toggle columns of data. When you see F4=AVAIL/ON PO/USG, the screen currently displays the suggested PO quantity and unit of measure in the buying unit of measure with the total line amount for that quantity. When you see F4=PO QTY/TOT AMT, the screen currently displays the quantity available, the quantity on PO and the average monthly usage.
F5=All WHs	Press F5=ALL WHs to display suggested order items for all warehouses for this vendor and run. The Workbench Suggested Lines List - All Warehouses Screen (p. 38-50) will appear.
F6=Locate	Press F6=LOCATE to locate an item on the suggested order after entering the partial or complete item number in the **Item** field. When you press F6=LOCATE, the display changes and the selected item appears at the top of the list. You can view and change item information by selecting the item from the list.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=End Ord	Press F10=END ORD to display the Suggested Order Maintenance End Order Screen (p. 35-22), where you may view the order's totals and override the vendor minimums, if desired. Refer to Suggested Order Maintenance (MENU POREPT) for further details.
F11=Loc Cur/Trd Cur	Press F11=LOC CUR / F11=TRD CUR to toggle between a display of total amounts in the trading currency and a display of these amounts in the company's local currency. Press F11=LOC CUR to display total amounts in the company's local currency. The unit of measure (**U/M**) field for each item will display, and the symbol for the company's local currency will display to the right of the heading **Tot Amt**. Press F11=TRD CUR to display total amounts in the trading currency. The symbol for the trading currency will display to the right of the heading **Tot Amt.** The unit of measure (**U/M**) field for each item will not display.

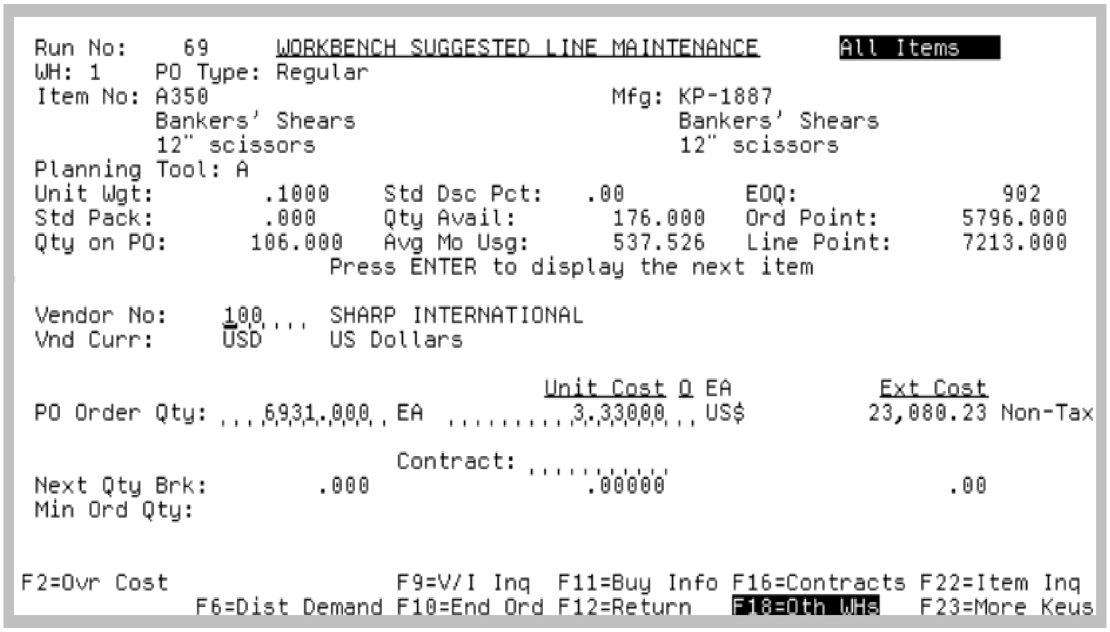
Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Workbench Suggested Lines List Screen (p. 38-27).
F14=Std Cmt Mnt	Press F14=STD CMT MNT to access the Standard Comment Maintenance Screen (p. 45-3). Refer to Standard Comments Maintenance (MENU POFILE) for details.
F15=Sug Cmt Mnt	Press F15=SUG CMT MNT to access the Order Comments/Line Item Comments Screen (p. 38-55).
F16=Mark/Unmark	F16=MARK/UNMARK only appears: • for a standard, not central or multi ship-to run, • if the vendor is not a work order vendor, and • if the user is authorized to 'Create Req From Suggested Orders' on MENU POREPT. After keying a **Reference Number** in the **Sel** field of the item you want to select, press F16=MARK/UNMARK to mark or unmark the record. The line will either be marked for inclusion in F18=CREATE REQ, or if the line is already marked and you press F16=MARK/UNMARK, then the line will be unmarked and not included. Note that marked items are indicated by the item's reference number being highlighted. To mark all items to include for F18=CREATE REQ, use F17=MARK/UNMARK ALL.
F17=Mark/Unmark All	F17=MARK/UNMARK ALL only appears: • for a standard, not central or multi ship-to run, • if the vendor is not a work order vendor, and • if the user is authorized to 'Create Req From Suggested Orders' on menu POREPT. Press F17=MARK/UNMARK ALL to mark or unmark all items for inclusion in F18=CREATE REQ. If records have already been marked and F17=MARK/UNMARK ALL is selected, then all lines will be unmarked and not included. Note that marked items are indicated by the item's reference number being highlighted. To mark specific items to include for F18=CREATE REQ, use F16=MARK/UNMARK.
F18=Create Req	F18=CREATE REQ only appears if lines have been marked using F16=MARK/UNMARK and F17=MARK/UNMARK ALL. Press F18=CREATE REQ to create requisitions and purchases orders for the marked lines. The Create Requisitions and Purchase Orders Screen (p. 38-59) appears.

Workbench Suggested Lines List Screen fields and Function Keys

Field/Function Key	Description
F22=V/I Lst	The F22=V/I LST function key is not available in the 'all warehouse' view. Press F22=V/I LST to view detailed information about the selected item. When you press F22=V/I LST, the Vendor/Item Information Summary Screen (p. 19-3) appears. From this screen, you can select the vendor/item record you want to view. Refer to Vendor/Item Information Inquiry (MENU POMAIN) for details.
F23=More Keys	Press the F23=MORE KEYS function key to display additional function keys that do not initially fit on this screen due to space limitations. Press the F23=MORE KEYS function key again to display the primary function keys.
Enter	Press ENTER: • after making a selection in the **Sel** field of a line you want to maintain, to display the Workbench Suggested Line Maintenance Screen (p. 38-35). • after entering search limits to activate the Item Search feature, or to limit the screen based on Purchase Priority. • after entering an item to be added.

Workbench Suggested Line Maintenance Screen



```
 Run No:    69    WORKBENCH SUGGESTED LINE MAINTENANCE      All Items
 WH: 1    PO Type: Regular
 Item No: A350                            Mfg: KP-1887
          Bankers' Shears                      Bankers' Shears
          12" scissors                         12" scissors
 Planning Tool: A
 Unit Wgt:        .1000    Std Dsc Pct:    .00        EOQ:              902
 Std Pack:        .000     Qty Avail:      176.000    Ord Point:     5796.000
 Qty on PO:     106.000    Avg Mo Usg:     537.526    Line Point:    7213.000
                       Press ENTER to display the next item

 Vendor No:    100      SHARP INTERNATIONAL
 Vnd Curr:     USD      US Dollars

                                      Unit Cost O EA            Ext Cost
 PO Order Qty:    6931.000  EA          3.33000   US$         23,080.23 Non-Tax

                             Contract:
 Next Qty Brk:        .000                 .00000                       .00
 Min Ord Qty:


F2=Ovr Cost                  F9=V/I Inq  F11=Buy Info F16=Contracts F22=Item Inq
              F6=Dist Demand F10=End Ord F12=Return   F18=Oth WHs   F23=More Keys
```

This screen displays after pressing ENTER on the Workbench Suggested Lines List Screen (p. 38-27) after entering a selection in the **Sel** field or after entering an item number and quantity. You can also access this screen after entering a selection in the **Sel** field and pressing ENTER on the Workbench Suggested Lines List - All Warehouses Screen (p. 38-50).

Use this screen to:

- Select the vendor from whom you will be ordering this item
- Change the order quantity for Regular and Multi Ship-To purchase orders
- Override the unit cost of the item
- Compare total quantity demanded from all warehouses with the vendor's minimum order quantity to determine whether you need to create a Centralized PO or order extra quantities and distribute them to other warehouses
- Delete line items from the suggested order

If Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor, you may use this screen to maintain a suggested order for an item made by an outside service vendor or a suggested work order for a parent item manufactured in-house. Note that fields on this screen differ for a suggested work order and are identified in the Work Order Fields that are described before the function key definitions.

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Run No	The run number of the suggested order report containing this item. Display
WH	The warehouse for which the suggested order was placed. Display
PO Type	The type of order (Centralized, Multi Ship-To, or Regular) that can be created for this item, warehouse, and vendor, based on the settings in Warehouse Numbers Maintenance (MENU IAFILE) and Vendor Master Maintenance (MENU POFILE). Display
Item No	The item number and its description. Display
Mfg	The manufacturer's item number and description from the Vendor/Item Master File. Display
Planning Tool	The planning tool method being used for the planned item, as defined through the **Planning Tool** field in Item Balance Maintenance (MENU IAFILE). I appears if IM&P is being used. A appears if AIM is being used. Display
Unit Wgt	The weight of the selected item. Display
Std Dsc Pct	The standard discount percentage associated with this item and vendor. Display
EOQ	The suggested optimum reorder quantity, expressed in the buying U/M, calculated using the traditional Economic Order Quantity (EOQ). This field applies to AIM items only; the **Planning Tool** field is A. If the **Planning Tool** field is I (IM&P items only), the **Safety Stock Qty** field will display in place of this **EOQ** field. If the Inventory Management modules are not installed, this field does not display. Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Safety Stock Qty	The additional stock stored in inventory to compensate for variations in customer demand and vendor lead times, expressed in the buying U/M. This field applies to IM&P items only; the **Planning Tool** field is I. If the **Planning Tool** field is A (AIM items only), the **EOQ** field will display in place of this **Safety Stock Qty** field. If the Inventory Management modules are not installed, this field does not display. Display
Std Pack	The standard usage (multiple in which this vendor requires this item to be purchased) defined for this vendor/item. Display
Qty Avail	The net available for sale of the item, expressed in the buying U/M. If the quantity available exceeds the column width, all 9's are displayed in this field. Display
Ord Point or Min Bal	The **Ord Point** field appears if the **Planning Tool** field on this screen is A (AIM). If the **Planning Tool** field is I (IM&P), the **Min Bal** field appears instead. This field displays the Order Point or Min balance for an item, expressed in the buying U/M. When the net quantity available falls below the Order Point or Min balance, the item should be placed on the next purchase order. Display
Qty on PO	The existing quantity of this item that is already on a purchase order, expressed in the buying U/M. If the quantity on PO exceeds the column width, all 9's are displayed in this field. Display
Avg Mo Usg	The average monthly usage is calculated from the Item Balance File (ITBAL) as: (**quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year**), expressed in the buying U/M. If the average monthly usage exceeds the column width, all 9's are displayed in this field. Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Line Point or Max Bal	The **Line Point** field appears if the **Planning Tool** field on this screen is A (AIM). If the **Planning Tool** field is I (IM&P), the **Max Bal** field appears instead. This field displays the highest desired inventory level for an item (maximum balance), expressed in the buying U/M. Display
Press ENTER to display the next item	This is a message field informing you that by pressing ENTER, this screen will display all items on the order, until the last item has been displayed. Press ENTER to display the next item on the order. The screen will be refreshed and the next item will be displayed. When all items on the order have been displayed, you will be returned to the calling screen.
Vendor No	This field is protected and cannot be changed if the selected suggested order is for a centralized purchase order. Key the vendor number from whom you want to order this item if it is different than the default value. The requisition will be created for the vendor entered in this field. NOTE: When the Workbench Suggested Lines List Screen (p. 38-27) or Workbench Suggested Lines List - All Warehouses Screen (p. 38-50) displays (after all items in the order have been displayed on this screen), this item will no longer be displayed on the review screen if the vendor has been changed in this field; the item is removed from this order and placed in the order for the vendor keyed in this field. *Default Value:* The primary vendor for this item (A 6) Required
Vnd Curr	The currency code and description for the vendor's currency as defined in the Vendor Master File. Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
(Quantity Adjustment Indicator)	This is a message field which displays if in the Suggested Order Creation program, during suggested quantity calculations, the quantity was adjusted by any of the following AIM factors: • EOQ • Minimum Order Quantity • Standard Pack • or, for a warehouse transfer, by AIM replenishment rounding parameters defined on the Advanced Inventory Management Replenishment Options - Warehouse Transfer Rounding Screen (MENU AIFILE) The message will indicate how the quantity was adjusted. Display
PO Order Qty	For Centralized POs, this field displays the total quantity required by all warehouses. To change the total quantity, see F6=DIST DEMAND. For Regular and Multi Ship-To POs, use this field to specify the order quantity for the selected warehouse. Key the order quantity of this item. NOTE: This field is required for Regular and Multi Ship-To POs. It is a display-only field for Centralized POs. If Value Added Services is installed on your system and the suggested order is for the Work Order Vendor, then the **PO Order Qty**, **Unit Cost** and **Ext Cost** fields are not displayed. *Default Value:* The total quantity required by all warehouses if this is a Centralized PO; the order quantity for the selected warehouse if this is a Multi Ship-To PO. (N 10,3) Required/Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Unit Cost	Use this field to specify the unit cost of the item. The default unit cost for this item may be overridden for this selected run by keying a new value, keying O in the **O** (**Override Cost**) field, and then pressing ENTER or F2=OVR CST to apply the override. If you want to apply the specified override to the item in just this one run, press ENTER. If you instead want to apply the specified override to the item in all the warehouse runs associated with this same vendor and run number, then press F2=OVR CST. When International Currency is installed, for foreign currency vendors, this amount will display in the trading currency with the currency symbol displayed to the right and the local currency equivalent displayed below. Key a new cost in the trading currency or accept the default. *Default Value:* • The vendor/item cost specified through Vendor Contracts Maintenance (MENU POFIL2) or Vendor/Item Maintenance (MENU POFILE); or, • if no vendor contract or vendor/item record exists, the cost defined in Item Balance Maintenance (MENU IAFILE), based on the GL cost to be used selected in Order Entry Options Maintenance (MENU XAFILE). • For multi-PO runs, the warehouse is excluded for the checking of unnumbered contracts or for vendor/item prices. • If quantity breaks apply, the cost will reflect the appropriate discount. For multi-PO runs, the total quantity of this item from all the associated warehouse runs will be combined to apply any quantity breaks to the cost. (N 15,5) Required
O (Override Cost)	Use this field to indicate that you are overriding the unit cost. This field is required when overriding the unit cost. Key O if you are overriding the unit cost. If you want to also apply this override cost to the item in all the warehouse runs associated with this same vendor and run number, you must use the F2=OVR CST key to do so. If you do not use the F2=OVR CST key, the override will only apply to this one selected run. *Valid Values:* O (A 1) Required/Optional
(Cost Unit of Measure)	This field displays the cost unit of measure for the item from the Vendor/Item File. Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Ext Cost	The extended cost of the item is displayed. The extended cost is calculated by multiplying the **PO Order Qty** by the **Unit Cost**. The taxable or non-taxable status of the item is also shown. This field displays the amount of the **Unit Cost** multiplied by the **PO Order Qty**. When International Currency is installed, for foreign currency vendors, this amount displays in the trading currency with the company's local currency equivalent displayed below. Display
Qty Othr WHs	This field does not appear for Regular type purchase orders. This field displays the quantity required from this vendor by other warehouses on this run. For a Centralized purchase order, this is the quantity required by all other warehouses. To help meet vendor minimums, you can centralize the purchase orders for these warehouses using F5=CENTRALIZE. For a Multi Ship-To purchase order, this is the quantity required by all other warehouses that allow Multi Ship-To POs. Display
Qty All WHs	This field does not appear for Regular type purchase orders. This field displays the sum of the values in the **PO Order Qty** and **Qty Othr WHs** fields. Display
Contract	This field displays the number of the contract on which the item cost is based. If the contract is unnumbered, ***CONTRACT** appears in place of the contract number. When the **Contract** field heading is displayed in reverse image, active vendor/item or vendor/item/warehouse contracts exist. Use the F16=CONTRACTS key to view active contract pricing for this item. Display
Next Qty Brk	This is the quantity in which the order will be qualified for a discount, at the time the suggested order run was created. **Unit Cost**: The cost of this individual item. **Ext Cost**: The unit cost multiplied by the order quantity. Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Min Ord Qty	This field displays the minimum order quantity required by the vendor as specified in Vendor/Item Maintenance (MENU POFILE). If the total order quantity for this item, vendor, and run is less than the minimum order quantity, a warning message is displayed to the right of this field. For Multi Ship-To POs, the total order quantity is the sum of quantities ordered for all warehouses. Display
COO	This field displays only if the selected item displayed in the **Item No** field on this screen is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). This field displays the item's default country of origin determined by the following hierarchy: 1. PO Vendor/Item Price File (VIPRC), warehouse specific (if country of origin is not blank) 2. PO Vendor/Item Price File (VIPRC), no warehouse (if country of origin is not blank) 3. Vendor's Country (VENDR), if not blank 4. Ship-to warehouse's country (ORCTL) Display
WO Order Qty	The **WO Order Qty** field displays on this screen only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. Use this field to key the quantity of this parent item that you want to make, or accept the default quantity suggested on the Suggested Orders Report. (N 10,3) Required
Effective Dt	The **Effective Dt** field displays on this screen only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. This field displays the effective date of the version of the bill of material for the parent item for this suggested order. If no effective date exists for this parent, this field will display 0/00/00. Use F4=LIST BILLS to select a bill of material for the parent item you have selected. If the bill selected has an effective date, its value will display in this field. Display

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Rev Level	The **Rev Level** field displays on this screen only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. This field displays the revision level of the bill of material for the parent item for this suggested order. This field is blank if no revision level exists for this parent. Use F4=LIST BILLS to select a bill of material for the parent item you have selected. If the bill selected has a revision level, its value will display in this field. Display
F2=Ovr Cost	After overriding an item's unit cost, press F2=OVR CST to override the item's cost in this selected run as well as any/all warehouse runs associated with this same vendor and run number.
F4=List Bills	F4=LIST BILLS displays only if Value Added Services is installed on your system and you are maintaining a suggested order for a work order vendor. Press F4=LIST BILLS to display a list of bill of materials for the parent item for which you are maintaining a suggested order. The Parent Item Detail Screen will display, where you may select a bill to be used to create the work order. Refer to Maintain Work Orders (MENU WOMAIN) in the Value Added Services User Guide for a presentation and description of this screen.
F5=Centralize	Press F5=CENTRALIZE to display the Centralized Warehouse Receipts Screen (p. 35-47) where you can combine order quantities from several warehouses onto one purchase order to meet vendor minimums. Refer to Suggested Order Maintenance (MENU POREPT) for further details.
F6=Dist Demand	Press F6=DIST DEMAND to display the Distribute PO Quantity to Warehouses Screen (p. 35-52) where you can distribute quantities to other warehouses that stock the item. Refer to Suggested Order Maintenance (MENU POREPT) for further details.
F9=V/I Inq	Press F9=V/I INQ to view detailed information about the selected item. When you press F9=V/I INQ, the Vendor/Item Information Summary Screen (p. 19-3) appears. From this screen, you can select the vendor/item record you want to view. Refer to Vendor/Item Information Inquiry (MENU POMAIN) for further details.

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
F10=End Order	F10=END ORDER displays only if you selected an individual item on the Workbench Suggested Lines List Screen (p. 38-27) and did not press F5=ALLWHS. Press F10=END ORDER to display the Suggested Order Maintenance End Order Screen (p. 35-22), from which you can view an order's totals and override the vendor minimums, if desired. Refer to Suggested Order Maintenance (MENU POREPT) for further details.
F11=Buy Info	The F11=BUY INFO key is applicable if Inventory Management & Planning (IM&P) or Advanced Inventory Management (AIM) is installed and activated on your system. Press F11=BUY INFO to display the item's previous 12 months of demand and current forecast, along with IM&P/AIM variables. The Buying Information Screen will display. For an explanation of this screen, and all screens that may be accessed through this screen, refer to this screen as described in Interactive Forecasting (MENU IMMAIN), in the Inventory Management & Planning User Guide.
F12=Return	Press F12=RETURN to return to the calling screen. Any changes keyed for the item on the order will not be saved.

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description

F13=ExItmCmt	You must first press the F23=MORE KEYS function key to display additional keys to see if the F13=EXITM CMT function key is available.
	The F13=EXITM CMT function key displays only if Extended Item Comments are being used, as determine through System Options Maintenance (MENU XAFILE), and Extended Item Comments have been defined which are applicable to the item. The following determines if a defined EIC is applicable to the item:
	• Extended Item Comments (EIC) must have been selected to be used through System Options Maintenance (MENU XAFILE).
	• At least one EIC must exist (as created via Item Master Maintenance, MENU IAFILE) and be applicable for the item for Buyers Workbench (BWB) purposes. An EIC is applicable for the selected item for BWB purposes if:
	  • It is created for the item number (or the item's associated item EIC group).
	  • It is created without any specific customer/customer EIC group associated.
	  • If it is created with a valid date range (the current date must fall within that EIC date range).
	  • It is created with and without an associated Warehouse ID, but, which of those will be applicable for the item (or item EIC group) depends on the **Use Ext Item Cmnt** setting (in Warehouse Numbers Maintenance, MENU IAFILE) for each warehouse. For example, if that option is set to Yes, then only EICs created for the item and that warehouse will be applicable; if No, then only EICs created for the item with no warehouse will be applicable.
	NOTE: If a suggested order run number has at least one entry flagged as 'C'entralized or 'M'ulti-ship (meaning, more than one warehouse could be involved), the F13=EXITM CMT function key will be available if there is an applicable EIC for "any" warehouse associated with that run number.
	Press F13=EXITM CMT to review extended item comments (EICs) for the current suggested order item. The Workbench Extended Item Comments Screen (p. 38-48) appears.

F14=Std Cmt Mnt	Press F14=STD CMT MNT to select the vendor, item, or vendor/item for which a comment is being added, changed, or deleted. The Standard Comment Maintenance Screen (p. 45-3) appears. Refer to Standard Comments Maintenance (MENU POFILE) for details.

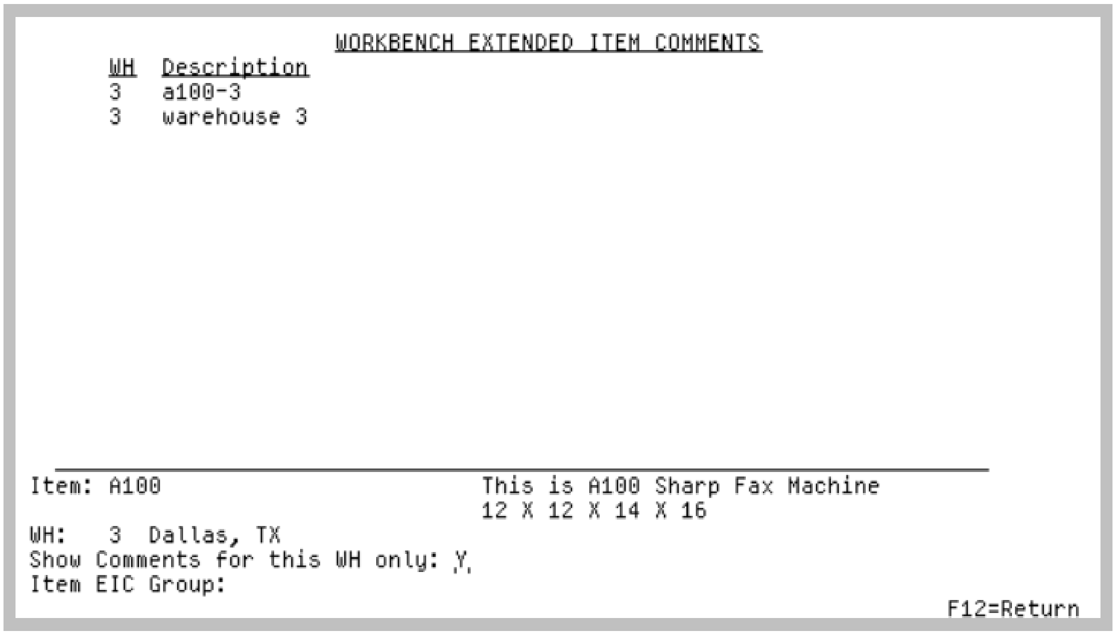
Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
F15=Sug Cmt Mnt	Press F15=SUG CMT MNT to view, add, change or delete comments (suggested order level or suggested item level) for a specified suggested order/item. The Order Comments/Line Item Comments Screen (p. 38-55) appears.
F16=Contracts	The F16=CONTRACTS function key is displayed only when **Use Vendor Contracts** is set to Y in the Purchasing Options Maintenance (MENU XAFILE). Press F16=CONTRACTS to display the Vendor Contract List Screen, from which you can view information for any of the vendor's contracts that are not currently suspended. Expired contracts are included in the list if they meet the selection criteria at the bottom of the screen. The Vendor/Item Contract List Screen (p. 55-8) appears. Refer to Vendor Contracts Maintenance (MENU POFIL2) for details.
F18=Oth WHs	Press F18=OTH WHS to display minimum, maximum, and available quantities for this item in all of the other warehouses. The Warehouse Stock Display Screen (p. 35-55) will display. Refer to Suggested Order Maintenance (MENU POREPT) for details. The F18=OTH WHS key will display in reverse image if any of the other warehouses has a quantity available in excess of the maximum quantity.
F22=Item Inq	Press F22=ITEM INQ to access the item inquiry and inquire on detailed information about the item. The Inventory Status Screen will display. For details about this and other screens accessed through this screen, refer to this screen as described in Item Inquiry (MENU IAMAIN) of the Inventory Accounting User Guide.
F23=More Keys	Press the F23=MORE KEYS function key to display additional function keys that do not initially fit on this screen due to space limitations. Press the F23=MORE KEYS function key again to display the primary function keys.
F24=Delete	F24=DELETE appears after pressing the F23=MORE KEYS function key to display additional function keys. Press F24=DELETE to delete the item from the suggested order. You will be prompted to confirm deletion; upon pressing F24=DELETE again the item is immediately removed. This item will display on the next suggested order run for this vendor unless its minimum quantity is changed. The screen will be refreshed and if "Press ENTER to display the Next Item" is being shown on the screen, the next item will be displayed upon pressing ENTER. When all items on the order have been displayed, you will be returned to the calling screen.

Workbench Suggested Line Maintenance Screen fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to edit the changes made on this screen and when accepted, flag the item as being reviewed in the Suggested Orders File (POSUG). The F2=NOT REVIEWED / F2=ALL ITEMS key, where available, uses this reviewed flag for that toggle. The screen will be refreshed and if “Press ENTER to display the Next Item” is being shown on the screen, the next item will be displayed upon pressing ENTER. When all items on the order have been displayed, you will be returned to the calling screen.

Workbench Extended Item Comments Screen



This screen displays after pressing F13=ExItmCmt on the Workbench Suggested Line Maintenance Screen (p. 38-35). For details about when the F13=ExItmCmt is available, refer to that function key description on the Workbench Suggested Line Maintenance Screen (p. 38-35).

Use this screen to review extended item comments (EICs) for the current suggested order item.

Initially, EICs, if any, are defaulted to display based on the selected item (or item EIC group) and warehouse. Therefore, if the warehouse does not use warehouse level EICs (as determined via Warehouse Numbers Maintenance, MENU IAFILE), then applicable system level EIC information defined for the item (or item EIC group) will be presented by default. If the warehouse does use warehouse level EICs, then applicable warehouse-specific EICs (for the selected item/EIC group and warehouse) will be presented by default.

NOTE: EICs displayed are for all active Inventory Accounting Extended Item Comment (IAEIC) records for the current suggested order item or for this item's extended comment group. If EIC comments for the indicated warehouse are displayed, comments for unauthorized companies will not be included. If EIC comments for all warehouses are displayed, comments for unauthorized companies, unauthorized warehouses, and consignment warehouses will not be included.

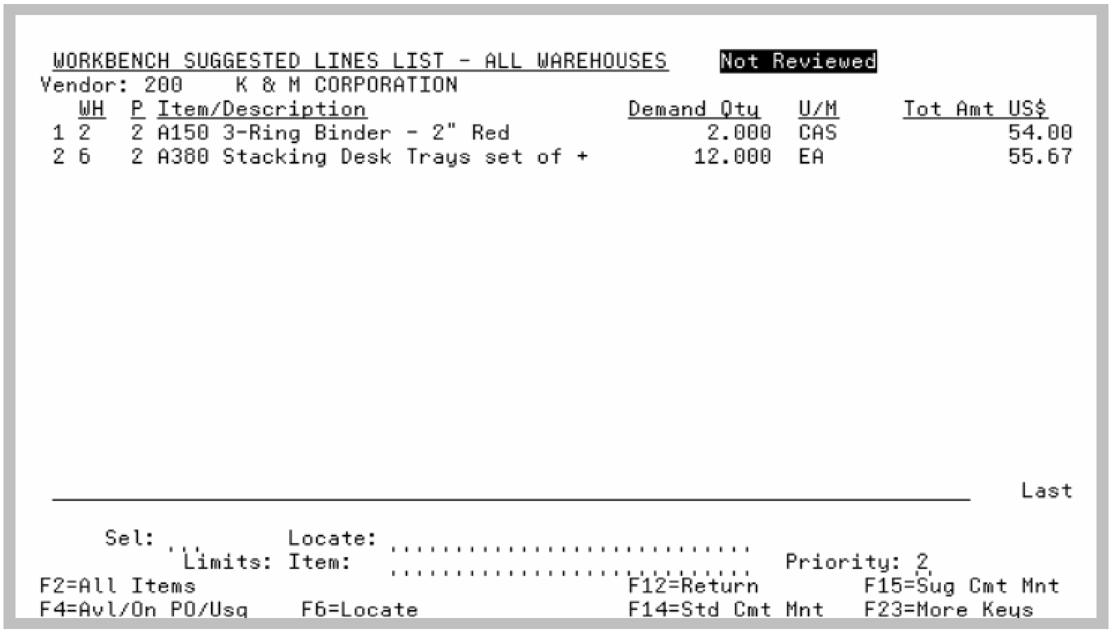
Workbench Extended Item Comments Screen fields and Function Keys

Field/Function Key	Description
WH	The warehouse number for which the EIC was created. Display

Workbench Extended Item Comments Screen fields and Function Keys

Field/Function Key	Description
Description	The EICs associated with the item number and warehouse, as defined through Item Master Maintenance (MENU IAFILE). Display
Item	The item number on the suggested order, followed by the item description for which EICs are displayed. Display
WH	The warehouse associated with the suggested order. Display
Show Comments for this WH only	This field is display-only, if maintaining a run number created for a single warehouse (i.e., no ‘C’entralized or ‘M’ulti-ship PO entries exist for the run number). This field defaults to Y to present EIC information, if any, based on the selected item (or item EIC group) and warehouse. Therefore, if the warehouse does not use warehouse level EICs (as determined via Warehouse Numbers Maintenance, MENU IAFILE), then applicable system level EIC information defined for the item (or item EIC group) will be presented by default. If the warehouse does use warehouse level EICs, then applicable warehouse-specific EICs (for the selected item/EIC group and warehouse) will be presented by default. If maintaining a run number which has multiple warehouses associated with it (i.e., the run contains a ‘C’entralized or ’M’ulti-ship entry), then this field can be accessed and changed. Change the field value from Y to N to additionally include, in the display, applicable EIC information, if any, for the item (or item EIC group) in all other warehouses associated with this run number. *Default Value:* Y *Valid Values:* Y or N (A 1) Required
Item EIC Group	This field displays the EIC group name and description, if any, as defined through Distribution A+ Customer EIC Groups Maintenance (MENU OEFIL2). Display
F12=Return	Press F12=RETURN to return to the Workbench Suggested Line Maintenance Screen (p. 38-35), when you are done reviewing EICs.

Workbench Suggested Lines List - All Warehouses Screen



This screen displays after pressing F5=All WHs on the Workbench Suggested Lines List Screen (p. 38-27).

Use this screen to review suggested order items for all warehouses for this vendor and run. Suggested order items are displayed in order by Priority, Item, and then Demand Warehouse.

You can toggle between displaying all items or only those not reviewed through the use of the F2=Not Reviewed / F2=All Items function key. An order is considered reviewed once all of the line items have been selected for review (by entering their corresponding reference number in the **Sel** field).

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=Double Line / F24=Single Line. F24=Double Line will expand a collapsed screen or F24=Single Line will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* Page Down or Shift-Roll Fwd or F7=Page Down to display the next screen
* Page Up or Shift-Roll Back or F8=Page Up to display the previous screen.

Workbench Suggested Lines List - All Warehouses Screen fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor associated with the suggested order. Display
Reference No	The line number used to select the item for maintenance. Key this number in the **Sel** field on the lower portion of the screen to select the item, and press ENTER. The Workbench Suggested Line Maintenance Screen (p. 38-35) will appear. Display
WH	The warehouse that needs the item to be ordered. Display
P (Priority)	The priority assigned to the suggested order. Display
Item/Description	The number and description of the item. Display
Demand Qty	The quantity of the item that is required by the warehouse in the **WH** field. Display
U/M	The suggested unit of measure in which to order this item. Display
Tot Amt	The total cost of this item based on the quantity and unit of measure (the cost from the Vendor Master File multiplied by the quantity) with discounts for items ordered for all warehouses. When International Currency is installed, for foreign currency vendors, this field may be toggled with the F11=LOC CUR / F11=TRD CUR function key to show amounts in the trading currency with the trading currency symbol displayed to the right of the heading **Tot Amt**, or in the company's local currency with the company's local currency symbol displayed to the right of the heading **Tot Amt**. Display
Qty Avail	The net available for sale of the item, expressed in the buying U/M. Display
Qty on PO	The existing quantity of this item that is already on a purchase order, expressed in the buying U/M. Display

Workbench Suggested Lines List - All Warehouses Screen fields and Function Keys

Field/Function Key	Description
Avg Mo Usage	The average monthly usage is expressed in the buying U/M and calculated from the Item Balance File (ITBAL) as: **(quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year)** Display
Sel	Use this field to select an item to maintain. Key the **Reference No** for the item, and press ENTER. You can view and change item information by selecting an item from the list, to display the Workbench Suggested Line Maintenance Screen (p. 38-35). You can continue pressing ENTER to display information for the remaining items on the Suggested Order Maintenance Review Screen (p. 35-11). (N 2,0) Required
Locate	When using **Locate** to search for an item, you can limit the search to item numbers beginning with particular characters by entering those characters in this field. When F6=LOCATE is pressed, the screen will be repositioned to the first item that matches the keyed data. (A 27) Optional
Item	This field limits the screen to the entered item number. Key the item number and press ENTER. Only those suggested orders with this item number will appear in the list. (A 27) Optional
Priority	This field limits the screen to the entered priority number. Key the priority number and press ENTER. Only those suggested orders with this priority as its highest priority will appear in the list. (A 1) Optional
F2=Not Reviewed / All Items	Press F2=NOT REVIEWED / F2=ALL ITEMS to toggle between displaying all of the items on the suggested order or only those items that have not been reviewed. An item is considered reviewed once it has been displayed on the Workbench Suggested Line Maintenance Screen (p. 38-35). Press F2=NOT REVIEWED to display only those items that have not been reviewed. Press F2=ALL ITEMS to display all items on the order.

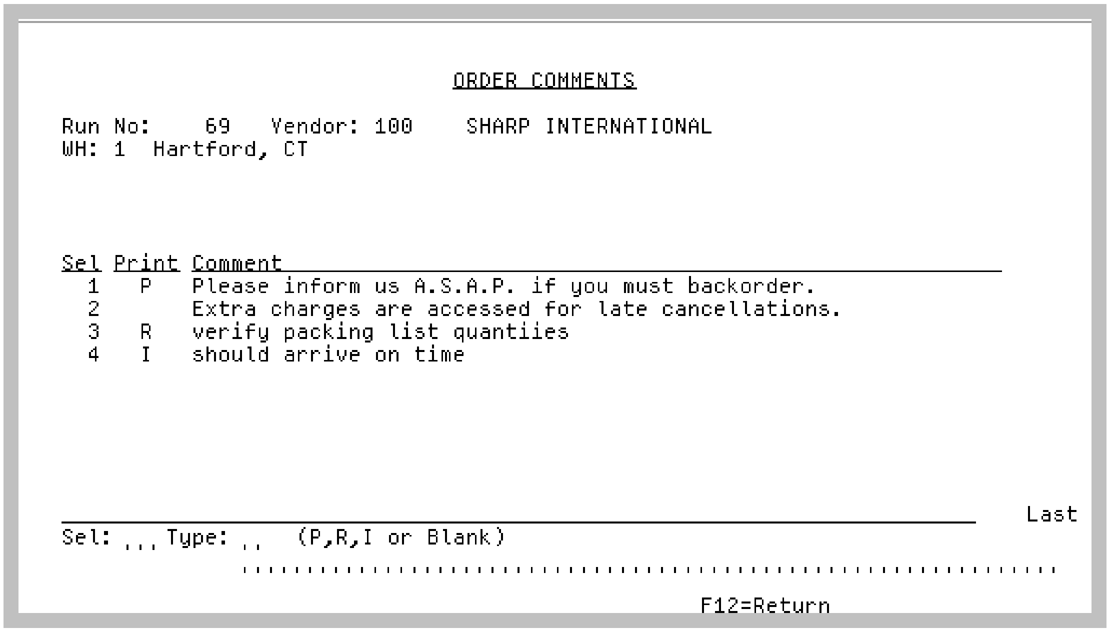
Workbench Suggested Lines List - All Warehouses Screen fields and Function Keys

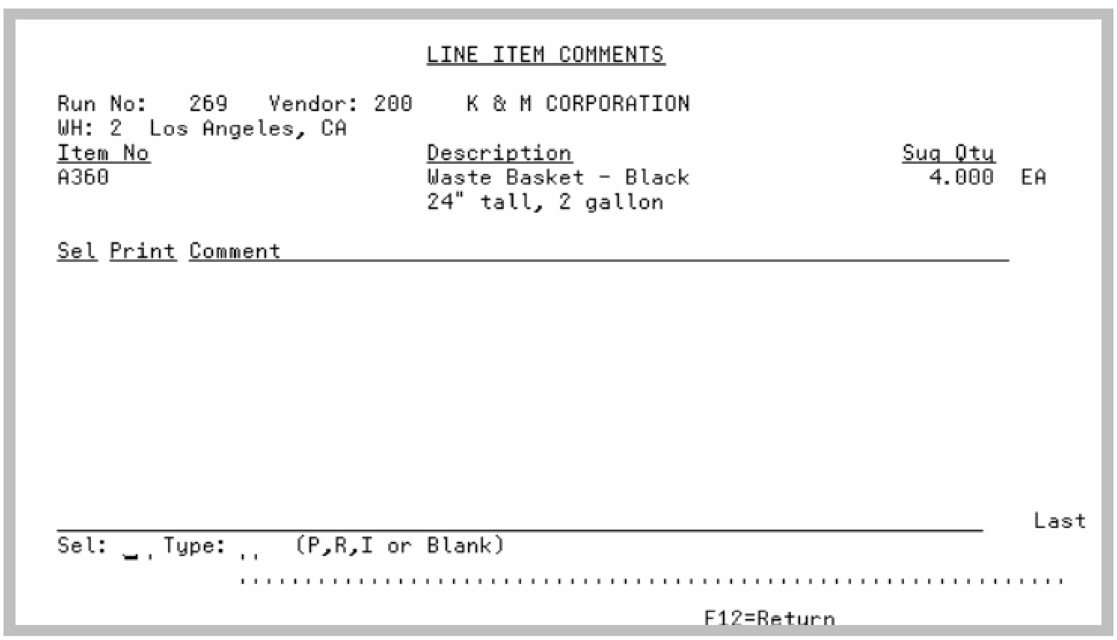
Field/Function Key	Description
F4=Avl/On PO/Usg F4=Dmd Qty/Tot Amt	Press F4=AVL/ON PO/USG / F4=DMD QTY/TOT AMT to toggle columns of data. • F4=AVL/ON PO/USG: The screen currently displays the suggested PO quantity and unit of measure in the buying unit of measure with the total line amount for that quantity. • F4=DMD QTY/TOT AMT: The screen currently displays the demand quantity, the quantity on PO and the average monthly usage. The average monthly usage is calculated from the Item Balance File (ITBAL) as: **(quantity sold YTD + quantity sold last year) / (number of months this year + number of months last year)**
F6=Locate	Press F6=LOCATE to locate an item on the order after entering the partial or complete item number in the **Locate** field. When you press F6=LOCATE, the display changes and the selected item appears at the top of the list. You can view and change item information by selecting the item from the list.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F11=Loc Cur/Trd Cur	Press F11=LOC CUR / F11=TRD CUR to toggle between a display of total amounts in the trading currency and a display of these amounts in the company's local currency. Press F11=LOC CUR to display total amounts in the company's local currency. The unit of measure (**U/M)** field for each item will display, and the symbol for the company's local currency will display to the right of the heading **Tot Amt**. Press F11=TRD CUR to display total amounts in the trading currency. The symbol for the trading currency will display to the right of the heading **Tot Amt.** The unit of measure (**U/M**) field for each item will not display.
F12=Return	Press F12=RETURN to return to the Workbench Suggested Lines List Screen (p. 38-27). The order you are working with will be saved.
F14=Std Cmt Mnt	Press F14=STD CMT MNT to access the Standard Comment Maintenance Screen (p. 45-3). Refer to Standard Comments Maintenance (MENU POFILE) for details.

Workbench Suggested Lines List - All Warehouses Screen fields and Function Keys

Field/Function Key	Description
F15=Sug Cmt Mnt	Press F15=SUG CMT MNT to access the Order Comments/Line Item Comments Screen (p. 38-55).
F23=More Keys	Press the F23=MORE KEYS function key to display additional function keys (if any) that do not initially fit on this screen due to space limitations. Press the F23=MORE KEYS function key again to display the primary function keys.
Enter	Press ENTER after: • making a selection in the **Sel** field of a line you want to maintain, to display the Workbench Suggested Line Maintenance Screen (p. 38-35). • entering search limits to limit the screen based on Item Number and/or Purchase Priority.

Order Comments/Line Item Comments Screen





This screen displays after pressing F15=Sug Cmt Mnt from within Buyers Workbench, where available.

Depending on where this screen is accessed from, a few differences occur. If this screen is accessed from the Workbench Suggested Lines List Screen (p. 38-27) or the Workbench Suggested Lines List - All Warehouses Screen (p. 38-50), the title of this screen is “Order Comments” and the **Item No**, **Description**, and **Sug Qty** (and **U/M**) fields are not displayed. If this screen is accessed from the Workbench Suggested Line Maintenance Screen (p. 38-35), the title of this screen is “Line Item Comments” and the **Item No**, **Description**, and **Sug Qty** (and **U/M**) fields are included. Line Item

Comments are specific to the selected item. The remaining information is the same regardless of which Buyers Workbench screen this screen was called from.

Before this screen is displayed, the standard comments from Standard Comment Maintenance (MENU POFILE) are copied to the Suggested Orders Comment File (POSCMT) for the Vendor, Vendor/Item, or just Item. This copy function occurs only the first time that this screen appears for the suggested order or suggested order item.

Comments will be created for the warehouse of the suggested order that is being maintained, or for the warehouse shown on the change screen. This warehouse is referred to as the **Demand Warehouse** on the Workbench Suggested Orders List Screen (p. 38-5). These comments in the POSCMT file will be used when the requisitions are created from the suggested order, as opposed to the standard comments from Standard Comments Maintenance (MENU POFILE).

Use this screen to view, add, change or delete comments (suggested order level or suggested item level) for a specified suggested order/item.

NOTE: Order comments may be saved to purchase order history if the Purchasing Options Maintenance (MENU XAFILE) to **Keep Order Comments in History** is Y.

NOTE: If **Keep Detail Comments in History** is Y in Purchasing Options Maintenance (MENU XAFILE), comments may be saved to purchase order history.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Order Comments/Line Item Comments Screen fields and Function Keys

Field/Function Key	Description
Headings	The run number, vendor number and vendor name, and warehouse and warehouse name display in the header. Line Item Comments also display the item number, item description (description 1 and 2), and the suggested order quantity and unit of measure for this item in this requisition. This information appears only if this screen was accessed from the Workbench Suggested Line Maintenance Screen (p. 38-35). Display
Sel	The reference number that will be used in the **Sel** input field to select a comment line for change or deletion. Display

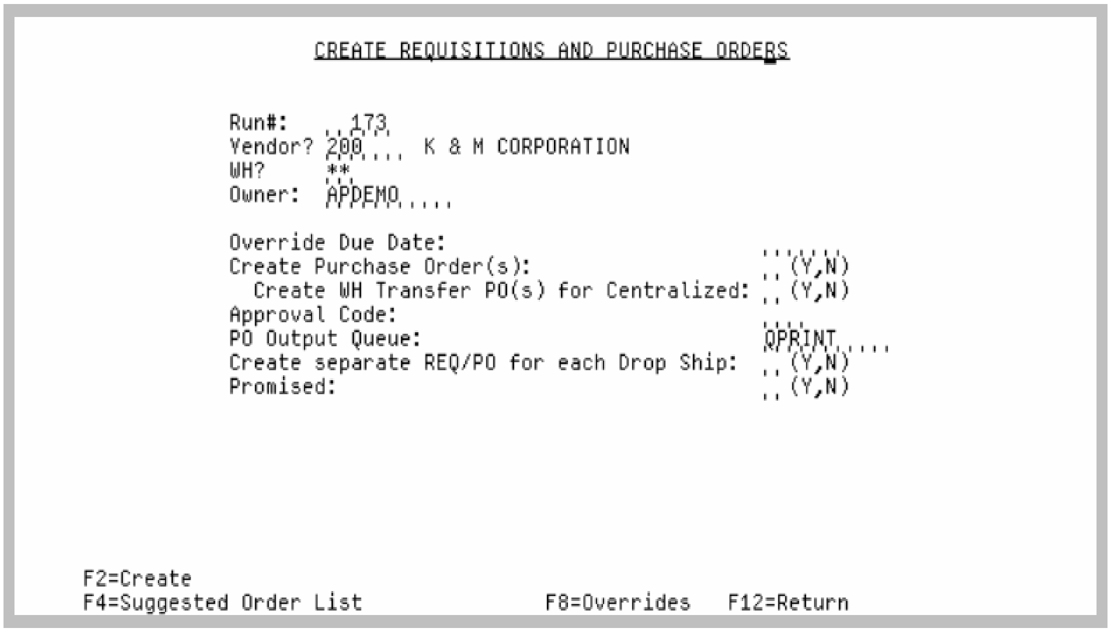
Order Comments/Line Item Comments Screen fields and Function Keys

Field/Function Key	Description
Print	The print code assigned to each comment line: • **P** - to print the comment on the Purchase Order only. • **R** - to print the comment on the Receiving List only. • **I** - will not print the comment on either the Purchase Order or Receiving List, but will be used for internal purposes only. It will display on several screens. • **Blank** - to print the comment on the Purchase Order, the Receiving List, and the Return Requisition Pick/Pack List. Display
Comment	The order or line item comments. Display
Sel	Use this field to select a comment for change or deletion. Key the reference number for the line that will be maintained. *Valid Values:* 1 - 15 (N 2,0) Optional
Type	This print code indicates where, or if, the comment on the corresponding comment line will print. Key P if you want the comment to print on the Purchase Order only. Key R if you want the comment to print on the Receiving List only. Key I if you do not want the comment to print on either the Purchase Order or Receiving List, but want it to be used for internal purposes only. It will display on this screen, and will be saved to purchase order history, if desired. Leave this field blank if you want the comment to print on the Purchase Order and the Receiving List. *Valid Values:* P, R, I, or blank (A 1) Optional
(Comment)	The text of the order or line item comment. Each line of the comment is used as identified in the **Type** column. *Default Value:* If comments have been created for this vendor or vendor/item through Standard Comments Information Maintenance (MENU POFILE), they will display in these fields with the associated print codes. Also, any comment copied for a special order [see Special Order Comments Screen in Work with Special Orders (MENU POMAIN)] will display. (10 @ A 62) Required
F12=Return	Press F12=RETURN to exit from updating an existing comment or to return to the calling screen without saving the order comments/line item comments (if any) keyed on this screen.

Order Comments/Line Item Comments Screen fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays after you select an order/line item comment from the list. Press F24=DELETE twice to delete the order/line item comment you selected from the list.
Enter	To add a new comment, key a value in the **Type** field (or leave it blank), key a comment in the allocated space below the **Type** field, and press ENTER. The comment will appear on the top portion of the screen. To maintain an existing comment, key the reference number of the comment in the **Sel** field and press ENTER. The comment line is pulled down and you can edit the type and/or comment, or press F24=DELETE to delete the comment.

Create Requisitions and Purchase Orders Screen



This screen displays after entering option C in the **O** field on the Workbench Suggested Orders List Screen (p. 38-5), by pressing F18=CREATE REQ from the Workbench Suggested Lines List Screen (p. 38-27), or by pressing F15=CREATE REQS from the Suggested Order Maintenance End Order Screen (p. 35-22).

Use this screen to create requisitions and purchase orders from the selected suggested order, if you are authorized to the Create Req From Suggested Orders menu option (MENU POREPT).

When the selected run includes linked special order items, after the requisition/purchase order is created, the linked special order items are reviewed and added to the requisition/purchase order. Multiple requisition(s)/purchase order(s) may be created when drop ship items are included.

An F8=OVERRIDES function key is also provided that allows you to override various vendor and ship-to information for the selected vendor and warehouse (if one warehouse and vendor has been selected).

If you selected a C (Centralized) type purchase order on the Workbench Suggested Orders List Screen (p. 38-5), the **Create WH Transfer PO(s) for Centralized** field will appear on this screen, and you will have the option to create warehouse transfer purchase orders for Centralized suggested orders.

If a default ship-to record is not found for a company/warehouse combination, the company and warehouse in error will be shown at the bottom of this screen in the **Company Error** and **Warehouse Error** fields.

When Suggested Order Lines have been marked, when the F18=CREATE REQ is taken to create the requisition, these lines are moved to a new run number that is created. If no lines are left on the original Suggested Order because all lines were marked, then the original suggested order is deleted. Otherwise, the original suggested order will be updated to reflect the lines that remain.

NOTE: If warehouse and/or vendor is changed after using F8=OVERRIDES, pressing F8=OVERRIDES again or F2=CREATE will result in the previous override values being ignored.

NOTE: Suggested Orders for Work Orders will not be processed. They are bypassed and will remain in the suggested orders.

Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
Run#	This field displays the specific run of the selected Suggested Orders Report. Key the run number of the Suggested Order Report containing the suggested orders for which you are creating requisition(s)/purchase order(s). NOTE: If you accessed this screen from the Workbench Suggested Lines List Screen (p. 38-27) or Suggested Order Maintenance End Order Screen (p. 35-22), this field is protected. (N 5,0) Required
Vendor	This field displays the vendor number and name associated with this suggested order. Key the appropriate vendor number. Requisitions and purchase orders will be created from suggested orders for the vendor you select in this field. Key *ALL for all vendors. Requisitions and purchase orders will be created from suggested orders for all vendors matching the additional selection criteria. NOTE: If you accessed this screen from the Workbench Suggested Lines List Screen (p. 38-27) or Suggested Order Maintenance End Order Screen (p. 35-22), this field is protected. (A 6) Required

Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
WH	This field displays the warehouse to be replenished by this suggested order. Key the appropriate warehouse ID. Key ** to run this function for all warehouses, matching the additional selection criteria. Key ** to create warehouse transfer POs for Centralized suggested orders (that is, the **Create WH Transfer PO(s) for Centralized** field on this screen is Y). NOTE: If you accessed this screen from the Workbench Suggested Lines List Screen (p. 38-27), this field is protected and the warehouse is defaulted in from the selected suggested order. If you accessed this screen from the Suggested Order Maintenance End Order Screen (p. 35-22), this field is enabled only for regular purchase order type suggested orders. For other purchase order types (e.g., centralized or multi ship-to), this field is ** and protected. *Valid Values:* A valid warehouse number defined in Distribution A+ through Warehouse Numbers Maintenance (MENU IAFILE), which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Owner	This field displays the owner's Distribution A+ user ID and name of this suggested order. Key the owner (user ID) of the suggested order for which you are creating a requisition/purchase order. NOTE: If you accessed this screen from the Workbench Suggested Lines List Screen (p. 38-27) or Suggested Order Maintenance End Order Screen (p. 35-22), this field is protected. *Default Value:* The user ID signed on. (A 10) Required

Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
Override Due Date	Use this field to override the due date (the date the order is expected to arrive) for the suggested order. If you do not override the due date, Distribution A+ calculates the due date from the items' lead time; first checking the IM&P Balance File (IMBAL) or the AIM Balance File (AIBAL) if those modules are installed, then the Vendor/Item File (VNITM) followed by the Vendor Master File (VENDR). When the items for a suggested order have different lead times, the lowest date from all the item detail is used to create the order's due date. Warehouse transfer suggested orders will use today's date for the due date if there is no override due date keyed. Key the date that you expect to receive the ordered items (the system automatically inserts the slashes (/) for you). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Create Purchase Order(s)	This field determines if purchase orders will be created from this suggested order. Key Y to create purchase orders from this suggested order. If you key Y, an **Approval Code** must be entered in order to print the purchase order. Key N if you do not want to create purchase orders from this suggested order. NOTE: In order for purchase orders to be created, you must be authorized to Print Purchase Orders (MENU POMAIN). If you are not authorized, requisitions only will be created. (A 1) Required

Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
Create WH Transfer PO(s) for Centralized	This field displays only if you selected a C (Centralized) type purchase order on the Workbench Suggested Orders List Screen (p. 38-5). Initially this field is disabled, and enabled only when you key Y in the **Create Purchase Order** field. Use this field to create warehouse transfer purchase orders for Centralized suggested orders. To perform this function, the WH field on this screen must be ** . Key Y to create warehouse transfer purchase orders for centralized demand warehouses suggested orders. Key N if you do not want to create warehouse transfer purchase orders for centralized demand warehouses suggested orders. NOTE: Warehouse transfer purchase orders for demand warehouses will be created only if the related regular vendor purchase order for a receiving warehouse is successfully created. (A 1) Required

Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
Approval Code	Use this field to key the code that will be used to approve the requisition. If you key an approval code to approve the requisition, a Purchase Order can be printed for this requisition the next time Purchase Orders are printed. If **Create Purchase Order(s)** is Y, but an approval code is not keyed at this time or is invalid, unapproved requisitions only will be created. Purchase orders will not be created. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), authority to approve a requisition will be checked. Approval is based on the following requirements: • The user logged onto Distribution A+ must be the user ID assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition will not be approved. • The total requisition value cannot be greater then the **Maximum Approval Amount** assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the total requisition value exceeds the **Maximum Approval Amount**, defined for the approval code, the requisition will not be approved. Requisitions that are not approved must be accessed through Enter or Change Requisitions (MENU POMAIN) or Open Req/PO's Inquiry (MENU POMAIN) and given an approval code before Purchase Orders can be produced. If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed. *Valid Values:* Any valid approval code defined for your User ID through Approval Code Maintenance (MENU POFIL2). (A 3) Optional
PO Output Queue	Use this field to specify the output queue where printed purchase orders will be generated. *Default Value:* The default output queue defined in your user profile, unless output queue overrides have been setup through Output Queue Overrides Maintenance (MENU XAFILE/OEFIL3). *Valid Values:* Any valid output queue. (A 10) Required

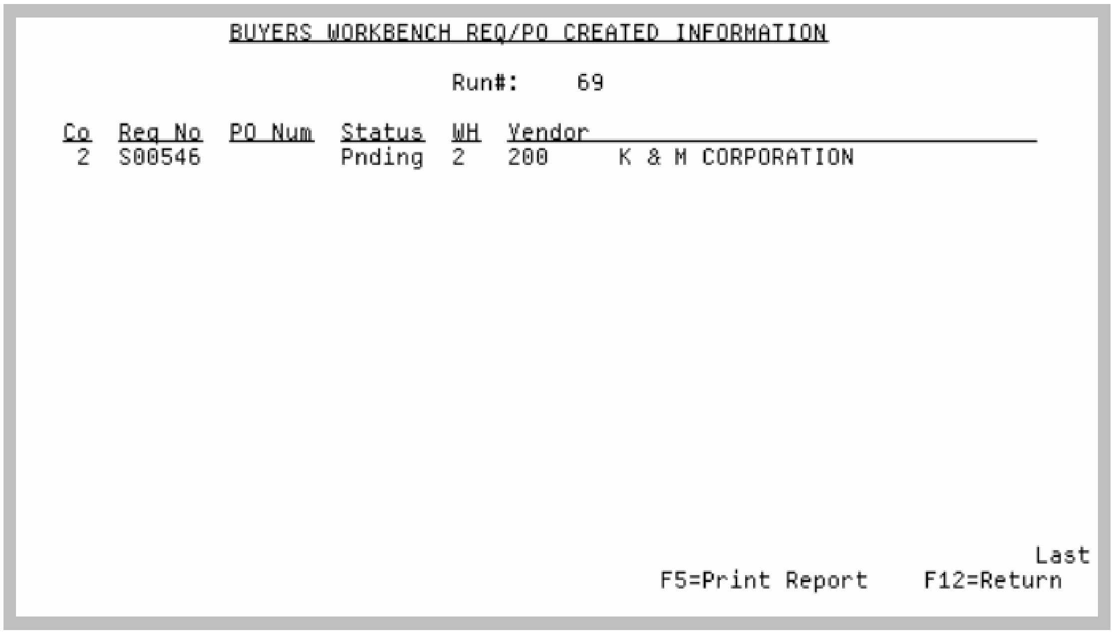
Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
Create Separate REQ/ PO for each Drop Ship	This field is used during requisition/purchase order creation to determine whether or not a separate requisition or purchase order will be created for each Special Order Drop-Ship item linked to a suggested order(s). Key Y if you want one requisition/purchase order created for each Special Order Drop-Ship item linked to a suggested order(s). Key N to have only one requisition/purchase order created for each Drop-Ship item's customer ship-to address. (A 1) Required
Promised	This field is used to indicate if the vendor promised delivery of this item on or before the expected due date. Key Y if the vendor promised delivery by the indicated due date. The Purchasing Reports indicate if an item was promised. Key N if the vendor did not promise delivery of this item. (A 1) Required
F2=Create	Click F2=CREATE to create the requisition and optionally print the purchase order. Create requisition/purchase order logic processes and when completed, if requisitions/purchase orders were created, the Buyers Workbench Req/PO Created Information Screen (p. 38-67) appears. NOTE: When requisition(s) and/or purchase order(s) are created, if there are special order items linked to a suggested order, these special order items will be added to Req/PO as well.
F4=Suggested Order List	Press F4=SUGGESTED ORDER LIST to display all or a limited list of the open suggested orders. This display will be limited by an owner if an **Owner** is entered, by a warehouse if a **WH** is entered, and so on. The Suggested Order List Screen (p. 35-5) will display. Refer to Suggested Order Maintenance (MENU POREPT) for further details.
F8=Overrides	To perform this function, one warehouse and one vendor must have been entered on this screen (not ** for all warehouses and *ALL for all vendors). Also, if F15=CREATE REQS was used from the Suggested Order Maintenance End Order Screen (p. 35-22) and run is multi ship-to or centralized, the F8=OVERRIDES function will not be allowed. Before the requisition or purchase order is created, you have the option to press F8=OVERRIDES to override various vendor and ship-to information for the selected vendor and warehouse (if one warehouse and one vendor has been selected). This information is defaulted in from the header and end order values in Enter or Change Requisitions (MENU POMAIN). Upon pressing F8=OVERRIDES, the Create Requisitions and Purchase Orders - Overrides Screen (p. 38-71) will appear.

Create Requisitions and Purchase Orders Screen fields and Function Keys

Field/Function Key	Description
F12=Return	To cancel this function, press F12=RETURN to return to the calling screen: Workbench Suggested Orders List Screen (p. 38-5), Workbench Suggested Lines List Screen (p. 38-27), or Suggested Order Maintenance End Order Screen (p. 35-22).

Buyers Workbench Req/PO Created Information Screen



This screen displays after pressing F2=CREATE on the Create Requisitions and Purchase Orders Screen (p. 38-59), if requisitions/purchase orders were created.

This screen displays a list of requisitions/purchase orders that were created during the creation process. When requisitions/purchase orders are created, if there are special order items linked to a suggested order, these special order items will be added to Req/PO as well.

Important

If you want to retain a record of the information displayed on this screen, use the F5=PRINT REPORT function key to print the information on the Buyers Workbench Req/PO Created Information Report (p. 38-69). This screen cannot be accessed again once you exit from it.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen

Buyers Workbench Req/PO Created Information Screen fields and Function Keys

Field/Function Key	Description
Run#	This field displays the run number of the selected suggested order. Display
Co	This field displays the company associated with the Req/PO. Display
Req No	This field displays the associated requisition number for any requisition that was created. Display
PO Num	This field displays the related purchase order number for any purchase order that was created. Display
Status	This field displays the Req/PO creation status: • Pnding • Apprvd • Closed • Partl • Open • Hld-xx (xx=hold code) Display
WH	This field displays the warehouse associated with the Req/PO. Display
Vendor	This field displays the number of the vendor associated with the Req/PO. Display
F5=Print Report	Press the F5=PRINT REPORT function key to print the information displayed on this screen. The Report Options Screen (explained in the appendix section of the Cross Application User Guide) will appear. After pressing ENTER on that screen, the Buyers Workbench Req/PO Created Information Report (p. 38-69) prints.
F12=Return	Press the F12=RETURN function key to return to the calling screen (Workbench Suggested Orders List Screen (p. 38-5) or Workbench Suggested Lines List Screen (p. 38-27))

Buyers Workbench Req/PO Created Information Report

```
PO130F4    8/15/19  15:49:31          BUYERS WORKBENCH REQ/PO CREATED INFORMATION           AD/APDEMO              Page    1
                                                        Run#:    69
 Co  Req No  PO Num  Status  WH  Vendor
-------------------------------------------------------------------------------------------------------------------------
 01  S00229          Pnding  1   100     SHARP INTERNATIONAL
```

This report prints after pressing F5=PRINT REPORT on the Buyers Workbench Req/PO Created Information Screen (p. 38-67), and then pressing ENTER on the Report Options Screen (explained in the appendix section of the Cross Application User Guide).

This report prints the information displayed on the Buyers Workbench Req/PO Created Information Screen (p. 38-67), so that you can retain a record for future purposes.

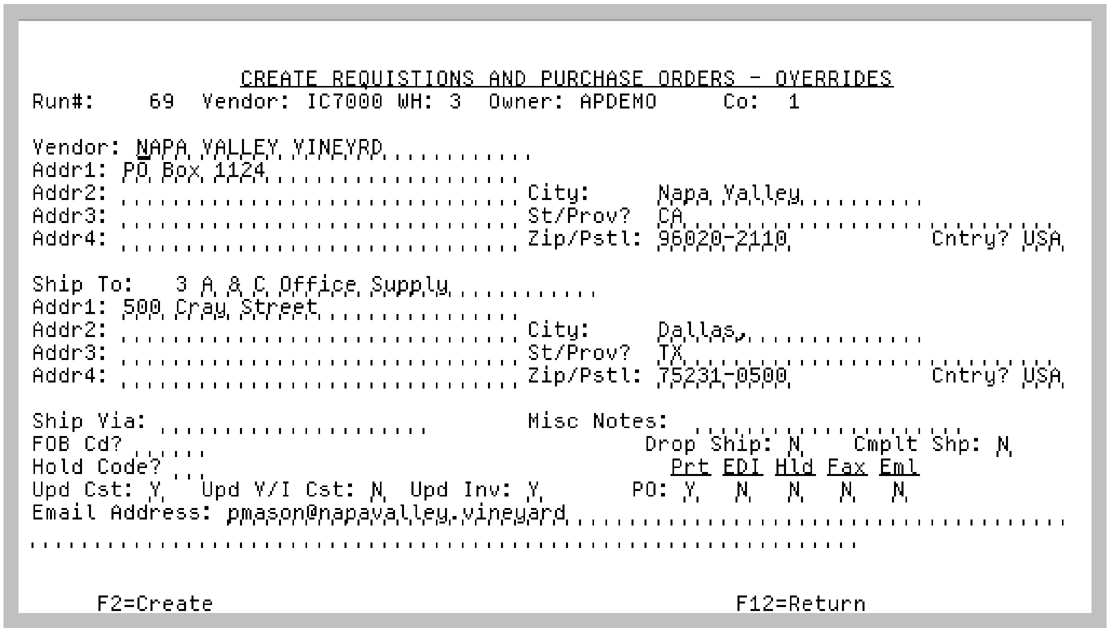
Buyers Workbench Req/PO Created Information Report fields and Function Keys

Field/Function Key	Description
Run#	This field displays the run number of the selected suggested order.
Co	This field displays the company associated with the Req/PO.
Req No	This field displays the associated requisition number for any requisition that was created.
PO Num	This field displays the related purchase order number for any purchase order that was created.

Buyers Workbench Req/PO Created Information Report fields and Function Keys

Field/Function Key	Description
Status	This field displays the Req/PO creation status: • Pnding • Apprvd • Closed • Partl • Open • Hld-xx (xx=hold code)
WH	This field displays the warehouse associated with the Req/PO.
Vendor	This field displays the number and name of the vendor associated with the Req/PO.

Create Requisitions and Purchase Orders - Overrides Screen



```
                 CREATE REQUISTIONS AND PURCHASE ORDERS - OVERRIDES
Run#:     69  Vendor: IC7000 WH: 3  Owner: APDEMO      Co:  1

Vendor: NAPA VALLEY VINEYRD
Addr1: PO Box 1124
Addr2:                               City:      Napa Valley
Addr3:                               St/Prov?  CA
Addr4:                               Zip/Pstl: 96020-2110          Cntry? USA

Ship To:    3 A & C Office Supply
Addr1: 500 Cray Street
Addr2:                               City:      Dallas,
Addr3:                               St/Prov?  TX
Addr4:                               Zip/Pstl: 75231-0500          Cntry? USA

Ship Via:                            Misc Notes:
FOB Cd?                                       Drop Ship: N    Cmplt Shp: N
Hold Code?                                      Prt EDI Hld Fax Eml
Upd Cst: Y   Upd V/I Cst: N  Upd Inv: Y       PO: Y   N   N   N   N
Email Address: pmason@napavalley.vineyard


     F2=Create                                        F12=Return
```

This screen displays after pressing F8=OVERRIDES on the Create Requisitions and Purchase Orders Screen (p. 38-59).

Before the requisition or purchase order is created, you have the option to use this screen to override various vendor and ship-to information for the selected vendor and warehouse (if one warehouse and one vendor has been selected). This information is defaulted in the same manner as the header and end order values in Enter or Change Requisitions (MENU POMAIN).

Note the following:

- Only certain header and end order fields are included on this screen. Header and end order fields not included on this screen will be filled in with the default value when requisitions and purchase orders are created. You must use Enter or Change Requisitions (MENU POMAIN) if you want to change a field that is not located on this screen.
- From the Create Requisitions and Purchase Orders Screen (p. 38-59), you can select to create requisitions and purchase orders for several vendors and warehouses at the same time. If more than one vendor or warehouse is selected, then you will not be able to change the **Vendor** and **Ship-To** header fields located on this screen and it therefore cannot be displayed. You must instead select only one warehouse and one vendor in order to display this screen and modify the **Vendor** and **Ship-To header** fields.
- In Enter or Change Requisitions (MENU POMAIN), you can change the ship-to number and warehouse for the requisition on the Requisition/Purchase Order Maintenance Header Screen. However, these fields cannot be changed once items are added to the requisition. You will also not be able to change the warehouse and ship-to number on this screen since the requisition/purchase order is being created from a suggested order, which already has line items on it. The warehouse that will be used for creating requisitions/purchase orders will be the suggested order warehouse, and the ship-to will be the default shipping location for the suggested order warehouse.

- Distribution A+ EDI, Fax, and/or Mail Server must be installed if you want to EDI purchase orders, Fax purchase orders, and/or want to Email purchase orders.

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
Run#	This field displays the run number from the Create Requisitions and Purchase Orders Screen (p. 38-59). Display
Vendor	This field displays the vendor number from the Create Requisitions and Purchase Orders Screen (p. 38-59). Display
WH	This field displays the warehouse number from the Create Requisitions and Purchase Orders Screen (p. 38-59). Display
Owner	This field displays the owner (user ID) from the Create Requisitions and Purchase Orders Screen (p. 38-59). Display
Co	This field displays the company for the requisition/purchase order that will be created. *Default Value:* If the vendor is a transfer vendor, then the company will be the warehouse transfer company defined through Inventory Accounting Options Maintenance (MENU XAFILE). If the vendor is not a transfer vendor or the warehouse transfer company is zero, then the company will be the suggested order warehouse company defined through Warehouse Numbers Maintenance (MENU IAFILE). Display
Vendor	Key the name of the vendor for which you want to create a requisition/ purchase order. *Default Value:* The name specified for the vendor number through Vendors Maintenance (MENU POFILE/MENU APFILE). (A 30) Required
Vendor Addr 1 through 4	Key the vendor’s street address, post office box number, or other applicable address information. You can use the Vendor Address 4 field only if Form Type is 2 in System Options Maintenance (MENU XAFILE). *Default Value:* The address field data specified for the vendor number through Vendors Maintenance (MENU POFILE). (4 @ A 30) Optional

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
Vendor City	Key the vendor's city. *Default Value:* Default Value: The vendor's city specified for the vendor number through Vendors Maintenance (MENU POFILE/MENU APFILE). (A 20) Optional
Vendor St/Prov	Key the vendor's state or province. *Default Value:* The vendor's state or province specified for the vendor number through Vendors Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3), if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional
Vendor Zip/Pstl	Key the vendor's zip or postal code. *Default Value:* The vendor's zip or postal code specified for the vendor number through Vendors Maintenance (MENU POFILE/MENU APFILE). (A 10) Optional
Vendor Cntry	Key the vendor's country. *Default Value:* The vendor's country code specified for the vendor number through Vendors Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Ship To (#)	This field displays the default ship-to location for the suggested order warehouse. This is the location to which the items will be shipped. *Default Value:* The default shipping location for the receiving warehouse (suggested order warehouse) selected. Display
Ship To (name)	Key the name of the business or warehouse to which the items are being shipped. *Default Value:* The ship-to name specified for the receiving warehouse's default shipping location. (A 30) Required
Ship To Addr 1 through 4	Key the street address for the location to which the items will be shipped. You can use the **Ship-To Address 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). *Default Value:* The ship-to address fields specified for the receiving warehouse's default shipping location. (4 @ A 30) Optional

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
Ship To City	Key the city to which the items will be shipped. *Default Value:* The ship-to city specified for the receiving warehouse's default shipping location. (A 20) Optional
Ship To St/Prov	Key the state or province to which the items will be shipped. *Default Value:* The ship-to state/province specified for the receiving warehouse's default shipping location. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional
Ship To Zip/Pstl	Key the zip or postal code for the location to which the items will be shipped. *Default Value:* The zip or postal code specified for the receiving warehouse's default shipping location. (A 10) Optional
Ship To Cntry	Key the country code for the country to which the items will be shipped. If your company is located in a European Community member country and is required to submit a monthly Intrastat Report (MENU IAREPT), the country code you enter in this field will be used to determine whether receipts for this PO are included in the report. For more information, refer to the explanation of the Intrastat Report option (MENU IAREPT) in the Inventory Accounting User Guide. *Default Value:* The ship-to country specified for the receiving warehouse's default shipping location. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Ship Via	The standard shipping instructions for the purchase order. *Default Value:* The shipping instructions defined for this vendor through Vendor Master Maintenance (MENU POFILE). (A 20) Optional
Misc Notes	Use this field to enter additional information about the requisition. The text that you enter in this field will print on the Purchase Order. Key the text you want printed. *Default Value:* The miscellaneous notes defined for this vendor number through Vendor Maintenance (Menu POFILE). (A 20) Optional

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
FOB Cd	The FOB code contains shipping information for the order, including who is responsible (you or the vendor) for shipping charges and for freight damages. If your company is located in a European Community member country and is required to submit a monthly Intrastat Report, the FOB code on the requisition is used to determine the Intrastat delivery terms, which are required for the report. If you are required to submit the Intrastat Report, you should not leave this field blank. If you are using vendor volume discounts, you can assign a different FOB code to each discount for a vendor through Vendor Volume Discounts Maintenance (MENU POFIL2). However, the FOB code on the vendor volume discount is for informational purposes, only. If a vendor volume discount that has an FOB code assigned applies to this order, the FOB code you enter here will print on the Purchase Order, not the FOB code from the discount. Key the FOB code you want printed on the Purchase Order. *Default Value:* The FOB code assigned to this vendor through Vendor Master Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* An FOB code defined through FOB Codes Maintenance (MENU POFIL2/MENU OEFIL3). (A 5) Optional
Drop Ship	This field indicates if the items for this ship-to location will be shipped directly from the vendor to your customer. Drop-shipped items are shipped directly from your vendor to your customer. Key Y if items for this location will be typically shipped directly from the vendor to the customer. Key N if items for this location will not be typically shipped directly from the vendor to the customer. *Default Value:* The Drop Ship value specified for the receiving warehouse's default shipping location. *Valid Values:* Y or N (A 1) Required

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
Cmplt Shp	This field specifies if purchase orders for this ship-to location must be shipped complete. Key Y if purchase orders for this ship-to location typically must be shipped complete. When Y is selected, a message is printed on the Purchase Order to indicate that orders must be shipped complete. Key N to not have a message printed on the purchase order and partial receipts will be acceptable for purchase orders at this shipping location. *Default Value:* The Complete Ship value specified for the receiving warehouse's default shipping location. *Valid Values:* Y or N (A 1) Required
Hold Code	To prevent a requisition/purchase order from being approved, or to prevent an approved requisition/purchase order from being printed, you may hold the requisition/purchase order by keying or selecting a hold code in this field. Key the purchasing hold code, if any. The hold codes that are available are those that are set up for the requisition/purchase order company. NOTE: A hold code can only be entered if **Create Purchase Order** is N and the **Approval Code** is blank on the Create Requisitions and Purchase Orders Screen (p. 38-59). *Valid Values:* Any purchasing hold code that has been defined through Hold Codes Maintenance (MENU POFILE). (A 2) Optional
Upd Cst	This field is used to indicate if the average costs for this ship-to location's items should be updated when receipts are posted for purchase orders. Key Y if you typically want to update the average cost of items when receipts are posted. Key N if you do not want to update the average cost of items when receipts are posted. *Default Value:* The **Update Cost** value specified for the receiving warehouse's default shipping location. *Valid Values:* Y or N (A 1) Required

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
Upd V/I Cst	This field indicates if the vendor/item costs for this ship-to location’s items should be updated when receipts are posted for purchase orders. Vendor/item costs are defined through Vendor/Item Maintenance (MENU POFILE/ MENU APFILE). Key Y if you typically want to update the vendor/item cost of items when receipts are posted. Key N if you do not want to update the vendor/item cost of items when receipts are posted. *Default Value:* The **Update Vendor/Item Cost** value specified for the receiving warehouse’s default shipping location. *Valid Values:* Y or N (A 1) Required
Upd Inv	This field indicates if the items for this ship-to location update your inventory on-hand balances. Key Y if you typically want items to update your on-hand inventory balances. Key N if you do not want items to update your on-hand inventory balances. *Default Value:* The Update Inventory value specified for the receiving warehouse’s default shipping location. *Valid Values:* Y or N (A 1) Required
Prt PO	This field displays only if EDI, Fax or Mail Server is installed. Key Y if you want to identify how the Purchase Order will be printed/ processed. If you key Y, a hard copy Purchase Order will print. Key N if you do not want to identify how the Purchase Order will be printed/ processed. If you key N, a hard copy Purchase Order will not print. This field must be selected if the **EDI Purchase Order**, **Fax Purchase Order**, and **Email Purchase Order** fields are not selected. *Default Value:* The value defined for the selected vendor in the **Print Purchase Orders** field in Vendor Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* Y or N (A 1) Required/Optional

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
EDI PO	This field displays only if EDI is installed. Since Purchase Orders may be printed and/or sent via EDI, Fax, or Email, it is required to identify the method(s) to be used. Key Y to identify how the EDI Outgoing Purchase Order (850) document will be sent to the vendor for this purchase order. If you key Y, an EDI Outgoing Purchase Order (850) document will be sent to the vendor for this purchase order. Key N if you do not want to identify how the EDI Outgoing Purchase Order (850) document will be sent to the vendor for this purchase order. If you key N, an EDI Outgoing Purchase Order (850) document will not be sent to the vendor for this purchase order. *Default Value:* The value defined for the selected vendor in the EDI Purchase Orders field in Vendors Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* Y or N (A 1) Required
Hld (place PO on EDI hold)	This field displays only if EDI is installed. If using EDI for purchase orders, use this field to determine whether the EDI Outgoing Purchase Order (850) document will be available for immediate processing, or if an EDI hold will be placed on the job, which would require a manual release. Key Y if the PO will go on EDI hold. If you key Y, and a PO print is submitted to be processed via EDI, it will go on hold until manually released through EDI. Key N if the PO will not go on EDI hold. If you key N, and a PO print is submitted to be processed via EDI, no EDI hold will occur and EDI processing will continue normally. *Default Value:* The value defined for the selected vendor via the **Hold EDI Purchase Orders** field in Vendors Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* Y or N (A 1) Required

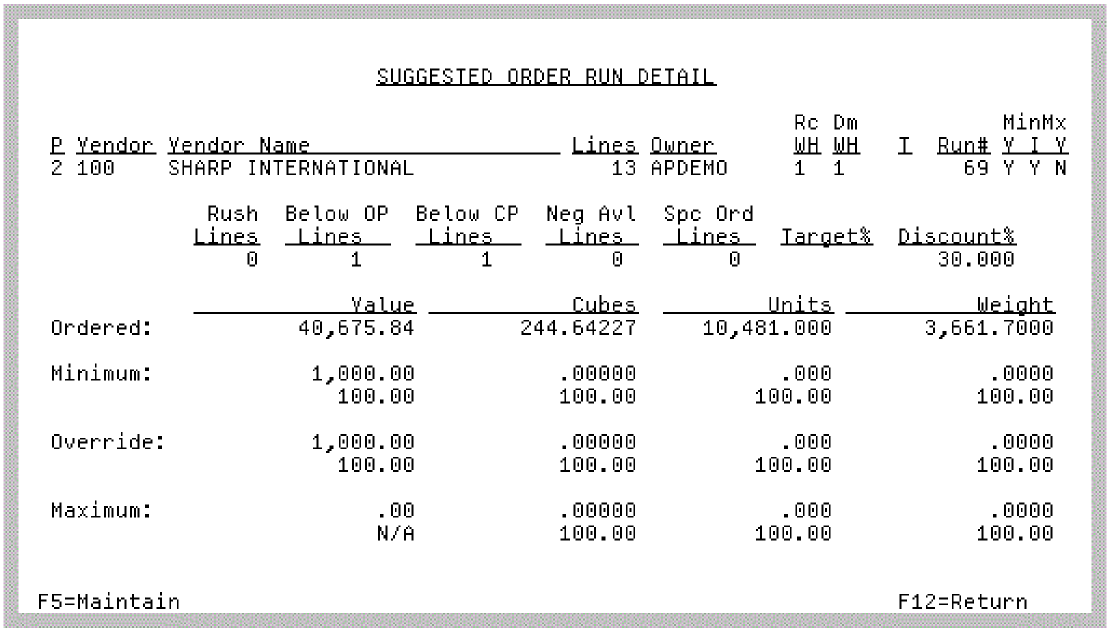
Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
Fax PO	This field displays only if Fax is installed. Since Purchase Orders may be hard copy printed and/or sent via EDI, Fax, or Email, it is required to identify the method(s) to be used. Key Y to use Fax for “printing;” the Purchase Order form will be faxed to the vendor. Key N if you do not want the Purchase Order form faxed to the vendor. *Default Value:* The value defined for the selected vendor in the **FAX Purchase Orders** field in Vendors Maintenance (MENU POFILE/MENU APFILE). *Valid Values:* Y or N (A 1) Required
Eml PO	This field displays only if Mail Server is installed. Use this field to specify whether the Purchase Order form will be emailed. Key Y to have a copy of this Purchase Order emailed to the vendor. Key N if you do not want a copy of this Purchase Order emailed to the vendor. *Default Value:* The value defined for the selected vendor in the **Email Purchase Orders** field in Vendor Master Maintenance (MENU POFILE/ MENU APFILE). *Valid Values:* Y or N (A 1) Required
Email Address	This field displays only if Mail Server is installed. Key the email address for the Purchase Order. *Default Value:* The default email address defined for the selected vendor in the **Default Email Address** field in Vendor Maintenance (MENU POFILE/ MENU APFILE).
F2=Create	Click F2=CREATE to create the requisition and optionally print the purchase order. You will be prompted to press ENTER to confirm/save your new selections, if you made changes. You can press ENTER or press F2=CREATE again to accept the changes. Create requisition/purchase order logic processes and when completed, if requisitions/purchase orders were created, the Buyers Workbench Req/PO Created Information Screen (p. 38-67) appears. NOTE: When requisition(s) and/or purchase order(s) are created, if there are special order items linked to a suggested order, these special order items will be added to Req/PO as well.

Create Requisitions and Purchase Orders - Overrides Screen fields and Function Keys

Field/Function Key	Description
F12=Return	Click F12=RETURN to cancel this function and return to the Create Requisitions and Purchase Orders Screen (p. 38-59). Information overridden on this screen will not be saved.
Enter	Press ENTER to confirm/save your new selections. You will be returned to the Create Requisitions and Purchase Orders Screen (p. 38-59).

Suggested Order Run Detail Screen



This screen displays after entering option I in the **O** field on the Workbench Suggested Orders List Screen (p. 38-5).

Use this screen to view, in one single place, a summarized snapshot of the information available from the multiple views on the Workbench Suggested Orders List Screen (p. 38-5) for the selected run. A brief summary of each field is explained below; refer to the Workbench Suggested Orders List Screen (p. 38-5) for further details.

All fields on this screen are display only.

NOTE: The **Maximum** field will always show as .00 in the Value column and N/A in the percent below, since there is no maximum value applicable.

Suggested Order Run Detail Screen fields and Function Keys

Field/Function Key	Description
P (Priority)	This field displays the priority assigned to the suggested order run. Display
Vendor	This field displays the vendor number associated with the run. Display
Vendor Name	This field displays the vendor name associated with the run. Display

Suggested Order Run Detail Screen fields and Function Keys

Field/Function Key	Description
Lines	This field displays the total number of detail lines, excluding linked special orders from the SPORD file. Display
Owner	This field displays the owner (user ID/buyer) of the suggested order run. Display
Rc WH	This field displays the number of the warehouse that will receive the goods from the vendor. Display
Dm WH	This field displays the number of the warehouse that requires the goods for its inventory. Display
T	This field displays the type of purchase orders to be created from this run, indicated by one of the following: • **M** = multi ship-to • **C** = centralized • **Blank =** standard (neither multi ship-to nor centralized) Display
Run#	This field displays the specific run number assigned to this run when it was created. Display
Min	These two columns indicate whether specific vendor minimums have been met by this suggested order. • **V** represents the vendor minimums (units, value, weight and size) specified through Vendor Master Maintenance (MENU POFILE). If all minimums, if any, have been met by this order, Y appears. If one or more minimum has not been met, N appears. • **I** represents the minimum order quantity for this item as specified through Vendor/Item Master Maintenance (MENU POFILE). If all items on the suggested order run meet their minimum order quantity, if any, Y appears. If one or more items does not meet its minimum order quantity, N appears. Display

Suggested Order Run Detail Screen fields and Function Keys

Field/Function Key	Description
Mx	This column indicates whether any specific vendor maximums have been reached by this suggested order. • **V** represents the vendor maximums (units, value, weight, and size) specified through Vendor Master Maintenance (MENU POFILE). If all maximums, if any, have been met by this order, Y appears. If one or more maximum has not been reached, N appears. Display
Rush Lines	This field displays the number of lines in the run that are categorized as Rush Purchase Order items and as such, have been marked with the Rush Purchase Order priority/color defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this category. This value is initially calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function when the user updates/enters through the Suggested Order Maintenance End Order Screen (p. 35-22). NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Display
Below OP Lines	This field displays the number of lines in the run that are marked with the Below Order Point priority, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This value is initially calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function when the user updates/enters through the Suggested Order Maintenance End Order Screen (p. 35-22). NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Display

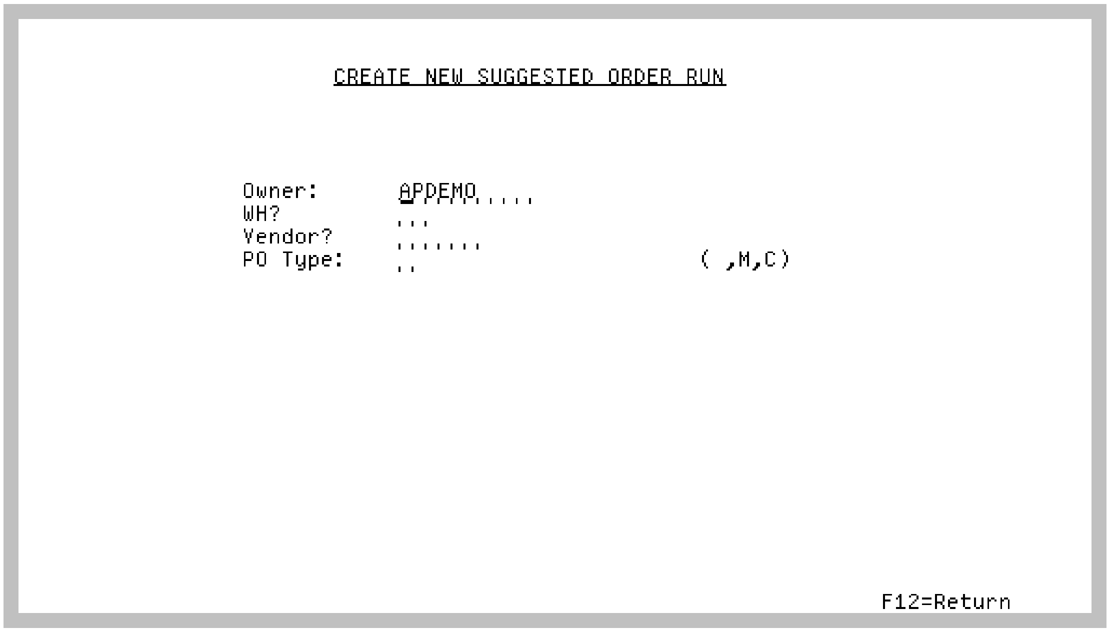
Suggested Order Run Detail Screen fields and Function Keys

Field/Function Key	Description
Below CP Lines	This field displays the number of lines in the run that are marked with the Below Critical Point priority, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This value is initially calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function when the user updates/enters through the Suggested Order Maintenance End Order Screen (p. 35-22). NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Display
Neg Avl Lines	This field displays the number of lines in the run that are marked with the Negative Purchase Net Available, defined in Purchasing System Options Maintenance (MENU XAFILE); refer to that option for details about this priority. This value is initially calculated upon the creation of the suggested order run via the Suggested Order Report function. It could also be recalculated during the suggested order maintenance function when the user updates/enters through the Suggested Order Maintenance End Order Screen (p. 35-22). NOTE: Items which are manually added to a suggested order run are always added with a normal priority and therefore will not update this value. Display
Spc Ord Lines	This field displays the number of special order items added (linked) to the suggested order. Display
Target%	This field displays the target percentage, which identifies how close this suggested order is towards meeting the next closest vendor minimum (cubes, units, weight and amount), if any. Display
Discount%	This field displays the vendor volume discount (VVD), if any, applicable based on this run’s details compared to the VVD requirements, defined in Vendor Volume Discount Maintenance (MENU POFIL2). Display
Ordered	Ordered data is shown for Value, Cubes, Units, and Weight. Display

Suggested Order Run Detail Screen fields and Function Keys

Field/Function Key	Description
Minimum	The vendor minimum data for Value, Cubes, Units, and Weight from the Vendor Master File (VENDR), followed below by the calculated percent of how close the Ordered data is to reaching those minimums. **Example:** If the vendor minimum for units is 50, and the run's current ordered quantity of units is 20, you would see the Minimum Units in this field as 50 with a calculated 20 (percent) shown immediately below it. Display
Override	The override values for this run noted on the Suggested Order Maintenance End Order Screen (p. 35-22), followed below by the calculated percent of how close the Ordered data is to reaching these overrides. **Example:** If the override minimum for units is 50, and the run's current ordered quantity of units is 20, you would see the Override Units in this field as 50 with a calculated 20 (percent) shown immediately below it. Display
Maximum	The vendor maximum data for Value, Cubes, Units, and Weight from the Vendor Master File (VENDR), followed below by the calculated percent of how close the Ordered data is to reaching those maximums. **Example:** If the vendor maximum for units is 50, and the run's current ordered quantity of units is 20, you would see the Maximum Units in this field as 50 with a calculated 20 (percent) shown immediately below it. NOTE: There is no maximum value specification allowed so it will always show as zero, and therefore, no maximum value percent is ever calculated, thus N/A is displayed. Display
F5=Maintain	Press F5=MAINTAIN to maintain the selected run. The Workbench Suggested Lines List Screen (p. 38-27) will appear.
F12=Return	If you keyed I in just one O field on the Workbench Suggested Orders List Screen (p. 38-5) to select one run to view in detail, you will be returned to that screen. If you keyed I in multiple O fields on the Workbench Suggested Orders List Screen (p. 38-5) to select multiple runs to view in detail, you will remain on the current screen and the next run's information will be presented for viewing purposes.

Create New Suggested Order Run Screen



This screen displays after selecting F4=CRT EMPTY RUN on the Workbench Suggested Orders List Screen (p. 38-5).

Use this screen to create a new/empty suggested order run for vendors which may not already exist in the suggested order list. Items can then be manually added to the new suggested order run (via F5=MAINTAIN LAST), even if minimums and maximums have not yet been set up for these items.

Once a new suggested order run has been created, the last owner, warehouse, warehouse name, vendor, vendor name, PO Type, PO Type description, and new run number will appear on the screen.

NOTE: Items must be set up in Vendor/Item Maintenance (MENU POFILE) and Item Balance Maintenance (MENU IAFILE) before they can be added to a new suggested order run that is created.

Create New Suggested Order Run Screen fields and Function Keys

Field/Function Key	Description
Owner	This field displays the owner of this suggested order. Key the owner (user ID) of the suggested order for which you are creating a new suggested order run, or accept the default value. *Default Value:* The owner from the Workbench Suggested Orders List Screen (p. 38-5). *Valid Values:* A valid Distribution A+ user ID. (A 10) Required

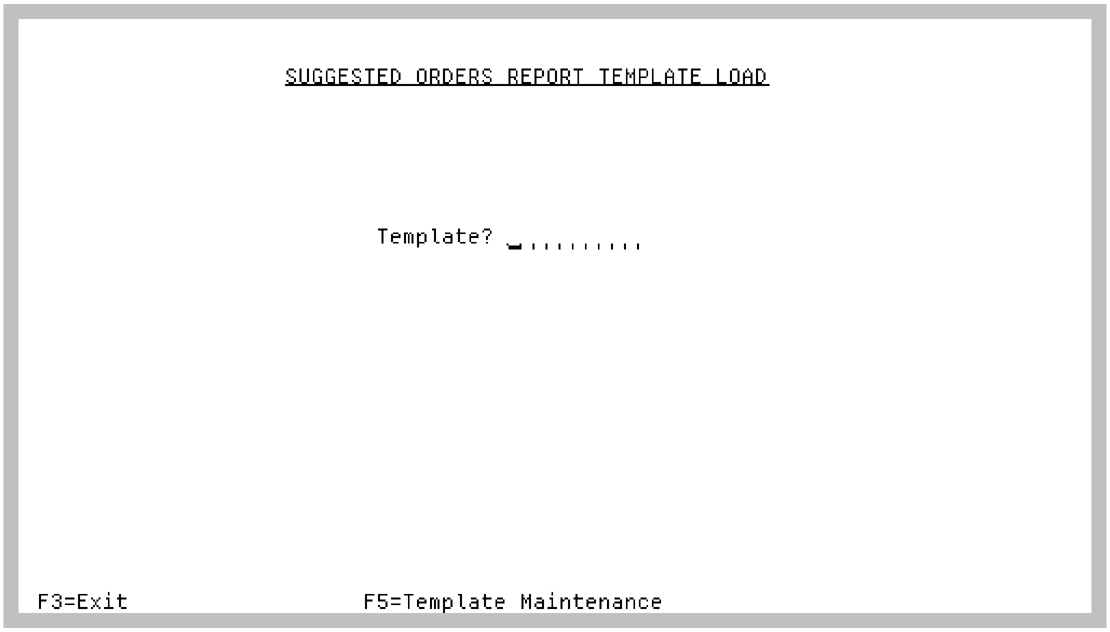
Create New Suggested Order Run Screen fields and Function Keys

Field/Function Key	Description
WH	Use this field to enter the warehouse for which you are creating a new suggested order run. Key the appropriate warehouse ID. Depending on your entry in the **PO Type** field, the system will validate if the warehouse entered allows centralized PO's or multi-warehouse ship-tos. *Valid Values:* A valid warehouse number (non-consignment) defined in Distribution A+ through Warehouse Numbers Maintenance (MENU IAFILE), which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
Vendor	Use this field to enter the vendor for which you are creating a new suggested order run. Key the appropriate vendor number. *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE/MENU APFILE), for which purchase orders are allowed. (A 6) Required
PO Type	This field indicates the type of purchase order for which you are creating a new suggested order run. Leave **Blank** for standard (neither multi ship-to nor centralized). Key **M** for multi ship-to. Both the vendor and warehouse must allow multiple ship-to purchase orders to be valid; that is, the **Allow Multi Ship-To POs** field must be Y in Vendor Master Maintenance (MENU POFILE/MENU APFILE), and the **Mult Ship-to POs** field must be Y in Warehouse Numbers Maintenance (MENU IAFILE). Key **C** for centralized. The warehouse must be set to allow central ship-to POs with warehouse transfers to be valid; that is, the **Allow Central Ship-to POs w/WH Trans** field must be Y on the Warehouse Number File Maintenance Screen (in MENU IAFILE) for the warehouse. *Valid Values:* Blank, M, or C (A 1) Optional, since blank = a valid value
F5=Maintain Last	F5=MAINTAIN LAST appears after you press ENTER to create the new suggested order run. Press F5=MAINTAIN LAST to maintain the run that was just created. The Workbench Suggested Lines List Screen (p. 38-27) will appear.
F12=Return	Press F12=RETURN to return to the Workbench Suggested Orders List Screen (p. 38-5), without creating a new suggested order run.

Create New Suggested Order Run Screen fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries and create a new suggested order run. The screen will be refreshed and the **Last** action performed will be displayed on the screen. The F5=MAINTAIN LAST function key will now also appear, once ENTER is pressed and processing completes. A “shell” of a suggested order run will be created for the owner, warehouse, and vendor entered on this screen. The run number will be automatically assigned, and no items will exist on the suggested order. You can then manually add items to this suggested order via F5=MAINTAIN LAST, or by using M on the Workbench Suggested Orders List Screen (p. 38-5).

Suggested Orders Report Template Load Screen



This screen displays after selecting F6=CRT NEW RUN on the Workbench Suggested Orders List Screen (p. 38-5).

Use this screen to create suggested order runs for vendors, like the Suggested Orders Report option would do. Once you follow the screens that this function provides access to, you will also be able to print the Suggested Orders Report.

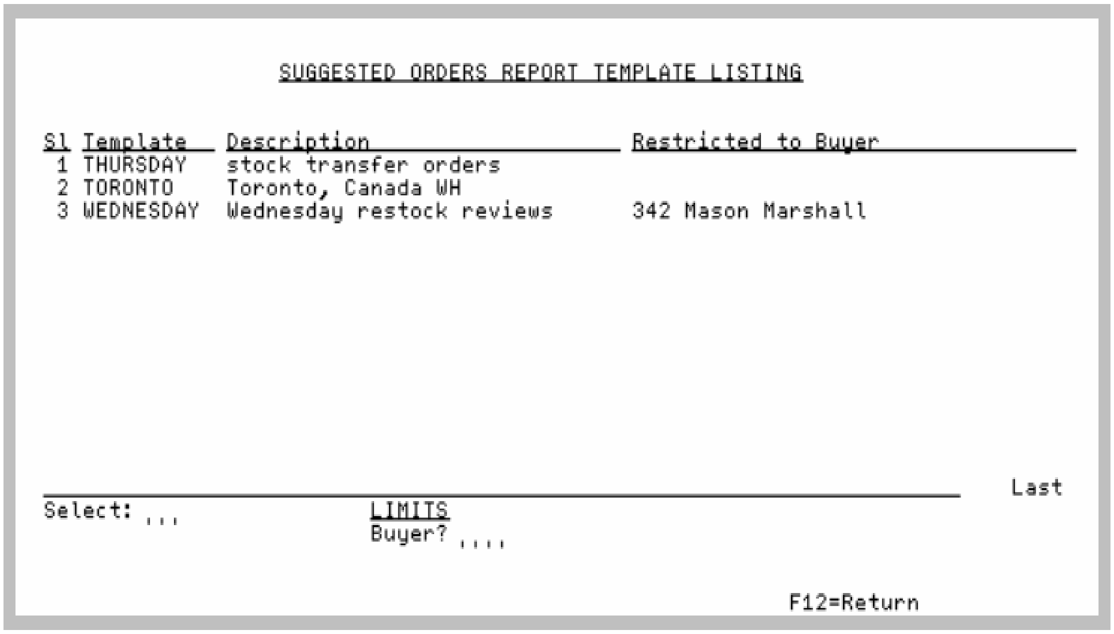
You can only select to maintain a template if your User ID buyer matches to the **Restricted to Buyer**, if one was entered.

NOTE: Items must be set up in Vendor/Item Maintenance (MENU POFILE) and Item Balance Maintenance (MENU IAFILE) before they can be added to a new suggested order run that is created.

Suggested Orders Report Template Load Screen fields and Function Keys

Field/Function Key	Description
Template	Use this field to load a previously defined template, so that you do not have to key values each time you run the Suggested Orders Report. To create a new template, leave this field blank and press F5=TEMPLATE MAINTENANCE. The Suggested Orders Report Template Maintenance Screen (p. 38-93) appears. To load a previously defined template, key the template in this field and press ENTER, or key ? and press **Enter** to select one from the Suggested Orders Report Template Listing Screen (p. 38-91). The Suggested Orders Report Screen (p. 34-3) appears and the information (Vendor List, Buyer List, PLine List, Warehouse List, etc.) from the selected template will be defaulted into the fields on the Suggested Orders Report Screen (p. 34-3). Leave this field blank and press **Enter** to create a new Suggested Order Run without the information (Vendor List, Buyer List, PLine List, Warehouse List, etc.) being defaulted in. The Suggested Orders Report Screen (p. 34-3) appears. Refer to the Suggested Orders Report Screen (p. 34-3) in Suggested Orders Report (MENU POREPT) for details. *Valid Values:* Blank or a valid suggested orders report template previously defined through Template Maintenance (via F5=TEMPLATE MAINTENANCE on this screen). (A 10) Optional
F3=Exit	Press F3=EXIT to return to the Workbench Suggested Orders List Screen (p. 38-5).
F5=Template Maintenance	Press F5=TEMPLATE MAINTENANCE to add, change or delete a suggested orders report template. The Suggested Orders Report Template Maintenance Screen (p. 38-93) will appear.
Enter	Press ENTER (with or without entering a template) to access the Suggested Orders Report Screen (p. 34-3). Refer to this screen in Suggested Orders Report (MENU POREPT) for details. Press ENTER after keying a ? in the **Template** field to select a previously defined template from the Suggested Orders Report Template Listing Screen (p. 38-91).

Suggested Orders Report Template Listing Screen



This screen displays after keying a ? in the **Template** field on the Suggested Orders Report Template Load Screen (p. 38-89) or Suggested Orders Report Template Maintenance Screen (p. 38-93) and pressing ENTER.

This screen displays a list of existing suggested order templates that have been created for the Suggested Orders Report.

To select a template to use for the Suggested Orders Report, key the **Sl** number of that template in the **Select** field and press ENTER. You can also filter the list of templates by buyer, using the **Buyer** limits field.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen

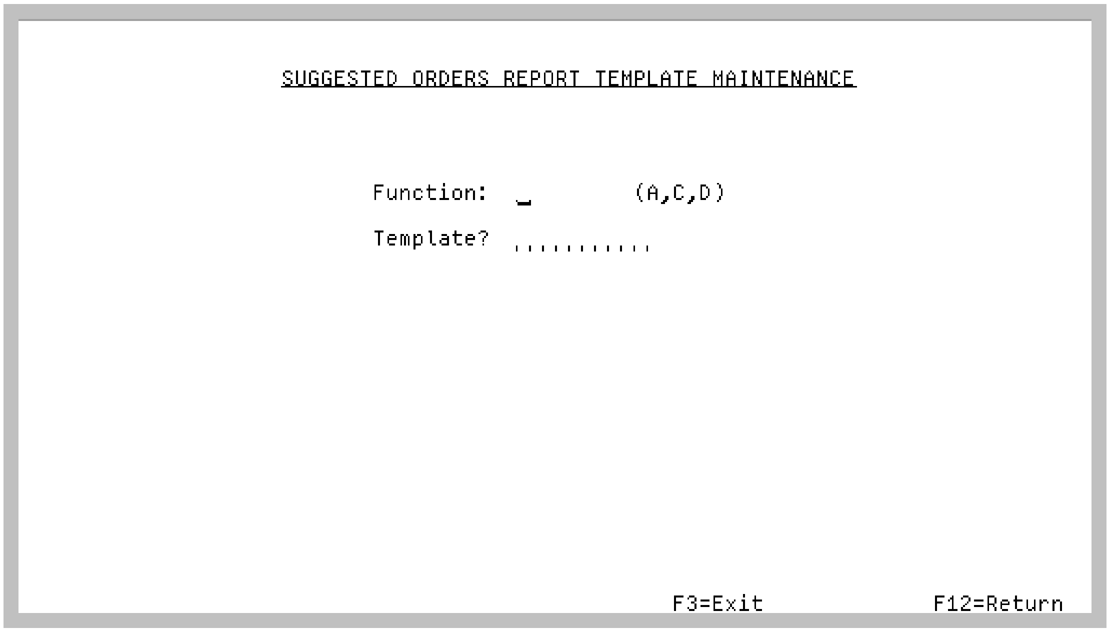
Suggested Orders Report Template Listing Screen fields and Function Keys

Field/Function Key	Description
Sl	The reference number of the existing template. To select a template, you must key this number in the **Select** field on this screen. You can only select to maintain a template if your User ID buyer matches to the **Restricted to Buyer**, if one was entered. Display

Suggested Orders Report Template Listing Screen fields and Function Keys

Field/Function Key	Description
Template	The existing suggested order template that has been created for the Suggested Orders Report. Display
Description	The description of the existing suggested order template. Display
Restricted to Buyer	If the template is restricted to a particular buyer (as determined on the Suggested Orders Report Template Settings Screen (p. 38-95)), the buyers name will appear in this field. Otherwise, this field is blank. Display
Select	Use this field to select an existing template to use. Key the **SI** number of the template you want to select and press ENTER. You will be returned to the Suggested Orders Report Template Load Screen (p. 38-89) or Suggested Orders Report Template Maintenance Screen (p. 38-93) and the template will be selected. (N 2,0) Required
Buyer	Use this field to limit templates shown to only those that match the buyer you key in this field. Key the buyer and press ENTER. The screen will refresh to limit the results listed on this screen to templates that match your entry. (A 3) Optional
F12=Return	Press F12=RETURN to return to the Suggested Orders Report Template Load Screen (p. 38-89) or Suggested Orders Report Template Maintenance Screen (p. 38-93).
Enter	Press ENTER after entering a template in the **Select** field to select that template and return to the Suggested Orders Report Template Load Screen (p. 38-89) or Suggested Orders Report Template Maintenance Screen (p. 38-93). Press ENTER after entering a buyer in the **Buyer** field to limit the templates shown in the list to only those that match the buyer entered.

Suggested Orders Report Template Maintenance Screen



This screen displays after selecting F5=TEMPLATE MAINTENANCE on the Suggested Orders Report Template Load Screen (p. 38-89).

Use this screen to add, change, or delete suggested order report template process formats. You can only select to maintain a template if your User ID buyer matches to the **Restricted to Buyer,** if one was entered.

When you select an existing template that has default values defined, those default values (created here) will be displayed to eliminate the need of having to select the appropriate values for the specific run of the suggested orders report.

After performing a function, information for the last function performed will display on this screen.

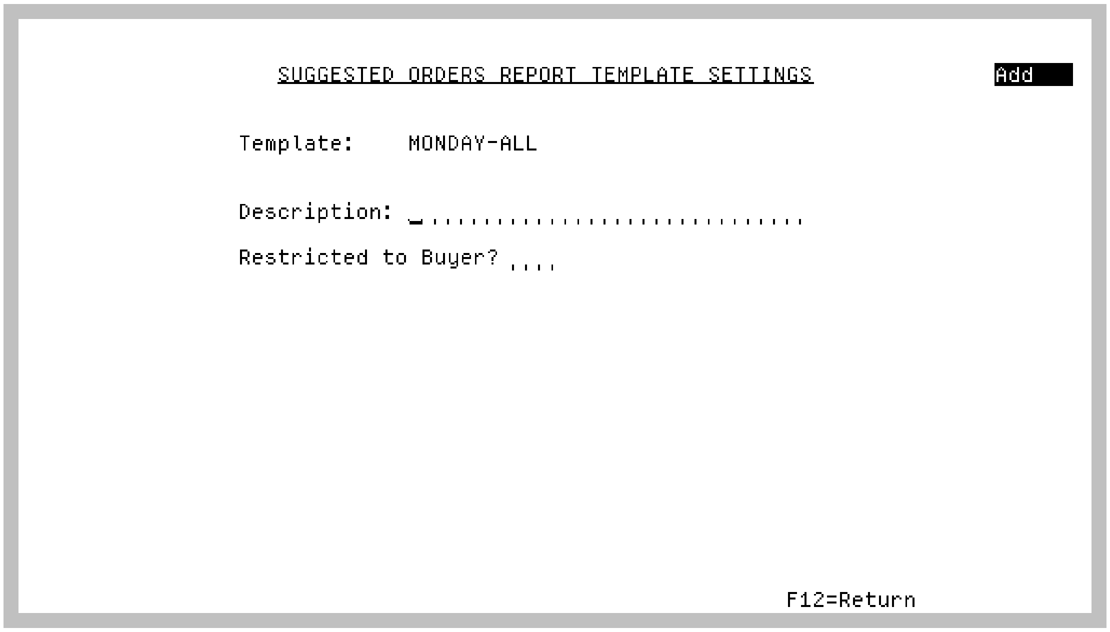
Suggested Orders Report Template Maintenance Screen fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new suggested order report template. Key C to change an existing default suggested order report template. Key D to delete an existing default suggested order report template. *Valid Values:* A, C, D (A 1) Required

Suggested Orders Report Template Maintenance Screen fields and Function Keys

Field/Function Key	Description
Template	Use this field to key the name of the template you want to add, change or delete. You will be creating, modifying, or deleting default values for this template. If you are changing or deleting an existing template and do not recall the name of the template, key a ? in this field to display the Suggested Orders Report Template Listing Screen (p. 38-91). (A 10) Required
F3=Exit	Press F3=EXIT to return to Workbench Suggested Orders List Screen (p. 38-5).
F12=Return	Press F12=RETURN to return to Suggested Orders Report Template Load Screen (p. 38-89).
Enter	Press ENTER to confirm your selections. If you keyed a ? in the Template field, the Suggested Orders Report Template Listing Screen (p. 38-91) appears. If you keyed A or C in the **Function** field, the Suggested Orders Report Template Settings Screen (p. 38-95) appears. If you keyed D in the **Function** field, the Suggested Orders Report Template Settings Screen (p. 38-95) appears, and you will be prompted to press F24 to delete the record.

Suggested Orders Report Template Settings Screen



This screen displays after selecting to add, change, or delete a suggested orders report template on the Suggested Orders Report Template Maintenance Screen (p. 38-93) and pressing ENTER.

Use this screen to enter a description for the suggested order report template you are adding or maintaining. You will also have the option to restrict the template to a particular buyer. If you selected to delete a template, F24=DELETE will appear and you will be prompted to press F24 to confirm deletion.

If you are adding a new template or changing an existing template, after further defining the template settings on this screen and pressing ENTER, you will be forwarded to the Suggested Orders Report Screen (p. 34-3) in Suggested Orders Report (MENU POREPT). Once you continue through the process from the Suggested Orders Report Screen (p. 34-3), the Suggested Orders Report Template File (SOTMP) will be updated.

Suggested Orders Report Template Settings Screen fields and Function Keys

Field/Function Key	Description
Template	The suggested orders report template you selected on the Suggested Orders Report Template Maintenance Screen (p. 38-93). Display
Description	Use this field to key the description for the suggested order template you are adding or changing. (A 30) Required

Suggested Orders Report Template Settings Screen fields and Function Keys

Field/Function Key	Description
Restricted to Buyer	Use this field if you want to restrict the suggested order template to a particular buyer. Key the buyer. Your User ID buyer must match the **Restricted to Buyer**. *Valid Values:* a buyer defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
F12=Return	Press F12=RETURN to return to the Suggested Orders Report Template Maintenance Screen (p. 38-93).
F24=Delete	The F24=DELETE function key displays only if D was selected in the **Function** field on the Suggested Orders Report Template Maintenance Screen (p. 38-93). Press F24=DELETE to confirm deletion of the suggested order report template. You will be returned to the Suggested Orders Report Template Maintenance Screen (p. 38-93) and the template will be deleted.
Enter	Press ENTER to confirm your selections. The Suggested Orders Report Screen (p. 34-3) appears. Refer to this screen in Suggested Orders Report (MENU POREPT) for details.

CHAPTER 39

Buyer Analysis Report

39

Use this option to print buyer budget purchase versus actual information and the variance between the two for an individual buyer or for multiple buyers. For each buyer specified on the Buyer Budget/Actual Analysis Report Selection Screen (p. 39-3), this option prints a Buyer Budget Analysis report according to the buyer budget level assigned through Buyers Maintenance (MENU POFILE). For each individual buyer, a report with buyer budget/actual information will print with one of the following buyer budget levels when actual data has been posted:

- Warehouse
- Warehouse/Vendor
- Warehouse/Vendor/Buyer Item Class
- Warehouse/Vendor/Buyer Item Class/Subclass
- Warehouse/Buyer Item Class
- Warehouse/Buyer Item Class/Subclass
- Vendor
- Vendor/Buyer Item Class
- Vendor/Buyer Item Class/Subclass
- Buyer Item Class
- Buyer Item Class/Subclass

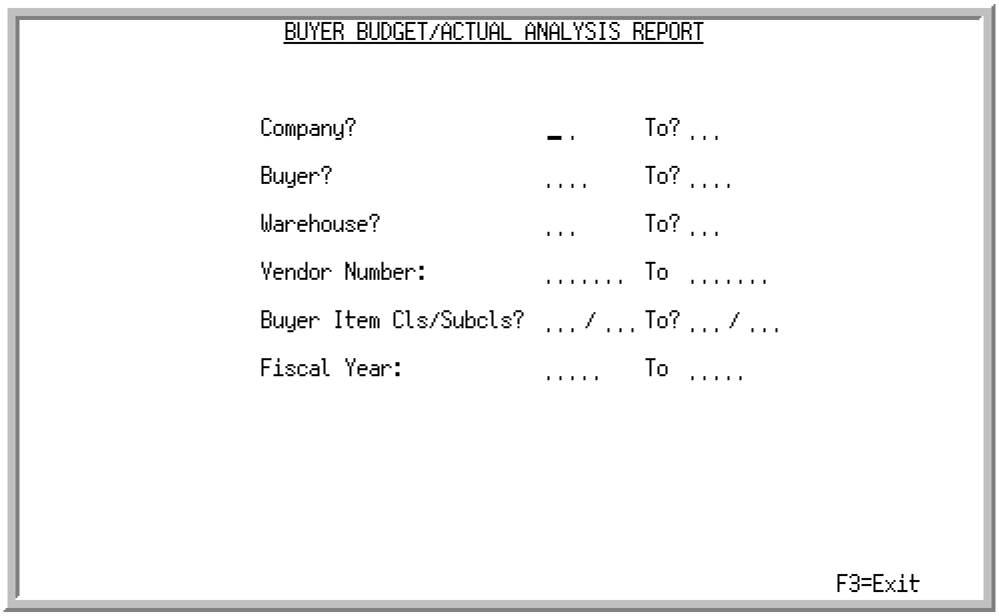
Buyer Analysis Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	**Purpose**
Buyer Budget/Actual Analysis Report Selection Screen	Use to enter criteria to limit the information printed on the Buyer Budget/Analysis Report for each buyer.

Title	Purpose
Buyer Budget/Analysis Report	Prints a buyer budget analysis between monthly budget purchase amounts and actual purchase amounts derived from those purchase orders with an assigned buyer code.

Buyer Budget/Actual Analysis Report Selection Screen



BUYER BUDGET/ACTUAL ANALYSIS REPORT

Company? . . To? . . .
Buyer? . . . . To? . . . .
Warehouse? . . . To? . . .
Vendor Number: . . . . To . . . .
Buyer Item Cls/Subcls? . . . / . . . To? . . . / . . .
Fiscal Year: . . . . . To . . . . .

F3=Exit

This screen displays after selecting option 15 - Buyer Analysis Report from MENU POREPT. Use this screen to enter criteria to limit the information printed on the Buyer Budget/Analysis Report (p. 39-5) for each buyer. If no criteria is keyed, all buyer analysis information will be included on the report. Additionally, if more than one buyer is entered, multiple reports will print for each buyer specified. There are a total of eleven reports available for the buyer level.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Buyer Budget/Actual Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies for which buyer information will be included on this report. Leave this field blank to include all buyer information regardless of company affiliation. (2 @ N 2,0) Optional
Buyer	Key the range of buyers for which buyer budget/actual information will be included on this report. Leave this field blank to print buyer budget/actual data for all buyers. (2 @ A 3) Optional

Buyer Budget/Actual Analysis Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses for which warehouse information will be included on this report. Leave this field blank to include all warehouses on this report. (2 @ A 2) Optional
Vendor	Key the range of vendors for which vendor information will be included on this report. Leave this field blank to include all vendors on this report. (2 @ A 6) Optional
Buyer Item Cls/SubCls	Key the range of buyer item classes/subclasses for which buyer item class/ subclass information will be included on this report. Leave this field blank to include all applicable buyer item classes and/or subclasses on this report. (2 @ A 2/ A 2) Optional
Fiscal Year	Key the range of fiscal years for which fiscal year information will be included on this report. Leave this field blank to include all fiscal year information on this report. (2 @ N 4,0) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POREPT.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Appendix section of the Cross Applications User Guide for an explanation of this screen.

Buyer Budget/Analysis Report

```
P0325A 04/29/11  16.09.06                          BUYER BUDGET ANALYSIS REPORT                     AM/APDEMO   PAGE:    1
                                                        BY WAREHOUSE
                                                 BUYER 101 Bill DeFeo
       All Companies      All Warehouses         All Vendors     All Byr Itm Cls        All Byr Itm Subclass  All Years
                  Total     Jan      Feb      Mar     Apr      May     Jun      Jly     Aug      Sep     Oct      Nov     Dec
------------------------------------------------------------------------------------------------------------------------------
Company:      01 A & C Office Supply
 Whs:         1  Hartford, CT
Budget   2010
              300000            25000            25000            25000            25000            25000            25000
                        25000            25000            25000            25000            25000            25000
Act           201589                0                0              144                0                0                0
                            0           201445                0                0                0                0
Var            98411-           25000-           25000-           24856-           25000-           25000-           25000-
                        25000-          176445            25000-           25000-           25000-           25000-
Budget   2011
              300000            25000            25000            25000            25000            25000            25000
                        25000            25000            25000            25000            25000            25000
Act              934                0              934                0                0                0                0
                            0                0                0                0                0                0
Var           299066-           25000-           24066-           25000-           25000-           25000-           25000-
                        25000-           25000-           25000-           25000-           25000-           25000-
 Warehouse 1  Totals:
Bud           600000            50000            50000            50000            50000            50000            50000
                        50000            50000            50000            50000            50000            50000
Act           202523                0              934              144                0                0                0
                            0           201445                0                0                0                0
Var           397477-           50000-           49066-           49856-           50000-           50000-           50000-
                        50000-          151445            50000-           50000-           50000-           50000-
```

This report prints following your responses on the Buyer Budget/Actual Analysis Report Selection Screen (p. 39-3), and the Report Options Screen. Buyer budget/actual buyer purchase information meeting the specified selection criteria will print.

If the **Buyer Budget Level** field is set to 0 in Buyer Analysis Report (MENU POFILE) for any of the buyers specified in the limiting criteria, no statistical data is saved for the buyers and reports cannot be generated. If a report cannot be generated, a break message will be issued indicating that "Buyer levels are 0 for the buyer range specified. No Buyer Analysis reports were generated."

This report presents you with a buyer budget analysis between monthly budget purchase amounts and actual purchase amounts derived from those purchase orders with an assigned buyer code. If there is no actual data for a specified buyer budget, the budget will not print.

The report name is selected based on the level assigned to the buyer (i.e. buyer item class) and prints that buyer level as the second heading line. The program then attempts to match the actual to budget for the analysis. When the actual detail does not match the budget detail (i.e. actual in warehouse 6 and budget for warehouse 3), the actual will print on the selected report with a budget of zero for comparison.

You may define buyer budgets for a buyer at the following levels:

- 1 - Warehouse
- 2-Warehouse/Vendor
- 3-Warehouse/Vendor/Buyer Item Class
- 4-Warehouse/Vendor/Buyer Item Class/Subclass
- 5- Warehouse/Buyer Item Class
- 6- Warehouse/Buyer Item Class/Subclass
- 7-Vendor

- 8- Vendor/Buyer Item Class
- 9- Vendor/Buyer Item Class/Subclass
- 10- Buyer Item Class
- 11- Buyer Item Class/Subclass

Buyer Budget/Analysis Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The report sub-title is selected based on the level assigned to the buyer (i.e. By Warehouse, By Buyer Item Class) and then prints that buyer ID and name as the third heading line.
Company	The company number and name for the associated budget.
Warehouse	The warehouse ID and name associated with budget.
Budget	This row of fiscal periods is the period budget entered for this buyer through Buyer Budgets Maintenance (MENU POFIL2) for each month displayed.
Actual	This row of fiscal periods is the actual monthly buyer purchase amount derived from those purchase orders with the selected buyer's buyer code for each month displayed based on the PO print date.
Variance	This row of fiscal periods is the variance between the monthly buyer budget entered for the buyer and the actual period purchase amount that has been processed through Distribution A+ for the selected buyer.
Total	This row of fiscal periods is the total period amounts, if applicable, for each buyer budget level assigned to the selected buyer. These buyer budget levels include, but are not limited to, the following total lines: • Buyer • Company • Warehouse • Vendor • Buyer Item Class • Buyer Item Subclass • Fiscal Year

CHAPTER 40 **Special Order Summary Report** 40

Use this option to print the Special Order Summary Report. This report prints one line for every vendor in which a special order is assigned. Special orders are comprised of drop-shipped items (shipped directly from the vendor to the customer), non-stocked items [items defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field indicating that they are non-stocks], and any other type of special order. For more information on special orders, refer to Special Order Processing (p. 5-4).

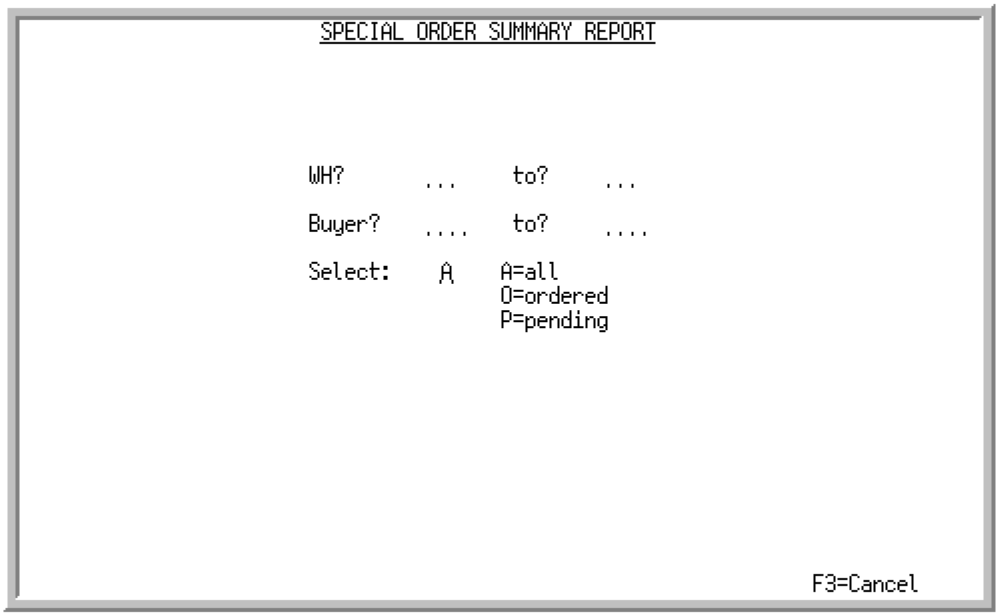
NOTE: This report may also be printed, in summary, through Maintain Special Orders (MENU POMAIN). Select F4=SUMMARY RPT from the Vendor Summary Screen (p. 10-9).

Special Order Summary Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Special Order Summary Report Screen	Use to select the criteria to print on the Special Order Summary Report.
Special Order Summary Report	Prints one line for every vendor from whom an item is special ordered.

Special Order Summary Report Screen



Use this screen to select the criteria to print on the Special Order Summary Report.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Special Order Summary Report Fields and Function Keys

Field/Function Key	Description
WH	All special orders are created for a warehouse. Key the range of Warehouse IDs for which special orders are being maintained that you want to print. (A 2) Optional
Buyer	Certain buyers may be associated with special orders. Key the range of buyer codes (usually the buyer's initials) for which special orders will print. *Valid Values:* a valid buyer code. Buyer codes are defined through Buyers Maintenance (MENU POMAIN). (A 3) Optional

Special Order Summary Report Fields and Function Keys

Field/Function Key	Description
Select	Use this field to limit the special orders printed by their status. Key A to print all special orders regardless of their status. Key O to print only those special order items that have been selected on a requisition through Enter or Change Requisitions (MENU POMAIN). Key P to print only those special order items that have not been placed on a requisition or purchase order. *Default Value:* A (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Special Order Summary Report

```
PO165S   05/23/11    9.17.25           SPECIAL ORDER SUMMARY REPORT          AI/APDEMO      PAGE-    1
                                          WH-1  Hartford, CT
               All Warehouses                 All Buyers                 All
                                        |-------- Orders ---------|    |-------- Units ----------|
Buyer  Vendor  Name                      Dr Shp   Non Stk    Sp Ord     Dr Shp   Non Stk    Sp Ord
----------------------------------------------------------------------------------------------------
               Vendor not Assigned                  5                               38
 102   IC3000  SAUERKRAUT PRODUCTS                              3                               50
 103   100     SHARP INTERNATIONAL                              2                              201
 101   1700    SENTRY CABINETS             1                              2
 103   200     K & M CORPORATION                                9                            3,135
 103   300     AMERICAN CALENDAR                                2                               60
```

This report prints following your responses on the Special Order Summary Report Screen (p. 40-2), and the Report Options Screen.

By warehouse, one line for every vendor from whom an item is special ordered is printed.

Special Order Summary Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Buyer	The buyer associated with the vendor from whom an item is special ordered.
Vendor	The vendor number selected for the special order. This is the primary vendor assigned to the special ordered item, or another vendor selected through Maintain Special Orders (MENU POMAIN). If a vendor was not assigned to the special order item, the message “Vendor Not Assigned” appears in this field.
Name	The name of the vendor.
Orders	The **Orders** field is displayed in 3 specific columns: • **Dr Shp**: The number of drop shipment orders associated with this vendor. • **Non Stk**: The number of non-stock orders associated with this vendor. • **Sp Ord**: The number of special orders associated with this vendor.

Special Order Summary Report

Report/Listing Fields	Description
Units	The **Units** field is displayed in 3 specific columns: • **Dr Shp**: The total units for drop shipment orders. • **Non Stk**: The total units for non-stock orders. • **Sp Ord**: The total units for special orders.

CHAPTER 41

Special Order Detail Report

41

Use this option to print the Special Order Detail Report. Detailed information for each special order will be printed.

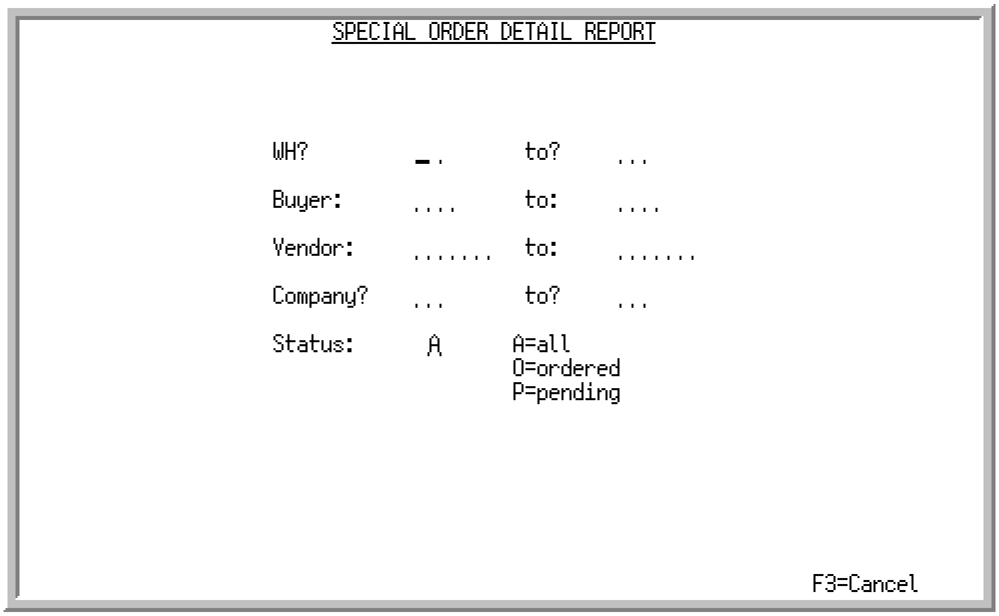
NOTE: You may also print this report through Maintain Special Orders (MENU POMAIN). Select F2=DETAIL RPT from the Vendor Summary Screen (p. 10-9) to print the report in detail.

Special Order Detail Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Special Order Detail Report Screen	Use to select the criteria that will print on the Special Order Detail Report.
Special Order Detail Report	Prints detailed information for each special order.

Special Order Detail Report Screen



This screen displays by selecting option 21 - Special Order Detail Report (MENU POREPT) and is used to select the criteria that will print on the Special Order Detail Report.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Special Order Detail Report Screen Fields and Function Keys

Field/Function Key	Description
WH	All special orders are created for a warehouse. Key the range of Warehouse IDs for which special orders are being maintained that you want to print. (A 2) Optional
Buyer	Certain buyers may be associated with special orders. Key the range of buyer codes to print. *Valid Values:* Key the valid buyer. Buyer codes are defined through Buyers Maintenance (MENU POFILE). (A 3) Optional

Special Order Detail Report Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Special orders are created for a specific vendor. Key the range of vendors to print If Value Added Services is installed on your system, you may select to print only special order work orders on this report by keying the vendor number you defined as your work order vendor in Work Order Options Maintenance (MENU WOFILE). (A 6) Optional
Company	Key the range of companies for which special orders will print. (N 2,0) Optional
Status	Use this field to limit the special orders printed by their status. Key A to print all special orders regardless of their status. Key O to print only those special order items that have been selected for a requisition through Enter or Change Requisitions (MENU POMAIN). Key P to print only those special order items that have not been placed on a requisition or purchase order. *Default Value:* A (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Special Order Detail Report

```
PO165D   05/23/11   10.06.06                      SPECIAL ORDER DETAIL REPORT                    AI/APDEMO        PAGE-    2
                                                      WH-1  Hartford, CT
                                                 VND-IC3000 SAUERKRAUT PRODUCTS   BUY-102
                                       Ord Quantity/       Ord No/                                     PO Quantity/        Req-PO/
Our Item/                                 Ord Price/        Rq Shp/  Mfg Item/                            Item Cost/          Status/
 Description                               Ord Cost    U/M   SO Type  Description                         Ovr Price   U/M       Date
----------------------------------------------------------------------------------------------------------------------------------
A320                                         20.000    EA   01/02744 FK-3755                               20.000    EA    01/100185
Deluxe Full Strip Desk Stapler               30.85000 EA    04/29/11 Deluxe Full Strip Desk Stapler        11.86288 EA     On Req
1/2" staples                                 11.65000 EA         S/O 1/2" staples                                           04/29/11
                                          Customer:  Huntsville Medical Center
A340                                         10.000    EA   01/02722 KP-1177                               10.000    EA
Deluxe Straight Trimmers Shears               7.85000 EA    03/26/10 Deluxe Straight Trimmers Shears        2.64751 EA     Unordered
10" scissors                                  2.60000 EA         S/O 10" scissors
                                          Customer:  Smithfield School Department
A340                                         20.000    EA   01/02741 KP-1177                               20.000    EA
Deluxe Straight Trimmers Shears               7.85000 EA    04/25/11 Deluxe Straight Trimmers Shears        2.64751 EA     Unordered
10" scissors                                  2.60000 EA         S/O 10" scissors
                                          Customer:  Lebanon School Department
```

This report prints following your responses on the Special Order Detail Report Screen (p. 41-2), and the Report Options Screen.

Detailed information for each special order is printed (one line is printed for each special order item line that has been created on customer orders in Order Entry).

Special Order Detail Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The warehouse number and name and the vendor number and name are also printed at the top or each page.
Our Item/Description	The item number and item description of the special ordered item from the sales order. If the description in the sales order is blank, the description will print from the Item Master File (ITMST).
Ord Quantity, U/M	The order quantity reflects the quantity of items ordered and the ordering unit of measure.
Ord No	The company number and order number.in Order Entry that contains this item.
Mfg Item/Description	The manufacturer’s item number and description from the Vendor/Item Master File.

Special Order Detail Report

Report/Listing Fields	Description
PO Quantity, U/M	The quantity of the item that will be purchased based on the buying unit of measure for the item.
Req-PO	This field will be blank if the **Status** is Unordered or Selected. If the **Status** is On Req or On PO, this field will print the company and the requisition/purchase order number.
Ord Price, U/M	The unit final price and unit of measure of the item expressed based on the pricing unit of measure from the sales order.
Rq Shp	The requested ship date (expected date for shipment) of the order to the customer.
Item Cost, U/M	The cost of the item expressed in the pricing unit of measure.
Status	This field displays the status of the special order. The status may be one of the following: • Unordered: has not been placed in a requisition or purchase order • Selected: has been selected for inclusion through Work with Special Orders • On Req: has been included on a requisition • On PO: has been included on a purchase order • On WO: has been included on a work order (if Value Added Services is installed)
Ord Cost	The unit cost of the item from the sales order.
SO Type	This field displays S/O for a special order and D/S for a drop shipment special order.
Ovr Price, U/M	The override price of the item as specified from
Date	The date the purchase order was printed.

CHAPTER 42 | 42

Special Order Edit Report

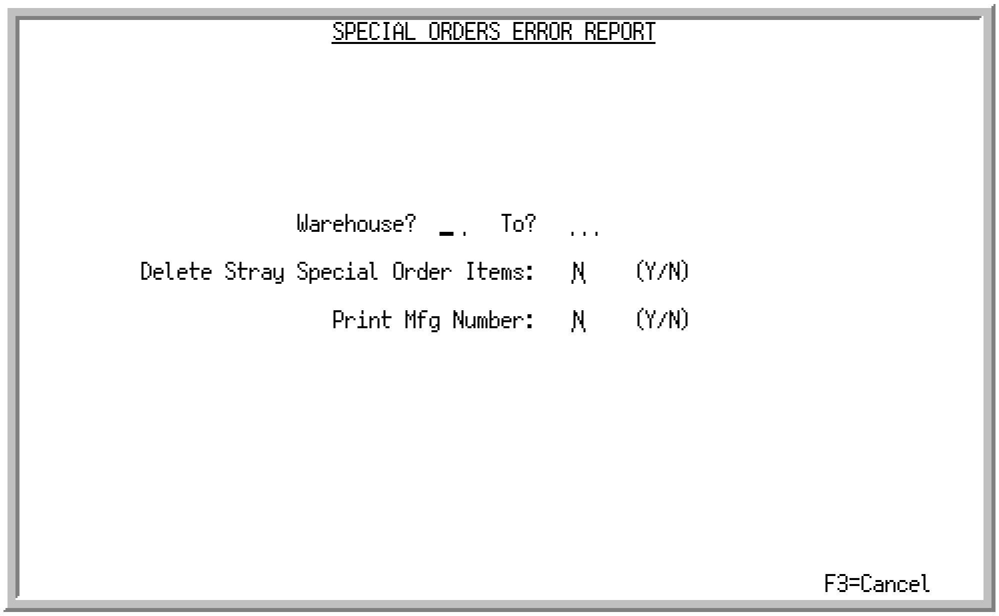
This option prints the Special Order Edit Report. The customer order, requisition, and/or purchase order refer to a special order. Use this report to verify that no discrepancies exist between these documents. This verification will ensure that the documents have not been altered since they were entered/created.

Special Order Edit Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Special Orders Edit Error Report Screen	Use to select the warehouse(s) to print on the Special Order Error Report.
Special Order Edit Error Report	Prints error messages and the values that differ (identifying where each value is contained) for each discrepancy encountered.

Special Orders Edit Error Report Screen


SPECIAL ORDERS ERROR REPORT

Warehouse? _ . To? . . .

Delete Stray Special Order Items: N (Y/N)

Print Mfg Number: N (Y/N)

F3=Cancel

This screen displays after selecting option 22 - Special Order Edit Report and is used to select the warehouse(s) to print on the Special Order Error Report.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Special Orders Edit Error Report Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	All special orders are created for a warehouse. Key the range of Warehouse IDs (for which special orders have been created) that you want to print for editing purposes. (2 @ A 2) Optional

Special Orders Edit Error Report Screen Fields and Function Keys

Field/Function Key	Description
Delete Stray Special Order Items	Use this field to specify whether stray special order items will be deleted from the Special Orders File (SPORD). A stray special order item is one that falls into any one of the following categories: • The customer order on which the special order was placed has been deleted • The special ordered line item has been deleted from the customer order • The special ordered item was placed on a requisition or purchase order and the requisition/purchase order has been deleted • The special ordered line item was placed on a requisition or purchase order and the line item has been deleted from the requisition/purchase order Key Y if you want stray special order items to be deleted. Key N if you do not want stray special order items to be deleted. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Special Order Error Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturer's item numbers to print on the report. *Default Value:* N (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU POREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Special Order Edit Error Report

```
PO166    05/23/11   14.00.44                     SPECIAL ORDER ERROR REPORT                 AI/APDEMO           PAGE-     1
                                                   WH-1  Hartford, CT
             Item/Description
Vendor Buy  Mfg Item Number           Order No  Typ  Error
-----------------------------------------------------------------------------------------------------------------------------
             NIC80 Non-Stock Paper Prod- 01/02565  N/S  7: Item is below the minimum gross margin
             ucts
             NIC10 Non-Stock Office Acc- 01/02566  N/S  7: Item is below the minimum gross margin
             essories
             NIC80 Non-Stock Paper Prod- 01/02603  N/S  7: Item is below the minimum gross margin
             ucts
100     103  A100 Sharp Fax Machine Mod- 01/02723  S/O  16: Requisition due date is after customer order requested ship date
             el SX-765                                  Cust Rq Shp Date: 03/26/10    Due Date Req: 06/18/10
             UX-103                                     Req Number: 100173
1700    101  A910 4 Drawer Steel File C- 01/02711  D/S  4: Customer requested ship date has been changed
             abinet Putty                               Req Ship Date-  Cust Ord: 06/10/10    S/O File: 12/10/10
             045723021741
                                                        25: Purchase order due date is after cust order requested ship date
                                                        Cust Rq Shp Date: 06/10/10    Due Date P/O: 10/15/10
                                                        P/O Number: 100171
```

This report prints following your responses on the Special Orders Edit Error Report Screen (p. 42-2), and the Report Options Screen.

Error messages and the values that differ (identifying where each value is contained) for each discrepancy encountered are printed.

Special Order Edit Error Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The warehouse number and name are also printed.
Vendor	This is the primary vendor assigned to the special order item, or another vendor selected through Maintain Special Orders (MENU POMAIN).
Buy	The buyer associated with the vendor from whom an item is special ordered.
Item/Description	The item that has been special ordered and its description.
Mfg Item Number	The manufacturer’s item number defined through Vendor/Item Information Maintenance (MENU POFILE).
Order No	The company and number of the customer’s order.

Special Order Edit Error Report

Report/Listing Fields	Description
Typ	The type of special order: • D/S: Drop Shipment (shipped directly from vendor to customer) • N/S: Non-Stock (item defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field indicating that the item is a non-stock item) • S/O: Any other type of special order
Error	The error, and associated message, found for this special order. Any one of the following error messages may print: 1. Customer order has been deleted 2. Line item has been deleted from the customer order 3. Customer backorder qty and Special order qty are no longer equal 4. Customer requested ship date has been changed 5. Order price does not match special order override price 6. Line item comment errors exist 7. Item is below the minimum gross margin 8. Order is a drop ship and the special order is not 9. Special order is a drop ship and the order is not 10. Requisition has been deleted 11. Line item has been deleted from the requisition 12. Mfg number is different in special order file and requisition 13. Item number is different in special order file and requisition 14. Special order is drop ship and the requisition line is not 15. Requisition line is drop ship and the special order is not 16. Requisition due date is after customer order requested ship date 17. 17: Requisition net qty does not equal special order purchasing qty 18. Requisition cost does not equal special order purchasing cost 19. Purchase order has been deleted 20. Line item has been deleted from the purchase order 21. Mfg number is different in special order file and purchase order 22. Item number is different in special order file and purchase order 23. Special order is drop ship and the purchase order line is not 24. Purchase order line is drop ship and the special order is not 25. Purchase order due date is after cust order requested ship date 26. Purchase order net qty does not equal special order purchasing qty 27. Purchase order cost does not equal special order purchasing cost

CHAPTER 43 # Maintaining Vendors

43

This option allows you to define the vendors and vendor information used in Purchasing. You also can select the vendors for which you want to add/change vendor-level special order options or e-mail contacts, or for which you want to review vendor audit activity.

Through this option, a mass copy functionality is also available that will assist you in copying vendor/ item related files from one vendor to another vendor. This is useful if you are switching an entire product line from one vendor to another.

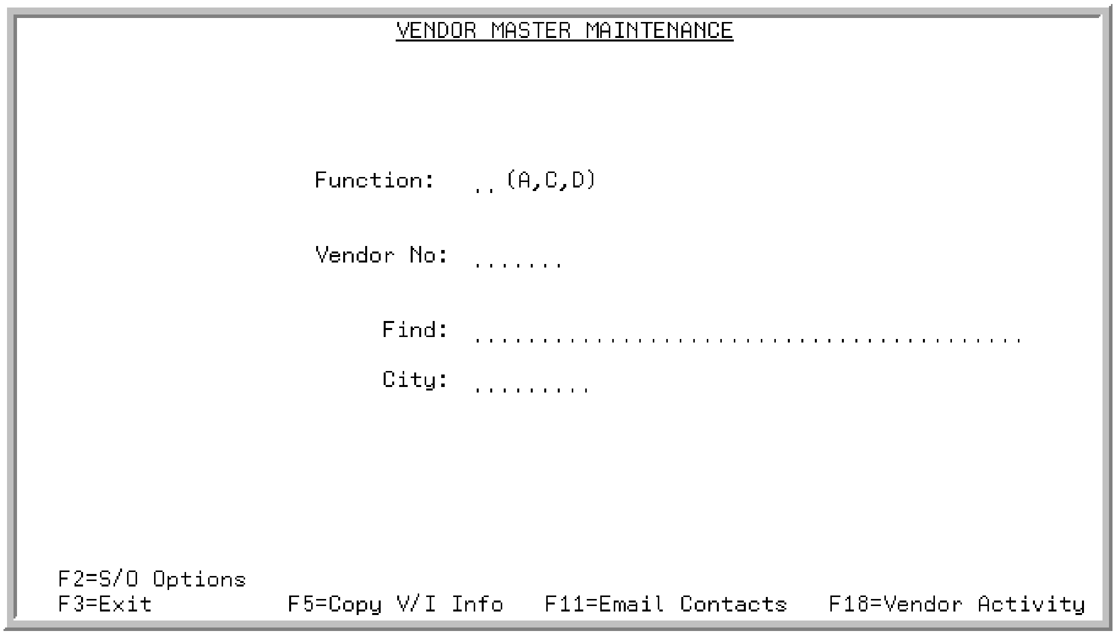
Vendors Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Master Maintenance Selection Screen	Use to select a vendor to add, change or delete.
Vendor Search Screen	Use to review and change search criteria and to select a vendor for processing.
Vendor Special Order Options Screen	Use to specify special order options for a specific vendor.
Copy Vendor Item Information Screen	Use to copy vendor/item related files from one vendor to another vendor.
Vendor Audit Activity Screen	Use to review vendor audit activity for the vendor you selected on the Vendor Master Maintenance Selection Screen (p. 43-3).
Vendor Audit Activity Detail Screen	Use to review specific vendor change information about the activity you selected.

Title	Purpose
Vendor Master Maintenance (1) Screen	Use to add, change, or delete vendor purchasing information.
Vendor Master Maintenance (2) Screen	Use to add or change vendor user field information.
A/P Vendor Master Maintenance Screen	Use to add, change, or delete vendor information used by Accounts Payable.
Vendor ACH Information Maintenance Screen	Use to identify the bank account information to establish ACH transfers.
Vendor ACH Information – Delete Maintenance Screen	Use to review where existing ACH vouchers or invoices exist for the vendor (or vendor as assignee), and to optionally delete ACH related information from the vendor.
Vendor Master Additional Information Maintenance Screen	Use to enter EDI and/or FAX vendor master information.
Vendor Master Additional EDI Maintenance Screen	Use to set up the conditions for creating and transmitting the Product Activity Data (852) document to this vendor.
Vendor Master Additional EDI Maintenance - 867 Screen	Use to set up the conditions for creating and transmitting the Product Transfer & Resale Report (867) to this vendor.
Vendor Master Additional Email Maintenance Screen	Use to add or change additional vendor information concerning e-mail transmission for certain documents.
Vendor Rebate Customer Maintenance Screen	Use to identify those customers having a rebate relationship with this vendor in which the method for rebate payment is accounts receivable, as opposed to accounts payable.

Vendor Master Maintenance Selection Screen



This screen displays after selecting option 1 - Vendors Maintenance on MENU POFILE or MENU APFILE.

Use this screen to select a vendor to add, change or delete. You can also use this screen to:

- select a vendor for which you want to add/change vendor-level special order options or e-mail contacts
- select a vendor for which you want to access vendor audit activity
- copy vendor/item information from one vendor to another vendor

Vendor Master Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new vendor. Key C to change existing vendor information. Key D to delete an existing vendor. You cannot delete a vendor if: • open vouchers exist for that vendor • open purchase orders exist for that vendor • vendor/item records exist for that vendor • Bid & Quote is installed and either open or closed bids exist for that vendor • the vendor is assigned to a vendor group (MENU POFIL2) (A 1) Required

Vendor Master Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the six character vendor number of the vendor you are adding, changing, or deleting. If you are unsure of the vendor number, use the **Find** and **City** fields with the ENTER key to activate the Vendor Search feature. (A 6) Required
Find	Use this field either alone or with the **City** field to search for the vendor by name. Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space. For information on entering search criteria, refer to Searches in the Introduction section of this user guide. (A 40) Optional
City	Use this field together with the **Find** field to search for a vendor in a particular city. Key up to 8 characters (the first 8) of the vendor's city. For information on entering search criteria, refer to Searches in the Introduction section of this user guide. (A 8) Optional
F2=S/O Options	Use this function key to maintain vendor-level special order options. The Vendor Special Order Options Screen (p. 43-9) appears. Key the number of the vendor in the **Vendor No** field for which you want to maintain (add, change or delete) vendor-level special order options and press this function key to access the Vendor Special Order Options Screen. You can maintain special order options for a particular vendor, and based on company-level options defined through Special Order Options Maintenance (MENU XAFILE), vendor-level options may override company-level options and be used during Special Order Processing for a particular vendor. NOTE: Special order options are not available for deleted vendors, work order vendor numbers, and outside service vendor numbers.
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POFILE.

Vendor Master Maintenance Selection Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F5=Copy V/I Info</td><td>This function key displays only if Purchasing is installed and activated. The availability of vendor/item related records is completely reliant on Purchasing.

Press F5=COPY V/I INFO to perform a mass copy of vendor/item related files from one vendor to another vendor. This is useful if you are switching an entire product line from one vendor to another. The Copy Vendor Item Information Screen (p. 43-19) will appear.

NOTE: When PO vendor/item and/or PO vendor/item/price file records are updated and Days to Keep Vendor/Item Audit Activity is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item activity will be tracked when F5=COPY V/I INFO is pressed.</td></tr>
<tr><td>F11=Email Contacts</td><td>The F11=EMAIL CONTACTS function key appears only if you have the Mail Server module installed.

Press F11=EMAIL CONTACTS to add or maintain a vendor e-mail contact. The Vendor Contact Maintenance Selection Screen will appear. Refer to the Mail Server User Guide for information about this screen.</td></tr>
<tr><td>F18=Vendor Activity</td><td>The F18=VENDOR ACTIVITY function key appears only if the Days to Keep Vendor Audit Activity field in Purchasing Options Maintenance (MENU XAFILE) contains a value of at least 1.

Press F18=VENDOR ACTIVITY to display vendor master audit activity for the selected vendor. The Vendor Audit Activity Screen (p. 43-25) will appear.

NOTE: Deleted vendors are not available for review through Vendor Audit Activity. When a vendor is deleted, any previously tracked data for that vendor will also be deleted.

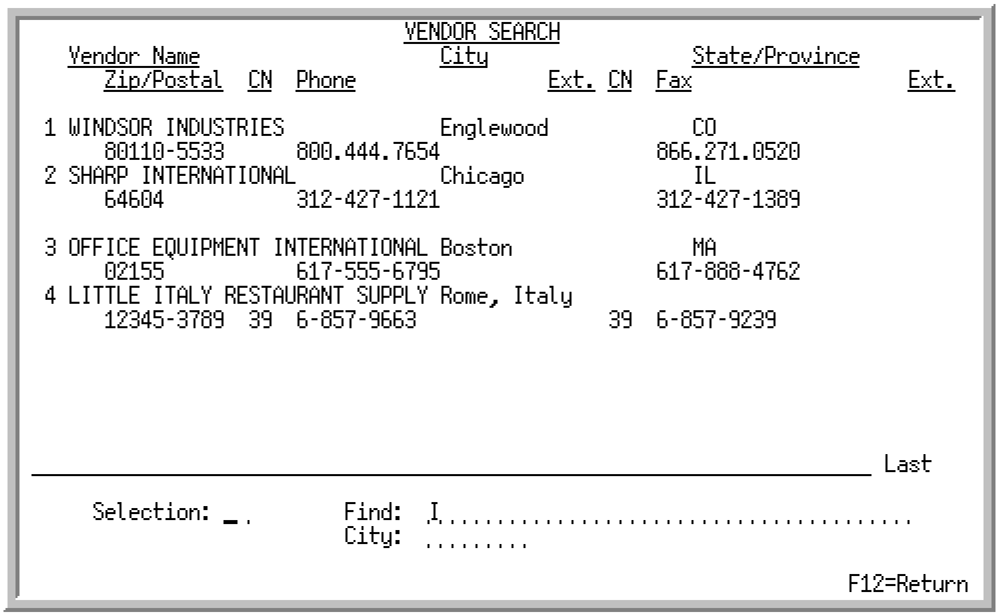
Important

Tracked activity older than the number of days keyed in the Days to Keep Vendor Audit Activity field in Purchasing Options Maintenance (MENU XAFILE) will be purged when you press F18=VENDOR ACTIVITY.</td></tr>
<tr><td>Enter</td><td>The ENTER key performs two functions:

• Press this key to confirm your selections. The Vendor Master Maintenance (1) Screen (p. 43-32) will display.

• Press this key to view a list of vendors after keying search criteria in the Find and City fields. The Vendor Search Screen (p. 43-7) will appear.</td></tr>
</table>

Vendor Search Screen



This screen displays after keying vendor search criteria (or by pressing a function key in some cases) on any screen throughout Distribution A+ in which this ability is provided. Vendors that match the vendor search word criteria keyed will display.

Use this screen to select the desired vendor.

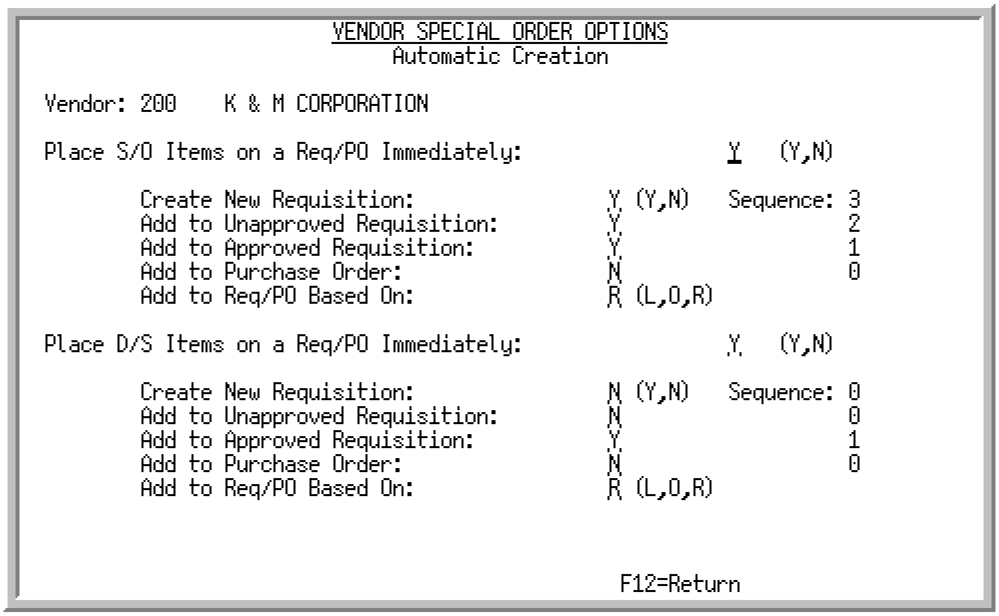
Vendor Search Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the displayed vendor. To select a vendor, you must key this number in the Selection field on this screen. Display
Vendor Information	The following information is displayed for each vendor: • Vendor name • City • State or province • Zip or postal code • Country code number, phone number, and extension • Country code number, fax number, and extension Display
Selection	Key the (**Reference Number**) of the vendor you wish to select. (N 2,0) Required

Vendor Search Screen Fields and Function Keys

Field/Function Key	Description
Find	This field allows you to search for a vendor. Key search word criteria (full or partial) that match the vendor you wish to locate. The vendor name that contains all of the characters entered will be displayed. (A 40) Optional
City	When searching for a vendor using the **Find** field, this field may be used to limit the number of vendors to display. Key the city or the beginning characters of the city in which this vendor resides. The characters keyed will be matched against the city in the AP Vendor Master File (APVEN) and Vendor Master File (VENDR). (A 8) Optional
F12=Return	Press the F12=RETURN key to return to the previous screen without selecting a vendor from this screen.
Enter	The ENTER key serves two purposes: • After keying search criteria in the **Find** and **City** fields, press ENTER to limit the list of vendors to the keyed criteria. • After keying a reference number in the **Selection** field, press ENTER to select the vendor.

Vendor Special Order Options Screen



```
                         VENDOR SPECIAL ORDER OPTIONS
                              Automatic Creation

Vendor: 200    K & M CORPORATION

Place S/O Items on a Req/PO Immediately:                 Y   (Y,N)

        Create New Requisition:               Y (Y,N)   Sequence: 3
        Add to Unapproved Requisition:        Y                   2
        Add to Approved Requisition:          Y                   1
        Add to Purchase Order:                N                   0
        Add to Req/PO Based On:               R (L,O,R)

Place D/S Items on a Req/PO Immediately:                 Y   (Y,N)

        Create New Requisition:               N (Y,N)   Sequence: 0
        Add to Unapproved Requisition:        N                   0
        Add to Approved Requisition:          Y                   1
        Add to Purchase Order:                N                   0
        Add to Req/PO Based On:               R (L,O,R)


                                               F12=Return
```

This screen appears after you press F2=S/O OPTIONS on the Vendor Master Maintenance Selection Screen (p. 43-3). Use this screen to specify special order options for a specific vendor. If you are using the auto-creation process (as determined through Special Order Options Maintenance (MENU XAFILE)) and the **Use Vendor Level Options First** field is set to Y in that option, the options specified on this screen will be used to handle special orders during the auto-creation process for this vendor.

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
Place S/O Items on a Req/PO Immediately	Use this field to specify whether or not requisitions or purchase orders will be automatically created for special order items for this vendor at end order time. Also, auto-creation options defined through this option will be considered for this vendor when you run Special Order Automatic Req Creation (MENU POMAST). Key Y to allow Distribution A+ to automatically create requisitions or purchase orders for special order items at end order time. If this field is set to Y, at least one of the following fields on this screen must be set to Y: • Create New Requisition • Add to Unapproved Requisition • Add to Approved Requisition • Add to Purchase Order Once a field is set to Y, the **Sequence** field on this screen will display the hierarchy in which special order line items will be added to the new/existing requisition or purchase order. Key N to prevent Distribution A+ from automatically creating requisitions or purchase orders for special order items for this vendor at end order time if vendor-level special order options are being used first. (A1) Required
S/O Items: Create New Requisition	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not a new requisition will be created for special order items for this vendor. Key Y to automatically create new requisitions for special order items for this vendor: • at end order time after the lines are extracted (MENU OEMAIN), • as the special order automatic requisition creation process runs (MENU POMAST), • as any process associated with Offline Order Entry (e.g., Storefront and Point of Sale) runs. Key N to prevent new requisitions from being automatically created for special order items for this vendor. (A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Add to Unapproved Requisition	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not special order items will be added to unapproved requisitions for this vendor. Key Y to automatically add special order items to unapproved requisitions for this vendor. Key N to prevent special order items from being automatically added to unapproved requisitions for this vendor. (A 1) Required
S/O Items: Add to Approved Requisition	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not special order items will be added to approved requisitions for this vendor. Key Y to automatically add special order items to approved requisitions for this vendor. Key N to prevent special order items from being automatically added to approved requisitions for this vendor. (A 1) Required
S/O Items: Add to Purchase Order	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not special order items will be added to purchase orders for this vendor. Key Y to automatically add special order items to purchase orders for this vendor. Key N to prevent special order items from being automatically added to purchase orders for this vendor. WARNING! If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates. (A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items **AND** D/S Items: Add to Req/PO Based On	The **D/S Items: Add to Req/PO Based On** field on this screen appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE). Use these fields to determine how special order and drop ship line items will be added to an existing requisition/purchase order. These fields apply only if Y is selected in at least one of the options on this screen for both special order items and drop ship items (i.e., **Add to Unapproved Requisition**, **Add to Approved Requisition**, and/or **Add to Purchase Order**). Key L (Last requisition/purchase order) if you want special order line items or drop ship line items added to the last or most recent requisition/purchase order with the latest order date. The line items will be added to the last requisition/purchase order entered for this vendor that is open, not received, not in use, whose warehouse ID matches the warehouse on the order, and, if applicable, whose drop ship address matches the drop ship on the order. If there is more than one open requisition/purchase order for a vendor on the latest order date, then the line items will be added to the one with the highest requisition/purchase order number. Key O (sales Order number) if you want special order line items or drop ship line items added to a requisition/purchase order based on the sales order number. The line items will be added to the most recent requisition/purchase order located that already contains lines from this same sales order number. If there are no lines from this sales order number included in any of the eligible requisitions/purchase orders, then the process will revert to L (the last requisition/purchase order method). If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used. Key R (Requested ship date) if you want special order line items or drop ship line items added to a requisition or purchase order based on the requested ship date from the order detail record. The line items will be added to the requisition/purchase order that has the closest due date that is equal to or less than the lines requested ship date. For example, if a customer places 12 orders that

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items **AND** D/S Items: Add to Req/PO Based On Continued....	they want delivered on the 12th day of each month and you do not want to store the inventory for a year, you would create 12 requisitions/purchase orders for the vendor, each with a due date on the 5th of the month. By then choosing this option (R), the special order line or drop ship line added with a requested ship date of June 1st, would be placed on the requisition/purchase order that has a due date of May 5th. If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used. **Important** Lead times affect which requisition/purchase order is selected to add special order or drop ship line items to. When R is keyed in this field and the lead time is being used to calculate a requisition's/purchase order's due date for this company (as determined through Purchasing Options Maintenance, MENU XAFILE), then the due date used will be the requested ship date from the line instead of today's date. *Without Lead Times* When R is keyed in this field and you are not using Lead Time, the Order Entry's requested ship date will be the due date on the purchase order line level. **Example:** Assume a special order or drop ship item is entered on an order with a requested ship date of March 15th, and you had the following requisitions open with due dates every 2 months: Jan 1 (req # JS1234), Mar 1 (req # ST4567), May 1 (req # AA7789), July 1 (req # WC9332), Sept 1 (req # DB0111), and Nov 1 (req # MB5534). The requisition selected for this item would be ST4567, dated Mar 1, since it is the one with the closest date, but prior to, the requested ship date of March 15th.

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items **AND** D/S Items: Add to Req/PO Based On Continued....	*With Lead Times* Using the same example above, assume the special order or drop ship item being added has an 8 week lead time. The lead time would be subtracted from the ordered item's requested ship date to determine the date to compare to the Purchase Order header date. The Purchase Order's due date must be equal to or less than the requested ship date on the order minus the lead time, but not prior to today's date. The purchase order detail's due date will be created with the requested ship date from the customer order. **Example:** If the requested ship date of the special ordered or drop ship item is 4 weeks from today, and the item has a lead time of 8 weeks, the item will not be added to a requisition/purchase order since (once the requested ship date less the lead time was calculated) the resulting date would be a date one month before today's date. In this scenario, the item would not reach the customer before the date the customer requested it. NOTE: These tailoring options will be considered during: -the auto creation process at end order time (MENU OEMAIN) -the special order automatic requisition creation process (MENU POMAST) -any process associated with Offline Order Entry (e.g., Storefront and Point of Sale) *Default Value:* L (add line items to the last or most recent requisition/ purchase order) (A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Sequence	For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed: • Add to Purchase Order 1 • Add to Approved Requisition 2 • Add to Unapproved Requisition 3 • Create New Requisition 4 The sequence number determines the order in which the system will try to add special order items to the specified document. The sequence is determined by the system in the logical order mentioned above. The system will first attempt to add the item to the most recently created type of document with sequence number 1 and with the same vendor, warehouse, company, and, if applicable, ship-to address associated with the special order. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on. If the system passes through this hierarchy at end order time and the item is not successfully added to a requisition/purchase order, the item will remain in the Special Order File (SPORD). If the system passes through this hierarchy during Special Order Automatic Req Creation (MENU POMAST) and the item is not successfully added to a requisition/purchase order, the system will attempt to add the item to a new requisition as a last resort. Display

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
Place D/S Items on a Req/PO Immediately	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify whether or not requisitions or purchase orders will be automatically created for drop-ship order items for this vendor at end order time. Also, auto-creation options defined through this option will be considered for this vendor when you run Special Order Automatic Req Creation (MENU POMAST). Key Y to allow Distribution A+ to create requisitions or purchase orders for drop-ship items for this vendor at end order time. If this field is set to Y, at least one of the following fields on this screen must be set to Y: • Create New Requisition • Add to Unapproved Requisition • Add to Approved Requisition • Add to Purchase Order Once a field is set to Y, the **Sequence** field on this screen will display the hierarchy in which special order line items will be added to the new/existing requisition or purchase order. Key N to prevent Distribution A+ from creating requisitions or purchase orders for drop ship items at end order time if vendor-level special order options are being used first. (A 1) Required
D/S Items: Create New Requisition	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not a new requisition will be created for drop-ship items for this vendor. Key Y to automatically create new requisitions for drop-ship items for this vendor: • at end order time after the lines are extracted (MENU OEMAIN), • as the special order automatic requisition creation process runs (MENU POMAST), • as any process associated with Offline Order Entry (e.g., Storefront and Point of Sale) runs. Key N to prevent new requisitions from being automatically created for drop-ship items for this vendor. (A 1) Required

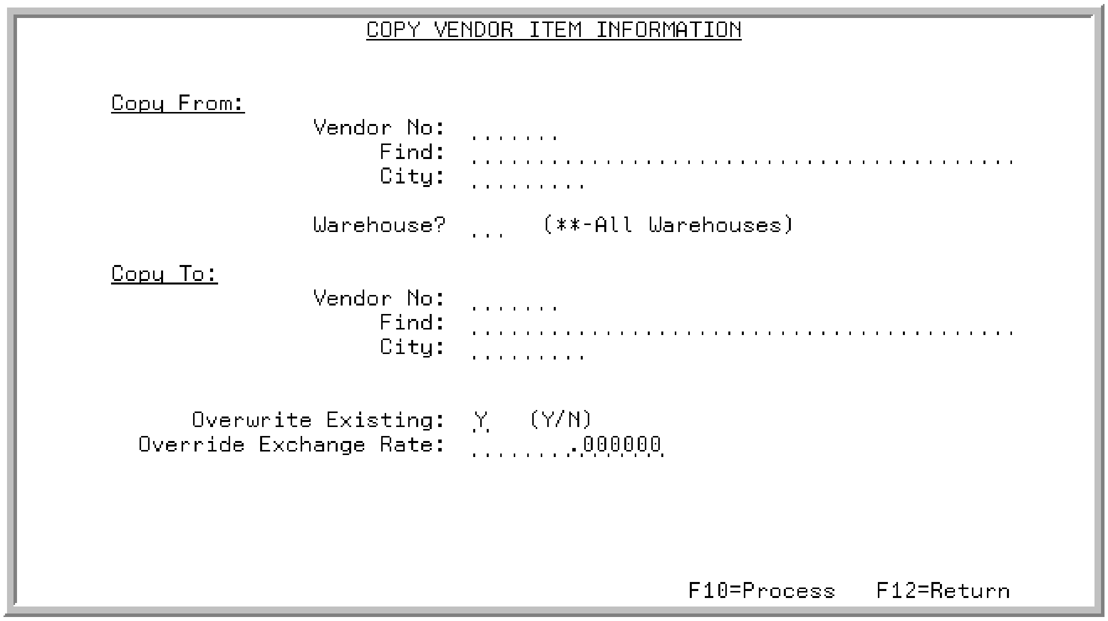
Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Add to Unapproved Requisition	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not drop-ship items will be added to unapproved requisitions for this vendor. Key Y to automatically add drop-ship items to unapproved requisitions for this vendor. Key N to prevent drop-ship items from being automatically added to unapproved requisitions for this vendor. (A 1) Required
D/S Items: Add to Approved Requisition	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not drop-ship items will be added to approved requisitions for this vendor. Key Y to automatically add drop-ship items to approved requisitions for this vendor. Key N to prevent drop-ship items from being automatically added to approved requisitions for this vendor. (A 1) Required
D/S Items: Add to Purchase Order	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE). If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not drop-ship items will be added to purchase orders for this vendor. Key Y to automatically add drop-ship items to purchase orders for this vendor. Key N to prevent drop-ship items from being automatically added to purchase orders for this vendor. Warning: If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates. (A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Sequence	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE). For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed: • Add to Purchase Order 1 • Add to Approved Requisition 2 • Add to Unapproved Requisition 3 • Create New Requisition 4 The sequence number determines the order in which the system will try to add drop-ship items to the specified document. The sequence is determined by the system in the logical order mentioned above. The system will first attempt to add the item to the most recently created type of document with sequence number 1 and with the same vendor, warehouse, company, and, if applicable, ship-to address associated with the drop-ship. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on. If the system passes through this hierarchy at end order time and the item is not successfully added to a requisition/purchase order, the item will remain in the Special Order File (SPORD). If the system passes through this hierarchy during Special Order Automatic Req Creation (MENU POMAST - Option 11) and the item is not successfully added to a requisition/purchase order, the system will attempt to add the item to a new requisition as a last resort. Display
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries. The Vendor Master Maintenance Selection Screen (p. 43-3) appears.
F24=Delete	The F24=DELETE function key appears only if special order options have previously been defined for this vendor through this option. You will be prompted to press the F24=DELETE function key a second time to confirm the deletion.
Enter	Press the ENTER key to confirm your entries and continue. The Vendor Master Maintenance Selection Screen (p. 43-3) appears.

Copy Vendor Item Information Screen



This screen appears after you press F5=COPY V/I INFO on the Vendor Master Maintenance Selection Screen (p. 43-3).

Use this screen to perform a mass copy of vendor/item related files (VNITM, VIPRC, ICVIP) from one vendor to another vendor. This is useful if you are switching an entire product line from one vendor to another.

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Copy From: Vendor No	When mass copying vendor/item records, use this field to copy the information from this existing vendor to another vendor. Vendor/Item related files will be copied to the new vendor (located in the **Copy To: Vendor No** field). Key the vendor number or to search for a vendor, use the **Find** and **City** search fields. *Valid Values:* An existing vendor defined through this Vendors Maintenance option or MENU APFILE. If the vendor entered is a trading currency (foreign) vendor, International Currency (IC) must be live, as determined through Activate International Currency (MENU ICMAST. (A 6) Required

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field either alone or with the **City** field to search for the vendor by name. Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space. For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide. (A 40) Optional
City	Use this field together with the **Find** field to search for a vendor in a particular city. Key up to 8 characters (the first 8) of the vendor's city. For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide. (A 8) Optional

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to determine how vendor/item information will be copied from one vendor to another vendor, with regards to warehouse. When this field is blank, only the non-warehouse Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor will be copied to the "Copy To" vendor. When a valid warehouse is entered, both the blank and specific warehouse Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor will be copied to the "Copy To" vendor. When ** is entered for all warehouses, the blank and all of the warehouse-specific Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor will be copied to the "Copy To" vendor. If the "Copy To" (blank or warehouse specific) record exists, and: • **Overwrite Existing** = Y, then the costs and field values from the "Copy From" vendor are brought into the "Copy To" vendor record(s). • **Overwrite Existing** = N, then the costs and field values from the "Copy To" blank warehouse record are brought into the new "Copy To" vendor record(s). NOTE: If the "Copy To" blank warehouse record exists, but the "Copy To" warehouse specific record to be copied does not exist (within the "Copy To" vendor), and **Overwrite Existing** = N, the cost values are copied from the "Copy To" blank warehouse record, but the rest of the field values (including the separate cost field of the "Copy From" vendor) will still be copied from warehouse specific "Copy From" vendor record(s). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY); **; or blank. (A 2) Optional
Copy To: Vendor No	Use this field to enter the vendor for which you want to receive all of the copied vendor/item files from the "Copy From" vendor located in the **Copy From: Vendor No** field. Key the vendor number or to search for a vendor, use the **Find** and **City** search fields. If you keyed a vendor on the Vendor Master Maintenance Selection Screen (p. 43-3) prior to accessing this screen, that vendor number will automatically default in this field. *Valid Values:* An existing vendor defined through this Vendors Maintenance option or MENU APFILE. If the vendor entered is a trading currency (foreign) vendor, International Currency (IC) must be live, as determined through Activate International Currency (MENU ICMAST. (A 6) Required

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field either alone or with the **City** field to search for the vendor by name. Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space. For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide. (A 40) Optional
City	Use this field together with the **Find** field to search for a vendor in a particular city. Key up to 8 characters (the first 8) of the vendor's city. For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide. (A 8) Optional

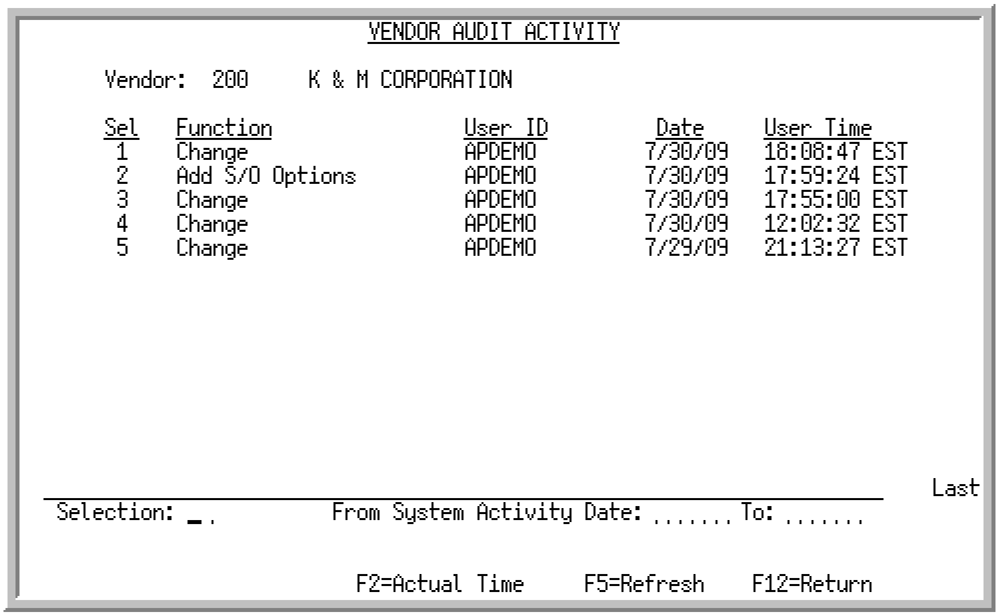
Copy Vendor Item Information Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Overwrite Existing</td><td> This field indicates whether a duplicate record that is found for the “Copy To” vendor (located in the Copy To: Vendor No field) will be overwritten based on the “Copy From” vendor (located in the Copy From: Vendor No field), during this copy process.
Key Y to have the exact values of the Vendor/Item Price (VIPRC) record(s) of the “Copy From” vendor copied to the “Copy To” vendor.
Key N to have the Vendor/Item Price (VIPRC) record(s) of the “Copy From” vendor copied to the “Copy To” vendor, but the field values of the record(s) will reflect the blank warehouse record of the “Copy To” vendor (if one is found).
For Vendor/Item Price (VIPRC) warehouse specific record(s) using Separate Cost = Y as defined through Vendor/Item Information Maintenance (MENU POFILE), note the following:
When the “Copy From” vendor warehouse specific record is set to Y for Separate Cost, that record is copied to the “Copy To” vendor.
If this Overwrite Existing field is Y, the cost and field values of the “Copy From” vendor are copied over.
If this Overwrite Existing field is N, the cost and field values of the blank warehouse “Copy To” vendor are used, but other fields (including the Separate Cost field) are still copied from the “Copy From” vendor record.
If the “Copy To” warehouse specific vendor record exists, and the Separate Cost is Y, and this Overwrite Existing field is Y, then the “Copy From” vendor record will overwrite the “Copy To” vendor record.
Valid Values: Y
(A 1) Required </td></tr>
<tr><td>Override Exchange Rate</td><td> This field displays only when International Currency (IC) is installed and live, as determined through Activate International Currency (MENU ICMAST).
This field indicates if you want to override the exchange rate when the mass vendor/item copy function is performed with the value you key in this field.
Key the exchange rate you want used when the copy function is performed.
Leave blank if you want the system to determine the current exchange rate based on IC currency relationships.
Any non-zero entry in this field is ignored when both the “Copy To” and “Copy From” vendors are both local (no trading currency for either vendor).
(N 10,4) Optional </td></tr>
</table>

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
F10=Process	Press F10=PROCESS to submit the mass copy vendor/item job. The process will copy records from the Vendor Item (VNITM) and Vendor/ Item Price (VIPRC) files from the specified “Copy From” vendor to the specified “Copy To” vendor. Then, the IC Vendor/Item Price Extension File (ICVIP) records will be determined based on the currency relationship between the “Copy From” and “Copy To” vendors. NOTE: When the vendor currencies are different, the “Country of Origin” value from VIPRC will not be copied over into the “Copy To” vendor record. This value is only copied over when the vendor currencies match exactly.
F12=Return	Press F12=RETURN to return to the Vendor Master Maintenance Selection Screen (p. 43-3).

Vendor Audit Activity Screen



This screen appears after you press F18=VENDOR ACTIVITY on the Vendor Master Maintenance Selection Screen (p. 43-3). Use this screen to review summary vendor audit activity for the vendor you selected on the Vendor Master Maintenance Selection Screen (p. 43-3). You can limit the activity records that display based on a system activity date range. You can also review detailed information about change activity by selecting an activity from the list.

Through this screen, you will be able to track and retain vendor information changes made through Vendors Maintenance (MENU POFILE/MENU APFILE) for the number of days entered in the system option field **Days to Keep Vendor Audit Activity** in Purchasing Options Maintenance (MENU XAFILE). If zero is entered in the system option field, the system will not track any vendor change activity and it therefore will not be available through this Vendor Audit Activity.

Changes are grouped together for each specific vendor change and the individual field changes are available for display on the Vendor Audit Activity Detail Screen (p. 43-30).

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the line number of a vendor activity. Key this number in the **Selection** field to select a particular activity to review in detail. NOTE: Detail information is available for an activity only if you select a function for which tracked information has been changed for the vendor. If you select an activity for which tracked information has not been changed for a vendor, you will receive a message indicating that detailed information is not available. Display
Function	This field displays the activity that was performed on the vendor through Vendors Maintenance (MENU POFILE/MENU APFILE). Functions include: • Add S/O Options • Change S/O Options • Delete S/O Options • Add Email Contact • Change Email Contact • Delete Email Contact • Add (vendor) • Change (vendor) Display
User ID	This field displays the user ID of the person who performed the activity on the vendor. Display

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
Date	This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the vendor. The display of this field may change depending on the corresponding **Time** field and what time is shown via the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME key. The **User Date** is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Date** is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity. The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). For example, a change was made to a vendor at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and User Date will display as 1:00 a.m., March 25th. The Actual Time and Actual Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the User Date and Actual Date. Additionally, you can view the activity in the System Date, which is in relation to the system's time zone. Display

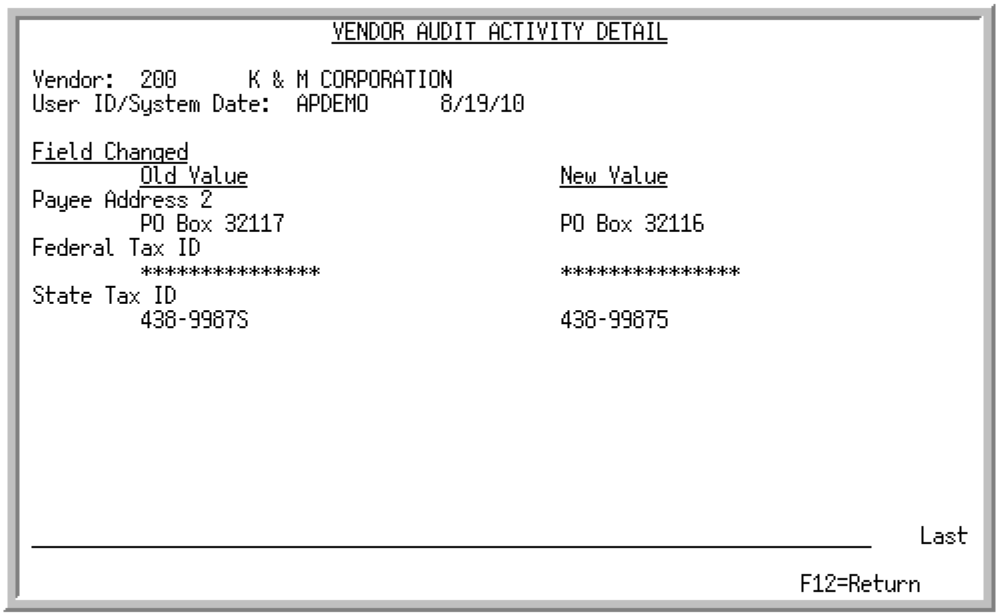
Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
User/Actual/System Time	This field displays the time on which the activity was performed on the vendor. The display of this field can be toggled via the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME key to show the time in the User Time, Actual Time, or System Time, including the time zone. When this field is toggled, the corresponding date field also changes accordingly. The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity. The **System Time** is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). For example, a change was made to a vendor at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone. Display
Selection	Use this field to select the line of the activity you want to review in detail. Key the line number shown in the **Sel** column of the activity you want to select and press ENTER. The Vendor Audit Activity Detail Screen (p. 43-30) will appear. (N 2,0) Optional
System Activity Date From/To	Use this from and to range field to limit the vendor activity records to display based on a date range. Key the system date range in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG). Leave this field blank to display all existing vendor activity records for this item. Note that audit activity records are retained based on the value entered in the **Days to Keep Vendor Audit Activity** in Purchase Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F2=Actual Time / F2=User Time / F2=System Time	Use this toggle function key to display the User Time, Actual Time, or System Time, including the time zone. For details about the different times that you can display, refer to the **User/Actual/System Time** field on this screen.

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Use this function key to refresh the screen according to the system date range specified in the **System Activity Date From/To** fields and, if applicable, to include any new activity performed since you accessed this screen.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	After entering an activity line in the **Selection** field, press ENTER to display detailed vendor change information. The Vendor Audit Activity Detail Screen (p. 43-30) will appear.

Vendor Audit Activity Detail Screen



This screen appears after you select an activity and press ENTER on the Vendor Audit Activity Screen (p. 43-25). Use this screen to review specific vendor change information about the activity you selected. Vendor changes made through Vendors Maintenance (MENU POFILE/MENU APFILE) will be shown on this screen, including the previous value and the new value.

NOTE: For the **Federal Tax ID** field, the display is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.

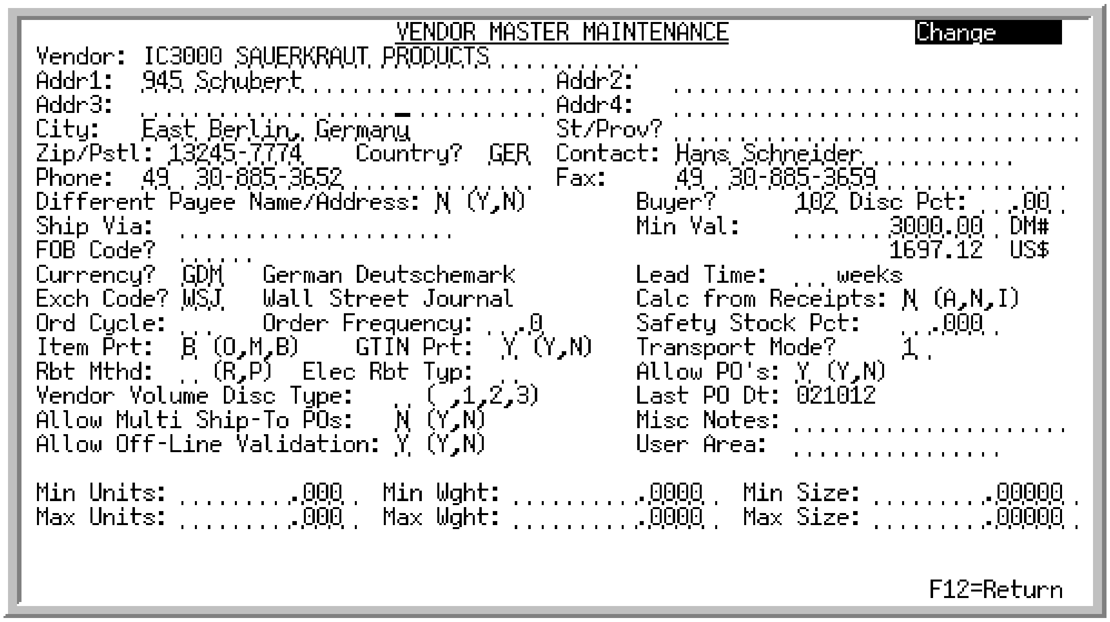
Vendor Audit Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor number and vendor name assigned through Vendor Master Maintenance (MENU POFILE/APFILE).
User ID	The user that performed the activity.
System Date	The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).
Field Changed	The field name for the actual field that was changed (for example: **Description**).
Old Value	The value of the field before the change was made.

Vendor Audit Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
New Value	The value of the field after the change was made.
F12=Return	Press the F12=RETURN function key to return to the Vendor Audit Activity Screen (p. 43-25).

Vendor Master Maintenance (1) Screen



```
                      VENDOR MASTER MAINTENANCE                    Change
Vendor: IC3000 SAUERKRAUT PRODUCTS
Addr1:  945 Schubert                        Addr2:
Addr3:                                      Addr4:
City:   East Berlin, Germany                St/Prov?
Zip/Pstl: 13245-7774    Country? GER        Contact: Hans Schneider
Phone:  49  30-885-3652                     Fax:     49  30-885-3659
Different Payee Name/Address: N (Y,N)           Buyer?      102 Disc Pct:    .00
Ship Via:                                       Min Val:       3000.00  DM#
FOB Code?                                                      1697.12  US$
Currency?  GDM   German Deutschemark            Lead Time:     weeks
Exch Code? WSJ   Wall Street Journal            Calc from Receipts: N (A,N,I)
Ord Cycle:       Order Frequency:   0           Safety Stock Pct:    .000
Item Prt:  B (O,M,B)    GTIN Prt:  Y (Y,N)      Transport Mode?    1
Rbt Mthd:    (R,P)  Elec Rbt Typ:               Allow PO's: Y (Y,N)
Vendor Volume Disc Type:     ( ,1,2,3)          Last PO Dt: 021012
Allow Multi Ship-To POs:   N (Y,N)              Misc Notes:
Allow Off-Line Validation: Y (Y,N)              User Area:

Min Units:         .000  Min Wght:         .0000  Min Size:         .00000
Max Units:         .000  Max Wght:         .0000  Max Size:         .00000

                                                                 F12=Return
```

This screen displays after you confirm your selections and press ENTER on the Vendor Master Maintenance Selection Screen (p. 43-3). Use this screen to add, change, or delete vendor purchasing information.

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the vendor’s name. (A 30) Required
Addr 1 - 4	You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the vendor’s street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. This address is used when purchasing from this vendor. If the payee for this vendor has a different name and/or address, the **Payee** address keyed on the A/P Vendor Master Maintenance Screen (p. 43-48) is used for payment information. (4 @ A 30) Optional
City	Key the vendor’s city. (A 20) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	Key the vendor's state or province. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional
Zip/Pstl	Key the vendor's zip or postal code. (A 10) Optional
Cntry	Key the vendor's country. NOTE: You must key a country code if country of origin restrictions are being used [that is, either the country of origin **Buying Restrictions or Selling Restrictions** field is Y in System Options Maintenance (MENU XAFILE)]. *Valid Values:* A country code defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2). (A 3) Optional/Required
Contact	This field is the name of the vendor's primary contact person. The name keyed here may be different than that keyed in the **AP Contact** field on the A/P Vendor Master Maintenance Screen (p. 43-48). NOTE: If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter Y in the **Update Vendor Master File** field. Refer to the FAX User Guide for details. (A 25) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Phone/Ext</td><td>In the Phone field, key the vendor's telephone number, which includes the following:
• 3-character country access code
• 20-character area code and telephone number
For example: 011 (781) 555-1212
In the Ext field, key the extension number of the person specified in the Contact field.
For more information, refer to Phone and Fax Number Delimiters in the Cross Applications User Guide.
Valid Values:
Numerals and the following symbols: - ( ) . /
Blank spaces are allowed between numerals only if Allow Blank Phone Delimiters is Y in Systems Options Maintenance (MENU XAFILE).
(N 3,0 / N 20,0 / N 4,0) Optional</td></tr>
<tr><td>Fax/Ext</td><td>Use these fields if FAX is installed and you plan to fax at least one type of document [Y must be entered for one or more of the document types listed on the Vendor Master Additional Information Maintenance Screen (p. 43-65)].
In the Fax field, key the vendor's fax number, which includes the following:
• 3-character country access code
• 20-character area code and telephone number
For example: 011 (781) 555-1212
In the Ext field, key the extension number of the fax machine.
Valid Values:
Numerals and the following symbols: - ( ) . /
Blank spaces are allowed between numerals only if Allow Blank Phone Delimiters is Y in Systems Options Maintenance (MENU XAFILE).
NOTE: If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter Y in the Update Vendor Master File field. Refer to the FAX User Guide for details.
(N 3,0 /N 20,0 / N 4,0) Optional</td></tr>
</table>

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Different Payee Name/ Address	This field is used to indicate if the payee for this vendor has a different name and/or address than that keyed on this screen. Key Y if the payee for this vendor has a different name and/or address as that keyed on this screen. You will be allowed to key the payee's address in the **Payee** field on the A/P Vendor Master Maintenance Screen (p. 43-48). Key N if the payee for this vendor has the same name and/or address as that keyed on this screen. You will not be allowed to key a **Payee** on the A/P Vendor Master Maintenance Screen (p. 43-48). NOTE: This field is only used within Vendor's Maintenance (MENU APFILE/MENU POFILE). (A 1) Optional
Buyer	Use this field to select the buyer responsible for purchasing from this vendor. You may also assign a buyer at the vendor/warehouse level (if the buyer for the warehouse is different than the buyer entered in this field), vendor/item level, and/or vendor/item/warehouse level (if the buyer at the vendor/item level is different than the buyer at the vendor/warehouse level). Key the buyer code of the primary person in your organization responsible for purchasing from this vendor. The buyer code is included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN). If you change the buyer assigned to a vendor, when you complete your maintenance in this option the system will update the IM&P and vendor/item level records for the vendor and buyer. For example, assume buyer 234 is assigned to vendor 100. If you change the buyer to 104, the system will change all records for vendor 100 and buyer 234 to buyer 104. A record for vendor 100 and buyer 82 would not be changed. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
Disc Pct	Key the standard price discount percent taken for purchases from this vendor. The discount percent keyed here is included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN). (N 4,2) Optional
Ship Via	Key the standard shipping instructions for the vendor. This is included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN). (A 20) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Min Val	Key the vendor's minimum acceptable purchase order value. The value keyed here is displayed when completing a requisition for this vendor and is used to verify that the minimum order value is met. If the purchase amount requisitioned from this vendor is less than the value keyed in this field, a warning message is displayed. (N 9,2) Optional
FOB Code	The FOB code contains shipping information, including who is responsible (you or the vendor) for shipping charges and freight damages. Use this field to assign a default FOB code to this vendor. The code you enter will display on the Requisition Header Screen in Enter or Change Requisitions (MENU POMAIN) each time you enter a requisition for this vendor. Key the FOB code. *Valid Values:* An FOB code defined through FOB Codes Maintenance (MENU POFIL2 or MENU OEFIL3). (A 5) Optional
Currency	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST). Key the currency code for the vendor's currency: the foreign vendor's currency code or accept the default value for vendors whose trading currency is the same as your the company's currency. NOTE: If you change the currency code on this screen, the change will also affect the code in the Currency field on the A/P Vendor Master Maintenance Screen (p. 43-48). *Default Value:* The default local currency specified for the system through International Currency Options Maintenance (MENU ICFILE). *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A3) Required
Currency Code Description	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST). This field displays the description for the currency code in the Currency field. Display

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Lead Time	The number of weeks required for this vendor to make a shipment from the time the Purchase Order is printed. The value keyed here will be used as the default for all new vendor/item records created manually for this vendor through Vendor/Item Information (MENU POFILE) or automatically through Create Default Vendor/Item Information (MENU POFILE). If you select to use allocation time periods for a warehouse, the lead time is used in calculating the date on which inventory will be allocated for each customer order. If you do not have Inventory Management & Planning or Advanced Inventory Management installed, you must key the lead time for allocation time periods. When the Purchasing Options (MENU XAFILE) Company Option to **Calculate PO Due Dates Based on Lead Times** is set to Y, this value will be reviewed for inclusion of the item level due date. (N 2,0) Optional
Exch Code	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST). Key the exchange code to be used to access the exchange rate for the vendor's currency. NOTE: If you change the exchange code on this screen, the change will also affect the code in the Exch Code field on the A/P Vendor Master Maintenance Screen (p. 43-48). *Valid Values:* An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A3) Optional
Exch Code Description	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST). This field displays the description of the exchange code in the Exch Code field.

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Calc from Receipts	This field is protected and defaults to N if the **Allow PO's** field is N on this screen. This field allows the calculation of lead time from receipt history when running the Lead Time History Report (MENU IMREPT). Key A to include all items for this vendor. This changes the default to Y for **Update Lead Time** fields associated with all purchase order line items for this vendor. Key N to not include any items for this vendor. This changes the default to N for **Update Lead Time** fields associated with all purchase order line items for this vendor. Even if you change a line item's default to Y on a PO for this vendor, the average lead time calculation will occur, but the IM&P Balance File will not be updated. Key I to have a check made against each vendor/item record. This changes the default to the value on the Vendor/Item record for **Update Lead Time** fields associated with all purchase order line items for this vendor. *Valid Values:* A, N, I (A 1) Required
Ord Cycle	The order cycle code used to represent the order cycle for this vendor. This is used to classify vendors based on the frequency in which you place orders with a vendor. The value keyed here is used when printing the Suggested Orders Report [via Suggested Orders Report (MENU POREPT)]. **Example:** Assign vendors whom you purchase from on a weekly basis the Order Cycle Code of "WK"; assign vendors whom you purchase from on a monthly basis the Order Cycle Code of "MN", etc. When printing the Suggested Orders Report, you may print separate reports for vendors with weekly and monthly order cycles. (A 2) Optional
Order Frequency	Key the number of weeks for the interval at which a PO is issued to this vendor. The value keyed here will be used as the default for all new vendor/item records created manually for this vendor through Vendor/Item Information (MENU POFILE) or automatically through Create Default Vendor/Item Information (MENU POFILE). If you select to use allocation time periods for a warehouse, the order frequency is used in calculating the date on which inventory will be allocated for each customer order. If you do not have Inventory Management & Planning or Advanced Inventory Management installed, you must key the order frequency for allocation time periods. (N 3,1) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Sfty Stc %	The percentage of minimum level inventory used as safety stock. Safety stock is used to prevent stockouts when variable customer demand or extended vendor lead times occur. This value will print on the Suggested Orders Report (MENU POREPT). (N 5,3) Optional
Item Prt	This field is protected and defaults to O if the **Allow PO's** field is N on this screen. This is the item print code used to determine whether your item number, the manufacturer's item number, or both item numbers are printed on Purchase Orders for this vendor. Key O to print item numbers used by your organization (our item number) on Purchase Orders for this vendor. Key M to print the manufacturer's item number on Purchase Orders for this vendor. Key B to print both your item number and the manufacturer's item number on Purchase Orders for this vendor. NOTE: If you select either M or B, you will be required to key the manufacturer's order number during Enter or Change Requisitions (MENU POMAIN). (A 1) Required
GTIN Prt	This is the Global Trade Item Number (GTIN) print code used to determine whether your GTINs are printed on Purchase Orders for this vendor. GTINs may be set up for your items through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE). Key Y to print GTINs, if any, for an item number/Buying U/M on Purchase Orders for this vendor. Key N if you do not want GTINs printed on Purchase Orders for this vendor. *Default Value:* N (A 1) Required

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Rbt Mthd	This field is used to determine if rebates that must be requested from your vendor (applied for) should be created as open invoices in Accounts Receivable or as credit memos in Accounts Payable. Key R if rebates for this vendor should be created as open invoices in Accounts Receivable. If you key an R, the Vendor Rebate Customer Maintenance Screen (p. 43-88) will be presented during this vendor master maintenance to allow you to identify those customers using this vendor with account receivable type rebates. Key P if rebates for this vendor should be created as credit memos in Accounts Payable. Leave this field blank if you do not want to assign a rebate method to this vendor. When rebates are posted, no credit memo or invoice will be created for this vendor, and no general ledger entries will be made to the pending rebates account. (A 1) O0ptional
Elec Rbt Typ	Use this field to specify the electronic file format that the Rebate Extract Filing option (MENU OERMAIN) will use when generating electronic filing reports for this vendor. XML and flat file formats are available. For a complete description of each filing format and more information about generating rebate filing reports, refer to the Order Entry Rebates User Guide. Key A if you want to use the paper industry flat file format. Key B to use the paper industry XML file format. Key C to use the generic flat file format. Key D to use the generic XML file format. Leave this field blank if you do not want electronic files generated for this vendor. Extract filing reports for this vendor will always use the print format. *Valid Values:* A, B, C, D, or blank (A 1) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Allow PO's	This field is used to determine if purchase orders may or may not be created for this vendor. Key Y if purchase orders may be created for this vendor. Key N to prohibit the creation of purchase orders for this vendor, which includes Suggested Order Maintenance (MENU POREPT) and Buyers Workbench (MENU POREPT). If this field is N, then the following fields on this screen, the Vendor Master Additional Information Maintenance Screen (p. 43-65) and Vendor Master Additional Email Maintenance Screen (p. 43-83), will be protected and default to N or O: • Default to N: **Calc from Receipts, Allow Off-Line Validation, Print Purchase Orders, Print Vendor RFQ, EDI Purchase Orders, FAX Purchase Orders, FAX Vendor RFQ, Email Purchase Orders,** and **Email Vendor RFQ** • Default to O: **Item Print** (A 1) Required
Vendor Volume Disc Type	If the vendor offers volume discounts (i.e., PO level discounts), use this field to specify one of the following types of discounts: • Highest qualifying percentage discount. • Sum of the qualifying discounts. • Chain discount where all qualifying discounts are applied, but each is based on the previously discounted value rather than the original cost. If the vendor does not allow volume discounts, leave this field blank. Key 1 to use the highest qualifying percentage discount. Key 2 to use the sum of the qualifying discounts. Key 3 to chain the qualifying discount values and use the result. For more information on vendor volume discounts, refer to Vendor Volume Discounts in the Purchasing Overview section. (A 1) Optional
Last PO Dt	Key the date on which the last order was placed with this vendor. Distribution A+ will update this field as purchase orders are printed for the vendor. NOTE: Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Allow Multi Ship-To POs	Use this field to specify whether or not the vendor accepts purchase orders with more than one ship-to address. Key Y if the vendor will ship items on a single purchase order to more than one warehouse. NOTE: For every warehouse you wish to be available for inclusion on a multi-warehouse purchase order, you must key Y in the **Multi Ship-to POs** field in Warehouse Numbers Maintenance (MENU IAFILE). Key N if the vendor will not ship items on a single purchase order to more than one warehouse. For information on multi-warehouse purchase orders, refer to Multi-Warehouse Purchase Orders in the Purchasing Overview section. (A1) Required
Misc Notes	Use this field to add any brief notes pertaining to this vendor, or to requisitions for this vendor. The text you enter here will display on the Requisition Header Screen whenever you enter a requisition for this vendor through Enter or Change Requisitions (MENU POMAIN). Key the note for this vendor. (A 20) Optional
Allow Off-Line Validation	This field displays only if EDI is installed. Also, this field is protected and defaults to N if the **Allow PO's** field is N on this screen. Key Y to have incoming EDI invoices from this vendor automatically receipt validated when they are received. If you key Y, the automatic receipt validation will check the **Cost Variance Warning Percent and Cost Variance Warning Value** defined through Purchasing Options Maintenance (MENU XAFILE). Incoming invoices that exceed the cost variance warning percent/ value will not be receipt validated, but will remain as pending invoices marked with an error through Incoming Documents (MENU EIMAIN). Key N to prevent incoming EDI invoices from this vendor being automatically receipt validated when they are received. If you key N, invoices received through EDI must be manually validated through Voucher Entry (MENU APMAIN). *Default Value:* N (A 1) Required
User Area	Use this field to key any additional information regarding this vendor. (A 15) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Transport Mode	This field displays only if the country in the vendor's address is defined as a European Community (EC) member through Country Names Maintenance (MENU ARFIL2). Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The mode of transport for each shipment or receipt is required on the report. The transport mode code you enter here will be used as the default transport mode whenever you enter a requisition for this vendor. Key the transport mode code for this vendor. *Valid Values:* A transport mode code defined through Transport Mode Maintenance (MENU OEFIL3 or MENU POFIL2). (A 2) Required
Min Units	Key the vendor's minimum acceptable purchase quantity. The value keyed here is displayed when completing a requisition for this vendor and is used to verify that the minimum order quantity is met. If the number of units requisitioned from this vendor is less than the value keyed in this field, a warning message is displayed. When International Currency is installed, for vendors whose trading currencies differ from the company's local currency, this value will display in the trading currency with the trading currency symbol displayed to the right and the local currency equivalent and symbol displayed below. (N 11,3) Optional
Min Wght/Min Size	Key the vendor's minimum acceptable order weight and size values. The values keyed here are displayed when completing a requisition for this vendor and are used to verify that the minimum weight and size values are met. If the total weight and size of the items requisitioned from this vendor are less than the values keyed in these fields, a warning message is displayed. (2 @ N 13,4) Optional

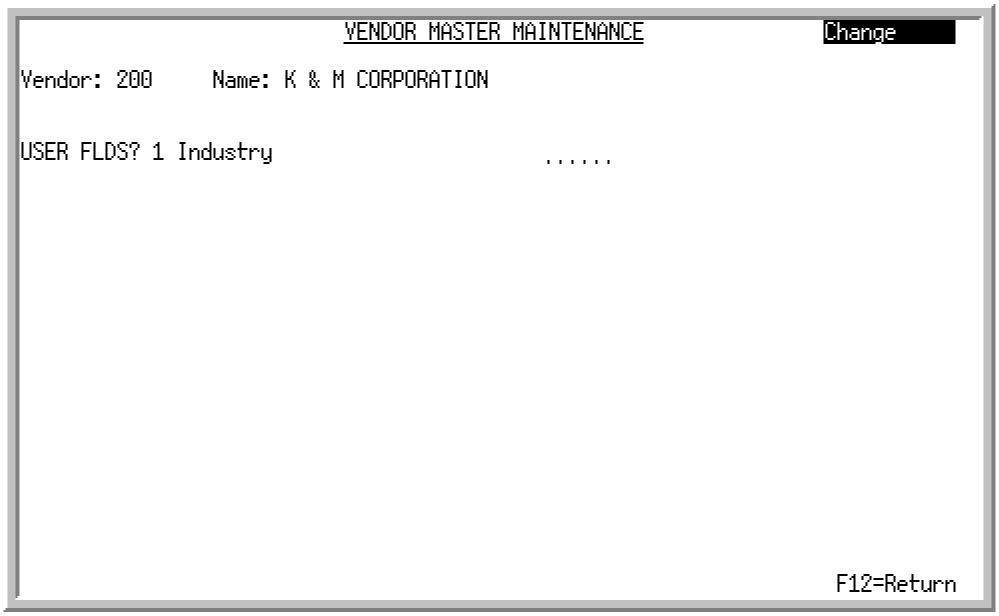
Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Max Units / Max Wght / Max Size	Vendor maximum values can be entered using the **Max Units**, **Max Wght**, and **Max Size** fields. The system will look at the values entered in these fields to determine item ratios for those items that already exist on a Suggested Order, to ensure that the correct ratio remains based on the units, weight and size. The system will round up to or round down to the maximum appropriately, while keeping the ratios on the suggested order. For example, if using vendor maximums, and the vendor tells you the delivery truck holds 30,000 pounds and you have 40,000 pounds of items, the round to maximum calculation will round down to the maximum of 30,000 pounds. If you have 30,000 pounds of items and a delivery truck that holds 40,000 pounds of items, the system will round up to the maximum of 40,000 pounds of items proportionally. Key the vendor's maximum acceptable purchase quantity (units), maximum acceptable order weight, and/or size (cubes) values. These values are ONLY used during Suggested Order Maintenance (MENU POREPT) once you press F17=AUTO RND on the Suggested Order Maintenance End Order Screen (p. 35-22) to round to the vendor maximum levels. NOTE: If you enter more than one value (that is, you enter a unit and weight or unit, weight and size), the system will look at all values keyed to determine the maximum without going over any one of these values (the greatest amount of any one of the values will be used to round to the maximum). (3 @ N 11,3) Optional
F12=Return	Press F12=RETURN to return to Vendor Master Maintenance Selection Screen (p. 43-3) without updating this vendor.
F24=Delete	F24=DELETE displays in Delete Mode only. Press F24=DELETE to delete the selected vendor. A vendor may not be deleted if any open payables exist for the vendor.

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor. You will be prompted to press ENTER a second time to confirm your selections. One of the following screens will appear based on the following conditions and hierarchy: • Vendor Master Maintenance (2) Screen (p. 43-46), if any vendor user fields have been defined. • A/P Vendor Master Maintenance Screen (p. 43-48), if no vendor user fields have been defined and Accounts Payable is installed/set up. • Vendor Master Additional Information Maintenance Screen (p. 43-65), if Accounts Payable is not installed/set up and either the EDI or FAX modules are installed/set up. • Vendor Master Additional Email Maintenance Screen (p. 43-83), if EDI and FAX are not installed/set up and Mail Server is installed/set up. • Vendor Rebate Customer Maintenance Screen (p. 43-88), if Mail Server is not installed/set up and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)]. • Vendor Master Maintenance Selection Screen (p. 43-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

Vendor Master Maintenance (2) Screen



This screen displays after pressing ENTER from the Vendor Master Maintenance (1) Screen (p. 43-32) if at least one vendor user field has been created through Vendor User Fields Maintenance (MENU POFILE).

Use this screen to add or change vendor user field information. This information will help with the classification of a vendor.

NOTE: The information defined here pertains to the vendor. However, you may also define user fields for the customer or item.

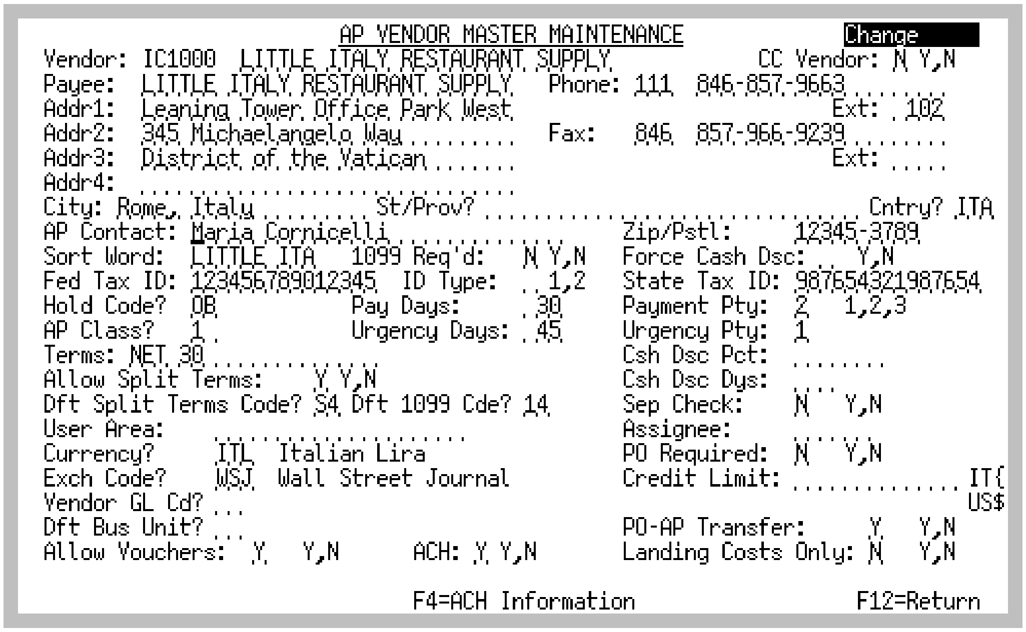
Vendor Master Maintenance (2) Screen Fields and Function Keys

Field/Function Key	Description
USER FLDS	For each vendor user field previously defined, you can assign one of the valid vendor user field values to this specific vendor. The valid values for a specific vendor user field are keyed to the right of that field. Up to six vendor user fields, and an unlimited number of vendor user field values for each of the six, are defined through Vendor User Fields Maintenance (MENU POFILE). Only those user fields already defined will appear on this screen. Display

Vendor Master Maintenance (2) Screen Fields and Function Keys

Field/Function Key	Description
(USER FIELD VALUES)	Through Vendor User Fields Maintenance (MENU POFILE) you can define up to six vendor user fields (in the **Code No** field) to further classify a vendor. The description you enter for each of those code numbers displays on this screen. Once a code number has been defined (you may define up to 6), you can then create and associate as many vendor user field values (in the **User Field** field) as desired for the defined code numbers. Key a vendor user field value which has been defined for the specific vendor user field. After you key the user code and press ENTER, the description of the user code will display. *Valid Values:* Any vendor user field value defined for the specific vendor user field through Vendor User Fields Maintenance (MENU POFILE). (6 @ A 5) Optional
F12=Return	Press F12=RETURN to return to the Vendor Master Maintenance (1) Screen (p. 43-32).
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor. One of the following screens will appear based on the following conditions and hierarchy: • A/P Vendor Master Maintenance Screen (p. 43-48), if Accounts Payable is installed. • Vendor Master Additional Information Maintenance Screen (p. 43-65), if Accounts Payable is not installed and either the EDI or FAX modules are installed. • Vendor Master Additional Email Maintenance Screen (p. 43-83), if EDI and FAX are not installed and Mail Server is installed. • Vendor Rebate Customer Maintenance Screen (p. 43-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)]. • Vendor Master Maintenance Selection Screen (p. 43-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

A/P Vendor Master Maintenance Screen



```
AP VENDOR MASTER MAINTENANCE                         Change
Vendor: IC1000  LITTLE ITALY RESTAURANT SUPPLY            CC Vendor: N Y,N
Payee:  LITTLE ITALY RESTAURANT SUPPLY   Phone: 111  846-857-9663 ........
Addr1:  Leaning Tower Office Park West                        Ext:  102
Addr2:  345 Michaelangelo Way .........  Fax:   846  857-966-9239 ........
Addr3:  District of the Vatican .......                       Ext: .....
Addr4:  ..............................
City: Rome, Italy ......... St/Prov? ............................ Cntry? ITA
AP Contact: Maria Cornicelli .............       Zip/Pstl:     12345-3789
Sort Word:  LITTLE ITA    1099 Req'd:   N Y,N    Force Cash Dsc:    Y,N
Fed Tax ID: 123456789012345  ID Type:    1,2     State Tax ID: 987654321987654
Hold Code?  OB             Pay Days:     30      Payment Pty:  2   1,2,3
AP Class?   1              Urgency Days: 45      Urgency Pty:  1
Terms: NET 30 ............                       Csh Dsc Pct:  ........
Allow Split Terms:    Y Y,N                      Csh Dsc Dys:  ....
Dft Split Terms Code? S4 Dft 1099 Cde? 14        Sep Check:    N   Y,N
User Area:      ....................             Assignee:     .....
Currency?     ITL  Italian Lira                  PO Required:  N   Y,N
Exch Code?    WSJ  Wall Street Journal           Credit Limit: .............. IT{
Vendor GL Cd? ...                                                             US$
Dft Bus Unit? ...                                PO-AP Transfer:     Y   Y,N
Allow Vouchers:  Y    Y,N      ACH: Y Y,N        Landing Costs Only: N   Y,N

                              F4=ACH Information                F12=Return
```

NOTE: This screen displays only if Accounts Payable is installed on your system.

This screen appears when you press ENTER on the following screens:

- Vendor Master Maintenance Selection Screen (p. 43-3) if Purchasing is not installed
- Vendor Master Maintenance (1) Screen (p. 43-32) if Purchasing is installed and you are not using User Fields.
- Vendor Master Maintenance (2) Screen (p. 43-46) if Purchasing is installed.

Use this screen to specify vendor information to be used in Accounts Payable.

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	If Purchasing is installed, this field is display-only. Key the vendor name. (A 30) Required/Display
CC Vendor	Use this field to identify if the vendor located in the **Vendor** field on this screen is allowed to pay by credit card. Key Y to identify this vendor as a credit card vendor. Key N if this vendor is not a credit card vendor and instead must pay by check or ACH. (A 1) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Payee	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance Selection Screen (p. 43-3) This field is required if **Different Payee Name/Address** is Y on the Vendor Master Maintenance (1) Screen (p. 43-32). Key the name of the payee to be used when processing vouchers and printing checks for this vendor. You can override this name when keying a voucher. NOTE: The payee is not necessarily the same as the assignee. The payee's name and address is used during voucher and payment processing. The assignee (see **Assignee**) is a different vendor with a different Vendor ID. The assignee is used for voucher creation and receives payment for this vendor. During check processing, when vouchers exist for multiple vendors, and these vendors have exactly the same payee name and address information, only one check will generate since the same address exists for both the vendor and payee name. To generate separate checks for this example, you can either enter the vendor as an assignee to vouchers (if multiple), or use the **Sep Chk** field (if only one voucher), or simply change the name or address slightly so that these vendors can be differentiated and will be sorted to separate checks per vendor. (A 30) Required/Display
Addr 1 - Addr 4	These fields are display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 43-32). You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the payee's street address, post office box number or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. (4 @ A 30) Optional/Display
Phone/Ext	In the **Phone** field, key the payee's telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212 In the **Ext** Field, key the telephone extension of the contact person specified in the **AP Contact** field. *Valid Values:* Numerals and the following symbols: - ( ) . /. Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). (N 3,0/N 20,0/N 4,0) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Fax/Ext	In **Fax** field, key the payee's fax number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212 In the **Ext** Field, key the telephone extension for the fax machine. *Valid Values:* Numerals and the following symbols: - ( ) . /. Blank spaces are allowed between numerals only if *Allow Blank Phone Delimiters* is Y in Systems Options Maintenance (MENU XAFILE). (N 3,0/N 20,0/N 4,0) Optional
Tax Body	Use this field if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and you want to calculate GST for purchases from this vendor. The tax body you key here will be used during the receipt validation process through Voucher Entry (MENU APMAIN). The GST rate specified for the tax body will be used in the calculation of GST for purchases. Key the tax body. After you key the tax body and press ENTER, the description of the tax body appears beneath this field. *Valid Values:* A tax body defined through Tax Body Maintenance (MENU OEFILE or ARFILE). Because this field is used to calculate the tax amount for purchases, the tax body should be one with the **Goods/Services Tax** field set to Y in Tax Body Maintenance. (A 10) Optional
City	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Key the payee's city. (A 20) Optional/Display
St/Prov	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Key the payee's state or province. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional\Display
Cntry	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Key the payee's country. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional\Display

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/P Contact	Use this field to key the name of the vendor's primary accounts payable contact person. The name you key in this field may differ from the one keyed in the Contact field on the Vendor Master Maintenance (1) Screen (p. 43-32). The name keyed in this field is used when a voucher is created for this vendor. You may override this field when creating a voucher. (A 30) Optional
Zip/Pstl	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen, Vendor Master Maintenance (1) Screen (p. 43-32). Key the payee's zip or postal code. (A 10) Optional\Display
Sort Word	Used when sequencing reports by vendor. Reports and inquiries sort this vendor by this sort word, not by the vendor name. (A 10) Required
1099 Req'd	Used to determine whether a 1099 form is required for this vendor. Key Y if this vendor requires a 1099 form be completed. Key N if this vendor does not require a 1099 form. (A 1) Required
Force Cash Dsc	Used to indicate if cash discounts should be applied regardless if payment is made after the discount date. This is a default value and may be overridden during Voucher Entry (MENU APMAIN). Key Y to force a cash discount for this voucher even if the discount date has passed. Leave this field blank if you do not wish to specify a default force cash discount value for this vendor. Key N if you do not want to force cash discounts for this vendor. This means that cash discounts will not be taken if the discount date has passed. *Valid Values:* Y, N or blank (A 1) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Fed Tax ID	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display. Key federal tax identification code for this vendor. For vendors that require a 1099 form, this code is printed on 1099 forms in it's original (un-encrypted) format. For vendors for whom you want to calculate GST for purchases, this code displays during the receipt validation process through Voucher Entry (MENU APMAIN). (A 15) Optional
ID Type	The Federal Tax ID Type. This field defines the type of taxpayer identification number the value in the corresponding **Fed Tax ID** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file. Key 1 to print **EIN** (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type. Key 2 to print **SSN** (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type. Leave blank if the Federal Tax ID Type cannot be determined. (A 1) Optional
State Tax ID	The state tax identification code for this vendor, which is for informational purposes only. Use this field when a state tax identification code is required. (A 15) Optional
Hold Code	Use this field to enter a user-defined code that identifies invoices for special payment processing for all vouchers for this vendor. Vouchers for this vendor are held and cannot be paid until the hold code is removed from the voucher. *Valid Values:* Must be a valid hold code defined through Hold Codes Maintenance (MENU APFILE) (A 2) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pay Days	The maximum number of days required for payment to this vendor. This value is used to calculate the due date when creating vouchers for this vendor. The due date may be calculated based on the invoice date or the voucher entry date. This is specified in A/P Options Maintenance (MENU APFIL2). NOTE: The Cash Requirements Report (MENU POREPT) in Purchasing uses the due date. (N 3,0) Required
Payment Pty	The default priority for which payment is made to this vendor. When a voucher is created for this vendor, the payment priority keyed in this field is used as the default. You may override or accept this default value. When selecting vouchers for payment during Payment Selection (MENU APCHCK), you may select for payment those vouchers of a specified priority. Key 1 if the payment priority for this vendor is high. Key 2 if the payment priority for this vendor is medium. Key 3 if the payment priority for this vendor is low. For example, assume that this vendor demands prompt payment within 30 days. Assign this vendor a payment priority of 2 in this field. When a voucher is keyed for this vendor, the payment priority of 2 for the voucher is displayed. Accept the default priority. After the voucher is posted and you are ready to select vouchers for payment, select vouchers with a payment priority of 1 or 2 only. The voucher created for this vendor is selected for payment. Vendors assigned a payment priority of 3 are not selected. (N 1,0) Required
A/P Class	Use this field to enter the class code that classifies this vendor. This field can be used in the vendor performance analysis. NOTE: This A/P Class is the “vendor class” referred to elsewhere in this user guide. *Valid Values:* An A/P Class defined in Vendor Class Maintenance (MENU APFILE). (A 2) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Urgency Days	The number of days since either the invoice date or the voucher entry date [depending on your selection though A/P Options Maintenance (MENU APFIL2)] that payment to this vendor is considered urgent. NOTE: The value in this field must be greater than that in the **Payment Days** field. This field is required if you key a value in the **Urgency Pty** field. From the value keyed in this field, the urgency date is calculated. The urgency date is used when keying a voucher through Voucher Entry (MENU APMAIN). The payment priority for a voucher is replaced by the urgency priority if the selected voucher is not paid by the urgency date. The urgency date may be accepted or overridden during Voucher Entry. When this number of days has passed, the urgency priority (see **Urgency Pty**) is used instead of the payment priority when selecting vouchers for payment through Payment Selection (MENU APCHCK) if you choose to select vouchers by payment priority. For example, assume that the vendor with a payment priority of 2 demands payment within 30 days. If you have not paid this vendor within the 30 days, and it is urgent that this vendor be paid, assign an urgency days of 30 in this field. When a voucher is keyed for this vendor, the urgency date is calculated as 30 days from the voucher entry date (or invoice date depending on your selection in A/P Options.) You may override the urgency date, if desired. Also assume that this vendor has an urgency priority of 1. When the urgency date is reached, the vendor’s payment priority of 2 is replaced by the vendor’s urgency priority of 1. When you select vouchers for payment through Payment Selection, select all vouchers with a payment priority of 1. If the urgency date has passed, this vendor’s voucher is selected (since the urgency priority of 1 is used). If the urgency date has not yet been reached, this vendor’s voucher is not selected (since the payment priority of 2 is used). (N 3,0) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Urgency Pty	The default urgency priority for which payment is made to this vendor. When a voucher is created for this vendor, the urgency priority keyed in this field is used as the default. You may override or accept this default value. The urgency priority is used instead of the payment priority for this vendor when the urgency date (see **Urgency Days**) is reached. When selecting vouchers for payment during Payment Selection (MENU APCHCK), you may select for payment those vouchers of a specified priority. NOTE: The value in this field must be of a higher priority than that in the **Payment Pty** field. Also, this field is required if you key a value in the **Urgency Days** field. Key 1 if the urgency priority for this vendor is high. Key 2 if the urgency priority for this vendor is medium. Key 3 if the urgency priority for this vendor is low. For example, assume that this vendor demands prompt payment within 30 days, and therefore assigned this vendor a payment priority of 2. Assign this vendor an urgency priority of 1 in this field. When a voucher is keyed for this vendor, the urgency priority of 1 for the voucher is displayed. After the voucher is posted and you are ready to select vouchers for payment, select vouchers with a payment priority of 1 only. If the urgency date has not yet been reached (see **Urgency Days**), the voucher for this vendor is not selected since the payment priority is 2; if the urgency date has passed, the voucher for this vendor is selected since the urgency priority of 1 is used instead of the payment priority of 2. *Valid Values:* 1, 2, or 3 (N 1,0) Optional
Terms	The default standard payment terms for this vendor. These may be overridden or accepted during Voucher Entry (MENU APMAIN). This field is descriptive only and not used for calculations. (A 20) Optional
Csh Dsc Pct	The default standard price discount percent for this vendor. This percentage may be overridden or accepted during Voucher Entry (MENU APMAIN). NOTE: This field is required if you key a value in the **Cash Dsc Days** field. (N 5,3) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Allow Split Terms	Use this field to specify if you want to allow split term amounts for each voucher for this vendor. Split terms pertain to vendors who allow their invoice amounts to be split over a specific period of time. Split terms codes are created and maintained in Split Terms Code Maintenance (MENU APFIL2). Key Y if you wish to allow split terms for this vendor. If split terms are allowed, you will be able to split invoice amounts so that installments may be made over a period of predefined pay dates. If you key Y, you must specify a default split terms code in the **Dft Split Terms Code** field. Key N if you wish to omit split term processing. If split terms are not allowed, invoice amounts will not be allowed to be split. *Default Value:* N (A 1) Required
Csh Dsc Dys	Use this field to enter the default number of days available to take the cash discount indicated in the **Csh Dsc Pct** field. This value may be overridden or accepted during Voucher Entry (MENU APMAIN). NOTE: This field is required if you key a value in the **Cash Dsc Pct** field. (N 3,0) Optional
Dft Split Terms Code	Use this field to specify a default split terms code for this vendor. This is the default split terms code that will be used throughout voucher entry. Key the default split terms code you wish to assign to this vendor. Leave this field blank if you specified N in the **Allow Split Terms** field. *Valid Values:* Must be a valid split terms code defined through Split Terms Code Maintenance (MENU APFIL2). (A 2) Optional/Blank
Dft 1099 Cde	The value entered in this field defines a default 1099 payment amount reporting code. A list is available of the applicable 1099 payment amount reporting codes in which to report payment amounts when the 1099 form prints. Key the default 1099 payment amount reporting code to be used for this vendor for the voucher being processed. The value in this field will be consulted when the 1099 is printed and will be used by Voucher Entry as a way of setting the payment amount reporting for the 1099 forms generated for vouchers for this vendor. *Valid Values:* Blank, or one of the values in the Order Control File (ORCTL) for the 1099 Payment Amount Reporting Code records (these values are presented when you key a ? in this field) (N 2,0) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Sep Check	Use this field to specify if a separate check is required for each voucher for this vendor. Key Y if a separate check is required for each voucher for this vendor. Key N if a separate check is not required for each voucher for this vendor. This may be overridden when entering a voucher for this vendor. (A 1) Required
User Area	Use this field to key additional information regarding this vendor. (A 20) Optional
Assignee	Key the number of the vendor to which payment will be made. This value is used as the default **Assignee** value when creating a voucher for this vendor. The assignee is a different vendor with a different Vendor ID to whom payment is made. The assignee specified here is used as the default assignee when creating a voucher for this vendor if **Use Assignees** is Y in AP Options Maintenance (MENU APFIL2). You can override the default assignee during Voucher Entry (MENU APMAIN). *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). This vendor number must be different from the vendor number in the **Vendor** field. When International Currency is installed, the currency specified for this assignee (through Vendors Maintenance) must be the same as the currency specified for the selected vendor. (A 6) Optional
Currency	This field only displays when International Currency is installed. **Important** Once you define a currency for a vendor, you cannot change the currency if there are any existing vendor/item records, open POs, open requisitions, open payables, or PO history. You may, however, change the vendor's exchange code. Key the currency code for this vendor's currency. If you change the currency code on this screen, the change also will affect the code in the **Currency** field on the Vendor Master Maintenance (1) Screen (p. 43-32). *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Currency Code Description)	This field only displays when International Currency is installed. This field displays the description associated with the currency code entered in the **Currency** field. Display
PO Required	Use this field to determine if a purchase order number is required when creating vouchers for this vendor. Key Y if a purchase order number is required when creating vouchers for this vendor. Key N if a purchase order number is not required when creating vouchers for this vendor. (A 1) Required
Exch Code	This field only displays when International Currency is installed. Key the exchange code to be used to access the exchange rate for the vendor's currency. If you change the exchange code on this screen, the change also will affect the code in the **Exch Code** field on the Vendor Master Maintenance (1) Screen (p. 43-32). *Valid Values:* An exchange code defined for the currency through Currency/ Exchange Codes Maintenance (MENU ICFILE). (A 3,0) Required
(Exchange Code Description)	This field only displays when International Currency is installed. This field displays the description associated with the exchange code entered in the **Exch Code** field. Display
Credit Limit	Key the amount of credit available with this vendor. When International Currency is installed, key the amount of credit available from this vendor in the vendor's currency. The local currency equivalent will display beneath the vendor's currency. The corresponding currency edit symbol appears to the right of each value. (N 9,0) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor G/L Cd	The vendor G/L code assigned to this vendor. The vendor G/L code is used to determine which accounts in your general ledger are updated based on the vendor to whom payment is made. Based on your selections in the G/L Interface (See the G/L Interface User Guide), you may update more than one A/P Liability, A/P Cash Discount and A/P expense accounts based on the classification of the vendor to whom payment was made. The vendor G/L code is used to establish this classification of vendor for your general ledger. Key the vendor G/L code for this vendor. Leave this field blank if you do not wish to assign a G/L code to this vendor, or if you have not set up the vendor G/L code in the G/L Interface. For example, assume that you have two classifications of vendors: hard goods supplier vendors and professional service vendors. Assume also that it is necessary to track the expenses made to each classification of vendor. You need to create these vendor G/L codes through Vendor G/L Codes Maintenance (MENU APFILE), and set up the G/L Interface to indicate which expense accounts are updated for each classification of vendor. If you create the vendor G/L codes of “HG” for hard good supplier vendors, and “PS” for professional service vendors, you would next assign each vendor either of these vendor G/L codes. (A 2) Optional
Dft Bus Unit	The default business unit code assigned to this vendor. This default is used when keying a voucher for this vendor if you have set up the G/L Interface to use business units (see the Cross Applications User Guide.) The business unit code is used to update accounts in your general ledger based on a specification made on a voucher. This condition is represented by the business unit code. Key a default business unit in this field if the vendor deals with only one business unit. You may accept or override the business unit when keying a voucher for this vendor through Voucher Entry (MENU APMAIN). Leave this field blank if you do not wish to assign a default business unit to this vendor, or if you do not use business units in the G/L Interface. *Valid Values:* Blank or a valid business unit which has been set up through Business Units Maintenance (MENU APFILE). (A 2) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
PO-AP Transfer	Activates or deactivates receipt validation and landing cost validation during Voucher Entry (MENU APMAIN) for this vendor. Key Y to allow access to receipt validation and landing cost validation for this vendor during voucher entry. Key N to prohibit receipt validation and landing cost validation for this vendor during voucher entry. NOTE: This field should be set to N if the vendor is a warehouse transfer vendor, since no receipt validation is done on a transfer Purchase Order. (A 1) Required
Allow Vouchers	Indicates if vouchers can be created for this vendor. Vouchers are created for vendors that will receive payment for goods and services. Some vendors should not allow vouchers to erroneously be created, such as, vendors that are paid by an assignee vendor account, or vendors used for processing and tracking warehouse transfer purchases. Key Y if vouchers can be created for this vendor. This is the circumstance for most vendors. Key N if vouchers cannot be created for this vendor. This is useful when creating vendors that are used as assignees only. A voucher may be created for the assignee only when a voucher is created for the vendor who uses that assignee. (A 1) Required

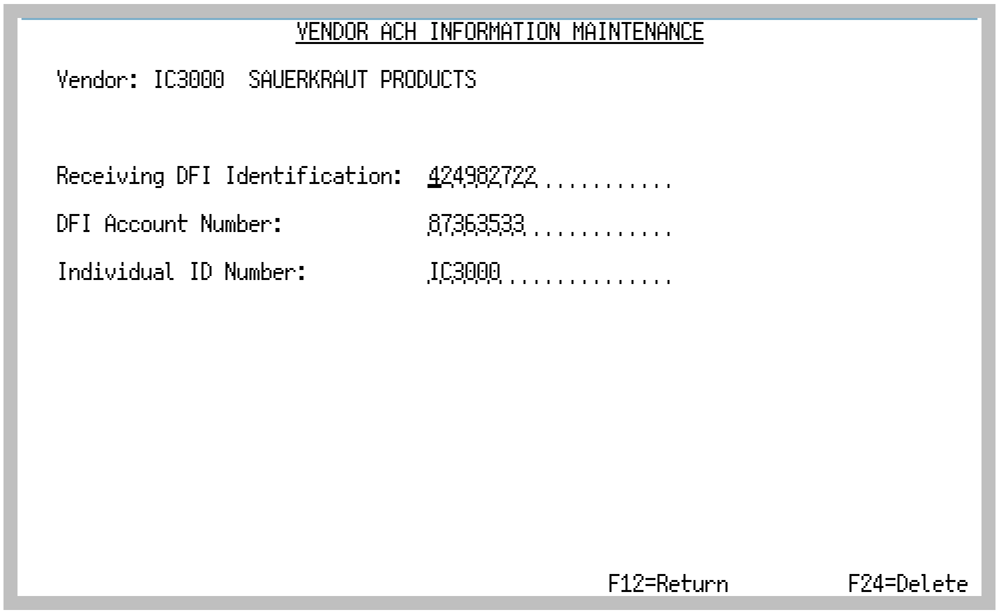
A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
ACH	Application Action Authority (MENU XASCTY) user authorization for **Vendor ACH Information** is required to access the F4=ACH INFORMATION KEY. Automatic Clearing House (ACH) is a nationwide electronic network for financial transactions. ACH processes large volumes of credit and debit transactions in batches. Electronic ACH payments provide better cash management capabilities, lower costs and faster processing than traditional paper payments. You can benefit from having this ability to process vendor payments as ACH transactions. Use this field to indicate the default value of the selected vendor's payment preference. This value will default into the **ACH Payment** field for this vendor on the End Voucher Screen during Voucher Entry (MENU APMAIN). Key Y to select ACH payments as this vendor's default payment preference. If this field is Y, ACH information must exist for this vendor in the ACH Vendor Information File (ACHVEN). To add ACH information, press the F4=ACH INFORMATION function key. Key N to select paper checks as this vendor's default payment preference. *Default Value:* N (A 1) Required
Landing Costs Only	Determines whether or not this vendor has been established only as a landing cost vendor. Purchase Orders can not be created for landing cost only vendors, and therefore, normal receipt validation does not occur. The only receipt validation which can occur is that for landing costs. Key Y to identify this vendor as a landing cost only vendor. Key N if you do not want this vendor to be a landing cost only vendor. *Valid Values:* If the value in the **Allow POs** field on the Vendor Master Maintenance Screen is Y, you must set this field to N. (A 1) Required
F4=ACH information	Application Action Authority (MENU XASCTY) user authorization for **Vendor ACH Information** is required to access the F4=ACH INFORMATION KEY. In order to use this function key, the **ACH** field on this screen must be Y. Press F4=ACH INFORMATION to enter or maintain ACH information for this vendor. The Vendor ACH Information Maintenance Screen (p. 43-63) will appear.
F12=Return	Press F12=RETURN to return to the previous screen without saving any additions or changes. The Vendor Master Maintenance (2) Screen (p. 43-46) will appear if Purchasing is installed and **User Codes** have been defined, the Vendor Master Maintenance (1) Screen (p. 43-32) will appear if Purchasing is installed and **User Codes** are not defined. Otherwise, the Vendor Master Maintenance Selection Screen (p. 43-3) will appear.

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor. If Purchasing and EDI or Fax are installed, the Vendor Master Additional Information Maintenance Screen (p. 43-65). If Purchasing and Mail Server are installed, the Vendor Master Additional Email Maintenance Screen (p. 43-83) Depending on the rebate method selected on the Vendor Master Maintenance Screen*, either the Vendor Master Maintenance Selection Screen (p. 43-3) or the Vendor Rebate Customer Maintenance Screen (p. 43-88) will then display.

Vendor ACH Information Maintenance Screen



This screen displays after pressing F4=ACH INFORMATION on the A/P Vendor Master Maintenance Screen (p. 43-48). Use this screen to enter, maintain or delete ACH information for the indicated vendor. ACH information is used when ACH transactions are submitted with this vendor as a receiver (that is, as a company or individual). It is this receiver that authorizes a company or individual (originator) to initiate a transaction to their financial institution account.

Vendor ACH Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This is the vendor for which you are adding or maintaining ACH information. Display
Payee	This is the payee name for those vendors that have a different payee name selected on the A/P Vendor Master Maintenance Screen (p. 43-48). If a different payee name has not been selected, this field does not appear. Display
Receiving DFI Identification	This field identifies the Transit Routing Number of the receiver's Depository Financial Institution (DFI). Key the transit routing number of the receiving bank. NOTE: This field is used in the creation of the ACH payment group to generate the hash totals on the Control Record. *Valid Values:* Numbers only (A 20) Required

Vendor ACH Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
DFI Account Number	This field identifies the receiver's account number at their Depository Financial Institution (DFI). Key the receiving bank account number. (A 20) Required
Individual ID Number	This field indicates the receiver's identification number. This number may be printed on the receiver's bank statement by the Receiving Financial Institution. Key the unique receiver ID or vendor ID of this receiver. *Default Value:* vendor ID (A 20) Required
F12=Return	Press F12=RETURN to return to the A/P Vendor Master Maintenance Screen (p. 43-48), without updating this screen.
F24=Delete	Press F24=DELETE to delete existing ACH data. All fields on this screen will become display only. If this vendor (or this vendor as an assignee) has no vouchers or invoices flagged as ACH in the Open Vouchers (APVHD), Open Invoices (APOHD), or Paid Invoices (APHHD) file, the user may press F24=Delete a second time to delete this ACH data and the A/P Vendor Master Maintenance Screen (p. 43-48) will be presented. If this vendor (or this vendor as an assignee) has vouchers or invoices flagged as ACH in any of these files, the Vendor ACH Information – Delete Screen (p. 43-90) will be presented.
Enter	Press ENTER to confirm your selections. The A/P Vendor Master Maintenance Screen (p. 43-48) will appear. You will be prompted to press ENTER again to confirm your selections.

Vendor Master Additional Information Maintenance Screen

```
                         ADDITIONAL INFO MAINTENANCE
                         Vendor: 200     K & M CORPORATION

                         Print Purchase Orders:      Y   (Y,N)
                         Print Vendor RFQ:           Y   (Y,N)

EDI INFO:                Trading Partner Id:         200-01170.....
                         EDI Purchase Orders:              Y (Y,N)
                         Hold EDI Purchase Orders:         N (Y,N)
                         Update Vendor/Item/Warehouse
                         File with Price Catalog (832):    Y (Y,N)
                         IA Vendor:                        ...........
                         Department:
                         Send Product Activity Data (852): Y (Y,N)
                         Send Product Transfer & Resale
                           Report (867):                   Y (Y,N)

FAX INFO:                FAX Number:                  312-427-5561
                         NickName:                   ..........
                         FAX Purchase Orders:        N   (Y,N)
                         FAX Vendor RFQ:             N   (Y,N)

                                                                F12=Return
```

NOTE: This screen displays only if the EDI and/or FAX module is installed/set up. The **FAX Info** fields appear on this screen only after the FAX module system options have been set up through Fax System Options Maintenance (MENU AXMAIN). The **EDI Info** fields appear on this screen only after the EDI system options have been set up through EDI Options (MENU EIMAIN).

This screen displays after pressing ENTER on the Vendor Master Maintenance (2) Screen (p. 43-46), or, if A/P is installed, the A/P Vendor Master Maintenance Screen (p. 43-48).

Use this screen to enter EDI and/or FAX vendor master information.

This fax data is maintained in Distribution A+ through this screen and is used as the default data for this vendor when processing Purchase Orders. However, if this vendor's individual Purchase Order job is being processed interactively (as opposed to batch) through FAX, you have the option to override some of this data with that from the installed fax system's (e.g. QUADRANT's FastFax) files. This would occur on the Fax Cover Sheet Information Screen. Refer to this screen as provided in the Appendix section of the FAX User Guide.

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Print Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used for this particular vendor. Key Y to indicate, for this vendor's default, that Purchase Orders should be printed. This field must be Y if both the EDI Purchase Orders and FAX Purchase Orders fields are N. NOTE: If only EDI or FAX is installed and if the applicable purchase order field is N, then this **Print Purchase Orders** field must still be Y. Keying a Y here does not preclude the use of EDI or FAX for Purchase Orders. The **EDI Purchase Orders** and/or **FAX Purchase Orders** field(s) may also be Y. Key N to indicate, for this vendor, that Purchase Orders should not be printed. If an N is keyed here, either the **EDI Purchase Orders** field or the **Fax Purchase Orders** field must be Y. NOTE: If you key an N in this field and instead use EDI or FAX for your Purchase Orders, you may still produce a reprint of those POs through Purchase Orders (MENU POMAIN). A message will print at the top of the PO identifying the original method of "printing." (A 1) Required / Display
Print Vendor RFQ	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Since Vendor RFQs may be printed and/or sent via FAX, you are required to identify the method(s) to be used for this particular vendor. Key Y to indicate, for this vendor's default, that Vendor RFQs should be printed. This field must be Y if the **FAX Vendor RFQ** field is set to N. Additionally, keying Y in this field does not preclude the use of EDI or FAX for Vendor RFQs. The **FAX Vendor RFQ** field may also be Y. Key N to indicate, for this vendor, that Vendor RFQs should not be printed. If N is keyed in this field, the **Fax Vendor RFQ** field must be Y. (A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner Id	This field is required only if you key a Y in the **EDI Purchase Orders or Send Product Activity Data (852)** field. A unique trading partner identification code should be assigned to each vendor [and customer, through Customer/Ship to Master Maintenance (MENU ARFILE)] with whom EDI documents such as Purchase Orders or Product Activity Data (852) (PAD) documents will be exchanged. To assist in ensuring the codes are unique, it may be helpful to utilize the vendor (or customer) name or number as the **Trading Partner ID** or as part of the **Trading Partner ID**. By using the **Trading Partner ID**, inquiries can be made to determine which documents were sent to whom and the current status (e.g., has the document been received by that vendor/customer). Key the desired trading partner identification code. Note that values keyed in this field are not validated, so be sure text entered is keyed correctly. (A 15) Required/Optional
EDI Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used for this particular vendor. Key Y to indicate, for this vendor's default, that EDI should be used for Purchase Orders. A Trading Partner ID must be identified as well. Key N to indicate, for this vendor's default, that EDI should not be used for Purchase Orders. **Important** Refer to the **Print Purchase Orders** field description for details about PO printing options and requirements for printing POs as related to EDI. (A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Hold EDI Purchase Orders	If using EDI for Purchase Orders, as determined with a Y in the **EDI Purchase Orders** field, you must use this field to determine the default for whether an EDI PO "print" for this vendor will be available for immediate processing, or if an EDI hold will be placed on the job, which would require a manual release. A Y indicates, for this vendor's default, that if a PO print is submitted to EDI for one of this vendor's requisitions, it will go on hold until manually released through EDI. Refer to the EDI User Guide for details about releasing jobs from EDI hold. An N indicates, for this vendor's default, that if a PO print is submitted to EDI for one of this vendor's requisitions, no EDI hold will occur and EDI processing will continue normally. (A 1) Required
Update Vendor/Item/ Warehouse File with Price Catalog (832)	Use this field to indicate if the Price Catalogs Warehouse Selection Screen (MENU EIMAIN - Option 1) is to be displayed when you press F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (MENU EIMAIN). The Price Catalogs Warehouse Selection Screen will allow you to select which warehouses will have their associated Vendor/ Item/Price File updated with the new price information contained in the received Price Catalog. Key Y to indicate that the Price Catalogs Warehouse Selection Screen (MENU EIMAIN) is to be displayed when you press F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (MENU EIMAIN). Key N to indicate that the Price Catalogs Warehouse Selection Screen (MENU EIMAIN) will not be displayed when you press F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (MENU EIMAIN). This will cause no warehouse specific Vendor/Item/Price Files to be updated with the new price information contained in the received Price Catalog. (A 1) Required
IA Vendor	This field appears only if EDI is installed. If you key a Y in the **Send Product Activity Data (852)** field, use this field to enter the customer ID the vendor uses to identify your company. The vendor will provide this information. Distribution A+ puts whatever you key in this field in the **IA Vendor No.** field of the outgoing **Product Activity Data (852)** documents when it creates that document during Day-End Processing (MENU XAMAST). NOTE: This field is not related in any way to the Inventory Accounting (IA) module. Key the ID number. (A 10) Optional

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Department	This field appears only if EDI is installed. If you key a Y in the **Send Product Activity Data (852)** field, use this field to enter the department ID for the department at the vendor's company that should receive the Product Activity Data (852) document.The vendor will provide this information. Distribution A+ puts whatever you key in this field in the **Department** field of the outgoing Product Activity Data (852) document when it creates that document during Day-End Processing (MENU XAMAST). Key the department ID. (A 5) Optional
Send Product Activity Data (852)	This field appears only if EDI is installed. Use this field to specify if you want to send Product Activity Data (852) (PAD) documents to this vendor. PAD documents notify the vendor whenever selected quantities of any items of which the vendor is a primary vendor have changed.The vendor can then submit a suggested order or ship a predetermined quantity of the item(s).For more information about the PAD document, refer to the Tools to Assist the Buyer section of this User Guide. Key Y if you want to send PAD documents to this vendor. NOTE: PAD documents are warehouse-specific. If you key a Y in this field, when Distribution A+ creates PAD documents for this vendor, it will not consider the quantities of any items stocked in a warehouse with an N in the **Send Outgoing Product Activity Data (852)** field in Warehouse Number Maintenance (MENU IAFILE). If you have multiple warehouses and you want to create PAD documents for all items and units of measure for a vendor, you must be sure that the **Send Outgoing Product Activity Data (852)** field is set to Y in Warehouse Number Maintenance (MENU IAFILE) for every warehouse that stocks that vendor's items. Key N if you do not want to send PAD documents to this vendor. *Default Value:* N (A 1) Required
Send Product Transfer & Resale Report (867)	This field appears only if EDI is installed. Use this field to specify if you want to send Product Transfer & Resale Report (867) (PTR) documents to this vendor. PTR documents notify the vendor of product movement.For more information about the PTR document, refer to the Tools to Assist the Buyer section of this User Guide. Key Y if you want to send PTR documents to this vendor. Key N if you do not want to send PTR documents to this vendor. *Default Value:* N (A 1) Required

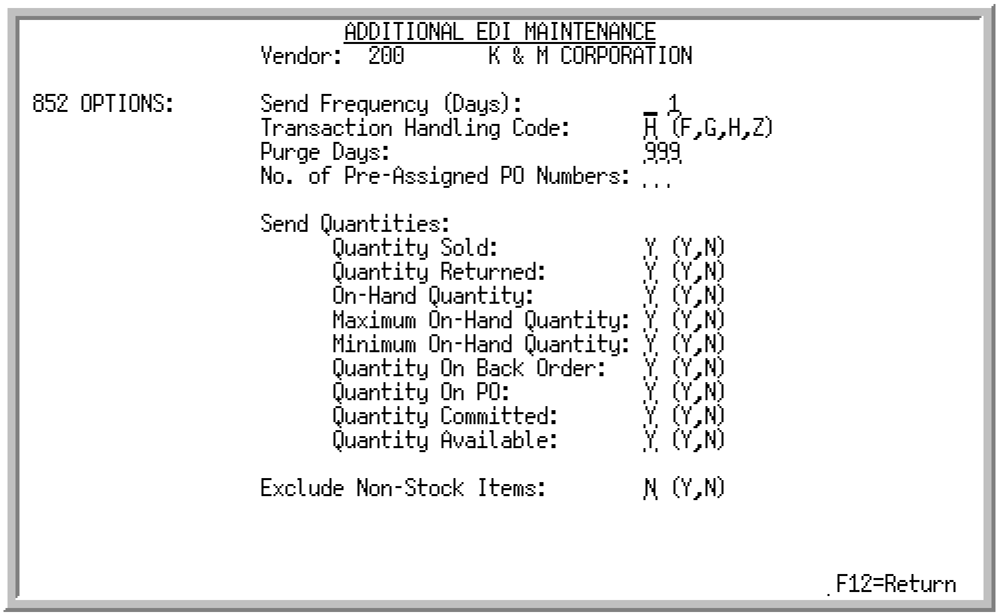
Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
FAX Number	This field displays the fax number specified on the Vendor Master Maintenance (1) Screen (p. 43-32). Display
Nickname	This field is only used if you are using the Quadrant FastFax third party software product. Also, this field or the **FAX Number** field is required only if the **FAX Purchase Orders** field is Y. A unique name code should be assigned to each vendor (or customer) with whom FAX documents such as Purchase Orders will be exchanged. To assist in ensuring the codes are unique, it may be helpful to utilize the vendor (or customer) name or number as the **Nickname** or as part of the **Nickname**. By using the **Nickname** in your files, you can limit the keying of required fax data to send documents to/from this vendor. A nick name is identified and defined for this vendor with the fax requirements in the chosen fax system's files. Once defined there, that data can be associated with this vendor by simply identifying that same nickname in this field. Then, when desired, you can key this nickname in Distribution A+ and the fax file data will be pulled in and used. Key the desired **Nickname**. Note that values keyed in this field are not validated, so be sure text entered is keyed correctly. (A 10) Required/Optional
FAX Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used for this particular vendor. Key Y to indicate, for this vendor's default, that FAX should be used for the "printing" of Purchase Orders. A FAX number or nickname also must be identified. Key N to indicate, for this vendor's default, that FAX should not be used for "printing" Purchase Orders. **Important** Refer to the Print Purchase Orders field description for details about PO printing options and requirements for printing POs as related to FAX. (A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
FAX Vendor RFQ	This field will only display when Fax System Options Maintenance (MENU AXMAIN) options are set to use the interface for Quadrant Fax. Also, this field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Since Vendor RFQs may be printed and/or sent via FAX, you are required to identify the method(s) to be used for this particular vendor. Key Y to indicate, for this vendor's default, that FAX should be used for the "printing" of Vendor RFQs. A FAX number or nickname also must be identified. Key N to indicate, for this vendor's default, that FAX should not be used for "printing" Vendor RFQs. (A 1) Required
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your entries. One of the following screens will appear based on the following conditions and hierarchy: • Vendor Master Additional EDI Maintenance Screen (p. 43-72), if you have EDI installed and you keyed a Y in the **Send Product Activity Data (852)** field. • Vendor Master Additional EDI Maintenance - 867 Screen (p. 43-80), if **Send Product Transfer & Resale Report (867)** is set to Y. on the Vendor Master Additional Information Maintenance Screen (p. 43-65) and if you have EDI installed and you keyed a N in the **Send Product Activity Data (852)** field. • Vendor Master Additional Email Maintenance Screen (p. 43-83), if Mail Server is installed. • Vendor Rebate Customer Maintenance Screen (p. 43-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32). • Vendor Master Maintenance Selection Screen (p. 43-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

Vendor Master Additional EDI Maintenance Screen



```
                         ADDITIONAL EDI MAINTENANCE
                    Vendor:  200       K & M CORPORATION

852 OPTIONS:        Send Frequency (Days):          1
                    Transaction Handling Code:     H (F,G,H,Z)
                    Purge Days:                    999
                    No. of Pre-Assigned PO Numbers: ...

                    Send Quantities:
                          Quantity Sold:           Y (Y,N)
                          Quantity Returned:       Y (Y,N)
                          On-Hand Quantity:        Y (Y,N)
                          Maximum On-Hand Quantity: Y (Y,N)
                          Minimum On-Hand Quantity: Y (Y,N)
                          Quantity On Back Order:  Y (Y,N)
                          Quantity On PO:          Y (Y,N)
                          Quantity Committed:      Y (Y,N)
                          Quantity Available:      Y (Y,N)

                    Exclude Non-Stock Items:       N (Y,N)

                                                              F12=Return
```

This screen displays after you press the ENTER key on the Vendor Master Additional Information Maintenance Screen (p. 43-65), if you have EDI installed/set up and you keyed a Y in the **Send Product Activity Data (852)** field.

Use this screen to set up the conditions for creating and transmitting the PAD document to this vendor. Fields on this screen allow you to specify:

- how often to send the PAD document to the vendor
- how you want the vendor to respond
- how often to purge records from the Product Activity Data Header File and the Product Activity Data Detail File during Day-End Processing (MENU XAMAST)
- whether the PAD document should contain requisition numbers for the vendor to use when responding
- what changes in quantity for each item to report to the vendor
- whether Distribution A+ should consider non-stock items when deciding whether to create and transmit the PAD document

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Send Frequency (Days)	Use this field to specify how often you want Distribution A+ to check item quantities in the Item Balance File and, if one or more quantities have changed, create the PAD document for this vendor. When you first select to use PAD documents for a vendor, Distribution A+ takes a snapshot of the quantities in the Item Balance File for each item of which the vendor is the primary vendor. The snapshot is stored in the EDI 852 Item Balance Snapshot File (EOITB). The first time you run Day-End Processing (MENU XAMAST) after the number of days in this field has passed, Distribution A+ compares the quantities in the Item Balance File for the selected items with the information in the EDI 852 Item Balance Snapshot File. If there has been a change in any one quantity for an item, Day-End Processing creates an outgoing PAD document for the vendor and stores a new snapshot of the item quantities in the EDI 852 Item Balance Snapshot File. The outgoing PAD document will use the vendor's purchasing unit of measure as defined through Vendor/Item Information (MENU POFILE).This is the unit of measure quantities will be listed in on the outgoing PAD document. If there is no purchasing unit of measure defined through Vendor/Item Information, the PAD will use the primary unit of measure as defined in the Item Master File. Key the number of days you want to wait before checking the quantities in the Item Balance File for this vendor. NOTE: Distribution A+ checks the Item Balance File and creates the PAD document as part of Day-End Processing (MENU XAMAST). If the number of days in this field ends on a day when you do not run Day-End Processing, the PAD document will be created the first time you run Day-End Processing after that date. **Example:** Vendor 100 has a 5 in the **Send Frequency (Days)** field. The last time Distribution A+ checked the Item Balance File quantities for vendor 100 was at Day-End on Monday, March 2. The first Day-End after 5 days would be run on March 8. However, March 8 is a Sunday and your company does not run Day-End on Sundays. The quantities in the Item Balance File will not be checked for vendor 100 until you run Day-End Processing on Monday, March 9. *Valid Values:* A number greater than zero. (N 3,0) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Transaction Handling Code	Use this field to indicate how you want the vendor to respond to PAD documents. The information in this field is passed to the vendor in the PAD document. Key F if you want the vendor to plan and submit a suggested PO for these items and units of measure. You can then enter the suggested PO as a requisition through Enter or Change Requisitions (MENU POMAIN) to create the order. Key G if you want the vendor to create a PO and ship the items. You will then have to create a requisition through Enter or Change Requisitions (MENU POMAIN) and print the Purchase Order through Print Purchase Orders (MENU POMAIN) before you will be able to receive the items into inventory. Key H if the PAD document is for notification, only. Use this code if you want the vendor to be aware of the changes in item quantities, but do not want the vendor to take any action at this time. Keying an H notifies the vendor that you may be submitting a PO for some or all of these items soon. Key Z if you want the vendor to take some other, predetermined action. For example, you may have instructed vendor 1200 to send you a price quote upon receipt of a PAD document with a **Transaction Handling Code** of Z. (A 1) Required
Purge Days	Use this field to specify how often you want Distribution A+ to purge records from the Product Activity Data Header File and the Product Activity Data Detail File during Day-End Processing (MENU XAMAST). During Day-End Processing, Distribution A+ will purge all records for which the difference between the send date of the PAD document and the day-end date is greater than the number of days you specify here. Key the number of days you want used to purge PAD document records. *Valid Values:* A number greater than zero. (N 3,0) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
No. of Pre-Assigned PO Numbers	In the PAD document, you can send the vendor one or more pre-assigned requisition numbers. The vendor can then use these requisition numbers when submitting a suggested PO or shipping the items. If you key a number in this field, when Distribution A+ creates the PAD document for a vendor during Day-End Processing (MENU XAMAST), it will check the Order Control File for the last requisition number used, generate the specified number of requisition numbers for the vendor, and then update the last number used in the Order Control File. **Example:** : The last requisition number used in the Order Control File is 10082. The **No. of Pre-Assigned PO Numbers** for vendor 100 is 3. When Distribution A+ creates the PAD document for vendor 100, it will assign requisition numbers 10083, 10084, and 10085 and include those in the PAD document. Additionally, Distribution A+ will reset the last requisition number used in the Order Control File to 10085. NOTE: If you want to pre-assign requisition numbers to vendors, it is recommended that you set the **Use Requisition No. for PO No.** field to Y in Purchasing Options Maintenance (MENU XAFILE). The numbers sent to the vendor are requisition numbers. If the **Use Requisition No. for PO No.** field is set to Y, and you key the pre-assigned requisition number when you enter the requisition, that number will become the PO number when you print the Purchase Order. However, if the **Use Requisition No. for PO No.** field is set to N, you must either key the requisition number in the **Our PO No.** field on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), or have the system assign the next available PO number. If you key the PO number, that number may have already been used for another PO. If you let the system assign the next available PO number, the PO number you are using will not match the number the vendor received in the PAD document and may have already entered in their files. (N 2,0) Optional

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Send Quantities	Use these fields to specify which types of quantity changes this vendor should be notified about. During Day-End Processing (MENU XAMAST), Distribution A+ creates the PAD document for a vendor if there has been a change in quantity for at least one item of which that vendor is the primary vendor.However, the PAD document is not sent to the vendor, unless the quantity that changed is one that is selected on this screen. Additionally, any PAD document sent to the vendor will include information for each quantity changed that you select here. **Example:** Vendor 100 has a Y in the **Quantity Sold**, **Quantity Returned**, and **Quantity Available** fields. Vendor 100 is the primary vendor for item A120. Since the last PAD document was created for vendor 100, you have sold 5 A120s. Because there has been a change in quantity for an item of which vendor 100 is the primary vendor, Day-End Processing (MENU XAMAST -Option 2) will create the PAD document for vendor 100. The PAD document that is created will contain Quantity Sold and Quantity Available. Because Quantity Returned has not changed, it will not be included on the PAD document. Additionally, because there has been a change to one or more of the quantities selected on this screen (i.e., **Quantity Sold** and **Quantity Available**), the PAD document will be sent to vendor 100. You can select to send the PAD document to this vendor whenever one or more of the following quantities have changed for an item of which the vendor is the primary vendor:
Quantity Sold	The quantity of this item that has been sold to customers since the last time the PAD document was created for the vendor. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity Returned	The quantity of this item that has been returned by customers since the last time the PAD document was created for this vendor. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required

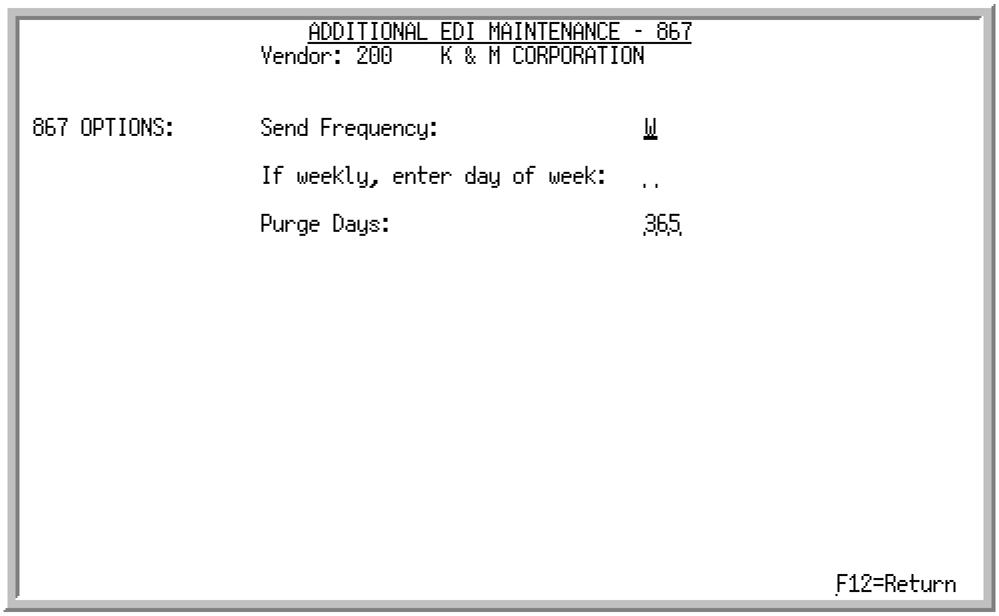
Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
On-Hand Quantity	The quantity of the item that is currently on-hand; meaning the quantity before considering items ordered by your customers or ordered from your vendors. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Maximum On-Hand Quantity	The maximum quantity of the item that should remain in inventory as defined through the Item Balance File Maintenance (MENU IAFILE). *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Minimum On-Hand Quantity	The minimum quantity of the item that should remain in inventory as defined through the Item Balance File Maintenance (MENU IAFILE). *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity on Back Order	The quantity of the item that is on backorder. This is the quantity that has been ordered by customers, but cannot be shipped. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity on PO	The quantity of the item that is on open purchase orders. Items on an open purchase order have been ordered through Purchasing, but not yet received. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity Committed	The quantity of the item that is currently committed to specific customer orders. Inventory can be committed to orders automatically as the orders are entered, or manually through Inventory Commit/Uncommit (MENU OEMAST). Depending on how you have set up your Order Entry options, the quantity committed may or may not equal the quantity allocated for an item. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Quantity Available	The quantity of the item that is available to fill customer orders. This quantity is calculated during Day-End Processing (MENU XAMAST) on the date that the PAD document is scheduled to be created for the vendor. If Warehouse Management is not installed, the quantity available is calculated as: **Calculation:** Qty Available = Qty On-Hand - Qty Allocated + Unposted Receipts + Special Orders If Warehouse Management is installed, the quantity available is calculated as: **Calculation:** Qty Available = Qty On-Hand - Qty Allocated + Unposted Receipts + Special Orders - Allocated Warehouse Transfers - Qty in Reserved Locations + Returns in Reserved Locations *Default Value:* N *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Exclude Non-Stock Items	Key Y if you do not want Distribution A+ to consider the quantities of non-stock items when determining whether to create the PAD document for this vendor. A non-stock item is an item defined with an N in the **Update Inventory** field through Item Master File Maintenance (MENU IAFILE). Key N if you do want Distribution A+ to consider the quantities of non-stock items. *Default Value:* N (A 1) Required
F12=Return	Press the F12=Return function key to cancel your entries and return to the Vendor Master Additional Information Maintenance Screen (p. 43-65).
Enter	Press Enter to confirm your entries. One of the following screens will appear based on the following conditions and hierarchy: • Vendor Master Additional EDI Maintenance - 867 Screen (p. 43-80), if **Send Product Transfer & Resale Report (867)** is set to Y. on the Vendor Master Additional Information Maintenance Screen (p. 43-65) • Vendor Rebate Customer Maintenance Screen (p. 43-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)]. • Vendor Master Maintenance Selection Screen (p. 43-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

Vendor Master Additional EDI Maintenance - 867 Screen



This screen displays after you press the ENTER key on the

- Vendor Master Additional Information Maintenance Screen (p. 43-65), if you have EDI installed/set up and you keyed a Y in the **Send Product Transfer & Resale Report (867)** field and you keyed a N in the **Send Product Activity Data (852)** field.
- Vendor Master Additional EDI Maintenance Screen (p. 43-72), if you have EDI installed and you keyed a Y in the **Send Product Transfer & Resale Report (867)** field.

Use this screen to set up the conditions for creating and transmitting the Product Transfer& Resale Report document to this vendor. Fields on this screen allow you to specify:

- how often to send the Product Transfer& Resale Report document to the vendor
- how often to purge records from the Product Transfer& Resale Report Header File and the Transfer& Resale Report Detail File during Day-End Processing (MENU XAMAST).

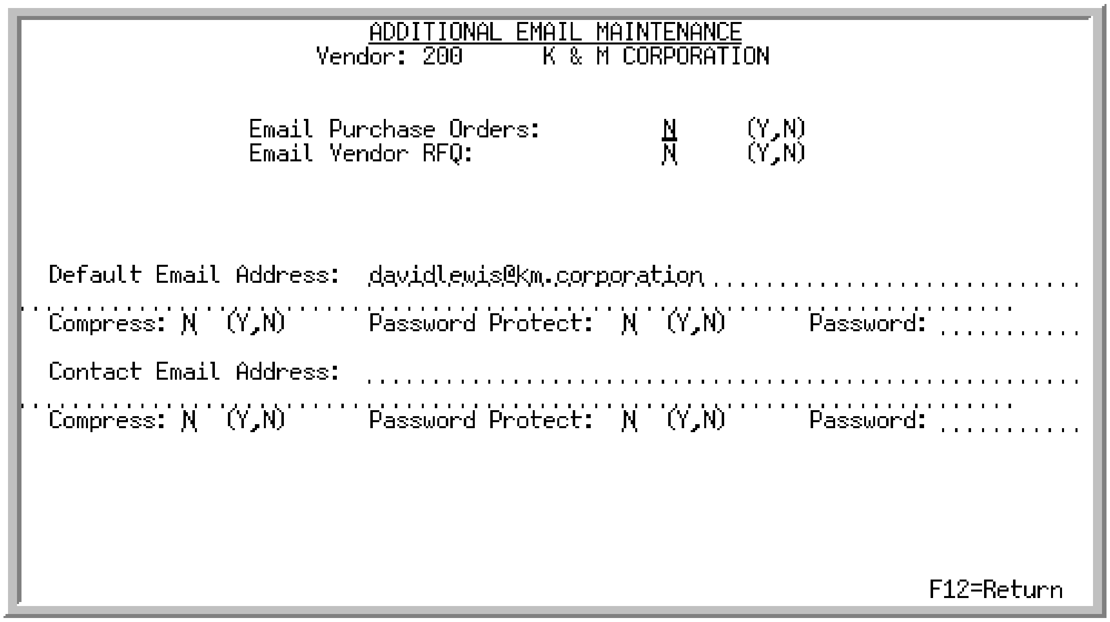
Vendor Master Additional EDI Maintenance -867 Screen Fields and Function Keys

Field/Function Key	Description
Send Frequency	Use this field to specify how often you want Distribution A+ to capture the information and create the Product Transfer& Resale Report document for this vendor. Key an M for monthly frequency that will be submitted on the first day-end after the last day-end of the month with from/to dates covering the previous calendar month. Key a D for daily frequency (maximum of once a day) will be submitted for invoices posted the previous day. Key a W for weekly frequency that will be created during the first day-end on or after the day of the week selected within a from-to date range covering the seven (7) days prior to but not including the day selected. *Valid Values:* M for monthly, W for weekly and D for daily. (A 1,0) Required
If weekly, enter day of week	Use this field to specify the day of the week that the Product Transfer& Resale Report document will be created for **Send Frequency** of weekly. *Valid Values:* A number between 1 and 7. (N 1,0) Required
Purge Days	Use this field to specify how often you want Distribution A+ to purge records from the Product Transfer& Resale Header File and the Product Transfer& Resale Detail File during Day-End Processing (MENU XAMAST). During Day-End Processing, Distribution A+ will purge all records for which the difference between the send date of the PTR document and the day-end date is greater than the number of days you specify here. Key the number of days you want used to purge PTR document records. *Valid Values:* A number greater than zero. (N 3,0) Required
F12=Return	Press F12=RETURN to cancel your entries and return to the Vendor Master Additional EDI Maintenance Screen (p. 43-72) or the Vendor Master Additional Information Maintenance Screen (p. 43-65).

Vendor Master Additional EDI Maintenance -867 Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER confirm your entries. One of the following screens will appear based on the following conditions and hierarchy: • Vendor Master Additional Email Maintenance Screen (p. 43-83), if Mail Server is installed. • Vendor Rebate Customer Maintenance Screen (p. 43-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)]. • Vendor Master Maintenance Selection Screen (p. 43-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

Vendor Master Additional Email Maintenance Screen


ADDITIONAL EMAIL MAINTENANCE
Vendor: 200 K & M CORPORATION

Email Purchase Orders: N (Y,N)
Email Vendor RFQ: N (Y,N)

Default Email Address: davidlewis@km.corporation
Compress: N (Y,N) Password Protect: N (Y,N) Password:

Contact Email Address:
Compress: N (Y,N) Password Protect: N (Y,N) Password:

F12=Return

This screen only appears if Mail Server is installed/set up. This screen appears after pressing ENTER on one of the following screens based on the following conditions and hierarchy:

- Vendor Master Maintenance (1) Screen (p. 43-32), if no vendor user fields were defined.
- Vendor Master Maintenance (2) Screen (p. 43-46), if any vendor user fields were defined.
- A/P Vendor Master Maintenance Screen (p. 43-48), if no vendor user fields were defined and Accounts Payable is installed/set up.
- Vendor Master Additional Information Maintenance Screen (p. 43-65), if Accounts Payable is not installed/set up and either the EDI or FAX modules are installed/set up.
- Vendor Master Additional EDI Maintenance Screen (p. 43-72)), if EDI is installed/set up and you keyed a Y in the Send Product Activity Data (852) field on the Vendor Master Additional Information Maintenance Screen (p. 43-65).

Use this screen to add or change additional vendor information concerning e-mail transmission for the following documents:

- Purchase Orders
- Vendor RFQs

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Email Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Use this field to specify whether Purchase Orders will automatically be e-mailed to this vendor. NOTE: The value you key on this screen can be overridden on the End Requisitions Screen (MENU POMAIN). Key Y to e-mail Purchase Orders to this vendor. Key N if you do not want to e-mail Purchase Orders to this vendor. *Default Value:* N (A 1) Required
Email Vendor RFQs	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 43-32). Use this field to specify whether Vendor RFQs will automatically be e-mailed to this vendor. Key Y to e-mail Vendor RFQs to this vendor. Key N if you do not want to e-mail Vendor RFQs to this vendor. *Default Value:* N (A 1) Required
Default Email Address	Use this field to provide a default e-mail address for this vendor. If you do not specify a **Contact Email Address** for Purchase Orders and Vendor RFQs, all Distribution A+ documents will be e-mailed to this address. NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen. Key an e-mail address or a distribution group. Separate multiple e-mail addresses with a semi-colon. *Valid Values:* Any operational e-mail address or any distribution group defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE). (A 128) Required

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Compress	There is one **Compress** field for the **Default Email Address** and one for the **Contact Email Address**. Use this field to specify whether Distribution A+ documents sent as attachments will be compressed when e-mailed to the address. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen. Key Y to compress attachments sent to the address. You must key Y in this field if you want to key Y in the **Password Protect** field to password protect attachments. NOTE: If you key Y to compress attachments, the recipient must have standard data compression software or be using an e-mail client that supports compression in order to open the attachment. Key N to leave attachments sent to the address uncompressed. *Default Value:* N (A 1) Required
Password Protect	There is one **Password Protect** field for the **Default Email Address** and one for the **Contact Email Address**. Use this field to specify whether Distribution A+ documents sent as attachments will be password protected when e-mailed to the address. If you select to password protect documents, the recipient will not be able to open the attached document without the password. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen. Key Y to password protect attachments sent to this address. NOTE: If you key Y to password protect attachments, then you must key Y in the Compress field. Key N to send attachments to this contact without password protection. *Default Value:* N (A 1) Required

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Password</td><td>There is one Password field for the Default Email Address and one for the Contact Email Address. This field is required if you keyed Y in the Password Protect field. If you keyed N in the Password Protect field, then you must leave this field blank. The recipient must know the password and key it in order to open the attachment.

NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen.

Key a password.

(A 10) Required/Blank</td></tr>
<tr><td>Contact Email Address</td><td>Use this field to provide a contact e-mail address for this vendor. The following documents will be sent to this address:
• Purchase Orders
• Vendor RFQs

If you leave this field blank, Purchase Orders and Vendor RFQs will be e-mailed to the Default Email Address.

NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen.

Key an e-mail address or a distribution group. Separate multiple e-mail addresses with a semi-colon.

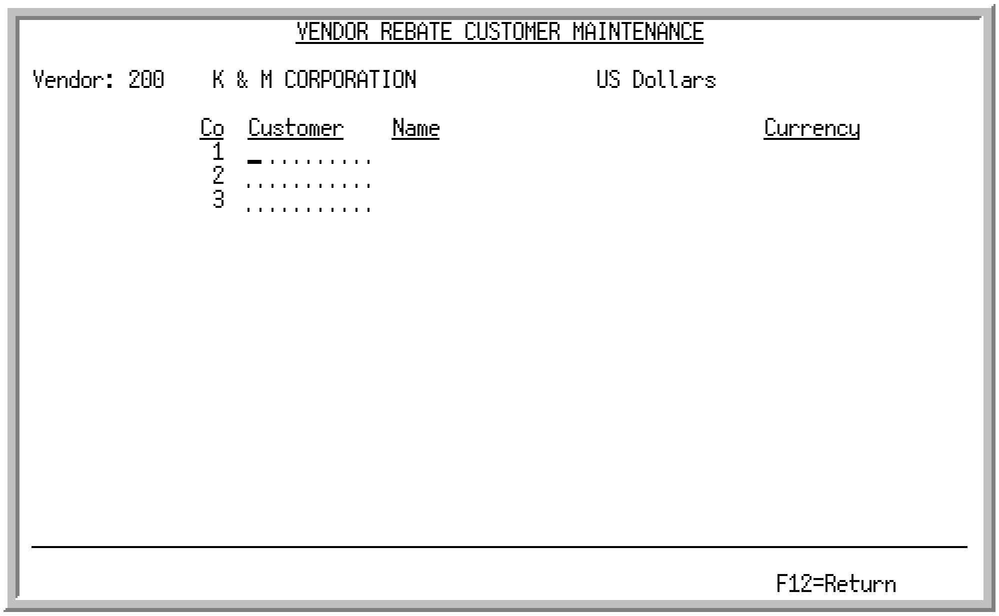
Valid Values: Any operational e-mail address or any distribution group defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE).

(A 128) Optional</td></tr>
<tr><td>F12=Return</td><td>Press F12=RETURN to return to the previous screen without saving your entries.</td></tr>
</table>

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to save your entries. One of the following screens will appear based on the following conditions and hierarchy: • Vendor Rebate Customer Maintenance Screen (p. 43-88), if you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)]. • Vendor Master Maintenance Selection Screen (p. 43-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

Vendor Rebate Customer Maintenance Screen



NOTE: This screen displays only if you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 43-32)].

This screen displays after pressing ENTER on the one of the following screens, depending on which modules are installed:

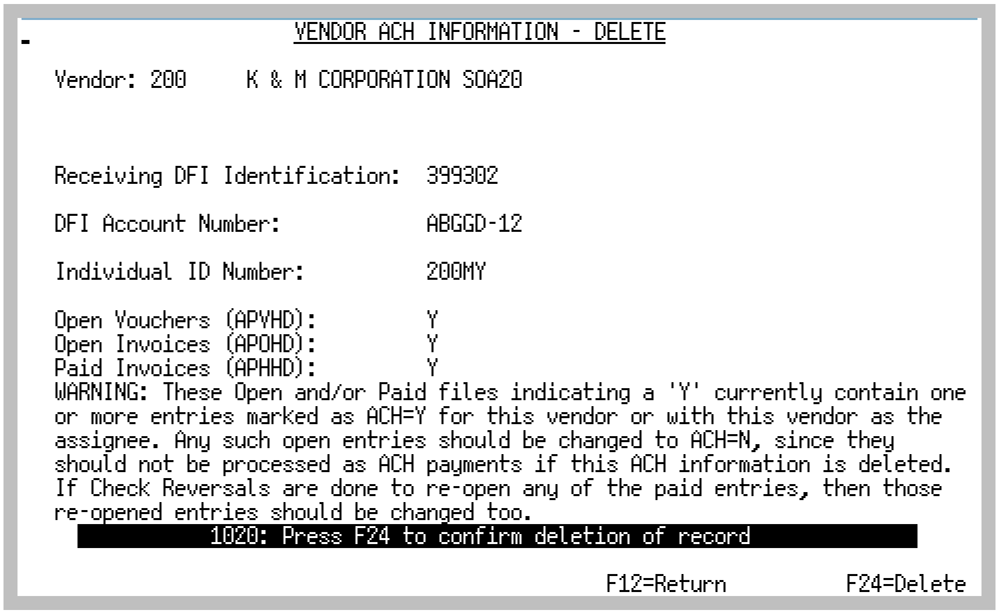
- Vendor Master Maintenance (2) Screen (p. 43-46)
- A/P Vendor Master Maintenance Screen (p. 43-48)
- Vendor Master Additional Information Maintenance Screen (p. 43-65)
- Vendor Master Additional EDI Maintenance Screen (p. 43-72)
- Vendor Master Additional Email Maintenance Screen (p. 43-83)

Use this screen to identify those customers having a rebate relationship with this vendor in which the method for rebate payment is accounts receivable, as opposed to accounts payable. The customer numbers will be used in determining the accounts affected. In other words, when rebates are generated by this vendor for these customers, these customer number will be used in A/R to ensure G/L consistency.

Vendor Rebate Customer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Co	NOTE: This field displays only if you are established in Distribution A+ through System Options Maintenance (MENU XAFILE) as multi-company. The companies defined in Distribution A+ for which rebates might be established will be presented. For each company presented, the customer number is to be keyed to identify with whom the vendor/customer rebate relationship exists. Display
Customer	Use this field to identify the customer number, for the specified company, with whom the rebate relationship exists. This customer number will be used in determining how A/R will be affected. Key the desired customer number. After keying the number and pressing ENTER, the name of the customer, as defined through Customer/Ship to Master Maintenance (MENU ARFILE) will display. (A 10) Optional
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor. The Vendor Master Maintenance Selection Screen (p. 43-3) will display.

Vendor ACH Information - Delete Screen



This screen displays after pressing F24=Delete on the Vendor ACH Information Maintenance Screen (p. 43-63) if there were vouchers or invoices found for this vendor (or this vendor as an assignee) that are currently flagged as ACH. This serves to warn users that ACH data should not be deleted from the vendor while vouchers or invoices are identified as expecting ACH processing and also identifies in which file(s) the ACH flagged data was found.

Vendor ACH Information -Delete Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This is the vendor for which you are deleting ACH information. Display
Payee	This is the payee name for those vendors that have a different payee name selected on the A/P Vendor Master Maintenance Screen (p. 43-48). If a different payee name has not been selected, this field does not appear. Display
Receiving DFI Identification	This is the Transit Routing Number currently assigned to this vendor on the Vendor ACH Information Maintenance Screen (p. 43-63). Display

Vendor ACH Information Delete Screen Fields and Function Keys

Field/Function Key	Description
DFI Account Number	This is the receiver's account number currently assigned to this vendor on the Vendor ACH Information Maintenance Screen (p. 43-63). Display
Individual ID Number	This is the receiver's identification number currently assigned to this vendor on the Vendor ACH Information Maintenance Screen (p. 43-63). Display
F12=Return	Press F12=Return to return to the A/P Vendor Master Maintenance Screen (p. 43-48) without deleting ACH data.
F24=Delete	After reviewing the warning information on the screen, press F24=DELETE to delete existing ACH data. A/P Vendor Master Maintenance Screen (p. 43-48), will be presented.
Enter	Press ENTER to confirm your selections. The A/P Vendor Master Maintenance Screen (p. 43-48) will appear. You will be prompted to press ENTER again to confirm your selections.

Vendors Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

If you are accessing Vendors Listing from **MENU APFILE**, you will be presented with the following screen and listing:

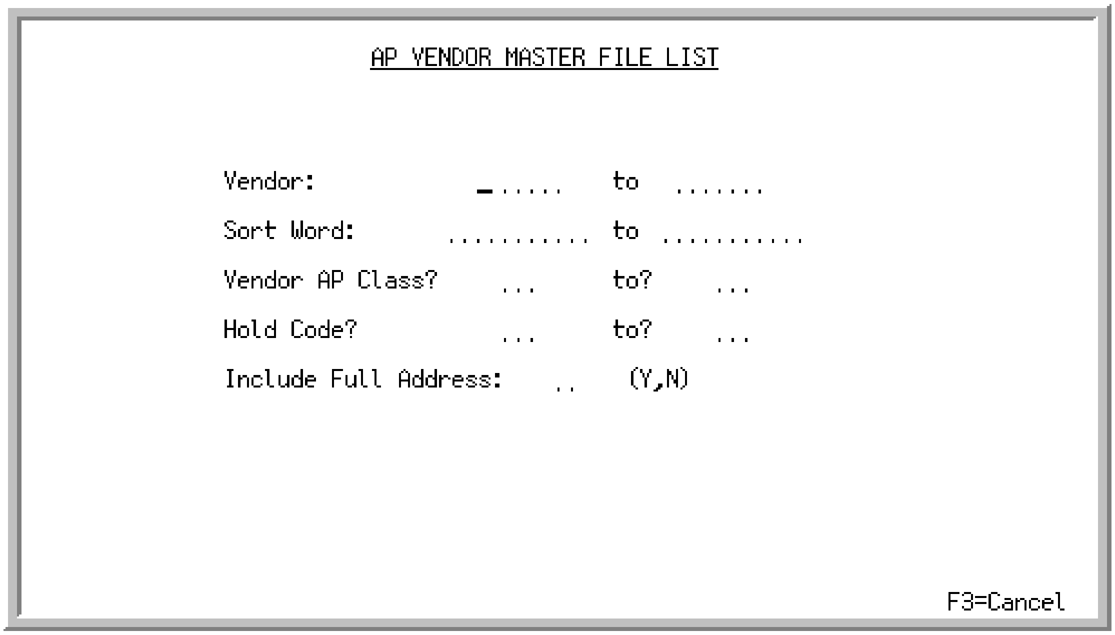
Title	Purpose
A/P Vendor Master File List Screen	Use to select the range of vendors to print on the Vendor Master File Listing for Accounts Payable (p. 43-93).

Title	Purpose
Vendor Master File Listing for Accounts Payable	Prints the contents of the Accounts Payable Vendor Master File.

If you are accessing Vendors Listing from **MENU POFILE**, you will be presented with the following screen and listings:

Title	Purpose
Vendor Master File List Screen	Use to select the range of vendors to print on the Vendor Master File Listing for Purchasing.
Vendor Master File Listing for Purchasing - for Purchasing	Prints the contents of the Vendor Master File.
Vendor EDI/FAX/EMAIL Options Listing	Prints EDI/FAX/EMAIL options for the vendors.
Vendor Special Order Options Listing	Prints the special order options defined for vendors through Vendors Maintenance (MENU POFILE).

A/P Vendor Master File List Screen



This screen displays after selecting option 11 - Vendors Listing from the A/P File Maintenance Menu (MENU APFILE). Use this screen to select the range of vendors and other criteria to print on the Vendor Master File Listing for Accounts Payable (p. 43-93).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/P Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the range of vendor numbers to print on the Vendor Master File Listing. (2 @ A 6) Required
Sort Word	Key the range of sort words assigned to the vendors to print. Sort words are assigned to a vendor through Vendors Maintenance on the A/P Vendor Master Maintenance Screen (p. 43-48) (MENU APFILE/MENU POFILE). (2 @ A 10) Required
Vendor A/P Class	Key the range of Vendor A/P Classes assigned to the vendors to print.Vendor A/P Classes are assigned to a vendor through Vendors Maintenance on the A/P Vendor Master Maintenance Screen (p. 43-48) (MENU APFILE/MENU POFILE). *Valid Values:* a vendor A/P Class defined through Vendor Class Maintenance (MENU APFILE) (2 @ A 2) Required

A/P Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	Key the range of hold codes assigned to the vendors to print. Hold codes are assigned to a vendor through Vendors Maintenance on the A/P Vendor Master Maintenance Screen (p. 43-48) (MENU APFILE/MENU POFILE). *Valid Values:* an A/P hold code defined through Hold Codes Maintenance (MENU APFILE) (2 @ A 2) Required
Include Full Address	Use to determine if the vendor's full address will print on the report. Key Y to print the full address that includes four address lines, city, state/ province, zip/postal code, and country code. This adds 2 print lines per vendor to the report. Key N to only print the customer name and not print the 2 lines of full address information address on the report. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU APFILE.
Enter	Press ENTER to confirm your entries. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor Master File Listing for Accounts Payable

```
AP902  02/14/19  12.59.57                       VENDOR MASTER FILE LISTING                    AD/APDEMO    PAGE     1
Vendor From: IC1000    All Sort Words          All Vendor AP Classes                  All Hold Codes
        To: IC5000
 Include Full Address: YES
Vendor/                  Name/                           Phone/               Federal Tax ID/         Terms/       Assign/  Class
Sort Word            Contact                               Fax                    State Tax ID        Hold Cd        1099
----------------------------------------------------------------------------------------------------------------------------------
IC4000  GUADALJARA OFFICE SUPPLIES      52 3-789-2231           X0011 MX52-37892231-1 Net 30
GUADAL O  Maria Sanchez                 52 3-789-2239           X0000                                      NO
        Ave. independencia Sur #1065
                   Guadalajara, Jalesco                                   MEX 12345-9965
     Currency: Mexican Pesos                Exchange: Wall Street Journal         Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:        Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1      Cash Disc Pct/Days:    .000 /        Sep Check: N
   PO Required: N   Credit Limit:                0   Vendor GL Code:                   Dft Bus Unit:              PO-AP Transfer: Y
Allow Vouchers: Y   Landing Costs Only: N   ACH Flag: N   CC Vendor: N                Fed Tax ID Type: EIN         Dft 1099 Box:
IC1000  LITTLE ITALY RESTAURANT SUPPLY 111846-857-9663          X0102 INTL10009-00002 NET 30
LITTLE ITAMaria Cornicelli             846857-966-9239          X0000                                      YES
        Leaning Tower Office Park       345 Michaelangelo Way           District of the Vatican
                   Rome, Italy                                            ITA 12345-3789
     Currency: Italian Lira                 Exchange: Wall Street Journal         Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:        Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1      Cash Disc Pct/Days:    .000 /        Sep Check: N
   PO Required: N   Credit Limit:                0   Vendor GL Code:                   Dft Bus Unit:              PO-AP Transfer: Y
Allow Vouchers: Y   Landing Costs Only: N   ACH Flag: N   CC Vendor: N                Fed Tax ID Type: SSN         Dft 1099 Box: 14
IC5000  SASKATCHEWAN PRODUCTS              519-114-8885         X0119 INTL50009-00001 Net 30
SASKAT P  Nancy Steele                     519-114-8889         X0000                                      YES
        150 Snowshoe Road
                   Dartmouth, Ontario                                     CAN SNB3B 1G6
     Currency: Canadian Dollars             Exchange: Wall Street Journal         Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:        Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1      Cash Disc Pct/Days:    .000 /        Sep Check: N
   PO Required: N   Credit Limit:                0   Vendor GL Code:                   Dft Bus Unit:              PO-AP Transfer: Y
Allow Vouchers: Y   Landing Costs Only: N   ACH Flag: Y   CC Vendor:                  Fed Tax ID Type: EIN         Dft 1099 Box:
IC3000  SAUERKRAUT PRODUCTS            113142-885-3652          X0012 GE3000-113142-2 Net 30
SAUERK    Hilda Hirserunner            113142-885-3659          X0000                                      NO
        945 Schubert
                   East Berlin, Germany                                   GER 13245-7774
     Currency: German Deutschemark          Exchange: Wall Street Journal         Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:        Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1      Cash Disc Pct/Days:    .000 /        Sep Check: N
   PO Required: N   Credit Limit:                0   Vendor GL Code:                   Dft Bus Unit:              PO-AP Transfer: Y
Allow Vouchers: Y   Landing Costs Only: N   ACH Flag: Y   CC Vendor: N                Fed Tax ID Type: SSN         Dft 1099 Box:
IC2000  WOODEN CHOPSTICKS OFFICE POOL  81 3-984-4112            X0302 INTL20009000001 Net 30
WOODEN C  So Yen                       81 3-984-4119            X0000 XFERI-2-1/22/19                      YES
        3679 Hiroshima Memorial Drive  Bldg 41A                         Office Block 173
                   Tokeyo, Japan                                          JAP 12345-9663
     Currency: Japanese Yen                 Exchange: Wall Street Journal         Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:        Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1      Cash Disc Pct/Days:    .000 /        Sep Check: N
   PO Required: N   Credit Limit:                0   Vendor GL Code:                   Dft Bus Unit:              PO-AP Transfer: Y
Allow Vouchers: Y   Landing Costs Only: N   ACH Flag: N   CC Vendor: N                Fed Tax ID Type: SSN         Dft 1099 Box:  6
```

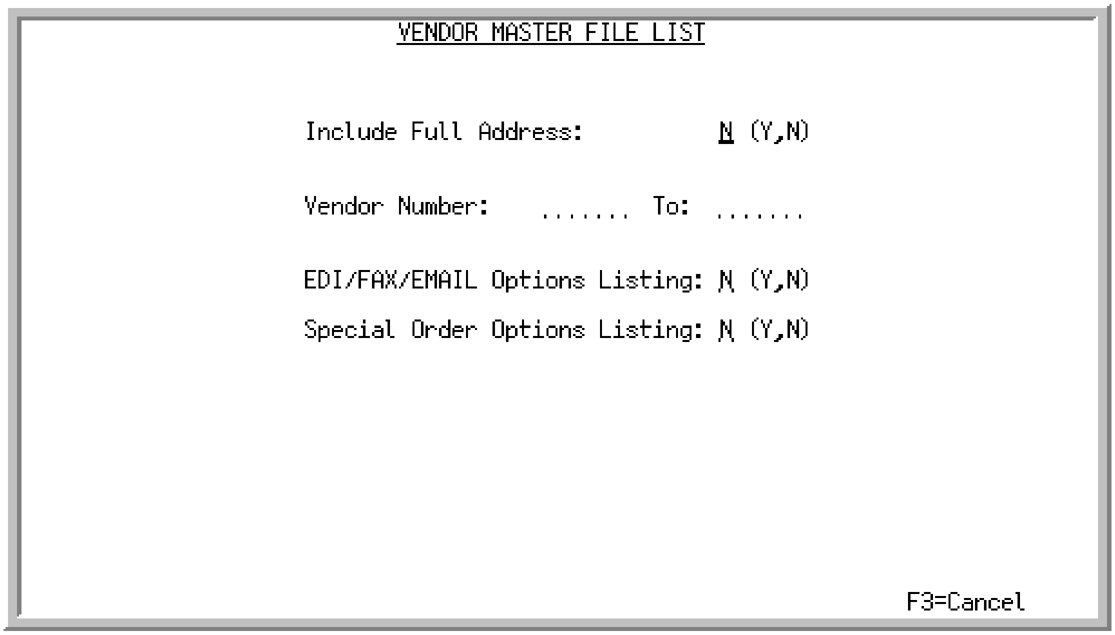
This listing is produced following your responses on the A/P Vendor Master File List Screen (p. 43-91), and the Report Options Screen.

All vendors that match the criteria specified on the A/P Vendor Master File List Screen (p. 43-91) are printed. This listing is sequenced by vendor number. When International Currency is installed, the fields relevant to that module are also printed. Refer to the Vendors Maintenance screens for details on the specific fields of this report.

NOTE: The Vendors Listing printed from Menu POFILE and the Vendors Listing printed from Menu APFILE are different reports and list the information relevant to each specific module.

NOTE: For the **Federal Tax ID** field, the display is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.

Vendor Master File List Screen



This screen displays after selecting option 11 - Vendors Listing from the Purchasing File Maintenance Menu (MENU POFILE). Use this screen to select the range of vendors to print on the Vendor Master File Listing for Purchasing (p. 43-96). You can also select whether to print EDI, FAX and e-mail information for the selected vendors and whether to print the Vendor Special Order Options Listing.

Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
Include Full Address	Use this field to specify if the full address for this vendor will print. Key Y to print the vendor's full address. Key N if you do not want the full address printed. (A 1) Required
Vendor Number	Select the vendors to print on the Vendor Master File Listing using the FROM/TO ranges explained in the Cross Applications User Guide. (2 @ A 6) Required

Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
EDI/FAX/EMAIL Options Listing	This field appears only if you have one or more of the following modules installed: • Electronic Data Interchange (EDI) • FAX • Mail Server Key Y to print the Vendor EDI/FAX/EMAIL Options Listing, which lists the EDI, FAX, and e-mail information that has been entered for each vendor selected. The report will print after the Vendor Master File Listing for Purchasing (p. 43-96). Key N if you do not want to print the Vendor EDI/FAX/EMAIL Options Listing. Only the Vendor Master File Listing for Purchasing (p. 43-96) will print. (A 1) Required
Special Order Options Listing	Use this field to specify whether or not you want the Vendor Special Order Options Listing to print along with the Vendor Master File Listing. The Vendor Special Order Options Listing prints the special order options defined for vendors through Vendors Maintenance (MENU POFILE). Key Y if you want the Vendor Special Order Options Listing to print. If you key Y, the listing will print based on the vendor range only; it will not take into consideration any additional selection criteria. Key N if you do not want the Vendor Special Order Options Listing to print. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU POFILE.
Enter	Press ENTER to confirm your entries. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor Master File Listing for Purchasing

```
  PO902 12/13/18  17:50:23                        VENDOR MASTER FILE LIST                              AD/APDEMO            PAGE:     1
         All Vendors             Include Full Address:  YES
                                                                                                   Lead Ord  Calc from
Vendor No/Name                                  Contact                     Buyer     Telephone      Time Freq   Rcpts   Sfty Stock %
-------------------------------------------------------------------------------------------------------------------------------------
IC1000 LITTLE ITALY RESTAURANT SUPPLY           Luigi Bornelli               102 6-857-9663                      N
       Leaning Tower Office Park
       345 Michaelangelo Way                    Currency: Italian Lira            Exchange: Wall Street Journal
       District of the Vatican                  Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:              Transport Mode: 1
       Rome, Italy                              12345-3789     ITA
                                                Allow Off-Line Validation:  Y
IC2000 WOODEN CHOPSTICKS OFFICE POOL            So Yen                       102 3-984-4112                      N
       3679 Hiroshima Memorial Drive
                                                Currency: Japanese Yen            Exchange: Wall Street Journal
                                                Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:
       Tokeyo, Japan                            12345-9663     JAP
                                                Allow Off-Line Validation:  Y

IC3000 SAUERKRAUT PRODUCTS                      Hans Schneider               102 30-885-3652                     N
       945 Schubert
                                                Currency: German Deutschemark     Exchange: Wall Street Journal
                                                Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:              Transport Mode: 1
       East Berlin, Germany                     13245-7774     GER
                                                Allow Off-Line Validation:  Y
IC4000 GUADALJARA OFFICE SUPPLIES               Jose Gonzales                102 3-789-2231                      N
       Ave. independencia Sur #1065
                                                Currency: Mexican Pesos           Exchange: Wall Street Journal
                                                Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:
       Guadalajara, Jalesco                     12345-9965     MEX
                                                Allow Off-Line Validation:  Y
IC5000 SASKATCHEWAN PRODUCTS                    Marc Dunderdale              102 519-114-8885                    N
       150 Snowshoe Road
                                                Currency: Canadian Dollars        Exchange: Wall Street Journal
                                                Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:
       Dartmouth, Ontario                       SNB3B 1G6      CAN
                                                Allow Off-Line Validation:  Y
IC6000 LE FRANCAIS WINERY                       Ava Sevres                   102 56-744-3366                     N
       8 Rue De Bruxcelles
       Centre Evolic                            Currency: French Francs           Exchange: Wall Street Journal
                                                Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:              Transport Mode: 1
       Rhone-Alps, Bordeaux                     187 GR9        FRA
                                                Allow Off-Line Validation:  Y
IC7000 NAPA VALLEY VINEYRD                      Paul Mason                   102 903-124-1114                    N
       PO Box 1124
                                                Currency: US Dollars              Exchange: Wall Street Journal
                                                Allow Multi Ship-To POs:  N            FOB Code:
                                                Vendor Volume Disc Type:
       Napa Valley          CA                  96020-2110     USA
                                                Allow Off-Line Validation:  Y
```

This listing is produced following your responses on the Vendor Master File List Screen (p. 43-94), and the Report Options Screen.

NOTE: The Vendors Listing printed from Menu POFILE and the Vendors Listing printed from Menu APFILE are different reports and list the information relevant to each specific module.

Vendor Master File Listing for Purchasing

Report/Listing Fields	Description
Vendor Information	The following information about this vendor is printed [these fields are explained in detail on the Vendor Master Maintenance (1) Screen (p. 43-32)]: • Vendor No/Name/Address • Contact • Allow Off-Line Validation • Allow Multi Ship-To POs • Vendor Volume Disc Type • Buyer • Telephone • Lead Time (Wks) • Order Frequency (Wks) • Calc from Rcpts • Sfty Stock % • Vendor User Fields • FOB Code • Transport Mode
Currency	For each foreign currency vendor listed, the description for the vendor's trading currency will print in this field.
Exchange	For each foreign currency vendor listed, the description for the currency's exchange code prints in this field.

Vendor EDI/FAX/EMAIL Options Listing

```
P0903            06/08/16  15:22:47            VENDOR EDI/FAX/EMAIL OPTIONS LISTING         AU/APDEMO            PAGE:    1
   Vendor Fr:  IC1000  To:   IC9000
----------------------------------------------------------------------------------------------------------------------------
Vendor:  IC1000  LITTLE ITALY RESTAURANT SUPPLY          Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number: 39  6-857-9239             Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    lbornelli@littleitaly.restaurant
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC2000  WOODEN CHOPSTICKS OFFICE POOL           Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number: 81  3-984-4119             Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    syen@woodenchopsticksoffice.pool
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC3000  SAUERKRAUT PRODUCTS                     Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number: 49  30-885-3659            Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    hschneider@sauerkraut.products
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC4000  GUADALJARA OFFICE SUPPLIES              Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number: 52  3-789-2239             Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    jgonzales@guadaljaraoffice.supplies
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC5000  SASKATCHEWAN PRODUCTS                   Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number:     519-114-8889           Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    mdunderdale@saskatchewan.products
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC6000  LE FRANCAIS WINERY                      Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number: 33  56-744-3369            Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    asevres@lefrancais.winery
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC7000  NAPA VALLEY VINEYRD                     Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number:     903-124-1119           Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    pmason@napavalley.vineyard
      Compress:                              N     Password Protect:              N                      Password:
Vendor:  IC8000  BIG BEN CLOCK SHOP                      Print Purchase Orders:     Y    Print Vendor RFQ:         Y
FAX Information:    FAX Purchase Orders:     N  FAX Vendor RFQ:   N  FAX Number: 44  71.587.630             Nickname:
EMAIL Information:  EMAIL Purchase Orders:   N  EMAIL Vendor RFQ: N
  Default EMAIL Address:
    wsmythe@bigbenclock.shop
      Compress:                              N     Password Protect:              N                      Password:
```

This listing prints after the Vendor Master File Listing for Purchasing (p. 43-96), if you have EDI, FAX or Mail Server installed and you keyed a Y in the **EDI/FAX/EMAIL Options Listing** field on the Vendor Master File List Screen (p. 43-94).

Vendor EDI/FAX/EMAIL Options Listing Field Keys

Report/Listing Fields	Description
EDI Information	This section prints only if you have EDI installed/set up. This section contains the following information for each vendor listed who has an entry in the **Trading Partner Id** field on the Vendor Master Additional Information Maintenance Screen (p. 43-65): • Trading Partner Id • Department • IA Vendor • EDI Purchase Orders • Hold EDI Purchase Orders • Update Vendor/Item/Warehouse File with Price Catalog

Vendor EDI/FAX/EMAIL Options Listing Field Keys

Report/Listing Fields	Description

EDI Information 852:	This section will also contain the following additional information for vendors with a Y in the **Send Product Activity Data (852)** field on the Vendor Master Additional EDI Maintenance Screen (p. 43-72):
	• Send Product Activity Data
	• Send Quantities:
	  ◦ Quantity Sold
	  ◦ Quantity on Back Order
	  ◦ Quantity Returned
	  ◦ Quantity on PO
	  ◦ On-Hand Quantity
	  ◦ Quantity Committed
	  ◦ Maximum On-Hand Quantity
	  ◦ Minimum On-Hand Quantity
	  ◦ Quantity Available
	• Send Frequency (Days)
	• Transaction Handling Code
	• Purge Days
	• No. of Pre-Assigned PO Numbers
	• Exclude Non-Stock Items

FAX Information	This section prints only if you have FAX installed/set up. This section contains the following information for each vendor listed who has an entry in either the **Fax** field on the Vendor Master Maintenance (1) Screen (p. 43-32) or the **NickName** field on the Vendor Master Additional Information Maintenance Screen (p. 43-65): • FAX Purchase Orders • FAX Vendor RFQ • FAX Number • Nickname

Vendor EDI/FAX/EMAIL Options Listing Field Keys

Report/Listing Fields	Description

E-mail Information	This section prints only if you have Mail Server installed/set up.
	This section prints the following information for each vendor listed who has an entry in the **Default Email Address** field on the Vendor Master Additional Email Maintenance Screen (p. 43-83):
	• Email Purchase Orders
	• Email Vendor RFQ
	• Default Email Address
	    • Compress
	    • Password Protect
	    • Password
	• Contact Email Address
	    • Compress
	    • Password Protect
	    • Password

Vendor Special Order Options Listing

```
PO903A          06/08/16  15:22:47          VENDOR SPECIAL ORDER OPTIONS LISTING          AU/APDEMO            PAGE:   1
   Vendor From:  IC1000  To:  IC9000
                                        Yes/No       Sequence                                           Yes/No        Sequence
-------------------------------------------------------------------------------------------------------------------------------
Vendor:  IC3000  SAUERKRAUT PRODUCTS
     Place S/O Items on a Req/PO Immediately: N                  Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:             N            0               Create New Requsition:           N              0
         Add to Unapproved Req:              N            0               Add to Unapproved Req:           N              0
         Add to Approved Req:                N            0               Add to Approved Req:             N              0
         Add to Purchase Orders:             N            0               Add to Purchase Orders:          N              0
         Add to Req/PO Based On: (L,O,R)                                  Add to Req/PO Based On: (L,O,R)
Vendor:  IC4000  GUADALJARA OFFICE SUPPLIES
     Place S/O Items on a Req/PO Immediately: N                  Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:             N            0               Create New Requsition:           N              0
         Add to Unapproved Req:              N            0               Add to Unapproved Req:           N              0
         Add to Approved Req:                N            0               Add to Approved Req:             N              0
         Add to Purchase Orders:             N            0               Add to Purchase Orders:          N              0
         Add to Req/PO Based On: (L,O,R)                                  Add to Req/PO Based On: (L,O,R)
Vendor:  IC5000  SASKATCHEWAN PRODUCTS
     Place S/O Items on a Req/PO Immediately: Y                  Place D/S Items on a Req/PO Immediately:  Y
         Create New Requisition:             Y            4               Create New Requsition:           Y              4
         Add to Unapproved Req:              Y            3               Add to Unapproved Req:           Y              3
         Add to Approved Req:                Y            2               Add to Approved Req:             Y              2
         Add to Purchase Orders:             Y            1               Add to Purchase Orders:          Y              1
         Add to Req/PO Based On: (L,O,R)                                  Add to Req/PO Based On: (L,O,R)
Vendor:  IC8000  BIG BEN CLOCK SHOP
     Place S/O Items on a Req/PO Immediately: N                  Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:             N            0               Create New Requsition:           N              0
         Add to Unapproved Req:              N            0               Add to Unapproved Req:           N              0
         Add to Approved Req:                N            0               Add to Approved Req:             N              0
         Add to Purchase Orders:             N            0               Add to Purchase Orders:          N              0
         Add to Req/PO Based On: (L,O,R)                                  Add to Req/PO Based On: (L,O,R)
Vendor:  IC9000  SPANISH OFFICE PRODUCTS
     Place S/O Items on a Req/PO Immediately: N                  Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:  |          N            0               Create New Requsition:           N              0
         Add to Unapproved Req:              N            0               Add to Unapproved Req:           N              0
         Add to Approved Req:                N            0               Add to Approved Req:             N              0
         Add to Purchase Orders:             N            0               Add to Purchase Orders:          N              0
         Add to Req/PO Based On: (L,O,R)                                  Add to Req/PO Based On: (L,O,R)
```

The Vendor Special Order Options Listing prints the special order options defined for vendors through Vendors Maintenance (MENU POFILE). Refer to Vendor Special Order Options Screen (p. 43-9) for a description of the fields on this report.

CHAPTER 44 **Maintaining Vendor/Item Information**

44

Vendor/Item and Vendor/Item/Warehouse Information

Vendor/Item

This option allows you to establish item ordering information used when creating or changing requisitions through Enter or Change Requisitions (MENU POMAIN). Unique ordering information is established for each vendor from whom an item can be purchased. Items purchased from a vendor on a regular basis may be linked to that vendor through this option; this is referred to as a vendor/item. The data relating to a vendor/item is maintained in the Vendor/Item File. If any costs are associated with this vendor/item, this data is maintained in the Vendor/Item/Price File (VIPRC). For example, if an item is available from three vendors, this option may be used to create three records for this item in the Vendor/Item File; and also automatically create three records in the Vendor/Item/Price File for the associated costs.

Before a vendor/item can be added, the vendor must already have been created in the Vendor Master File through Vendors Maintenance (MENU POFILE/MENU APFILE), and the item must have been created in the Item Master File through Item Master Maintenance (MENU IAFILE). Vendor/items that were previously created may be viewed through the Vendor/Item Information Inquiry (MENU POMAIN).

Vendor/item records can also be defined for warehouse transfer vendors. However, since the costing used for warehouse transfers comes from options defined through Purchasing Options Maintenance (MENU XAFILE), the costing screen will not be displayed in this option for warehouse transfer vendors. Additionally, since this costing screen is not available for warehouse transfer vendors, multi-currency landing costs are not permitted.

NOTE: You have the option to automatically generate vendor/item information instead of manually keying it through this option. See CHAPTER 53: *Create Default Vendor/ Item Information from Item Master/Item Balance* (MENU POFILE).

If you are using EDI to transmit Product Activity Data (852) documents, the purchasing unit of measure is used when creating those documents.

If the **Days to Keep Vendor/Item Audit Activity** field is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item information changes will be tracked and can be accessed via the F18=VENDOR/ITEM ACTIVITY function key on the Vendor/Item Master Maintenance Screen (p. 44-4) in this menu option.

Vendor/Item/Warehouse

When adding a vendor/item record to the Vendor/Item File, you will be prompted for vendor/item cost information. Keying this information will automatically create a record for that vendor/item in the Vendor/Item/Price File (VIPRC).

If desired, you may also identify a warehouse when creating the vendor/item record. This will ensure that when this related record is created in the Vendor/Item/Price File, the costs will be specific to that warehouse; this is referred to as a vendor/item/warehouse. Maintaining costs at the warehouse level is usually needed for distributors with multi-warehouse environments.

If no separate data for an individual warehouse is necessary, a vendor/item/price record with no warehouse (**WH** field is blank on this initial screen) will be created and used as the default cost information for the vendor/item.

While vendor/item records can be defined for warehouse transfer vendors, vendor/item/warehouse records cannot be defined for warehouse transfer vendors. This is because the costing information comes from the options defined through Purchasing Options Maintenance (MENU XAFILE).

NOTE: The vendor cost data included in the Vendor/Item/Price File is not the same field as the item cost/pricing data maintained in the Item Balance File.

If the **Days to Keep Vendor/Item Audit Activity** field is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item/warehouse information changes will be tracked and can be accessed via the F18=VENDOR/ITEM ACTIVITY function key on the Vendor/Item Master Maintenance Screen (p. 44-4) in this menu option.

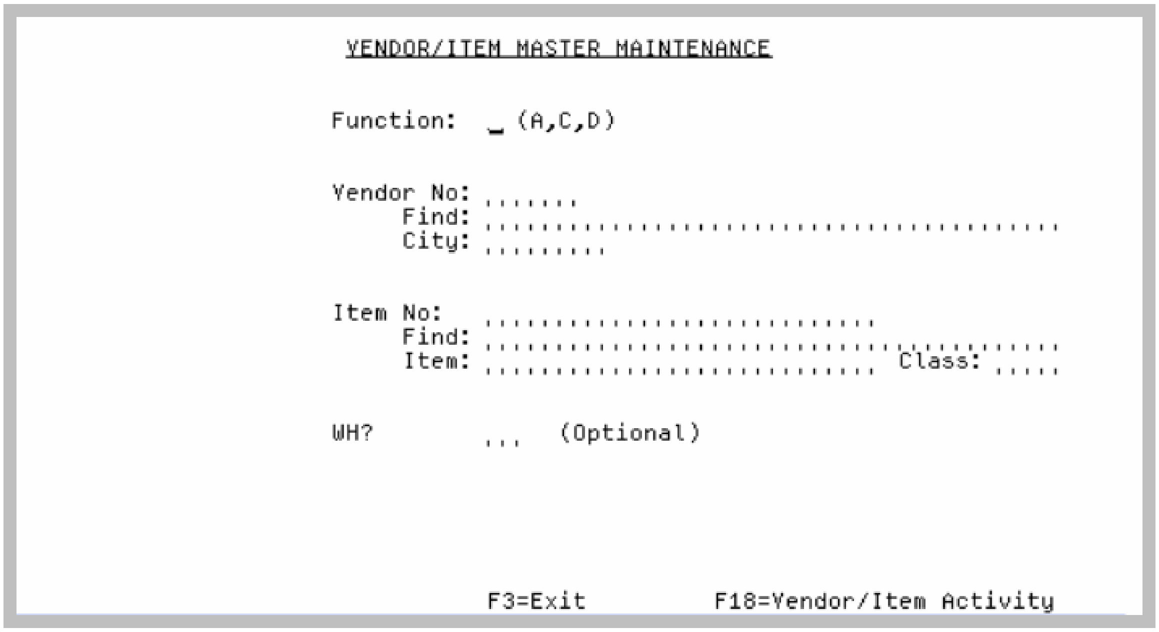
Vendor/Item Information Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor/Item Master Maintenance Screen	Use to select the vendor/item or vendor/item/warehouse record to add, change or delete, and access vendor/item audit activity, if available.

Title	Purpose
Vendor/Item Audit Activity Screen	Use to review a summary of vendor/item or vendor/item/warehouse activity for the vendor, item, and, optionally, a warehouse.
Vendor/Item Audit Activity Detail Screen	Use to view specific changes for vendor/item or vendor/item/warehouse information about the activity you selected, including the previous (old) value and the new value.
Vendor/Item File Detail Screen	Use to establish conversion factors used in Purchasing.
Vendor/Item Price File Screen	Use to review default information when adding a new vendor/item.
Vendor/Item Information Landing Costs Screen (p. 19-13)	Use to display or recalculate (for review) the landing costs for the vendor, item, and warehouse. This screen is described in CHAPTER 19: *Vendor/Item Information Inquiry*.

Vendor/Item Master Maintenance Screen



This screen displays after selecting option 2 - Vendor/Item Information Maintenance (MENU POFILE).

Use this screen to select the vendor/item or vendor/item/warehouse record to add, change or delete. If the **WH** field is left blank, you are creating/maintaining a vendor/item record; if a value is keyed, you are creating/maintaining a vendor/item/warehouse record.

If the **Days to Keep Vendor/Item Audit Activity** field is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item information changes will be tracked and you can access vendor/item or vendor/item/warehouse information changes via the F18=VENDOR/ITEM ACTIVITY function key on this screen.

Vendor/Item Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a vendor/item or vendor/item/warehouse record. Key C to change an existing vendor/item or vendor/item/warehouse record. Key D to delete an existing vendor/item or vendor/item/warehouse record. NOTE: Vendor/item information cannot be deleted if an open payable or vendor contract exists for this vendor and item. (A 1) Required

Vendor/Item Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the vendor number for whom you are adding, changing or deleting vendor/item or vendor/item/warehouse information. *Valid Values:* Any vendor set up through Vendor Master Maintenance (A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches, refer to the Cross Applications User Guide. (A 8) Optional
Item No	Key the number of the item, supplied by this vendor, for which processing will occur. *Valid Values:* Any item set up through Item Master Maintenance (MENU IAFILE) (A 27) Required

Vendor/Item Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional

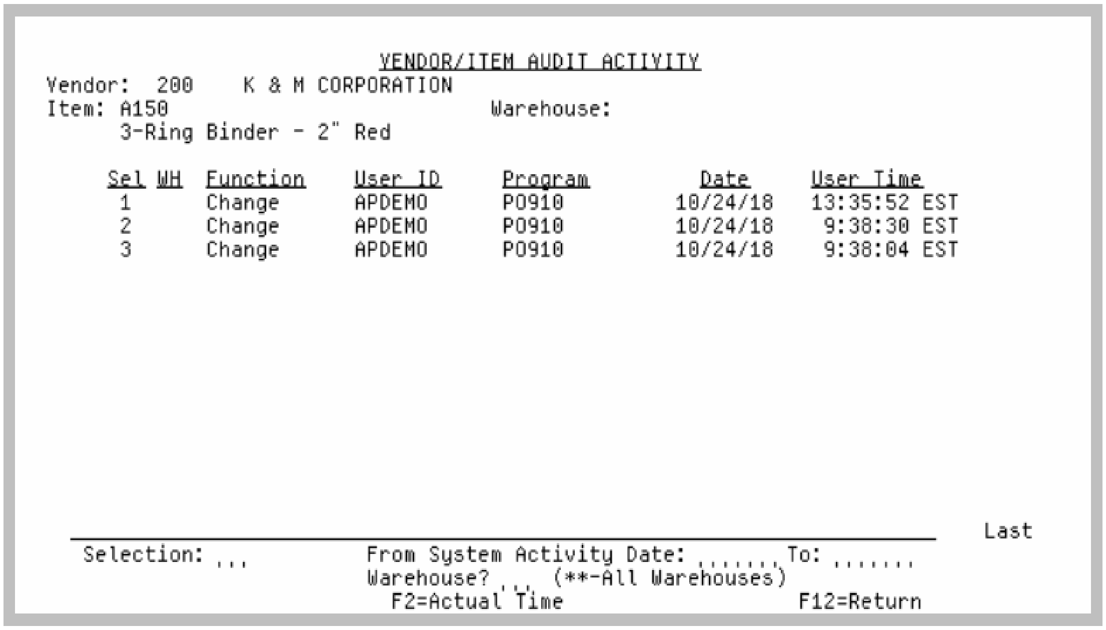
Vendor/Item Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
WH	This field appears only if the **Multi Warehouse** field is set to Y through System Options Maintenance (MENU XAFILE). This field determines whether or not you are creating/maintaining a default vendor/item/warehouse record (this field is left blank), or a unique vendor/item/warehouse record (this field contains a value). If creating/maintaining a default vendor/item/warehouse record, leave this field blank to work with this record for the specified vendor/item. In other words, if a warehouse is not keyed in this field, pricing information is considered to be at the vendor/item level. If creating/maintaining a unique vendor/item/warehouse record, key the ID of the warehouse for which vendor/item/price costing information will be created/maintained. In other words, if a warehouse is keyed in this field, this will create a unique vendor/item/warehouse record which will be used specifically for vendor item cost data. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). If the vendor specified in the **Vendor No** field is a warehouse transfer vendor, this field must be blank. (A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POFILE.

Vendor/Item Master Maintenance Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>F18=Vendor/Item Activity</td><td>
The F18=VENDOR/ITEM ACTIVITY function key appears only if the Days to Keep Vendor/Item Audit Activity field is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE).
If vendor/item audit records exist, after entering a value in the Function, Vendor No, Item No, and optional WH fields, press F18=VENDOR/ITEM ACTIVITY to access vendor/item audit activity for the number of days vendor/item audit activity is kept (see note below). The Vendor/Item Audit Activity Screen (p. 44-9) will appear.
If the WH field is blank, you will be accessing vendor/item information changes.
If the WH field contains a value, you will be accessing vendor/item/warehouse information changes.
NOTE: Deleted vendor/item or vendor/item/warehouse records are not available for review through Vendor/Item Audit Activity. When a vendor/item or vendor/item/warehouse record is deleted, any previously tracked data will also be deleted.
Important
When F18=VENDOR/ITEM ACTIVITY is pressed, all Vendor/Item Audit Activity File records with a system date older than the number of days defined in the Days to Keep Vendor/Item Audit Activity field in Purchasing System Options Maintenance (MENU XAFILE) will be purged.
</td></tr>
<tr><td>Enter</td><td>
Press ENTER to confirm your selections.
If there is vendor search criteria, the Vendor Search Screen (p. 43-7) appears.
If there is item search criteria, the Item Search Screen appears. Refer to the Inventory Accounting User Guide for information on this screen.
If no warehouse was keyed (in the WH field), the Vendor/Item File Detail Screen (p. 44-17) will display. If a warehouse was keyed, the Vendor/Item Price File Screen (p. 44-26) will display.
</td></tr>
</table>

Vendor/Item Audit Activity Screen



This screen displays after pressing F18=VENDOR/ITEM ACTIVITY from the Vendor/Item Master Maintenance Screen (p. 44-4).

Use this screen to review a summary of vendor/item or vendor/item/warehouse activity for the vendor, item, and, optionally, a warehouse displayed in the header area.

If the **Warehouse** field (in the header area of this screen) is blank, you are viewing related vendor/item information changes.

If the **Warehouse** field (in the header area of this screen) is filled with a valid warehouse, you are viewing vendor/item/warehouse information changes.

Initially the vendor, item and, optionally, a warehouse field values are filled with values selected on the Vendor/Item Master Maintenance Screen (p. 44-4). You can then limit the vendor/item or vendor/item/warehouse activity summary displayed by using the **Warehouse** number limit field value, and **From/To System Activity Date** range.

If no vendor/item activity records exist, a message will display informing you that no records were located.

NOTE: When this screen is accessed, a purge occurs of the Vendor/Item Audit Activity File records with a system date older than the number of days defined in the **Days to Keep Vendor/Item Audit Activity** field in Purchasing System Options Maintenance (MENU XAFILE). Only vendor/item audit activity records are displayed for the number of days vendor/item audit activity is kept based on the **Days to Keep Vendor/Item Audit Activity** field.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of

data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Vendor/Item Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor you selected on the Vendor/Item Master Maintenance Screen (p. 44-4) for which audit activity is displayed. The vendor's description displays to the right of the vendor number. Display
Item	The item you selected on the Vendor/Item Master Maintenance Screen (p. 44-4) for which audit activity is displayed. The item's description displays below the item number. Display
Warehouse	The warehouse, if any, for which audit activity is displayed. The warehouse's description displays to the right of the warehouse number. The value of this field can be blank, ** or a valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). If this field is blank, this screen shows vendor/item audit activity. If ** is displayed in this field, this screen shows vendor/item or vendor/item/warehouse audit activity for all warehouses. If a valid warehouse number is displayed in this field, this screen shows vendor/item/warehouse audit activity for this warehouse only. Initially, this field displays the warehouse you selected, if any, on the Vendor/Item Master Maintenance Screen (p. 44-4), and this screen shows related audit activity. If you enter a different value in the **Warehouse** limit field displayed on the lower portion of this screen and press ENTER, this screen will be refreshed with a new value of the **Warehouse** field and related audit activity. Display
Sel	This is the line number of the corresponding activity record. Use this number in the **Selection** field (on the lower portion of the screen) to choose a record for further details. Display
WH	The warehouse for which changes were made. Display

Vendor/Item Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
Function	The function of the activity that was performed on the vendor/item or vendor/Item/warehouse records (files VNITM, VIPRC, ICVIP) through this option or other programs. Functions include: • Add Vendor/Item or Vendor/Item/Warehouse record • Change Vendor/Item or Vendor/Item/Warehouse record Display
User ID	The user ID of the person who performed the activity on the on the vendor/item or vendor/Item/warehouse records (files VNITM, VIPRC, ICVIP). Display
Program	The name of the program that performed the activity on the vendor/item or vendor/Item/warehouse records (files VNITM, VIPRC, ICVIP). Display
Date	This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the vendor/item or vendor/Item/warehouse records (files VNITM, VIPRC, ICVIP). The display of this field may change depending on the corresponding **Time** field and what time is shown via the F2=Actual Time / F2=User Time / F2=System Time toggle key. The **User Date** is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Date** is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity. The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). **Example:** A change was made to an item at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The **User Time** and **User Date** will display as 1:00 a.m., March 25th. The **Actual Time** and **Actual Date** will display as 2:00 p.m., March 24th. The time zone difference caused the variance between the **User Date** and **Actual Date**. Additionally, you can view the activity in the **System Date**, which is in relation to the system's time zone. Display

Vendor/Item Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
User Time / Actual Time / System Time	This field displays the time on which the activity was performed on the vendor/item or vendor/Item/warehouse records (files VNITM, VIPRC, ICVIP). The display of this field can be toggled with the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME function key to show the time in the **User Time**, **Actual Time**, or **System Time**, including the time zone. When this field is toggled, the corresponding **Date** field also changes accordingly. The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity. The **System Time** is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). **Example:** A change was made to a special order item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The **User Time** will display as 11:00 PST (your time zone), and the **Actual Time** will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone. Display
Selection	Use this field to select the line of the activity you want to review in detail. Key the line number shown in the **Sel** column of the activity you want to select and press ENTER to review detailed information. The Vendor/Item Audit Activity Detail Screen (p. 44-15) will appear. (N 2,0) Optional

Vendor/Item Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
From System Activity Date	Use this field to limit the vendor/item activity records to display based on a date range. Key the date range in the appropriate date format (see valid values below) and press ENTER. Leave this field blank to display all existing vendor activity records for this item. NOTE: Audit activity records are retained based on the value entered in the **Vendor/Item Audit Activity** field in Purchasing System Options Maintenance (MENU XAFILE). Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Warehouse	Use this field to change the warehouse for which vendor/item audit activity records are being shown on this screen. Key the warehouse ID (and press ENTER) to limit this screen to vendor/item/warehouse level changes for this warehouse only. Key ** (and press ENTER) to limit the vendor/item activity records to display on this screen to vendor/item or vendor/item/warehouse level changes for all warehouses. Leave this field blank or blank out this field (and press ENTER) to limit the vendor/item activity records to display on this screen to vendor/item level changes only. *Valid Values:* Blank, **, or a valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
F2=Actual Time / F2=User Time / F2=System Time	Use the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME toggle function key to display the **User Time**, **Actual Time**, or **System Time**, including the time zone. The screen will change accordingly.

Vendor/Item Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the next screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN function key to return to the Vendor/Item Master Maintenance Screen (p. 44-4) without saving any changes made on this screen.
Enter	Press ENTER to confirm your selections. If you entered from and to ranges to limit the vendor/item activity records based on a date range, the screen will refresh when you press ENTER. If you entered a value or blanked out the **Warehouse** field on the lower portion of the screen, the screen will refresh when you press ENTER. If you entered a value in the **Selection** field, the Vendor/Item Audit Activity Detail Screen (p. 44-15) will appear when you press ENTER.

Vendor/Item Audit Activity Detail Screen

```
                         VENDOR/ITEM AUDIT ACTIVITY DETAIL
Vendor:   200     K & M CORPORATION
Item: A150                          Warehouse:
      3-Ring Binder - 2" Red
User ID: APDEMO     System Date/Time: 10/24/18  9:38:04 EST  Program: P0910
 Field Changed
          Old Value                            New Value
 Qty Break 1
          .00000                               100.00000
 Qty Break 2
          .00000                               80.00000
 Qty Break 3
          .00000                               60.00000
 Qty Break 4
          .00000                               50.00000
 Qty Cost 1
          .00000 US$                           20.00000 US$
 Qty Cost 2
          .00000 US$                           18.00000 US$
 Qty Cost 3
          .00000 US$                           15.00000 US$
 ______________________________________________________________________ More...

                                                                  F12=Return
```

This screen displays after entering a value in the Selection field and pressing ENTER from the Vendor/Item Audit Activity Screen (p. 44-9).

Use this screen to review specific changes for vendor/item or vendor/item/warehouse information about the activity you selected, including the previous (old) value and the new value.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

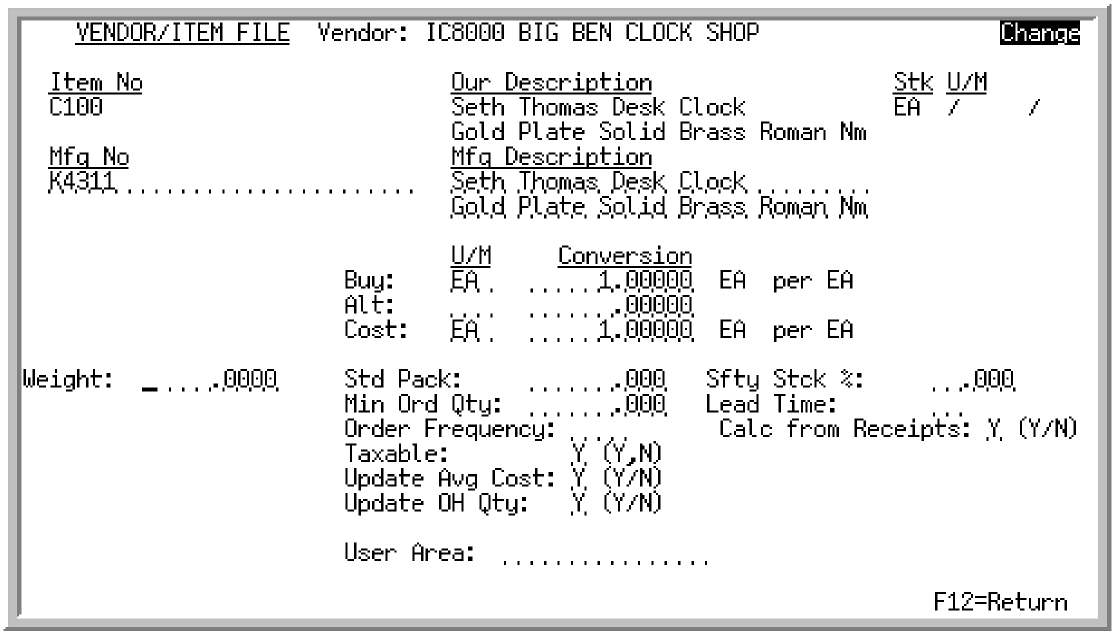
Vendor/Item Audit Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor for the audit activity you selected on the Vendor/Item Audit Activity Screen (p. 44-9). The vendor's description displays to the right of the vendor number. Display
Item	The item for the audit activity you selected on the Vendor/Item Audit Activity Screen (p. 44-9). The item's description displays below the item number. Display

Vendor/Item Audit Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse for the audit activity you selected on the Vendor/Item Audit Activity Screen (p. 44-9). The warehouse's description displays to the right of the warehouse number. If blank, this screen shows vendor/item information changes. Display
User ID	The user ID of the user who performed the activity for the audit activity you selected on the Vendor/Item Audit Activity Screen (p. 44-9). Display
System Date/Time	The date on which the activity occurred for the audit activity you selected on the Vendor/Item Audit Activity Screen (p. 44-9) shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). The time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). Display
Program	The name of the program that performed the activity for the audit activity you selected on the Vendor/Item Audit Activity Screen (p. 44-9). Display
Field Changed	The description of the field that was changed. Display
Old Value	The original value of the field data before this change. Display
New Value	The new value of the field data as a result of this change. Display
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the next screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN function key to return to the Vendor/Item Audit Activity Screen (p. 44-9).

Vendor/Item File Detail Screen



This screen displays vendor/item information, after pressing ENTER from the Vendor/Item Master Maintenance Screen (p. 44-4), if no warehouse was keyed. This information is used as the default when creating a requisition or purchase order through Enter or Change Requisitions (MENU POMAIN).

Use this screen to establish conversion factors used in Purchasing. These conversion factors define the relationships between various units of measure.

Buying U/M and Conversion

EXAMPLE 1: Buying U/M and Conversion		
Golf balls are stocked and sold by the box (4 sleeves per box). They are purchased by the gross (12 boxes per gross) and priced by the box. Stocking U/M will display as BX.		
		Stocking U/M: BX
Buy U/M: GR	Buy Conversion Factor: 12.00000	12 BX (stocking U/M) per GR (buying U/M)
Cost U/M: BX	Buy Conversion Factor: 12.00000	12 BX (cost U/M) per GR (buying U/M)

Alternate U/M and Conversion

EXAMPLE 2: Alternate U/M and Conversion		
Golf balls are stocked and sold by the box (4 sleeves per box). They are purchased by the gross (12 boxes per gross) and priced by the gross. Golf balls may alternately be purchased by the box. Stocking U/M will display as BX.		
		Stocking U/M: BX
Buy U/M: GR	Buy Conversion Factor 12.00000	12 BX (stocking U/M) per GR (buying U/M)
Alt U/M: BX	Alternate Conversion Factor 12.00000	12 BX (alternate U/M) per GR (buying U/M)
Cost U/M: GR	Buy Conversion Factor: 1.00000	1 GR (cost U/M) per GR (buying U/M)

Catch Weight Costs U/M and Conversion

EXAMPLE 3: Catch Weight Costs U/M and Conversion		
In Item Master Maintenance (MENU IAFILE), the primary stocking unit of measure for the catch weight item is box. One BX weighs 200 pounds. The buying unit of measure is CAS and the buying conversion factor is 12 (12 BX per CAS). The Weight field will be the total weight per CAS, 2400 pounds (200 X 12 = 2400) in this example.		
	Pricing U/M: LB	Stocking U/M: BX
Buy U/M: CAS	Buy Conversion Factor 12.00000	12 BX (stocking U/M) per CAS (buying U/M)
Cost U/M: LB	Buy Conversion Factor: 1.00000	1 LB (cost U/M) per LB (buying U/M)

Vendor/Item File Detail Screen Fields and Function Keys

Field/Function Key	Description
Item No Our Description	Item Information extracted from the Item Master File (ITMST) [maintained through Item Master Maintenance (MENU IAFILE)] is displayed for the following fields: • Item No • Our Description Display
Stk U/M	The stocking unit of measure is defined in Item Master Maintenance (MENU IAFILE) as a unit of measure in which an item is stocked (i.e., each, case, box, etc.); up to three stocking units of measure can be defined in Item Master Maintenance. The first unit of measure shown here is also known as the primary stocking unit of measure. Display
Mfg No	Although this field defaults to the manufacturer number identified in the Item Master File (ITMST), this field can be modified to provide a more exact vendor/item manufacturer’s number. Key a number to be utilized as a vendor/item number. This vendor/item number will then be used as the default value in the **Mfg. No** field when creating a requisition through Enter or Change Requisitions (MENU POMAIN). *Default Value:* This is the manufacturer number extracted from the Item Master File (ITMST) [maintained through Item Master Maintenance (MENU IAFILE)]. (A 27) Optional
Mfg Description	Although this field defaults to the item description identified in the Item Master File (ITMST), this field can be modified to provide a more exact vendor/item manufacturer’s unique description. Key a description to be utilized as a vendor/item description. This vendor/item description will then be used as the default value in the **PO Desc** field when creating a requisition through Enter or Change Requisitions (MENU POMAIN). *Default Value:* This is the item description extracted from the Item Master File (ITMST) [maintained through Item Master Maintenance (MENU IAFILE)] and displayed in the **Our Description** field above. (2 @ A 31) Optional

Vendor/Item File Detail Screen Fields and Function Keys

<table>
<tr><th>Field/Function Key</th><th>Description</th></tr>
<tr><td>Buy U/M & Conversion</td><td>Units of measure must be established for ordering from vendors.
Buy U/M is the unit of measure in which the item is usually purchased from the vendor. The default value for this field is retrieved from the primary stocking U/M (that is, the U/M identified in the first of the stocking U/M fields on the Item File Maintenance Screen 1) in Item Master Maintenance (MENU IAFILE); however, as this is the vendor's unit of measure it does not have to be a valid defined stocking unit of measure.

The conversion factor for the vendor's Buy U/M will be 1 if an item is purchased and stocked in the same unit of measure. Otherwise, quantities are multiplied by the conversion factor to express the quantity in the primary stocking unit of measure [i.e., the first unit of measure in Item Master Maintenance (MENU IAFILE)]. The conversion factor must be linked to that primary stocking U/M so they system will know how to convert this vendor's Buy U/M to the Stk U/M.

When defining a vendor/item record for a warehouse transfer vendor, the buying unit of measure will default as the first unit of measure defined for the item through Item Master Maintenance (MENU IAFILE). This field is then protected and cannot be changed.

NOTE: If you have EDI installed, this unit of measure is used for EDI outgoing Product Activity Data (852) (PAD) documents. You will need to define an EDI reference unit of measure for this unit of measure through EDI Unit of Measure (MENU EIFIL1). If this field is blank or if there is no vendor/item record, the first stocking unit of measure as defined in Item Master File Maintenance (MENU IAFILE) will be used for the EDI outgoing PAD documents.

Key the buying unit of measure and the conversion factor to the stocking unit of measure.

Valid Values: there is no validation of this field, any 1 - 3 characters can be used

(A 3, N 11,5) Required</td></tr>
</table>

Vendor/Item File Detail Screen Fields and Function Keys

Field/Function Key	Description
Alt U/M & Conversion	**Alt U/M** is the alternate unit of measure in which an item can be purchased from the vendor. It will default to the second unit of measure that you identified in the stocking U/M fields on the Item File Maintenance Screen 1 in Item Master Maintenance (MENU IAFILE), however, as this is the vendor's unit of measure it does not have to be a valid defined stocking unit of measure, If an item can be purchased in a second unit of measure which is the same as any one of the stocking unit of measures, the quantity will be posted to that corresponding stocking unit of measure. However, the units of measure must be an exact match for this to occur: an alternate unit of measure of DZ is not an exact match to a stocking unit of measure of DOZ. Quantities are multiplied by the conversion factor to express the quantity in the **Buy U/M** (primary purchasing) unit of measure. The conversion factor must be linked to the **Buy U/M** so the system will know how to convert this vendor's **Alt U/M** to the **Stk U/M**. The conversion fields that display on the second line describe the conversion between the **Alt U/M** and the **Buy U/M**. Key the alternate unit of measure and the conversion factor to the buying unit of measure. *Valid Values:* there is no validation of this field, any 1 - 3 characters can be used (A 3, N 11,5) Required

Vendor/Item File Detail Screen Fields and Function Keys

Field/Function Key	Description
Cost U/M & Conversion	**Cost U/M** is the unit of measure in which the cost is expressed. It will default to the pricing unit of measure in Item Master Maintenance (MENU IAFILE). It may be the same as the buy unit of measure. The cost must be multiplied by the cost conversion factor in order to express the field in the **Buy U/M**. If the **Cost U/M** is equal to the **Buy U/M** then the conversion factor will equal 1. If the **Cost U/M** is equal to the **Alt U/M** then the conversion factor must be equal to the **Alt Conversion** factor. If this item is defined as a catch weight item through Item Master Maintenance (MENU IAFILE), *Catch Weight* will display to the left of the **Cost U/M** field. The values in the **Cost U/M** and **Cost Conversion** fields cannot be changed for catch weight items. The costing unit of measure will be the same as the item's pricing unit of measure defined though Item Master Maintenance (MENU IAFILE). The costing conversion factor will be calculated as the item's weight (from the Item Master primary stocking unit of measure) multiplied by the buying conversion factor entered on this screen. If the vendor is a warehouse transfer vendor, the costing unit of measure will default to the pricing unit of measure. This field is then protected and cannot be changed. Key the cost unit of measure and the conversion factor to the buying unit of measure. *Valid Values:* there is no validation of this field, any 1 - 3 characters can be used (A 3, N 11,5) Required
Weight	This field is required for catch weight items. The weight of this item per buying unit of measure. (N 9,4) Optional/Required
Std Pack	Standard pack reflects the multiple by which this vendor requires you to buy this item (e.g., if an item can only be purchased in multiples of 5, then this number must be 5). The response you enter here is used on the Suggested Orders Report (MENU POREPT). For suggested order processing, the standard pack value you key in this field is used to suggest the ordering of full packs of an item. **Example:** If the suggested orders report option finds that 48 units of an item should be purchased, and the standard pack is 5, then 50 items will be suggested on the Suggested Order Report. (N 9,3) Optional

Vendor/Item File Detail Screen Fields and Function Keys

Field/Function Key	Description
Sfty Stck %	The safety stock indicates by a percentage how much additional inventory is included in the minimum balance to provide a buffer for variation in the customer demand and vendor lead times (i.e., the amount of inventory that should remain in stock at all times). (N 5,3) Optional
Min Ord Qty	This is the minimum quantity of this item that may be purchased from this vendor. (N 9,3) Optional
Lead Time	Use this field to identify the number of weeks required for delivery from the time of purchase. You can also use this field for Suggested Orders Report (MENU POREPT) if you do not have Inventory Management & Planning or Advanced Inventory Management installed, or if the item is not a planned item. Additionally, if you select to **Use Allocation Time Period** for a warehouse via Warehouse Numbers (MENU IAFILE), the lead time is used in calculating the date on which inventory will be allocated for each order. You must key this lead time if you do not have Inventory Management & Planning or Advanced Inventory Management installed. The setting of the **Calc from Receipts** field determines how the number of weeks in this field is calculated. When the Purchasing Options (MENU XAFILE) Company Option to **Calculate PO Due Dates Based on Lead Times** is set to Y, this value will be reviewed for inclusion of the item level due date. *Default Value:* blank when the **Calc from Receipts** field in Vendors Maintenance (MENU POFILE) is I, Y and protected when the **Calc from Receipts** field in Vendors Maintenance (MENU POFILE) is A, N and protected when the **Calc from Receipts** field in Vendors Maintenance (MENU POFILE) is N. (N 2,0) Optional
Order Frequency	Key the number of weeks for the interval at which a PO is issued to purchase this item from this vendor. If you do not have Inventory Management & Planning or Advanced Inventory Management installed and select to use allocation time periods for a warehouse, the order frequency is used in calculating the date on which inventory will be allocated for each order. (N 3,1) Optional

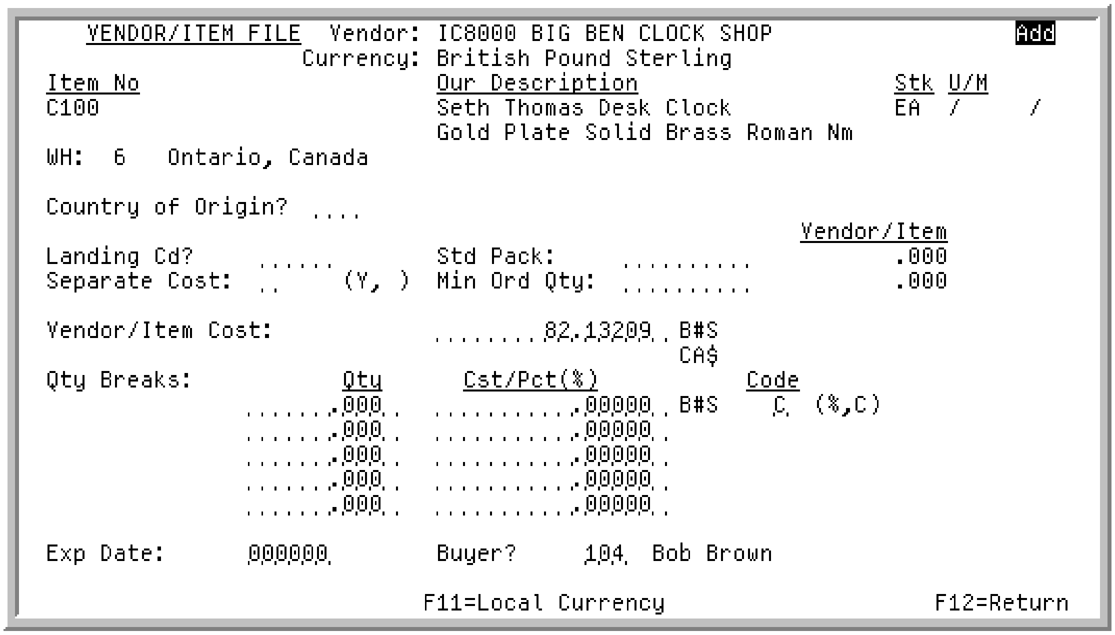
Vendor/Item File Detail Screen Fields and Function Keys

Field/Function Key	Description
Calc from Receipts	This field allows the calculation of lead time from receipt history when running the Lead Time History Report (MENU IMREPT). This field is only used if you have IM&P. Key Y to calculate the lead time history for the selected vendor/item based on the vendor's shipment history. This changes the default to Y for **Update Lead Time** fields associated with all PO line items for this vendor. NOTE: If an item contains multiple vendor/item records, key Y for only one vendor. If the primary vendor on the item balance file is a warehouse transfer vendor, the lead time on the item balance file will be updated with receipts from only the transfer vendor. This holds true even if this field is Y for other vendors that this item may be received from. Key N to not calculate the lead time history for the selected vendor/item. This changes the default to N for **Update Lead Time** fields associated with all PO line items for this vendor. Even if you change a line item's default to Y on a PO for this vendor, the lead time calculation will occur, but the IM&P Balance File will not be updated. *Default Value:* The **Calc from Receipts** field in Vendor Master Maintenance (MENU POFILE) is the default for this field as follows: • If set to A, this field defaults to Y and you cannot alter it • If the field is set to N, this field defaults to N and cannot be altered • If the field is set to I, then this field defaults to the stored value within the Vendor/Item record and you can key a valid value (A 1) Optional
Taxable	This is used as the default when keying this item on a requisition for this vendor. It indicates whether this item is taxable or non-taxable. Key Y if this item is taxable from this vendor. Key N if this item is not taxable from this vendor. (A 1) Required

Vendor/Item File Detail Screen Fields and Function Keys

Field/Function Key	Description
Update Avg Cost	This field determines whether or not the average cost will be updated in the Item Balance File when the item is received and the receipt is posted. Key Y to update the average cost field in the Item Balance File. You may then override this field when entering requisitions through: • Enter or Change Requisitions (MENU POMAIN) And, when entering receipts through: • Enter or Change Receivers or PO Receipts (MENU POMAIN) • Warehouse Management (MENU WMMAIN), if Warehouse Management is installed Key N and the average cost will not be updated. (A 1) Required
Update OH Qty	This field determines whether or not on-hand quantities will be updated in the Item Balance File (**ITBAL**) when the item is received and the receipt is posted. Key Y to update on-hand quantities. It is suggested that you answer Y to this option. Key N and on-hand quantities will not be updated. If the **Update Inventory** field in Item Master Maintenance (MENU IAFILE) is N for this item, then you must key an N in this field. You may override this field at requisition entry time only. (A 1) Required
User Area	This field is provided should you wish to key any additional vendor/item information. (A 15) Optional
F12=Return	Press the F12=RETURN function key to return to the Vendor/Item Master Maintenance Screen (p. 44-4) without saving any changes made on this screen.
Enter	Press the ENTER key to confirm your selections. The Vendor/Item Price File Screen (p. 44-26) will display.

Vendor/Item Price File Screen



```
   VENDOR/ITEM FILE  Vendor: IC8000 BIG BEN CLOCK SHOP                      Add
                   Currency: British Pound Sterling
Item No                      Our Description                        Stk U/M
C100                         Seth Thomas Desk Clock                 EA  /     /
                             Gold Plate Solid Brass Roman Nm
WH:  6   Ontario, Canada

Country of Origin? ....
                                                               Vendor/Item
Landing Cd?     ......       Std Pack:     ..........                 .000
Separate Cost:  ..     (Y, ) Min Ord Qty:  ..........                 .000

Vendor/Item Cost:            ........82.13209..B#S
                                                 CA$
Qty Breaks:            Qty      Cst/Pct(%)         Code
                .......000..  ...........00000..B#S    C.  (%,C)
                .......000..  ...........00000..
                .......000..  ...........00000..
                .......000..  ...........00000..
                .......000..  ...........00000..

Exp Date:       000000       Buyer?     104.  Bob Brown

                            F11=Local Currency                 F12=Return
```

This screen displays Vendor/Item/Price File (VIPRC) information and landing cost data for a vendor/item or vendor/item/warehouse. This screen displays after pressing ENTER from the Vendor/Item File Detail Screen (p. 44-17), or from the Vendor/Item Master Maintenance Screen (p. 44-4), if a warehouse was keyed.

When adding a new vendor/item, default information is displayed. This information is extracted from the Item Master File and maintained through Item Master Maintenance (MENU IAFILE).

If this screen was accessed from the Vendor/Item Master Maintenance Screen (p. 44-4), the data keyed on this screen will be specific to that warehouse. For any other warehouse for the same vendor/item, the default vendor/item cost information will be used instead.

NOTES:

- The default vendor/item cost information is created when this screen is accessed without a warehouse keyed on the Vendor/Item Master Maintenance Screen.
- Landing cost information is applicable only if you are using Purchasing Landing Costs, as defined through Warehouse Numbers Maintenance (MENU IAFILE).
- This screen is not displayed for warehouse transfer vendors.

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the vendor number entered on the previous screen for this vendor/item. The vendor name also displays. Display

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and the vendor is a foreign currency vendor. The description of the vendor's default trading currency defined in the Vendor Master File. Display
Item No	This field displays the item number entered on the previous screen for this vendor/item (and to be defined on this screen). Display
Our Description	The description defined for this item number through Item Master Maintenance (MENU IAFILE) displays here. Display
Stk U/M	The stocking unit of measure for this item defined through Item Master Maintenance (MENU IAFILE). Display
WH	This field displays the warehouse for which vendor/item/price and/or landing cost data is being processed, if one was selected on the previous screen. If a warehouse was not selected on the previous screen, Multi Warehouse Default Costs will display in this field, indicating that a default record is being created/maintained. Display
Country of Origin	This field displays only if Warehouse Management is activated, as determined through Activate Warehouse Management (MENU WMMAST). Use this field to specify the country of origin of the item. Entering the country of origin in this field allows you to set up the item's country of origin for vendors, prior to officially requiring you to enter a country of origin in other processing areas (such as, PO Entry). *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Optional

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Landing Cd	This field indicates the landing code to be used to calculate landing costs when this vendor/item is ordered. Key the desired landing cost code. If a value is entered in this field, the F6=LANDING CST function key will display on this screen once the record has been created. *Valid Values:* • A landing code defined through Landing Factors Maintenance (MENU POFILE). • If creating/maintaining a default vendor/item/warehouse record (**WH** field is blank on initial screen), this value must be a landing code that is not warehouse specific (as determined through Landing Factors Maintenance), since a landing code that is warehouse specific is invalid for a default cost record. • If the **WH** field contains a value (on the initial screen), you can only enter a landing code that has been defined for that warehouse (or for all warehouses) through Landing Factors Maintenance; therefore, the landing code entered cannot be set up for a different warehouse. (A 5) Optional
Std Pack	Standard pack reflects the multiple by which this vendor requires you to buy this item (e.g., if an item can only be purchased in multiples of 5, then this number must be 5). The response you enter here is used on the Suggested Orders Report (MENU POREPT). For suggested order processing, the standard pack value you key in this field is used to suggest the ordering of full packs of an item. **Example:** If the suggested orders report option finds that 48 units of an item should be purchased, and the standard pack is 5, then 50 items will be suggested on the Suggested Order Report. Entering a value in this field on this screen allows this value to be stored at the warehouse level within the Vendor/Item Price File (VIPRC), instead of the Vendor/Item File (VNITM) level. When you access this screen, this field will initially default as blank. If kept blank, the respective global vendor/item value entered on the Vendor/Item File Detail Screen (p. 44-17) will be the value used at the warehouse level (this value is shown in the **Vendor/Item Std Pack** field shown to the right of this field). Only when you enter a value (including zero) in this field, will this value be associated with the warehouse level (overriding the global vendor/item value). (N 9,3) Optional (in delete mode this field is protected)
Vendor/Item Std Pack	This field displays the global vendor/item standard pack order quantity value for informational purposes only. Display

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Separate Cost	This field displays only if you are creating/maintaining a vendor/item/warehouse record [a warehouse was entered on the Vendor/Item Master Maintenance Screen (p. 44-4)]. This field indicates if separate cost information will be maintained for the indicated warehouse. Key Y if you want to maintain separate cost information for this warehouse (applicable in a multi-warehouse environment only). The **Vendor/Item Cost** field will only be available for maintenance if a Y is keyed in this field. Leave blank if you want the default cost information used for this warehouse. The **Vendor/Item Cost** field will be protected (display only). NOTE: If you have EDI installed, and **Update Vendor/Item/Warehouse File with Price Catalog (832)** is set to Y on the Vendor Master Additional Information Maintenance Screen (p. 43-65), when the Price Catalogs Warehouse Selection Screen (MENU EIMAIN) is displayed, it will display warehouse choices. That screen will not display warehouse choices if this field is blank. *Valid Values:* Y or blank (A 1) Optional
Min Ord Qty	This is the minimum quantity of this item that may be purchased from this vendor. Entering a value in this field on this screen allows this value to be stored at the warehouse level within the Vendor/Item Price File (VIPRC), instead of the Vendor/Item File (VNITM) level. When you access this screen, this field will initially default as blank. If kept blank, the respective global vendor/item value entered on the Vendor/Item File Detail Screen (p. 44-17) will be the value used at the warehouse level (this value is shown in the **Vendor/Item Min Ord Qty** field shown to the right of this field). Only when you enter a value (including zero) in this field, will this value be associated with the warehouse level (overriding the global vendor/item value). (N 9,3) Optional (in delete mode this field is protected)
Vendor/Item Min Ord Qty	This field displays the global vendor/item minimum order quantity value for informational purposes only. Display

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Vendor/Item Cost	This field identifies the vendor's base cost for the item being processed. If creating/maintaining a vendor/item record (the **WH** field is left blank on the initial screen), this field is optional. If creating/maintaining a vendor/item/warehouse record (the **WH** field contains a value on the initial screen), this field is accessible only if a Y is keyed in the **Separate Cost** field (which displays only when creating/maintaining a vendor/item/warehouse record). Key the desired cost for the identified vendor, item, and (optional) warehouse. This cost must be expressed in the costing unit of measure identified on the Vendor/Item File Detail Screen (p. 44-17). When International Currency is installed, if the vendor's trading currency differs from the company's local currency, this field may be toggled with the F11=LOCAL CURRENCY / F11=TRADING CURRENCY function key to display amounts in the trading currency with the currency symbol to the right, or in the company's local currency with the symbol for the company's local currency displayed to the right. If the toggle key displays as F11=LOCAL CURRENCY, this field displays the local equivalent of the value in the **Vendor/Item Cost** field. The symbol for the company's local currency will display to the right of this amount. If the toggle key displays as F11=TRADING CURRENCY, this field will not display; instead the local currency equivalent will appear in the **Vendor/Item Cost** field with the symbol for the company's local currency displayed to the right. *Default Value:* When first adding a record to the Vendor/Item File, the type of cost identified in the **Cost to be Used for GL** field on the Maintain O/E Options - Price Setting Screen 2 of the Order Entry Options Maintenance (MENU XAFILE) will be used. (N 15,5) Optional
Qty	Up to five quantity breaks are allowed for which this vendor gives a discount. These values are expressed in the primary buying unit of measure (**Buy U/M**) on the Vendor/Item File Detail Screen (p. 44-17). Please note that these items must be keyed in highest to lowest sequence in the list. (5 @ N 10,3) Optional

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Cst/Pct (%)	This is either the discounted unit cost or discount percent to be applied to the unit cost without quantity breaks, (based on your selection in the **Code** field) for each corresponding quantity break. These five (5) values are expressed in the costing unit of measure (**Cost U/M**). Key the relative amounts. When International Currency is installed, and the **Code** is set to C for currency, these unit cost fields for each corresponding quantity break are keyed in the vendor's trading currency. The trading currency symbol will display to the right of the first cost amount. To view local currency equivalent amounts, press F11=LOCAL CURRENCY. Currency values will be keyed lowest to highest; the cost paid is less when you buy more. Percentage values are keyed highest to lowest; the calculated amount has a higher discount when you buy more. *Default Value:* the default is based on the **Cost to be Used for GL** field in Order Entry Options (MENU XAFILE) and may be the standard, average, or user cost from the first warehouse in the Item Balance File (ITBAL). (5 @ N 15,5) Optional
Code	This is the code identifying the cost field as either a currency amount or percentage. Key C if the value entered in the **Cst/Pct** field is the unit cost for purchase order quantities that qualify for the associated quantity break level (entered in the **Qty** field). Key % if the value entered in the **Cst/Pct** field is the discount percent allowed for purchase order quantities that qualify for the associated quantity break level (entered in the **Qty** field). The actual unit cost is calculated by discounting the unit cost by this percent. (A 1) Required
Exp Date	NOTE: This field is reserved for future use. This is the date that the cost information will expire. Using this field allows you to limit the time that a particular cost is available (e.g., expiration date for quotes). Key the expiration date for the cost values keyed on this screen, or leave blank to leave the values in effect indefinitely. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Vendor/Item Price File Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Use this field to select the buyer responsible for purchasing this item from this vendor [and for this warehouse if a warehouse was entered on the Vendor/Item Master Maintenance Screen (p. 44-4)]. You may also assign a buyer code at the vendor level, and/or vendor/warehouse level. Key the desired buyer code. This code will be included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN). If you change the buyer assigned to a vendor, when you complete your maintenance in this option the system will update all IM&P records for the vendor. *Default Value:* The buyer code entered in Vendor Master Maintenance (MENU POMAIN); or, if entering a vendor/item/warehouse, this is the buyer code from Vendor/Item Information Maintenance (POFILE), if one exists. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POFILE) (A 3) Optional
F6=Landing Cst	After creating a vendor/item/warehouse record (**WH** field on the initial screen contains a value), this function key displays on this screen only if a landing code has been entered in the **Landing Cd** field. Press the F6=LANDING CST function key to access the Vendor/Item Information Landing Costs Screen (p. 19-13) to review/recalculate landing cost estimates for this vendor/item/warehouse.
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of vendor/item costs and unit costs/discount percents in the trading currency and a display of these costs in the company's local currency. Press F11=LOCAL CURRENCY to display vendor/item costs and unit costs/ discount percents in the company's local currency. The symbol for the company's local currency will display to the right of the vendor/item cost and the local equivalent value displayed below will disappear. Press F11=TRADING CURRENCY to display vendor/item costs and unit costs/ discount percents in the trading currency. The symbol for the trading currency will display to the right of the vendor/item cost and the local currency equivalent value and local currency symbol will display below.
F12=Return	Press F12=RETURN to return to the Vendor/Item Master Maintenance Screen (p. 44-4) without saving any changes made on this screen.
F24=Delete	The F24=DELETE function key appears in delete mode only. Press F24=DELETE to delete the record displayed. The Vendor/Item Master Maintenance Screen (p. 44-4) will appear.

Vendor/Item Price File Screen Fields and Function Keys

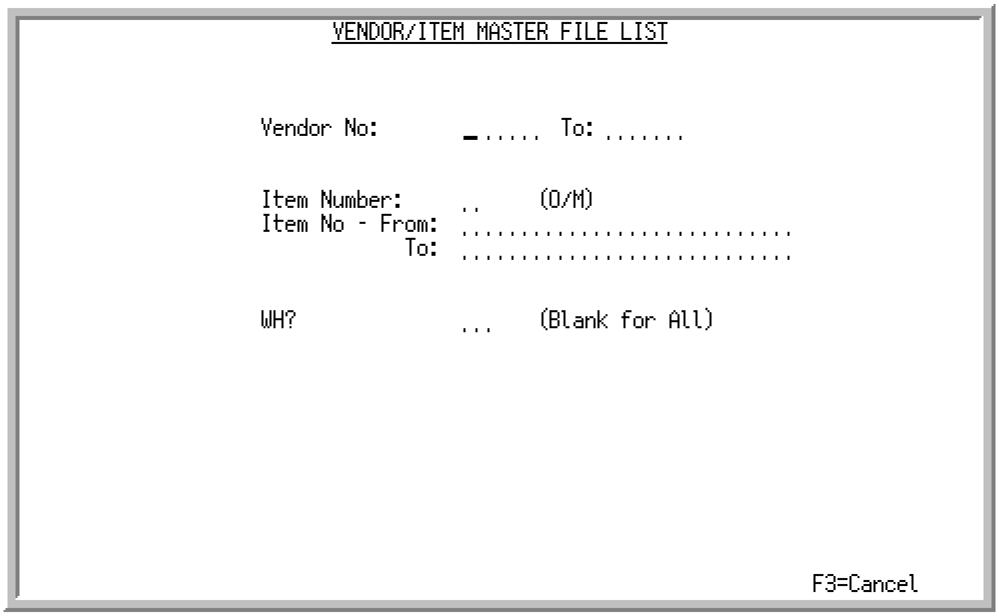
Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Vendor/Item Master Maintenance Screen (p. 44-4) will display.

Vendor/Item Information Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor/Item Master File List Screen	Use to select criteria to print on the Vendor/Item Master File Listing (p. 44-36).
Vendor/Item Master File Listing	Prints item numbers (Ours or the Manufacturer's) and detailed buying information for the selected vendor(s).

Vendor/Item Master File List Screen



This screen displays after selecting option 12 - Vendor/Item Information Listing (MENU POFILE). Use this screen to select criteria to print on the Vendor/Item Master File Listing (p. 44-36).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Vendor/Item Master File List Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the range of vendor numbers to print. (2 @ A 6) Optional
Item Number	This field determines which items will appear on the report. Key O to display Our Item Numbers. Key M to display the Manufacturer's Item Numbers. (A 1) Required
Item No	Key the range of items to print. (2 @ A 27) Optional
WH	Use this field to limit the data on the Vendor/Item Master File Listing (p. 44-36) to cost information for one warehouse. Key the ID for the warehouse for which the list will print cost information. Leave this field blank to include cost information for all warehouses. (A 2) Optional

Vendor/Item Master File List Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor/Item Master File Listing

```
 PO906 07/25/16  16:39:33                  VENDOR/ITEM MASTER FILE LIST                AU/APDEMO          PAGE:    1
       Vendor From:  IC8000         All Our Item Numbers
               To:  IC8000
                                                           Upd
Our Item Number/Description    Unit     |--U/M---| Ord    Sfty Ld Ld |----B U Y--------| |-------A L T--------| |------C O S T-------|
                               Cost      Cst Stck  Frq    Stck Tm Tm |U/M Conv. Factor | |U/M    Conv. Factor | |U/M    Conv. Factor |
-------------------------------------------------------------------------------------------------------------------------------------
Vendor: IC8000 BIG BEN CLOCK SHOP                                  Currency: British Pound Sterling
  C100                                Seth Thomas Desk Clock         Gold Plate Solid Brass Roman Nm
       Default:              82.13209 B#S EA  EA                    Y  EA         1.00000                .00000    EA         1.00000
                             49.00000 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
  C110                                Seth Thomas Desk Set           Gold Plt Solid Brass Quartz Mvt
       Default:       10,000,065.37044 B#S EA  EA                 1  Y  EA         1.00000                .00000    EA         1.00000
                        5,966,038.77000 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
  C120                                Seth Thomas Grandfather Clock   Cherry, Solid Brass Pendulum
       Default:             997.31818 B#S EA  EA                  2  Y  EA         1.00000                .00000    EA         1.00000
                            595.00000 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
  C160                                Manual Pencil Sharpener         steel nickel plated
       Default:              10.72075 B#S EA  EA                    Y  BOX       20.00000  EA          1.00000    EA         1.00000
                              6.39600 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
  C170                                Pencil Sharpener Battery Power  Solid Steel Cutters
       Default:              10.05029 B#S EA  EA                    Y  BOX       20.00000  EA          1.00000    EA         1.00000
                              5.99600 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
  C180                                Pencil Sharpener Electric       Carbon Steel Blades
       Default:              22.11867 B#S EA  EA                    Y  BOX       20.00000  EA          1.00000    EA         1.00000
                             13.19600 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
  G23248Y                             Bridgestone Lady Precept        Golf Balls Optic Yellow
       Default:               6.52843 B#S SLV CAS                   Y  UN         1.00000                .00000    SLV       24.00000
                              3.89486 US$
                                           Std Pack:        .000   Min Ord Qty:        .000
       7**  Vendor/Item Record(s) Were Printed.
```

This listing is produced following your responses on the Vendor/Item Master File List Screen (p. 44-34), and the Report Options Screen.

Item numbers (Ours or the Manufacturer's) and detailed buying information for the selected vendor(s) are printed, including the standard pack and minimum order quantity at both the vendor/item and vendor/item/warehouse levels. Pricing information for default and specific warehouses are also provided.

Vendor/Item Master File List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	The vendor number and name for the following list of items.
Currency	When International Currency is installed, the vendor's trading currency description.
Our Item Number/ Description Mfg Item Number/ Description	Based on the **Item Number (O/M)** field specified on the Vendor/Item Master File List Screen (p. 44-34), this will either be the stocking item number and description or the vendor's manufacturing item number and description.

Vendor/Item Master File List

Report/Listing Fields	Description
Unit Cost	The unit cost of the item when purchased from this vendor. When International Currency is installed, this value is displayed in the vendor's trading currency with the currency symbol printed to the right. The company's local currency equivalent amount and currency symbol are printed on the line below.
U/M Cst, U/M Stock	The cost/price unit of measure and the primary stocking unit of measure for the item as defined through Item Master Maintenance (MENU IAFILE).
Ord Frq	The number of weeks from the between issue of purchase orders to this vendor.
Sfty Stck	Indicates what percent of additional inventory is included in the minimum balance as a buffer for variations in lead time and customer demand.
Ld Tm	The number of weeks required for delivery from the time of purchase.
Upd Ld Tm	When Inventory Management & Planning or Advanced Inventory Management is installed, this field determines if the lead time will be updated automatically based on receipt history from the Lead Time History Report (MENU IMREPT).
Buy U/M, Conv. Factor	The vendor's buying unit of measure and the conversion factor from the buying unit of measure to the item's primary stocking unit of measure.
Alt U/M, Conv. Factor	The vendor's alternate unit of measure and the conversion factor from the alternate unit of measure to the buying unit of measure.
Cost U/M, Conv. Factor	The vendor's cost unit of measure and the conversion factor from the cost unit of measure to the buying unit of measure.

CHAPTER 45 **Maintaining Standard Comments** 45

Standard comments are pre-defined vendor, item, or vendor/item (items specific to a vendor) comments that are automatically included in requisition entry performed through Enter or Change Requisitions (MENU POMAIN). Use this option to define standard comments used for a requisition.

Vendor comments (order comments) are automatically copied into each new requisition created for the vendor, and displayed on the Order Comments/Line Item Comments Change Screen (p. 6-34).

Item comments are automatically copied to a line comment (a comment that may be printed on a Purchase Order or Receiving List) when the item is added to the order, and displayed on the Order Comments/Line Item Comments Change Screen (p. 6-34).

Vendor/Item comments are copied to a line comment when the specified item is added to a requisition created for a specific vendor. Additionally, vendor/item comments will replace item comments.

Vendor, Item, and Vendor/Item comments entered through this option are also visible within other areas of Distribution A+, and can be used to further expand vendor item descriptions if more information is necessary. Areas where standard comments can be reviewed are:

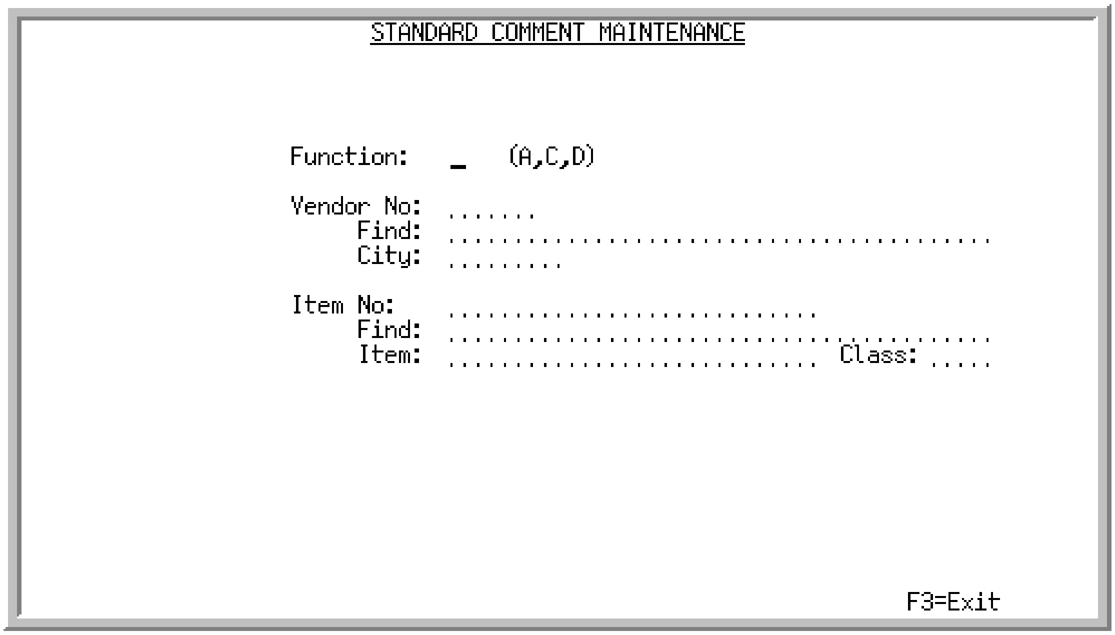
- Item Inquiry (MENU IAMAIN)
- Vendor/Item Information (MENU POMAIN)
- Work With Special Orders (MENU POMAIN)
- Return to Vendor Processing (MENU POMAIN)
- Enter or Change Requisitions (MENU POMAIN)
- Suggested Order Maintenance (MENU POREPT)
- Point of Sale Entry (MENU PSMAIN)

Standard Comments Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Standard Comment Maintenance Screen	Use to select the vendor, item, or vendor/item for which a comment is being added, changed, or deleted.
Vendor/Item Comments Screen	Use to add, change, or delete comments for the given vendor, item, or vendor/item.

Standard Comment Maintenance Screen



This screen displays after selecting option 3 - Standard Comments Maintenance (MENU POFILE). You can also access this screen from Buyers Workbench (MENU POREPT) via the F14=Std Cmt Mnt function key, where available.

Use this screen to select the vendor, item, or vendor/item for which a comment is being added, changed, or deleted.

Vendor comments are defined by keying a vendor number in the **Vendor No** field and leaving the **Item No** field blank.

Item comments are defined by keying an item number in the **Item No** field and leaving the **Vendor No** field blank.

Vendor/Item comments are defined by keying a vendor number in the **Vendor No** field and an item number in the **Item No** field.

Standard Comment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a comment for a vendor, item, or vendor/item. Key C to change an existing comment for a vendor, item, or vendor/item. Key D to delete an existing comment for a vendor, item, or vendor/item. (A 1) Required

Standard Comment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the vendor number associated with the comment to add, change, or delete. This field should be left blank if defining item comments. This field is required if defining vendor comments or vendor/item comments. NOTE: If a vendor/item comment is being added, the vendor/item information must be defined in Vendor/Item Information Maintenance (MENU POFILE) before a comment can be added through this option. *Default Value:* If this screen is accessed from Buyers Workbench via F14=STD CMT MNT, where available, the vendor number is defaulted in from the calling screen. *Valid Values:* Any vendor set up in Vendor Master Maintenance. (A 6) Required/Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
Item No	This field is used to add a comment to an item or vendor/item. This field should be left blank if defining vendor comments. This field is required if defining item or vendor/item comments. Key the item number associated with the comment to add, change, or delete. *Default Value:* If this screen is accessed from Buyers Workbench via F14=STD CMT MNT on the Workbench Suggested Line Maintenance Screen (p. 38-35), the item number is defaulted in from that screen. *Valid Values:* Any item set up in Item Master Maintenance (MENU IAFILE). (A 27) Optional

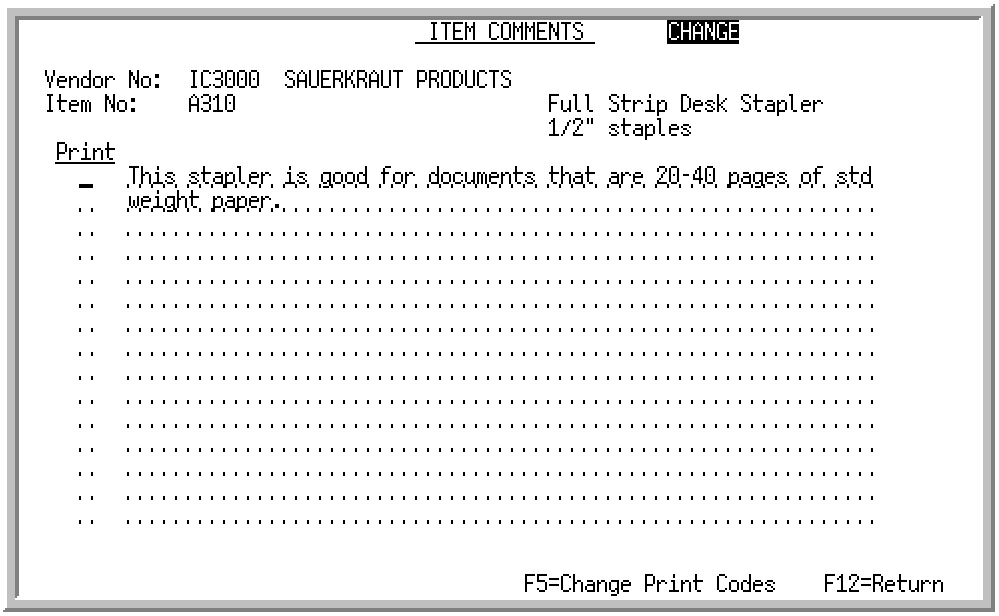
Standard Comment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find (Item)	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No (Item)	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class (Item)	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POFILE. If this screen is accessed from Buyers Workbench (MENU POREPT), you are instead returned to the calling screen.

Standard Comment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Vendor/Item Comments Screen (p. 45-7) will display.

Vendor/Item Comments Screen



This screen allows you to add, change, or delete comments for the given vendor, item, or vendor/item.

The type of comment being maintained will display at the top of the screen (VENDOR or ITEM COMMENTS), along with the function being performed (ADD, CHANGE, or DELETE).

Vendor/Item Comments Screen Fields and Function Keys

Field/Function Key	Description
Vendor No/Item No	This field displays the vendor number and name if a vendor comment is being added/maintained. If an item comment or vendor/item comment is being added/maintained, this field displays the item number and description. Display

Vendor/Item Comments Screen Fields and Function Keys

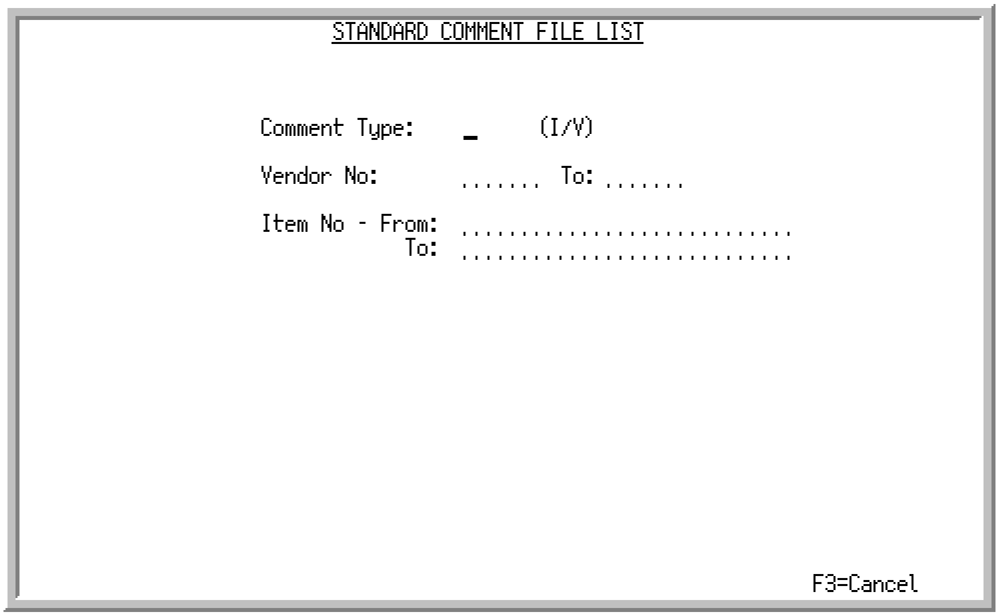
Field/Function Key	Description
Print	Use this field to restrict printing. To access it, press F5 and enter one of the codes listed below. NOTE: When completed, press F5=CHANGE PRINT CODES again to refresh the screen. Key P to print the comment on the Purchase Order only. Key R to print the comment on the Receiving List only. Key I to display on inquiries only and print in the Requisition Edit List (POMAIN), for internal use. Leave blank to print on both the Purchase Order and Receiving List, and display on all inquiries. (A 1) Optional
Comments	Up to fifteen lines of sixty characters each are provided for the comment you wish to add, change or delete. (15 @ A 62) Required
F24=Delete	NOTE: The F24=DELETE function key displays in Delete Mode only. Press F24=DELETE to delete the comment displayed. The Standard Comment Maintenance Screen (p. 45-3) will display and the comment will be deleted.
F5=Change Print Codes	Press F5=CHANGE PRINT CODES to access the *Print* field to restrict the printing of certain comments (refer to the *Print* field).
F12=Return	Press F12=RETURN to return to the Standard Comment Maintenance Screen (p. 45-3) without saving any changes made on this screen.
Enter	Press to confirm your selections. The Standard Comment Maintenance Screen (p. 45-3) will display and the last function performed will be indicated.

Standard Comments Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Standard Comment File List Screen	Use to select criteria to print on the Vendor/Item Comments Listing (p. 45-11).
Vendor/Item Comments Listing	Prints the comments defined for the selected vendors, items, or vendors/items.

Standard Comment File List Screen



This screen displays after selecting option 13 - Standard Comments Listingfrom MENU POFILE. Use this screen to select criteria to print on the Vendor/Item Comments Listing (p. 45-11).

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Standard Comment File List Screen Fields and Function Keys

Field/Function Key	Description
Comment Type	This field reflects the type of comments to print. Key I to print item and vendor/item comments. Key V to print vendor comments. (A 1) Required
Vendor No	Key the range of vendors to print. (2 @ A 6) Optional
Item No	Key the range of items to print. (A 27) Optional
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor/Item Comments Listing

```
 PO922 23/06/11   7:15:35                          STANDARD COMMENTS FILE LIST                AK/APDEMO          PAGE:    1
                                                        VENDOR COMMENTS
        All Vendors                  All Our Item Numbers
                                       Prt
 Vendor No./Name                       Code   Standard Comment(s)
--------------------------------------------------------------------------------------------------------------------------
Vendor: IC1000 LITTLE ITALY RESTAURANT SUPPLY
                                         P    Use this vendor to order trending items that require artist or
                                         P    craftsman specialty production.
Vendor: 100    SHARP INTERNATIONAL
                                         P    Please inform us A.S.A.P. if you must backorder.
```

This listing is produced following your responses on the Standard Comment File List Screen (p. 45-10), and the Report Options Screen.

The comments defined for the selected vendors, items, or vendors/items are printed.

For a description of the information contained in this report, refer to the Standard Comment Maintenance Screen (p. 45-3).

CHAPTER 46

Maintaining Special Charges

46

This option is used to define special charges used in Purchasing when creating orders through Enter or Change Requisitions (MENU POMAIN). Special charges are used to record non-product charges (freight, handling charges, etc.) and may be one of two types: order charges, and line charges.

Each type of charge can have up to nine pre-defined descriptions (/1 through /9, and &1 through &9). Order charges begin with the character “/”; line charges begin with the character “&”.

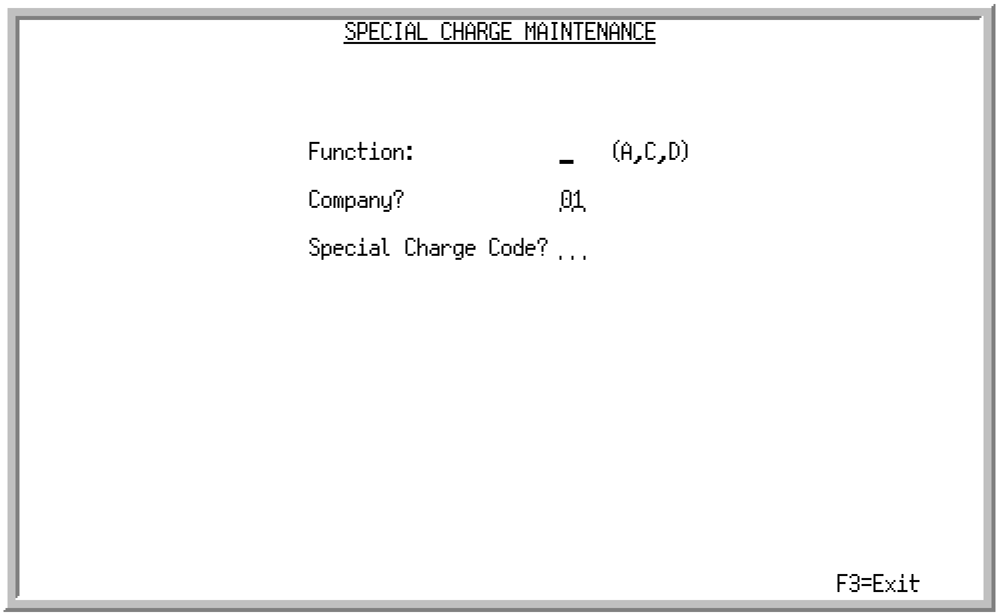
Special charges must be set up for each company using Purchasing. Special charges are specified in Purchasing on the Requisition/Purchase Order Special Charge Screen (p. 6-66).

Special Charges Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Special Charge Maintenance Selection Screen	Use to select the special charge code to create, maintain, or delete.
Special Charge Maintenance Screen	Use to enter, change, or delete special charge information.

Special Charge Maintenance Selection Screen



This screen displays after selection option 4 - Special Charges Maintenance (MENU POFILE). Use this screen to select the special charge code to create, maintain, or delete.

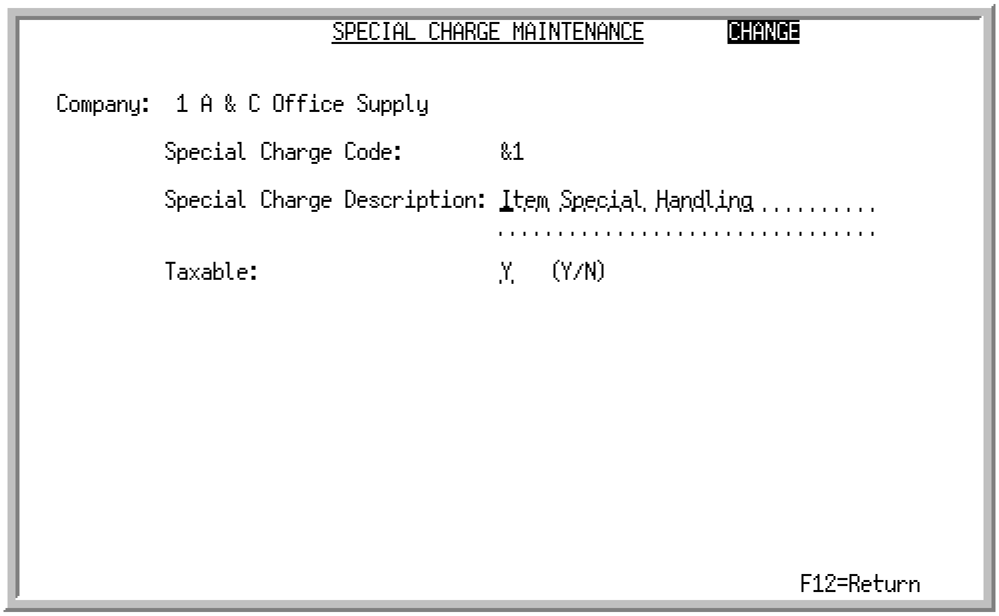
Special Charge Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a special charge code. Key C to change an existing special charge code. Key D to delete an existing special charge code. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Enter the company for which you will be adding, changing or deleting a special charge code. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Special Charge Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Special Charge Code	Enter the new or existing code used to define a special charge for an order. Special charge codes can be used for an entire order or for a single item on an order. *Valid Values:* /1 through /9, and &1 through &9 (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Special Charge Maintenance Screen (p. 46-4) will display.

Special Charge Maintenance Screen



This screen displays after making a selection on the Special Charge Maintenance Selection Screen (p. 46-2). This screen is used to enter, change, or delete special charge information.

Special Charge File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Special Charge Description	This is the description of the special charge code. Enter the appropriate description, modify the existing description, or delete the description. The first description line is required for the special charge. The second line is optional. (2 @ A 31) Required
Taxable	This field determines if this special charge is taxable or not. The value keyed here is used as the default on the Requisition/Purchase Order Special Charge Screen (p. 6-66) during Purchasing. Key Y if this special charge amount is to be added to the taxable value of this order. Key N if this special charge is not taxable. (A 1) Required
F12=Return	Press F12=RETURN to return to the Special Charge Maintenance Selection Screen (p. 46-2) without saving any changes made on this screen.

Special Charge File Maintenance Screen Fields and Function Keys

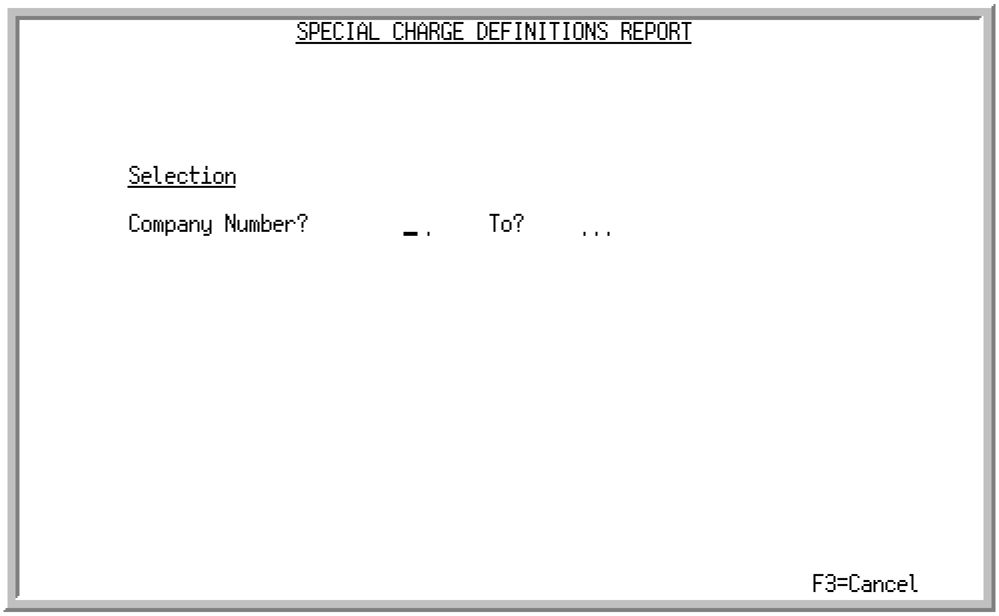
Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays in Delete Mode only. Press F24=DELETE to delete the special charge code displayed. The previous screen, Special Charge Maintenance Selection Screen (p. 46-2) will display and the special charge code will be deleted.
Enter	Press **Enter** to verify the data keyed and re-display the screen. If no errors exist, press **Enter** again to update the file. The Special Charge Maintenance Selection Screen (p. 46-2) will display and the last function performed will be indicated.

Special Charges Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Special Charge Definitions Report Screen	Use to select the range of companies to print on the Special Charge Definitions Listing (p. 46-7).
Special Charge Definitions Listing	Prints the special charge definitions for the selected company(s).

Special Charge Definitions Report Screen



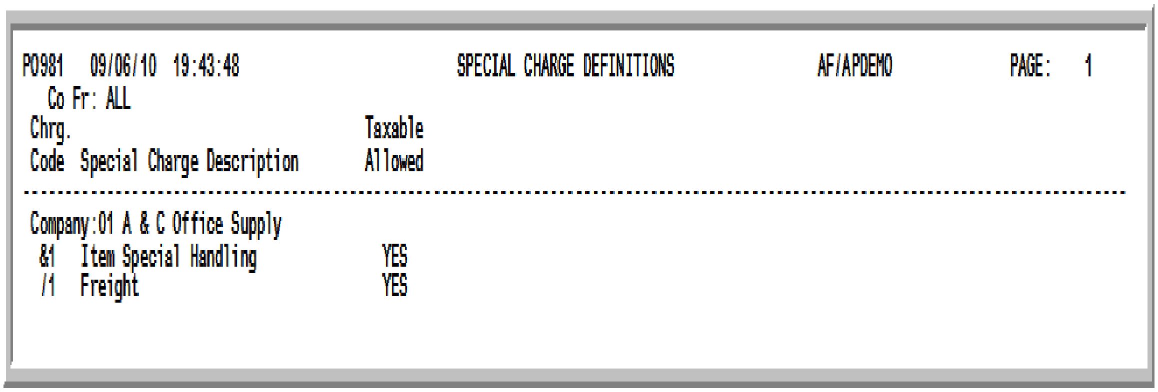
This screen displays after selecting option 14 - Special Charges Listing (MENU POFILE). Use this screen to select the range of companies to print on the Special Charge Definitions Listing (p. 46-7).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Special Charge Definitions Report Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the range of companies to print. (N 2,0) Required
F3=Cancel	Press F3=Cancel to cancel your selections and return to MENU POFILE.
Enter	Press Enter to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Special Charge Definitions Listing



```
PO981   09/06/10  19:43:48                SPECIAL CHARGE DEFINITIONS            AF/APDEMO           PAGE:   1
  Co Fr: ALL
 Chrg.                                Taxable
 Code  Special Charge Description     Allowed
--------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
  &1   Item Special Handling            YES
  /1   Freight                          YES
```

This listing is produced following your responses on the Special Charge Definitions Report Screen (p. 46-6), and the Report Options Screen.

The special charge definitions for the selected company(s) are printed. Additionally, if the special charge is taxable, YES will print after the special charge description; otherwise, NO will print.

CHAPTER 47 **Maintaining Hold Codes** 47

A hold code is used to place a requisition on hold. This option allows you to optionally define hold codes to be used during Enter or Change Requisitions (MENU POMAIN). When a requisition is held, you cannot approve the requisition, and you will not be allowed to print a purchase order or requisition.

A requisition may be automatically put on hold with the following hold codes:

- SO - Suggested Order
- Any user-defined hold code that has been specified for a unique purpose through system/company/warehouse tailoring options will also be used, when applicable, to automatically put an order on hold. For example, if RV is identified as the RTV Return Requisitions hold code, when return purchase orders are processed through various methods, they may automatically be put on RV hold. These hold codes are user defined through this option and then assigned to the applicable options record.

  You may also define additional hold codes through this option. At the End Requisition Screen during Enter or Change Requisitions (MENU POMAIN), you key the hold code and the requisition will be held with that hold code type.

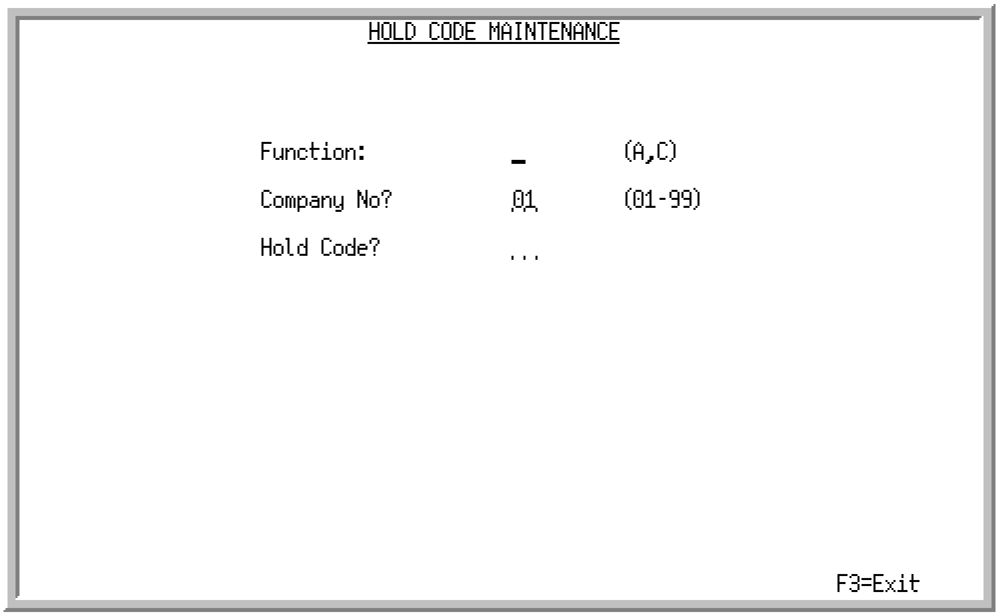
Requisitions are released from hold by blanking out the hold code on the End Requisition Screen during Enter or Change Requisitions (MENU POMAIN).

Hold Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Hold Code Maintenance Selection Screen	Use to select the hold code to create or maintain.
Hold Code Maintenance Screen	Use to enter or change hold code information.

Hold Code Maintenance Selection Screen



This screen displays after selection option 5 - Hold Codes Maintenance (MENU POFILE). Use this screen to select the hold code to create or maintain.

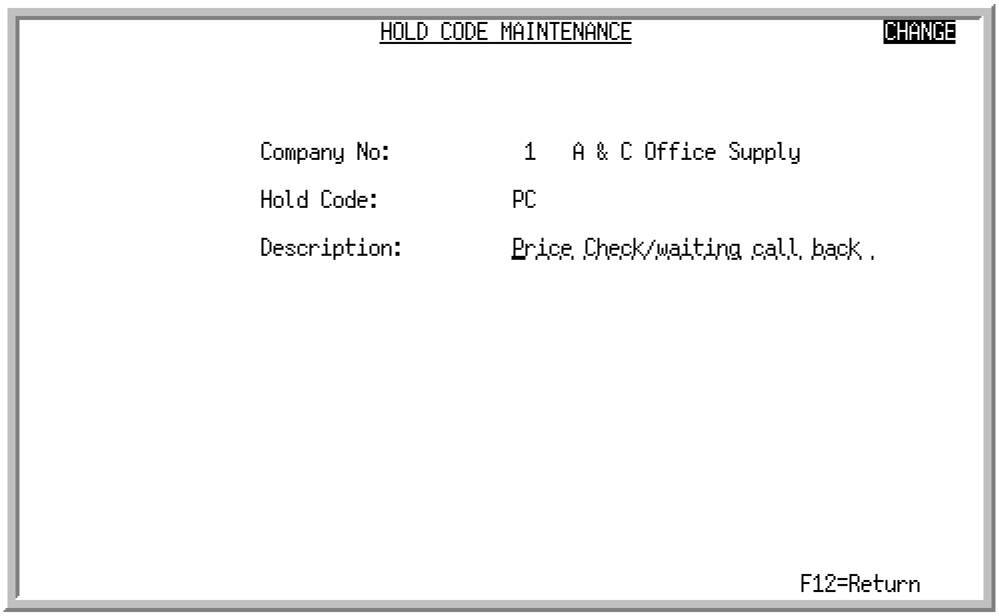
Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a hold code. Key C to change an existing hold code. (A 1) Required
Company No	This field displays only if **Multi Company** is set to Y in System Options Maintenance (MENU XAFILE). Enter the company for which you will be adding or changing a hold code. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	Enter the code that may be used to place an order on hold during Enter or Change Requisitions (MENU POMAIN). Orders are placed on hold on the End Requisition Screen (p. 6-92). (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Hold Code Maintenance Screen (p. 47-4) will display.

Hold Code Maintenance Screen



This screen is used to enter or change hold code information.

Hold Code Maintenance Screen Fields and Function Keys

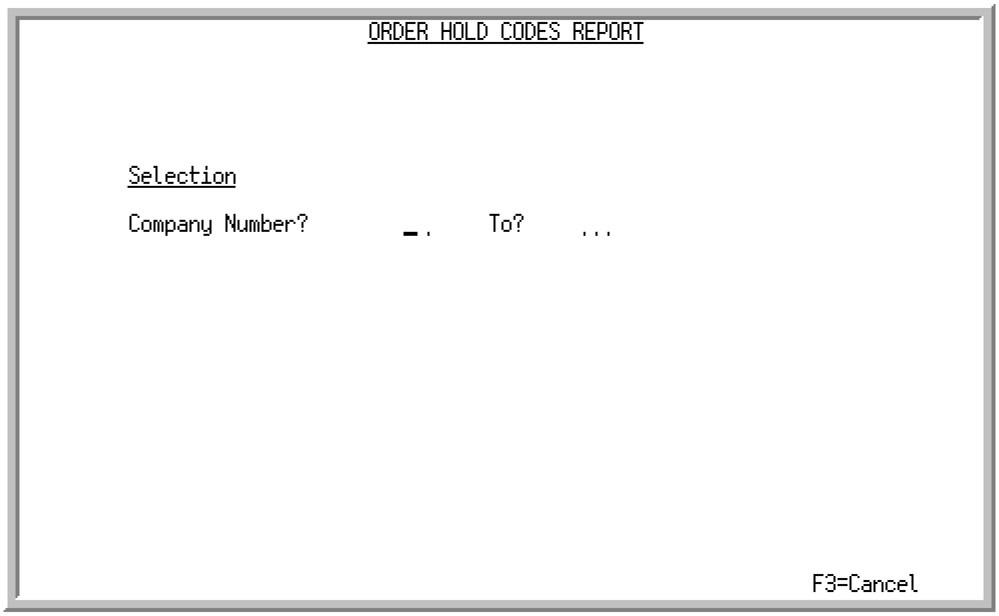
Field/Function Key	Description
Company	The company number selected on the Hold Code Maintenance Selection Screen (p. 47-2) or the default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). Display
Hold Code	The code selected to be used to place an order on hold during Enter or Change Requisitions (MENU POMAIN). Orders are placed on hold on the End Requisition Screen (p. 6-92). Display
Description	This is the description of the selected hold code. Enter the appropriate description for this hold code, or modify the existing description. (A 30) Required
F12=Return	Press F12=RETURN to return to the Hold Code Maintenance Selection Screen (p. 47-2) without saving any changes made on this screen.
Enter	Press ENTER to verify the data keyed and re-display the screen. If no errors exist, press ENTER again to update your entry.

Hold Codes Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Order Hold Codes Report Screen	Use to select the range of companies to print on the Order Hold Codes Listing (p. 47-7).
Order Hold Codes Listing	Prints hold codes and their descriptions for the indicated companies.

Order Hold Codes Report Screen



This screen displays after selecting option 15 - Hold Codes Listing (MENU POFILE). Use this screen to select the range of companies to print on the Order Hold Codes Listing (p. 47-7).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Order Hold Code Report Screen Fields and Function Keys

Field/Function Key	Description
Company	Enter the range of companies to print. (2 @ N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Order Hold Codes Listing

```
PO946   09/06/10  19:44:14                    ORDER HOLD CODES                    AF/APDEMO          PAGE:    1
   Co Fr: ALL
   Hold
   Code    Hold Description
-------------------------------------------------------------------------------------------------------------------
 Company:01 A & C Office Supply
    IC     Incomplete Order
    PC     Price Check/waiting call back
    PR     Price Check Required - call
    PV     Purchase Variance
    RV     RTV Processing
```

This listing is produced following your responses on the Order Hold Codes Report Screen (p. 47-6), and the Report Options Screen.

Hold codes and their descriptions are printed for the indicated companies.

CHAPTER 48

Maintaining Landing Factors

48

Landing factors are used in the calculation of estimated landing costs at the item or group (PO, requisition, or receiver) level. A landing factor itself is made up of a landing code, a landing factor description to identify its purpose, and a calculation formula. Up to six different landing factors can be defined for each warehouse through Warehouse Numbers Maintenance (MENU IAFILE).

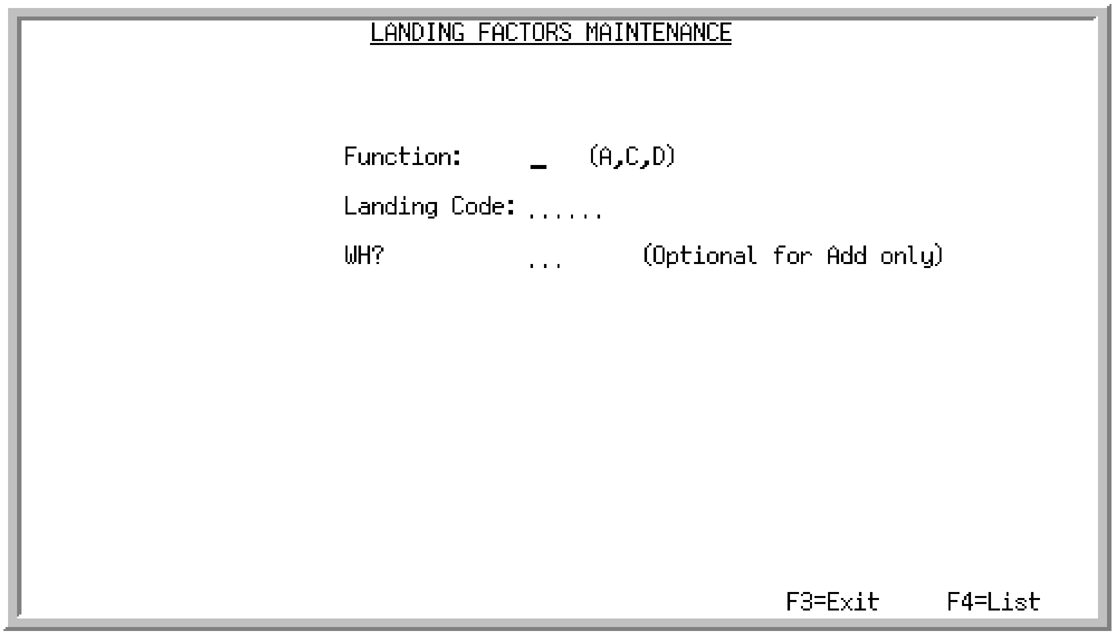
Landing costs can be created in a variety of ways through the use of a landing code. An unlimited number of landing codes/landing factor variables may be defined. Landing codes can then be assigned to a Vendor/Item/Price File (VIPRC) record to ensure that when that item is ordered from that vendor, a specific landing cost will be calculated and applied.

Landing Factors Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Landing Factor Maintenance Selection Screen	Use to maintain a landing code representing a set of landing factors.
Landing Factors List Screen	Use to review the existing landing codes and select for maintenance.
Landing Factors Maintenance Screen	Use to enter the landing factor values for the landing code being maintained.

Landing Factor Maintenance Selection Screen



This screen displays after selecting option 6 - Landing Factors Maintenance (MENU POFILE) and is used to maintain a landing code representing a set of landing factors. The number of landing factors available is determined by how many are selected for use through Warehouse Numbers Maintenance (MENU IAFILE). You may define a landing factor for a single warehouse, or you may define a landing factor applicable to all warehouses.

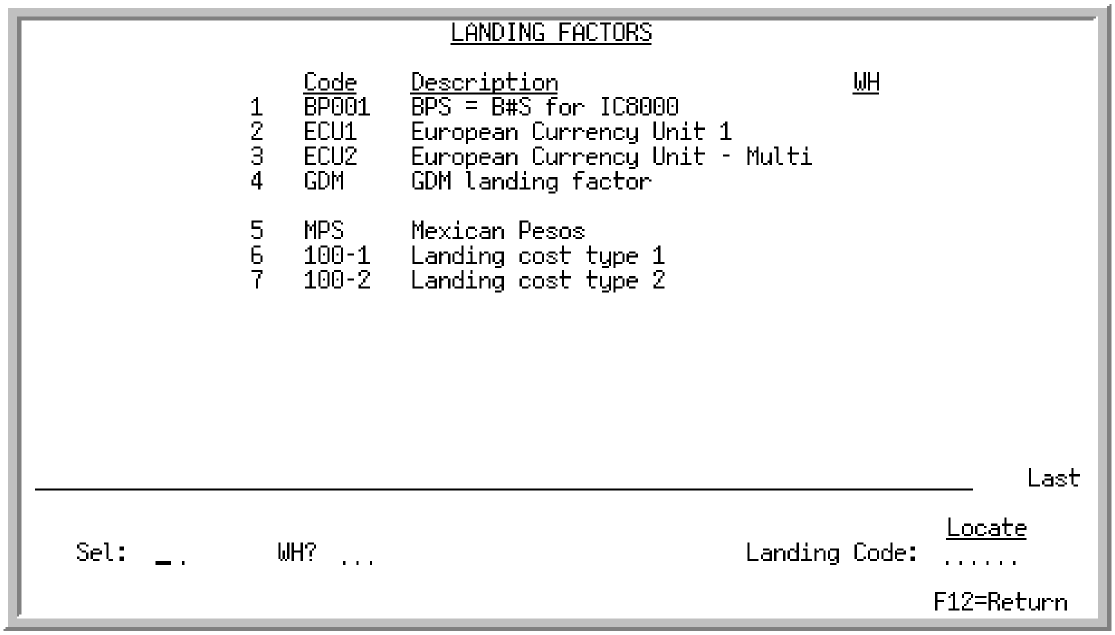
Landing Factor Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function Key	Key A to add a landing code and identify the factors to be used in calculating landing costs. Key C to change an existing landing code’s factors. Key D to delete an existing landing code’s factors. A landing code cannot be deleted if it has been assigned to a vendor/item price record through Vendor/ Item Information Maintenance (MENU POFILE). (A 1) Required
Landing Code	Key the landing code which represents the landing factors being maintained. If you wish to modify or delete landing factors, but are unsure of the existing landing codes by which they are referred, use the F4=LIST function key to display a list of those that currently exist. (A 5) Required

Landing Factor Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	Key the warehouse ID for which a landing code is being added. Leave this field blank to apply a landing code to all warehouses. (N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POFILE.
F4=List	Press F4=LIST to display a list of existing landing codes. The Landing Factors List Screen (p. 48-4) appears.
Enter	Press ENTER to confirm your selections. The Landing Factors Maintenance Screen (p. 48-6) will appear.

Landing Factors List Screen



This screen displays after pressing F4=LIST on the Landing Factor Maintenance Selection Screen (p. 48-2). Use this screen to review the existing Landing Codes and select one for maintenance.

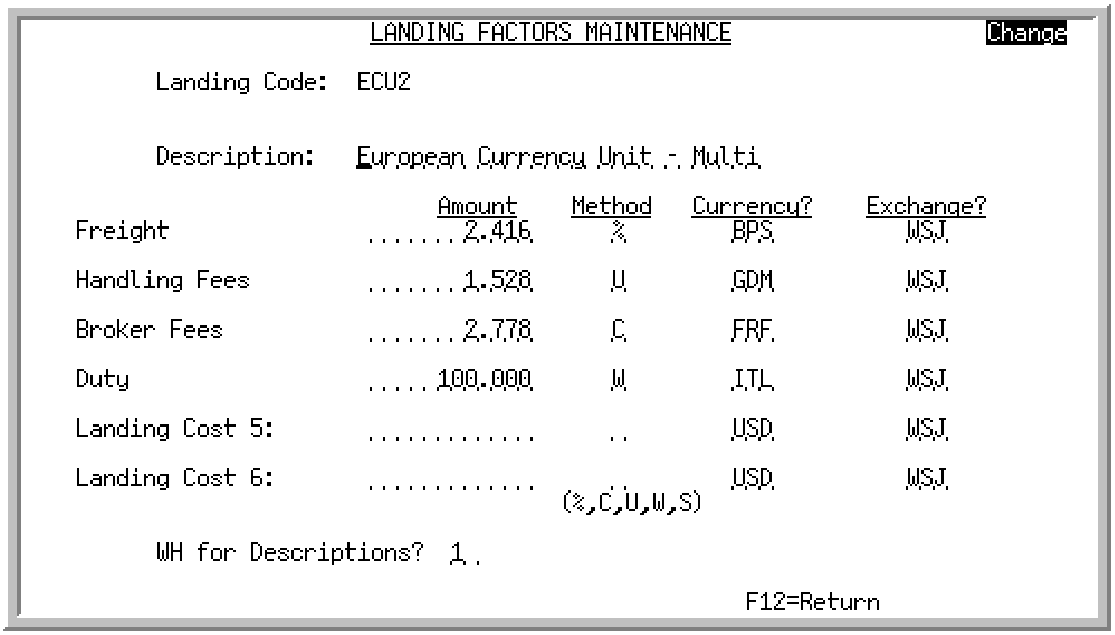
Landing Factors List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Use the reference number in the **Sel** field to choose a landing code for maintenance. Display
Code	The identifier code assigned to the landing factor. Display
Description	This is the description of the landing factor selected by the landing code keyed on the previous screen. Enter the appropriate description for this landing factor, or modify the existing description. Display
WH	For warehouse specific landing factors, the warehouse for which this code has been defined. Display
Sel	Key the **Reference Number** in this field to select a landing factor for maintenance. (N 2,0) Optional

Landing Factors List Screen Fields and Function Keys

Field/Function Key	Description
WH	Key a warehouse to limit the landing factors displayed to only those that are specific to this warehouse. (A 2) Optional
Landing Code	Key a landing code to position that landing factor to the first line on the screen. (A 5) Optional

Landing Factors Maintenance Screen



This screen appears after you press ENTER on the Landing Factor Maintenance Selection Screen (p. 48-2). Use this screen to enter the landing factor values for the landing code being maintained.

If you selected a warehouse on the Landing Factor Maintenance Selection Screen (p. 48-2), the name and number of the selected warehouse display at the top of this screen to indicate the warehouse to which the landing code applies.

If a warehouse name and number do not display, then the landing factors apply to all warehouses and can be used by any warehouse. In this case, the landing factor's descriptions will be presented to the warehouse specified on the bottom of this screen.

Example: Single Currency Landing Factor

Landing Factor 100-2			
Freight	15.000	% (percent of extended cost)	USD
Handling Fees	1.500	W (amount per extended weight)	USD
Broker Fees	5.000	C (specific currency amount)	USD
Duty	1.000	U (amount per number of units)	USD

Assume an item has a unit cost of $75.00 and weighs 5 lbs. If you receive a quantity of 1, the landing cost values are calculated as:

- Freight: 15.000% x 75.00 extended cost = $11.25
- Handling Fee: 1.500 x 5 extended weight = $7.50
- Broker Fees: 5.000 x 1= $5.00
- Duty: 1.000 x 1 unit of the purchasing unit of measure = $1.00
- Total Receipt Cost for one unit = $75.00 + 24.75 = $99.75
    - Landing Costs for one unit: 11.25 + 7.50 + 5.00 + 1.00 = $24.75

If you receive a quantity of 10, the landing cost values are calculated as:

- Freight: 15.000% x 750.00 extended cost = $112.50
- Handling Fee: 1.500 x 50 extended weight = $75.00
- Broker Fees: 5.000 x 1= $5.00
- Duty: 1.000 x 10 units of the purchasing unit of measure = $10.00
- Total Receipt Cost for ten units = $750.00 + 202.50 = $952.50
    - Landing Costs for ten units: 112.50 + 75.00 + 5.00 + 10.00 = 202.50

Example: Multi-Currency Landing Factor

Landing Factor ECU-2			
Freight	2.416	% (percent of extended cost)	USD
Handling Fees	1.528	U (amount per number of units)	USD
Broker Fees	25.000	C (specific currency amount)	CAD
Duty	10.000	W (amount per extended weight)	CAD

Assume an item has a unit cost of $55.58 USD and weighs 11 lbs. The currency exchange rate is 0.646705 USD/CAD. If you receive a quantity of 1, the landing cost values are calculated as:

- Freight: 2.416% x 55.58 USD extended cost = 1.34281 USD
- Handling Fees: 1.528 USD x 1 unit of the purchasing unit of measure = 1.52800 USD
- Broker Fee: $25.000 CAD x 1 = $25.00 CAD / $16.16763 USD
- Duty: $10.000 CAD x 11 extended weight= 110.00 CAD / $71.13755 USD
- Total Receipt Cost for one unit = $55.58 USD + 90.18 USD = 145.76 USD
    - Landing Costs for one unit: $1.34281 USD + 1.52800 USD + 16.16763 USD + 71.13755 USD = 90.17599 USD

If you receive a quantity of 10, the landing cost values are calculated as:

- Freight: 2.416% x 555.80 USD extended cost = 13.42813 USD
- Handling Fees: 1.528 USD x 10 units of the purchasing unit of measure = 15.2800 USD
- Broker Fee: $25.000 CAD x 1 = $25.00 CAD / $16.16763 USD
- Duty: $10.000 CAD x 110 extended weight = 1100.00 CAD / $711.37554
- Total Receipt Cost for ten units = $555.80 + 756.25 = $1312.05 USD
  - Landing Costs for ten unit: 13.42813 + 15.28 + 16.16763 + 711.37554 = $756.2513 USD

NOTE: If no **Landing Cost(s)**, **Amount**, or **Method** fields display on this screen, it is because you have selected a warehouse which has not yet had landing costs defined for it. To define landing costs for a warehouse, refer to Warehouse Numbers Maintenance (MENU IAFILE), as described in the Inventory Accounting User Guide.

Landing Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description of the landing code selected by the landing code keyed on the previous screen. Enter the appropriate description for this landing code, or modify the existing description. (A 30) Required
Landing Factors 1 - 6	This field displays landing factors defined through Warehouse Numbers Maintenance (MENU IAFILE). If no landing factors were defined for the displayed warehouse, a generic **Landing Cost** header will display instead of a defined landing cost description (e.g., Freight). Display
Amount	This field is required only if an associated **Method** is keyed. Key a monetary value or a percentage value to be used with the calculation method keyed in the **Method** field to determine landing costs. (6 @ N 9,3) Required/Optional

Landing Factors Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Method	This field is required only if an associated **Amount** is keyed. Use this field to determine how the value in the **Amount** field will be used to calculate the landing cost. The valid values are described as follows: • % - Defines the landing factor amount to be a percentage of the line item's extended cost. • C - Defines the landing factor amount to be a specific currency amount. • U - Defines the landing factor amount to be a currency amount per item based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total charge for all units in a line item. • W - Defines the landing factor amount to be a currency amount per line item weight based on the purchasing buying unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total weight of all items included in a line. • S - Defines the landing factor to be a specific currency amount per size (cube) based on the purchasing unit of measure (**BUY**). Purchase orders for quantities in the alternate purchasing unit of measure (**ALT**) will be converted accordingly. The calculated landing cost will reflect the total cubic space for all units in the line item. Key a method by which the value in the **Amount** field will be used to calculate the landing cost value. *Valid Values:* %, C, U, W, S (6 @ A 1) Required/Optional
Currency	This field only displays when International Currency is installed. These fields indicate the currency code used for each landing factor. Key the currency code to be used for the landing cost or accept the default if you want these factors calculated in the company's local currency. *Default Value:* The default local currency specified through International Currency Options Maintenance (MENU ICFILE). *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (6 @ A 3) Required

Landing Factors Maintenance Screen Fields and Function Keys

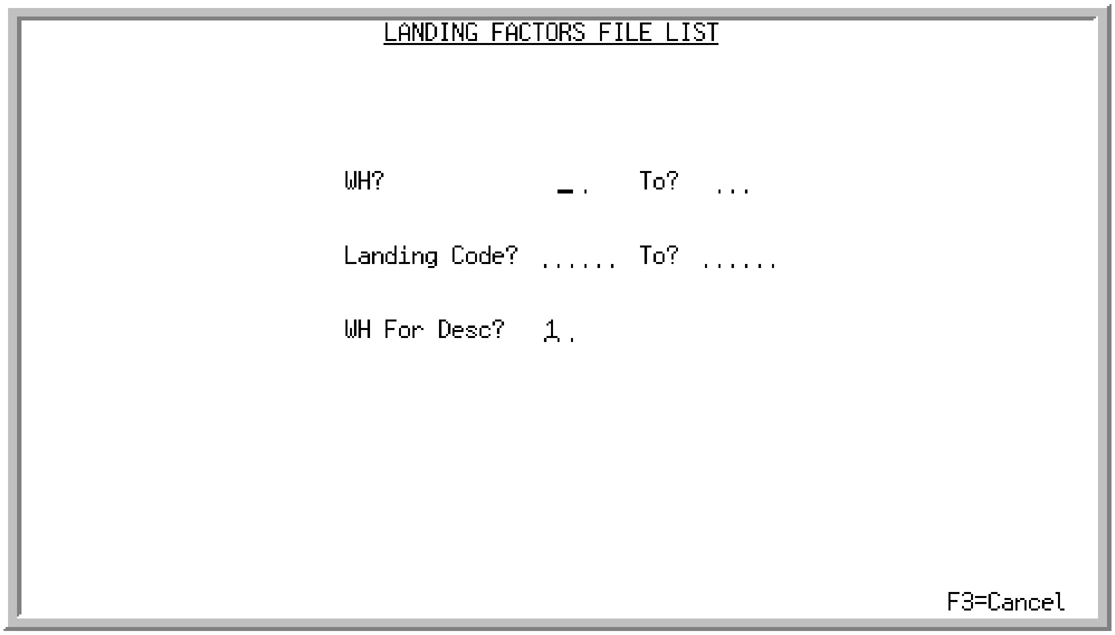
Field/Function Key	Description
Exchange Code	This field only displays when International Currency is installed. These fields specify the exchange code used to determine the exchange rate for each landing cost. Key the exchange code to be used for each landing factor. *Valid Values:* An exchange code defined for the currency through Currency/ Exchange Codes Maintenance (MENU ICFILE). (6 @ A 3) Required
WH for Descriptions	This field displays only if the landing factor being processed is not for a specific warehouse (as selected on the Landing Factor Maintenance Selection Screen (p. 48-2)). Key the warehouse for which you wish to display defined landing cost descriptions. All landing cost descriptions defined for that warehouse will be presented. If no landing costs have been defined for a specific warehouse, none will be presented. *Default Value:* Those landing cost descriptions for the warehouse assigned to this User ID as the default warehouse through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F12=Return	Press F12=RETURN to return to the Landing Factor Maintenance Selection Screen (p. 48-2) screen without saving any changes made on this screen.
F24=Delete	F24=DELETE displays only if you selected to delete a landing factor on the Landing Factor Maintenance Selection Screen (p. 48-2). Press F24=DELETE to delete the landing factor record. You will have to press F24=DELETE twice to confirm the deletion request and return to the Landing Factor Maintenance Selection Screen (p. 48-2).
Enter	Press ENTER to edit your entry. Press ENTER again to accept the data as displayed. The Landing Factor Maintenance Selection Screen (p. 48-2) will display.

Landing Factors Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Landing Factors File List Selection Screen	Use to select the range of warehouses for which landing factors will print on the Landing Factors File Listing.
Landing Factors File Listing	Prints Landing factors (codes and methods) for the indicated warehouses.

Landing Factors File List Selection Screen



This screen displays after selecting option 16 - Landing Factors Listing (MENU POFILE). Use this screen to select the range of warehouses for which landing factors will print on the Landing Factors File Listing (p. 48-14).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Landing Factors File List Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	Enter the range of warehouses for which landing factor data will be included in the Landing Factors File Listing (p. 48-14). Leave these fields blank to include data for all warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Landing Code	Enter the range of landing codes for which landing factor data will be included in the Landing Factors File Listing (p. 48-14). Leave these fields blank to include data for all landing codes. (2 @ A 5) Optional

Landing Factors File List Selection Screen Fields and Function Keys

Field/Function Key	Description
WH For Desc	This field indicates the warehouse whose landing cost description will be used in the report. This becomes necessary if more than one warehouse has the same landing cost described differently. Key a valid Warehouse ID to identify from which warehouse the landing cost description will be retrieved. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) (N 2,0) Required
F3=Cancel	Press F3=CANCEL to cancel your selections and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for more information on this screen.

Landing Factors File Listing

```
PO866  09/17/09  16.11.25                        LANDING FACTORS FILE LIST                     AH/APDEMO    PAGE    1
 All Warehouses            All Landing Codes           WH for Descriptions: 1
Code  Freight             Handling Fees      Broker Fees        Duty              Landing Cost 5:     Landing Cost 6:
------------------------------------------------------------------------------------------------------------------------
ECU1       10.000 % of Value                2.000 Currency                          .000 Curr/Wght
 European Currency Unit 1          1.500 Curr/Unit              25.000 Curr/Wght                        .000 Curr/Wght
 CURRENCY:    ECU/WSJ              ECU/WSJ      ECU/WSJ         ECU/WSJ             USD/WSJ             USD/WSJ
ECU2        2.416 % of Value                2.778 Currency                          .000 Curr/Wght
 European Currency Unit - Multi    1.528 Curr/Unit             100.000 Curr/Wght                        .000 Curr/Wght
 CURRENCY:    BPS/WSJ              GDM/WSJ      FRF/WSJ         ITL/WSJ             USD/WSJ             USD/WSJ
100-1       2.000 % of Value               10.000 Currency                          .000 Curr/Unit
 Landing cost type 1                .500 Curr/Wght               5.000 Curr/Unit                        .000 Curr/Unit
 CURRENCY:    USD/WSJ              USD/WSJ      USD/WSJ         USD/WSJ             USD/WSJ             USD/WSJ
100-2       2.000 % of Value                5.000 Currency                          .000 Curr/Unit
 Landing cost type 2                .500 Curr/Wght               1.000 Curr/Unit                        .000 Curr/Unit
 CURRENCY:    USD/WSJ              USD/WSJ      USD/WSJ         USD/WSJ             USD/WSJ             USD/WSJ
```

NOTE: The contents of this report will differ depending on the number of landing costs being utilized by the selected warehouse.

This listing is produced following your responses on the Landing Factors File List Selection Screen (p. 48-12), and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.)

Landing factors (codes and methods) are printed for the indicated warehouses. Page breaks will occur for each new warehouse included in the listing.

Landing Factors File Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. This report uses the variable **Landing Factor Description** field as defined in Warehouse Numbers Maintenance (MENU IAFILE) for the column headings of those six columns.
Code	The Landing Code which represents the landing factors variable data.
Landing Cost 1 Heading	The **Landing Factor 1 Amount** and **Method** actual data will print on the first line with descriptive information to assist in understanding their relationship between the two values.
Landing Cost 2 Heading	The **Landing Factor 2 Amount** and **Method** actual data will print on the second line with descriptive information to assist in understanding their relationship between the two values.

Landing Factors File Listing

Report/Listing Fields	Description
Landing Cost 3 Heading	The **Landing Factor 3 Amount** and **Method** actual data will print on the first line with descriptive information to assist in understanding their relationship between the two values.
Landing Cost 4 Heading	The **Landing Factor 4 Amount** and **Method** actual data will print on the second line with descriptive information to assist in understanding their relationship between the two values.
Landing Cost 5 Heading	The **Landing Factor 5 Amount** and **Method** actual data will print on the first line with descriptive information to assist in understanding their relationship between the two values.
Landing Cost 6 Heading	The **Landing Factor 6 Amount** and **Method** actual data will print on the second line with descriptive information to assist in understanding their relationship between the two values.
Currency	When International Currency is installed, this line contains the currency code and exchange rate used for each individual landing factor.

CHAPTER 49

Maintaining Buyers

49

Buyer codes may be defined through this option to be used for buyer validation. Each buyer code (which has a thirty position buyer name associated with it) may be up to three characters long. Once created, you may assign a buyer code at the following levels:

- Vendor (MENU POFILE)
- Vendor/warehouse (MENU POFILE)
- Vendor/item (MENU POFILE)
- Vendor/item/warehouse (MENU POFILE)

Assigning a buyer code at the vendor/warehouse level is useful if the buyer for the warehouse is different than the overall buyer for that vendor (assigned through MENU POFILE). Assigning a buyer code at the vendor/item and/or vendor/item/warehouse level is useful if the buyer at the vendor/item level is different than the buyer at the vendor/warehouse level. Distribution A+ will update the buyer in the Inventory Management & Planning Balance File (IMBAL) or Advanced Inventory Management Balance File (AIBAL) with the appropriate buyer found at the most unique level in which the buyer exists. The Suggested Orders Report (MENU POREPT) may also be run by buyer. This would enable you to create requisitions for that buyer's items only. The item selection by buyer will be made at the most unique level in which the buyer exists.

Additionally, buyer budget levels may be assigned through this option in order to capture statistical budget/actual information on various levels. You may define buyer budgets for a buyer at the following levels:

- 1 - Warehouse
- 2-Warehouse/Vendor
- 3-Warehouse/Vendor/Buyer Item Class
- 4-Warehouse/Vendor/Buyer Item Class/Subclass
- 5- Warehouse/Buyer Item Class
- 6- Warehouse/Buyer Item Class/Subclass
- 7-Vendor
- 8- Vendor/Buyer Item Class
- 9- Vendor/Buyer Item Class/Subclass
- 10- Buyer Item Class

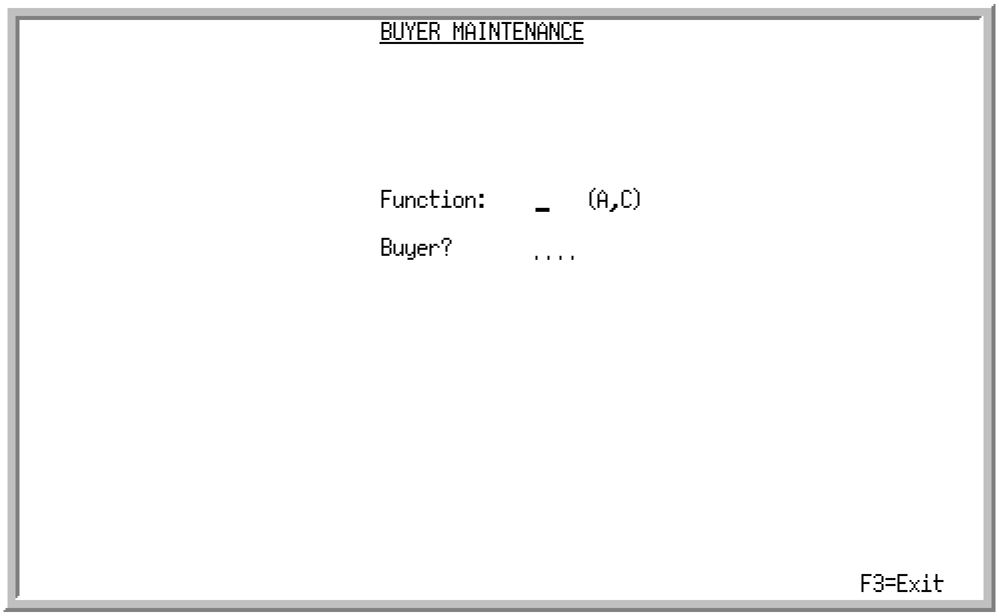
- 11- Buyer Item Class/Subclass

Buyers Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Buyer Maintenance Selection Screen	Use to select the buyer code to add or change.
Buyer Maintenance Screen	Use to enter or change the buyer name and User ID associated with the selected buyer code.

Buyer Maintenance Selection Screen

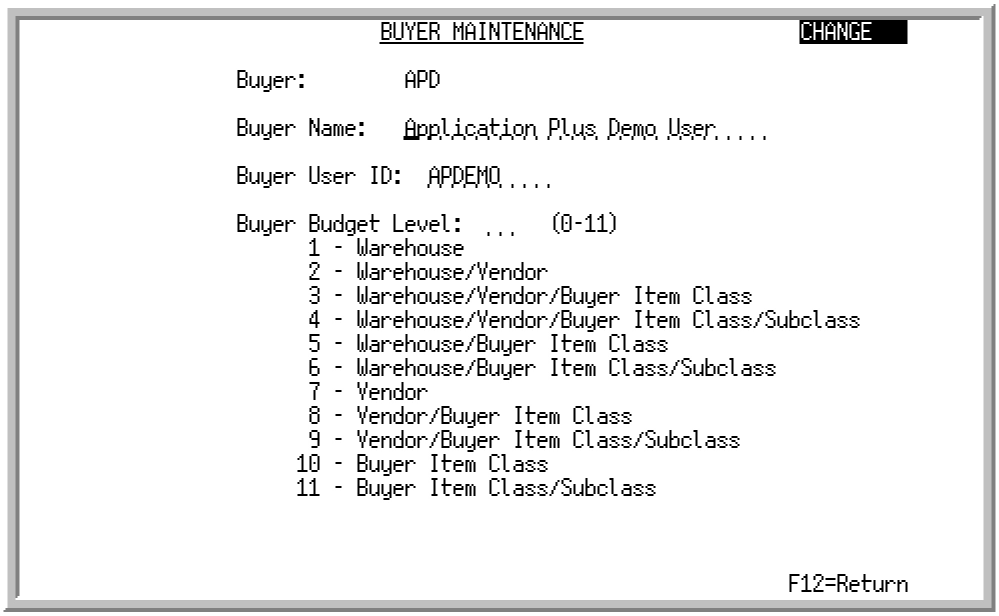


This screen displays after selecting option 7 - Buyers Maintenance (MENU POFILE). Use this screen to select the buyer code to add or change.

Buyer Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a buyer code. Key C to change an existing buyer code. (A 1) Required
Buyer	Use this field to select the buyer code to add or change. Key the desired code. This code may then be used at the vendor, vendor/ warehouse, vendor/item, and/or vendor/item/warehouse level. (A 3) Required
F3=Exit	Press F3=EXIT to exit this option and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. The Buyer Maintenance Screen (p. 49-4) will display.

Buyer Maintenance Screen



This screen displays after pressing ENTER on the Buyer Maintenance Selection Screen (p. 49-3). Use this screen to enter or change the **Buyer Name** and the **User ID** defined through Register A+ User IDs (MENU XACFIG) associated with the selected buyer code. Additionally, you may use this screen to assign a buyer budget level for the selected buyer if you wish to track statistical budget/actual data for purchasing. This level will establish the default budget level for a specific buyer for the Budget Analysis Report.

Buyer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Buyer Name	This is the description of the selected buyer code; usually the buyer's name. Key the appropriate description for this buyer code, or modify the existing description. (A 30) Required

Buyer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Buyer User ID	Use this field to enter the Buyer's User ID. Workflow Management uses the value entered in this field for each buyer to determine how to deliver and escalate messages with a Buyer or Purchasing Manager recipient code. If you plan to use alerts that send messages to the buyer or purchasing manager, you must add a **Buyer User ID** for each buyer. Suggested Orders uses the value entered in this field to replace the user ID that is running the Suggested Orders Report, if the **Assign Owner by Buyer** field is Y to allow the Buyer's User ID to be the owner of the group when they are separated out onto individual suggested order reports by buyer. If you plan to use this feature in suggested orders, then you must add a Buyer User ID for each buyer. Key the User ID for this buyer. *Valid Values:* A User ID defined through Register A+ User IDs (MENU XACFIG) (A 10) Optional
Buyer Budget Level	This field is used to enter a buyer budget level for the selected buyer. Buyer Budgets are defined through Buyer Budgets Maintenance (MENU POFIL2) and are used to track statistical budget/actual costs on a buyer level. Budgets are tracked using the budget levels you assign in this field. You may assign one of the following buyer budget levels for a buyer: • 1 - Warehouse • 2-Warehouse/Vendor • 3-Warehouse/Vendor/Buyer Item Class • 4-Warehouse/Vendor/Buyer Item Class/Subclass • 5- Warehouse/Buyer Item Class • 6- Warehouse/Buyer Item Class/Subclass • 7-Vendor • 8- Vendor/Buyer Item Class • 9- Vendor/Buyer Item Class/Subclass • 10- Buyer Item Class • 11- Buyer Item Class/Subclass Key the appropriate buyer budget level you wish to assign to the selected buyer. Key zero if you do not wish to assign a buyer budget level to the selected buyer. Statistical information will not be saved for this buyer. *Valid Values:* A valid buyer budget level (0-11) displayed on this screen. (N 2,0) Required

Buyer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Buyer Maintenance Selection Screen (p. 49-3) without updating this screen.
Enter	Press ENTER to confirm your selection. The Buyer Maintenance Selection Screen (p. 49-3) will display.

Buyers Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Buyer Code Listing	Prints the buyer codes/descriptions and buyer budget levels.

Buyer Code Listing

```
PO975  09/06/10  19.44.57       BUYER CODE LIST          AF/APDEMO       PAGE    1
Buyer Cd      Buyer Name                   Buyer Budget Lvl                          Buyer User ID:
--------------------------------------------------------------------------------------------------------
  APD         Application Plus Demo User    00 None                                  APDEMO
  APT         Application Plus Training User 00 None                                 APLUS
  ATO         AUTO WH TRANSFER              00 None
  101         Bill DeFeo                    01 Warehouse                             WDEFEO
  102         Ed Hoxie                      01 Warehouse                             EHOXIE
  103         Sammy Cooke                   00 None                                  SCOOKE
  104         Bob Brown                     01 Warehouse                             RBROWN
```

This listing is produced following your responses on the Report Options Screen, which displayed after selecting option 17 - Buyers Listing (MENU POFILE).

Buyer codes/descriptions and buyer budget levels (as defined through Buyers Maintenance) are printed.

CHAPTER 50 Maintaining Vendor/Warehouse Assignments

50

Once buyer codes have been defined through MENU POFILE, this option may be used to assign buyers at the vendor/warehouse level, allowing you to maintain information pertaining to purchases made to a vendor from a given warehouse. This is useful since there may be different buyers for each warehouse from the same vendor. You may also assign buyers at the vendor, vendor/item, and/or vendor/item/warehouse level for those situations when there are several buyers requesting products from the same vendor for the same warehouse (as in the case when a company may buy many different product lines from the same vendor).

This option should only be used if the buyer for the warehouse is different than the buyer assigned at the vendor level (through MENU POFILE).

If the **Days to Keep Vendor/Item Audit Activity** field is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), buyer changes that then updates the buyer in the vendor/item files will be tracked and can be accessed via the F18=VENDOR/ITEM ACTIVITY function key on the Vendor/Item Master Maintenance Screen (p. 44-4) in this menu option.

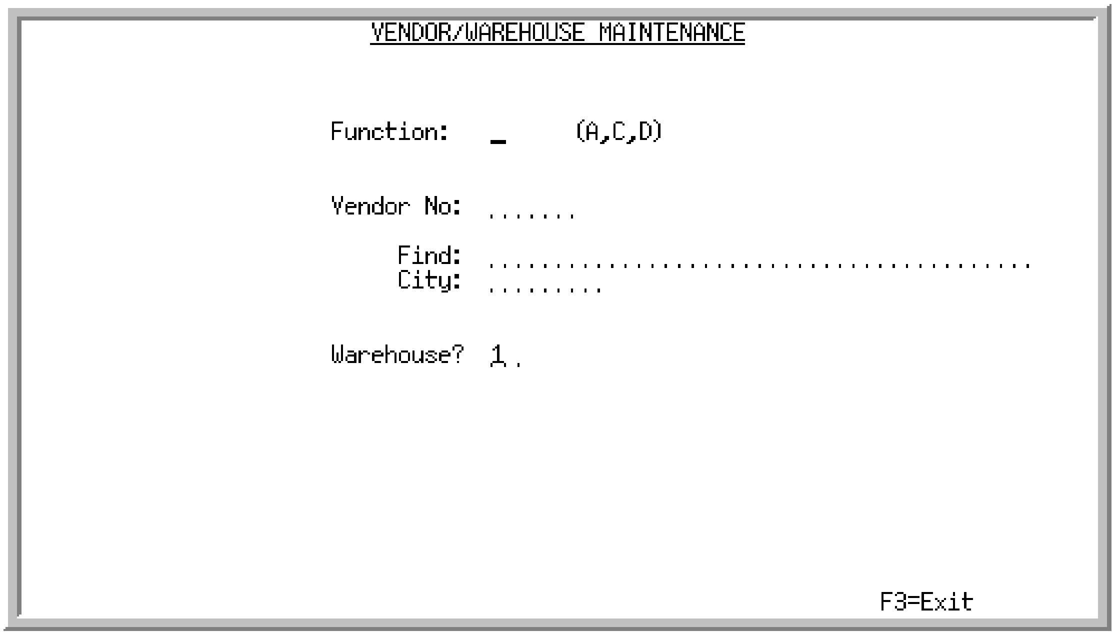
When working with vendors that require the use of Goods and Services Taxes, this option will also create the tax body assignment to a vendor and warehouse combination. This tax body will be used to calculate GST for purchase order line items during the receipt validation process in Voucher Entry (MENU APMAIN) if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2).

Vendor/Warehouse Assignments Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor/Warehouse Maintenance Selection Screen	Use to select the vendor/warehouse assignment record you wish to add, change, or delete.
Vendor/Warehouse Maintenance Screen	Use to assign a buyer to the record being added.

Vendor/Warehouse Maintenance Selection Screen



This screen displays after selecting option 8 - Vendor/Warehouse Assignments Maintenance (MENU POFILE). Use this screen to select the vendor/warehouse assignment record you wish to add, change, or delete. You then assign a buyer code to this record on the Vendor/Warehouse Maintenance Screen (p. 50-5).

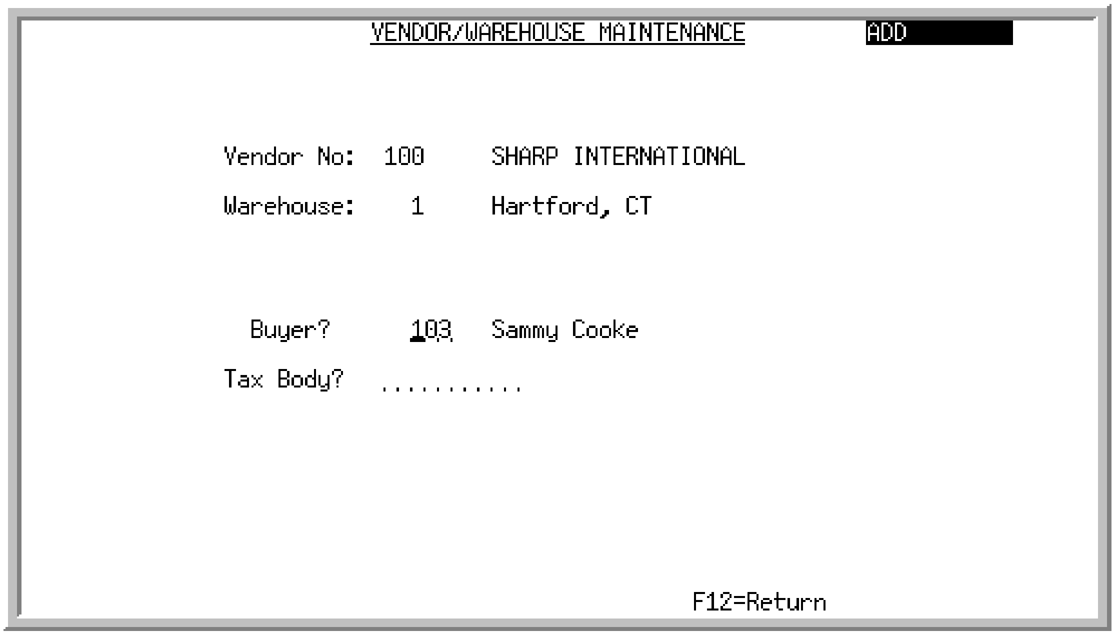
Vendor/Warehouse Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a vendor/warehouse assignment record. Key C to change an existing vendor/warehouse assignment record. Key D to delete an existing vendor/warehouse assignment record. (A 1) Required
Vendor No	Use this field to select the vendor for whom a vendor/warehouse assignment record will be created. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Required

Vendor/Warehouse Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
Warehouse	Use this field to select the warehouse for which a vendor/warehouse assignment record will be created. Key the desired warehouse. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
F3=Exit	Press F3=EXIT to exit this option and return to MENU POFILE.
Enter	Press ENTER to confirm your selections. If you entered vendor search criteria, the Vendor Search Screen (p. 43-7) will display. Otherwise, the Vendor/ Warehouse Maintenance Screen (p. 50-5) will display.

Vendor/Warehouse Maintenance Screen



This screen displays after selecting a vendor and warehouse and pressing ENTER on the Vendor/ Warehouse Maintenance Selection Screen (p. 50-3). Use this screen to assign a buyer to the record being added. You may also use this screen to change the buyer assigned to an existing record, or to delete an existing record, if in the delete mode.

For example, assume buyer 206 is assigned to vendor 100. If you change the buyer to 210, the system will change all records for vendor 100 and buyer 206 to buyer 210. A record for vendor 100 and buyer 202 would not be changed.

Vendor/Warehouse Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Buyer	Use this field to select the buyer code that will be assigned to this vendor/ warehouse assignment record. This is useful if this buyer for this warehouse is different than the buyer assigned in the Vendor Master File. Key the desired buyer code. This buyer will be used for purchases to this vendor from the indicated warehouse. If you change the buyer assigned to a vendor, when you complete the maintenance in this option, the system will update the vendor/item/ warehouse level records for the vendor and buyer. *Valid Values:* A buyer code defined through Buyers Maintenance (MENU POMAIN) (A 3) Required

Vendor/Warehouse Maintenance Screen Fields and Function Keys

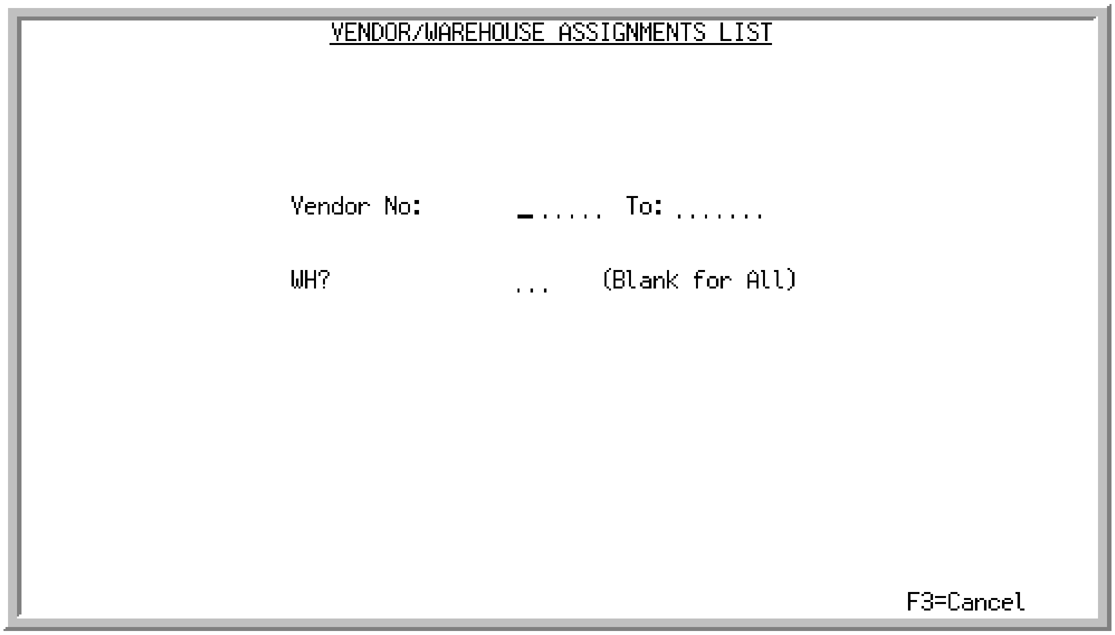
Field/Function Key	Description
Tax Body	Key the tax body you want assigned to this vendor and warehouse combination. This tax body will be used to calculate GST for purchase order line items during the receipt validation process in Voucher Entry (MENU APMAIN) if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2). *Valid Values:* A tax body created through Tax Body Maintenance (MENU OEFILE). Because this field is used to calculate the tax amount for purchases, the tax body should be one with the **Goods/Services Tax** field set to Y in Tax Body Maintenance. (A 10) Optional
F12=Return	Press the F12=RETURN function key to return to the Vendor/Warehouse Maintenance Selection Screen (p. 50-3) without saving your changes.
F24=Delete	The F24=DELETE function key appears only when you are deleting a record. Press the F24=DELETE function key to delete the record displayed. You will be prompted to press the F24=DELETE function key again to confirm deletion. The Vendor/Warehouse Maintenance Selection Screen (p. 50-3) will display and the record will be deleted.
Enter	Press ENTER to confirm your selection. The Vendor/Warehouse Maintenance Selection Screen (p. 50-3) will display.

Vendor/Warehouse Assignments Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor/Warehouse Assignments List Screen	Use to select the criteria for which the Vendor/W/H Assignments Listing (p. 50-9) will print.
Vendor/W/H Assignments Listing	Prints vendor/warehouse information defined through option 8.

Vendor/Warehouse Assignments List Screen



This screen displays after selecting option 18 -Vendor/Warehouse Assignments List Screen (MENU POFILE). Use this screen to select the criteria for which the Vendor/W/H Assignments Listing (p. 50-9) will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

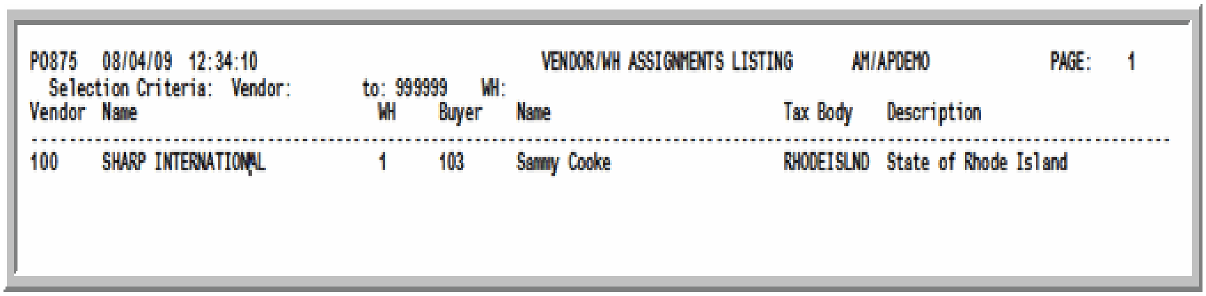
Vendor/Warehouse Assignments List Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Use this field to limit the listing to the vendor or range of vendors entered in this field. Key the range of vendors for which the listing will print. *Valid Values:* A vendor defined through Vendor Master Maintenance (MENU POFILE) (2 @ A 6) Optional

Vendor/Warehouse Assignments List Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to limit the listing to the warehouse indicated in this field. Key the warehouse for which the listing will print. Leave this field blank to print the listing for all warehouses. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display.

Vendor/W/H Assignments Listing



PO875 08/04/09 12:34:10 VENDOR/WH ASSIGNMENTS LISTING AM/APDEMO PAGE: 1
Selection Criteria: Vendor: to: 999999 WH:

Vendor	Name	WH	Buyer	Name	Tax Body	Description
100	SHARP INTERNATIONAL	1	103	Sammy Cooke	RHODEISLND	State of Rhode Island

This listing is produced following your responses on the Vendor/Warehouse Assignments List Screen (p. 50-7) and the Report Options Screen. Refer to the Appendix section of the Cross Applications User Guide for details about this screen.

Vendor/warehouse information defined on the Vendor/Warehouse Maintenance Screen (p. 50-5) is printed.

CHAPTER 51

Maintaining Vendor User Fields

51

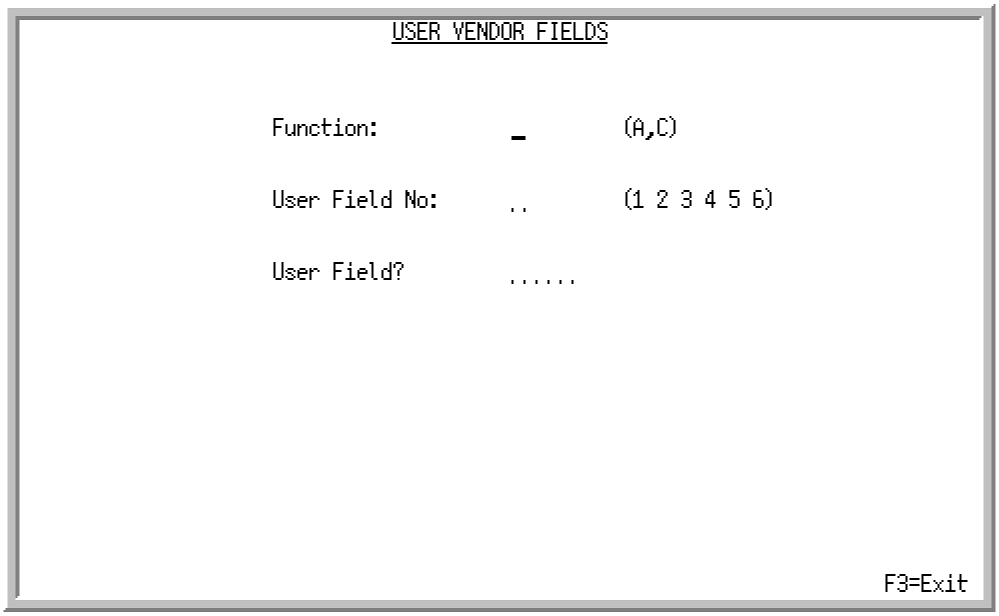
You may optionally define vendor user fields (up to 6 may be defined) and vendor user field values that can be used to categorize vendors. You may then assign these vendor user field values when adding/maintaining a vendor through Vendor Master Maintenance (MENU POFILE).

Vendor User Fields Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor User Field Maintenance Selection Screen	Use to select a vendor user field or a vendor user field value to add or change.
Vendor User Field Maintenance Screen	Use to add or change the description of the vendor user field or vendor user field value.

Vendor User Field Maintenance Selection Screen



This screen displays after selecting option 9 - Vendor User Fields Maintenance (MENU POFILE). Use this screen to select a vendor user field or a vendor user field value to add or change.

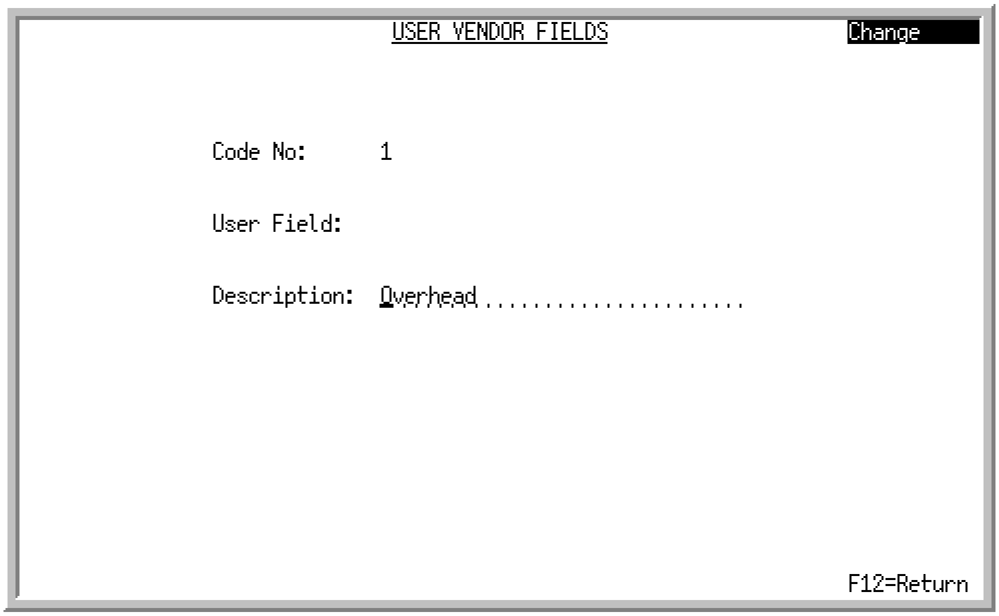
Vendor User Field Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a vendor user field (1, 2, 3, 4, 5, or 6), or to add a vendor user field value to an existing vendor user field. A vendor user field value serves as a “valid value” for a vendor user field. Key C to change the description of an existing vendor user field/vendor user field value. (A 1) Required
User Field No	Up to 6 user field numbers (vendor user fields) may be defined. Before defining a vendor user field value, you must first define the vendor user field number for which the value will be a valid value. Use the **User Field No** field without a **User Field** value keyed to maintain a vendor **User Field No** (1, 2, 3, 4, 5, or 6). Use this field with a **User Field** value keyed to maintain that vendor user field value for the selected vendor user field. Key the vendor user field number (1 - 6) that you are defining or maintaining. Once a vendor user field number has been defined, you will not be allowed to delete that number. *Valid Values:* 1 - 6 (A 1) Required

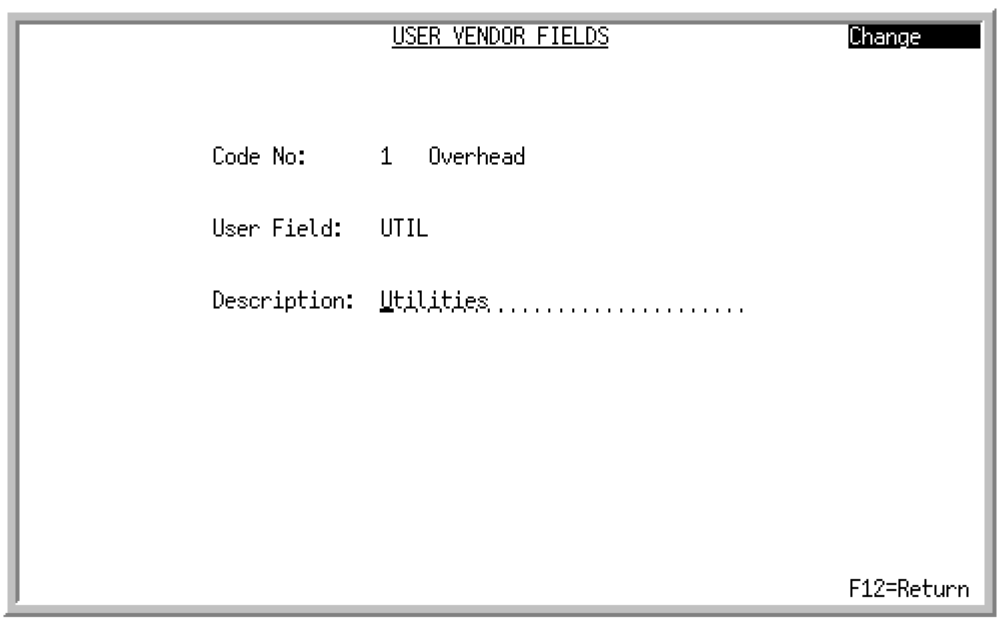
Vendor User Field Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
User Field	This field allows you to set up vendor user field values for a specific vendor user field (1 - 6). You may define as many vendor user field values as desired for each vendor user field to help categorize a vendor. When entering a vendor through Vendor Master Maintenance (MENU POFILE) you may key a vendor user field value defined here that further describes the vendor being added or maintained *Valid Values:* This field must be blank if you have not defined the vendor user field for which you wish to assign a vendor user field value. If a vendor user field has been defined, this field is optional. (A 5) Optional/Blank
F3=Exit	Press F3=EXIT to cancel this option. MENU POFILE will display.
Enter	Press ENTER to confirm your selections. The Vendor User Field Maintenance Screen (p. 51-4) will display.

Vendor User Field Maintenance Screen



Vendor User Field Maintenance Screen



This screen displays after pressing ENTER on the Vendor User Field Maintenance Selection Screen (p. 51-2). Use this screen to add or change the description of the vendor user field or vendor user field value.

Vendor User Field Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Code No	The vendor user field **Code No** (1 - 6) you are adding/maintaining. If the field has already been defined, the description will display as well. Display
User Field	The vendor user field value being maintained for the selected vendor user field. If you are maintaining the vendor user field (as opposed to a vendor user field value), this field will be blank. Display
Description	If you are adding/maintaining a vendor user field **Code No** (1 - 6), this is the description of the **Code No**. If you are adding/maintaining a vendor user field value, this is the description of the **User Field**. Key the description of the vendor user field **Code No** or vendor **User Field** value. **Example:** : If you are defining vendor user field 1, you might enter Allows Returns for the description. Then, you may set up the vendor user field value Y for vendor user field 1, and key a description such as Yes, Allows Returns. NOTE: When adding a customer through Vendor Master Maintenance (MENU POFILE), the description keyed here will display on the Vendor Master Maintenance (2) Screen. If you define all 6 vendor user fields, all 6 descriptions will display. You may then key actual vendor user field values that further define the vendor, if desired. (A 30) Required
F12=Return	Press F12=RETURN to return to the Vendor User Field Maintenance Selection Screen (p. 51-2).
Enter	Press ENTER to update the description. The Vendor User Field Maintenance Selection Screen (p. 51-2) will display.

Vendor User Fields Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor User Field Listing	Prints the vendor user field value(s) and description(s) for each vendor user field defined (up to 6 may be defined).

Vendor User Field Listing

```
PO836  09/06/10  19.45.56                 USER VENDOR FIELD LISTING                  AF/APDEMO   PAGE   1
                                         USER VENDOR FIELD NUMBER: 1
                                     USER FIELD   Overhead
-------------------------------------------------------------------------------------------------------
                                      UTIL      Utilities
```

This listing prints after entering responses on the Report Options Screen (refer to the Appendix section of the Cross Applications User Guide for details about this screen.) The Report Options Screen displays after selecting option 19 - Vendor User Fields Listing (MENU POFILE).

For each vendor user field defined (up to 6 may be defined), the vendor user field value(s) and description(s) are printed. This listing is sequenced by vendor user field.

For a description of the data printed on this report, refer to the Vendor User Field Maintenance Screen (p. 51-4)).

CHAPTER 52 Maintaining Event Codes 52

Maintaining Event Codes

Event codes are characters (letters, numbers, symbols) assigned to descriptions of events that regularly occur while conducting domestic or international business. Recurring events associated with a PO receiver may be assigned codes so that these events can be quickly entered on the PO Receiver Note Pad and transactions can be easily tracked. You may maintain the note pad through Enter or Change Receivers or PO Receipts (MENU POMAIN) or the Item Inquiry (refer to the Appendix section of the Purchasing User Guide for details).

Use this option to create and maintain codes for recurring events you wish to record and track.

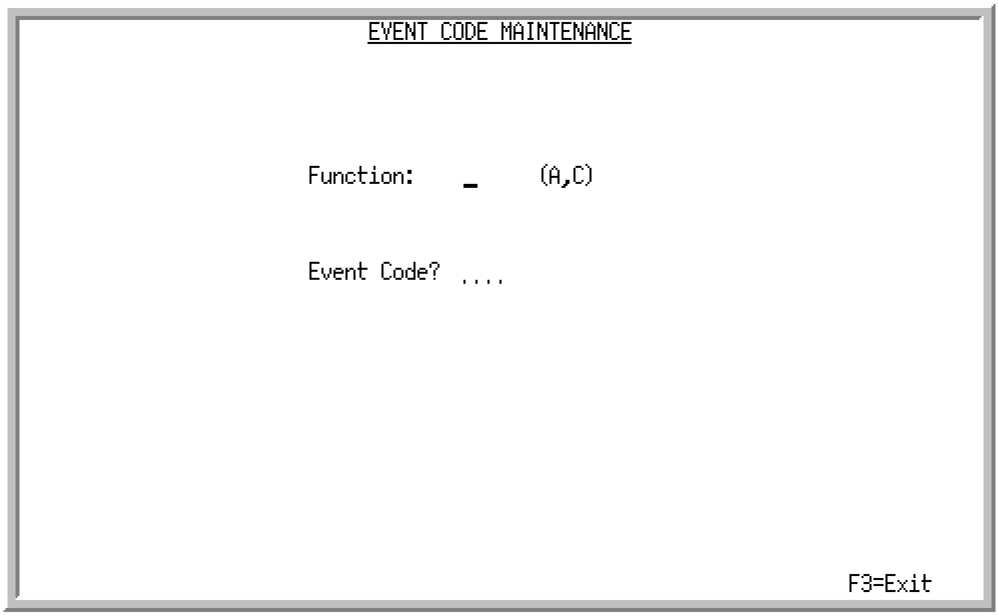
NOTE: If you have International Currency installed, the same event codes also may be created and maintained through Event Codes Maintenance (MENU ICFILE). A Currency Contract Note Pad [see Currency Contract Inquiry (MENU ICMAIN)] also is provided so that events may be entered for a contract. Refer to the International Currency User Guide for information related to currency contracts.

Event Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Event Codes Maintenance Selection Screen	Use to add or change an event code.
Event Codes Maintenance Screen	Use to enter a description for the event you are adding or to change the description of an existing event.

Event Codes Maintenance Selection Screen

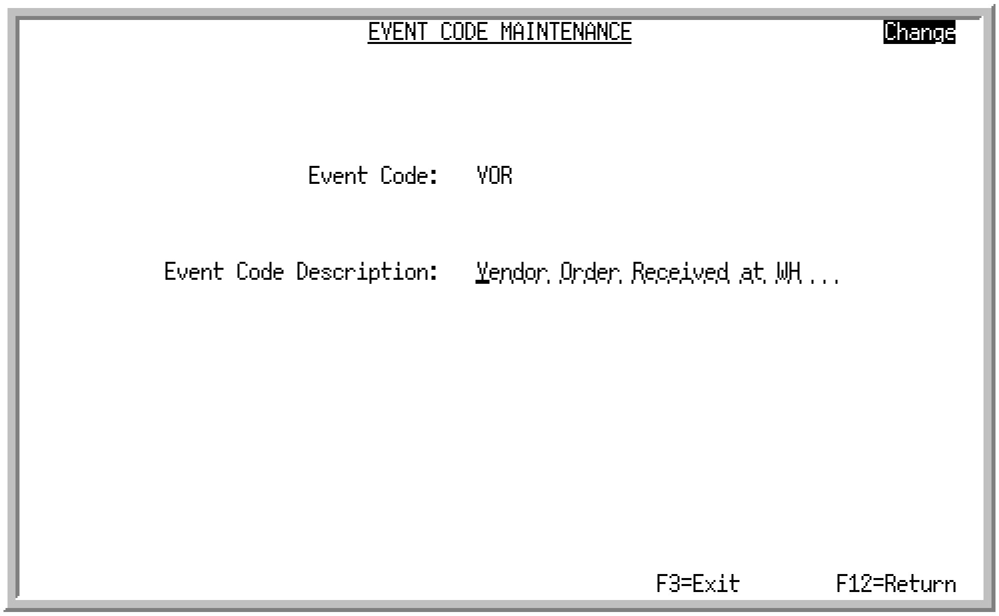


This screen displays after selecting option 10 - Event Code Maintenance (MENU POFILE) or option 5 - Event Code Maintenance (MENU ICFILE). Use this screen to add or change an event code.

Event Codes Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new event code. Key C to change an existing event code. (A 1) Required
Event Code	Use this field to enter the code you want to add or change. Key up to three characters to be representative of this event. (A 3) Required
F3=Exit	Press F3=Exit to cancel this operation and return to MENU POFILE or MENU ICFILE.
Enter	Press Enter to accept your selection. The Event Codes Maintenance Screen (p. 52-3) will display.

Event Codes Maintenance Screen



This screen displays after entering a **Function** and **Event Code** and pressing ENTER from the Event Codes Maintenance Selection Screen (p. 52-2). Use this screen to enter a description for the event you are adding or to change the description of an existing event.

Event Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Event Code	This field displays the event code you entered on the Event Codes Maintenance Selection Screen (p. 52-2). Display
Event Code Description	Use this field to enter the description for a new event or to change the description of an existing event. Key a description. Use this field to enter the description for a new event or to change the description of an existing event. (A 30) Required
F3=Exit	Press F3=EXIT to cancel this operation and return to MENU POFILE or MENU ICFILE.
F12=Return	Press ENTER to cancel this operation and return to the Event Codes Maintenance Selection Screen (p. 52-2).
Enter	Press ENTER to confirm the description and return to the Event Codes Maintenance Selection Screen (p. 52-2).

Event Code Listing

The reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Event Codes Listing	Prints all defined event codes and their descriptions.

Event Codes Listing

```
PO961  09/06/10  19.46.05        EVENT CODES LIST       AF/  APDEMO   PAGE     1
 Event Code   Description
 ----------------------------------------------------------------------------------
    CIV       Customer Invoice Sent
    VIV       Vendor Invoice Received
    VOC       Vendor Order Received/Customs
    VOR       Vendor Order Received at WH
    100       In-transit Truck or Rail
    200       In-transit Water
    300       European Customs
    400       USA Customs
    500       Canadian Customs
```

This report prints after pressing ENTER on the Report Options Screen, which displays after selecting option 21 - Event Code Listing (MENU POFILE) or option 15 - Event Code Listing (MENU ICFILE).

All defined event codes and their descriptions will print on this listing. Refer to Event Codes Maintenance (MENU POFILE/MENU ICFILE) for details.

CHAPTER 53

Create Default Vendor/Item Information from Item Master/Item Balance

53

Vendor/Item information can be manually keyed through Vendor/Item Information Maintenance (MENU POFILE), or automatically generated using this option. To minimize the effort of setting up the information, use this option to create default vendor/item information for a selected group of vendors, item classes and/or items based on your Item Balance File (ITBAL) data [maintained through Item Balance Maintenance (MENU IAFILE)]. For each warehouse/item that has been created through Item Balance Maintenance (MENU IAFILE), this option creates an entry in the Vendor/Item File and Vendor/Item Price File for the warehouse/item's primary vendor. Additional information for the item is retrieved from the Item Master File, maintained through Item Master Maintenance (MENU IAFILE).

NOTE: Each vendor must be a primary vendor in the Item Balance File in order for records to be created.

Vendor/item records can also be automatically defined for warehouse transfer vendors. However, note that since the costing used for warehouse transfers comes from the options defined through Purchasing Options Maintenance (MENU XAFILE), the costing information is not defined here. Also note that since this costing information is not available for warehouse transfer vendors, multi currency landing costs are not permitted.

When the vendor/item information is defined for warehouse transfer vendors through this option, the buying unit of measure will default to the first unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) and the costing unit of measure will default to the pricing unit of measure. Both of these fields are protected and cannot be changed.

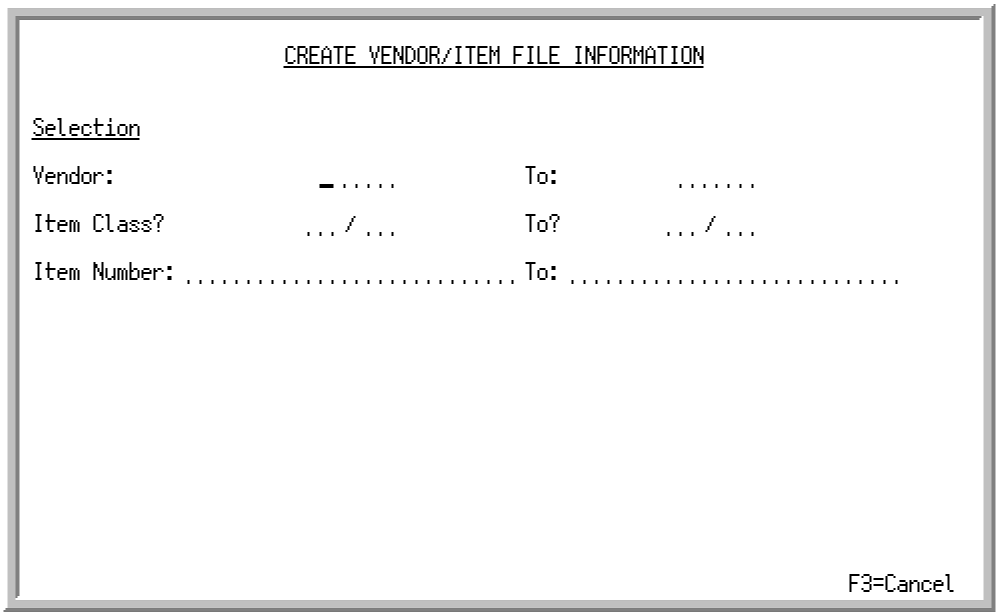
NOTE: When PO vendor/item and/or PO vendor/item/price file records are updated and **Days to Keep Vendor/Item Audit Activity** is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item activity will be tracked.

Create Default Vendor/Item Information from Item Master/Item Balance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Create Vendor/Item File Information Screen	Use to select the default ordering information for the Vendor/Item File and Vendor/Item Price File.
Vendor/Item Master File Update From Item Balance Report	Prints vendor/item and vendor/item price information that was updated from the Item Balance File.
Vendor/Item Master File Update From Item Balance Report - Errors	Prints vendor/item and vendor/item price information that was not updated from the Item Balance File due to errors found in the data.

Create Vendor/Item File Information Screen



This screen displays from option 20 - Create Default Vendor/Item Information from Item Master/Item Balance. Use this screen to select the default ordering information for the Vendor/Item File and Vendor/Item Price File.

Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges.

Create Vendor/Item File Information Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the range of vendors for which default ordering information will be used. *Valid Values:* Must be a primary vendor in the Item Balance File (ITBAL); item balance records are defined through Item Balance Maintenance (MENU IAFILE) (2 @ N 6,0) Optional
Item Class	Key the range of item classes for which default ordering information will be used. *Valid Values:* Must be a valid item class in Item Class/Sub Class Maintenance (MENU IAFILE) (2 @ A 2) Optional

Create Vendor/Item File Information Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of items that will be used to create default vendor/item and vendor/item price information. *Valid Values:* Must be a valid item number in Item Master Maintenance (ITMST); items are defined through Item Master Maintenance (MENU IAFILE) (2 @ A 27) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU POFILE.
Enter	Press ENTER to confirm your selections and update the Vendor/Item File and Vendor/Item Price File with new information. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor/Item Master File Update From Item Balance Report

```
 P0915    26/05/11 11:02:32                         VENDOR/ITEM MASTER                              AX/APDEMO   PAGE:    1
                                                   FILE UPDATE FROM ITBAL
All Vendors                        All Classes            All Items
======================================================================================================================
                                                VENDOR/ITEM MASTER FILE RECORDS
ITEM NUMBER                        MANUFACTURERS NUMBER    MANUFACTURERS DESCRIPTION       VENDOR NUMBER          COST
======================================================================================================================
F4001                              728293                  20 Watt, 12 Volt MR-16 Halogen    IC4000         106.09693 PS<
                                                                                                             10.99450 US$
F4002                              728290                  60 Watt, 120 Volt Halogen         IC4000         132.63443 PS<
                                                                                                             13.74450 US$
F4003-100                          450771                  100 Watt, Double-Ended Base       IC4000          58.32943 PS<
                                                                                                              6.04450 US$
F4003-50                           450775                  50 Watt, Double-Ended Base        IC4000          58.32943 PS<
                                                                                                              6.04450 US$
C250                               K4317                   Seth Thomas Desk Set              IC8000         126.35574 B#S
                                                                                                             75.38383 US$
A850                               FHP1                    Bond Paper                        100             50.00000
A860                               HHP1                    Bond Paper                        100             50.00000
A870                               FHP2                    Bond Paper                        100             50.00000
A880                               HHP2                    Bond Paper                        100             50.00000
S200                               FG-7200                 Sharp Copier Toner - suspended    100              4.99000
A580R                              XJC8796                 File Folders - Manilla replace    1400             6.87000
A590                               XJC8796                 File Folders - Manilla   ITMST    1400             5.91551
A120                               YZ-103                  Sharp Super Sensitive Fax Paper   2               90.83250

TOTAL RECORDS READ:    723      RECORDS ADDED:    130      ERROR RECORDS:     0
```

Vendor/Item Master File Update From Item Balance Report - Errors

```
 P0915  26/05/11   11:37:20                         VENDOR/ITEM MASTER                              AX/APDEMO   PAGE:    1
                                                   FILE UPDATE FROM ITBAL
All Vendors                        All Classes            All Items
======================================================================================================================
                                                VENDOR/ITEM MASTER FILE ERROR RECORDS
ITEM NUMBER                        MANUFACTURERS NUMBER    MANUFACTURERS DESCRIPTION       VENDOR NUMBER          COST
======================================================================================================================
                  *** VENDOR IC4   IS NOT ON FILE ***
F4001                              728293                  20 Watt, 12 Volt MR-16 Halogen    IC4                 10.99450
```

This report prints following your selections on the Create Vendor/Item File Information Screen (p. 53-3), and the Report Options Screen. Refer to the Appendix section of the Cross Applications User Guide for details about this screen.

Use this report to review the vendor/item and vendor/item price information that was updated from the Item Balance File.

When this report is generated, a Vendor/Item Master File Update From Item Balance Report - Errors also prints. This report prints invalid vendor and invalid unit of measure error information from the Vendor/Item Master File Update. This report is identical the report shown above with the exception that all printed information is in regard only to any associated errors.

Vendor/Item Master File Update From Item Balance Report

Report/Listing Fields	Description
Item Number	The item number added to the Vendor/Item File (VNITM) and Vendor/ Item Price File (VIPRC).
Manufacturers Number	The manufacutrer’s item number used for the item that was added.

Vendor/Item Master File Update From Item Balance Report

Report/Listing Fields	Description
Manufacturers Description	The description information used to create the manufacturers description in the Vendor/Item File (VNITM) and Vendor/Item Price File (VIPRC).
Vendor Number	The primary vendor from the Item Balance File (ITBAL) used to create the Vendor/Item File (VNITM) and Vendor/Item Price File (VIPRC).
Cost	The type of cost (standard, user, or average) is determined by the costing value (S, U, or A) in the Item Balance File. If Order Entry is installed, this costing value is entered through Order Entry Options Maintenance (MENU XAFILE). If Order Entry is not installed, the type of cost will default to the average cost. When International Currency is installed, the cost printed is displayed in the vendor’s trading currency and the company’s local currency is displayed on the line below. Each cost amount is followed by the appropriate currency symbol.
Total Records Read	The total number of records read based on the selection criteria selected.
Records Added	The total number of records added from the total records read.
Error Records	The total number of records found to be in error from the qualifying available records read.

CHAPTER 54 Maintaining Country Names

54

Country names comprise a country ID (such as “FRN” for France) and a description for that ID (such as “France” for the ID FRN). Once created, the country names can be assigned to customers, vendors, and warehouses to be included in the address information that would normally be included on any documents/forms/labels (such as, invoices, purchase orders, shipping labels, etc.) for those customers, vendors, and warehouses.

In addition to country names being used for printing information on documents/forms/ labels, country names are also used for European Community trade reports and for country of origin restrictions. For example, country names maintained through this option as belonging to the European Community (EC) will determine that data required for EC trade reports is captured and stored in the system for customers/vendors/warehouses to which the country names are assigned. Additionally, if country of origin restrictions are to be used [as determined through System Options Maintenance (MENU XAFILE)], those restrictions would be established for the applicable countries through this option. This would result in various buying/selling functions throughout the application editing for those restrictions to ensure items are not processed between countries for which restrictions exist.

Use the Country Names Maintenance option to create country names for customers, vendors, and warehouses. Country names can be assigned to customers through Customer/Ship-to Master Maintenance (MENU ARFILE), vendors through Vendor Master Maintenance (MENU POFILE/ MENU APFILE), and warehouses through Warehouse Numbers Maintenance (MENU IAFILE). Also use this menu option to establish any country of origin restrictions required for your processing.

You can print a list of defined country names using the Country Names Listing option. This listing shows the country IDs, country names, and other information defined through Country Names Maintenance.

NOTE: Country names can be created through this menu option or Country Names Maintenance (MENU POFILE). The creation of country names through both menu options will update the same file.

Refer to Country Names Maintenance (MENU ARFIL2) in the Accounts Receivable User Guide for a complete explanation of this menu option.

CHAPTER 55 **Maintaining Vendor Contracts** 55

Use this option to add, change, delete, suspend, or reinstate vendor price contracts. Once a contract is defined here, the discounted item cost will be retrieved whenever you enter purchase order requisitions that meet the terms of the contract.

NOTE: To use vendor contracts, the **Use Vendor Contracts** field in PO Company Options Maintenance (MENU XAFILE) must be set to Y.

A vendor contract consists of the following:

- Contract number (optional)
- Start and end dates
- Item number
- Unit cost
- As many as five quantity breaks that offer a discounted cost or percentage discount when you purchase a minimum quantity

- OR -

- A “buy/get” special that offers additional items at no charge, at a discounted cost, or at a percentage discount when you purchase a minimum quantity.

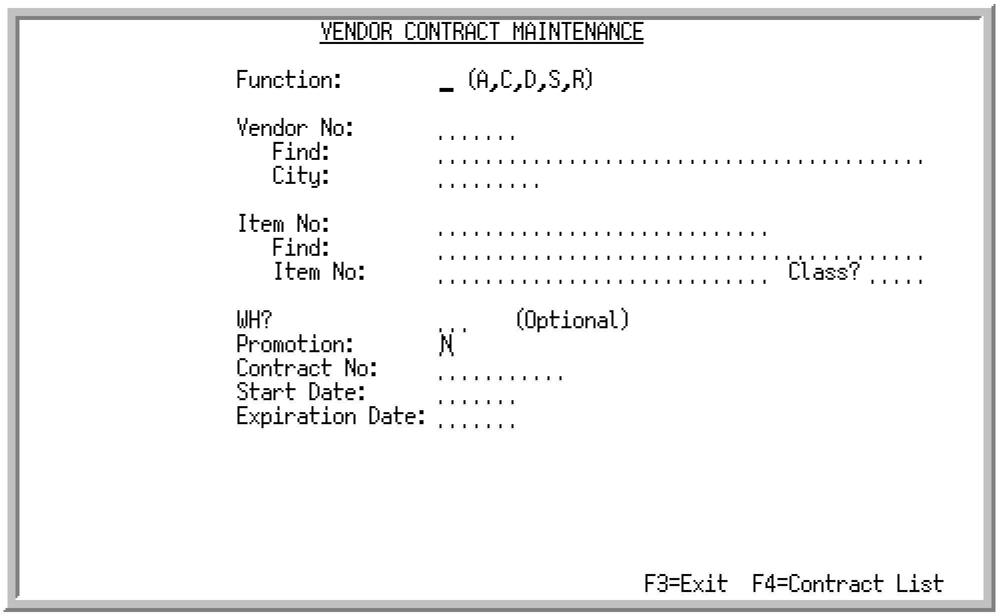
Vendor Contracts Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Contract Maintenance Selection Screen	Use to select a vendor contract to be added, changed, deleted, suspended, or reinstated.

Title	Purpose
Vendor/Item Contract List Screen	Use to view information about this vendor’s contracts and select a contract for the function you are performing.
Vendor Contract Maintenance Screen	Use to enter contract information when adding or changing a contract. You can also use it to suspend, reactivate, or delete a contract.

Vendor Contract Maintenance Selection Screen



VENDOR CONTRACT MAINTENANCE

Function: _ (A,C,D,S,R)

Vendor No: ....
Find: ....
City: ....

Item No: ....
Find: ....
Item No: .... Class? .....

WH? ... (Optional)
Promotion: N
Contract No: ....
Start Date: ....
Expiration Date: ....

F3=Exit F4=Contract List

This screen appears after selecting option 1 - Vendor Contracts Maintenance (MENU POFIL2). Use this screen to select a vendor contract to be added, changed, deleted, suspended, or reinstated.

Vendor Contract Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new vendor contract. A vendor/item record must exist for the vendor and item specified on the contract. To create a vendor/item record, use Vendor/Item Information Maintenance (MENU POFILE). Key C to change an existing vendor contract. Key D to delete an existing vendor contract. You cannot delete a contract until all purchase orders based on it have been received complete or closed. Key S to suspend an existing vendor contract, which prohibits users from entering new purchase requisitions based on the contract. This is useful when you want to delete a contract but there are open orders against it. Key R to reactivate a suspended vendor contract. (A 1) Required

Vendor Contract Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Use this field to specify the vendor for which you are adding, changing, deleting, suspending, or reinstating a contract. Key the appropriate vendor number. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches, refer to the Cross Applications User Guide. (A 8) Optional
Item No	Use this field to specify the item for which you are adding, changing, deleting, suspending, or reinstating a contract. Key the appropriate item number. If you do not know the item number, use the **Find** and **Item No** fields to activate the Item Description Search feature. *Valid Values:* An item number associated with a vendor through Item Balance Maintenance (MENU IAFILE). (A 27) Required

Vendor Contract Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 4) Optional

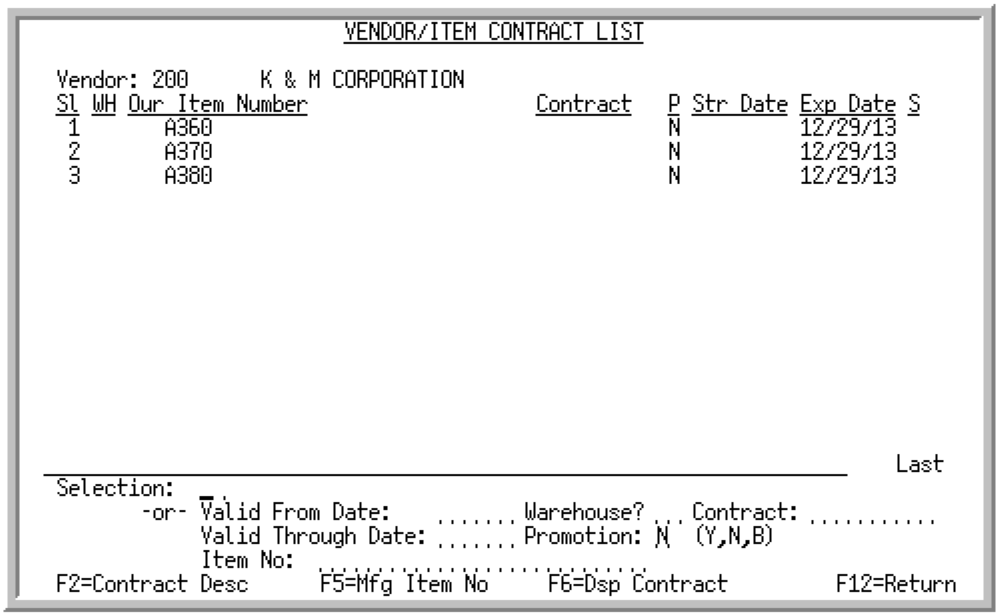
Vendor Contract Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	When the contract price applies only to items ordered from a particular warehouse, use this field to specify the warehouse. If the contract price for this item applies to all warehouses, leave this field blank. Key the warehouse ID. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Promotion	This field is reserved for future use and is not currently used in the application. Leave this field set to N. Setting this field to Y may prevent contracts from being used in other areas, such as, Enter or Change Requisitions (MENU POMAIN). *Default Value:* N (A 1) Required
Contract No	Use this field to specify a contract number for identification purposes. Typically, you assign a number to a contract when you have more than one contract for the same vendor and item. **Important** If a contract has a number assigned to it, you must key that number during requisition entry to take advantage of contract pricing. Key a contract number that is unique to this vendor/item combination. (A 10) Optional
Start Date	Use this field to specify the date the contract will go into effect. Key a date that is prior to the **Expiration Date**. If you leave this field blank, the date 00/00/00 is used. *Valid Values:* Key a date that is less than the **Expiration Date**, using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6, 0) Optional

Vendor Contract Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Expiration Date	Use this field to specify the last day the contract will be in effect. Key a date that is later than the **Start Date**. If you leave this field blank, the date 99/99/99 is used. *Valid Values:* Key a date that is greater than the **Start Date**, using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6, 0) Optional
F3=Exit	Press F3=EXIT to exit the option and return to MENU POFIL2.
F4=Contract List	After entering a vendor number, press the F4=CONTRACT LIST function key to display the Vendor/Item Contract List Screen (p. 55-8), from which you can select a contract to change, delete, suspend, or reactivate. NOTE: To limit the contract list further, enter a value in one or more of the other fields before pressing F4=CONTRACT LIST
Enter	Press the ENTER key to confirm your selections. If there is vendor search criteria, the Vendor Search Screen (p. 43-7) appears. If there is item search criteria, the Item Description Search Screen appears. Refer to the Inventory Accounting User Guide for information on this screen. The Vendor Contract Maintenance Screen (p. 55-15) appears.

Vendor/Item Contract List Screen



This screen appears after you enter a vendor number and press F4=CONTRACT LIST on the Vendor Contract Maintenance Selection Screen (p. 55-3). You can also display this screen by pressing the F16=CNTR LIST function key on the Requisition/Purchase Order Item Detail Entry Screen (p. 6-38), press F16=CONTRACT LIST on the Requisition/Purchase Order Maintenance Header Screen (p. 6-13), or press the F16=CONTRACTS function key on the Suggested Order Maintenance Screen (p. 35-36).

Use this screen to view information about this vendor's contracts and select a contract for the function you are performing. Using the fields at the bottom of this screen, you can change the list, displaying only contracts that meet one or more of the following selection criteria:

- Valid From Date (Start Date)
- Valid Through Date (Expiration Date)
- Item Number
- Warehouse
- Promotion
- Contract Number

When displayed from within Enter or Change Requisitions (MENU POMAIN) and Suggested Order Maintenance (MENU POREPT), these limiting fields may be filled in with dates, a warehouse, or an item number. To see all contracts, simply clear the limiting criteria.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Vendor/Item Contract List Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the selected vendor. Display
Sl	The reference number to be keyed in the **Selection** field when choosing a contract for the function you are performing. Display
WH	The warehouse number if the contract is warehouse-specific. The list contains contracts for the specified warehouse only. If you did not select a warehouse, the list contains only contracts that are not warehouse-specific and this column will be blank. Display
Our Item Number/Mfg Item Number Contract Description	Our item number and the manufacturer's item number will toggle with the F5=MFG ITEM NO / F5=OUR ITEM NO. Press F2=CONTRACT DESC / F2=ITEM NO to toggle the display of this item number information to the contract description information. Display
Contract	The contract number assigned to the contract. Display
P	This column appears only when viewing this screen from the Vendor Contract Maintenance Selection Screen (p. 55-3). If contract is a promotion, Y appears; otherwise, N appears. Display
Str Date:	The start date when the contract becomes effective. Display
Exp Date	The expiration date for the end of the contract pricing and discounts. Display
S	Suspended contracts are displayed only when viewing this screen from the Vendor Contract Maintenance Selection Screen (p. 55-3). If contract is suspended, S appears. Display
Selection	Use this field to select a contract for the function you are performing. Key the reference number from the **Sl** column. (N 2, 0) Optional

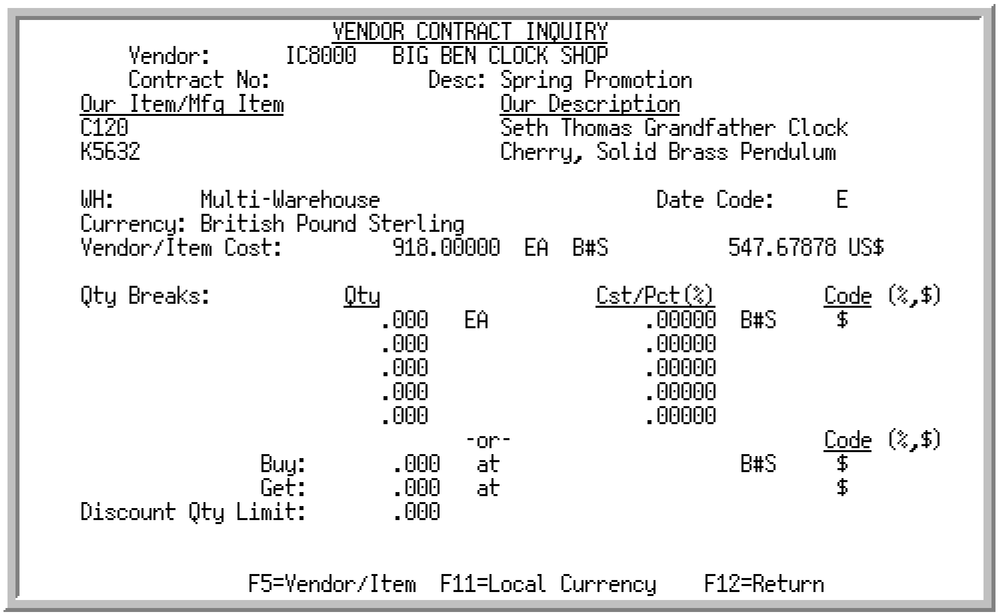
Vendor/Item Contract List Screen Fields and Function Keys

Field/Function Key	Description
Valid From Date	Use this field to limit the list to contracts that are in effect after a particular date. To display contracts that are in effect over a certain period of time, key a date in the **Valid Through Date** field also. Key a start date. The updated list will contain only contracts that go into effect on or after this date. *Default Value:* Blank; from within Enter or Change Requisitions (MENU POMAIN) the requisition order date defaults into this field. From within Suggested Order Maintenance (MENU POREPT), today's date will default. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6, 0) Optional
Warehouse	Use this field to change the warehouse for which you want to display contracts. Key a warehouse ID to display warehouse-specific contracts. Leave this field blank to display contracts that are not warehouse-specific. *Valid Values:* A warehouse identification code defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
Contract	Use this field to limit the list to contracts with a particular contract number. Key a contract number. The updated list will contain only contracts with this number. *Valid Values:* A contract defined through Vendor Contract Maintenance (MENU POFIL2). (A 10) Optional
Valid Through Date	Use this field to limit the list to contracts that are in effect until a particular date. Key an expiration date. The updated list will contain only contracts that are in effect up to and including this date. *Default Value:* Blank; from within Enter or Change Requisitions (MENU POMAIN) the requisition or item due date defaults into this field. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Vendor/Item Contract List Screen Fields and Function Keys

Field/Function Key	Description
Promotion	This field appears only when viewing this screen from the Vendor Contract Maintenance Selection Screen (p. 55-3). Use this field to change the type of contracts that appear in the list. You can display promotional contracts, non-promotional contracts, or both types of contracts. Key Y to display promotional contracts (i.e., contracts that were entered as a promotion). Key N to display non-promotional contracts. Key B or leave the field blank to display promotional and non-promotional contracts. *Default Value:* N (A 1) Optional
Item No	Use this field to limit the list to contracts for a particular item. Key an item number. The updated list will contain only contracts for this item. *Valid Values:* An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Optional
F2=Contract Desc/ F2=Item No	Press the F2=Contract Desc / F2=Item No function key to toggle between displaying the contract description and the number of the item on the contract.
F5=Mfg Item No/ F5=Our Item No	When displaying the item number, use the F5=Mfg Item No / F5=Our Item No function key to toggle between the manufacturer's item number and our item number.
F6=Dsp Contract	After keying a selection number for a contract, press the F6=Dsp Contract key to display the Vendor Contract Inquiry Screen (p. 55-12), which provides additional information about the contract.
F12=Return	Press the F12=Return function key to return to the previous screen.
Enter	After keying a selection number for a contract, press the Enter key to select the contract for the function you are performing. After keying list criteria in one or more fields at the bottom of the screen, press the Enter key to update the list.

Vendor Contract Inquiry Screen



This screen displays when you press F6=DSP CONTRACT on the Vendor Contract Maintenance Screen (p. 55-15). Use this screen to review the details of the contract for this vendor/item.

All the fields on this screen are display only and cannot be changed.

Vendor Contract Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor entered on the Vendor Contract Maintenance Selection Screen (p. 55-3).
Contract No	The contract number if one was specified on the Vendor Contract Maintenance Selection Screen (p. 55-3).
Desc	This is the description for this contract.
Our Item/Mfg Item	The item number and manufacturer's number (beneath the item number) for the item entered on the Vendor Contract Maintenance Selection Screen (p. 55-3).
Our Description	The item description for the item entered on the Vendor Contract Maintenance Selection Screen (p. 55-3).
WH	The warehouse ID and name for the warehouse entered on the Vendor Contract Maintenance Selection Screen (p. 55-3). If the contract is not warehouse-specific (i.e., no warehouse is specified), Multi-Warehouse is displayed.

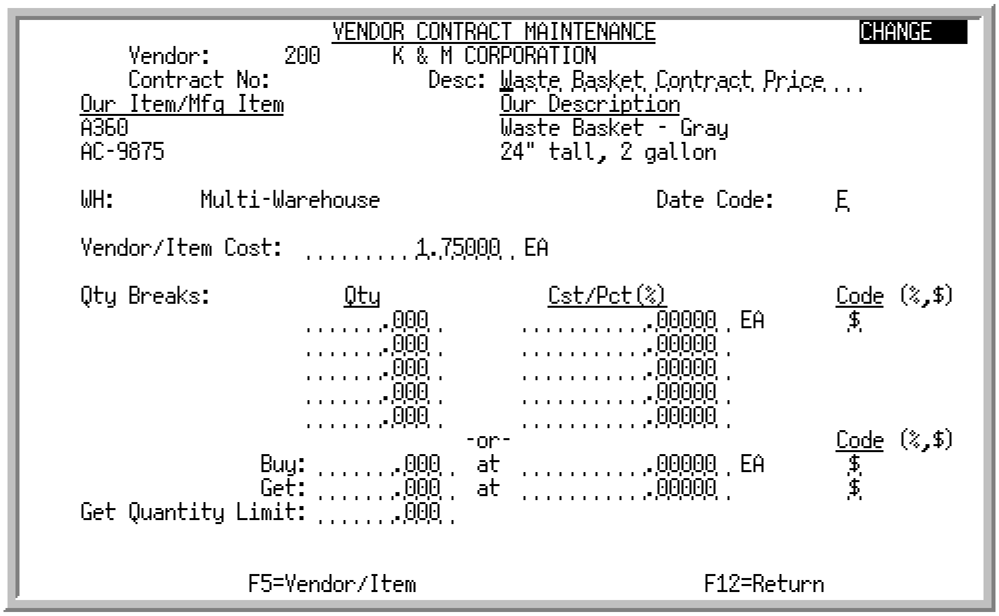
Vendor Contract Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Date Code	The date code is used to specify whether to compare the requisition entry date or due date to the contract start and expiration dates when determining if a contract is valid. The validity of contracts is checked when you enter purchase requisitions. The entry date (E) is the date the requisition is entered. The due date (D) is the date specified on the Requisition Item Detail Entry Screen in Enter or Change Requisitions (MENU POMAIN).
Currency	The **Currency** field only displays when International Currency is installed. The **Currency** field displays the description of the vendor's default trading currency defined through Vendors Maintenance (MENU APFILE/MENU POFILE).
Vendor/Item Cost	The **Vendor/Item Cost** specifies the item cost to which contract discounts will be applied. If this cost displays as zero, the contract will use the base cost as defined though Vendor /Item Information (MENU POFILE). If there is a cost shown, the value represents the cost specified on the contract. When International Currency is installed, the item's cost is displayed in the vendor's trading currency. The company's local currency equivalent (based on the default company) amount appears to the right of the trading currency. You can also press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between the vendor's trading currency and company's local currency. The currency symbol always appears to the right of each amount.
Qty Breaks: Qty	This field with the **Qty Breaks: Cst/Pct (%)** and **Qty Breaks: Code (%,$)** fields is used to specify as many as five quantity breaks for which this vendor offers a discount. Each of the quantities in this field must have a corresponding value in the **Qty Breaks: Cst/Pct (%)** field. The quantities are keyed in descending order (i.e., from largest to smallest). This field is blank if this contract is a **Buy/Get** special.
Qty Breaks: Cst/Pct (%)	This field together with the **Qty Breaks: Qty** and the **Qty Breaks: Code (%,$)** fields specify either the discounted unit cost amount or the discount percent that is applied to the **Vendor/Item Cost** for each corresponding quantity break in the **Qty Breaks: Qty** field. Unit cost contracts will display the discounted cost for the buying unit of measure, displayed in ascending order (i.e., from lowest to highest) defining lower unit costs for larger order quantities. Discount percent contracts will display the percent of the **Vendor/Item Cost** that is subtracted from the cost when you purchase the quantity specified in the **Qty Breaks: Qty** field. When International Currency is installed, the amounts are expressed in the vendor's trading currency. To view local currency equivalent amounts, press F11=LOCAL CURRENCY.

Vendor Contract Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Qty Breaks: Code	This field together with the **Qty Breaks: Cst/Pct (%)** and the **Qty Breaks: Qty** fields specifies the code to determine if the value in the **Qty Breaks: Cst/Pct (%)** is a unit cost or a discount percentage. A $ displays if the value entered in the **Qty Breaks: Cst/Pct (%)** field is the discounted unit cost; a % displays if the value is a percentage.
Buy / At (Value) / Code	The **Buy** field is the minimum quantity you must purchase to receive an additional quantity at no charge or at a discounted cost. The **At** field specifies either the discounted unit cost or the discount percent that is applied to the **Vendor/Item Cost** when buying the quantity specified in the **Buy: Qty** field. The **Code** field shows whether the purchased portion of the buy/get special is expressed as a dollar amount ($) or percentage (%).
Get / At (Value) / Code	The **Get** field is the quantity you receive at a discounted cost when you purchase the quantity in the **Buy: Qty** field. The **At** field specifies either the discounted unit cost or the discount percent that is applied to the **Vendor/Item Cost** when buying the quantity specified in the **Get: Qty** field. The **Code** field shows whether the discount portion of the buy/get special is expressed as a dollar amount ($) or percentage (%).
Discount Qty Limit	The maximum number of units that can be purchased at the discounted price from the **Get: Cst/Pct (%)** field on any single PO requisition item detail line.
F5=Vendor/Item	Press the F5=VENDOR/ITEM function key to access the Vendor/Item Information Summary Screen (p. 19-3) of the Vendor/Item Inquiry (MENU POMAIN).
F11=Local Currency / F11=Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between displaying the vendor/item cost and unit costs/discount percents in the trading currency and the local currency. Press F11=LOCAL CURRENCY to display the vendor/item cost and unit costs/ discount percents in the local currency of the default company. The local currency code is displayed to the right of the amounts. Press F11=TRADING CURRENCY to display vendor/item costs and unit costs/ discount percents in the trading currency. The trading currency code is displayed to the right of the amounts.
F12=Return	Press the F12=RETURN function key to return to the Vendor/Item Contract List Screen (p. 55-8).
Enter	Press the ENTER key to return to the Vendor/Item Contract List Screen (p. 55-8).

Vendor Contract Maintenance Screen



This screen appears after selecting a contract from the Vendor Contract Maintenance Selection Screen (p. 55-3). Use this screen to enter contract information when adding or changing a contract. You can also use it to suspend, reactivate, or delete a contract.

Quantity Break Discount Examples

EXAMPLE 1: Using Discounted Unit Cost

If the **Vendor/Item Cost** is $10.00/case and the vendor offers $1 off each case when you buy 500 cases, and $.50 off when you purchase 250 cases, key the following values:

Quantity	Cost / Percent	Code (%, $)
500	9.00	$
250	9.50	

EXAMPLE 2: Using Discount Percent

If the **Vendor/Item Cost** is $10.00/case and the vendor offers a 5% discount when you buy 500 cases and a 3% discount for 250 cases, key the following values:

EXAMPLE 2: Using Discount Percent		
Quantity	Cost / Percent	Code (%, $)
500	5	%
250	3	

Buy/Get Quantity Break Discount Examples

EXAMPLE 3: Using Discounted Unit Cost

If the vendor offers 1 unit at 1/2 price for every 4 you purchase at the regular cost of $10.00, key the following values:

	Quantity	Cost / Percent	Code (%, $)
Buy	4	10	$
Get	1	5	$

EXAMPLE 4: Using Discount Percent

If the vendor offers 1 unit at 1/2 price for every 4 you purchase at the regular cost of $10.00, key the following values:

	Quantity	Cost / Percent	Code (%, $)
Buy	4	10	$
Get	1	50	%

For more information on discount percents, refer to Purchase Order Processing in this user guide.

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the number and name of the vendor entered on the Vendor Contract Maintenance Selection Screen (p. 55-3). Display
Contract No	This field displays the contract number if one was specified on the Vendor Contract Maintenance Selection Screen (p. 55-3). Display

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Desc	Use this field to enter a description for the contract. This description appears on the Vendor/Item Contract List Screen (p. 55-8) and Vendor/Contract File List (p. 55-26)). Key a description for the contract. (A 30) Required
Our Item/Mfg Item	This field displays the item number and manufacturer's number (beneath the item number) for the item entered on the Vendor Contract Maintenance Selection Screen (p. 55-3). Display
Our Description	This field displays the item description for the item entered on the Vendor Contract Maintenance Selection Screen (p. 55-3). Display
WH	This field displays the warehouse ID and name (beneath the warehouse ID) for the warehouse entered on the Vendor Contract Maintenance Selection Screen (p. 55-3). If the contract is not warehouse-specific (i.e., no warehouse is specified), Multi-Warehouse is displayed. Display
Date Code	Use this field to specify whether to compare the requisition entry date or due date to the contract start and expiration dates when determining if a contract is valid. The validity of contracts is checked when you enter purchase requisitions. The entry date is the date the requisition is entered. The due date is the date specified on the Requisition Item Detail Entry Screen in Enter or Change Requisitions (MENU POMAIN). Key E to compare the requisition entry date to the contract dates. Key D to compare the requisition due date to the contract dates. *Valid Values:* E or D (A 1) Required
Currency	This field only displays when International Currency is installed. This field displays the description of the vendor's default trading currency defined through Vendors Maintenance (MENU APFILE/MENU POFILE). Display

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor/Item Cost	Use this field to specify the item cost to which discounts will be applied if you are not applying them to the base cost defined through Vendor/Item Information (MENU POFILE). Key the item's cost for the buying unit of measure displayed next to the **Vendor/Item Cost**. If you do not key a value in this field, discounts are applied to the base cost defined though Vendor /Item Information (MENU POFILE). NOTE: If you key 0 and do not key a discount, the item cost will be 0 when based on this contract. When International Currency is installed, key the item cost in the vendor's trading currency. The company's local currency equivalent (based on the default company) amount appears to the right of the trading currency. You can also press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between the vendor's trading currency and company's local currency. The currency code always appears to the right of each amount. *Default Value:* 0 (N 15, 5) Optional
Qty Breaks: Qty	Use this field with the **Qty Breaks: Cst/Pct (%)** and **Qty Breaks: Code (%,$)** fields to specify as many as five quantity breaks for which this vendor offers a discount. Each of the quantities in this field must have a corresponding value in the **Qty Breaks: Cst/Pct (%)** field. Key the minimum quantity you must purchase to receive a discount. If keying more than one quantity break, key the quantities in descending order (i.e., from largest to smallest). Leave this field blank if you are defining a buy/get special (i.e., using **Buy: Qty** field). *Default Value:* 0 (5 @ N 9, 3) Optional

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Qty Breaks: Cst/Pct (%)	This field is required when the **Qty Breaks: Qty** field contains a value. Use this field together with the **Qty Breaks: Code (%,$)** field to specify either the discounted unit cost amount or the discount percent that is applied to the **Vendor/Item Cost** for each corresponding quantity break in the **Qty Breaks: Qty** field. For a unit cost, key the discounted cost for the buying unit of measure. If keying more than one quantity break, key the unit costs in ascending order (i.e., from lowest to highest) defining lower unit costs for larger order quantities. For a discount percent, key the percent of the **Vendor/Item Cost** that is subtracted from the cost when you purchase the quantity specified in the **Qty Breaks: Qty** field. If keying more than one quantity break, key the percentages in descending order (i.e., from largest to smallest) defining higher discount percentages for larger order quantities. Key the amounts in the trading currency. When International Currency is installed, the amounts are expressed in the vendor's trading currency. To view local currency equivalent amounts, press F11=LOCAL CURRENCY. *Default Value:* 0 *Valid Values:* For percentages, the value cannot exceed 100% and cannot have more than 2 decimal positions. (5 @ N 15, 5) Required/Optional
Qty Breaks: Code (%,$)	This field is required when the **Qty Breaks: Qty** field contains a value. Use this field to specify whether the quantity break discounts are expressed as discounted unit costs or discount percentages. Key $ if the value entered in the **Qty Breaks: Cst/Pct (%)** field is the discounted unit cost when purchasing the quantity in the **Qty Breaks: Qty** field. Key % if the value entered in the **Qty Breaks: Cst/Pct (%)** field is the discount percent applied when purchasing the quantity in the **Qty Breaks: Qty** field. In this case, the unit cost is calculated by discounting the **Vendor/Item Cost** by this percent. *Default Value:* $ *Valid Values:* $, % (A 1) Required/Optional

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Buy: Qty	Use this field to specify the minimum quantity you must purchase to receive an additional quantity at no charge or at a discounted cost. The quantity in this field must have a corresponding value in each of the following fields: • **Buy: Cst/Pct (%)** • **Buy: Code (%,$)** • **Get: Qty** • **Get: Cst/Pct (%)** • **Get: Code (%,$)** • **Get: Quantity Limit** Key the quantity you must purchase to receive additional quantities at a discounted cost. Leave this field blank if you are using quantity breaks (i.e., if **Qty Breaks: Qty** field contains a value). *Default Value:* 0 (N 9, 3) Optional
Buy: Cst/Pct (%)	This field is required when the **Buy: Qty** field contains a value. Use this field together with the **Buy: Code (%,$)** field to specify either the discounted unit cost or the discount percent that is applied to the **Vendor/ Item Cost** when buying the quantity specified in the **Buy: Qty** field. For discounted amounts, key the discounted cost amount to be used for the buying unit of measure. For discount percents, key the discount percent that will be applied to the **Vendor/Item Cost** when you purchase the quantity specified in the **Buy: Qty** field. *Default Value:* 0 *Valid Values:* For percentages, the value cannot exceed 100% and cannot have more than 2 decimal positions. (N 15,5) Required/Optional

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Buy: Code (%,$)	This field is required when the **Buy: Qty** field contains a value. Use this field to specify whether the purchased portion of the buy/get special is expressed as a dollar amount or percentage. Key $ if the value entered in the **Buy: Cst/Pct (%)** field is the unit cost when purchasing the quantity in the **Buy: Qty** field. Key % if the value entered in the **Buy: Cst/Pct (%)** field is the discount percent applied when purchasing the quantity in the **Buy: Qty** field. In this case, the unit cost is calculated by discounting the **Vendor/Item Cost** by this percent. *Default Value:* $ *Valid Values:* $, % (A 1) Required/Optional
Get: Qty	This field is required when the **Buy: Qty** field contains a value. Use this field to specify the quantity you receive at a discounted cost when you purchase the quantity in the **Buy: Qty** field. The quantity in this field must have a corresponding value in each of the following fields: • **Get: Cst/Pct (%)** • **Get: Code (%,$)** • **Get: Quantity Limit** *Default Value:* 0 (N 9, 3) Required/Optional
Get: Cst/Pct (%)	This field is required when the **Buy: Qty** field contains a value. Use this field together with the **Get: Code (%,$)** field to specify either the discounted unit cost or the discount percent that is applied to the **Vendor/Item Cost** for the quantity in the **Get: Qty** field. For discounted amounts, key the discounted cost for the buying unit of measure. For discount percents, key the discount percent that will be applied to the **Vendor/Item Cost** when you purchase the additional quantities specified in the **Get: Qty** field. *Default Value:* 0 *Valid Values:* For percentages, the value cannot exceed 100% and cannot have more than 2 decimal positions. (N 15, 5) Required/Optional

Vendor Contract Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Get: Code (%,$)	This field is required when the **Buy: Qty** field contains a value. Use this field to specify whether the discount portion of the buy/get special is expressed as a dollar amount or percentage. Key $ if the value entered in the **Get: Cst/Pct (%)** field is the unit cost when purchasing the quantity in the **Get: Qty** field. Key % if the value entered in the **Get: Cst/Pct** field is the discount percent applied when purchasing the quantity in the **Get: Qty** field. In this case, the unit cost is calculated by discounting the **Vendor/Item Cost** by this percent. *Default Value:* $ (A 1) Required/Optional
Get Quantity Limit	This field is required when the **Buy: Qty** field contains a value. Use this field to specify the maximum number of units that can be purchased at the discounted price from the **Get: Cst/Pct (%)** field on any single PO requisition item detail line. Key the maximum number of units the vendor allows you to purchase at the discounted price. (N 9, 3) Required/Optional
F5=Vendor/Item	The F5=VENDOR/ITEM function key does not appear when you are deleting a contract [i.e., you entered D in the **Function** field on the Vendor Contract Maintenance Selection Screen (p. 55-3)]. Press the F5=VENDOR/ITEM function key to display the Vendor/Item Information Summary Screen (p. 19-3), which provides a list of vendors from whom you can purchase the item on this contract.
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between displaying the vendor/item cost and unit costs/discount percents in the trading currency and the local currency. Press F11=LOCAL CURRENCY to display the vendor/item cost and unit costs/ discount percents in the local currency of the default company. The local currency code is displayed to the right of the amounts. Press F11=TRADING CURRENCY to display vendor/item costs and unit costs/ discount percents in the trading currency. The trading currency code is displayed to the right of the amounts.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your changes.

Vendor Contract Maintenance Screen Fields and Function Keys

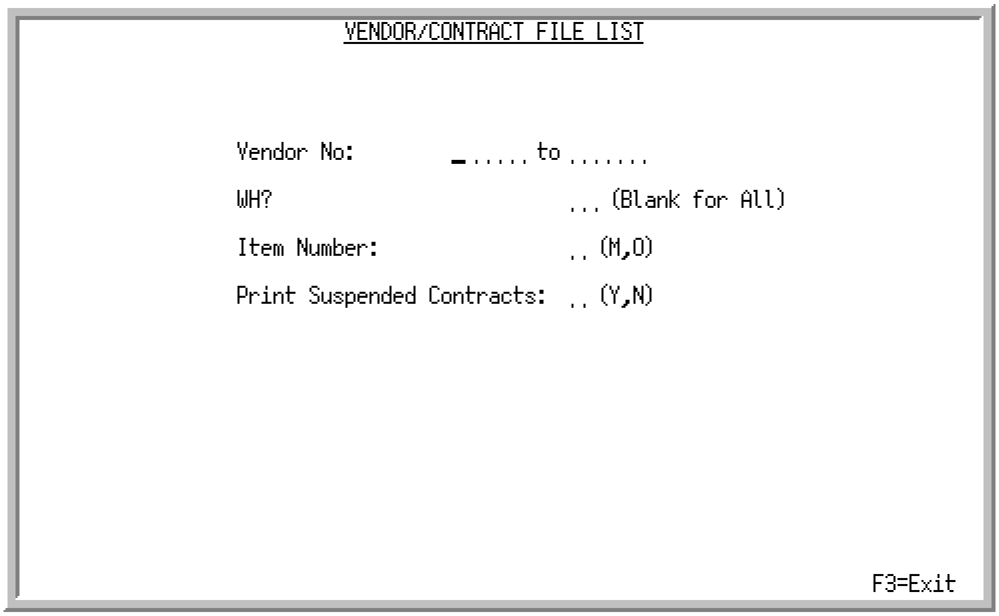
Field/Function Key	Description
F24=Delete	The F24=DELETE function key appears only when you are deleting a contract [i.e., you entered D at the **Function** field on the Vendor Contract Maintenance Selection Screen (p. 55-3)]. Press F24=DELETE to delete this contract. A confirmation message appears at the bottom of the screen. Key Y to delete the contract. Key N to cancel the delete function.
Enter	When adding, changing, suspending, or reactivating a contract, press the ENTER key to save your changes. A confirmation window appears at the bottom of the screen. Key Y to save your changes. The Vendor Contract Maintenance Selection Screen (p. 55-3) appears. Key N to return to the Vendor Contract Maintenance Screen (p. 55-15) without saving your changes.

Vendor Contracts Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor/Contract File List Screen	Use to specify which contracts to include on the Vendor/ Contract File List (p. 55-26).
Vendor/Contract File List	Prints vendors, as selected on the Vendor/Contract File List Screen (p. 55-24), and their associated price contracts and specifications.

Vendor/Contract File List Screen



This screen is displayed after selecting option 11 - Vendor Contracts Listing (MENU POFIL2). Use this screen to specify which contracts to include on the Vendor Contract Maintenance Selection Screen (p. 55-3).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Vendor/Contract File List Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Use this field to specify the vendors for which vendor contracts will print on the listing. Key a range of vendor numbers. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE/MENU APFILE). (2 @ A 6) Optional

Vendor/Contract File List Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to specify whether to print contracts for all warehouses or only one warehouse. Key a warehouse ID to print contracts for one warehouse. Leave this field blank to print contracts for all warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Item No	Use this field to specify whether to print our item number or the manufacturer's item number for each item on the list. Key O to print our item number. Key M to print the manufacturer's item number. (A 1) Required
Print Suspended Contracts	Use this field to specify whether to include or exclude suspended contracts. Key Y to include suspended contracts. Key N to exclude suspended contracts. (A 1) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to MENU POFIL2.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen appears as described in the Appendix section of the Cross Applications User Guide.

Vendor/Contract File List

```
P0882        09/06/10      19:51:08              VENDOR/CONTRACT FILE LIST                  AF/  APDEMO          PAGE:     1
     All Vendors           All Warehouses      Print Suspended Contracts: Y
Our Item Number/Description                                                            WH          Cost          Curr
Contract Number/Description
-------------------------------------------------------------------------------------------------------------------------
Vendor: IC5000 SASKATCHEWAN PRODUCTS
   A220                          Pocket Planner Weekly Organizer Burgundy                                 12.11697      CAD
              New Customer Incentive        Start Date: 01/01/10 Expiration Date: 12/31/11 Promotion Code: N Suspend Code: N
   Buy Quantity Cost Code: %              Buy:     100.000  at          10.00000 Curr QC1:         10.00000
   Get Quantity Cost Code: %              Get:      10.000  at          15.00000 Curr QC2:         15.00000
                                            Discount Quantity Limit:       100.000
Vendor: 1400   THE PAPER SUPPLY HOUSE
   A500                          File Folders - Manilla          Box of 100 - letter size                  4.39000      USD
   FOLDQTY    100 CAS Purchase Contract     Start Date: 12/30/09 Expiration Date: 12/29/11 Promotion Code: N Suspend Code: N
   Quantity Cost Code: $                  QB1:     100.000 QC1:          4.13750 Curr QC1:          4.13750
Vendor: 1400   THE PAPER SUPPLY HOUSE
   A510                          File Folders - 4 Assorted Color Box of 100 - letter size                  4.59000      USD
   FOLDQTY    100 CAS Purchase Contract     Start Date: 12/30/09 Expiration Date: 12/29/11 Promotion Code: N Suspend Code: N
   Quantity Cost Code: $                  QB1:     100.000 QC1:          4.33750 Curr QC1:          4.33750
Vendor: 1400   THE PAPER SUPPLY HOUSE
   A520                          File Folders - Red              Box of 100 - letter size                  4.59000      USD
   FOLDQTY    100 CAS Purchase Contract     Start Date: 12/30/09 Expiration Date: 12/29/11 Promotion Code: N Suspend Code: N
   Quantity Cost Code: $                  QB1:     100.000 QC1:          4.33750 Curr QC1:          4.33750
```

This list is generated by your responses on the Vendor/Contract File List Screen (p. 55-24) and the Report Options Screen (described in the Appendix section of the Cross Applications User Guide).

This listing prints the vendors, as selected on the Vendor/Contract File List Screen (p. 55-24), and their associated price contracts and specifications. Suspended price contracts may or may not be printed on this listing, depending upon your entry in the **Print Suspended Contracts** field on the Vendor/Contract File List Screen (p. 55-24).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: The detail provided below will include all the fields that print on the report. Based on the report options you are viewing, the fields may not be in the exact sequence that they are printed on your report; and there will be fields in this list that may not be on your report.

Vendor/Contract File List

Report/Listing Fields	Description
Vendor	The vendor number and name for the vendor contract.
Our Item Number/ Mfg Item Number	The item number or the manufacturer's item number as specified on Vendor/Contract File List Screen (p. 55-24) and the item description.
WH	The warehouse in which this contract pricing will be applicable.

Vendor/Contract File List

Report/Listing Fields	Description
Cost	The vendor/item cost keyed for the contract, or if that is blank, the vendor/item cost from the Vendor/Item Price File (VIPRC).
Curr	When International Currency is installed, the vendor's trading currency code assigned through Vendor's Maintenance (MENU POFILE/MENU APFILE).
Contract Number/ Description	The contract number, if one exists for named contracts, and the contract description.
Start Date	The date upon which the contract pricing becomes effective.
Expiration Date	The date upon which the contract pricing expires.
Promotion Code	If this contract is for a promotion, a Y will display; otherwise an N displays.
Suspend Code	If the pricing in this contract is suspended, a Y will display; otherwise an N displays.
Quantity Cost Code	A $ indicates that the values in the **QC1-QC5** (quantity /cost) fields are monetary values. A % indicates that the values in the **QC1-QC5** (quantity /cost) fields are percentage off values.
QB1 - QB5	The quantity break quantities for the monetary value or percentage off calculations.
QC1 - QC5	Based on the **Quantity Cost Code**, these values will be the either the percentage discount values or the monetary amount
Curr QC1 - QC5	When International Currency is installed and the **Quantity Cost Code** is $, the monetary amount of the contract expressed in the vendor's trading currency is displayed.
Buy Quantity Cost Code	For buy/get contracts: • A $ indicates that the values in the **at** and **QC1-QC2** (quantity /cost) fields are monetary values. • A % indicates that the values in the **at** and **QC1-QC2** (quantity /cost) fields are percentage off values.
Buy	For buy/get contracts, the **Buy** field represents the quantity required to be purchased as the basis for the promotional cost/discount.
at	For buy/get contracts, the **at** field represents the monetary purchase requirements to qualify for the discount.

Vendor/Contract File List

Report/Listing Fields	Description
Curr QC1 - Curr QC5	When International Currency is installed, this field represents the vendor’s trading currency value for the monetary value represented in the **at** field.
Get	For buy/get contracts, the **Get** field represents the quantity available to be acquired/purchased for the promotional cost/discount.
at	For buy/get contracts, the **at** field represents the monetary discount/ amount to being offered as the discount.
Curr QC1 - Curr QC5	When International Currency is installed, this field represents the vendor’s trading currency value for the monetary value represented in the **at** field.

CHAPTER 56

Maintaining Vendor Volume Discounts

56

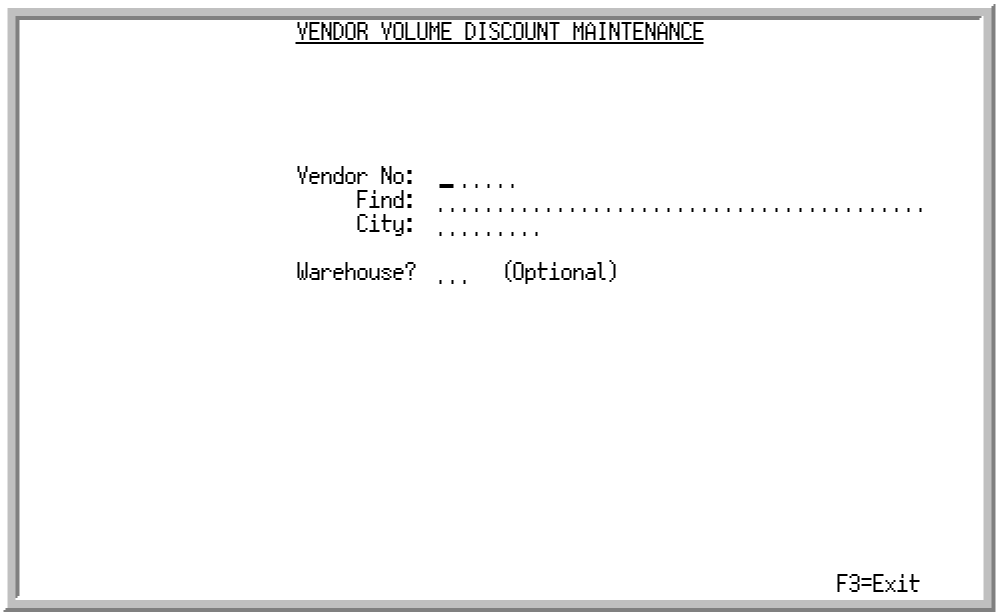
Use this option to set up, change, or delete vendor volume discounts which are automatically applied when you create requisitions through Suggested Order Maintenance (MENU POREPT).

Vendor Volume Discounts Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Volume Discount Maintenance Selection Screen	Use to select a vendor and warehouse for which to define or delete volume discounts.
Vendor Volume Discount Maintenance Screen	Use to define volume discounts for the selected vendor and warehouse.

Vendor Volume Discount Maintenance Selection Screen



This screen appears after selecting option 2 - Vendor Volume Discounts Maintenance from MENU POFIL2. Use this screen to select a vendor and warehouse for which to define or delete volume discounts.

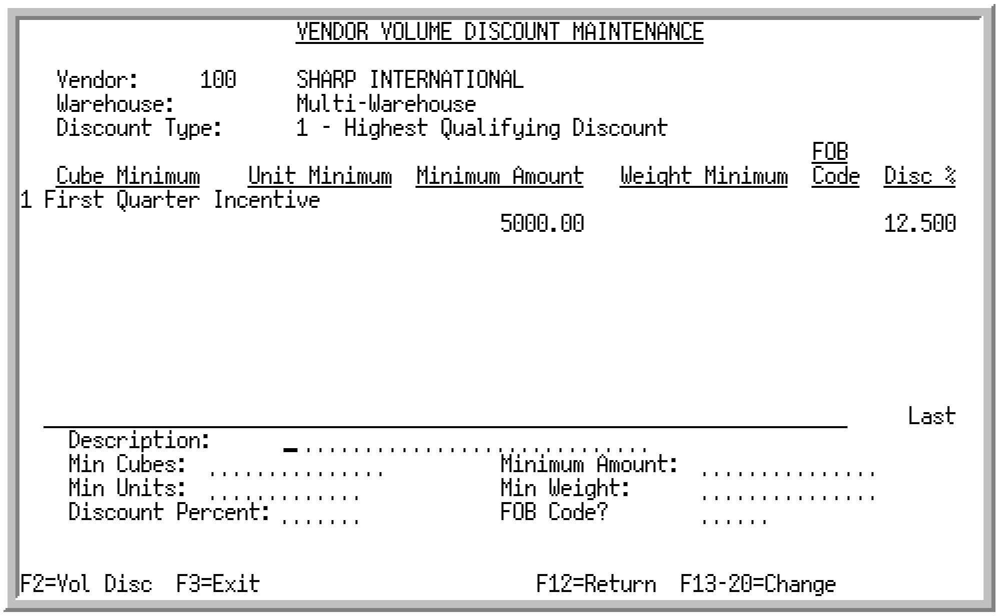
Vendor Volume Discount Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Use this field to specify the vendor for which you are defining or deleting volume discounts. Key the vendor number. If you do not know the vendor number, use the **Find** and **City** fields to activate the vendor search feature. *Valid Values:* A vendor number defined through Vendor Master Maintenance (MENU POFILE or APFILE). (A 6) Required

Vendor Volume Discount Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to activate the vendor search feature when you do not know the vendor's number. Key the vendor's name or the first few characters of one or more words in the vendor's name. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches, refer to the Cross Applications User Guide. (A 40) Optional
City	When using **Find** to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen (p. 43-7) displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches, refer to the Cross Applications User Guide. (A 8) Optional
Warehouse	Use this field to limit your creation or selection of discounts to a particular warehouse. If the discounts you are defining or deleting are not warehouse-specific, leave this field blank. Key the warehouse ID. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
F3=Exit	Press F3=EXIT to exit the option and return to MENU POFIL2.
Enter	Press ENTER to confirm your selections. The Vendor Volume Discount Maintenance Screen (p. 56-4) displays.

Vendor Volume Discount Maintenance Screen



This screen displays after pressing ENTER on the Vendor Volume Discount Maintenance Selection Screen (p. 56-2). Use this screen to define volume discounts for the selected vendor and warehouse.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Vendor Volume Discount Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor/Warehouse	The following header information is displayed: • Vendor number and name • Warehouse description if the discounts are warehouse-specific; otherwise, Multi-Warehouse appears in the **Warehouse** field Display

Vendor Volume Discount Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Discount Type Information	This field is the vendor volume discount type specified through Vendor Master Maintenance (MENU POFILE). The valid volume discount choices are: • 1 - use the highest qualifying percentage discount. • 2 - use the sum of the qualifying discounts. • 3 - chain the qualifying discount values and use the result (the chain discount will apply all qualifying discounts, but each is based on the previously discounted value rather than the original cost. Display
(Reference Number)	Use to select a discount for maintenance or deletion. Display
Cube Minimum	The minimum number of cubes required for the discount. Display
Unit Minimum	The minimum purchase order quantity required for the discount. Display
Minimum Amount	The minimum purchase order monetary amount required for the discount. Display
Weight Minimum	The minimum weight of the items required for the discount. Display
FOB Code	The FOB code specified for the discount. Display
Disc %	The available discount percent applied for the specified minimum values. Display
Description	Use this field to describe the discount. This discount description, which is used for informational purposes only, appears on the Vendor Volume Discount Listing (p. 56-12) and the Suggested Order Maintenance End Order Screen. Key a description for the discount. (A 30) Required
Min Cubes	Use this field to specify the minimum number of cubes required for the discount. The total cubic size of the entire purchase order must be equal to or greater than this amount to meet the discount requirements. Key the minimum number of cubes. (N 13,5) Optional

Vendor Volume Discount Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Minimum Amount	Use this field to specify the minimum purchase order amount required for the discount. The total purchase order amount must be equal to or greater than this amount to meet the discount requirements. Key the minimum purchase order amount. (N 9,2) Optional
Min Units	Use this field to specify the minimum number of units required for the discount. The sum of all ordered quantities of the items on the purchase order must be equal to or greater than this amount to meet the discount requirements. Key the minimum number of units ordered for all items. (N 11,3) Optional
Min Weight	Use this field to specify the minimum weight required for the discount. The total weight of all items on the purchase order must be equal to or greater than this amount to meet the discount requirements. Key the minimum number of weight units required. (N 13,4) Optional
Discount Percent	Use this field to specify the discount percent applied when all corresponding minimums (i.e., cubes, amount, units and weight) for this discount are met. Key the discount percent as a whole number, using up to three decimal places for fractions of a percent (e.g., key 10 for 10%, key 12.5 for 12.5%). (N 5,3) Optional
FOB Code	Use this field to specify the FOB code for the discount. The FOB code contains shipping information, including who is responsible (you or the vendor) for shipping charges and freight damages. The FOB code for a vendor volume discount can be different from the FOB code assigned to the vendor through Vendor Master Maintenance (MENU POFILE). This allows for situations where the freight charges are part of the discount. For example, a vendor may agree to assume shipping charges if the total value of the order is above a specified amount. The FOB code you enter here is for informational purposes only. When you print a Purchase Order for the vendor and the discount you are defining here applies, the FOB code from the requisition header will print on the Purchase Order, not the FOB code on the discount. Key the FOB code for this discount. *Valid Values:* An FOB code defined through FOB Codes Maintenance (MENU POFIL2 or MENU OEFIL3). (A 5) Optional

Vendor Volume Discount Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F2=VVD Desc/Vol Disc	Press the F2=VVD DESC / F2=VOL DISC key to toggle between display and non-display of the description for each discount. When the description is displayed, it appears above the minimum values and discount percent information producing two lines of information for each discount. In this double-line view mode, 4 volume discounts are displayed rather than 8.
F3=Exit	The F3=EXIT function key is not displayed when a discount is selected for change. Press F3=EXIT to exit the option and return to MENU POFIL2.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the next screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen without saving your changes. If you have not selected a discount record (i.e., the fields at the bottom of the screen are blank), the Vendor Volume Discount Maintenance Selection Screen (p. 56-2) appears. If you have selected a discount record (i.e., the fields at the bottom of the screen contain information), the fields are cleared and you can either select another discount for editing or define a new discount.

Vendor Volume Discount Maintenance Screen Fields and Function Keys

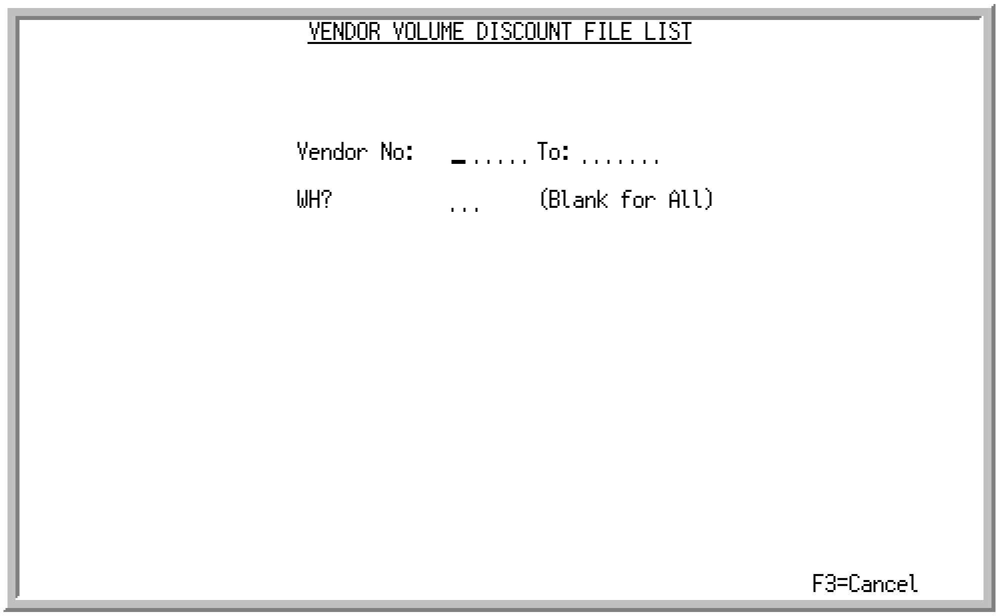
Field/Function Key	Description
F13-F20 to Change	Press the key that corresponds to the reference number (**Reference Number** field) of the discount you are changing or deleting. • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. The discount information appears in the fields at the bottom of the screen where you can change or delete the information. When you finish making changes, press ENTER to save them.
F24=Delete	The F24=DELETE function key appears only after you select a discount by pressing one of the F13-F20 TO CHANGE function keys. Press F24=DELETE to delete the selected discount. You must press F24=DELETE a second time to confirm the deletion.
Enter	Press ENTER to confirm your selections.

Vendor Volume Discounts Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Volume Discount List Screen	Use to specify which discounts to include on the Vendor Volume Discount Listing.
Vendor Volume Discount Listing	Prints the specifics of volume discounts for the vendors selected on the Vendor Volume Discount List Screen.

Vendor Volume Discount List Screen



This screen appears after selecting option 12 - Vendor Volume Discounts Listing from MENU POFIL2. Use this screen to specify which discounts to include on the Vendor Volume Discount Listing (p. 56-12). You can include discounts for one or more vendors and one or all warehouses.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Vendor Volume Discount List Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Use this field to specify the range of vendors for which to print discounts. Key a vendor number or a range of vendor numbers. Leave this field blank to include all vendors. *Valid Values:* A vendor number defined through Vendor Master Maintenance (MENU POFILE or APFILE). (2@ A 6) Optional
WH	Use this field to limit your selection of discounts to a particular warehouse. If the discounts to be printed are not warehouse-specific, or to include all discounts leave this field blank. Key the warehouse ID. *Valid Values:* A warehouse identification code defined through Warehouse Numbers Maintenance (MENU IAMAIN) (A 2) Optional

Vendor Volume Discount List Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel the option and return to MENU POFIL2. No report will print.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor Volume Discount Listing

```
PO892      09/06/10     19:53:11         VENDOR VOLUME DISCOUNT LISTING           AF/  APDEMO        PAGE:    1
      All Vendors            All Warehouses
         Cube Minimum     Weight Minimum      Unit Minimum       Minimum Amount              FOB Code        Discount Percent
-------------------------------------------------------------------------------------------------------------------------
Vendor: IC8000 BIG BEN CLOCK SHOP          Units                      Disc:  2 - Sum of All Qualifying Discounts
WH: *ALL                                          15.000                                                    5.000
                                            Trading Minimum Amt:              Curr: BPS
Vendor: IC8000 BIG BEN CLOCK SHOP          Size                       Disc:  2 - Sum of All Qualifying Discounts
WH: *ALL      200.00000                                                                                     5.000
                                            Trading Minimum Amt:              Curr: BPS
Vendor: IC8000 BIG BEN CLOCK SHOP          Currency Amount            Disc:  2 - Sum of All Qualifying Discounts
WH: *ALL                                                           5965.99                                 15.000
                                            Trading Minimum Amt:  10000.00    Curr: BPS
Vendor: 100    SHARP INTERNATIONAL         First Quarter Incentive    Disc:  1 - Highest Qualifying Discountunts
WH: *ALL                                                           5000.00                                 12.500
                                            Trading Minimum Amt:   5000.00    Curr: USD
Vendor: 1700   SENTRY CABINETS             Full Truckload             Disc:  3 - Chain Discounted Sum of All Discounts
WH: *ALL     8000.00000                                                                                     5.000
                                            Trading Minimum Amt:              Curr: USD
Vendor: 1700   SENTRY CABINETS             Weight Minimum             Disc:  3 - Chain Discounted Sum of All Discounts
WH: *ALL                       2000.0000                                                                    7.000
                                            Trading Minimum Amt:              Curr: USD
```

This list is generated by your responses on the Vendor Volume Discount List Screen (p. 56-10) and the Report Options Screen (described in the Appendix section of the Cross Applications User Guide).

This listing prints the specifics of volume discounts for the vendors selected on the Vendor Volume Discount List Screen (p. 56-10).

Vendor Volume Discount Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	The vendor number and name for the discount.
(Vendor Volume Discount Description)	The vendor volume discount description.
(Vendor Volume Discount Type Information)	Vendor volume discount type as specified through Vendor Master Maintenance (MENU POFILE)
WH	Warehouse code if the discounts are warehouse-specific; otherwise, *ALL appears.
Cube Minimum	The minimum number of cubes required for the discount.

Vendor Volume Discount Listing

Report/Listing Fields	Description
Unit Minimum	The minimum purchase order quantity required for the discount.
Weight Minimum	The minimum weight of the items required for the discount.
Minimum Amount	The minimum purchase order monetary amount required for the discount.
FOB Code	The FOB code specified for the discount.
Discount Percent	The available discount percent applied for the specified minimum values.
Trading Minimum Amount	When International Currency is installed, discounts based on monetary amounts will have the amount value shown in the vendor’s trading currency.
Curr	When International Currency is installed, the currency code of the vendor’s trading currency.

CHAPTER 57 Maintaining SA/PO Fiscal Calendar 57

This option allows you to define the Sales Analysis/Purchasing Fiscal Calendars for each company.

Refer to SA/PO Fiscal Calendar Maintenance (MENU SAFILE) in the Sales Analysis User Guide for a detailed explanation of this option.

CHAPTER 58

Maintaining Buyer Item Class/ SubClass

58

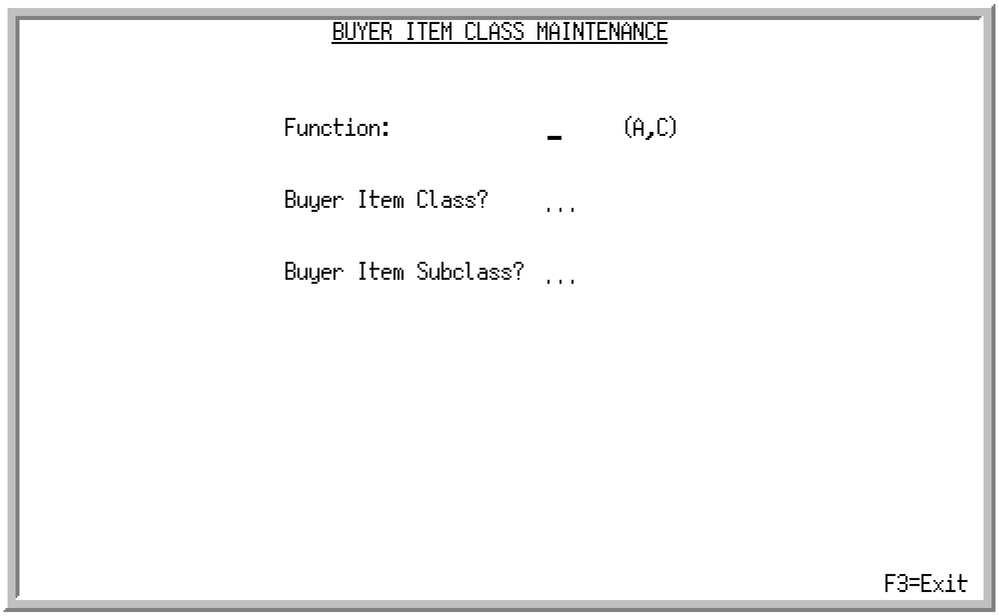
Use this option to set up or change buyer item classes and subclasses for your items. The use of buyer subclasses is optional. Buyer Item Classes/Subclasses are used for classifying items into categories for buyer budgets and buyer actual purchases.

Buyer Item Class/SubClass Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Buyer Item Class Maintenance Selection Screen	Use to set up or change a buyer item class and/or buyer item subclass.
Buyer Item Class Maintenance Screen	Use to enter or update the description for the selected buyer item class or buyer subclass you selected on the Buyer Item Class Maintenance Selection Screen.

Buyer Item Class Maintenance Selection Screen



This screen displays after selecting option 4 - Buyer Item Class/SubClass Maintenance (MENU POFIL2). Use this screen to setup or change a buyer item class and/or buyer item subclass. You may then create one or more buyer subclasses for the buyer item classes created.

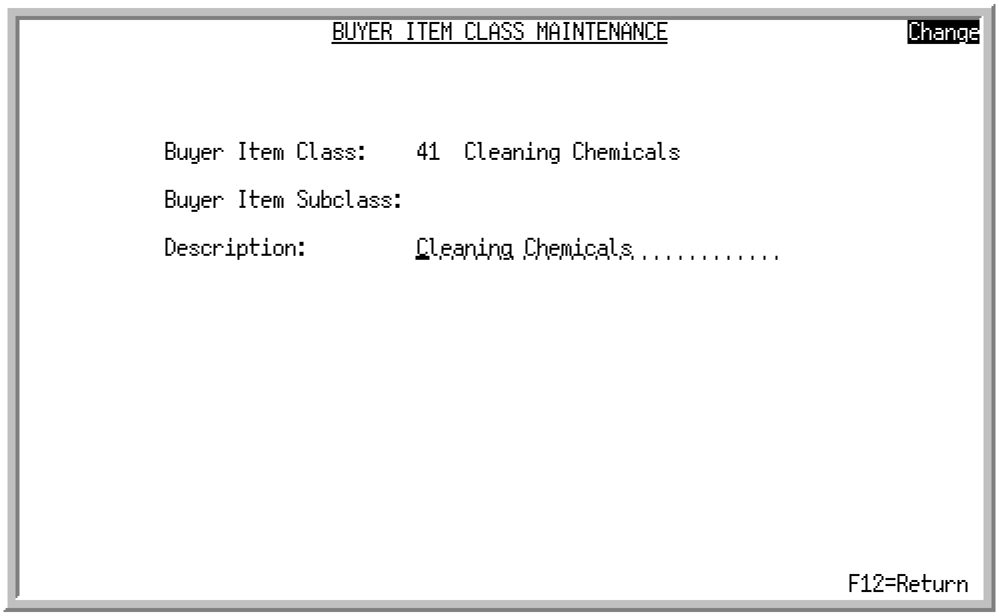
Buyer Item Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new buyer item class or item subclass. You must first define an item class before subclasses can be setup. Key C to change the description of an existing buyer item class/subclass. (A 1) Required
Buyer Item Class	Use this field to enter the buyer item class you wish to add or change. Buyer item classes are used for grouping items into categories for buyer budgets and buyer actual purchases. Key the appropriate buyer item class. (A 2) Required

Buyer Item Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer Item SubClass	This field must be blank if you have not defined a buyer item class for which you wish to assign a buyer subclass; if a class has been defined, this field is optional. This field allows you to set up buyer subclasses for a specific buyer item class. You may define as many buyer subclasses as desired to help further categorize buyer items. Use this field to enter the buyer item subclass you want to add or change. Key the appropriate buyer item subclass. (A 2) Blank/Optional
F3=Exit	Press the F3=EXIT key to exit this option and return to MENU POFIL2.
Enter	Press the ENTER key to confirm your selections. The Buyer Item Class Maintenance Screen (p. 58-4) displays.

Buyer Item Class Maintenance Screen



This screen displays after pressing ENTER on the Buyer Item Class Maintenance Selection Screen (p. 58-2). Use this screen to enter or update the description for the selected buyer item class or buyer subclass you selected on the Buyer Item Class Maintenance Selection Screen (p. 58-2).

Buyer Item Class Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Buyer Item Class	This field is blank if you are adding or changing a buyer item class, which must be created before an actual buyer subclass can be defined. The following buyer item class/subclass information displays in the upper portion of this screen: • Buyer Item Class: The buyer item class you are adding or maintaining. • Buyer Item Sub-class: The sub-class setup for the buyer item class. Display
Description	If you are adding a buyer item class, this is the description of the buyer item class. If you are adding a buyer item subclass, this is the description of the buyer item subclass. Key the description of the buyer item class or buyer item subclass you are adding or maintaining. (A 30) Required
F12=Return	Press the F12=RETURN function key to return to the Buyer Item Class Maintenance Selection Screen (p. 58-2) without saving any additions or changes made to this screen.

Buyer Item Class Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER function key to update the description. The Buyer Item Class Maintenance Selection Screen (p. 58-2) will display.

Buyer Item Class/SubClass Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Buyer Item Class/SubClass Code Listing	Prints the buyer item classes and buyer item subclasses that you defined in Buyer Item Class/Sub-class Maintenance (MENU POFIL2).

Buyer Item Class/SubClass Code Listing

```
PO966  09/06/10  19.56.57                BUYER ITEM CLASS/SUBCLASS CODE LISTING              AF/APDEMO    PAGE    1
                             BUYER    BUYER ITEM
                          ITEM CLASS   SUBCLASS    DESCRIPTION
-----------------------------------------------------------------------------------------------------------------
                              41                   Cleaning Chemicals
                              41          1        Bleach
                              41          2        Floor Cleaner
```

This listing prints after selecting option 14 - Buyer Item Class/SubClass Listing (MENU POFIL2) and pressing ENTER on the Report Options Screen. Refer to the Appendix section of the Cross Applications User Guide for details about the Report Options Screen.

The buyer item classes and buyer item subclasses that you defined in Buyer Item Class/Sub-class Maintenance (MENU POFIL2) are printed. If the **Buyer Item Subclass** column is blank, the description displayed is that of the item class. If the **Buyer Item Subclass** column contains a subclass, the description that displays is that of the buyer item subclass. This listing is sequenced by buyer item class and buyer item subclass.

For an explanation of the fields on this listing, refer to the Buyer Item Class Maintenance Screen (p. 58-4).

CHAPTER 59 Maintaining Buyer Budgets

59

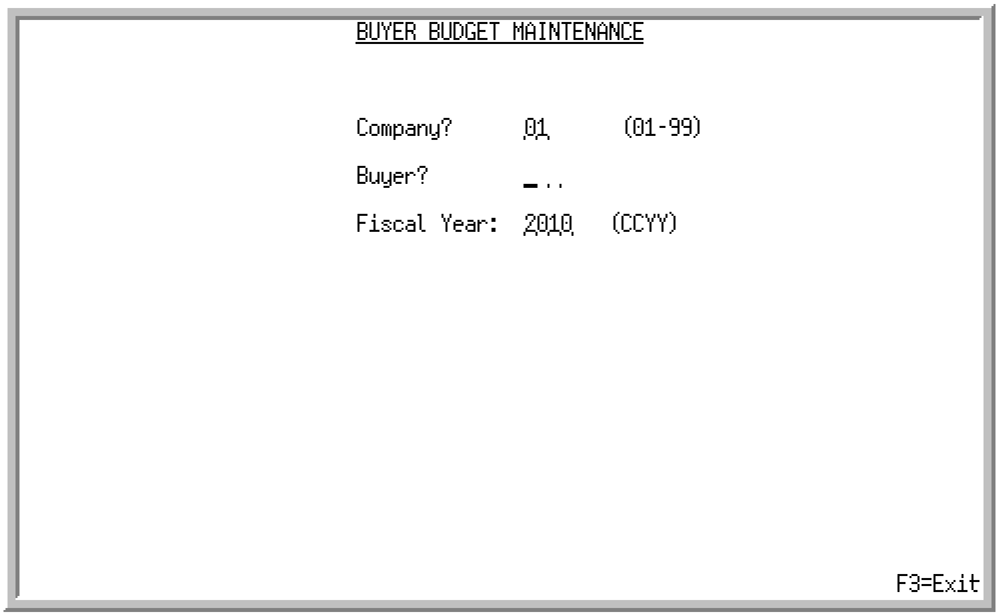
Use this option to set up, change, or delete buyer budgets for a specified buyer in a fiscal year. There are up to 13 monthly budget periods for a fiscal calendar as defined through SA/PO Fiscal Calendar Maintenance (MENU POFIL2 or MENU SAFILE).

Buyer Budgets Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Buyer Budget Maintenance Selection Screen	Use to select the company, buyer, and fiscal year for the buyer budget you wish to create, maintain, or delete.
Buyer Budget Maintenance Screen	Use to enter buyer budget level information for the buyer budget you wish to add, maintain, or delete.
Buyer Budget Maintenance Screen 2	Use to define buyer budgets for the buyer/buyer budget levels you have defined for the selected buyer.

Buyer Budget Maintenance Selection Screen



This screen displays after selecting option 5 - Buyer Budgets Maintenance (MENU POFIL2). Use this screen to select the company, buyer, and fiscal year for the buyer budget you wish to create, maintain, or delete.

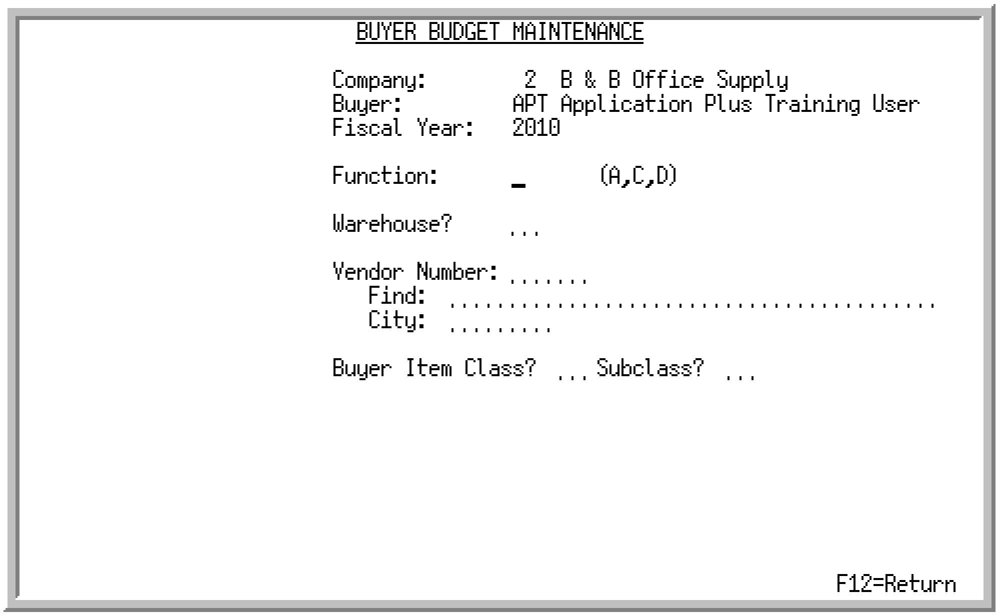
Buyer Budget Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays only if you selected Y for **Multi Company** in System Options Maintenance (MENU XAFILE). Enter the company for which you will be adding, maintaining, or deleting a buyer budget. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Buyer Budget Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Buyer	This field is used to enter the buyer code of the buyer you wish to add, maintain, or delete a buyer budget for. Key the appropriate buyer. *Valid Values:* A valid buyer created through Buyers Maintenance (MENU POFILE). (A 3) Required
Fiscal Year	This field is used to select the fiscal year you wish to add, change, or delete a buyer budget for. Key the appropriate fiscal year. *Valid Values:* A valid fiscal year entered in CCYY format. (N 4,0) Required
F3=Exit	Press the F3=EXIT key to exit the option and return to MENU POFIL2.
Enter	Press the ENTER function key to confirm your selections. The Buyer Budget Maintenance Screen (p. 59-4) will display.

Buyer Budget Maintenance Screen



This screen displays after pressing ENTER on the Buyer Budget Maintenance Selection Screen (p. 59-2). Use this screen to enter buyer budget level information for the buyer budget you wish to add, maintain, or delete.

NOTE: Different buyer budget level variations display on this screen according to the buyer budget level you assigned to the selected buyer through Buyers Maintenance (MENU POFILE). These variations may be as follows:

- Warehouse
- Warehouse/Vendor
- Warehouse/Vendor/Buyer Item Class
- Warehouse/Vendor/Buyer Item Class/Subclass
- Warehouse/Buyer Item Class
- Warehouse/Buyer Item Class/Subclass
- Vendor
- Vendor/Buyer Item Class
- Vendor/Buyer Item Class/Subclass
- Buyer Item Class
- Buyer Item Class/Subclass

Refer to Buyers Maintenance (MENU POFILE) for details about assigning buyer budget levels to a buyer.

Budget Buyer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Budget Heading	The **Company**, **Buyer**, and **Fiscal Year** selected on the Buyer Budget Maintenance Selection Screen (p. 59-2) display for reference to the additional budget detail fields to be selected below. Display
Function	Key A to add a new buyer budget for the buyer level criteria displayed on this screen. Key C to change an existing buyer budget. Key D to delete an existing buyer budget. (A 1) Required
Warehouse	The **Warehouse** field only displays if the selected buyer has been assigned a buyer budget level of either 1, 2, 3, 4, 5, or 6 through Buyers Maintenance (MENU POFILE). Use this field to specify the warehouse for which you are adding, maintaining, or deleting a buyer budget. Key the appropriate warehouse. *Valid Values:* A warehouse identification code defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Vendor Number	The **Vendor Number** field only displays if the selected buyer has been assigned a buyer budget level of either 2, 3, 4, 7, 8, or 9 through Buyers Maintenance (MENU POFILE). Use this field to specify the vendor for which you are adding, maintaining, or deleting a buyer budget. Key the appropriate vendor number. If you do not know the vendor number, use the **Find** and **City** fields to activate the Vendor Search feature. *Valid Values:* A vendor number defined through Vendor Master Maintenance (MENU POFILE or APFILE). (A 6) Optional

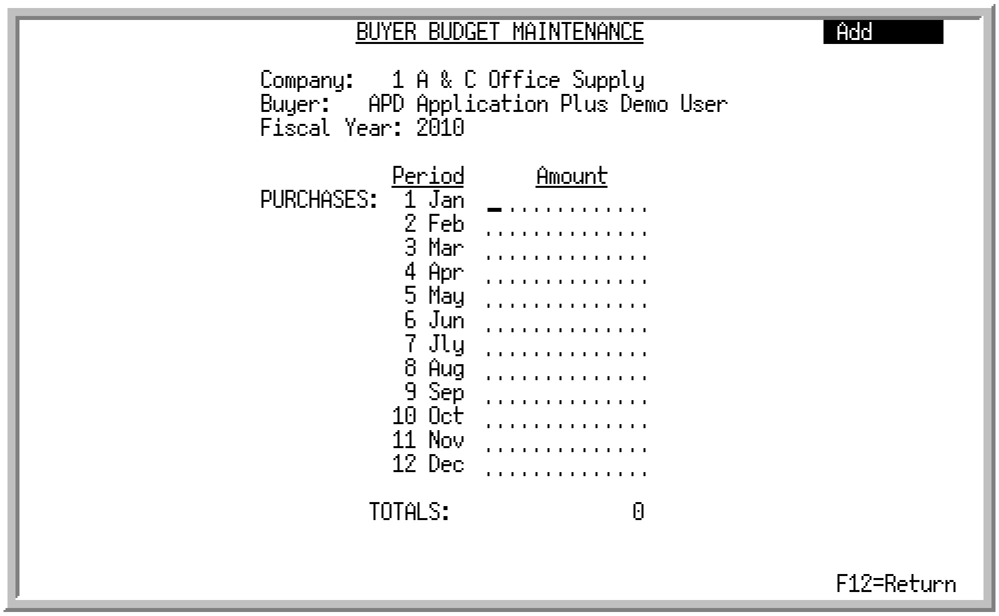
Budget Buyer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
Buyer Item Class	The **Buyer Item Class** field only displays if the selected buyer has been assigned a buyer budget level of either 3, 4, 5, 6, 8, 9, 10, or 11 through Buyers Maintenance (MENU POFILE). Use this field to specify the buyer item class for which you are adding, maintaining, or deleting a buyer budget. Key the appropriate buyer item class. *Valid Values:* A valid Buyer Item Class defined through Buyer Item Class/ Sub Class Maintenance (MENU POFIL2). (A 2) Required
Subclass	The **Subclass** field only displays if the selected buyer has been assigned a buyer budget level of either 4, 6, 9, or 11 through Buyers Maintenance (MENU POFILE). Use this field to specify the buyer item subclass for which you are adding, maintaining, or deleting a buyer budget. Key the appropriate buyer item subclass. *Valid Values:* A valid Item Subclass defined through Buyer Item Class/ SubClass Maintenance (MENU POFIL2). (A 2) Optional
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your changes.

Budget Buyer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. The Buyer Budget Maintenance Screen 2 (p. 59-8) displays.

Buyer Budget Maintenance Screen 2



This screen displays after pressing ENTER on the Buyer Budget Maintenance Screen (p. 59-4). Use this screen to define buyer budgets for the buyer/buyer budget levels you have defined for the selected buyer.

The Buyer Budgets/Actual File for the selected buyer will be updated with purchase order line values when a Purchase Order is printed and when a purchase order is maintained. The 12 or 13 periods will be updated based on the purchase order print date, capturing the lowest level of detail. This budget information will allow you to compare your actual buyer costs with the buyer budgets you defined on this screen through the use of the Buyer Budgets Analysis Report (MENU POREPT).

Buyer Budget Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Budget Heading	The **Company**, **Buyer**, and **Fiscal Year** selected on the Buyer Budget Maintenance Selection Screen (p. 59-2) display for reference. Display
Period	This field displays the sales/inventory period of the fiscal year for the buyer budget being maintained. Display
Amount	Use the fields in this column to enter the desired purchase amounts for each period to be used as this buyer's budget. Key the appropriate purchase amounts you wish to assign to each period for this buyer budget. (13 @ N 11,0) Optional

Buyer Budget Maintenance Screen 2 Fields and Function Keys

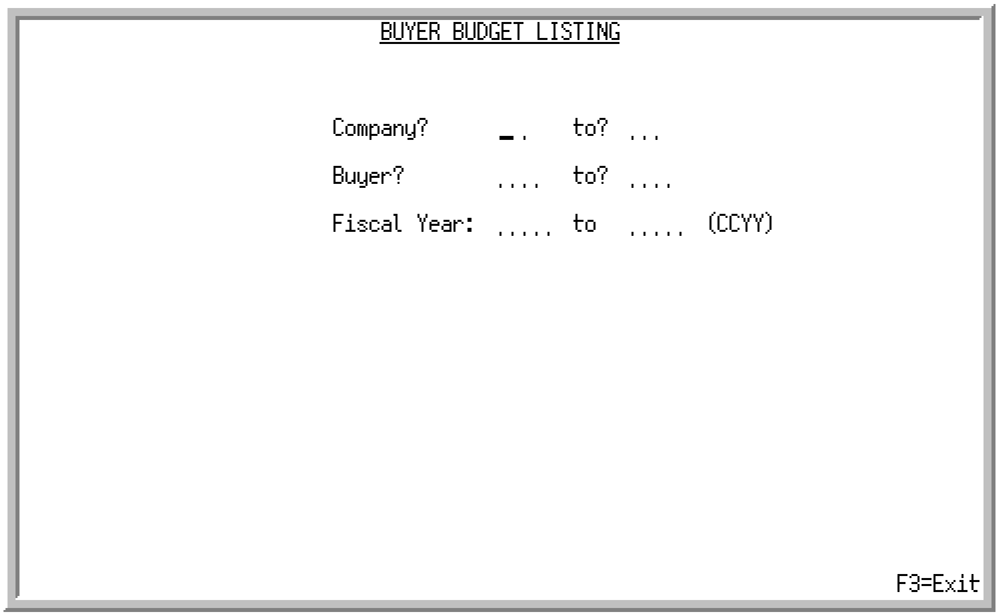
Field/Function Key	Description
TOTALS	The **Totals** field displays the total purchase amount of all periods entered for the selected buyer budget when you press ENTER once. Display
F12=Return	Press the F12=RETURN function key to return to the Buyer Budget Maintenance Screen (p. 59-4) without saving your changes.
Enter	Press the ENTER function key to confirm your selections. This screen redisplays with the total purchase amount for this buyer budget displayed in the **Totals** field. Press the ENTER key again to add, change, or delete the selected buyer budget.

Buyer Budgets Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Buyer Budget Listing Selection Screen	Use to select the range of the companies, buyers, and fiscal years to print on the Buyer Budget File Listing (p. 59-12).
Buyer Budget File Listing	Prints the buyer budgets that you defined in Buyer Budget Maintenance (MENU POFIL2).

Buyer Budget Listing Selection Screen



This screen displays after selecting option 15 - Buyer Budgets Maintenance (MENU POFIL2). Use this screen to select the range of the companies, buyers, and fiscal years to print on the Buyer Budget File Listing (p. 59-12).

Refer to the Cross Applications User Guide for the rules of FROM/TO ranges.

Buyer Budget Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays only if you selected Y for **Multi Company** in System Options Maintenance (MENU XAFILE). Key the range of companies to print on this listing. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ N 2,0) Optional
Buyer	Key the range of buyers to print on this listing. *Valid Values:* A valid buyer created through Buyers Maintenance (MENU POFILE). (2 @ A 3) Optional

Buyer Budget Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Fiscal Year	Key the range of fiscal years to print on this listing. *Valid Values:* A valid fiscal year entered in CCYY format. (2 @ N 4,0) Optional
F3=Exit	Press F3=EXIT to cancel your selections and return to MENU POFIL2.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Appendix section of the Cross Applications User Guide for details about the Report Options Screen.

Buyer Budget File Listing

```
P0973  23/05/11  21.39.05                             BUYER BUDGET FILE LIST                                  AY/APDEMO   PAGE:    1
                                                     01-A & C Office Supply
                 ALL COMPANIES                              ALL BUYERS                                    ALL YEARS
                       Total     Jan     Feb     Mar     Apr     May     Jun     Jly     Aug     Sep     Oct     Nov     Dec
------------------------------------------------------------------------------------------------------------------------------------
Buyer:       101 Bill DeFeo                     Buyer Level: 01 Warehouse
 Whs:          1 Hartford, CT
  Vend:          *NONE
   It Cl:    /   *NONE                          *NONE
   2010              300,000           25000           25000           25000           25000           25000           25000
                               25000           25000           25000           25000           25000           25000
   2011              300,000           25000           25000           25000           25000           25000           25000
                               25000           25000           25000           25000           25000           25000
 Whs:          3 Dallas, TX
  Vend:          *NONE
   It Cl:    /   *NONE                          *NONE
   2010              300,000           25000           25000           25000           25000           25000           25000
                               25000           25000           25000           25000           25000           25000
   2011              300,000           25000           25000           25000           25000           25000           25000
                               25000           25000           25000           25000           25000           25000
 Whs:          5 Chicago, IL
  Vend:          *NONE
   It Cl:    /   *NONE                          *NONE
   2010              300,000           25000           25000           25000           25000           25000           25000
                               25000           25000           25000           25000           25000           25000
   2011              300,000           25000           25000           25000           25000           25000           25000
                               25000           25000           25000           25000           25000           25000
```

This listing prints after pressing ENTER on the Buyer Budget Listing Selection Screen (p. 59-10) and the Report Options Screen. Refer to the Appendix section of the Cross Applications User Guide for details about the Report Options Screen.

The buyer budgets that you defined in Buyer Budget Maintenance (MENU POFIL2) are printed.

NOTE: This listing prints in various buyer budget classifications according to the buyer budget level you assigned for the buyers in Buyers Maintenance (MENU POFILE). Refer to the Buyer Budget Maintenance Screen (p. 59-4) for a list of the possible buyer level combinations.

For an explanation of the fields on this listing, refer to Buyer Budget Maintenance (MENU POFIL2).

CHAPTER 60

Maintaining Approval Codes

60

When the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), the approval codes defined here are used to restrict authority to approve Requisitions and Purchase Orders based on user ID and a maximum approval amount.

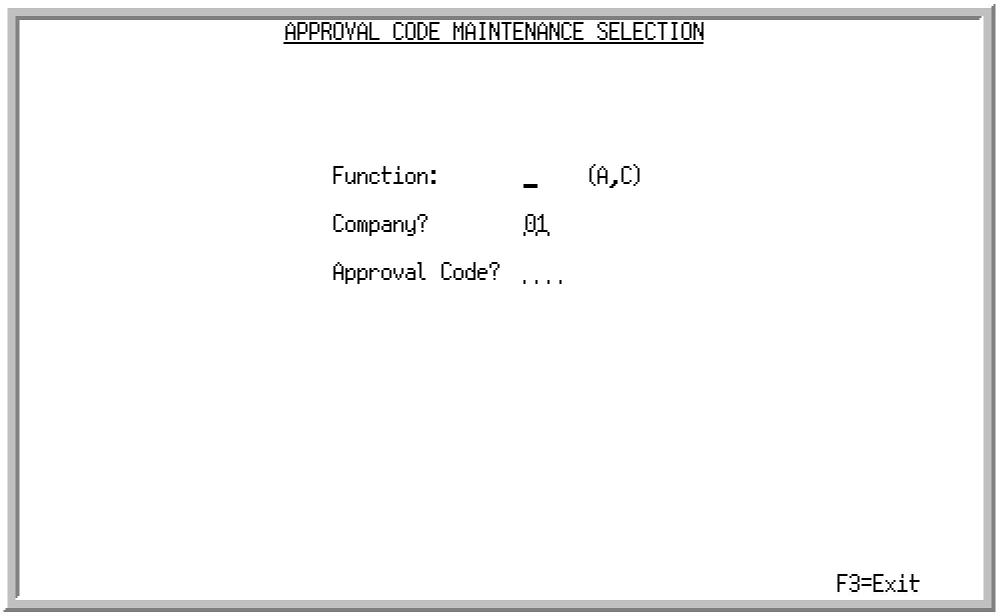
You will also have the option to enter, if desired, an override password for an approval code. This password can be used to override approval codes when changes are being made to approved purchase orders by a user other than the original approver. Additionally, you can designate if the overriding of an approved purchase order will validate the purchase order amount against the maximum approval amount defined for the approval code.

Approval Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Approval Code Maintenance Selection Screen	Use to add or change an approval code.
Approval Code Maintenance Screen	Use to assign a description, a maximum approval amount, and a user ID to the approval code.

Approval Code Maintenance Selection Screen



This screen appears after you select option 6 - Approval Codes Maintenance (MENU POFIL2). Use this screen to add or change an approval code.

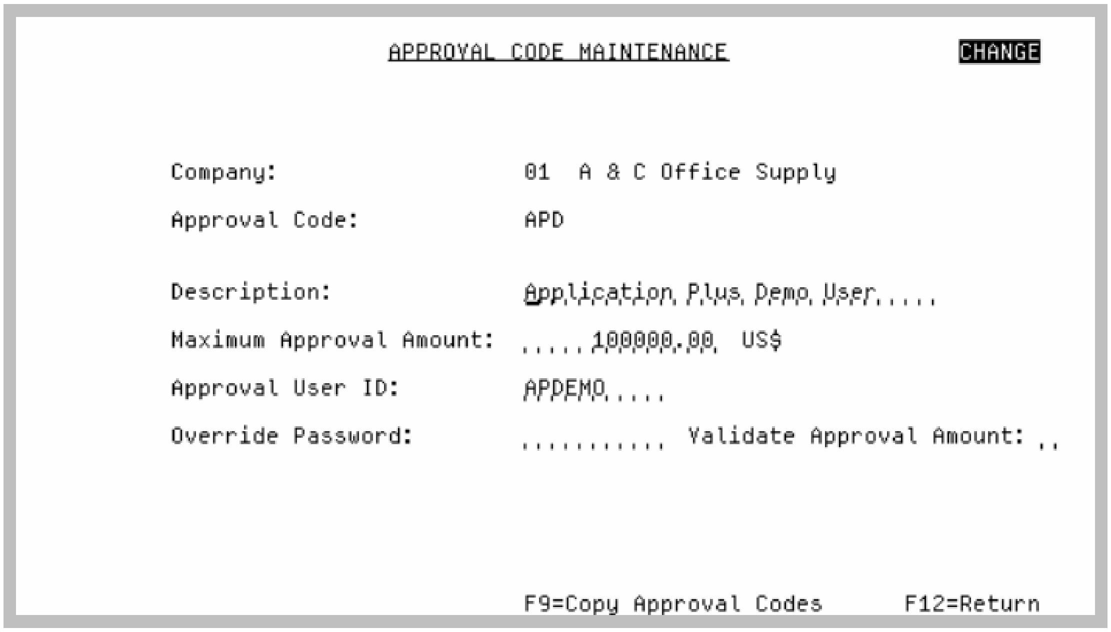
Approval Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an approval code. Key C to change an approval code. (A 1) Required
Company	This field displays only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the company number for which you want to add or change an approval code. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Approval Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Approval Code	Use this field to specify the approval code you want to add or change. Key the approval code you want to add or change. (A 3) Required
F3=Exit	Press the F3=EXIT function key to return to MENU POFIL2 without adding or changing an approval code.
Enter	Press the ENTER key to confirm your entries. The Approval Code Maintenance Screen (p. 60-4) will appear.

Approval Code Maintenance Screen



This screen appears after you press ENTER on the Approval Code Maintenance Selection Screen (p. 60-2).

Use this screen to assign a description, a maximum approval amount, and a user ID to the approval code. You also have the option to enter, if desired, an override password and determine if the overriding of an approved purchase order will validate the purchase order amount against the maximum approval amount defined for the approval code.

Approval Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key a description for the approval code. (A 30) Required
Maximum Approval Amount	Use this field to assign a maximum amount to the approval code. The user of this approval code will not be able to approve requisitions or Purchase Orders with a total value greater than the amount keyed here. To give a user an unlimited approval amount, enter all 9’s in this field. When International Currency is installed, the value in this field is always in the selected company’s local currency defined through International Currency Company Options Maintenance (MENU ICFILE). Key a maximum approval amount. (N 10,2) Required

Approval Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Approval User ID	Use this field to assign a user ID to the approval code. The user ID assigned to the code will be the only user permitted to use the code to approve a Requisition or Purchase Order. An approval code cannot be assigned to multiple user IDs. However, a user ID can be assigned to 1 or more approval codes. Key a user ID. *Valid Values:* Any user ID defined through Register A+ User IDs (MENU XACFIG). (A 10) Required
Override Password	Use this field to assign an override password for the approval code. This password can be used to override approval codes when changes are being made to approved purchase orders by a user other than the original approver. The password will apply to changes for an existing purchase order only, and you will be able to enter this override password for the approval code on the End Order Screen in Enter/Change Requisitions (MENU POMAIN). Key an override password. By defining an override password, you will be able to approve and exit an approved purchase order on the End Order Screen even though the approval code does not match the current user's user ID. You will be returned to the Purchasing Main Menu (MENU POMAIN). Additionally, if you define an override password for the approval code, ***Defined** will print on the Approval Code Listing (p. 60-9) in the **Override Password** column showing you that an override password has been defined for the corresponding approval code. NOTE: The override password pertains to editing purchase orders only, when the Purchasing Option: **Use Approval Code Authorization for Req/PO** is in use. It will not be displayed when adding a new purchase order or at any time during requisition entry. The override password is valid for overriding the approval code during a particular edit session only and will not be stored. *Valid Values:* Any characters (A 10) Optional

Approval Code Maintenance Screen Fields and Function Keys

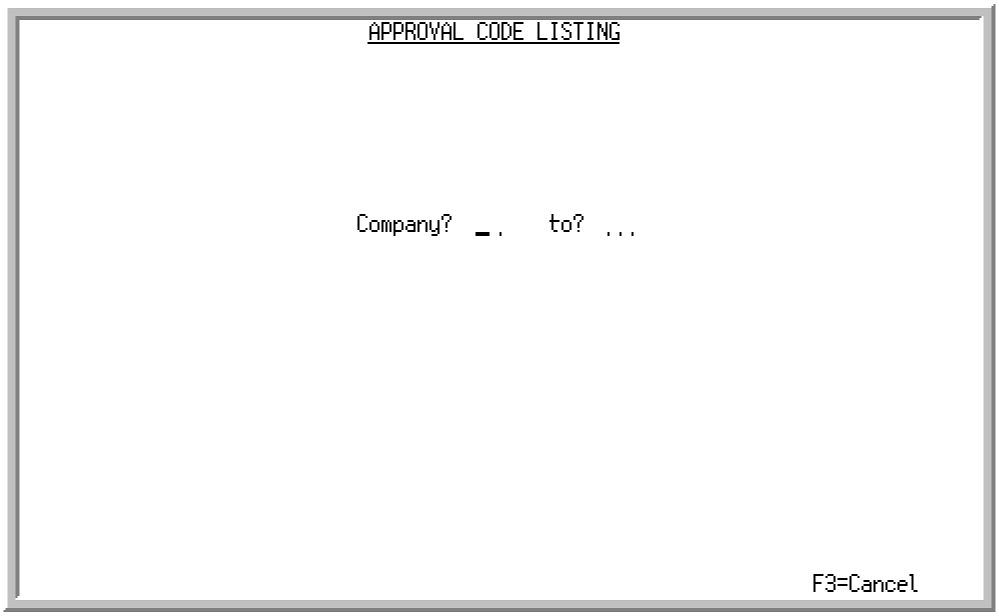
Field/Function Key	Description
Validate Approval Amount	Use this field to determine if the overriding of an approved purchase order will validate (on the End Order Screen in Enter/Change Requisitions (MENU POMAIN)) the purchase order amount against the maximum approval amount defined for the approval code. Key Y to have the approved purchase order that is being overridden validate the purchase order amount against the maximum approval amount defined for the approval code. If Y, in Enter/Change Requisitions (MENU POMAIN), you will be able to override up to the defined maximum approval amount for this approval code. On the End Order Screen, the purchase order value will be compared against the maximum approval amount for this new approval code. If all edits are passed, the purchase order will be approved, using the new approval code and amount. Key N to not have the approved purchase order that is being overridden validate the purchase order amount against the maximum approval amount defined for the approval code. If N, in Enter/Change Requisitions (MENU POMAIN), you will be able to override any purchase order, regardless of the maximum approval amount for this approval code. On the End Order Screen, the purchase order will be approved, using the new approval code and amount, regardless of the purchase order value. NOTE: If the **Override Password** field is blank, then this field will be cleared even if you key a value. It only applies when the **Override Password** field contains a value. *Valid Values:* Y, N, or Blank (A 1) Required only if ‘Override Password’ contains a value
F9=Copy Approval Codes	Press F9=COPY APPROVAL CODES to copy the approval code, description, maximum approval amount, and user ID to all defined companies. When International Currency is installed, a currency conversion will not be performed for the value in the **Maximum Approval Amount** field. You must manually change the value for any companies with a different local currency to the proper value for that currency
F12=Return	Press the F12=RETURN function key to return to the Approval Code Maintenance Selection Screen (p. 60-2) without saving your entries.
Enter	Press the ENTER function key to save your entries. The Approval Code Maintenance Selection Screen (p. 60-2) will appear.

Approval Codes Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Approval Code Listing Screen	Use to select a company or range of companies for which to print the Approval Code Listing (p. 60-9).
Approval Code Listing	Prints a hard copy of existing approval codes and the associated description, maximum approval amount, and user ID for each.

Approval Code Listing Screen



This screen appears after you select option 16 - Approval Codes Listing (MENU POFIL2), only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this screen to select a company or range of companies for which to print the Approval Code Listing (p. 60-9).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Approval Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company number or range of company numbers for which to print the Approval Code Listing (p. 60-9). *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE) (2 @ A 2) Optional
F3=Cancel	Press F3=Cancel to return to MENU POFIL2 without printing the listing.
Enter	Press Enter to confirm your selections. The Report Options Screen will appear. Refer to the Appendix section of the Cross Applications User Guide for information about this screen.

Approval Code Listing

```
P0984            1/30/18   19:53:15          APPROVAL CODE LISTING                BA/APDEMO              PAGE    1
                                           01 - A & C Office Supply
Companies From:   01
            To:   01                                                                  Override     Validate
Approval Code     Description                Maximum Approval Amount       Approval User ID  Password     Approval Amt
----------------------------------------------------------------------------------------------------------------------
APD               Application Plus Demo User               100,000.00   US$     APDEMO            *Defined     Y
APL               Application Plus User                      1,000.00   US$     APLUS             *Defined     N
APQ               QPGMR                                 99,999,999.00   US$     QPGMR
AP1               Demo User 01                      99,999,999,999.99   US$     APDEMO01          *Defined     N
AP2               Demo User 02                      99,999,999,999.99   US$     APDEMO02
AP3               Demo User 03                      99,999,999,999.99   US$     APDEMO03
AP4               Demo User 04                      99,999,999,999.99   US$     APDEMO04
AP5               Demo User 05                      99,999,999,999.99   US$     APDEMO05
AP6               Demo User 06                      99,999,999,999.99   US$     APDEMO06
AP7               Demo User 07                      99,999,999,999.99   US$     APDEMO07
AP8               Demo User 08                      99,999,999,999.99   US$     APDEMO08
AP9               Demo User 09                      99,999,999,999.99   US$     APDEMO09
```

This listing prints after you press enter on the Report Options Screen. Refer to the Appendix section of the Cross Applications User Guide for information about this screen.

This listing provides a hard copy of existing approval codes and associated information. For an explanation of these fields, refer to the Approval Code Maintenance Selection Screen (p. 60-2) and Approval Code Maintenance Screen (p. 60-4).

CHAPTER 61

Maintaining FOB Codes

61

This option allows you to define FOB codes.

Refer to FOB Codes Maintenance (MENU OEFIL3) in the Order Entry User Guide for a detailed explanation of this option.

CHAPTER 62

Maintaining Transport Mode Codes

62

This option allows you to define transport mode codes.

Refer to Transport Mode Maintenance (MENU OEFIL3) in the Order Entry User Guide for a detailed explanation of this option.

CHAPTER 63

Maintaining Tax Body Codes

63

Use this option to enter, modify, and/or delete tax bodies, their descriptions, and the current tax rate.

For each tax body, a new tax rate and an effective date may be entered. Furthermore, county and city tax fields may be optionally entered. County and city tax codes are not used by the system, but are included to reduce the modification effort when these fields are necessary.

Refer to Tax Body Maintenance (MENU OEFILE) in the Order Entry User Guide for a detailed explanation of this option.

CHAPTER 64

Maintaining Vendor Groups

64

A vendor group allows you to associate several related vendors together. Vendor groups are useful in rebate processing for streamlining the creation of rebates.

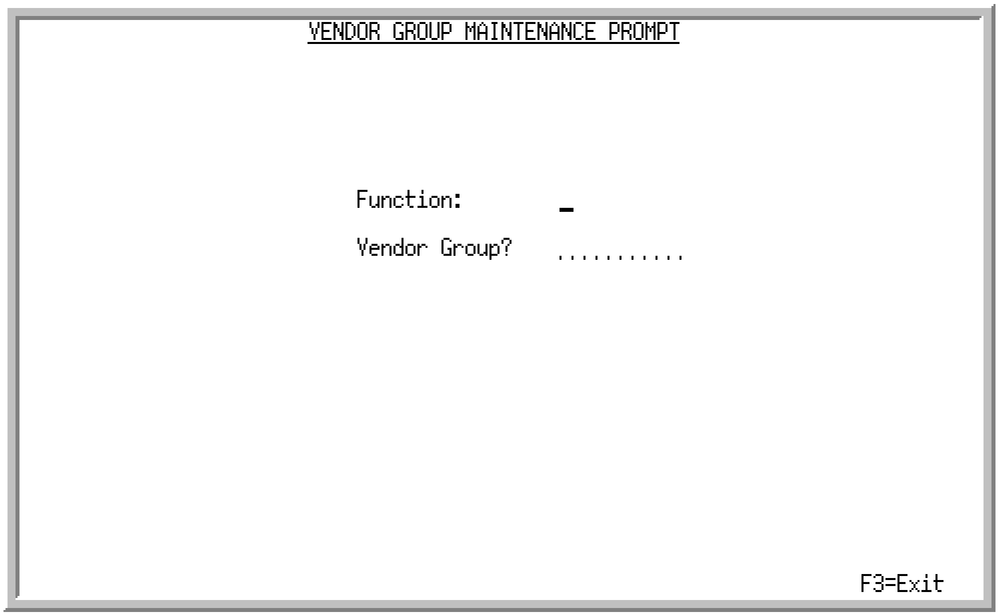
Vendor groups can be created through the Vendor Group Maintenance option on the Purchasing File Maintenance (2) Menu (MENU POFIL2). You can print a list of defined vendor groups using the Vendor Group Listing option on the same menu.

Vendor Group Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Group Maintenance Prompt Screen	Use to maintain vendor groups.
Vendor Group List Screen	Use to select a vendor group from a list of defined vendor groups.
Vendor Group Maintenance Screen	Use to provide descriptive text for the vendor group.
Vendor Group Maintenance Assignment Screen	Use to assign vendors to the vendor group.

Vendor Group Maintenance Prompt Screen

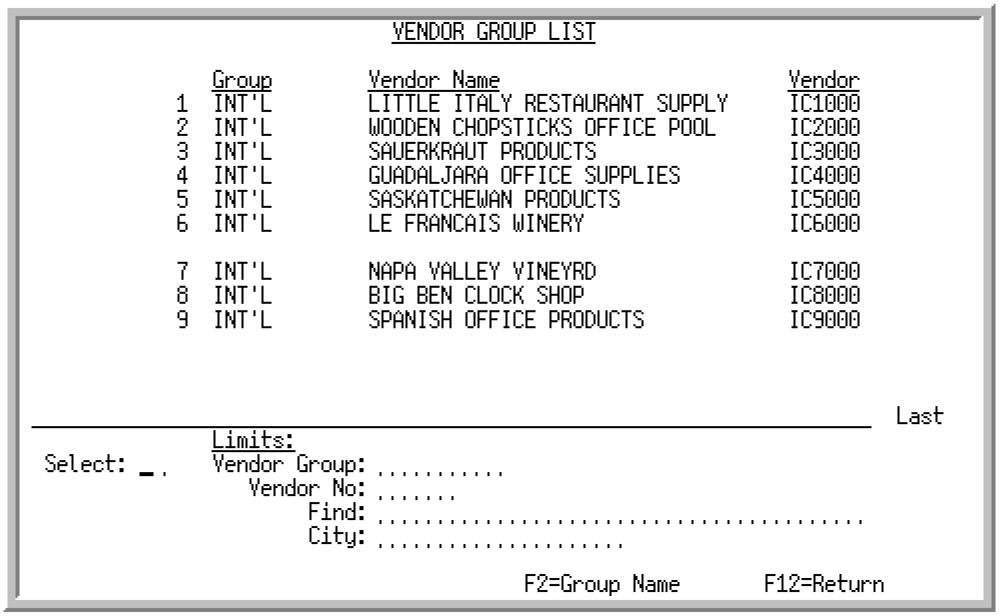


This screen appears after you select option 19 - Vendor Group Maintenance (MENU POFIL2). Use this screen to specify the name of the vendor group to maintain.

Vendor Group Maintenance Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a vendor group. Key C to change a vendor group. Key D to delete a vendor group. You must remove the group from any existing rebates before you can delete it. (A 1) Required
Vendor Group	Use this field to specify the ID of vendor group that you want to maintain. Key the vendor group to be maintained. *Valid Values:* A valid vendor group. (A 10) Required
F3=Exit	Press the F3=Exit function key to return to the menu without maintaining the vendor group.
Enter	Press the Enter function key to confirm your entries and continue. If you keyed ? in the **Vendor Group** field, the Vendor Group List Screen (p. 64-4) appears. If you provided a group name, the Vendor Group Maintenance Screen (p. 64-7) appears.

Vendor Group List Screen



This screen appears after you press ENTER on the Vendor Group Maintenance Prompt Screen (p. 64-2) or the Rebate Vendors Screen, if you keyed ? in the **Vendor Group** field.This screen displays the vendor group, either the vendor's name or the group's name (depending on the F2=GROUP NAME / F2=VENDOR NAME toggle key), and the vendor's number. Use this screen to search for and select a group to maintain.

Vendor Group List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This column displays the reference number of the vendor or group. Display
Group	The Group ID field that the vendor is assigned to. Display
Vendor Name / Group Name	This field will be toggled with the F2=GROUP NAME / F2=VENDOR NAME toggle key to display either the name of the group or the name of the vendor. Display
Vendor	The vendor's number assigned to the vendor. Display

Vendor Group List Screen Fields and Function Keys

Field/Function Key	Description
Select	To select a vendor group for maintenance, key the **Reference Number** displayed to the left of a **Group** in the list to select the group. Multiple selection numbers can be used to select the same vendor group. Key the reference number of the group/vendor to be selected. (N 2,0) Optional
Limits: Vendor Group	Key a vendor group to limit the results listed on this screen to groups that match your entry. (A 10) Optional
Limits: Vendor No	Key a vendor number to limit the results listed on this screen to groups that match the vendor number. (A 6) Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
F2=Group Name / F2=Vendor Name	Press the F2=GROUP NAME / F2=VENDOR NAME function key to toggle between displaying the name of the vendor group or the name of vendors assigned to the group.
F12=Return	Press the F12=RETURN function key to return to the previous screen without making a selection.

Vendor Group List Screen Fields and Function Keys

Field/Function Key	Description
Enter	If you keyed a reference number in the Select field, press the ENTER key to select the associated vendor group. You will be returned to the Vendor Group Maintenance Prompt Screen (p. 64-2) and the selected vendor group will be entered in the **Vendor Group** field. If you keyed search criteria in the **Find** or **Find** and **City** fields, press the ENTER key to search for vendors. The Vendor Search Screen (p. 43-7) appears.

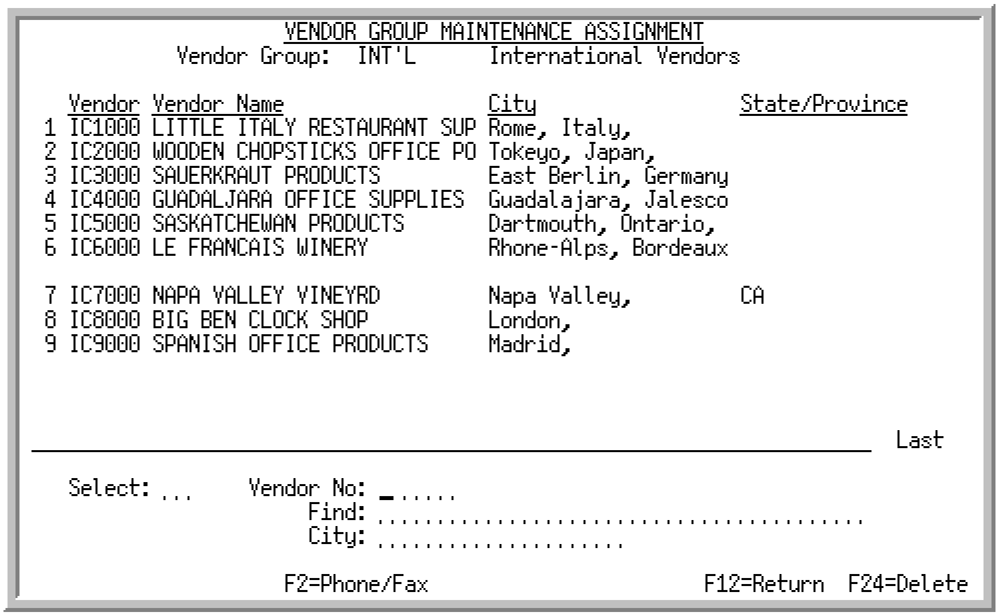
Vendor Group Maintenance Screen

This screen appears after you press ENTER on the Vendor Group Maintenance Prompt Screen (p. 64-2). Use this screen to provide a name for the vendor group.

Vendor Group Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Name	Use this field to provide descriptive text to identify the vendor group. (A 30) Required
F4=Assign Vendors	Press the F4=ASSIGN VENDORS function key to assign vendors to the group. The Vendor Group Maintenance Assignment Screen (p. 64-8) appears. You must assign at least one vendor to a group.
F12=Return	Press the F12=RETURN key to return to the previous screen without maintaining the group.
Enter	Press the ENTER function key to confirm your entries. If you are adding a vendor group, you must have assigned at least one vendor to the group before you can press ENTER.

Vendor Group Maintenance Assignment Screen



This screen appears after you press F4=ASSIGN VENDORS on the Vendor Group Maintenance Screen (p. 64-7). Use this screen to review the vendors assigned to the group, initiate a search for vendors to assign to the group, or remove vendors from the group.

Vendor Group Maintenance Assignment Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This column displays the reference number of the vendor or group. Display
Vendor	The vendor's number assigned to the vendor. Display
City	The city for the vendor from the Vendor Master File (**VENDR**). This column will toggle to the **Phone** number with the F2=PHONE/FAX / F2=CITY/ST/PROV toggle function key. Display
State/Province	The state/province for the vendor from the Vendor Master FIle (**VENDR**). This column will toggle to the **Fax** telephone number with the F2=PHONE/FAX / F2=CITY/ST/PROV toggle function key. Display

Vendor Group Maintenance Assignment Screen Fields and Function Keys

Field/Function Key	Description
Phone	The phone number for the vendor from the Vendor Master File (**VENDR**). This column will toggle to the **City** with the F2=PHONE/FAX / F2=CITY/ST/PROV toggle function key. Display
Fax	The fax telephone number for the vendor from the Vendor Master FIle (**VENDR**). This column will toggle to the **State/Province** with the F2=PHONE/FAX / F2=CITY/ST/PROV toggle function key. Display
Select	To delete a vendor from the group, key the **Reference Number** displayed to the left of the vendor number in the list in this field and then press F24=DELETE. (N 2,0) Optional
Vendor No	Use this field to specify the number of the vendor you want to assign to the group. To search for a vendor number, use the **Find** and **City** fields. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE) (A 6) Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide. (A 8) Optional
F2=Phone/Fax / F2=City/St/Prov	Press the F2=PHONE/FAX / F2=CITY/ST/PROV function key to toggle between displaying either the vendor's phone and fax numbers or the vendor's city and state/province.

Vendor Group Maintenance Assignment Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	When you are finished adding and removing vendor assignments, press the F12=RETURN function key to return to the Vendor Group Maintenance Screen (p. 64-7).
F24=Delete	After keying a **Reference Number** in the **Select** field, press the F24=DELETE function key to delete the vendor associated with that reference number from the group. You will be asked to confirm the deletion by pressing F24=DELETE a second time.
Enter	After keying a vendor number in the **Vendor** field, press the ENTER function key to add the vendor to the group.

Vendor Group Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Group Listing	Prints a list of vendor groups and the vendor assigned to each group.

Vendor Group Listing

```
PO931    9/06/10  20:03:28                       VENDOR GROUP LISTING                          AF/APDEMO     PAGE    1
Vendor Group     Group Name                  Vendor   Vendor Name
--------------------------------------------------------------------------------------------------------------------
INT'L            International Vendors       IC1000   LITTLE ITALY RESTAURANT SUPPLY
                                             IC2000   WOODEN CHOPSTICKS OFFICE POOL
                                             IC3000   SAUERKRAUT PRODUCTS
                                             IC4000   GUADALJARA OFFICE SUPPLIES
                                             IC5000   SASKATCHEWAN PRODUCTS
                                             IC6000   LE FRANCAIS WINERY
                                             IC7000   NAPA VALLEY VINEYRD
                                             IC8000   BIG BEN CLOCK SHOP
                                             IC9000   SPANISH OFFICE PRODUCTS
```

This listing prints after you press ENTER on the Report Options Screen, which appears after you select the Vendor Group Listing option from the Purchasing File Maintenance (2) Menu (MENU POFIL2). This listing prints a record of defined groups and the vendors assigned to each group.

CHAPTER 65 # Automate Suggested Orders

65

Automate Suggested Orders streamlines the suggested order process for warehouse transfer orders, suggested orders from outside vendors. This scheduled job will run the following steps if defined:

- Suggested Orders Report
- Create Requisitions from Suggested Orders
- Purchase Order Print
- Print Warehouse Transfer Pick Lists

Automate Suggested Order jobs can be created through the Automate Suggested Orders option on the Purchasing File Maintenance (2) Menu (MENU POFIL2).

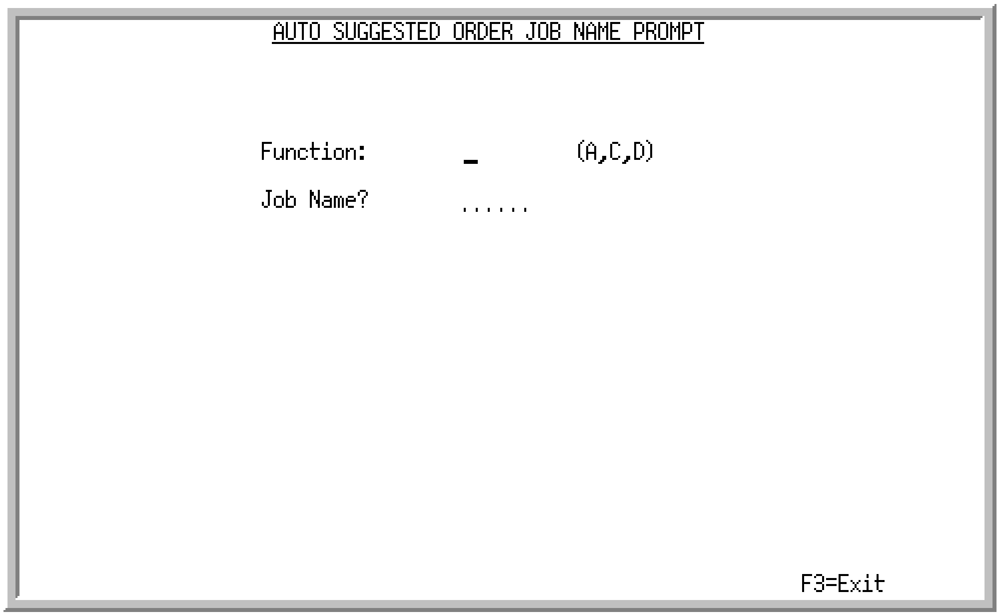
Automate Suggested Orders Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Auto Suggested Order Job Name Prompt Screen	Use to maintain automated suggested order jobs.
Auto Suggested Order Job Name Maintenance Screen	Use to provide descriptive text for the auto suggested order job.
Suggested Orders Report Screen	Use to define the parameters for the suggested order report. For further details about this screen, refer to the Suggested Orders Report (MENU POREPT) option.
Suggested Order Report Additional Information Screen	Use to define which job steps will execute with the scheduled job.

Title	Purpose
Schedule Options Screen	Use to define the parameters for the scheduled job. Refer to this screen in the Electronic Payment User Guide.

Auto Suggested Order Job Name Prompt Screen



This screen appears after selecting option 21 -Automate Suggested Orders Maintenance (MENU POFIL2).

Use this screen to specify the name of the auto suggested orders job to maintain.

Auto Suggested Order Job Name Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add an auto suggested orders job. Key C to change an auto suggested orders job. Key D to delete an auto suggested orders job. (A 1) Required
Job Name	Use this field to specify the ID of auto suggested orders job that you want to maintain. Key the suggested orders job name to be maintained. *Valid Values:* A valid job name (A 5) Required
F3=Exit	Press the F3=EXIT function key to return to the menu without maintaining the auto suggested orders job.
Enter	Press the ENTER key to confirm your entries. The Auto Suggested Order Job Name Maintenance Screen (p. 65-5) displays.

Auto Suggested Order Job Name Maintenance Screen

This screen appears after you press ENTER on the Auto Suggested Order Job Name Prompt Screen (p. 65-3). Use this screen to provide a description for the job.

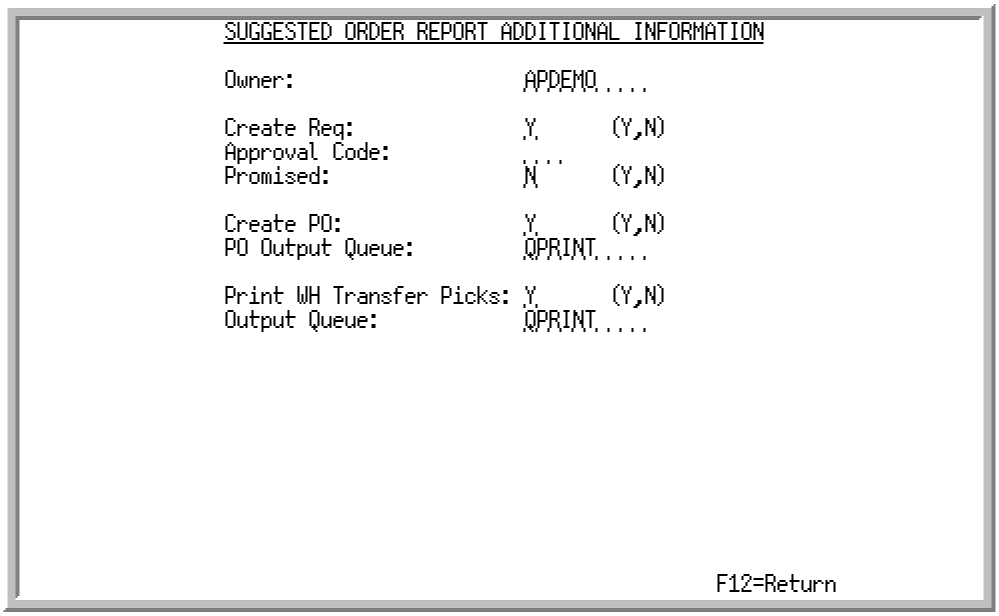
Auto Suggested Order Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Job Description	Use this field to provide descriptive text to identify the job. (A 30) Required
Output Queue	Use this field to identify the System i output queue where the suggested orders report will be generated. *Default Value:* Your default output queue defined in your System i user profile. *Valid Values:* Any valid System i output queue. (A 10) Required
F12=Return	Press the F12=RETURN function key to return to the previous screen without maintaining the job.
F24=Delete	The F24=DELETE function key displays when a D is entered in the **Function** field on the Auto Suggested Order Job Name Prompt Screen (p. 65-3). Press the F24=DELETE function key to delete the selected auto suggested orders job. You will be asked to confirm the deletion by pressing F24=DELETE a second time.

Auto Suggested Order Job Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER to confirm your entries. The Suggested Orders Report Screen (p. 34-3) displays and is used to define the parameters for this specific automated generation of the suggested order report.

Suggested Order Report Additional Information Screen



This screen appears after you press ENTER on the Suggested Orders Report Screen (p. 34-3). Use this screen to define the remaining steps in the suggested order process that will be automated.

Suggested Order Report Additional Information Screen Fields and Function Keys

Field/Function Key	Description
Owner	Use this field to specify the owner of the scheduled job. *Default Value:* The System i user ID of the person logged on *Valid Values:* Any value can be entered here. This field is not validated. (A 10) Required
Create Req	Use this field to specify whether or not the requisition should be created when the scheduled job runs. *Default Value:* Y *Valid Values:* Y, N (A 1) Required
Approval Code	Use this field to specify the code that will be used to approve the requisition. If an approval code is not specified, purchase orders and pick lists will not be generated. *Valid Values:* Any valid approval code defined for your user ID through Approval Code Maintenance (MENU POFIL2). (A 3) Optional

Suggested Order Report Additional Information Screen Fields and Function Keys

Field/Function Key	Description
Promised	Use this field to specify if the delivery due date was promised to from the vendor. When the requisition is created, the due date will show in reverse image. *Default Value:* N *Valid Values:* Y, N (A 1) Required
Create PO	Use this field to specify whether or not the purchase order should be created when the scheduled job runs. *Default Value:* Y *Valid Values:* Y, N (A 1) Required
PO Output Queue	Use this field to specify the output queue where printed purchase orders will be generated. *Default Value:* The default output queue defined in your System i user profile. *Valid Values:* Any valid System i output queue. (A 10) Required
Print WH Transfer Picks	Use this field to specify whether or not warehouse transfer pick lists should be generated when the scheduled job runs. *Default Value:* Y *Valid Values:* Y, N (A 1) Required
Output Queue	Use this field to specify the output queue where warehouse transfer pick lists will be generated. *Default Value:* The default output queue defined in your System i user profile. *Valid Values:* Any valid System i output queue. (A 10) Required
F12=Return	Press the F12=RETURN key to return to the previous screen.
Enter	Press the ENTER function key to confirm your entries. The Schedule Options Screen will display. The Schedule Options Screen is used to define when the scheduled job will run. For further details about this screen, refer to the Schedule Options Screen (MENU EPFILE) in the Electronic Payment User Guide.

CHAPTER 66

Maintaining Purchasing Lines

66

Purchasing Line Maintenance (MENU POFIL2) is used to add, change, or delete Purchasing Lines for a vendor and optional warehouse. Purchasing Lines provide you with a way to group like items together, for purchasing purposes.

Purchasing Line usage includes the following:

- Purchasing Lines are updated through Item Balance Maintenance (MENU IAFILE) to allow the linking of items by Purchasing Lines.
- Variables have an added level of item grouping to include many item class/sub-class items used for forecasting (service level, order frequency, order level and lead time).
- The Suggested Orders Report (MENU POREPT) allows you to create a run of potential requisitions/purchase orders by Purchasing Line.
- Unique replenishment options can be set up by Purchasing Line through Replenishment Options Maintenance (MENU AIFILE).
- Product Restriction Codes Maintenance (MENU OEFIL2) allows you to restrict sales of products by certain criteria, including restriction by Purchasing Line.

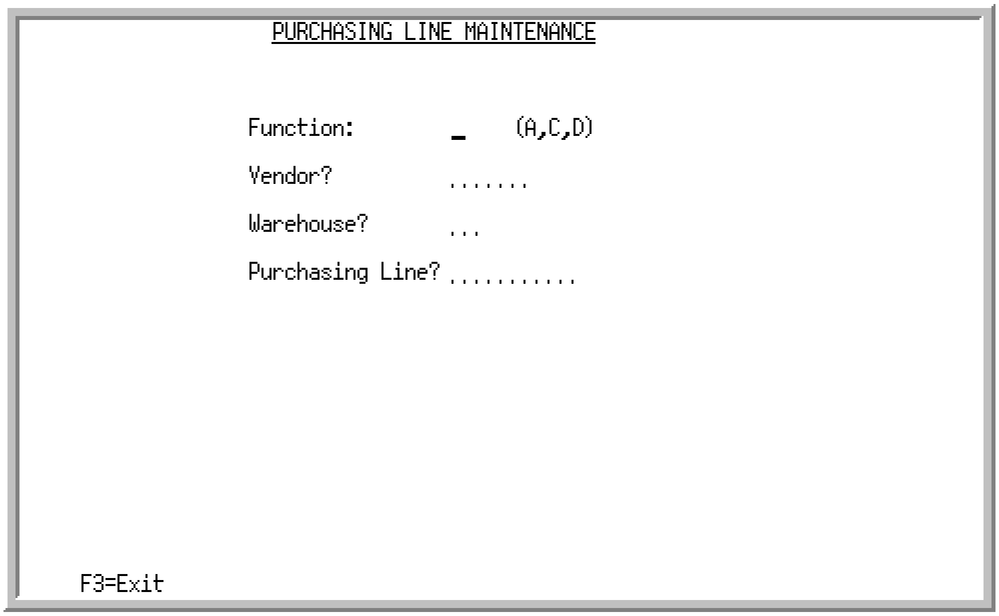
Purchasing Line Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Purchasing Line Maintenance Screen	Use to add, change, or delete a Purchasing Line for a vendor and optional warehouse.
Purchasing Line Question Mark Window	Use to select an existing Purchasing Line to change or delete, or to view what Purchasing Lines already exist so that you can add a new one.

Title	Purpose
Purchasing Line Maintenance Definition Screen	Use to provide a description for the Purchasing Line.

Purchasing Line Maintenance Screen



This screen appears after selecting option 22 - Purchasing Line Maintenance from MENU POFIL2.

Use this screen to add, change, or delete Purchasing Lines for a vendor and optional warehouse.

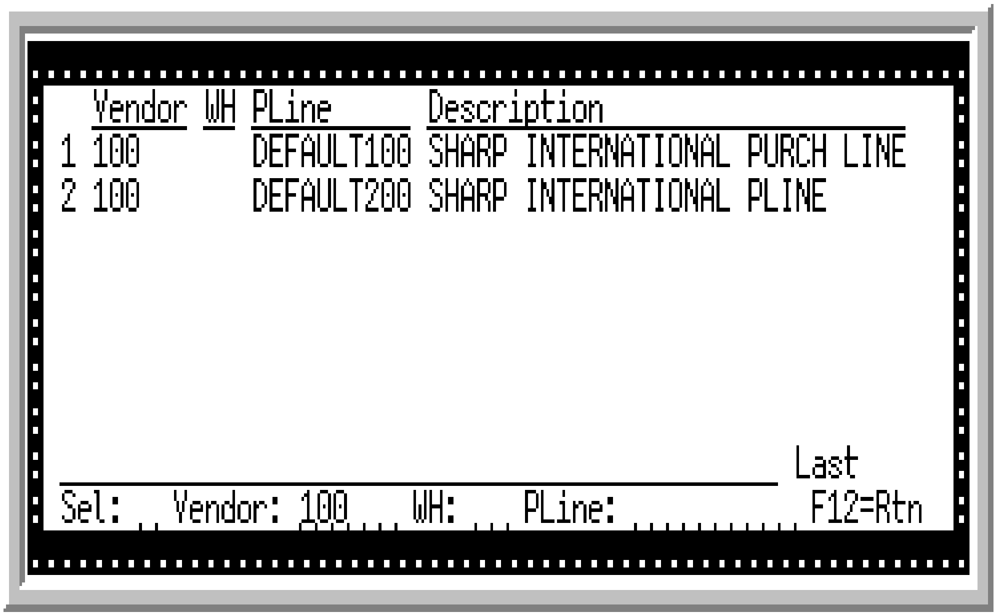
Purchasing Line Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add new Purchasing Line. Key C to change existing Purchasing Line. Key D to delete existing Purchasing Line. (A 1) Required
Vendor	Use this field to define a Purchasing Line to a specific vendor. Key the primary vendor for which Purchasing Lines are to be processed. *Valid Values:* Any vendor defined in Vendor Master Maintenance (MENU POFILE/MENU APFILE). (A 6) Required

Purchasing Line Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	You have the option to key a warehouse to be associated with the Purchasing Line you are adding or maintaining. Key the warehouse for which Purchasing Lines are to be processed. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Purchasing Line	Use this field to select the Purchasing Line you are adding, changing or deleting. Key the Purchasing Line. To view a list of valid Purchase Lines, key a ? in this field and press ENTER. The Purchasing Line Question Mark Window (p. 66-5) will appear. (A 10) Required
F3=Exit	Press the F3=EXIT function key to cancel this option, and return to MENU POFIL2.
Enter	Press ENTER to confirm your selections. The Purchasing Line Maintenance Definition Screen (p. 66-7) will appear.

Purchasing Line Question Mark Window



This window appears after you key a ? in any **Purchasing Line** field throughout Distribution A+ that has the question mark capability. This window displays previously defined Purchasing Lines.

Use this window to select an existing Purchasing Line to change or delete, or to view what Purchasing Lines already exist so that you can add a new one.

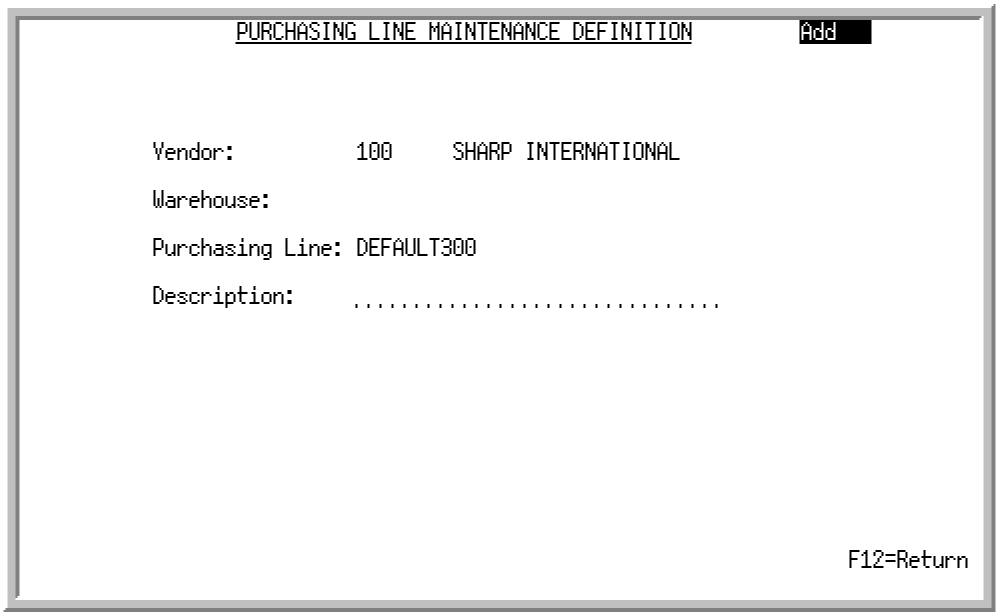
Purchasing Line Question Mark Window Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This is the reference number of the corresponding Purchasing Line. To select one of the displayed Purchasing Lines, key this number in the **Sel** field on this window. Display
Vendor	This field displays the vendor associated with the Purchasing Line, as defined through Purchasing Line Maintenance (MENU POFIL2). Display
WH	This field displays the warehouse, if any, associated with the Purchasing Line, as defined through Purchasing Line Maintenance (MENU POFIL2). Display
PLine	This field displays the Purchasing Line, as defined through Purchasing Line Maintenance (MENU POFIL2). Display

Purchasing Line Question Mark Window Fields and Function Keys

Field/Function Key	Description
Description	This field displays the Purchasing Line description, as defined through Purchasing Line Maintenance (MENU POFIL2). Display
Sel	Key the **Reference Number** of the Purchasing Line you want to select in the **Sel** field. As soon as you key a number in the **Sel** field, you will be returned to the screen where you keyed the ?, and the field will be filled in with the value you selected. (N 1,0) Required
Vendor	Use this field to reposition the list of valid values to the value entered. You can key part or all of the value and press ENTER. The first value in the list that begins with the characters you entered will appear at the top of the list. Key the vendor for which you defined a Purchasing Line. (A 6) Required
WH	Use this field to reposition the list of valid values to the value entered. You can key part or all of the value and press ENTER. The first value in the list that begins with the characters you entered will appear at the top of the list. Key the warehouse for which you defined a Purchasing Line. (A 2) Required
PLine	Use this field to reposition the list of valid values to the value entered. You can key part or all of the value and press ENTER. The first value in the list that begins with the characters you entered will appear at the top of the list. Key the Purchasing Line. (A 10) Required
F12=Rtn	Press the F12=RTN function key to return to the previous screen without selecting a Purchasing Line.
Enter	After entering limiting criteria in the **Vendor**, **WH**, and/or **PLine** fields, press ENTER to confirm your selections. The window will refresh and reposition the list of valid values to match the value(s) entered.

Purchasing Line Maintenance Definition Screen



This screen appears after you press ENTER on the Purchasing Line Maintenance Screen (p. 66-3). Use this screen to provide a description for the Purchasing Line.

Purchasing Line Maintenance Definition Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the vendor defined for the Purchasing Line, as entered on the Purchasing Line Maintenance Screen (p. 66-3). Display
Warehouse	This field displays the warehouse associated with the Purchasing Line, if one was identified on the Purchasing Line Maintenance Screen (p. 66-3). Display
Purchasing Line	This field displays the Purchasing Line you are adding, changing or deleting, as entered on the Purchasing Line Maintenance Screen (p. 66-3). Display
Description	Use this field to provide descriptive text to identify the Purchasing Line. (A 30) Required
F12=Return	Press F12=RETURN to return to the Purchasing Line Maintenance Screen (p. 66-3), without updating this screen.

Purchasing Line Maintenance Definition Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays only if you are in Delete mode. Press F24=DELETE twice to confirm deletion of the Purchasing Line. You will be returned to the Purchasing Line Maintenance Screen (p. 66-3).
Enter	Press ENTER twice to confirm your selections and return to the Purchasing Line Maintenance Screen (p. 66-3).

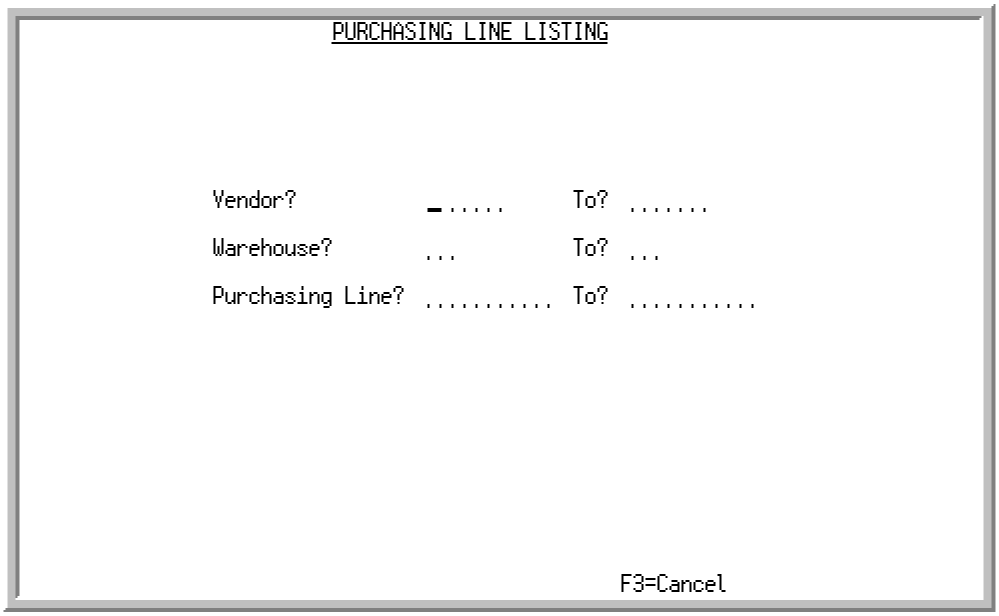
Purchasing Line Listing

This option is used to print the Purchasing Line Code Listing (p. 66-11). This listing shows the Purchasing Lines created and maintained through Purchasing Line Maintenance (MENU POFIL2).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Purchasing Line Listing Screen	Use to select the range of criteria to limit the Purchasing Lines to print on the listing.
Purchasing Line Code Listing	Prints a record of the defined Purchasing Lines and the vendors and optional warehouses assigned to each Purchasing Line.

Purchasing Line Listing Screen



This screen appears after you select option 32 - Purchasing Line Listing from MENU POFIL2. Use this screen to select the range of criteria to limit the Purchasing Lines to print on the listing.

Only those Purchasing Lines that match the criteria entered will print. Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Purchasing Line Listing Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the vendor or range of vendors associated with the Purchase Lines to print on the listing. Vendors are assigned to Purchase Lines through Purchasing Line Maintenance (MENU POFIL2). *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE/MENU APFILE). (2 @ A 6) Optional
Warehouse	Key the warehouse or range of warehouses associated with the Purchase Lines to print on the listing. Warehouses are optionally assigned to Purchase Lines through Purchasing Line Maintenance (MENU POFIL2). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Purchasing Line Listing Screen Fields and Function Keys

Field/Function Key	Description
Purchase Line	Use this field to enter the purchasing line or range of purchasing lines to include in the listing. *Valid Values:* A valid purchasing line defined through Purchasing Line Maintenance (MENU POFIL2). (2 @ A 10) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option, and return to MENU POFIL2.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Purchasing Line Code Listing

```
AI805   04/16/12  18:17:08               PURCHASING LINE CODE LISTING                  AY/APDEMO              PAGE:    1
Vendor From: 100       All Warehouses       Purchasing Line From: DEFAULT200
         To: 100                                              To: DEFAULT200
Vendor  WH  PLine Code  Description
------------------------------------------------------------------------------------------------------------------------------------
100         DEFAULT200  SHARP INTERNATIONAL PLINE
```

This report prints following the Report Options Screen, which is explained in the Cross Applications User Guide.

This listing prints a record of the defined Purchasing Lines and the vendors and optional warehouses assigned to each Purchasing Line, as created and maintained through Purchasing Line Maintenance (MENU POFIL2).

CHAPTER 67

Unposted Receipts Status Report

67

This option prints a report showing all workstations with unposted purchase order receipts. You also have the option to include purchase order information.

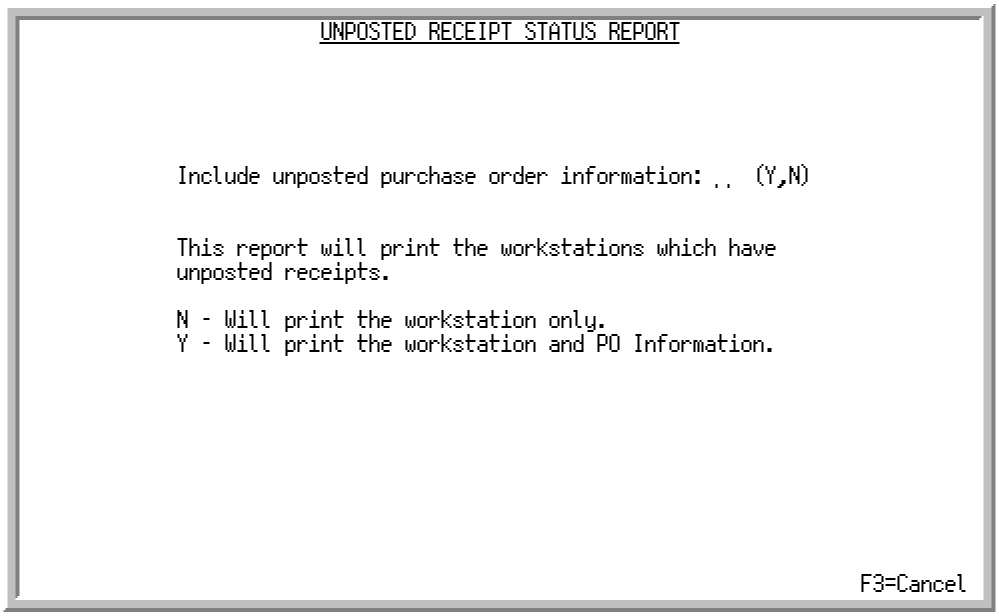
Only one report may be run at a time.

Unposted Receipts Status Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Unposted Receipt Status Report Screen	Use to select workstations, or workstations and purchase order information, to print.
Unposted Receipt Status Report	Prints all workstations containing pending receipts, along with the total number of PO's per workstation.

Unposted Receipt Status Report Screen



This screen displays after selection option 3 - Unposted Receipts Status Report (MENU POMAST).

Use this screen to select workstations, or workstations and purchase order information, to print.

Unposted Receipt Status Report Screen Fields and Function Keys

Field/Function Key	Description
Include unposted purchase order information	Key Y to print the workstations that have unposted receipts as well as purchase order information showing each purchase order with receipts pending. Key N to print only workstations that have unposted receipts. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU POMAST.
Enter	Press ENTER to confirm your selection. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Unposted Receipt Status Report

```
PO381  05/23/11  14:29:14                UNPOSTED RECEIPT STATUS REPORT                         J4/APDEMO    Page    1
                                                 BY GROUP ID
       Group ID          Company  PO Number  Req Number  Vendor Number/Name                WH
       --------          -------  ---------  ----------  -----------------                 --
                            01     WME3       WME3       WOVEN                              1
                            01     WW0017     WW0017     WOVEN                              1
                            01     WW0092     WW0092     WOVEN                              1
                            01     WW0094     WW0094     WOVEN                              2
                            01     WW0201     WW0201     WOVEN                              1
                            01     WW0214     WW0214     WOVEN                              1
                            01     WW0215     WW0215     WOVEN                              1
                            01     WW0216     WW0216     WOVEN                              1
                            01     WW0241     WW0241     WOVEN                              3
                            01     WW0318     WW0318     WOVEN                              1
                            01     101760     101760     100    SHARP INTERNATIONAL E       3
                            01     101774     101774     100    SHARP INTERNATIONAL E       3
                            02     WW0001     WW0001     WOVEN                              2
                                                                   Number of PO's for      :   13
        AG
                            99     000022     000022     1      A&C OFFICE SUPPLY   **HARTFORD  2
                                                                   Number of PO's for AG   :    1
        AI
                            01     100923     100923     100    SHARP INTERNATIONAL         1
                                                                   Number of PO's for AI   :    1
        AJ
                            99     000328     000328     1      A&C OFFICE SUPPLY   **HARTFORD  2
                                                                   Number of PO's for AJ   :    1
        AY001
                            01     100501     100501     100    SHARP INTERNATIONAL         1
                                                                   Number of PO's for AY001:    1
        A3001
                            01     101533     101533     100    SHARP INTERNATIONAL         1
                                                                   Number of PO's for A3001:    1
        BE
                            01     101498     101498     100    SHARP INTERNATIONAL         1
                                                                   Number of PO's for BE   :    1
        BE001
                            01     101500     101500     100    SHARP INTERNATIONAL         1
                                                                   Number of PO's for BE001:    1
        BF
                            01     100746     100746     IC1000 LITTLE ITALY RESTAURANT SUPPLY  1
                                                                   Number of PO's for BF   :    1
```

This report prints following your selections on the Unposted Receipt Status Report Screen (p. 67-2), and the Report Options Screen.

If you selected to print workstations only, all workstations containing pending receipts are printed along with the total number of PO's per workstation.

If you selected to print workstations and purchase order information, the report above prints.

Unposted Receipt Status Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Group ID	The ID associated with the workstation that has unposted purchase order receipts.
Company	This information displays only if you responded with a Y to **Include Unposted Purchase Order Information** on the Unposted Receipt Status Report Screen (p. 67-2). The company associated with the pending receipt.

Unposted Receipt Status Report

Report/Listing Fields	Description
PO Number	This information displays only if you responded with a Y to **Include Unposted Purchase Order Information** on the Unposted Receipt Status Report Screen (p. 67-2). The unique number assigned to this purchase order.
Req Number	This information displays only if you responded with a Y to **Include Unposted Purchase Order Information** on the Unposted Receipt Status Report Screen (p. 67-2). The unique number assigned to this requisition.
Vendor Number/Name	This information displays only if you responded with a Y to **Include Unposted Purchase Order Information** on the Unposted Receipt Status Report Screen (p. 67-2). The vendor number and name associated with this pending receipt.
WH	This information displays only if you responded with a Y to **Include Unposted Purchase Order Information** on the Unposted Receipt Status Report Screen (p. 67-2). The warehouse in which the item will be received.

CHAPTER 68 Reset On Order Quantity 68

This option resets the **On Order Quantities** in the Item Balance File (ITBAL) and the **Received to Date** field in the Purchase Order Detail File (PODET). This procedure is also run automatically as part of Day-end Processing.

NOTE: The reset process does not include planned work orders in the calculations.

Run this option if:

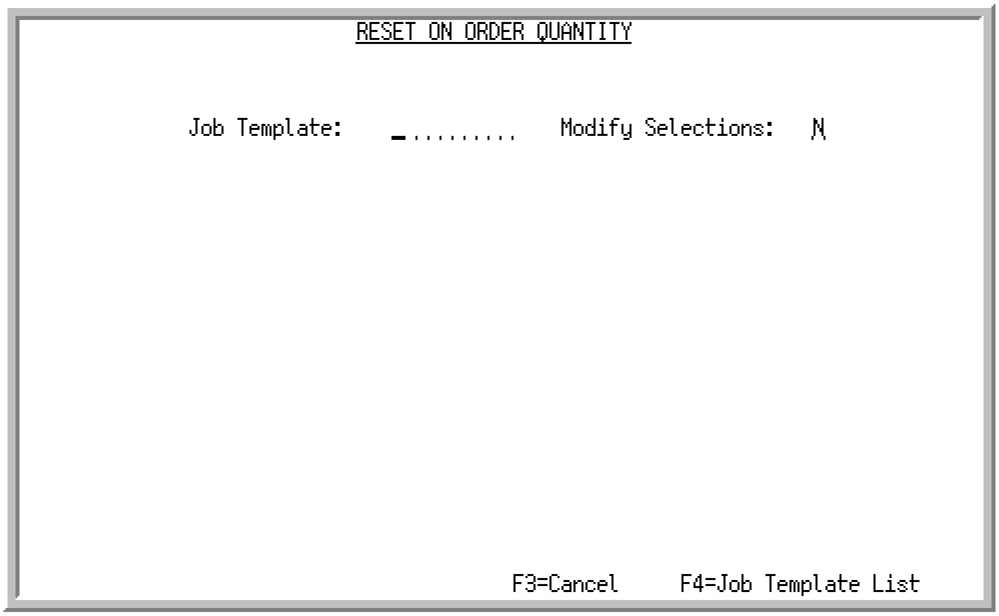
- The **On Order Quantities** are incorrect due to processing receipts through Inventory Transactions instead of through Purchasing.
- You are installing Purchasing and have previously entered **On Order Quantities** through Inventory Transactions.

Reset On Order Quantity

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Reset On Order Quantity Screen	Used to select the job template to be used for the Reset On Order Quantity Transaction Processor Post job.

Reset On Order Quantity Screen



This screen displays after selecting option 4 - Reset On Order Quantity (MENU POMAST). You have the option to select the job template to be used for the Reset On Order Quantity Transaction Processor Post job.

Reset On Order Quantity Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Reset On Order Quantities job, press F4=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Reset On Order Quantities jobs (that is, PO812P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Reset On Order Quantity Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A 1) Optional
F3=Cancel	Press F3=CANCEL to exit from this option and return to the menu without processing the reset.
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Reset On Order Quantities jobs. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to continue. The job is submitted immediately to the Transaction Processor. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

CHAPTER 69

Zero out YTD fields in Vendor Performance File

69

This option is used to zero out the year-to-date fields in the Vendor Performance File. The following year-to-date fields will be changed to zero for all items and all vendors contained in this file:

- YTD units received from this vendor for this item.
- YTD cost of units received from this vendor for this item.
- YTD number of receipts from this vendor for this item.
- YTD average number of days to receive this item from this vendor.
- YTD number of PO Due Date changes for this vendor for this item.
- YTD number of times sales orders were impacted by PO Due Date changes.
- YTD average number of days to receive early this item from this vendor.

NOTE: This option requires exclusive use of the Vendor Performance File. Therefore, prior to executing this option, you must stop Distribution A+ through MENU XAMAST. When completed, be sure to restart Distribution A+ through MENU XAMAST.

When To Run This Option

Run this option prior to posting receipts for the new year. Posting of receipts is performed via:

- PO Receipts Register (MENU POMAIN), for receipts manually entered into a receipt group, and
- Enter or Change Receivers or PO Receipts (MENU POMAIN), for receipts in a receiver or, if applicable,
- Warehouse Management (MENU WMMAIN), for receipts in a receiver.

Zero out YTD fields in Vendor Performance File

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Zero Out YTD Fields In Vendor Performance File Start Screen	Use to execute the process by pressing ENTER to update the Vendor Performance File.
Zero Out YTD Fields In Vendor Performance File End Screen	This screen displays when processing is complete. The year-to-date fields are now updated in the Vendor Performance File.

Zero Out YTD Fields In Vendor Performance File Start Screen

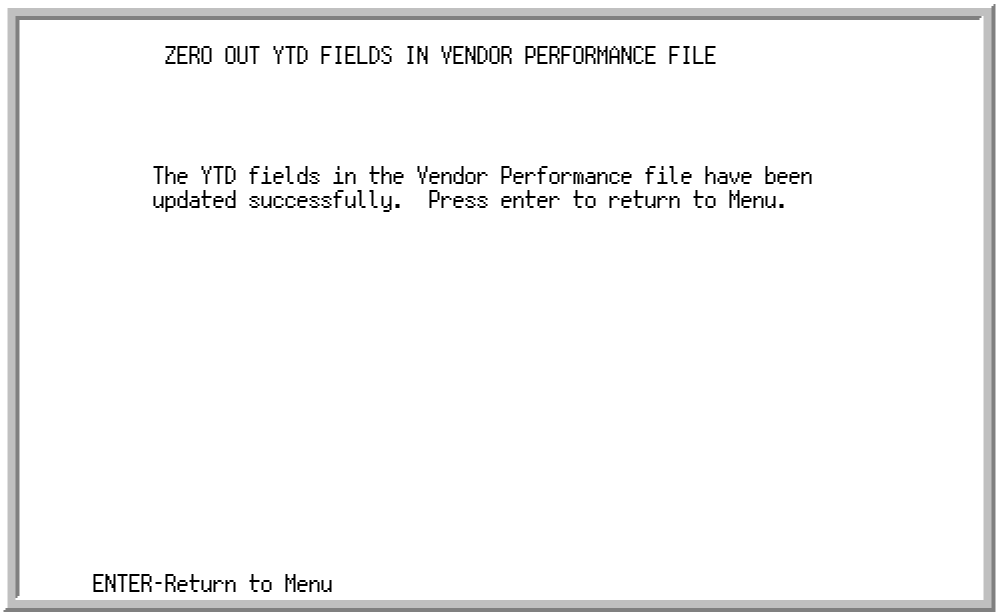
```
          ZERO OUT YTD FIELDS IN VENDOR PERFORMANCE FILE


                 THIS OPTION SHOULD BE RUN AT YEAR END ONLY

    This option is used to zero out the YTD fields in the Vendor Performance
    file.  The following Year-to-date fields will be changed to zero for all
    items and all vendors contained in this file:

      YTD units received from this vendor for this item.
      YTD cost of units received from this vendor for this item.
      YTD number of receipts from this vendor for this item.
      YTD average number of days to receive late this item from this vendor.
      YTD number of PO Due Date changes for this vendor for this item.
      YTD number of times sales orders were impacted by PO Due Date changes.
      YTD average number of days to receive early this item from this vendor.






      F3=Cancel                                        F5=Continue
```

This screen displays when you select option 5 - Zero out YTD fields in Vendor Performance File (MENU POMAST).

Use this screen to execute the process by pressing ENTER to update the Vendor Performance File.

When processing is complete, the Zero Out YTD Fields In Vendor Performance File End Screen (p. 69-4) will display.

Zero Out YTD Fields In Vendor Performance File End Screen



This screen displays when processing is complete. The year-to-date fields are now updated as zero-filled in the Vendor Performance File.

Press ENTER to return to MENU POMAST.

CHAPTER 70

Rebuild Vendor Search File

70

This option updates the Vendor Search File. It is not necessary to perform this option on a regular basis (or each time a vendor is added), as the file is automatically updated when adding or changing a vendor through Vendor Master Maintenance (MENU POFILE).

NOTE: This option requires exclusive use of the Vendor Search File (VENDX). Therefore, prior to executing this option, you must stop Distribution A+ through MENU XAMAST. When completed, be sure to restart Distribution A+ through MENU XAMAST.

When To Run This Option

Run this option after restoring Purchasing Files, or upon initial installation.

Rebuild Vendor Search File

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Rebuild The Vendor Search File Screen	Use to update the Vendor Search File.

Rebuild The Vendor Search File Screen

This screen displays when you select option 6 - Rebuild Vendor Search File (MENU POMAST).

Use this screen to update the Vendor Search File.

Rebuild The Vendor Search File Screen Fields and Function Keys

Field/Function Key	Description
Do You Want To Continue (Y/N)	Key Y if you want to rebuild the Vendor Search File. Key N to discontinue this process and return to MENU POMAST. (A 1) Required
F3=To Cancel	Press F3=To Cancel to cancel this option and return to MENU POMAST.
Enter	Press Enter to confirm your selections. After processing, MENU POMAST will display.

CHAPTER 71 Setup Warehouse Transfer Options 71

Use this option to set up control and option records needed to perform warehouse transfers. You must provide the company number to be used as the warehouse transfer company and the miscellaneous code value to be used by the warehouse transfer system.

Through this option, warehouse transfer default order control/option records will automatically be created. The defaults for these records will be copied from the equivalent records based on the value specified in the **Default Company** determined through System Options (MENU XAFILE). The program will modify certain options where appropriate. It is recommended that the new warehouse transfer company options are carefully reviewed for accuracy based on the business practices for transferring inventory between warehouses.

Selection of this option will automatically perform the following:

- The transfer company option records will be created.
    - For the warehouse transfer company, the **Interface Order Entry to A/R** and **A/R to G/L** fields will be set to N because normally there are no receivable collections that occur within inter-company transfer of merchandise. The value of the moved inventory is handled through general ledger transactions. See Warehouse Transfer G/L Requirements (p. 3-7) for detailed information.
- The warehouse transfer company will be added to the default company control record.
- The warehouse transfer company Accounts Receivable option records will be created.
- The warehouse transfer company Order Entry option records will be created.
- The warehouse transfer company Inventory Accounting option records will be created.
- The warehouse transfer company Purchasing option records will be created.
- The warehouse transfer company Sales Analysis option records will be created.

The following records will be created and will be used when you create a customer for each warehouse:

- Age code = Misc Code Value
- Customer class = Misc Code Value
- Customer Master User Codes 1-3 = Misc Code Value
- O/E hold code = Misc Code Value
- O/E Order/Invoice Number Last Number Used

- Payment type = Misc Code Value
    - For the warehouse transfer company, the **Payment Type** created here will have the **Update A/R** field is set to N because normally there are no receivable collections that occur within inter-company transfer of merchandise so invoices will not be updated to Accounts Receivable during Day-End Processing.
- Purchasing hold code = Misc Code Value
- Purchasing/Requisition Last Number Used
- Sales representative = 00001
- Tax body = Misc Code Value
    - For the warehouse transfer company, the **Tax Body Code** created here will have zero value tax rates associated with it.
- Terms code = Misc Code Value
- Territory = Misc Code Value

NOTE: Be sure that all options are set up in your default company before selecting this option. If all options are not set up (on MENU XAFILE), then all options needed for warehouse transfers may not be created.

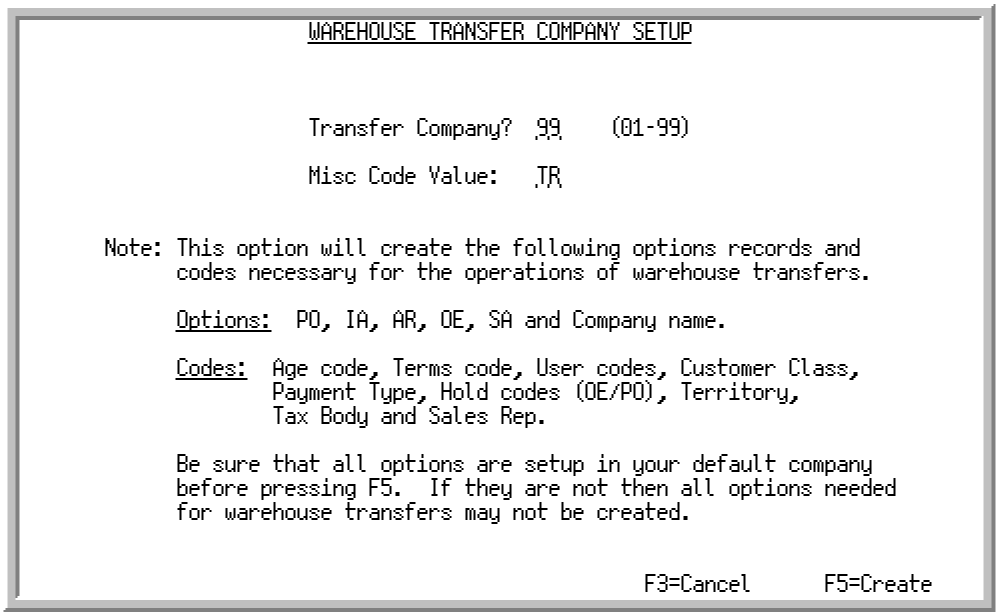
For additional information regarding setup and processing, refer to CHAPTER 3: *Warehouse Transfers Overview*.

Setup Warehouse Transfer Options

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Warehouse Transfer Company Setup Screen	Use to define your transfer company and miscellaneous code value.

Warehouse Transfer Company Setup Screen



This screen displays after selecting option 7 - Setup Warehouse Transfer Options (MENU POMAST). Use this screen to define your transfer company and miscellaneous code value.

Important

Since the default company is used to create the options records and codes necessary for the operations of warehouse transfers for the warehouse transfer company, be sure that all options are set up in the default company before selecting this option. If all module options are not set up (Cross Application - File Maintenance MENU XAFILE), then all module options needed for warehouse transfers may not be created.

Warehouse Transfer Company Setup Screen Fields and Function Keys

Field/Function Key	Description
Transfer Company	Use this field to select the company number that will be used as the warehouse transfer company. All inter-warehouse inventory transactions will be processed through this company. Key the desired transfer company number. Once created, this transfer company number can never be deleted and should never be changed. *Default Value:* The transfer company defined to Distribution A+, if one has been defined; otherwise, this field is blank. *Valid Values:* Any company number. This company number does not have to be defined through Company Name Maintenance (MENU XAFILE); the options records will be created for you using the default company. (N 2,0) Required
Misc Code Value	This field represents the code that will be used to identify the codes generated for the warehouse transfer company. This value will become the name of your age code, terms code, customer user codes, customer class, hold codes, payment type, territory, and tax body. Key the desired miscellaneous code value. It is suggested that you key a code that will allow you to easily recognize the codes generated for the warehouse transfer company (i.e., WT, TR, etc.). *Default Value:* The miscellaneous code value defined for the current transfer company displayed, if one is displayed. Otherwise, this field is blank. *Valid Values:* Any characters (A 2) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
F5=Create	**Important** Before pressing this key, be sure all module options have been set up for the default company selected. Also, note that once the warehouse transfer company has been created, it can never be deleted and should never be changed. Press F5=CREATE to create the warehouse transfer options, and return to the menu.

CHAPTER 72 Reset PO Receipt Groups

72

This option will remove any empty members in the PO receipt work files. It will also ensure that receipt work files and the PO Receipt Group Control File (PORCT) records are in sync.

NOTE: This option requires exclusive use of the PO Receipt Group Control File. Therefore, no receipt group activity can be in process, and Distribution A+ must be stopped through MENU XAMAST prior to executing this option. When completed, be sure to restart Distribution A+ through MENU XAMAST.

When To Run This Option

Run this option after restoring Purchasing Files, or upon initial installation.

CHAPTER 73

Global Landing Code Update

73

This option allows for the global assignment of a defined landing code to vendor items. The assignment to these items may be warehouse specific or may be “across the board.”

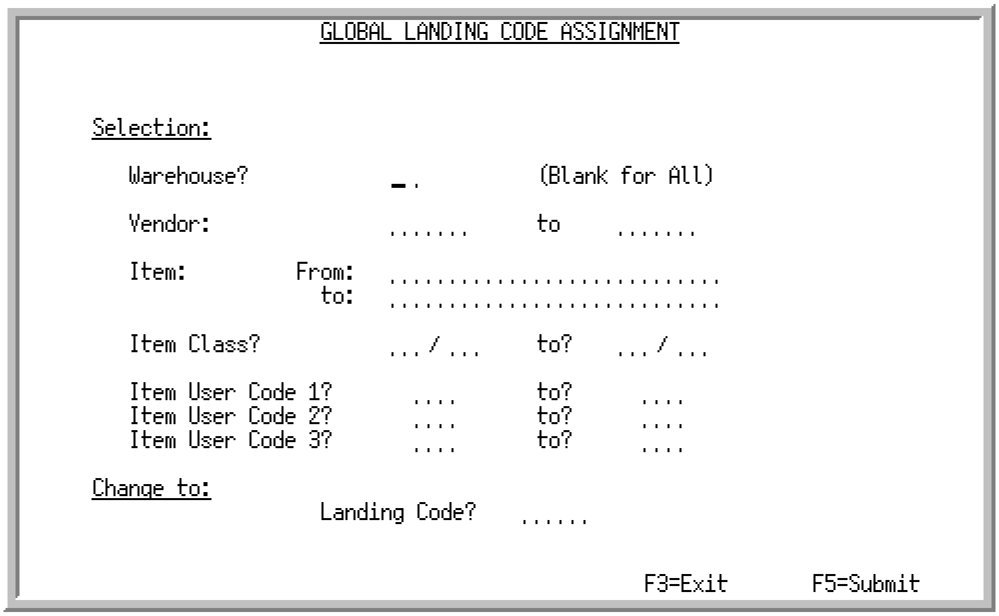
When PO vendor/item/price file records are updated and **Days to Keep Vendor/Item Audit Activity** is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item activity will be tracked when this update is performed.

Global Landing Code Update

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Global Landing Code Assignment Screen	Use to select items to which a landing code will be assigned.

Global Landing Code Assignment Screen


GLOBAL LANDING CODE ASSIGNMENT

Selection:
Warehouse? .. (Blank for All)
Vendor: .... to ....
Item: From: ....
to: ....
Item Class? ... / ... to? ... / ...
Item User Code 1? .... to? ....
Item User Code 2? .... to? ....
Item User Code 3? .... to? ....
Change to:
Landing Code? ......
F3=Exit F5=Submit

This screen displays after selection option 9 - Global Landing Code Update (MENU POMAST). Use this screen to select items to which a landing code will be assigned. The items may be limited by item number, item class (and optionally sub-class), item user code, vendor, or warehouse.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Global Landing Code Assignment Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key a valid Warehouse ID to include items from that warehouse in the global assignment. Leave this field blank to include items regardless of warehouse affiliation. (A 2) Required/Optional
Vendor	These fields are used to limit the items selected for inclusion in the landing code assignment. Key a range of valid vendors to limit the items to be included in the global assignment. Leave these fields blank to include items regardless of vendor. (2 @ A 6) Optional

Global Landing Code Assignment Screen Fields and Function Keys

Field/Function Key	Description
Item	These fields are used to limit the items selected for inclusion in the landing code assignment. Key a range of valid item numbers to limit the items to be included in the global assignment. Leave these fields blank to include all items regardless of item number. (2 @ A 27) Optional
Item Class	These fields are used to limit the items selected for inclusion in the landing code assignment. Key a range of valid item classes/sub-classes to limit the items to be included in the global assignment (keying sub-classes is not required to use the class fields). Leave these fields blank to include items regardless of class or sub-class. (4 @ A 2) Optional
Item User Codes	Key up to three ranges of valid item user codes to limit the items to be included in the global assignment. Leave these fields blank to include items regardless of item user codes. (6 @ A 3) Optional
Landing Code	Key the defined landing code which will be assigned to all items meeting the criteria selected on this screen. The assignment can occur interactively or through batch processing. (A 5) Required
F3=Exit	Press F3=EXIT to cancel this option and return to MENU POMAST.
F5=Submit	Press F5=SUBMIT to send a batch job to update all selected items with the identified landing code. You will immediately be returned to MENU POMAST.
Enter	Press ENTER to interactively update all selected items with the identified landing code. When all selected items have been assigned the landing code, you will be returned to MENU POMAST.

CHAPTER 74

Automatic WH Transfer Order Creation

74

Use this option to create warehouse transfer orders automatically from all of the special order warehouse transfers entered through Enter, Change & Ship Orders (MENU OEMAIN).

This option creates warehouse transfers by

- finding the special order warehouse transfer orders created with a warehouse transfer vendor assigned.

> NOTE: When creating a special order warehouse transfer order through Order Entry, the inventory is allocated immediately in the transfer from warehouse.

- creating requisitions in the warehouse transfer company for the different warehouse transfer vendors. The first character in the requisition number assigned to a warehouse transfer requisition/purchase order will always be T to indicate that the number is associated with a warehouse transfer. The second and third characters in the six-digit requisition number can be 0-9 or A-Z, excluding I, O, and S. The last four characters can be 0-9. This format allows up to 290,000 letter/number combinations to be used before you must purge history files to be able to re-use numbers.
- printing the requisitions in the warehouse transfer company to create the purchase orders (optional). The purchase order warehouse will be the requesting warehouse; the purchase order vendor will be the warehouse from which inventory was requested. At the same time, sales orders will be created in the requested from warehouses, beginning the normal warehouse transfer process. Refer to the warehouse transfer process as described in the Appendix section.

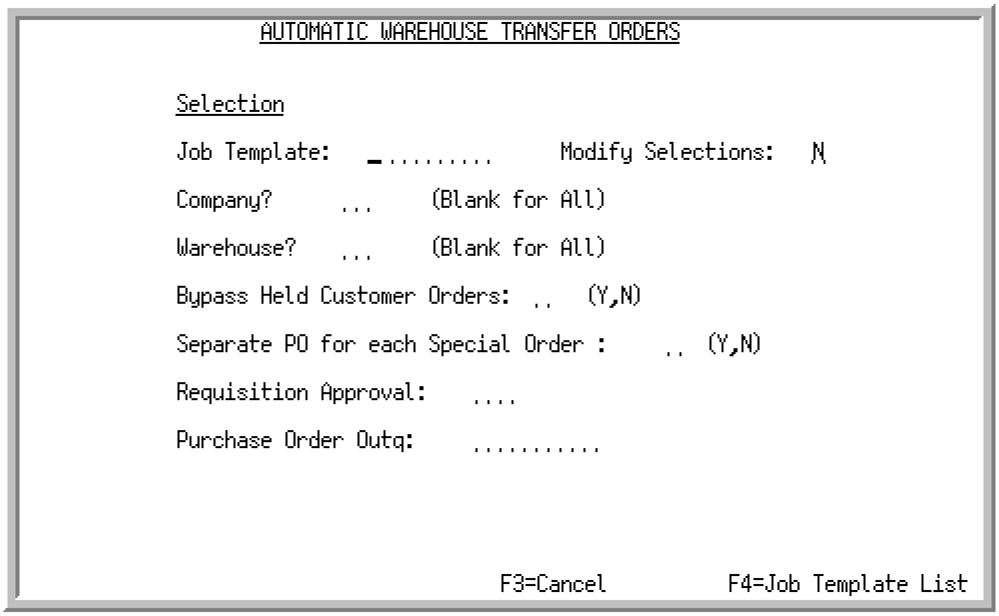
> NOTE: Through Purchasing Options Maintenance (MENU XAFILE) you have the option to indicate whether or not to automatically have incoming warehouse transfers received at Invoice print time. If the **Auto Receive Incoming WH Transfers at Invoice Print** setup option is Y, POs will be automatically received in the “to” warehouse when inventory is received for another “from” warehouse through the Warehouse Transfer process. Refer to Purchasing Options Maintenance (MENU XAFILE) for additional details.

Automatic WH Transfer Options

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Automatic Warehouse Transfer Orders Selection Screen	Use to select the special order warehouse transfers from which automatic warehouse transfer orders are to be created.

Automatic Warehouse Transfer Orders Selection Screen


AUTOMATIC WAREHOUSE TRANSFER ORDERS

Selection

Job Template: _.........   Modify Selections: N

Company? ...   (Blank for All)

Warehouse? ...   (Blank for All)

Bypass Held Customer Orders: .. (Y,N)

Separate PO for each Special Order : .. (Y,N)

Requisition Approval: ....

Purchase Order Outq: ....

F3=Cancel   F4=Job Template List

This screen displays after selecting option 10 - Automatic WH Transfer Options (MENU POMAST). Use this screen to select the special order warehouse transfers from which automatic warehouse transfer orders are to be created.

You also have the option to select the job template to be used for Automatic Warehouse Transfer Creation jobs.

Automatic Warehouse Transfer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selection**s field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Automatic WH Transfer Creation job, press F4=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Automatic Warehouse Transfer Creation jobs (that is, PO685P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Automatic Warehouse Transfer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one via F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A 1) Optional
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). An automatic warehouse transfer order will be created for those special orders indicating warehouse transfer vendors which were created for the company number that is keyed in this field. Key the valid company number for which an automatic warehouse transfer order will be created. Leave this field blank to create automatic warehouse transfer orders for all requesting companies. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Automatic Warehouse Transfer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	An automatic warehouse transfer order will be created for those special orders indicating warehouse transfer vendors which were created for the requesting warehouse number that is keyed in this field. Key the valid warehouse number for which an automatic warehouse transfer order will be created. Leave this field blank to create automatic warehouse transfer orders for all requesting warehouses in the specified company. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Bypass Held Customer Orders	Use this field to determine whether or not warehouse transfer orders should be created for applicable special orders if those orders are on hold in order entry. Key Y to create warehouse transfer orders for only those applicable special orders that are not held. Key N to create warehouse transfer orders for all applicable special orders, even if they are on hold. Keying an N in this field alleviates the need for you to manually remove the hold on the applicable special orders through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). (A 1) Required

Automatic Warehouse Transfer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Separate PO for Each Special Order	Use this field to determine whether or not separate purchase orders should be created for each warehouse transfer special order on the system. Key Y to have separate purchase order created for each warehouse transfer special order on the system. Key N to have only one purchase order containing all special orders for a warehouse transfer vendor, regardless of the customer order on which they were placed. **Example:** : On the system there is one custom order which contains five line items that were special ordered with the warehouse transfer vendor 'WTV01' and another customer order which contains two line items that were also special ordered with the vendor 'WTV01'. If you select to have separate purchase orders created for each warehouse transfer special order on the system, then, in this example, two purchase orders would be created for the same warehouse transfer vendor, WTV01. If you selected to have only one purchase order containing all special orders for a warehouse transfer vendor, regardless of the customer order on which they were placed, then, in this example, only one purchase order would get created containing the seven special ordered line items. (A 1) Required

Automatic Warehouse Transfer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
Requisition Approval	This field is required if a **Purchase Order Outq** is keyed on this screen (i.e. to print Purchase Orders). Otherwise, you must leave this field blank. Use this field to approve the requisitions you selected to print through this option. A requisition must be approved in order to become a Purchase Order. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), authority to approve a requisition will be checked. Approval is based on the following requirements: • The user ID logged on must be the user ID assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition(s) will not be approved. • The total requisition value for each requisition cannot be greater then the **Maximum Approval Amount** assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the total requisition value exceeds the **Maximum Approval Amount** defined for the approval code, the requisition(s) will not be approved. Requisitions that are not approved must be accessed through Enter or Change Requisitions (MENU POMAIN) or Open Req/PO's Inquiry (MENU POMAIN) and be given a valid approval code before Purchase Orders can be produced. If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed. Key an approval code. If this field and the **Purchase Order Outq** field are not utilized, a message will be presented when you press ENTER to identify that Purchase Orders will not be printed. *Valid Values:* If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), your entry must be an approval code defined for your user ID through Approval Codes Maintenance (MENU POFIL2). (A 3) Required/Blank
Purchase Order Outq	Use this field to identify the output queue to which the Purchase Orders printed through this option will be sent. If this field and the **Requisition Approval** field are not utilized, a message will be presented when ENTER is pressed to identify that Purchase Orders will not be printed. *Valid Values:* If a Requisition Approval is keyed on this screen, this field is required. Otherwise, it must be blank. (A 10) Required/Blank

Automatic Warehouse Transfer Orders Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU POMAST.
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Automatic Warehouse Transfer Creation jobs. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to confirm your selections. The job will be sent to the Transaction Processor. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

CHAPTER 75

Special Order Automatic Req Creation

75

This option reviews the special order items that have been extracted to the Special Order File (SPORD) but that have not yet been added to a requisition/purchase order, in order to determine if they can be placed on a requisition/purchase order at this time. If so, the items will be added automatically to a new or existing requisition/purchase order. If not, an edit report will be generated identifying the errors that exist. Once you correct the errors, you can attempt to add the items to requisitions/purchase orders through this option or manually through Enter or Change Requisitions (MENU POMAIN).

Depending on your selections, this option will print one or more of the following:

- An edit report
- An error report
- Purchase Orders

When you use this option, company-level special order options defined through Special Order Options Maintenance (MENU XAFILE), vendor-level special order options defined through Vendors Maintenance (MENU POFILE), and company-level order entry options defined through Order Entry Options Maintenance (MENU XAFILE) are considered, if they exist.

Based on special order company options, the system first looks at vendor-level options. If vendor-level options are not defined, the system looks at company-level options.

If you are using the auto creation process, as defined through Special Order Options Maintenance (MENU XAFILE), and a special order/drop-ship item was not successfully added to a requisition/ purchase order at end order time, you can review those items and process them through this option.

If any special order items have been added (linked) to suggested orders, they will be omitted from this process. Special order items can be linked to suggested orders in the following ways:

- Through the Suggested Order Report by setting the **Add Special Order Items** field to Y to automatically add (link) all qualified special order items when a suggested order is created.
- Through the Suggested Orders Window (in Buyers WorkBench) using the **Add Special Order Items** button to automatically add (link) all qualified special order items to a suggested order after it is already created.
- Through the Special Order Items Window by using the **Link** button to manually add (link) qualified special order items to a suggested order after it is already created.

Also, during the special order automatic requisition process, line comment information for drop shipments will be checked for duplication in the following areas:

- Carrier
- Ship Via (non-case sensitive duplication check)
- FOB Code
- Customer PO Number (non-case sensitive duplication check)

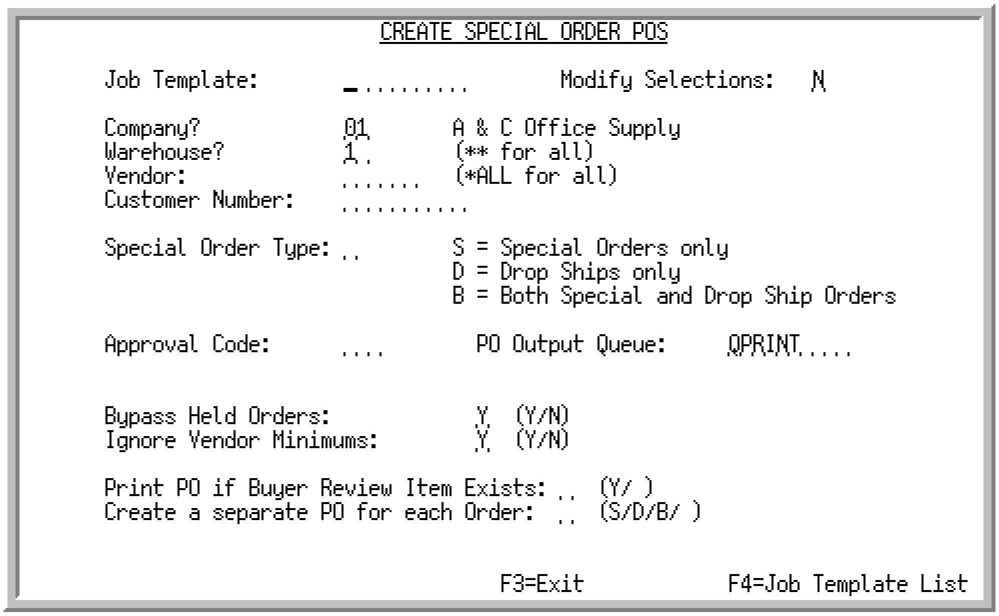
If the line comment information is the same for all drop shipment lines on a requisition in any of these areas mentioned above, then that comment information is removed at the line level and converted into an order level comment (retaining the same print code). This eliminates redundancy of line comment information, and makes it easier for you should information need to be changed on the Requisition/PO. You would not need to pull down the line comments for each line, but instead would be able to simply address it once at the order level, when necessary. This functionality applies only when drop ship items are added to a new (not existing) requisition.

Special Order Automatic Req Creation

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	**Purpose**
Create Special Order POs Selection Screen	Use to enter the criteria for selecting special orders.
SO/RQ Edit Report	Prints all of the items for which a requisition or Purchase Order was created.
SO/RQ Edit Report - Errors	Prints each item for which an error was found, with a message stating the error.

Create Special Order POs Selection Screen



This screen displays after selecting option 11 - Special Order Automatic Req Creation (MENU POMAST). Use this screen to enter the criteria for selecting special orders. A requisition or Purchase Order will be created/updated for each special order that meets the criteria you enter on this screen. Any special order items that meet the selection criteria entered on this screen but that cannot be added to existing requisitions or purchase orders (if special order options allow them to be), and that pass the edits, will be added to a new requisition, even if the special order options are set to prevent the creation of a new requisition.

You also have the option to select the job template to be used for the Special Order Automatic Requisition Creation job.

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Special Order Automatic Requisition Creation job, press F4=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Special Order Automatic Requisition Creation jobs (that is, PO170PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A 1) Optional
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the company for which you want special orders processed. The requisitions or POs created will be for the company you select here. Key the number of the company for which you want special orders processed. Leave this field blank to process special orders for all companies. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Display

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to specify the warehouse(s) for which you want to create requisitions or POs. Key a warehouse number to process special orders for only that warehouse. Key ** to process special orders for all warehouses. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* .A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY); or ** for all warehouses. (A 2) Required
Vendor	Use this field to specify the vendor(s) for which you want to process special orders. Requisitions or POs will be created for only those special orders for the vendor(s) you enter here. Key a vendor number to process special orders for only that vendor. Key *ALL to process special orders for all vendors. *Valid Values:* A valid vendor number defined through Vendor Maintenance (MENU POFILE) that is not a warehouse transfer vendor, or *ALL for all vendors. (A 6) Required
Customer Number	Use this field to specify the customer(s) for which you want to process special orders. Requisitions or POs will be created only for the customer(s) you enter here. Key a customer number to process special orders from only that customer. Leave this field blank to process special orders from all customers. *Valid Values:* A valid customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE), or blank. (N 10,0) Optional
Special Order Type	Use this field to specify the type of special order for which you want to create requisitions or POs. Key S to process only those special orders that are not drop shipments. Key D to process only drop shipment orders. Key B to process both drop shipment and non-drop shipment special orders. (A 1) Required

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Approval Code	This field is required if you want to create and print a Purchase Order for each special order selected. Leave this field blank to create a requisition for each special order selected. Purchase Orders will not be created for the special orders until you enter an approval code for each requisition. Use this field to approve the requisitions being created by entering an approval code. If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), authority to approve a requisition will be checked. Approval is based on the following requirements: • The user ID logged on must be the user ID assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the user IDs do not match, the requisition(s) will not be approved. • The total requisition value for each requisition cannot be greater than the **Maximum Approval Amount** assigned to the approval code through Approval Codes Maintenance (MENU POFIL2). If the total requisition value exceeds the **Maximum Approval Amount**, defined for the approval code, the requisition(s) will not be approved. Requisitions that are not approved must be accessed through Enter or Change Requisitions (MENU POMAIN) or Open Req/PO's Inquiry (MENU POMAIN) and given a valid approval code before Purchase Orders can be produced. If the **Use Approval Code Authorization for Req/PO** field is set to N through Purchasing Company Options Maintenance (MENU XAFILE), no authorization check will be performed. *Valid Values:* Key an approval code to print a Purchase Order for each special order selected.If the **Use Approval Code Authorization for Req/PO** field is set to Y through Purchasing Company Options Maintenance (MENU XAFILE), your entry must be an approval code defined for your user ID through Approval Codes Maintenance (MENU POFIL2). (A 3) Required/Blank

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
PO Output Queue	This field is used in conjunction with the **Approval Code** field. If you keyed a Y in the **Approval Code** field, this field is required. If you left the **Approval Code** field blank, the entry in this field is ignored. Use this field to identify the output queue for printing the Purchase Orders. Accept the default or key a valid output queue name. *Default Value:* The default purchase order output queue defined for this warehouse or warehouse/display station ID in Output Queue Overrides Maintenance (MENU XAFILE/MENU OEFILE), or, if that is not available, the default output queue defined for the user through Register Distribution A+ User IDs (MENU XACFIG) *Valid Values:* Any valid System i output queue. (A 10) Required
Include OE Line Item Comments	Use this field to indicate whether you want the line item order entry comments printed on the Purchase Order as line item messages. NOTE: This field will only display if Special Order Options Maintenance (MENU XAFILE) has not been defined for the default company. Key Y to print the order entry comments for each line item with that item on the Purchase Order. Only item level comments that are designated as printable will be printed. Order level comments and item level comments that are designated for internal use only will not appear. Key N if you do not want to print any of the order entry line item comments on the Purchase Order. *Default Value:* N (A 1) Required
Bypass Held Orders	Use this field to indicate if you want to create requisitions or purchase orders for special orders when the sales order is on hold. Key Y to skip any special order with a hold code. No requisition or purchase order will be created until the sales order hold code is removed through Enter or Change Requisitions (MENU POMAIN). Key N to create a requisition or purchase order for the special order despite any hold code on the sales order. NOTE: This field overrides the value keyed in the **Create Req/PO For Held Orders** field in Special Order Options Maintenance (MENU XAFILE). *Default Value:* Y (A 1) Required

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Ignore Vendor Minimums	Use this field to specify whether or not to ignore the vendor minimums defined for a vendor through Vendor Master Maintenance (MENU POFILE) when creating special order purchase orders through this option. NOTE: If you are using approval codes, and a purchase order will exceed the maximum approval amount specified for your user ID through Approval Codes Maintenance (MENU POFILE), an unapproved requisition will be created. Key Y to ignore vendor minimums. If all requirements are met for purchase order creation, a purchase order will be created for the vendor regardless of the vendor minimum. Key N if you do not want to ignore vendor minimums. Unapproved requisitions will be created for special orders that do not meet vendor minimums. NOTE: Unapproved requisitions must be accessed through Enter or Change Requisitions (MENU POMAIN) or Open Req/PO's Inquiry (MENU POMAIN) and given a valid approval code before Purchase Orders can be produced. *Default Value:* Y (A 1) Required
Print PO if Buyer Review Item Exists	Multiple special orders for the same vendor will be combined into a single requisition or purchase order. Use this field to indicate if you want to print a Purchase Order when one of the items for a vendor requires buyer review and approval [**Buyer Apr Reqd** is Y in Item Balance Maintenance (MENU IAFILE)]. Key Y to print a Purchase Order even though buyer approval is required for one or more items on the PO. Keying Y overrides the **Buyer Apr Reqd** field in Item Balance Maintenance. The Purchase Order will be printed without any further buyer review or approval of the item. Leave this field blank if you do not want a Purchase Order printed when one or more of the special order items requires buyer review and approval. A requisition will be created for all of the special order items for this vendor. The requisition must then be approved through Enter or Change Requisitions (MENU POMAIN) before a Purchase Order can be printed. *Default Value:* Blank (A 1) Optional

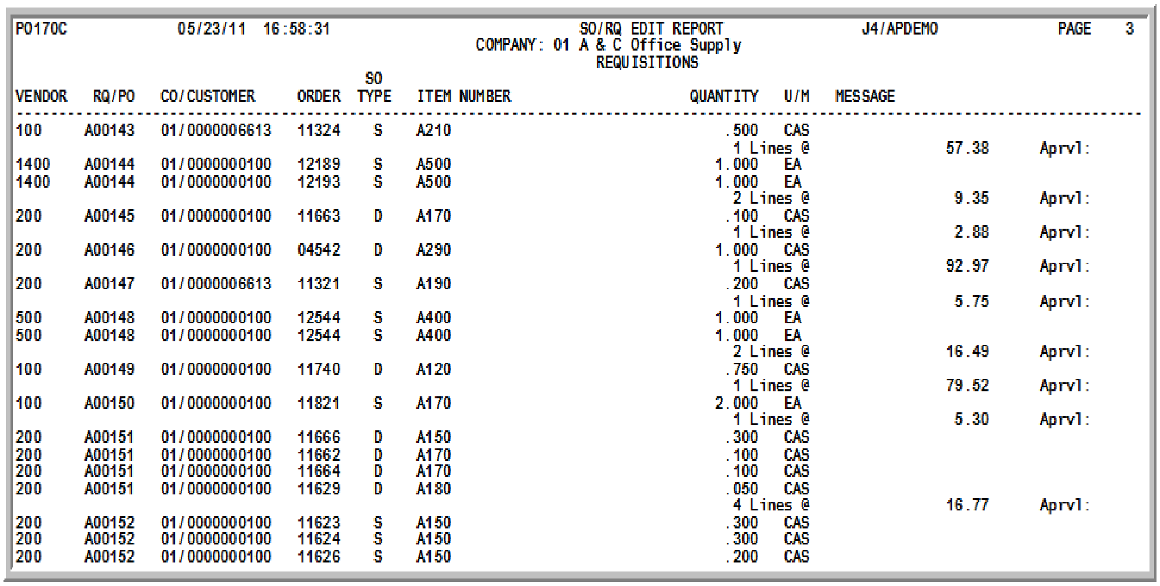
Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Create a separate PO for each Order	Use this field to specify whether or not a separate purchase order will be created for each order. The results of your selection vary, based on the specified special order type. If you key S • and the **Special Order Type** is S, one PO will be created for each special order item's order/vendor/warehouse. • and the **Special Order Type** is B, one PO will be created for each special order item's order/vendor/warehouse and one PO will be created for each drop ship item's customer ship to/vendor. If you key D • and the **Special Order Type** is D, one PO will be created for each drop ship item's order/vendor. and the **Special Order Type** is B, one PO will be created for each drop ship item's order/vendor and one PO will be created for each special order item's vendor/warehouse. If you key B • and the **Special Order Type** is B, one PO will be created for each special order item's order/vendor/warehouse and one PO will be created for each drop ship item's order/vendor. If you leave this field blank • and the **Special Order Type** is S, one PO will be created for each special order item's vendor/warehouse. • and the **Special Order Type** is D, one PO will be created for each drop ship item's customer ship to/warehouse/vendor. • and the **Special Order Type** is B, one PO will be created for each special order item's vendor/warehouse and one PO will be created for each drop ship item's customer ship to/warehouse/vendor. (A 1) Optional
F3=Exit	Press F3=EXIT to exit from this option and return to MENU POMAST.
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Special Order Automatic Requisition Creation jobs. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

Create Special Order POs Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The job will be sent to the Transaction Processor. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

SO/RQ Edit Report



```
PO170C          05/23/11  16:58:31                    SO/RQ EDIT REPORT                J4/APDEMO           PAGE    3
                                               COMPANY: 01 A & C Office Supply
                                                         REQUISITIONS
                                    SO
VENDOR   RQ/PO    CO/CUSTOMER     ORDER  TYPE  ITEM NUMBER                  QUANTITY   U/M   MESSAGE
-----------------------------------------------------------------------------------------------------------------------
100      A00143   01/0000006613   11324   S    A210                            .500    CAS
                                                                               1 Lines @               57.38      Aprvl:
1400     A00144   01/0000000100   12189   S    A500                           1.000    EA
1400     A00144   01/0000000100   12193   S    A500                           1.000    EA
                                                                               2 Lines @                9.35      Aprvl:
200      A00145   01/0000000100   11663   D    A170                            .100    CAS
                                                                               1 Lines @                2.88      Aprvl:
200      A00146   01/0000000100   04542   D    A290                           1.000    CAS
                                                                               1 Lines @               92.97      Aprvl:
200      A00147   01/0000006613   11321   S    A190                            .200    CAS
                                                                               1 Lines @                5.75      Aprvl:
500      A00148   01/0000000100   12544   S    A400                           1.000    EA
500      A00148   01/0000000100   12544   S    A400                           1.000    EA
                                                                               2 Lines @               16.49      Aprvl:
100      A00149   01/0000000100   11740   D    A120                            .750    CAS
                                                                               1 Lines @               79.52      Aprvl:
100      A00150   01/0000000100   11821   S    A170                           2.000    EA
                                                                               1 Lines @                5.30      Aprvl:
200      A00151   01/0000000100   11666   D    A150                            .300    CAS
200      A00151   01/0000000100   11662   D    A170                            .100    CAS
200      A00151   01/0000000100   11664   D    A170                            .100    CAS
200      A00151   01/0000000100   11629   D    A180                            .050    CAS
                                                                               4 Lines @               16.77      Aprvl:
200      A00152   01/0000000100   11623   S    A150                            .300    CAS
200      A00152   01/0000000100   11624   S    A150                            .300    CAS
200      A00152   01/0000000100   11626   S    A150                            .200    CAS
```

This report prints following your responses on the Create Special Order POs Selection Screen (p. 75-3), and the Report Options Screen. The report lists all of the items for which a requisition or Purchase Order was created. POs are designated by a buyer approval code in the last column of the report. If no approval code is shown, a requisition was created for the item.

This report is sequenced by vendor and then by item number. The information listed below is printed for each item.

SO/RQ Edit Report

Report/Listing Fields	Description
Vendor	This column prints the vendor number for the item.
RQ/PO	This column prints the requisition number/PO number for the order for this item. All numbers for requisitions and POs created through the Special Order Automatic Req Creation option begin with an “A.”
Co/Customer	This column prints the company number and customer number for the sales order of this item.
Order	The sales order number for this item.
SO Type	This column prints the code for the type of special order: • S - special order (non-drop shipment) • D - drop shipment

SO/RQ Edit Report

Report/Listing Fields	Description
Item Number	This column prints the item number of the item being ordered.
Quantity	This column prints the number of units of the item being ordered, in the buying unit of measure. Because the order is converted to the buying unit of measure, the quantity shown here may differ from the sales order quantity of the item.
U/M	This column prints the unit of measure in which the item is being ordered. This will be the buying unit of measure for the item.
Message	If you selected to print Purchase Orders and a condition was detected that requires user review, a requisition will be created for the item and a warning message will appear in this column to identify the problem. No Purchase Order will be printed for this item.
Aprvl	If you entered an **Approval Code** on the Create Special Order POs Selection Screen (p. 75-3), the approval code you entered appears here. A Purchase Order is printed for any item with an approval code, unless there is a message in the **Message** column. If a message appears on the line for the item, some condition exists that requires user review and approval. When there is an approval code and a message, a requisition was created for the item. To print the Purchase Order, you must then approve the requisition manually through Enter or Change Requisitions (MENU POMAIN).

SO/RQ Edit Report - Errors

```
PO170C          05/23/11  16:58:31                 SO/RQ EDIT REPORT              J4/APDEMO            PAGE    1
                                           COMPANY: 01 A & C Office Supply
                                                         ERRORS
                                              SO
VENDOR   RQ/PO   CO/CUSTOMER      ORDER  TYPE   ITEM NUMBER                 QUANTITY  U/M   MESSAGE
--------------------------------------------------------------------------------------------------------------
AFG100           01/0009290577    08558    N    AFGNS2                         1.000  EA    SALES ORDER DOES NOT EXIST
                                                                                            VENDOR ITEM DOES NOT EXIST
                                                                                            ITEM COST IS ZERO
AFG100           01/0000000995    W0277    S    AFGSSP                         1.000  EA    VENDOR ITEM DOES NOT EXIST
AFG100           01/0009290577    08118    S    AFGSSP                         1.000  EA    VENDOR ITEM DOES NOT EXIST
AFG100           01/0009290577    08118    S    AFGSSP2                        1.000  EA    VENDOR ITEM DOES NOT EXIST
AFG100           01/0009290577    08148    S    AFGREG2                        1.000  EA    ITEM COST IS ZERO
AFG100           01/0009290577    08149    S    AFGREG2                        1.000  EA    ITEM COST IS ZERO
IC1000           01/0000000030    07483    S    A120                           1.000  BOX   SALES ORDER NO. IS IN USE
IC2000           01/0000000100    05705    S    A220                           1.000  EA    VENDOR ITEM DOES NOT EXIST
IC2000           01/0000000605    03677    S    A240                          10.000  EA    VENDOR ITEM DOES NOT EXIST
IC2000           01/0000000605    03677    S    A150                          10.000  EA    VENDOR ITEM DOES NOT EXIST
IC2000           01/0000000605    04575    S    A120                          10.000  BOX   VENDOR ITEM DOES NOT EXIST
```

This report prints following your responses on the Create Special Order POs Selection Screen (p. 75-3), and the Report Options Screen if an error was encountered in creating a requisition for one or more items on the special orders you selected. The report lists each item for which an error was found, with a message stating the error. No requisition or Purchase Order was created for these items.

This report is sequenced by vendor and then by item number. The information printed is the same as that which appears on the SO/RQ Edit Report (p. 75-12), with the exception of the fields listed below.

SO/RQ Report - Errors

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.
Vendor	The vendor number for the item.
RQ/PO	This column will always be blank since no requisition was created for this special order.
Co/Customer	The company number and customer number for the sales order of this item.
Order	The sales order number for this item.
SO Type	This column prints the code for the type of special order: • S - special order (non-drop shipment) • D - drop shipment
Item Number	This column prints the item number of the item being ordered.

SO/RQ Report - Errors

Report/Listing Fields	Description
Quantity	This column prints the number of units of the item being ordered, in the buying unit of measure. Because the order is converted to the buying unit of measure, the quantity shown here may differ from the sales order quantity of the item.
U/M	The unit of measure in which the item is being ordered. This will be the buying unit of measure for the item.
Message	This column prints the error message explaining why no requisition could be created for the item. The following conditions prevent a requisition from being created and cause an error message to appear: • The Vendor No field on the special order is blank • The vendor number on the special order does not exist • POs are not allowed for this vendor • The order quantity is zero • The customer/order number does not exist • The customer/order number is in use at another workstation • The customer/order number is not a special order • No vendor/item record exists for this item • The order unit of measure is invalid • The order standard pack is invalid • A manufacturer's item number is required for this item • The Buyer field on the order is blank • The country of origin is required for the item if the item tracks country of origin and a default country of origin could not be determined • Country of origin restrictions exist

CHAPTER 76

Reset PO(s) Being Reprinted

76

If a user exits Purchase Orders (MENU POMAIN) incorrectly or if the user's terminal shuts down improperly, Distribution A+ recognizes the Purchase Order Header (POHED) records as in-use. These in-use records must be reset before they can be reprinted.

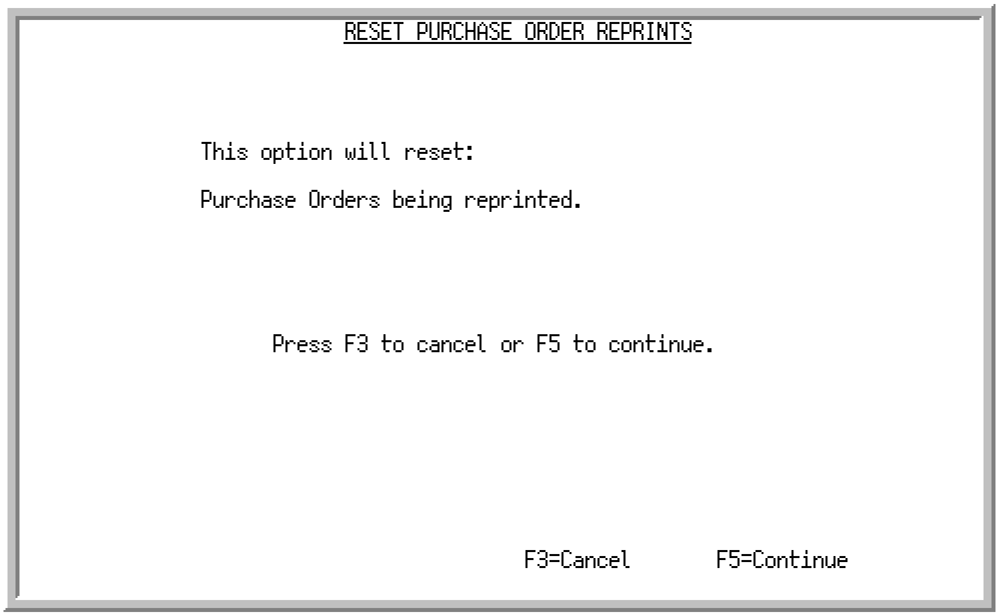
Use this option to update all reprinting purchase orders that are stuck in the in-use status. You can then use Purchase Orders (MENU POMAIN) to reprint the purchase orders.

Reset PO(s) Being Reprinted

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Reset Purchase Order Reprints Screen	Use to reset all reprinting purchase orders that are stuck in the in-use status.

Reset Purchase Order Reprints Screen



This screen displays after selecting option 12 - Reset PO(s) Being Reprinted (MENU POMAST). Use this screen to reset all reprinting purchase orders that are stuck in the in-use status.

Reset Purchase Order Reprints Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to MENU POMAST.
F5=Continue	Press the F5=CONTINUE function key to continue and update all reprinting purchase orders that are stuck in the in-use status. Once the purchase order records are reset, you can reprint them through Purchase Orders (MENU POMAIN).

CHAPTER 77

Printing the Open PO Items Received Complete Report

77

The Open PO Items Received Complete Report prints a list of open purchase order items where the quantity received is equal to or greater than the quantity ordered. These lines were left open when receipts were posted because open receivers existed for the line.

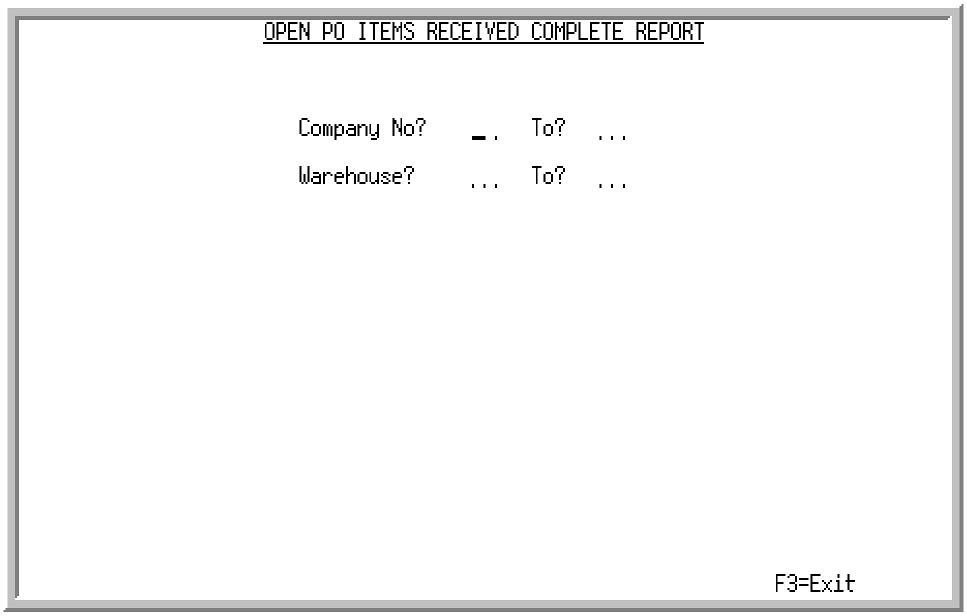
Use the Open PO Items Received Complete Report option on the Purchasing Master Menu (MENU POMAST) to print this report. This report can be run through this option and will also run automatically following Day-End Processing (MENU XAMAST).

Open PO Items Received Complete Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Open PO Items Received Complete Report Selection Screen	Use to specify the range of companies and warehouse for which to print the report.
List of Completely Received PO Items With Open Receivers Report	Prints a list of open purchase order line items where the quantity received equals or exceeds the quantity ordered.

Open PO Items Received Complete Report Selection Screen



This screen appears after you select option 13 - Open PO Items Received Complete Report (MENU POMAST). Use this screen to specify the range of companies and warehouses for which you want to run the report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open PO Items Received Complete Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	Enter a range of companies to limit the report to open purchase order items for companies in the range specified. (2 @ N 2,0) Optional
Warehouse	Enter a range of warehouses to limit the report to open purchase order items for warehouses in the range specified. (2 @ A 2) Optional
F3=Exit	Press the F3=Exit function key to return to the menu without running the report.
Enter	Press the Enter function key to confirm your entry and run the report.

List of Completely Received PO Items With Open Receivers Report

```
PO312  05/23/11  17:38:31          LIST OF COMPLETELY RECEIVED PO ITEMS WITH OPEN RECEIVERS        J4/APDEMO      PAGE:    1
                                           All Companies         All Warehouses
 Co   PO #    Wh  Item Number                 Qty Ordered   Qty Received
------------------------------------------------------------------------------------------------------------------------
 01   100834  1   A250                             44.000     88,100.000
 01   101662  1   A190                             10.000         10.000
 01   101666  3   A320                            100.000        100.000
 01   101666  3   A320                            500.000        500.000
 01   101693  3   A180                          1,000.000      1,000.000
 01   101744  3   A150                              6.000          6.000
 01   101745  3   A150                             10.000         10.000
 01   101747  3   MYST1                           200.000        200.000
 01   101751  3   MYST3                           250.000        250.000
 01   101752  3   MYST5                           250.000        250.000
 01   101753  3   MYST5                           300.000        300.000
```

This report prints after you press ENTER on the Report Options Screen. This report also prints as part of Day-End Processing (MENU XAMAST).

Use this report to determine which line items still have open receivers where the quantity received equals or exceeds the quantity ordered. Deleting or completing these receivers will close the open lines.

List of Completely Received PO Items With Open Receivers Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Company	The company the purchase order is assigned to.
PO #	The purchase order number that contains the item that is on a receiver.
Wh	The warehouse in which the item will be received.
Item Number	The item number that is on the open receiver.
Qty Ordered	The quantity ordered of the item.
Qty Received	The quantity received against the ordered quantity of the item.

CHAPTER 78

Offline Item Maintenance

78

This option also resides on MENU IAMAST in Inventory Accounting.

Refer to Offline Item Maintenance (MENU IAMAST) in the Inventory Accounting User Guide, where this option is explained.

Appendix A in the Inventory Accounting User Guide also contains Offline Item Maintenance Standards.

Glossary

G

Bill of Lading — A Bill of Lading is a type of packing list for use by shipping companies. The bill of lading lists the number of boxes in a shipment, the type of freight, etc.

Centralized Purchasing — Centralized Purchasing is the process by which all goods are ordered through one warehouse. Upon receipt the ordering warehouse immediately transfers the goods to remote warehouses.

Centralized Replenishment — Centralized Replenishment is the process by which all goods are ordered and stocked by one warehouse. Goods are transferred to remote warehouses as needed.

Debit Memo — A Debit Memo is a notice sent to a vendor to account for all or part of an invoice which is not being paid (due to damaged goods received, etc.…).

Drop Ship — A Drop Ship is a type of order that is shipped directly from the vendor to the distributor's customer.

GS1 — GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.

GTIN (Global Trade Item Number) — Global Trade Item Number (GTIN), as defined in the document called "An Introduction to the Global Trade Item Number", is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.

Lead Time The number of weeks required to receive a vendor shipment of an item from the time a purchase order is printed.

Minimum Order Point Minimum Order Point is a quantity, weight, or value limit set by a vendor as the minimum that will be accepted for a given order.

Outside Vendor Processing Outside Vendor Processing is the value added processing performed by a vendor rather than the distributor.

Purchase Order A Purchase Order is an authorization to purchase goods from a vendor. The purchase order specifies the vendor, which goods are to be purchased, quantities, and price.

Packing List A Packing List is a form shipped with goods to the customer which lists what is included in the shipment. Used as a cross reference for what is ordered by the customer, shipped by the vendor, and then received by the customer.

Promotional Buys Promotional Buys are vendor offered discounts on specific items.

Purchasing Agent (Buyer) A Purchasing Agent is a person who decides which goods to purchase, from which vendors, and a what price.

Purchase Price Variance Purchase Price Variance is the difference between the value of a purchase order and the invoice for the same order. Also, a general ledger account used to balance the Inventory and Accounts Payable accounts for a given order.

Requisition A Requisition is a request to purchase specific items. Once approved, the requisition becomes a purchase order.

Suggested Order Processing Suggested Order Processing is a feature which suggest quantities of items to be ordered based the minimum and maximum on hand quantities.

Vendor/Supplier The Vendor/Supplier is the entity from which goods are purchased by the distributor.

Vendor Managed Inventory Vendor Managed Inventory is a function of EDI which accepts suggestions of what goods are to be purchased based on the vendors sales and forecasting. These suggestions may be either accepted or rejected by the vendor’s customer.

Warehouse Transfer Warehouse Transfer is the process of moving and accounting for the move of goods from one of a company’s warehouses to another.

Index

I

D

Q

R

S

T

U

V

W

Z]