PURCHASE ORDERS

Release 6.0.020

April 2008

TAKE STOCK®
DISTRIBUTION SOFTWARE

Contents

Preface

Welcome to TakeStock

Welcome to *TakeStock*®, the product that provides information management to the wholesale distribution marketplace through the use of leading-edge technology! *TakeStock* is one of the first products to marry the needs of the distribution industry with the tremendous advances that are now taking place in the world of computers. *TakeStock* is designed to operate using client/server architecture in the increasingly familiar Windows® environment.

TakeStock takes advantage of these technical advances to provide a full-featured software solution for asset management, financial management, and customer service that is presented in an intuitive, easy to use, graphical format. *TakeStock* does exactly what the name implies—accounts for the current conditions and assists the distributor in directing a course of company profitability. *TakeStock* is designed with the features most requested by distributors.

Efficient Access—Lookups let you easily locate the customer, vendor, item, or any other information without memorizing codes.

Productivity Tools—The Filter Manager and Template Manager, for example, let you select just the data you want to view or print, then the system remembers frequently used selections by letting you save your filters and templates to use over and over.

Flexible Operation—*TakeStock* lets you access several functions at once. For example, while entering a customer order, you can quickly enter an address change using the Maintenance icon to access the CUSTOMER Table from order entry.

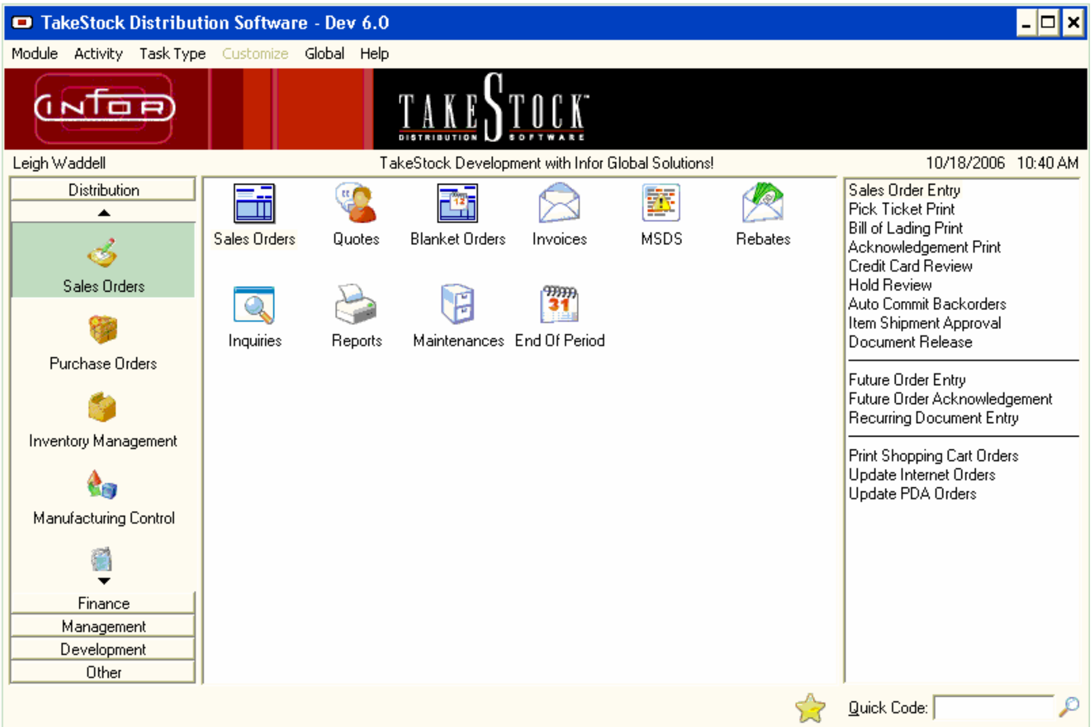
Better Communication—The Notes Manager lets you maintain notes on customers, vendors, items, and even individual sales orders. Must Read notes are automatically displayed. Having a central place for everyone to share information improves communication all around.

Secured Information—Log-in codes can be associated with up to twenty different security groups to let you tailor access to menus or specific programs. *TakeStock* supports security at program level throughout the system and at field level for costs.

As we continue to find further ways to expand *TakeStock*'s capabilities, we welcome your suggestions. Our goal is to provide the solutions you need for mission-critical business information.

TakeStock Main Menu

Once you sign on to *TakeStock*, the system displays the *TakeStock* main menu:



From this menu, you can open any of the *TakeStock* modules using several methods:

- Select the desired module from the Module menu on the menu bar.
- Click the appropriate module menu button.
- Type in the code for the module in the *Quick Code* box, and press **Enter.**

The module codes are:

SO	Sales Orders	**IM**	Inventory Management
PO	Purchase Orders	**SA**	Sales Analysis
AR	Accounts Receivable	**AP**	Accounts Payable
SM	System Management	**GL**	General Ledger
SF	Sales Force InterLink	**MC**	Manufacturing Control
EI	EDI InterLink	**ED**	e-distribution

Additional codes can be set up by your system administrator.

TakeStock—The Basics

The TakeStock Basics users guide covers many system-wide types, features and procedures that you may find useful while working through the system. You can access this manual from the TakeStock Basics bookmark on the TakeStock PDF Library page. Use this guide for information on the following:

System Topics

Menu Bar Options

Other Menu Conventions

Buttons and Special Keys

System Features

TakeStock provides additional functionality through system features. Some of these features are listed below:

Lookup

Filters

Templates

Updates

Print Setup

Notes Manager

Customer QuickSearch

Document QuickSearch

Item QuickSearch

Bin Allocation

Lot Allocation

Serial Number Allocation

Stock Reservations

Help

System Procedures and Instructions

The procedures below to provide step-by-step instructions to complete any of the following tasks:

Creating Suggested POs

Creating Suggested Transfers

Creating Suggested Production Orders

How to select print and update options

How to Break a Stock Reservation

How to Enter a Stock Reservation

About Your TakeStock User Guide

This user guide is one in a series of manuals that document *TakeStock*. Each major component (module) within *TakeStock* is presented in a separate user guide. In addition, there is online Help to assist you.

Each user guide includes these elements:

Element ...	Provides ...
Table of Contents	A listing of all chapters and the major topics included in each.
Preface	A welcome and general introduction.
Introduction	An overview of the functions the module and submodules. Any prerequisites for using the module, interactions with other modules and the entire system, policies and procedures, processing flow diagram, and overall processing information.
Separate chapters for each major sub-menu	A discussion of the sub-modules included in *Manufacturing Control*, includes an overview of the menu and detailed instructions for using each menu selection.
Terms	A Glossary of Terms and Calculations is provided in Appendix A to list and detail the definition of terms, concepts, and calculations used in *TakeStock*. Other parts of the appendix may offer specialized information that is related to the module.
Index	An index of topics, terms, fields, menu items, and other information in the user guide, including page numbers for quick reference.

Conventions Used in this Manual

Please review the following conventions used in this manual. Understanding these conventions will make the manual much easier to use.

Convention ...	Purpose ...
➔	Indicates a series of selections you are to make to reach a menu item. **Example:** You reach this menu item by choosing *Inventory Management* ➔ *Physical Inventory* ➔ *Print Count Sheets/Capture Quantities*.
italics	Indicates the name of a program or a field. **Example:** For *Item*, select an item from the drop-down list.
bold	Indicates emphasis. **Example:** Use this command **only** when you want to delete.
Buttons	Indicates a command button, checkbox, or radio button you can click. **Buttons** are shown in bold type and a different type face. **Example:** Choose **Ok** to save your selections.
TIP: HINT:	Indicates important information or a note about a specific step or process. **Example:** ➤ TIP: If you choose **Print/Updt** before **Ok**, the report is produced without saving your current settings. You must choose the **Ok** button to save new or modified settings.
TABLES	Indicates a table that contains multiple records, such as the ITEM TABLE or CUSTOMER TABLE. **Example:** During the update, the GL information is written to the LEDGER TABLE.

Chapter 1	Introduction

Purchase Orders

The TakeStock® Purchase Orders module helps you to create and maintain accurate vendor and purchasing information. This ensures that you order the right merchandise at the right time, that your order arrives on time and at the correct price.

The system tracks purchase orders through initial entry to the receipt of merchandise and the receipt of the invoice. Vendor performance is tracked to provide history for future buying decisions. Discrepancies in the quantities and costs of the items received and the invoice are tracked and reported for accurate record keeping.

All transactions produce a printed audit trail, which gives you the security of knowing that all information is traceable throughout the system. Instructional prompts, default values, and online help promote both operator efficiency and comfort in using the system.

Purchase Orders includes 7 sub-modules:

Purchase Orders	Purchase Orders lets you enter purchase orders and record the return of goods. You can inquire on existing purchase orders, make corrections, and print orders as often as necessary until all items on the order are completely received.
Import Shipments	The Import Shipments menu provides the ability to conduct business with foreign vendors, handle POs and invoices in multiple currencies, track shipments, and handle landed cost amounts.
Receipts	Options from the Receipts menu allow you to record the receipt of goods from purchase orders and non-purchase orders.
Inquiries	Inquiries provides you with programs that search for information on items and documents. You can select the records on which to inquire by using a filter in combination with an inquiry. If you do not have a sufficient quantity in your warehouse to fill an order, you can easily see if you can transfer the item from another warehouse.
Reports	Reports provides you with programs that allow you to review and print purchase order information with options for printing and report

content.


Maintenances

Maintenances offers programs to select controls that tailor purchase orders for the way your company does business and to set up and maintain information for processing purchasing activities.

 End of Period

The End of Period menu contains programs that you should run at the end of each purchase orders period to close it correctly.

Chapter Contents

Reference Information

Each program in the TakeStock Purchase Orders module is listed by sub-module or category. You can access more information about the program or form by clicking the category name, then clicking the form name.

Suggested PO Entry	Use *Suggested PO Entry* to view and edit suggested purchase orders that were created by the *Replenishment Report* or created as a stock reservation for a backorder on a sales order or a warehouse transfer. You can also directly enter a suggested purchase order.
PO Entry	Use *PO Entry* to enter a new purchase order for a vendor, edit an existing open purchase order, or import the items from a suggested purchase order.
Return PO Entry	Use *Return PO Entry* to enter a return of items that were previously received on a purchase order to a vendor. You may want to return items due to a surplus stock condition.
PO Print	Use *PO Print* to print or reprint 1 or more purchase orders and return purchase orders.. If you did not print your PO when you created it, use this program to print it.
Receiving Document Print	Use this program to print a receiving document for incoming warehouse transfers (transfer tickets) and purchase orders so you can reconcile the goods arriving with those that are on the purchase order. This report is to be run just prior to receiving goods on the receiving dock.
Shipment Entry	Use *Shipment Entry* to track shipments of PO line items on an open purchase order and enter the PO line items that the vendor has confirmed shipping by container. You can also import PO line items from an existing open purchase order or choose to import a purchase order in its entirety or select to import only selected items on a purchase order.
Shipment Inquiry	Using this inquiry program, you can view open and past shipment records by shipment and container number.
Shipment Receipt	Use *Shipment Receipt* to receive the goods that you entered on the *Shipment Entry* program.
Shipment Receipts Report/Update	Using the *Shipment Receipts Report/Update*, you can print and update shipment receipts from the *Shipment Receipts Entry* program.

PO Receipts	Use this program to confirm the items and quantities at the time they are received from a vendor against the items and quantities on the original purchase order. You can also use this program to confirm the shipment of items on a return purchase order.
Non PO Receipts	Use this program to enter the receipt of items when a purchase order has not been issued for the items being received.
Receipts Register	Use this program to print and update PO receipts that may or may not have been posted during receipt entry. The register prints and updates (creates the GL distribution) both posted and un-posted receipts.
Document Fill Report	Use this program to print a report and see whether purchase order receipts and/or warehouse transfers are to be stocked in the receiving warehouse, or used to fill open backorder documents.
Auto Commit Backorders	Automatically commit backorder quantities for purchase order receipts, warehouse transfers and customer orders, and print a report of each document line that is updated for the backordered item quantity.
PO Receipts by Item	Using this program you can receive items on purchase orders using the item number.
GRN Print	Use the *GRN Print* program to print details of individual PO receipts in the form of Goods Received Note (GRN).
Item Inquiry	View various types of information about an item and the warehouses where it is stored.
Vendor Inquiry	View payables and purchasing information for vendors.
PO Document Inquiry	View open purchase orders, receipts or past purchase orders for a vendor.
Suggested PO Report	Use this program to print a report of the suggested purchase orders. You will find it helpful to use this report as a worksheet for editing suggested quantities and when entering purchase orders.
PO Status Report	Use this program to generate a report of open purchase orders (not yet received) with options to print backordered items and received items that have not been updated.
Receiving	Use this program to print a receiving schedule for

Schedule	items expected to arrive through either purchase order delivery or warehouse transfer delivery.
PO Receipts Report	Use this program to print a report of purchase order receipts for a selected range of dates.
Uninvoiced Receipts Report	Use this program to print a report of any purchase order items that have been received but not yet invoiced. This report also includes tax, freight and miscellaneous Add On charges that have been received but not yet invoiced.
Vendor Return Report	Use this program to print a report of surplus item quantities that are eligible to be returned to the vendor. An optional update allows you to automatically create return type purchase orders.
Vendor/Item History Report	Use this program to print a report displaying historical information for vendors and items. The report has a variety of uses including locating active vendors or items, determining vendors or items to remove from the system and viewing purchasing patterns.
IP Shipment Listing	Use this program to print a listing of imported shipment information by shipment/container number.
Vendor/Item Maintenance	Use this maintenance program to set up the vendor and item combinations for all items you purchase from each vendor. Vendor/item records can be created with this maintenance, or automatically through the PO Receipts Register if you select to use the vendor's Autocreate Vendor Items option.
Warehouse Vendor/Item Maintenance	Use this program to set up the warehouse and vendor/item combination for your company. You can enter the manual cost and detail from the last 3 receipts. These records can be entered with this program, or automatically through the *PO Receipts Register* if you select to use the vendor's Autocreate Vendor Items option.
Manual Cost Change Update	Use this update program to change the manual costs of items stored in the WAREHOUSE/VENDOR/ITEM TABLE.
Buyer Maintenance	Using *Buyer Maintenance*, you can set up and maintain each valid buyer code and name.
PO Control Maint.	Use *PO Control Maintenance* to enter processing controls for the overall behavior of Purchase Orders and the other modules with which it interfaces.

Past PO Removal	Remove past purchase orders based on warehouse and vendor. You will have an option to enter a cutoff date, which will be used as a check against each past document's receipt date.

PO Basic Process Flow

The primary purpose of the Purchase Orders module is to create and maintain accurate vendor and purchasing information with complete audit trails and optional posting to the General Ledger. To accomplish this goal, follow these simple steps.

1. Print the Suggested PO Report and review the items and quantities suggested for purchase by the *Replenishment Report*, or from a special tie to a sales order or warehouse transfer. If necessary, use Suggested PO Entry to enter a suggested purchase order, or to view and modify items and quantities on a suggested purchase order created by the Replenishment Report or due to a backorder condition on a sales order or warehouse transfer.

2. Use PO Entry to enter new purchase orders, edit open existing purchase orders, and import the suggested purchase order items and quantities for a vendor. You can select to print the purchase order or send it via EDI when you save it, or you can print it at a later time using PO Print.

3. Use Return PO Entry to enter a return to a vendor of items previously received on a purchase order. The Vendor Return Report can be printed to help you identify surplus stock that should be returned to the vendor. You can print return purchase orders and send it via EDI when you save it at the time they are saved or print them later through PO Print.

4. Print the Receiving Document Print and have it handy when deliveries are made from your vendors. You can easily compare items and quantities on the original purchase order with the items and quantities being delivered.

5. Enter the items and quantities received against an existing purchase order with PO Receipts Entry. If you do not receive all of the items and quantities from the purchase order, it may remain open until all backordered quantities are received. If you receive a delivery for which there is no existing purchase order, you can enter the receipt of the items using Non PO Receipts Entry.

6. You can select to update the on-hand quantity for the items at the time you enter the receipt, or you can update them when you run the PO Receipts Register. This register will update any receipts that have not yet been updated, and will create the GL Distribution for the receipts. You can optionally print the Document Fill Report to determine whether the items are to be stocked in the warehouse or used to fill outstanding backorders. Auto Commit Backorders is also available to automatically fill backorders using the items that have been received.

7. When an invoice arrives from a vendor, use AP Invoice Entry to enter the invoice. Run the update in the AP Document Register to post the open payable transactions to Accounts Payable where they will be tracked for payment.

PO End of Period Checklist

Use the following checklist to close the end of a period in Purchase Orders. Follow the steps in the order listed.

Step	Procedure	Options	Required
1	Complete all PO receipts. Run the Receipts Register and print and update the last register for the period.		Yes
2	Complete all invoices using AP Invoice Entry. Then, run the AP Document Register.		Yes
3	Print the Uninvoiced Receipts Report.		Yes
4	In General Ledger, perform the End of Period Close for the PO Module. This will update PO for the current period and set processing to begin the next period.		Yes
5	Run Past PO Removal and remove past purchase orders that have been completely invoiced by the vendor, and remove all records associated with the past purchase order. You can remove past purchase orders at the end of each period or more often if necessary.		No, optional

Policies and Setup

Before you can use the Purchase Orders module, you must complete the policy setup in other TakeStock modules. The following policies affect the way the PO module functions and the way you can process parent items. For additional policies and setup information, refer to the *Policies and Setup* section of the appropriate modules user's guide and see your system administrator.

The following policies affect the processing of *Purchase Orders*. You may wish to review these policies with your system administrator.

PO→ Maint→Setup→PO Control Maint. →General view

- Whether to include tax on purchase orders.
- Setting the default freight factor.
- Setting the number of years to save vendor item history.
- Setting the number of days required to process receipts.

PO → Maint. →Setup→ PO Control Maint. → PO Lines view

- Whether to allow changes to the request/promise dates by line in PO Entry.
- Whether to allow changes to the taxable status of line items in PO Entry.
- Whether to allow changes to the GL posting table by line in PO Entry.

AP → Maint. → Vendor Maint. →Cost view

- Setting the default cost for PO.

AP →Maint. →Vendor Maint. → Purchases view

- Determining whether to print the vendor item number, and if printed, print before or after the item number.

SM →Maint. →Setup → Company Maint. →Options view

- Determining which GL number to use for posting Tax.
- Password used to override locked documents.
- Standard weight unit of measure.

MC → Maint. → MC Control Maint→ General view

- Enter and maintain production control maintenance.

MC →Maint. → Parent BOM Maint. →General view

- Set up parent item options.

MC →Maint. →Parent BOM Maint. →Production view

- Set up the options related only to produced parent items.

MC →Maint. →Parent BOM Maint. →Kitting view

- Set up the options related only to kitted parent items.

EI →Maint. →Turnaround Field Label Maint.

- Set up turnaround field labels by document type, record type, and customer or vendor (trading partner ID).

EI →Maint. →EDI Control Maint. →Import view

- Define import and archive directories for sales order import and PO invoice import documents.

EI →Maint. →EDI Control Maint. →Export view

- Define export directories for SO invoice and PO export documents.

Chapter 2 — Purchase Orders

PO Purchase Orders

Using the programs in the Purchase Orders submodule, you enter purchase orders and record the return of goods. You can inquire about existing purchase orders, make corrections, and print orders as often as necessary until all items on the order are completely received.

Suggested PO Entry is available to enter a suggested purchase order, view suggested quantities created by the *Replenishment Report*, or view suggested quantities created due to a backorder condition on a sales order or a warehouse transfer. Using *PO Entry,* you can enter new purchase orders, edit open existing purchase orders, or import a suggested purchase order. You can also enter purchase orders to record the return of items to a vendor. The return purchase orders can be entered directly with *Return PO Entry*, or created automatically from the *Vendor Returns Report.* You can print purchase orders at the time of entry or at a later time using the *PO Print* program.

Entries for the Purchase Orders menu are:

Suggested PO Entry	Use *Suggested PO Entry* to view and edit suggested purchase orders that were created by the *Replenishment Report* or created as a stock reservation for a backorder on a sales order or a warehouse transfer. You can also directly enter a suggested purchase order.
PO Entry	Use *PO Entry* to enter a new purchase order for a vendor, edit an open existing purchase order, or import the items from a suggested purchase order.
Return PO Entry	Use *Return PO Entry* to enter a return of items that were previously received on a purchase order to a vendor. You may want to return items due to a surplus stock condition.
PO Print	Use *PO Print* to print or reprint 1 or more purchase orders and return purchase orders. If you did not print your PO when you created it, use this program to print it.

Chapter Contents

Suggested PO Entry

Using this program, you can enter a suggested purchase order, view quantities on a suggested purchase order that have been created by the *Replenishment Report*, or view quantities created due to a backorder condition on a sales order or a warehouse transfer. You can also directly enter a suggested purchase order.

Vendor Consignment Processing

If you enter a PO document with an *Initiating Warehouse* that is marked as a consigned warehouse, the system assumes consigned goods are being ordered. The goods are received using *PO Receipts Entry* and updated through the *PO Receipts Register*. The system uses the appropriate consignment inventory and receipts accounts for GL posting. Unlike normal warehouse receipts, consignment receipts do not require nor allow an AP invoice to be entered against the PO receipt for the consigned goods. This means that when you enter the AP Document, you cannot choose the receipt to match against. You must enter a GL account as the offset expense to AP.

Standard Part Numbers

The Standard Part Numbers feature provides the ability to store standard part numbers for items and use this information for cross-reference and lookups, as well as vendor price updates. You can enter a standard part number up to 50 characters long and associate it with existing TakeStock item records. These numbers may be used for cross-referencing in the Sales Order Entry (all modes), Purchase Order Entry (all modes), and Vendor Price Update programs, as well as the upcoming application, e-catalog.

Because the input field for standard part number is larger than input fields for item number, the system now validates a 50 character maximum length of input, rather than 20 characters. The search hierarchy will be (a) TakeStock item number, (b) standard part number, (c) the remaining TakeStock item search hierarchy (e.g., item interchange). The standard part number cross-reference is not based upon the length of the entered part number. The standard part number cross-reference is always used if the entered part number does not match an existing TakeStock item number.

If the system finds multiple records that match the entered standard part number, then a lookup browser displays so that you can select the appropriate item.

If a standard part number is used to select a TakeStock item, then the TakeStock item number appears in the item number field, which is similar to other standard cross reference functionality. The entered part number does not display on the screen.

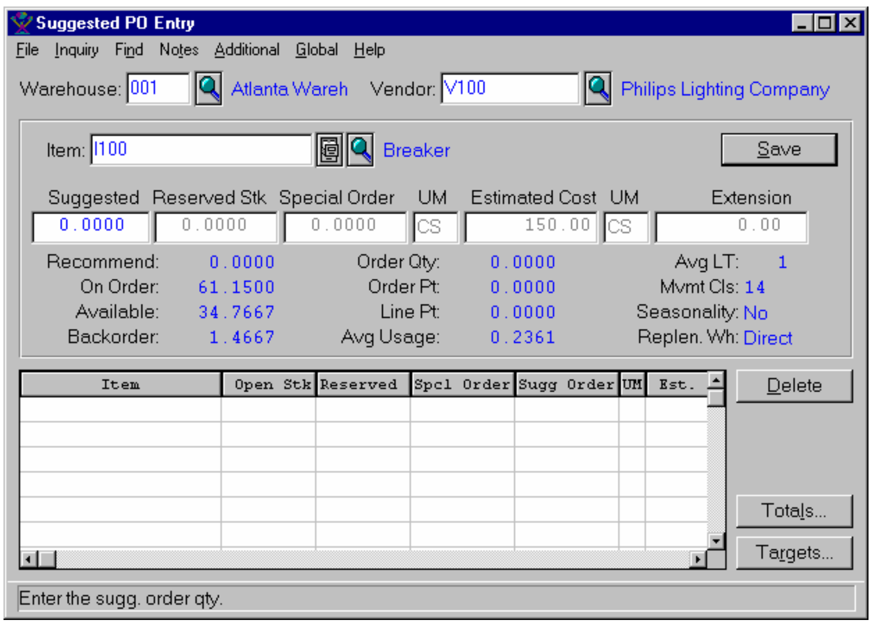
Resizing the Screen

You can resize the screen for programs in the Purchase Order Entry suite. To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left. To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow drag the border up or down. To change the height and width at the same time, point to any window corner.

When the pointer changes into a diagonal double-headed arrow drag the border in any direction.

Suggested Purchase Orders Hints and Examples

- Suggested purchase orders are suggested purchases of items and their quantities that are needed to meet replenishment needs or special orders.
- Reservations are reserved item quantities on a purchase order for a sales order, production order, or warehouse transfer. For example, a sales order with 10 backordered may be tied to a suggested purchase order quantity of 50. This means that 40 of the purchase order quantity is open stock, and 10 are reserved.
- Automatic reviewing of replenishment needs (quick replenishment calculation and autocreate of initial items) for a vendor still needs to be performed through the *Replenishment Report*.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Save Saves the new or changed item entry.

Delete Deletes an item from the list.

Totals Accesses the *Totals* dialog box, which is used to display the item totals for the current warehouse and vendor.

Targets Accesses the *Buying Targets* dialog box, which is

Fields, Buttons, Checkboxes, & Icons

used to display buying targets for the vendor.

Warehouse	The warehouse for which you are entering, changing or viewing a suggested purchase order.
Vendor	The vendor for which you are entering, changing or viewing a suggested purchase order.
Item	The number of the item that you are purchasing. If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number for the sale. If the item you enter has been superseded, a dialog box opens to let you know that the item is inactive.
Suggested	If the item was updated by the *Replenishment Report*, the *Suggested Order Quantity* for the item displays in this field. You can use this quantity or enter a different quantity.
Reserved Stk	[Reserved Stock] The backordered quantity at the buying unit of measure from sales orders and warehouse transfers for the item, vendor, and warehouse combination displays in this field. You cannot enter or change the quantity for this field. It is displayed for information only. However, you can choose the *Stock Reservations* option from the Additional menu to enter or change a stock reservation for the current item, vendor, and warehouse on the suggested purchase order. For example, a sales order has 10 units of the item backordered and reserved on the suggested purchase order. The suggested purchase order has a total order quantity of 50. This means that 40 units of the item (which displays in the *Suggested* field) are for open stock, and 10 units (which displays in this field) are reserved to fill the backorder.
UM	[Unit of Measure] The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure in which you are purchasing the item.
Estimated Cost	The estimated cost per costing unit of measure displays in this field. This cost is based on the default cost set up for the vendor.
UM	[Unit of Measure] The costing unit of measure for

Fields, Buttons, Checkboxes, & Icons

the item displays in this field. This field is a display only field used to show you the unit of measure at which you are costing the item.

Extension	The estimated cost per costing unit of measure based on the default cost set up for the vendor displays in this field. If a *schedule* is used, the system displays the cost per the schedule. If the *last cost* is used, the last cost from the TakeStock Vendor/Item table is used if one exists. If not, the most recent cost from the TakeStock Warehouse/Item table is used. If *manual cost* is used, the manual cost from the TakeStock Vendor/Item is used if one exists. If not, the manual cost from the TakeStock Warehouse/Item table is used.

Menus

File

Menu Selection	Function
Delete All Items	Deletes all items on the suggested PO.
Preferences	Accesses the Browse Columns menu option. Select this menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Item Inquiry	Accesses the *Item Inquiry* to display item information.
Vendor Inquiry F5	Accesses the *Vendor Inquiry* to display vendor information.
Replenishment Inquiry	Access the *Replenishment Detail Inquiry* to view replenishment information for the selected item.

Doc Overview Inquiry	Access the *Overview* dialog box to view item information for the current document.

Find

Menu Selection	Function
Lookup	Opens the Lookup for a detail field.
Suggested PO Lookup	Opens the Lookup for suggest PO documents.

Notes

Menu Selection	Function
Warehouse	Opens the *Notes Manager* for the current warehouse.
Item	Opens the *Notes Manager* for the current item.
Vendor	Opens the *Notes Manager* for the current vendor.

Additional

Menu Selection	Function
Maintain Item	Maintains items records for the *Item* field on this screen.
Stock Reservations	Opens the *Stock Reservations* dialog box to reserve stock for the suggest PO.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

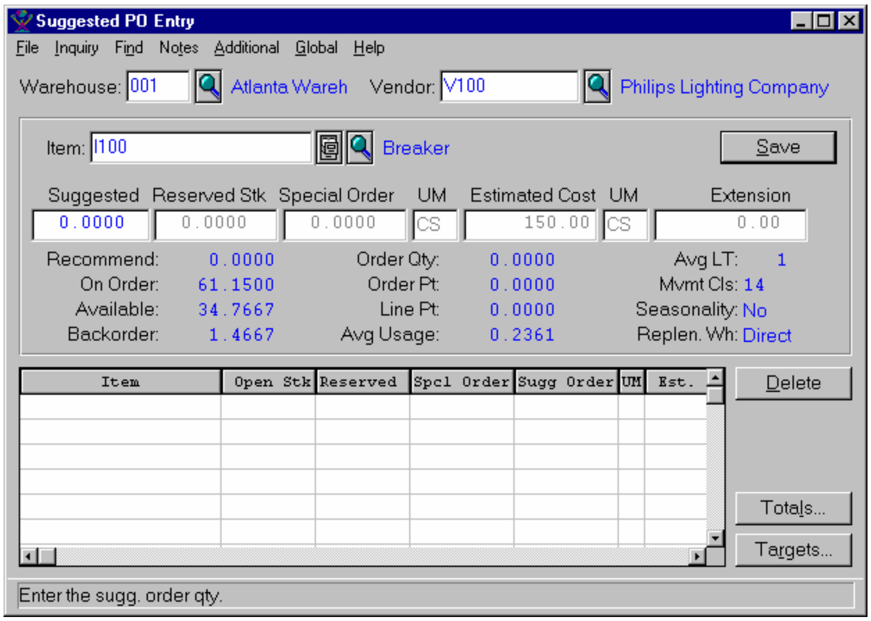
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

How to enter or view a suggested purchase order

How to enter or view a suggested purchase order

1. Access the *Suggested PO Entry* program. The complete path is *Purchase Orders*➔*Purchase Orders*➔ *Suggested PO Entry.* The system displays the *Suggested PO Entry* screen.



2. In the *Warehouse* field, enter the warehouse for which you are entering, changing or viewing a suggested purchase order. The warehouse from your user profile displays as the default.

3. In the *Vendor* field, enter the vendor for whom you are entering, changing or viewing a suggested purchase order. Any items for the vendor and warehouse that were created from the *Replenishment Report*, sales order, warehouse transfer, or production reservation display in the selection list.

4. In the *Item* field, enter the number of the item that you are purchasing.

   TIP: If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number for the suggested PO.

   If the item you enter has been superseded, a dialog box opens to let you know that the item is inactive.

   If the item is inactive but was entered as a stock reservation from backorder condition on a sales order, it may display on the purchase order. This is the only way the system will allow an inactive item to be added to a suggested purchase order.

   If the item was updated by the *Replenishment Report* or a stock reservation, the *Suggested Order Quantity* for the item displays in the *Suggested* field. You can use this quantity or enter a different quantity.

5. In the *Reserved Stk* field, the system displays the backordered quantity at the buying unit of measure from sales orders, warehouse transfers for the item, vendor and warehouse combination, and production. You cannot enter or change the quantity for this field; it is displayed for information only. However, you can choose the *Stock Reservations* option from the Additional menu to enter or change a stock reservation for the current item, vendor and warehouse.

   TIP: In the *Special Order* field, the system displays quantities are similar to Reserved Stock. The difference is that instead of reserving some of the quantity already on the suggested purchase order, the quantity from the reservation is added to the suggested purchase order quantity. You cannot enter or change the quantity for this field; it is displayed for information only. However, you can choose the *Stock Reservations* option from the Additional menu to enter or change a special order stock reservation.

   For example, a sales order has 10 of the item backordered and you select to reserve and add the quantity to a suggested purchase order. The suggested purchase order has an original total order quantity of 50. This means that 60 of the item will be ordered, 50 for open stock and 10 to fill the special order. If you delete the sales order or warehouse transfer from which the special order originated, the special order quantity is also removed from the suggested purchase order.

6. In the *UM* field, the system displays the unit of measure at which you are purchasing the item. The quantities of the item are shown in buying units of measure (*UM*). This field is a display only field to show you the unit of measure at which you are purchasing the item.

7. In the *Estimated Cost* field, the system displays the estimated cost per costing unit of measure based on the default cost set up for the vendor.

8. The costing unit of measure for the item displays in the *Estimated Cost UM* field. This field is a display only field to show you the unit of measure at which you are costing the item.

9. The *Extension* field displays the total quantity (Suggested + Special Order) times the estimated cost.

10. Select the **Totals** button opens a dialog box to display the item totals for the current warehouse and vendor.

11. Select the **Targets** button opens the Buying Targets dialog box to display buying targets for the vendor/product line.

12. If you want to delete an item from the suggested purchase order, highlight the item in the browser then select the **Delete** button.

13. When you complete a new or changed item entry, choose the **Save** button. The saved item is updated in the item list and you are ready to enter another item number.

14. When all entries are complete and saved, choose *File* ➔ *Exit*.

PO Entry

Using this program, you can enter, change, or delete a purchase order, which is a request to a vendor for the purchase of items necessary to meet replenishment needs or special orders.

There are three screens for entering a purchase orders:

PO Entry Header view

PO Entry Items view

PO Entry Footer view

Print Security Functionality

Note that separate print security functionality exists for PO Entry and the PO Print program. This setting allows users to print purchase orders from the Footer screen of PO Entry without allowing print access from the PO Print program. In SM --> Security --> Security Review double click the PO Entry program then set the Functions option to **PO Print** and add valid user groups.

Vendor Consignment Processing

If you enter a PO document with an *Initiating Warehouse* that is marked as a consigned warehouse, the system assumes consigned goods are being ordered. The goods are received using *PO Receipts Entry* and updated through the *PO Receipts Register*. The system uses the appropriate consignment inventory and receipts accounts for GL posting. Unlike normal warehouse receipts, consignment receipts do not require nor allow an AP invoice to be entered against the PO receipt for the consigned goods. This means that when you enter the AP Document, you cannot choose the receipt to match against. You must enter a GL account as the offset expense to AP.

Add ons Processing Details

Purchase Orders and Sales Orders are configured so that an Add-on that is defined as Subtracts From Total in the Affects selection on the General view of SM Add On Maintenance) defaults to a negative value regardless of user input in Sales Order Entry programs and Purchase Order Entry, Non-PO Receipts Entry. When in Credit Memo Entry or RMA (invoice reversals included), or Returns PO Entry the sign on Subtracts From totals becomes a positive. If you enter a negative value for a Subtracts From total addon, the amount becomes a positive. (A negative value times a negative makes a positive.)

Note: Editing an add value instead of rekeying the entire field causes a negative to become a positive (expect in entry modes). It is recommended that re-keying a field be done as a practice. There are system checks for limits and absolute value limits included for both sales orders and purchase orders, both types (Adds to/Subtracts from/Amount types/Percent types).

PO Line Item promised dates based on lead time

You can base PO Line Item promised dates on individual item's lead times. The **Default promised dates based on lead time** checkbox in PO Control Maintenance allows you to base the PO Line Item promised dates on the individual item's lead times. If you select this checkbox, the system defaults the promised date of each line item in *Purchase Order Entry* and *Non PO Receipts Entry* to the PO entry date plus the item's average lead time as found in the Warehouse/Item Maintenance. If this control option is not set, then the promised date for each line item will continue to default to the PO header's promised date.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

Multiple Buying/Costing UMs

You can assign more than one UM for both buying and costing in the drop-down boxes that list all valid buying and costing units of measure. If an item has only one buying and/or costing UM, the respective drop-down box(es) are display only and do not allow entry. In the UM view of Item Maintenance, you can set the default and alternate buying and costing UMs. You cannot change the costing unit of measure settings where an open PO or SO exists in the system.

Standard Part Numbers

The Standard Part Numbers feature provides the ability to store standard part numbers for items and use this information for cross-reference and lookups, as well as vendor price updates. You can enter a standard part number up to 50 characters long and associate it with existing TakeStock item records. These numbers may be used for cross-referencing in the Sales Order Entry (all modes), Purchase Order Entry (all modes), and Vendor Price Update programs, as well as the upcoming application, e-catalog.

Because the input field for standard part number is larger than input fields for item number, the system now validates a 50 character maximum length of input, rather than 20 characters. The search hierarchy will be (a) TakeStock item number, (b) standard part number, (c) the remaining TakeStock item search hierarchy (e.g., item interchange). The standard part number cross-reference is not based upon the length of the entered part number. The standard part number cross-reference is always used if the entered part number does not match an existing TakeStock item number.

If the system finds multiple records that match the entered standard part number, then a lookup browser displays so that you can select the appropriate item.

If a standard part number is used to select a TakeStock item, then the TakeStock item number appears in the item number field, which is similar to other standard cross reference functionality. The entered part number does not display on the screen.

Purchase Orders for Items That Use Traceable Containers

When you create a purchase order for an item that uses traceable containers, you must select a valid container type. You can change the container type selection prior to PO Receipts processing.

When inventory arrives into a warehouse in a container, the inventory must be properly linked to the container. You can allocate the inventory to a valid, new, or certified container. This allocation creates a container record. Within this record, the system maintains pertinent information about the container/item, such as amount of inventory stored, PO number, date of receipt, and serial number, if any. You can also assign the container/item to a bin and/or Lot. If the Unit of measure for the container type is not a valid unit of measure for the item, you must create the unit of measure in the item master record.

By linking a container item number with the containerized item, PO Receipts Entry or PO Receipts by Item processing updates both items (container and contents), the container table, and container history table. If empty container items are received, PO receipts processing performs the usual updates to the item, plus the container table and container history table.

The PO Receipts Register program prints container types, container numbers, and container serial numbers, if applicable.

e-wms Processing

For e-wms enabled warehouses, Purchase Order Entry runs e-wms processing when you finish entering the purchase order. Refer to the *e-wms Users Guide* for additional processing and program details about the e-wms feature.

As you save each line item, the system runs the Alternate Package Code Allocation routine to convert the ordered quantity to the smallest quantity and determine the Pack Size, and Alternate Package Code passed to the e-wms system. This information is passed to the necessary e-wms send tables and processed by the e-wms Update Receive Process.

If you edit an existing purchase order that has already passed information via e-wms process and the record status is ‘locked’, the system displays a message indicating the PO cannot be changed and disallows edits of the production ticket. If the ewms record status is not “Locked”, the system displays a message indicating the e-wms status and gives you the option to edit the purchase order. If you edit the document, the system runs the e-wms send procedure again, with the document “Nuke” options. Once you complete your changes, the e-wms processing occurs as if you are sending a new purchase order.

There is no change in the processing of Serial numbers, Lots, or Containers in Purchase Order Entry, with regard to e-wms processing.

PO Receipts and Non-PO Receipts Entry:

For warehouses that are e-wms enabled, you can access e-wms purchase orders that have been received and not yet updated through the *Receipt Register* from the Footer screen the *PO Receipts Entry*. You can use this feature to enter add ons, such as freight charges, associated with the order and optionally factored. Note that you cannot delete/add/modify items on the PO.

When you select an e-wms purchase order, the system displays the message: *The e-wms receipt for document XXXXXXXX has been updated. There are limited document changes available.*

If a sales order invoice is printed and run through the Daily Sales Register before the PO Receipt add ons are included or changed, the system marks the invoice as Reprint Required. You have to print the invoices again to process them through the Daily Sales Register.

For warehouses that are e-wms e-enabled, Non-PO Receipts Entry program is disabled. PO Receipts for purchase orders with items in e-wms enabled warehouse occurs via the e-wms Update process.

Resizing the Screen

You can resize the screen for programs in the Purchase Order Entry suite. To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left. To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow drag the border up or down. To change the height and width at the same time, point to any window corner. When the pointer changes into a diagonal double-headed arrow drag the border in any direction.

Menus

File

Menu Selection	Function
Delete	Deletes the current document. The system deletes line items and sets the header to deleted. The document prints on the register as an audit trail of document numbers assigned.
Stop Receipt	Stops the current receipt that is in process. Once a PO receipt is complete and saved, it can no longer be stopped. This option is available only when you are

	receiving an open purchase order.
Suggested POs	Accesses the Import Suggested PO's dialog box, which is used to import items from a suggested purchase order into the current purchase order.
Import Direct Shipments	Accesses the *Import Direct Shipments* dialog box, which is used to import direct ship items from a sales order into the current, direct-ship purchase order.
Preferences	Accesses the Tab Order and Browse Columns menu options. Select Browse Columns menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them. Select Tab Order menu option to access the *Tab Order* dialog box, which is used to set the tab order by user for the entry fields on the screen.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Vendor Inquiry F5	Accesses the *Vendor Inquiry* to display vendor information.
Item Inquiry	Accesses the *Item Inquiry* to display item information.
Item Interchange Inquiry	Displays a list of interchange number for the current item.
Replenishment Inquiry	Accesses the *Replenishment Detail Inquiry* to view replenishment information for the selected item.
Doc Overview Inquiry	Accesses the *Overview* dialog box to view item information for the current document.
SO Document Inquiry	Accesses the *SO Document Inquiry* to display current and past sales documents.
PO Document Inquiry	Accesses the *PO Document Inquiry* to display open, receipt and past purchase order documents.

Find

Menu Selection	Function
Purchase Order Lookup	Opens the Lookup for purchase orders.
Document Quicksearch	Opens the *Document Quicksearch* to help you quickly

	locate a specific document.
Vendor QuickSearch	Opens the *Vendor QuickSearch* to quickly locate a customer. The QuickSearch helps you to find a vendor faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Item QuickSearch	Opens the *Item Quicksearch* dialog box to quickly locate an item. The QuickSearch helps you to find an item faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Find Detail Line	Opens a dialog box where you can enter the number of an item to help you quickly locate the item's detail line in the item list.

Notes

Menu Selection	Function
Vendor	Opens the *Notes Manager* for the current vendor.
Ship From	Opens the *Notes Manager* for the current Ship From vendor.
Warehouse	Opens the *Notes Manager* for the current warehouse.
Item	Opens the *Notes Manager* for the current item.
Document	Opens the *Notes Manager* for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.
Detail Line	Opens the *Notes Manager* for the current detail line item.
Import Vendor	Opens the *Import Vendor Notes* dialog box for the current vendor. Use this dialog box to import vendor notes to this item
Import Item	Opens the *Import Item Notes* dialog box for the current item. Use this dialog box to import component items notes to the item.

Additional

Menu Selection	Function
Maintain	Maintains records for the available fields on this screen.
Date Display	When entering receipts, opens the *Date Display* dialog

	box to change document dates.
Buying Target	Open the *Buying Targets* dialog box vendor/product line buying targets.
Aggregate Cost Discounts	Open the *Aggregate Cost Discount* dialog box to apply aggregate discounts for the line items.
Cost Selection	Open the *Cost Selection* dialog box to view or select an alternate cost to use for the current item.
Item Tax Info	Open the *Line Item Sales Tax* dialog box to view or change the sales tax information for a line item.
Serial/Lot Distribution	Open the *Lot Allocation* or the *Serial Number Allocation* dialog box to enter the numbers for the items on the purchase order document.
Stock Reservations - Incoming	Open the *Stock Reservations* dialog box to view existing or reserve stock to fill a sales order or warehouse transfer backorder.
Custom Fields-Header	Open the *User Fields* dialog box to enter custom fields for the header information.
Custom Fields-Detail	Open the *User Fields* dialog box to enter custom fields for the detail line item information.

Activity

Menu Selection	Function
PO Entry	Change to the *PO Entry* program.
PO Receipts	Change to the *PO Receipts* program.
Non PO Receipts Entry	Change to the *Non PO Receipts Entry* program.
Returns PO	Change to the *Returns PO* program.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.

Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

PO Entry How Tos

How to Process a Purchase Order (Overview)

The following explains the step to process a purchase order from entry to invoice receipt.

1. Print the Suggested PO Report and review the items and quantities suggested for purchase by the *Replenishment Report*, or from a special tie to a sales order or warehouse transfer. If necessary, use Suggested PO Entry to make any changes to the items and quantities

2. Use PO Entry to enter new purchase orders, and to import the suggested purchase order items and quantities for a vendor. You can select to print the purchase order when you save it, or you can print it at a later time using PO Print.

3. Print the Receiving Document Print and have it handy when deliveries are made from your vendors. You can easily compare items and quantities on the original purchase order with the items and quantities being delivered.

4. Enter the items and quantities received against an existing purchase order with PO Receipts Entry. If you do not receive all of the items and quantities from the purchase order, it may remain open until all backordered quantities are received. If you receive a delivery for which there is no existing purchase order, you can enter the receipt of the items using Non PO Receipts Entry.

5. You can select to update the on-hand quantity for the items at the time you enter the receipt, or you can update them when you run the PO Receipts Register. This register will update any receipts that have not yet been updated, and will create the GL Distribution for the receipts. You can optionally print the Document Fill Report to determine whether the items are to be stocked in the warehouse or used to fill outstanding backorders. *Automatic Commit Backorders* is also available to automatically fill backorders using the items that have been received.

6. When an invoice arrives from a vendor, use Invoice Entry to enter the invoice. Run the update in the AP Document Register to post the open payable transactions to Accounts Payable where they will be tracked for payment.

PO Entry Header View

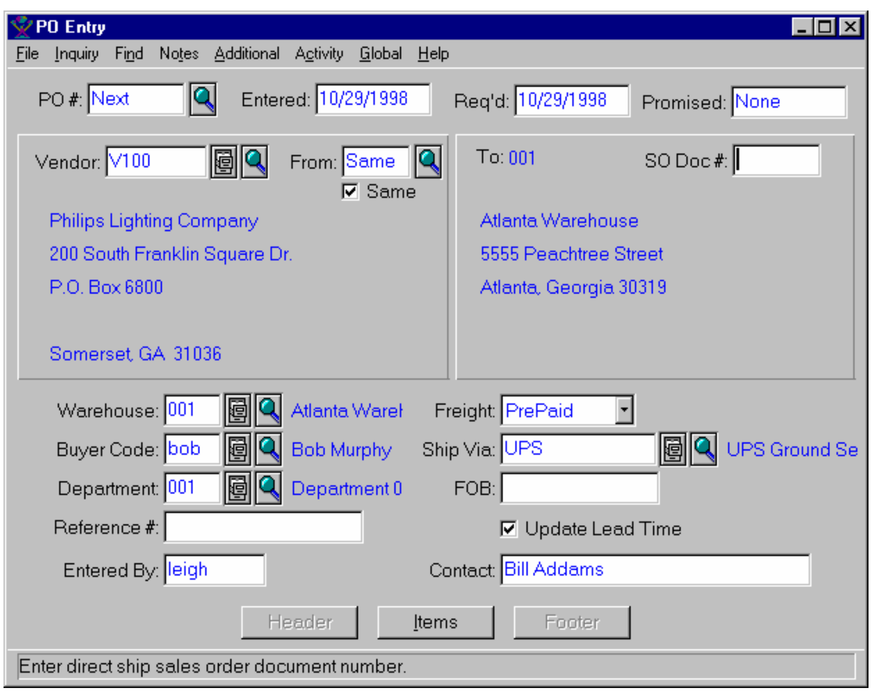
Purchase orders are entered to record the request of items from a vendor. The Header window allows you to designate who placed the order and from where it will ship. You also define information that prints on the purchase order, such as method of shipping, how to handle freight charges, the warehouse that receives the merchandise, and the buyer who placed the order.

There are three screens for entering a purchase order: Header, Items, and Footer. When you complete the header information, choose the **Items** button to move to the line item entry window. (If you auto create a purchase order from by entering an SO document number for a direct ship, a dialog box displays the items being entered on the purchase order before moving to the Items window.) Costs entered on a direct ship SO line will default into the corresponding direct ship PO created.

Direct Ship Purchase Orders and Sales Orders

If you auto create a purchase order by entering an SO document number for a direct ship, a dialog box displays the items being entered on the purchase order before moving to the Items window. Costs entered on a direct ship SO line default into the corresponding direct ship PO created.

TIP: If you create a PO from the Purchase Order Entry program and link it to a direct ship sales order with a BOM item, the system order the BOM components from the vendor you specify. If you create the purchase order from the Sales Order Entry program, the system creates 1 or more purchase orders and uses the vendor that is designated on the Item record as the primary vendor.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Items Accesses the Items view of *PO Entry*.

Footer Accesses the Footer view of *PO Entry*.

Temp Accesses a temporary ship to dialog box, where you can enter the Ship to name, the country, the city, state, Zip, up to 4 lines of address, a contact name, and a phone number. When you print the Purchase order, the temporary ship to location prints in the Ship to section Address Entry dialog box.

PO # The number to assign to a new purchase order. You can press **Tab** when NEXT displays in this field to assign the next available purchase order number. Pressing **F9** also assigns the next available number.

Purchase order numbers are eight characters long and are the main identifier of the document. The number may be eight digits long (12345678) if you are not using branches as part of the purchase order number (as set in *Branch Maintenance*). If you are using branches in the purchase order number, the code for the branch assigned to the warehouse on the purchase order becomes the prefix and the remaining eight characters are filled with digits. For example, if the branch code is ABC, the purchase order number could be ABC12345.

If you need to change or delete an existing purchase order, enter the existing purchase order number in this field to open it. If a document note exists for the document number you enter, the *Notes Manager* dialog box opens to display the note.

If you delete a purchase order, the line items are deleted and the on order quantities are removed. The purchase order number is not deleted. The deleted purchase order number will print on the next *Receipts Register* with a note that it has been deleted as an audit trail of all purchase order numbers used.

Note: If you enter an existing document number to open the document, you can press **ESC** to end the document as long as you have not made any changes.

Fields, Buttons, Checkboxes, & Icons

Entered The date on which you are entering the purchase order. The default for this field is the current system date.

Req'd The date on which you are requesting delivery of the order. The default for this field is the current system date (today's date). You can enter a specific request date, press **Tab** to use today's date, or you can also press **F9** to enter ASAP (as soon as possible) for this field.

Promised The date when the vendor is promising receipt of the order. The default for this field is NONE for no promise date. You can enter a specific promise date, press **Tab** to use NONE, or you can also press **F9** to enter NONE for this field.

Vendor The number of the vendor from whom you are requesting the items. When you enter a valid vendor number, the vendor's name and address are displayed. From the vendor's record, the following defaults display on the screen: Ship From, buyer, freight code, ship via, FOB, and tax code.

If the vendor's record is set as *Not Valid for PO*, *Inactive* or *On Hold*, an appropriate message is displayed.

From This field defaults to the primary Ship From vendor set up for the vendor you entered. You can press **Tab** to accept this default, or enter a different valid Ship From vendor. Press **F9** to enter SAME so the *Ship From* vendor is set to the same number as the vendor field.

If you enter a different Ship From vendor, the buyer, freight code, ship via, FOB, and tax code defaults come from the Ship From vendor's record.

SO Doc# When you are entering a new purchase order, you can enter the sales order number of a direct shipment to create a special tie for the vendor and customer. The sales order cannot already have a special tie attached to it. The special tie causes the items on the sales order to be pulled into the purchase order line items automatically for receipt. When the purchase order is updated, the items on the sales order for direct shipment can also be updated to reflect the shipment to the customer.

Fields, Buttons, Checkboxes, & Icons

Your inventory quantities are not updated for the receipt or shipment of items when there is a direct shipment special tie.

If the sales order number is not valid or not for a direct shipment, or if the purchase order and sales order are not for the same warehouse, you cannot enter a value in this field.

Warehouse	The code of the warehouse where you will receive the items on this purchase order. The warehouse from your user profile displays as the default.
Freight	The code of the freight Add On for this purchase order. The freight code from the vendor's record or the Ship From record displays as the default.
Buyer Code	The code of the buyer for this purchase order. The buyer from the vendor's record or the Ship From record displays as the default.
Ship Via	The code of the ship via to use for this purchase order. The ship via code from the vendor's record or the Ship From record displays as the default.
Department	The department from your user profile displays as the default for posting to General Ledger by profit/cost centers. You can use this department, or enter a different department code for this purchase order.
FOB	The code of the Freight On Board for this purchase order. The FOB code from the vendor's record or the Ship From record displays as the default.
Reference #	This is an optional 15-character field for entering a reference number to print on the purchase order. If you created a tie to the purchase order from a sales order, the sales order number displays in this field as the reference. You can enter a number in this field or leave it blank. If you select the **Use Customer PO# as reference # for direct shipments** checkbox on the General view of PO Control Maintenance, the system optionally "pulls in the Customer PO number as the direct PO's reference number. Otherwise, the PO program operates with standard functionality by "pulling in the SO document number.
Update Lead Time	Indicates that you want to update the lead-time when the items on the purchase order are received. This option is selected by default for inventory purchase orders, but may be changed. For direct-

Fields, Buttons, Checkboxes, & Icons

	ship POs, this option defaults to No.
Entered By	The user code from your user profile displays in this field as the default to identify the person who actually entered the purchase order. You can use the default or enter a different user code. The user code you enter here prints on the purchase order.
Contact	The name of your contact at the vendor's location. The contact from the vendor's record or the Ship From record displays as the default.

Menus

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

PO Entry Items view

PO Entry Footer view

How to enter or change purchase orders information

PO Entry Items View

Using the Items view of *PO Entry*, you can enter, change or delete the line items on a purchase order.

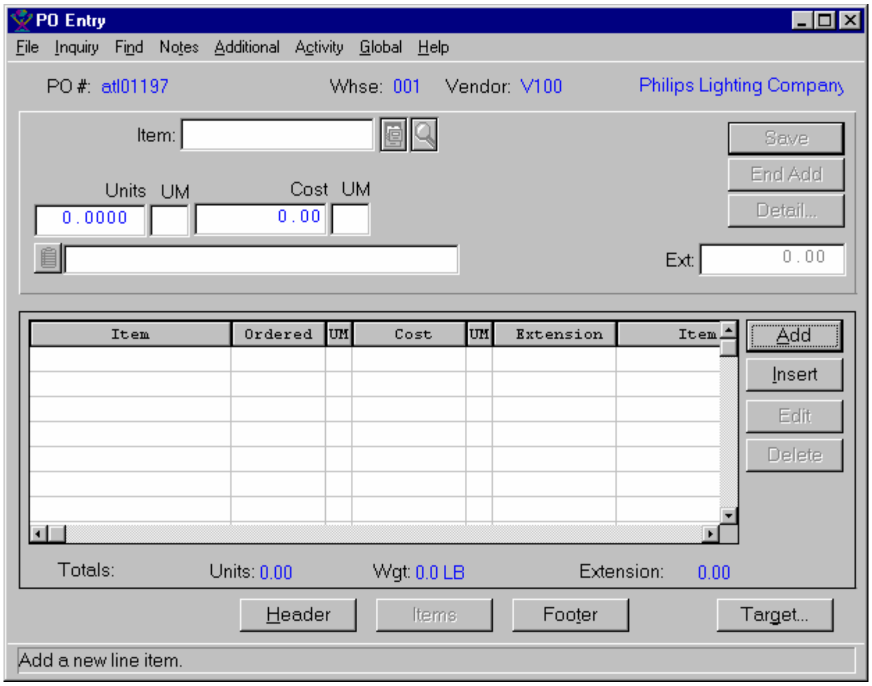
If suggested POs exist for the warehouse and vendor, *Import Suggested POs* dialog box opens and you can choose to import the items for the current purchase order. The PO number, vendor number and name, and the receiving warehouse for this purchase order display at the top of the screen. Enter the number of the item to purchase at the buying unit of measure, then enter the cost at the costing unit of measure. The buying and costing units of measure for the item cannot be changed during PO Entry.

The **Detail** button is available to open the *Line Item Detail* dialog box to enter a different item description, change the requested and promised dates, change the GL Table for posting to General Ledger, and change the status for Update Lead Time, Taxable, and For Resale. For any line item, the Additional icon displays many options to enter or view buying targets, alternate costs, item tax information and other features. Be sure to check the options available on this menu.

When entering the *Units* to purchase, you can choose **F9** to use the UM Calculator or **F10** to use the Recommended units to order as calculated by the system. At the *Cost* entry, you can choose **F9** to open the *Cost Selection* dialog box.

When an item entry is complete, choose the **Save** button to save the line item detail in the item list. The on order quantity for the item in the warehouse is immediately updated unless the item is a direct ship.

When all detail line items are complete, choose **End Add (**or **End Edit** or **End Insert).** The buttons for the item list are then available to maintain the detail lines. When all detail lines are complete, choose the Footer button to move to the footer screen.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Header Accesses the Header view of *PO Entry*.

Footer Accesses the Footer view of *PO Entry*.

Save Saves the current line item for this purchase order.

End Add Completes the add function. This action does not save your additions. You must click the **Save** button first, then **End Add** to save changes. The label of this button changes to **End Edit** when you select to edit the information for a line item.

Detail Accesses the Line Item Detail dialog box to change or enter line item descriptions, change the requested and promised dates, change the GL Table for posting to General Ledger, and change the status for Update Lead Time, Taxable, and For Resale.

Add Adds another item to the document.

Insert Inserts a new item on the document directly above the currently selected item in the item list.

Edit Edits the currently selected line item so you can make changes to the unit quantity or cost.

Fields, Buttons, Checkboxes, & Icons

Delete Deletes the currently selected line item from the document.

Target Accesses the *Buying Targets* dialog box, which is used to display buying targets for the vendor.

Item The number of the item for the purchase document. If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number to use.

If the item you enter has been superseded, a dialog box opens to let you know that the item is inactive and cannot be purchased.

When you enter an item number, the buying UM, default cost for the vendor, and costing UM display in the line entry. The warehouse information, replenishment controls, and vendor information for the item, warehouse and vendor display at the bottom of the screen as a reference. You can use the Lookup or *Item Quicksearch* (from the Find menu) to help locate an item number.

Note: If you enter an inactive item on a sales order and the item creates a backorder, you can enter a stock reservation to add the inactive item to a suggested purchase order or purchase order. This is the only way the system allows an inactive item to be added to a purchase order.

Units The quantity of the item to purchase per buying unit of measure. If the item has multiple buying units of measure, the **F9** key is available to open the *UM Calculator* to calculate the quantity at different units of measure.

The **F10** is available to enter the *Recommended* quantity as calculated by the system and displayed on the screen (also shown on the replenishment report). If a zero displays for the *Recommended* quantity on the screen, then the Available quantity of the item is greater than the item's Order Point or (Minimum Stock plus Minimum Stock times % above Minimum Stock) and a purchase of the item is not recommended.

The calculation for the quantity that displays for the *Recommended* quantity when a purchase is recommended is as follows:

If Available quantity (on hand + on order - committed - backordered) is less than (Minimum Stock or Order Point), then the Recommended quantity equals the Order Quantity + (Minimum Stock or Order Point) - Available quantity +

Fields, Buttons, Checkboxes, & Icons

special tie quantity.

UM [Unit of Measure] The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure at which you are purchasing the item.

Cost The default cost at the costing unit of measure for the vendor, warehouse and item displays in this field. You can use this cost, enter a different cost, or press **F9** to open the *Cost Selection* dialog box to choose a valid cost. Costs entered on a direct ship SO line will default into the corresponding direct ship PO created.

Note that if you modify the cost, the system displays a message during processing asking whether or not to recalculate costs or revert to the default cost before any recalculation occurs.

UM The costing unit of measure for the item displays in this field. This field is a display only field to show you the unit of measure at which you are costing the item.

Ext The extended cost of the line item displays in this display only field. The extended cost is calculated as the buying quantity times the cost less any aggregate line discounts.

You can scroll the item list to the left and right to view additional information, such as aggregate discounts, for the line items.

Menus

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

PO Entry Header view

PO Entry Footer view

How to enter or change purchase orders information

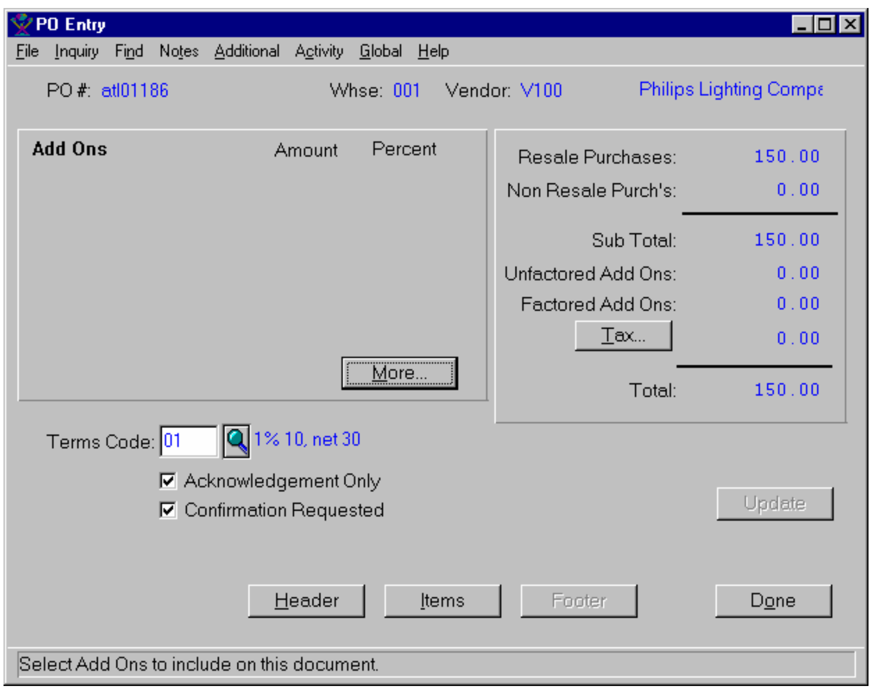
PO Entry Footer View

Using this program, you can review or enter any Add On charges or document taxes for the purchase order. The total of all information on the document is also available for viewing on the Footer window. Refer to the Add Ons Processing Details topic on page 22 for details.

The purchase order number and vendor number and name display at the top of the screen. Any Add Ons and their default amount or percentage for purchase orders display in the *Add On* section of the window. You can use the Add On defaults and their values, or you can enter the amount or percentage for any of these fields.

The **More** button opens the *Add On Selections* dialog box for changing the Add Ons for the current purchase order. The **Taxes** button opens *Change Tax Code* dialog box for changing the *Tax Code* and *Tax Class* assigned to the purchase order.

When all Footer information is complete, choose the **Done** button to end the purchase order. A dialog box opens that lets you choose to print the purchase order, change printer settings, cancel and return to the Footer screen or exit.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Lookup icon, which runs the Lookup for the current field. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

More

Accesses the *Add On Selections* dialog box for changing the Add Ons that are used for the current

	purchase document. You define the Add Ons to automatically display for purchase orders using *Add On Default Maintenance* in *System Management*, The Add Ons you define and their default amounts or percentages display on the Footer screen. You can use these Add Ons and any default amounts or percentage, or you can enter different amounts or percentages for the purchase order.
Tax	Accesses the *Document Sales Tax* dialog box, which is used to modify the tax code and tax class assigned to the purchase document.
Update	Updates all received line items on a receipt. This button is available on purchase order receipt programs.
Done	Saves the purchase order information and accesses the *Print Purchase Order* dialog box, which is used to print or reprint the purchase order at the time it is created or changed. Use this button when the purchase document is complete to end entry and save the document.
Header	Accesses the Header view of the *PO Entry* program.
Items	Accesses the Items view of the *PO Entry* program.
Terms Code	The terms code assigned to the vendor displays in this field to define the terms for the document. You can use this terms code or enter a different valid terms code.
Acknowledge ment Only	Indicates you want to print the words **Acknowledgment Only** on the purchase order document.
Confirmation Requested	Indicates you want to print the words **Confirmation Requested** on the purchase order document.

Menus

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

PO Entry Header view

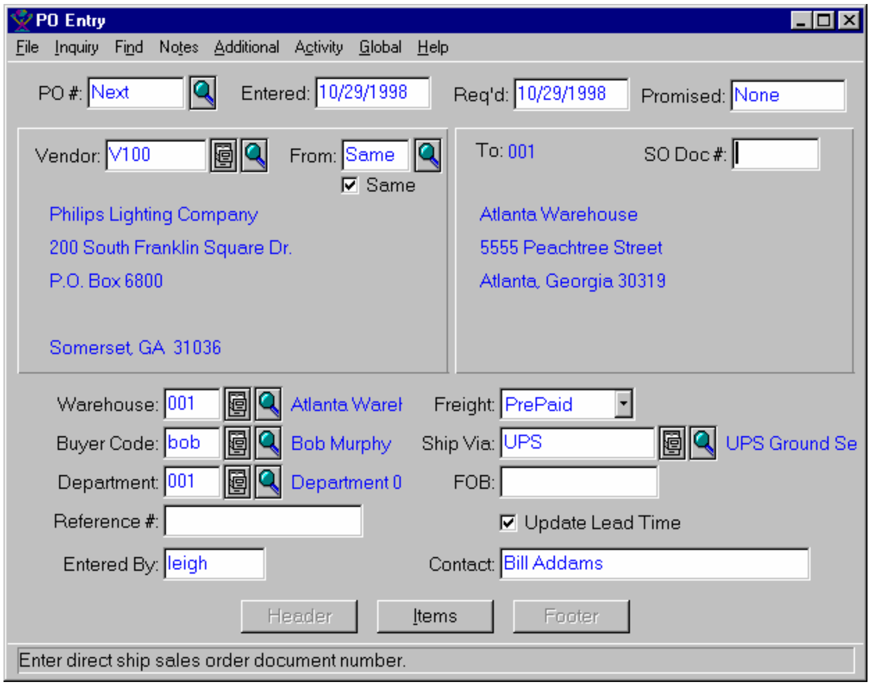
PO Entry Items view

How to enter or change purchase orders information

How to enter or change purchase orders information

To enter or change purchase order header information

1. Access the *PO Entry* program. The complete path is *Purchase Orders*➔*Purchase Orders*➔ *PO Entry.* The system displays the *PO Entry* screen.



2. Enter the *PO #* to assign to this document. If you need to change or delete an existing purchase order, enter the existing purchase order number in this field to open it.

   TIP: You can press **Tab** when *NEXT* displays in this field to assign the next available purchase order number. Pressing **F9** will also assign the next available number.

   Purchase order numbers are eight digits long (12345678) if you are not using branches as part of the purchase order number (as set in *Branch Maintenance*). If you are using branches in the purchase order number, the code for the branch assigned to the warehouse on the purchase order becomes the prefix and the remaining characters are filled with digits. For example, if the branch code is ABC, the purchase order number could be ABC12345.

3. In the *Entered* field, enter the date that for the order. This field defaults to the system date.

4. In the *Req'd* field, enter the requested date of delivery. The default for this field is the current system date (today's date). You can enter a specific request date, press **Tab** to use the default, or you can press **F9** to enter *ASAP* (as soon as possible) for this field.

5. In the *Promised* field, enter the date the vendor promised delivery. The default for this field is *NONE* for no promise date. You can enter a specific promise date, press **Tab** to use *NONE*, or you can also press **F9** to enter *NONE* for this field.

6. In the *Vendor field*, enter the number of the vendor from whom you are requesting the items. When you enter a valid vendor number, the vendor's name and address are displayed. From the vendor's record, the following defaults display on the screen: Ship From, buyer, freight code, ship via, FOB, and tax code.

7. The *Ship From* field defaults to the primary *Ship From* vendor set up for the vendor you entered.

   TIP: You can press **Tab** to accept this default, or enter a different valid Ship From vendor. Press **F9** to enter *SAME* so the *Ship From* vendor is set to the same number as the vendor field. If you enter a different *Ship From* vendor, the buyer, freight code, ship via, FOB, and tax code defaults come from the Ship From vendor's record.

8. Select the **Temp** button to access a temporary ship to dialog box, where you can enter the Ship to name, the country, the city, state, Zip, up to 4 lines of address, a contact name, and a phone number. When you print the Purchase order, the temporary ship to location prints in the Ship to section Address Entry dialog box.

9. In the *SO Doc #* field, you can enter the sales order number of a direct shipment for this vendor to create a special tie when you are entering a new purchase order. The tie causes the purchase order to be automatically created for a direct shipment from the vendor on the purchase order to the customer on the sales order document.

10. In the *Warehouse* field, enter the number of the warehouse where you will receive the items on this purchase order. The default is the warehouse in your user profile.

11. In the *Buyer* field, enter the code of the buyer for this purchase order. The buyer from the vendor's record or the Ship From record displays as the default.

12. In the *Department* field, enter the General Ledger department code. The department from your user profile displays as the default for posting to General Ledger by profit/cost centers. You can use this department, or enter a different department code for this purchase order.

13. In the *Reference #* field, enter an optional reference number to identify this purchase order.

    TIP: This is an optional 15-character field for entering a reference number to print on the purchase order. If you created a tie to the purchase order from a sales order, the sales order number will display in this field as the reference. You can enter a number for this field or leave it blank.

    If you select the **Use Customer PO# as reference # for direct shipments** checkbox on the General view of PO Control Maintenance, the system optionally "pulls in the Customer PO number as the direct PO's reference number.

Otherwise, the PO program operates with standard functionality by “pulling in the SO document number.

14. In the *Entered By* field, enter the initials of the person who entered the purchase order. The user code from your user profile displays in this field as the default to identify the person who actually entered the purchase order. You can use the default or enter a different user code.

15. In the *Freight* field, enter the freight code for the freight Add On for this purchase order. The freight code from the vendor’s record or the Ship From record displays as the default.

16. In the *Ship Via* field, enter the carrier to be used as the Ship Via. The ship via code from the vendor’s record or the Ship From record displays as the default.

17. In the *FOB* field, enter the code for the Freight on Board to indicate at what point freight will be charged.

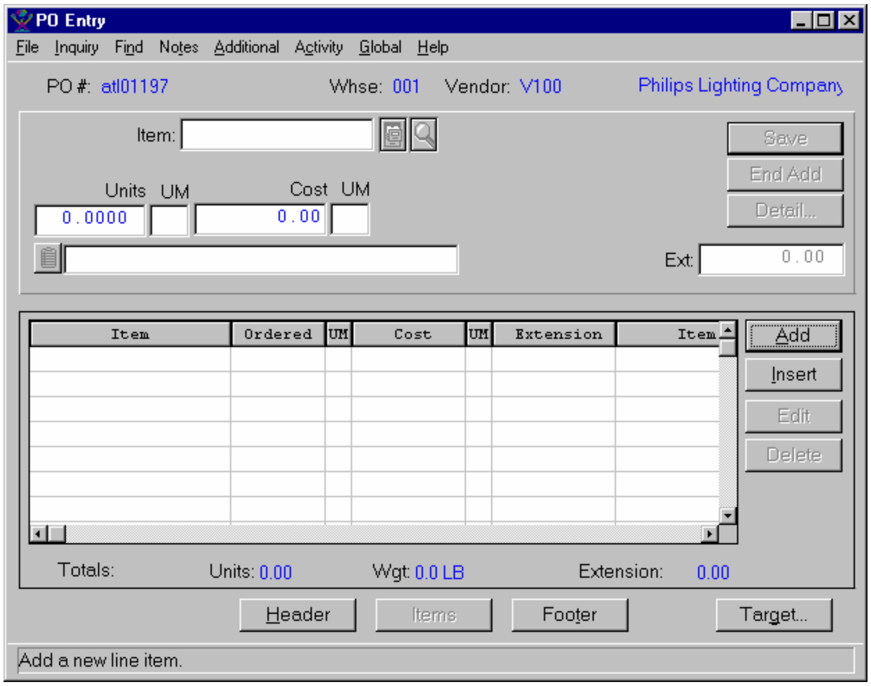
18. Select **Update Lead Time** checkbox to use the lead time from this document to update the average lead time for the item in *Warehouse/Item Maintenance*

19. In the *Contact* field, enter the name of the contact at the vendor’s location for this order. The contact from the vendor’s record or the Ship From record displays as the default.

20. When all information for the Header is complete, choose the **Items** button to move to the line item detail entries.

To enter, change or delete detail line items on a purchase order

21. If suggested purchase orders exist for the warehouse and vendor, a dialog box opens and asks if you want to import them at this time. Choose **Yes** to import the suggested purchase orders, or choose **No** if you do not want to import them. The purchase order number, warehouse and vendor display at the top of the screen.



22. In the *Item* field, enter the number of the item to purchase.

TIP: If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number to use.

23. In the *Units* field, enter or change the requested quantity of the item per stocking unit of measure.

TIP: If the item has multiple buying units of measure, the **F9** key is available to open the UM Calculator to calculate the quantity at different units of measure

The **F10** key is available to enter the *Recommended* quantity as calculated by the system and displayed on the screen (also shown on the *Replenishment Report*). If a zero displays for the *Recommended* quantity, the Available quantity of the item is greater than the *item's* Order Point or (Minimum Stock plus Minimum Stock times % above Minimum Stock) and a purchase of the item is not recommended.

24. Select **Detail** button to access the *Line Item Detail* dialog box, which is used to enter or review line item information such as the vendor, item descriptions, and requested and promised dates for the current item.

25. The default cost at the costing unit of measure for the vendor, warehouse and item displays in the *Cost* field. You can use this cost, enter a different cost, or press **F9** to open the *Cost Selection* dialog box to choose a valid cost. Costs entered on a direct ship SO line will default into the corresponding direct ship PO created.

    TIP: If you modify the cost, the system displays a message during processing asking whether or not to recalculate costs or revert to the default cost before any recalculation occurs.

26. The extended cost of the line item displays in *Extension*, which is a display only field. The extended cost is calculated as the buying quantity times the cost less any aggregate line discounts after they have been applied.

27. When the item amounts are correct, choose **Save** to save this item in the item list. You can continue to add or change items to purchase. The item browser displays with the items entered on this purchase order.

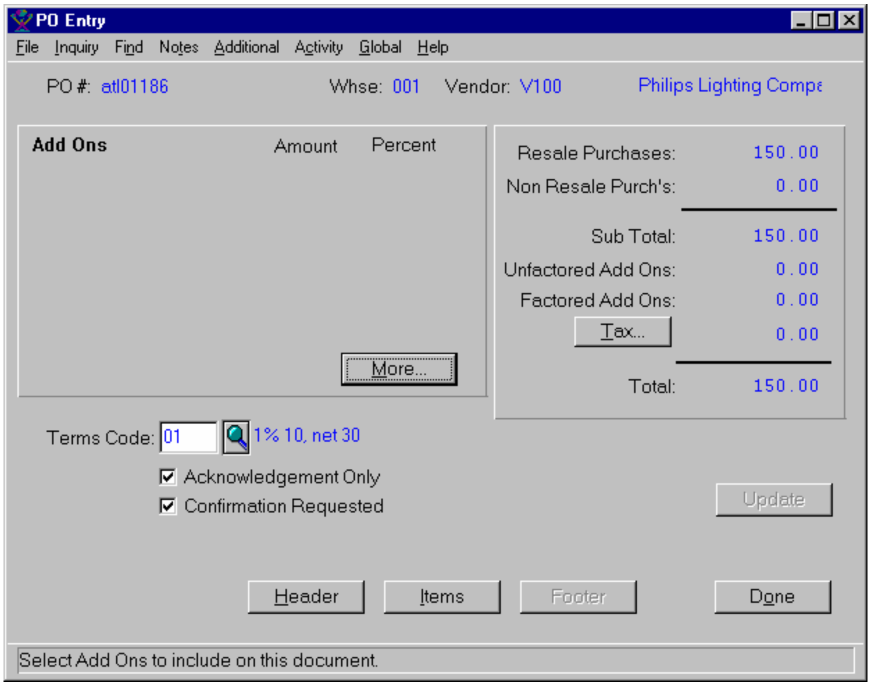
    TIP: If you are purchasing containerized items, then the system displays the Container Allocation program that allows you to receive, commit, and ship items that are stored in traceable containers.

28. When all detail line items are complete, choose **End Add** (**End Insert** or **End Edit**). The buttons for the item list are available to maintain the detail lines. The item list buttons let you select to add, insert, edit or delete a detail line.

    TIP: When you select **End Add** (**End Insert** or **End Edit**) and aggregate discounts exist for the item, the system displays a message asking if you want to review aggregate discounts for the line item.

29. For direct ship POs, you can choose *Import Direct Shipments* from the File menu to access a dialog box that allows you to enter multiple sales orders and direct ship lines from them. Note that you can only enter sales orders that are for the same customer as the original sales order for which the PO was created.

30. When all detail line items are complete, choose the **Footer** button to complete the purchase order.



TIP: If you choose *Stock Reservation* from the Additional menu to reserve a quantity of the item to fill a backorder, the *Stock Reservation* dialog box displays.

31. The purchase order number, warehouse and vendor display at the top of the screen. Any *Add Ons* and their default amount or percentage for purchase orders display on the screen. You can use the Add On defaults and their values as they display, or you can enter the amount or percentage for any of the Add Ons.

To enter or change any Add On charges or document taxes for the purchase order

32. Select the **More** button to change the Add Ons for the current purchase order.

33. In the *Terms Code* field, the terms code assigned to the vendor displays to define the terms for the document. You can use this terms code or enter a different valid terms code.

34. Select the **Acknowledgment Only** checkbox if you want to print the words **Acknowledgment Only** on the purchase order document.

35. Select the **Confirmation Requested** checkbox if you want to print the words **Confirmation Requested** on the purchase order document.

36. Select the **Taxes** button to open a dialog box for changing the *Tax Code, Tax Class* and taxable status of the items on the purchase order.

37. When all Add On amounts are complete, choose the **Done** button to end the purchase order.

The *Print Purchase Order* dialog box displays. Check the **Print/Reprint Purchase Order** checkbox to print or reprint the purchase order now. Check the **Send/Resend Via EDI** checkbox to send the purchase order now via EDI. Choose **OK** to save current settings and exit, **Cancel** to exit the dialog box without saving settings, or **Printer** to change the print options.

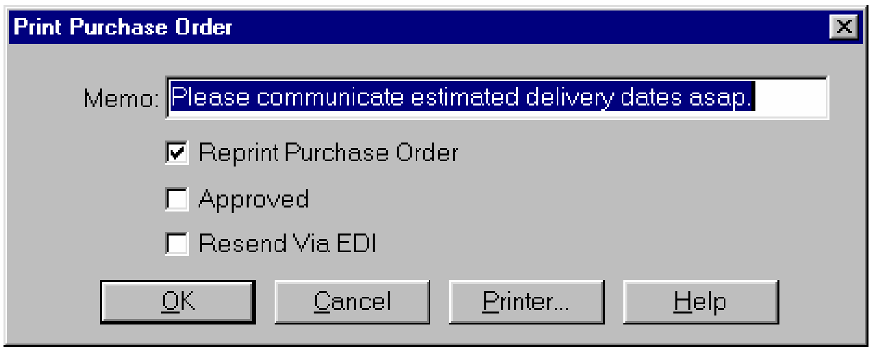
The purchase order is saved and the item quantities are on order. You return to the Header screen to enter another purchase order or exit.

38. When all purchase orders are complete and saved, choose *File* ➔ *Exit*.

Print Purchase Order Dialog Box

The system displays the *Print Purchase Order* dialog box when you select the **Done** button on the *Footer* view of the *PO Entry* screen. Using this dialog box, you can print a purchase order at the time it is saved, or to reprint a purchase order at the time changes are saved. You can print the default memo or enter a different memo to print on the purchase order. You can also choose the **Printer** button to change printer options before printing. If you want to wait and print the purchase orders in larger groups or if you need to reprint purchase orders, you can use the *PO Print* program.

The *Print PO* or *Reprint PO* option lets you select whether to print now. If selected, the **OK** button will save and print the purchase order, and then you return to the Header window. You can choose the **Cancel** button to return to the Footer screen without saving the current purchase order.



Form Contents

Fields, Buttons, Checkboxes, & Icons

OK	Prints or reprints the purchase order.
Cancel	Cancels the purchase order print and returns you to the Footer view of the *PO Entry* screen.
Printer	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.
Print/Reprint Purchase Order	Indicates that you want to print the purchase order now. If not selected, the purchase order is saved and you return to the Header without printing.
Send/Resend Via EDI	If your system is setup for EDI processing and you are printing POs that contain vendors that are setup for EDI processing, the **Send Via EDI** checkbox is visible and selected as the default. Select the **Resend via EDI** checkbox if you want to resend this PO via EDI. Note that this checkbox is visible only if your system is setup for EDI processing and enabled only when you select the Reprint radio button for POs that contain vendors that

are setup for EDI processing.

Memo The default memo for a purchase order, which is set up in *PO Control Maintenance*—Forms view, displays in this field as the memo to print on the purchase order. You can use this memo, or enter up to 30 characters for a different memo to print on this purchase order.

Approved Indicates the return purchase order is approved for processing. This setting defaults from the Approve POs Automatically checkbox on the General View of PO Control Maintenance.

This field has a functional security setting by user group. The purpose of this feature is to secure the approval process for return purchase orders. You cannot change the Approved setting without proper functional security.

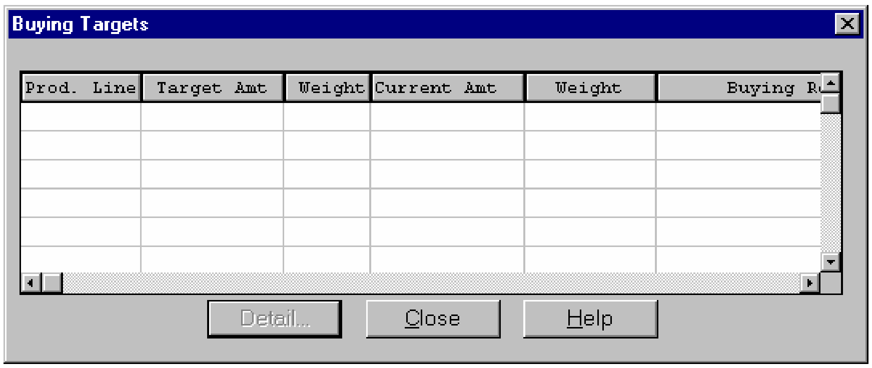
See Also

PO Entry

Buying Targets Dialog Box

Using this dialog box, you can display the buying targets for the vendor and the current dollars and weight of the items on the purchase order to help you make a cost-effective decision on the quantities to purchase. The system displays this dialog box when you select the Target button from the *PO Entry* program or the Targets button from the *Suggested PO Entry* program.

This dialog box shows by product line the buying target dollars and weight, current dollars and weight on the purchase order, product line memo and description, the vendor review cycle settings and last purchase order information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

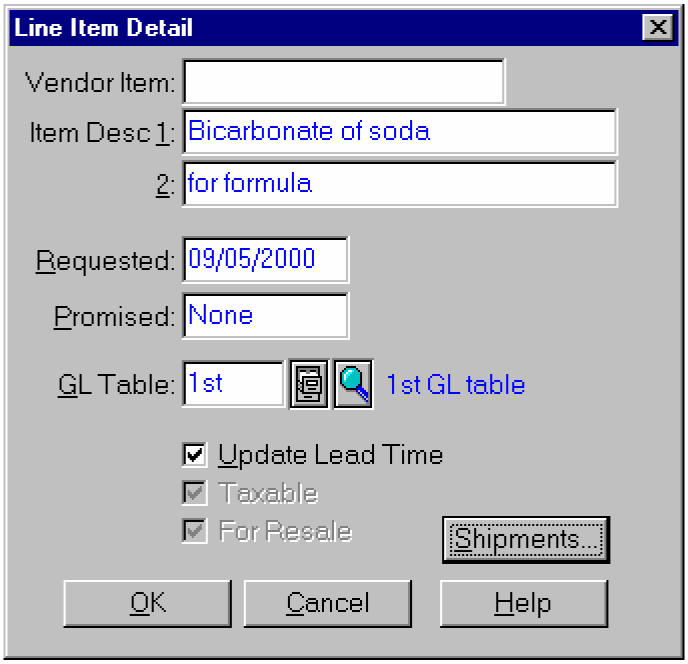
Detail Accesses the *Buying Targets Detail* dialog box, which is used to review the items within the product line. You have the option to increase the quantity on the PO to meet the buying target.

Close Exits the screen.

Help Accesses online Help for this screen.

Line Item Detail Dialog Box

Using this dialog box, you can enter the item descriptions, the requested and promised dates, GL table for posting, whether the line item is taxable, and whether to update lead time for the individual line items. The system displays this dialog box when you select the **Detail** button from the *PO Entry*, or *Receipts Entry* programs in the PO module.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Shipments	Accesses the Shipment Information dialog box, which is used to display the shipment number, container number, in-transit and received quantities, as well estimated and actual warehouse quantities, and departure and arrival date information for the item.
OK	Saves the new or modified information and exits the screen.
Cancel	Exits the screen without saving any changes.
Help	Accesses online Help for this screen.
Item Desc 1 & 2	Descriptions 1 and 2 for the item as set in the item record display in these fields as the default. You can use the defaults or enter different descriptions to print on the purchase order document for the line item.
Requested	The requested date for the document displays as the default. You can use the default or enter a different requested date

for each individual line item.

Promised — The promised date for the document displays as the default. You can use the default or enter a different promised date for each individual line item.

GL Table — The GL Table assigned to the item for posting to General Ledger displays as the default. You can use the default or enter a different GL Table for posting the line item.

Update Lead Time — Select this option if you want to update lead-time for this line item on the purchase order.

Taxable — Select this option if the line item is taxable. By default the taxable status of items on purchase orders is set to non-taxable with a status or Resale. This option is available for changing only if you selected the *Change Taxable* option in the PO Lines view of *PO Control Maintenance.*

For Resale — Select this option if the line item you are purchasing is for resale. By default this option is selected for items on purchase orders so that tax is not charged. This option is available for changing only if you selected the *Change Taxable* option in the PO Lines view of *PO Control Maintenance*

See Also

PO Entry

Suggested PO Entry

Buying Target Detail Dialog Box

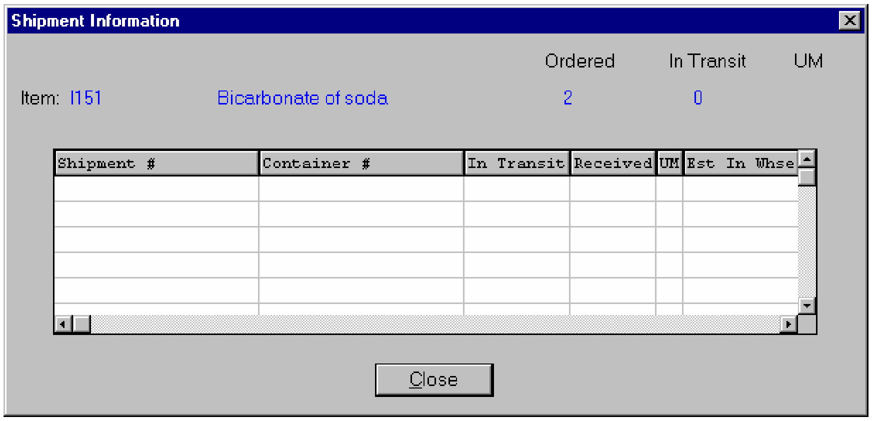
Using this dialog box, you can display the items on the purchase order that are in the current product line and the percentage of the buying target that has been met. The system displays this dialog box when you select the **Detail** button on the *Buying Targets* dialog box.

This dialog box displays the individual items in the product line, the current order quantity, extended cost and weight. The top of the screen displays product line, target buying dollars and percent of the target that has been met so far on the purchase order.

If the *Percent Met* is over 80% and under 99%, the **Increase** button is available to increase the selected item's quantity to where the total for the product line meets the closest buying target. When you are ready to exit, choose the **Close** button.

Shipment Information Dialog Box

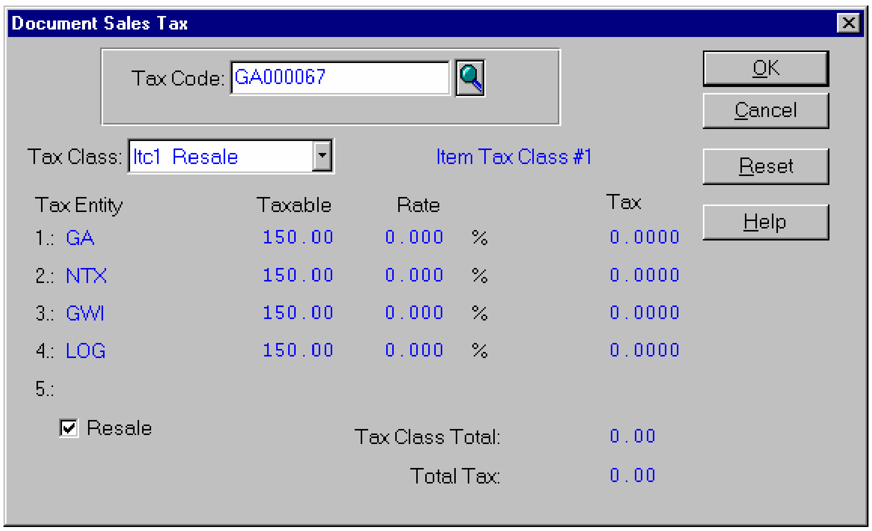
Using this dialog box, you can view the shipment number, container number, in-transit and received quantities, as well estimated and actual warehouse quantities, and departure and arrival date information for the item. The system displays this dialog box when you select the **Shipments** button from the *Line Item Detail* dialog box in the PO module.



Document Sales Tax Dialog Box

Using this dialog box, you can display sales tax information for the current document, and optionally make changes to the tax code, tax class and taxable status of all items on the purchase order.

The tax code, tax class and Resale status display on this dialog box. You can change any of these fields for the current purchase order. The amount of document tax for the purchase order is based on your selections for the tax class and Resale status. Any changes you make for the document will override any tax changes you may have entered for individual line items on the document.



Form Contents

Fields, Buttons, Checkboxes, & Icons

OK	Saves the new or modified information and exits the screen.
Cancel	Exits the screen without saving any changes.
Reset	Resets the sales tax information to the original values.
Help	Accesses online Help for this screen.
Tax Class	The tax classes for the purchase order are available for selection from the drop-down box. Based on your selection for the tax class and Resale status, the amount of sales tax for the document will change.
Tax Code	The tax code assigned to the sales tax group for the vendor appears in this field as the default tax code. You can use this tax code or enter a different tax code for the current purchase order.
Default To	The rate to use for charging sales tax on this line item. The system uses the rate you select for the current line item, and for all line items forward. Select Resale to assign the resale rate for the customer or Non-Resale to assign the

Fields, Buttons, Checkboxes, & Icons

non-resale rate for the customer as the default.

Resale By default all items and on purchase orders as set as resale items and tax is not charged. You can change the taxable status of all items on the purchase order by not selecting this option. However, if Add On charges included on the purchase order have been set up as taxable, taxes will still be charged for the Add Ons.

Return PO Entry

Using this program, you can enter a return of items to a vendor that were previously received on a purchase order.

A return PO is a negative PO; a return of goods to the vendor where the quantities "received are negative. Return purchase orders are entered to record the return of items to a vendor

You should print the *Vendor Returns Report* to help you identify surplus stock that should be returned to the vendor. This report allows you to automatically create return purchase orders that you can then view or edit using this program. You may also want to print the *Surplus Stock Report* in Inventory Management to review the items for which you have surplus stock.

There are three screens for returning items that were previously received on purchase orders:

Return PO Entry Header view

Return PO Entry Items view

Return PO Entry Footer view

Vendor Consignment Processing

If you enter a PO document with an *Initiating Warehouse* that is marked as a consigned warehouse, the system assumes consigned goods are being ordered. The goods are received using *PO Receipts Entry* and updated through the *PO Receipts Register*. The system uses the appropriate consignment inventory and receipts accounts for GL posting. Unlike normal warehouse receipts, consignment receipts do not require nor allow an AP invoice to be entered against the PO receipt for the consigned goods. This means that when you enter the AP Document, you cannot choose the receipt to match against. You must enter a GL account as the offset expense to AP.

Multiple Buying/Costing UMs

You can assign more than one UM for both buying and costing in the new drop-down boxes that list all valid buying and costing units of measure. If an item has only one buying and/or costing UM, the respective drop-down box(es) are display only and do not allow entry. In the UM view of Item Maintenance, you can set the default and alternate buying and costing UMs. You cannot change the costing unit of measure settings where an open PO or SO exists in the system.

Standard Part Numbers

The Standard Part Numbers feature provides the ability to store standard part numbers for items and use this information for cross-reference and lookups, as well as vendor price updates. You can enter a standard part number up to 50 characters long and associate it with existing TakeStock item records. These numbers may be used for cross-referencing in the Sales Order Entry (all modes), Purchase Order Entry (all modes), and Vendor Price Update programs, as well as the upcoming application, e-catalog.

Because the input field for standard part number is larger than input fields for item number, the system now validates a 50 character maximum length of input, rather than 20 characters. The search hierarchy will be (a) TakeStock item number, (b) standard part number, (c) the remaining TakeStock item search hierarchy (e.g., item interchange). The standard part number cross-reference is not based upon the length of the entered part number. The standard part number cross-reference is always used if the entered part number does not match an existing TakeStock item number.

If the system finds multiple records that match the entered standard part number, then a lookup browser displays so that you can select the appropriate item.

If a standard part number is used to select a TakeStock item, then the TakeStock item number appears in the item number field, which is similar to other standard cross reference functionality. The entered part number does not display on the screen.

Purchase Orders for Items That Use Traceable Containers

When you create a return purchase order for an item that uses traceable containers, you must select a valid container type. You can change the container type selection prior to PO Receipts processing.

When inventory arrives into a warehouse in a container, the inventory must be properly linked to the container. You can allocate the inventory to a valid, new, or certified container. This allocation creates a container record. Within this record, the system maintains pertinent information about the container/item, such as amount of inventory stored, PO number, date of receipt, and serial number, if any. You can also assign the container/item to a bin and/or Lot. If the Unit of measure for the container type is not a valid unit of measure for the item, you must create the unit of measure in the item master record.

By linking a container item number with the containerized item, PO Receipts Entry or PO Receipts by Item processing updates both items (container and contents), the container table, and container history table. If empty container items are received, PO receipts processing performs the usual updates to the item, plus the container table and container history table.

The PO Receipts Register program prints container types, container numbers, and container serial numbers, if applicable.

Resizing the Screen

You can resize the screen for programs in the Purchase Order Entry suite. To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left. To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow drag the border up or down. To change the height and width at the same time, point to any window corner. When the pointer changes into a diagonal double-headed arrow drag the border in any direction.

Menus

File

Menu Selection	Function
Delete	Deletes the current document. The system deletes line items and sets the header to deleted. The document prints on the register as an audit trail of document numbers assigned.
Stop Receipt	Stops the current receipt that is in process. Once a PO receipt is complete and saved, it can no longer be stopped. This option is available only when you are receiving a purchase order.
Suggested POs	Accesses the Import Suggested PO's dialog box, which is used to import items from a suggested purchase order into the current purchase order.
Import Direct Shipments	Accesses the *Import Direct Shipments* dialog box, which is used to import direct ship items from a sales order into the current, direct-ship purchase order.
Preferences	Accesses the Tab Order and Browse Columns menu options Select Browse Columns menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them. Select Tab Order menu option to access the *Tab Order* dialog box, which is used to set the tab order by user for the entry fields on the screen.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Vendor Inquiry F5	Accesses the *Vendor Inquiry* to display vendor information.
Item Inquiry	Accesses the *Item Inquiry* to display item information.
Item Interchange	Displays a list of interchange number for

Inquiry	the current item.
Replenishment Inquiry	Accesses the *Replenishment Detail Inquiry* to view replenishment information for the selected item.
Doc Overview Inquiry	Accesses the *Overview* dialog box to view item information for the current document.
SO Document Inquiry	Accesses the *SO Document Inquiry* to display current and past sales documents.
PO Document Inquiry	Accesses the *PO Document Inquiry* to display open, receipt and past purchase order documents.

Find

Menu Selection	Function
Purchase Order Lookup	Opens the Lookup for purchase orders.
Document Quicksearch	Opens the *Document Quicksearch* to help you quickly locate a specific document.
Vendor QuickSearch	Opens the *Vendor QuickSearch* to quickly locate a customer. The QuickSearch helps you to find a vendor faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Item QuickSearch	Opens the *Item Quicksearch* dialog box to quickly locate an item. The QuickSearch helps you to find an item faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Find Detail Line	Opens a dialog box where you can enter the number of an item to help you quickly locate the item's detail line in the item list.

Notes

Menu Selection	Function
Vendor	Opens the *Notes Manager* for the current vendor.
Ship From	Opens the *Notes Manager* for the current

	Ship From vendor.
Warehouse	Opens the *Notes Manager* for the current warehouse.
Item	Opens the *Notes Manager* for the current item.
Document	Opens the *Notes Manager* for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.
Detail Line	Opens the *Notes Manager* for the current detail line item.
Import Vendor	Opens the *Import Vendor Notes* dialog box for the current vendor. Use this dialog box to import vendor notes to this item
Import Item	Opens the *Import Item Notes* dialog box for the current item. Use this dialog box to import component items notes to the item.

Additional

Menu Selection	**Function**
Maintain	Maintains records for the available fields on this screen.
Date Display	When entering receipts, opens the *Date Display* dialog box to change document dates.
Buying Target	Open the *Buying Targets* dialog box vendor/product line buying targets.
Aggregate Cost Discounts	Open the *Aggregate Cost Discount* dialog box to apply aggregate discounts for the line items.
Cost Selection	Open the *Cost Selection* dialog box to view or select an alternate cost to use for the current item.
Item Tax Info	Open the *Line Item Sales Tax* dialog box to view or change the sales tax information for a line item.

Serial/Lot Distribution	Open the *Lot Allocation* or the *Serial Number Allocation* dialog box to enter the numbers for the items on the purchase order document.
Stock Reservations - Incoming	Open the *Stock Reservations* dialog box to view existing or reserve stock to fill a sales order or warehouse transfer backorder.
Custom Fields-Header	Open the *User Fields* dialog box to enter custom fields for the header information.
Custom Fields-Detail	Open the *User Fields* dialog box to enter custom fields for the detail line item information.

Activity

Menu Selection	Function
PO Entry	Change to the *PO Entry* program.
PO Receipts	Change to the *PO Receipts* program.
Non PO Receipts Entry	Change to the *Non PO Receipts Entry* program.
Returns PO	Change to the *Returns PO* program.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.

Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

How to Process Return Purchase Orders (Overview)

If you need to return items that were received on a previous purchase order to a vendor, follow these steps.

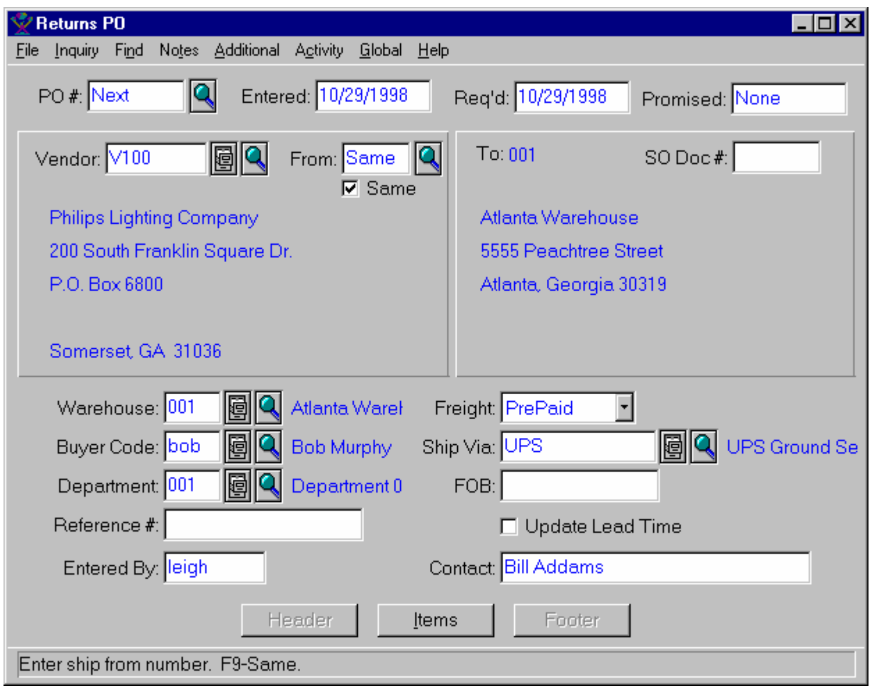
1. Use Return PO Entry to enter the item and quantity to return to the vendor.
2. Print the return purchase order at the time you save it, or print it using PO Print.
3. When the items ship from your warehouse back to the vendor, enter the shipping information and quantity shipped using PO Receipts Entry.
4. Print the register and update the returned item information by running the PO Receipts Register. If you did not update item quantities during the receipt entry, the update will remove the item quantity from your inventory quantities. The update also posts the return of merchandise to *General Ledger*.
5. When the credit memo arrives from the vendor for the returned items, enter the vendor's credit memo information using the *AP Debit Memo Entry prog*ram. When you run the update in the *AP Document Register,* the AP debit memo posts to Accounts Payable to update payables transactions to reflect the credit from the vendor for the returned items.

Return PO Entry—Header View

Using this program, you can enter a return of items to a vendor that were previously received on a purchase order.

Return purchase orders are entered to record the return of items to a vendor. The Header window allows you to designate the vendor to whom you are returning the items and where they will be shipped. You also define information that prints on the return purchase order, such as method of shipping and how to handle freight charges.

There are three screens for entering a return purchase order; Header, Items, and Footer. When you complete the header information, choose the **Items** button to move to the line item entry window.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Items Accesses the Items view of *PO Entry*.

Footer Accesses the Footer view of *PO Entry*.

PO # Return purchase order numbers are eight characters long and are the main identifier of the document. The number may be eight digits long (12345678) if you are not using branches as part of the return purchase order number (as set in *Branch Maintenance*). If you are using branches in the number, the code for the branch assigned to the warehouse on the return purchase order becomes the prefix and the remaining eight characters are filled with digits. For example, if the branch code is ABC, the purchase order number could be ABC12345,

If you need to change or delete an existing return purchase order, enter the existing return purchase order number in this field to open it. If a document note exists for the document number you enter, the *Notes Manager* dialog box opens to display the note.

If you delete a return purchase order, the line items are deleted and the return quantities are removed. The return purchase order number is not deleted; it will print on the next *Receipts Register* with a note that it has been deleted as an audit trail of all purchase order numbers used.

Note: If you enter an existing document number to open the document, you can press **ESC** to end the document as long as you have not made any changes.

Entered The date on which you are returning the purchase order items. The default for this field is the current system date.

Req'd The date on which you expect to deliver the items back to the vendor. The default for this field is ASAP for as soon as possible. You can enter a specific request date, press **TAB** to use ASAP, or you can also press **F9** to enter ASAP for this field.

Promised The date on which you expect to deliver the items back to the vendor. The default for this field is ASAP for as soon as possible. You can enter a specific request date, press **TAB** to use ASAP, or you can also press **F9** to enter ASAP for this field.

Vendor Enter the number of the vendor to whom you are returning the items. When you enter a valid vendor number, the vendor’s name and address are displayed. From the vendor’s record, the following defaults display on the screen: Ship From, buyer, freight code, ship via, FOB, and tax code.

If the vendor’s record is set as *Not Valid for PO*, *Inactive* or *On Hold*, an appropriate message is displayed.

From The Ship From set up for the vendor displays in this field as the primary Ship From vendor location where you are returning the items. You can press **Tab** to accept this default, or enter a different valid Ship From vendor. Press **F9** to enter SAME so the *Ship From* vendor is set to the same number as the vendor field.

If you enter a different Ship From vendor, the buyer, freight code, ship via, FOB, and tax code defaults come from the Ship From vendor's record.

SO Doc# This field is not available when entering a return purchase order.

Warehouse The code of the warehouse from which you are returning the items. The warehouse from your user profile displays as the default.

Freight The code of the freight Add On for this return purchase order. The freight code from the vendor's record or the Ship From record displays as the default.

Buyer Code The code of the buyer for the items on the return purchase order. The buyer from the vendor's record or the Ship From record displays as the default.

Ship Via The code of the ship via to use for this return purchase order. The ship via code from the vendor's record or the Ship From record displays as the default.

Department The department from your user profile displays as the default for posting to General Ledger by profit/cost centers. You can use this department, or enter a different department code for this purchase order.

FOB The code of the Freight On Board for this return purchase order. The FOB code from the vendor's record or the Ship From record displays as the default.

Reference # This is an optional 15-character field for entering a reference number to print on the return purchase order. You enter a number or memo for this field or leave it blank.

Update Lead Time This field is not used for a return purchase order and defaults to No. You can select this option to change the status to **Yes**, however, lead-time is not updated.

Entered By The user code from your user profile displays in this field as the default to identify the person who actually entered the return purchase order. You can use the default or enter a different user code. The user code

	you enter here will print on the return purchase order.
Contact	The name of your contact at the vendor's location. The contact from the vendor's phonebook record or the Ship From phonebook record displays as the default.

Menus:

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Additional	Activity
Global	Help

See Also:

Return PO Entry Items view

Return PO Entry Footer view

How to enter a return purchase order

Return PO Entry—Items

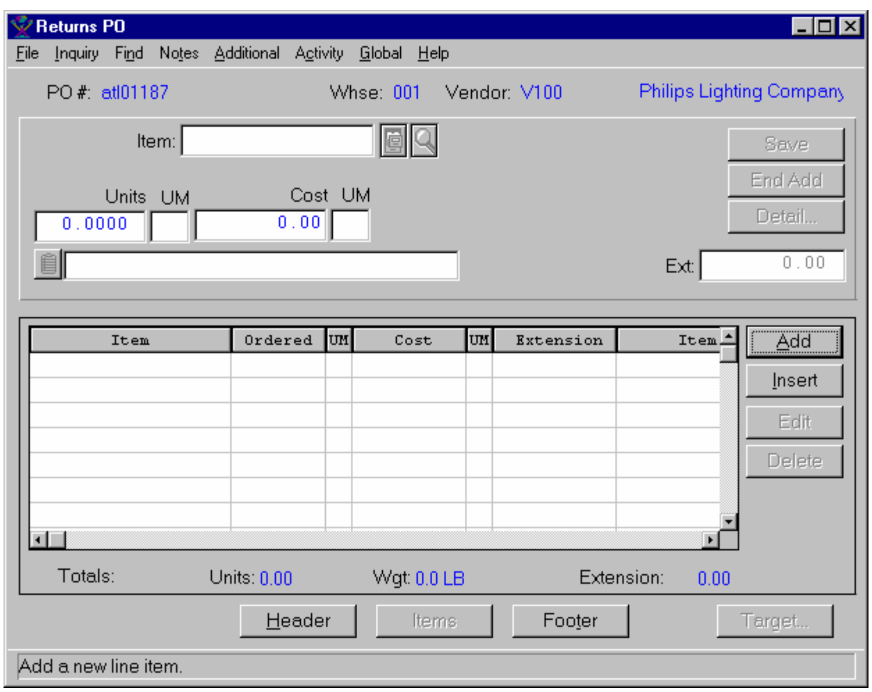
Using the Items view of Return PO Entry, you can enter, change or delete the line items on a return purchase order.

The PO number, vendor number and name, and the warehouse for this return purchase order display at the top of the screen. Enter the number of the item to return at the buying unit of measure, and then enter the cost at the costing unit of measure. The buying and costing units of measure for the item cannot be changed during PO Entry.

The **Detail** button is available to open the Line Item Detail dialog box to enter a different item description, change the requested and promised dates, change the GL Table for posting to General Ledger. For any line item, the Additional icon displays many options to enter or view alternate costs, item tax information and other features. Be sure to check the options available on this menu.

When entering the *Units* to purchase, you can choose **F9** to use the UM Calculator. At the *Cost* entry, you can choose **F9** to open the Cost Selection dialog box. When an item entry is complete, choose the **Save** button to save the line item detail in the item list. The return quantity is not removed from the available item quantity until you run the update in *PO Receipts Register*.

When all detail line items are complete, choose **End Add (**or **End Edit** or **End Insert)**. The buttons for the item list are then available to maintain the detail lines. When all detail lines are complete, choose the **Footer** button to move to the Footer screen.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the

System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Header Accesses the Header view of *Return PO Entry*.

Footer Accesses the Footer view of *Return PO Entry*.

Save Saves the current line item for this return purchase order.

End Add Completes the add function. This action does not save your additions. You must click the **Save** button first, then **End Add** to save changes. The label of this button changes to **End Edit** when you select to edit the information for a line item.

Detail Accesses the Line Item Detail dialog box to change or enter line item descriptions, change the requested and promised dates, change the GL Table for posting to General Ledger, and change the status for Update Lead Time, Taxable, and For Resale.

Add Adds another item to the document.

Insert Inserts a new item on the document directly above the currently selected item in the item list.

Edit Edits the currently selected line item so you can make changes to the unit quantity or cost.

Delete Deletes the currently selected line item from the document.

Target Accesses the *Buying Targets* dialog box, which is used to display buying targets for the vendor/product line.

Item Enter the number of the item for the return purchase document. If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number to use.

You can enter an inactive item for a return purchase order but not for a purchase order.

If the item you enter has been superseded, a dialog box opens to let you know that the item is inactive and cannot be purchased.

When you enter an item number, the buying UM, default cost for the vendor, and costing UM display in the line entry. The warehouse information, replenishment controls, and vendor information for the item, warehouse and vendor displays at the bottom of the screen as a reference. You can use the Lookup or *Item Quicksearch* (from the Find menu) to help locate an item number.

You can enter a standard part number up to 50 characters long and associate it with existing TakeStock item records. If a standard part number is used to select a TakeStock item, then the TakeStock item number appears in the item number field, which is similar to other standard cross reference functionality. The entered part number does not display on the screen. Because the input field for standard part number is larger than input fields for item number, the system now validates a 50 character maximum length of input, rather than 20 characters.

Note: If you enter an inactive item on a sales order and the item creates a backorder, you can enter a stock reservation to add the inactive item to a suggested purchase order or purchase order. This is the only way the system allows an inactive item to be added to a purchase order.

Units The quantity of the item to return per buying unit of measure. **Do not** enter a negative sign as the system will reverse the quantity for you. If you do enter a negative sign, the system will reverse the quantity to a positive amount.

If the item has multiple buying units of measure, the **F9** key is available to open the *UM Calculator* to calculate the quantity at different units of measure.

UM [Unit of Measure] The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure at which you are purchasing the item.

Cost The default cost at the costing unit of measure for the vendor, warehouse and item displays in this field. You can use this cost, enter a different cost, or press **F9** to open the Cost Selection dialog box to choose a valid cost

UM The costing unit of measure for the item. The costing unit of measure for the item displays in this field. This field is a display only field to show you the unit of measure at which you are costing the item.

Ext The extended cost of the line item displays in this display only field. The extended cost is calculated as the return quantity times the cost less any aggregate line discounts after they have been applied.

You can scroll the item list to the left and right to view additional information, such as aggregate discounts, for the line items.

Menus

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See Also

Return PO Entry Header view

Return PO Entry Footer view

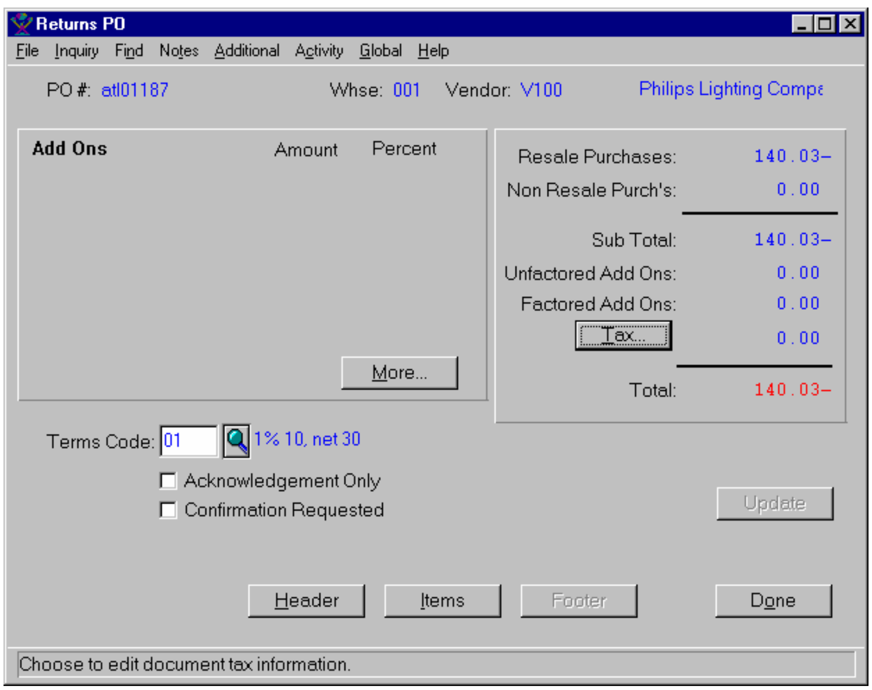
How to enter a return purchase order

Return PO Entry—Footer

Using the Footer view of Return PO Entry, you can review or enter any Add On charges or document taxes for the return purchase order. The total of all information on the document is also available for viewing on the Footer window. Refer to the Add Ons Processing Details topic on page 22 for details.

The return purchase order number and vendor number and name display at the top of the screen. By default, the Add Ons for return purchase orders display as negative figures, but can be changed, overridden or removed. The **More** button opens the *Add On Selections* dialog box for making changes to the Add Ons for the return purchase order. The **Update** button is not available on return purchase orders.

When all Footer information is complete, choose the **Done** button to end the return purchase order. A dialog box opens that lets you choose to print the return purchase order, change printer settings, cancel and return to the Footer screen or exit.



Form Contents

Fields, Buttons, Checkboxes, & Icons

	Lookup icon, which runs the Lookup for the current field. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.
More	Accesses the *Add On Selections* dialog box for changing the Add Ons that are used for the current purchase document.

	By default there are no Add Ons for return purchase orders. However, the **More** button is available if you want to use any of the Add Ons on the current return purchase order.
Tax	Accesses the *Document Sales Tax* dialog box, which is used to modify the tax code and tax class assigned to the purchase document.
Update	on a receipt to update all received line items. This button is available on for purchase order receipt programs.
Done	Saves the purchase order information and accesses the *Print Purchase Order* dialog box, which is used to print or reprint the purchase order at the time it is created or changed. this button when the purchase document is complete to end entry and save the document.
Header	Accesses the Header view of the PO Entry program.
Items	Accesses the Items view of the PO Entry program.
Terms Code	The terms code assigned to the vendor displays in this field to define the terms for the document. You can use this terms code or enter a different valid terms code.
Acknowledge -ment Only	Indicates you want to print the words 'Acknowledgment Only' on the purchase order document.
Confirmation Requested	Indicates you want to print the words 'Confirmation Requested' on the purchase order document.

Menus

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See Also

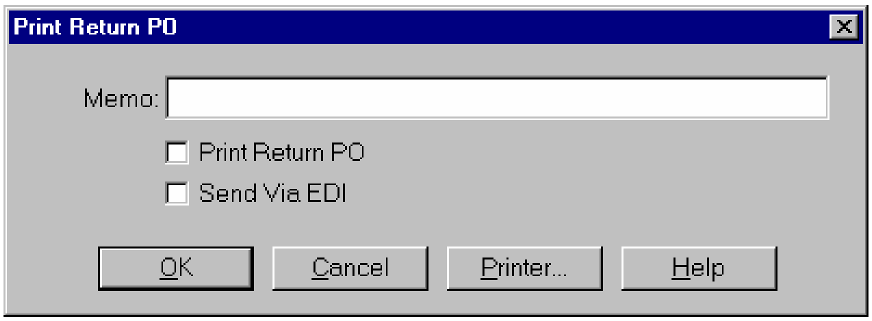
Return PO Entry Header view

Return PO Entry Items view

How to enter a return purchase order

Print Return PO Dialog Box

The system displays the *Print Return PO* dialog box when you select the **Done** button on the *Footer* view of the *Return PO Entry* screen. Using this dialog box, you can print a return purchase order at the time it is saved, or to reprint a return purchase order at the time changes are saved. You can print the default memo or enter a different memo to print on the return purchase order. You can also choose the **Printer** button to change printer options before printing. If you want to wait and print the return purchase orders in larger groups or if you need to reprint return purchase orders, you can use the *PO Print* program.



Form Contents

Fields, Buttons, Checkboxes, & Icons

OK Prints or reprints the purchase order.

Cancel Cancels the purchase order print and returns you to the Footer view of the *PO Entry* screen.

Printer Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

Print/ Reprint Return PO Indicates that you want to print the return purchase order now. If not selected, the return purchase order is saved and you return to the Header without printing.

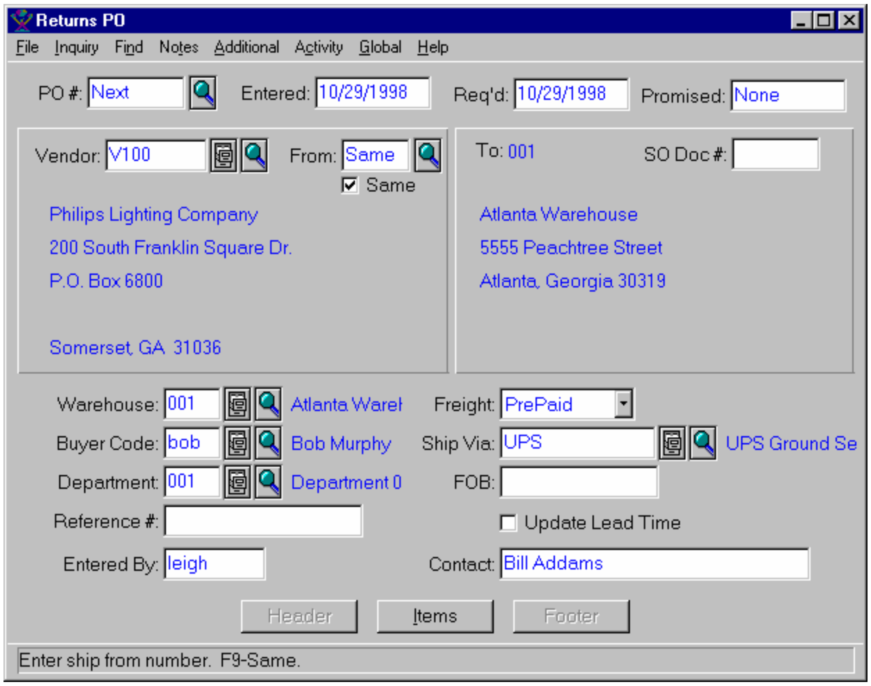
Send/ Resen d Via EDI If your system is setup for EDI processing and you are printing return POs that contain vendors that are setup for EDI processing, the Send Via EDI checkbox is visible and selected as the default. Select the Resend via EDI checkbox if you want to resend this return PO via EDI. Note that this checkbox is visible only if your system is setup for EDI processing and enabled only when you select the Reprint radio button for return POs that contain vendors that are setup for EDI processing.

Memo The default memo for a return purchase order, which is set up in *PO Control Maintenance*—Forms view, displays in this field as the memo to print on the return purchase order. You can use this memo, or enter up to 30 characters for a different memo to print on this return purchase order.

How to enter a return purchase order

To enter header information for a return purchase order

1. Access the *Return PO Entry* program. The complete path is *Purchase Orders➔Purchase Orders➔ Return PO Entry.* The system displays the Header view of the *Return PO Entry* screen.



2. Enter the *PO #* to a new return purchase order. If you need to change or delete an existing return purchase order, enter the existing return purchase order number in this field to open it.

TIP: Purchase orders and return purchase orders use the same document numbers. You can press **Tab** when *NEXT* displays in this field to assign the next available purchase order number. Pressing **F9** will also assign the next available number.

Return purchase order numbers are eight digits long (12345678) if you are not using branches as part of the purchase order number (as set in *Branch Maintenance*). If you are using branches in the purchase order number, the code for the branch assigned to the warehouse on the purchase order becomes the prefix and the remaining characters are filled with digits . For example, if the branch code is ABC, the purchase order number could be ABC12345.

If you delete a return purchase order, the line items are deleted and the return quantities are removed. The return purchase order number is not deleted; it will print on the next *Receipts Register* with a note that it has been deleted as an audit trail of all purchase order numbers used.

3. Complete the information for the rest of the fields and checkboxes on the screen. Use the table below to guide you in your entries.

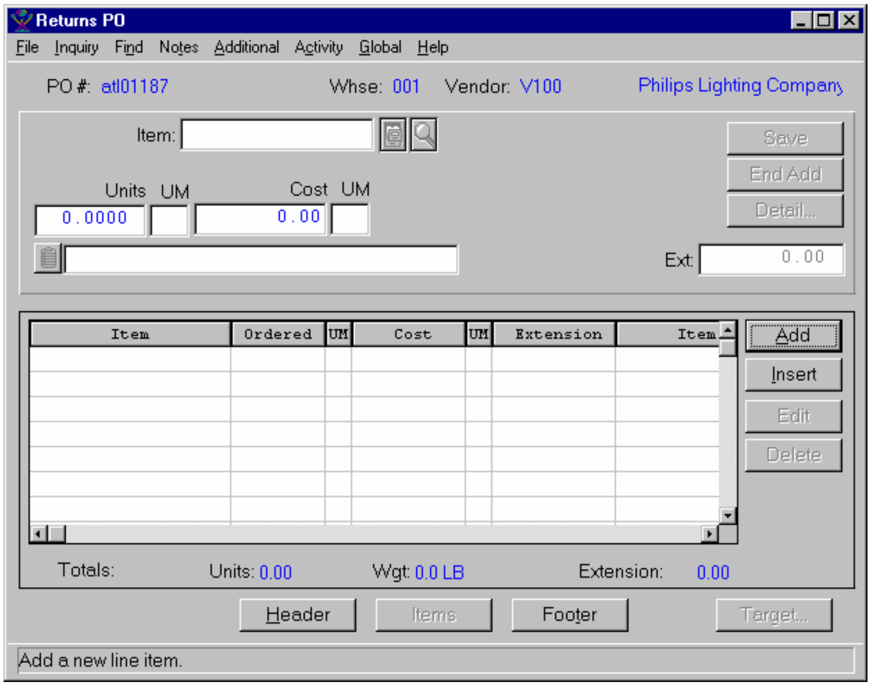
Entered	The date on which you are returning the purchase order items. The default for this field is the current system date.
Req'd	The date on which you expect to deliver the items back to the vendor. The default for this field is ASAP for as soon as possible. You can enter a specific request date, press **TAB** to use ASAP, or you can also press **F9** to enter ASAP for this field.
Promised	The date on which you expect to deliver the items back to the vendor. The default for this field is ASAP for as soon as possible. You can enter a specific request date, press **TAB** to use ASAP, or you can also press **F9** to enter ASAP for this field.
Vendor	Enter the number of the vendor to whom you are returning the items. When you enter a valid vendor number, the vendor's name and address are displayed. From the vendor's record, the following defaults display on the screen: Ship From, buyer, freight code, ship via, FOB, and tax code. If the vendor's record is set as *Not Valid for PO*, *Inactive* or *On Hold*, an appropriate message is displayed.
From	The Ship From set up for the vendor displays in this field as the primary Ship From vendor location where you are returning the items. You can press **Tab** to accept this default, or enter a different valid Ship From vendor. Press **F9** to enter SAME so the *Ship From* vendor is set to the same number as the vendor field. If you enter a different Ship From vendor, the buyer, freight code, ship via, FOB, and tax code defaults come from the Ship From vendor's record.
SO Doc#	This field is not available when entering a return purchase order.
Warehouse	The code of the warehouse from which you are returning the items. The warehouse from your user profile displays as the default.
Freight	The code of the freight Add On for this return purchase order. The freight code from the vendor's record or the Ship From record displays as the default.
Buyer Code	The code of the buyer for the items on the return purchase order. The buyer from the vendor's record or the Ship From record displays as the default.
Ship	The code of the ship via to use for this return purchase order.

Via	The ship via code from the vendor's record or the Ship From record displays as the default.
Depart ment	The department from your user profile displays as the default for posting to General Ledger by profit/cost centers. You can use this department, or enter a different department code for this purchase order.
FOB	The code of the Freight On Board for this return purchase order. The FOB code from the vendor's record or the Ship From record displays as the default.
Referen ce #	This is an optional 15-character field for entering a reference number to print on the return purchase order. You enter a number or memo for this field or leave it blank.
Update Lead Time	This field is not used for a return purchase order and defaults to No. You can select this option to change the status to Yes, however, lead-time is not updated.
Entered By	The user code from your user profile displays in this field as the default to identify the person who actually entered the return purchase order. You can use the default or enter a different user code.
Contact	The name of your contact at the vendor's location. The contact from the vendor's record or the Ship From record displays as the default.

4. When all information for the Header is complete, choose the **Items** button to move to the line item detail entries.

To enter, change or delete the line items on a return purchase order

5. The purchase order number, warehouse and vendor display at the top of the screen. In the *Item* field, enter the number of the item to return.



TIP: If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number to use.

6. In the *Units* field, enter the quantity of the item to return per buying unit of measure (*UM*). Do not enter a negative sign as the system will reverse the quantity for you. If you do enter a negative sign, the system will reverse the quantity to a positive amount.

7. The default cost at the costing unit of measure for the vendor, warehouse and item displays in the *Cost* field. You can use this cost, enter a different cost, or press **F9** to open the *Cost Selection* dialog box to choose a valid cost.

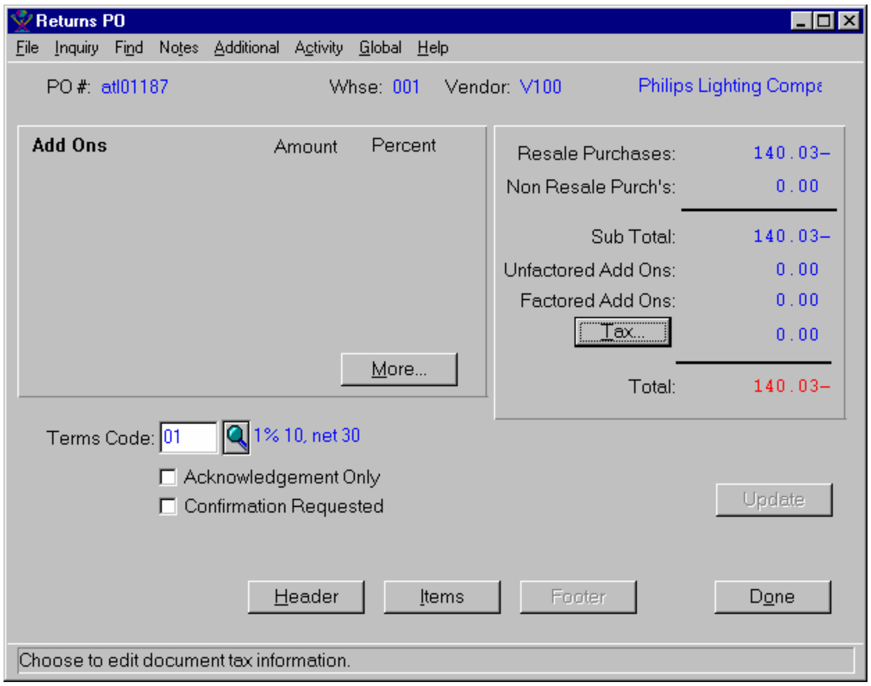
8. The extended cost of the line item displays in *Extension*, which is a display only field. The extended cost is calculated as the return quantity times the cost less any aggregate line discounts. Choose **Detail** to view the line item detail for the current item.

9. When the item amounts are correct, choose **Save** to save this item in the item list. You can continue to add or change items to return. The item list displays with the items entered on this return purchase order.

   TIP: If you are returning containerized items, then the system displays the Container Allocation program that allows you to receive, commit, and ship items that are stored in traceable containers. During receipt entry for container items that are set up as multibin, the system runs the bin allocation routine first, and the quantities allocated to the bins must balance with the containers allocated to those bins. For outgoing transactions, the system does not run the bin allocation; the bin allocation is handled through the container allocation process. For containerized items that are in lots, the system displays the lot allocation dialog box first, then the Container Allocation dialog box. The system forces container allocation to balance with the lot allocation.

10. When all detail line items are complete, choose **End Add** (or **End Ins** or **End Edit**). The buttons for the item list are available to maintain the detail lines. The item list buttons let you select to add, insert, edit or delete a detail line.

11. When all detail line items are complete, choose the **Footer** button to complete the return purchase order.



To enter or change any Add On charges or document taxes for the return purchase order

12. The return purchase order number and vendor number and name display at the top of the screen. By default, the Add Ons for return purchase orders display as negative figures, but can be changed, overridden or removed.

13. Select the **More** button to change the Add Ons for the return purchase order.

14. In the *Terms Code* field, the terms code assigned to the vendor displays to define the terms for the document. You can use this terms code or enter a different valid terms code.

15. Select the **Acknowledgment Only** checkbox if you want to print the words **Acknowledgment Only** on the return purchase order document.

16. Select the **Confirmation Requested** checkbox if you want to print the words **Confirmation Requested** on the return purchase order document.

17. Select the **Taxes** button to open a dialog box for changing the *Tax Code, Tax Class* and taxable status of the items on the return purchase order.

18. When all Add On amounts are complete, choose the **Done** button to end the return purchase order.

19. The *Print Return Purchase Order* dialog box displays. Check the **Print/Reprint Return Purchase Order** checkbox to print or reprint the purchase order now. Check the **Send/Resend Via EDI** checkbox to send the purchase order now via EDI. Choose **OK** to save current settings and exit, **Cancel** to exit the dialog box without saving settings, or **Printer** to change the print options.

20. The return purchase order is saved and the item quantities are committed. You return to the Header screen to enter another purchase order or exit.

21. When all purchase orders are complete and saved, choose *File* ➔ *Exit*.

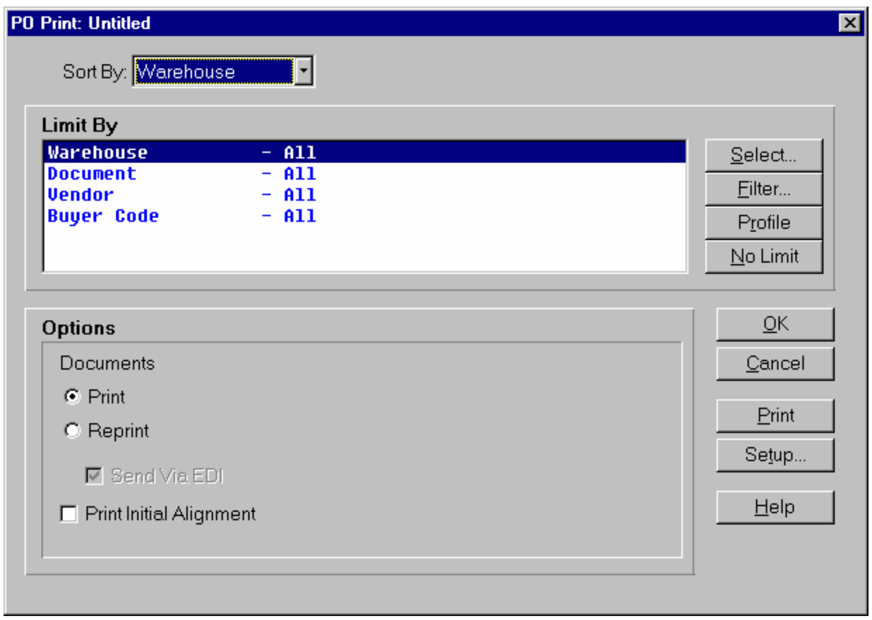
PO Print

Using the *PO Print* program, you can print or reprint 1 or more purchase orders and return purchase orders. If you did not print your PO when you created it, use this program to print it now.

Note that this program prints only those purchase orders that were approved via the Print Purchase Order Dialog Box available from PO Entry or the Return Print Purchase Order Dialog Box available from Return PO Entry.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *PO Print: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The available **Sort By** options are **Warehouse**, **Document**, **Vendor**, **Vendor Name**, and **Vendor Alternate**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Warehouse**, **Document**, **Vendor**, and **Buyer Code**.

Options Determines what information to print on the purchase order. Available choices for Documents are: **Print**, and **Reprint**.

If your system is setup for EDI processing and you are printing return POs that contain vendors that are setup for EDI processing, the **Send/Resend Via EDI** checkbox is visible and selected as the default. Select the Resend via EDI checkbox if you want to resend this return PO via EDI. Note that this checkbox is visible only if your system is setup for EDI processing and enabled only when you select the Reprint radio button for return POs that contain vendors that are setup for EDI processing.

Select **Print Initial Alignment** if you want the system to print an initial alignment to check the positioning of the forms in the printer.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the purchase order documents.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

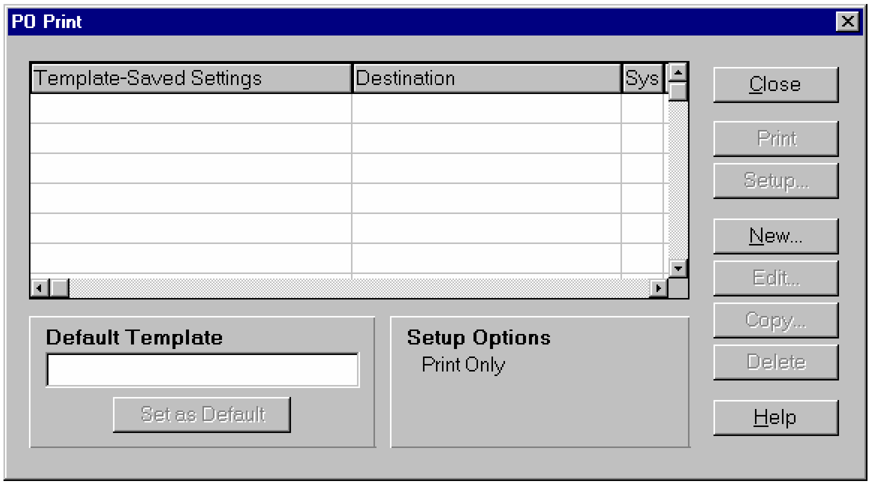
Help Accesses online Help for this screen.

See Also

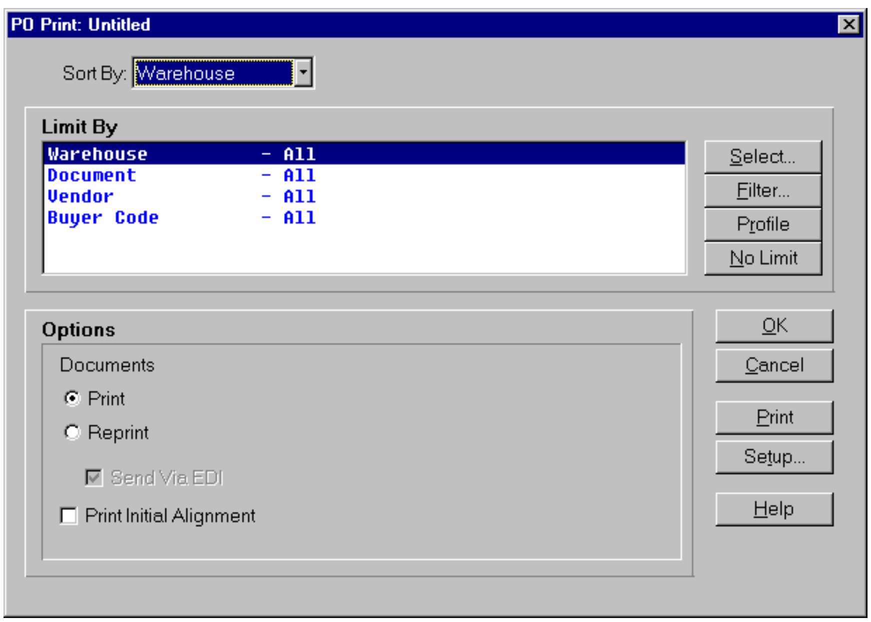
How to print or reprint purchase orders

How to print or reprint purchase orders

1. Access the *Print PO* program in the Purchase Orders submodule of Purchase Orders. The complete path is *Purchase Orders* → *Purchase Orders*→ *Print PO*. The system displays the Template-Saved Settings dialog box of the *Print PO*.



2. Select the **New**, **Edit**, or **Copy** button to access the *PO Print: Untitled* dialog box.



3. Select settings for Sort By and Limit By

4. In the Options box, select the information for printing the purchase orders. Refer to the Form Contents section of the PO Print program for definitions to guide you in selecting Document options.

TIP: Available choices for Documents are: **Print**, and **Reprint**.

5. If your system is setup for EDI processing and you are printing return POs that contain vendors that are setup for EDI processing, the **Send/Resend Via EDI** checkbox is visible and selected as the default. Select the Resend via EDI

checkbox if you want to resend this return PO via EDI. Note that this checkbox is visible only if your system is setup for EDI processing and enabled only when you select the Reprint radio button for return POs that contain vendors that are setup for EDI processing.

6. Select **Print Initial Alignment** if you want the system to print an initial alignment to check the positioning of the forms in the printer.

7. The information for printing pick tickets is complete. You can:

   - Choose **OK** to save the current settings as a template.
   - Choose **Setup** if you need to change print settings dialog box.
   - Choose **Print** to print pick tickets without saving your current settings. When you return to this dialog box, you can then choose **OK** to save the new or modified settings, or choose **Cancel** to exit without saving them.

Chapter 3 | **Import Shipments**

PO Import Shipments

The Import Shipments submodule provides the ability to conduct business with foreign vendors, handle POs and invoices in multiple currencies, track shipments, and handle landed cost amounts.

Shipment Entry	Use *Shipment Entry* to track shipments of PO line items on an open purchase order and enter the PO line items that the vendor has confirmed shipping by container. You can also import PO line items from an existing open purchase order or choose to import a purchase order in its entirety or select to import only selected items on a purchase order.
Shipment Inquiry	Using this inquiry program, you can view open and past shipment records by shipment and container number.
Shipment Receipt Entry	Use *Shipment Receipt Entry* to receive the goods that you entered on the *Shipment Entry* program.
Shipment Receipts Report/Update	Using the *Shipment Receipts Report/Update*, you can print and update shipment receipts from the *Shipment Receipts Entry* program.

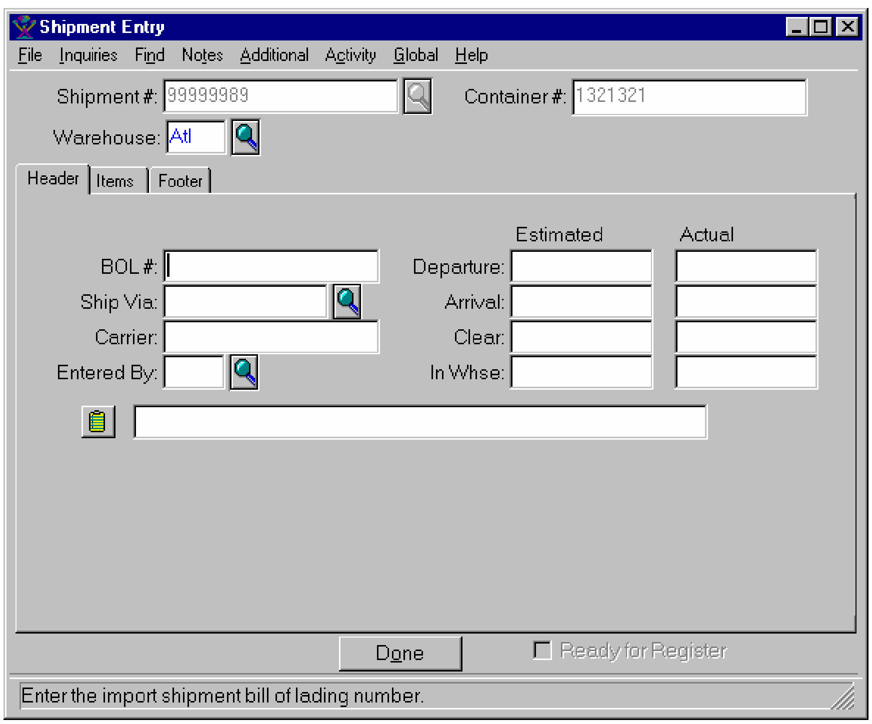
Chapter Contents

Shipment Entry

Using this program you can track shipments of PO line items on an open purchase order and enter the PO line items that the vendor has confirmed shipping by container. You can also import PO line items from an existing open purchase order or choose to import a purchase order in its entirety or select to import only selected items on a purchase order. These items must be must be on an open purchase order. The totality of the shipment may cross over several purchase orders (and vendors).

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Header information, Item information, and Footer information.

You can enter the quantity of the purchase order item that is "in-transit, and this program assigns items a status of "in-transit goods, which will remain with the item until the item has been posted as received through the *Shipment Receipt Report and Update* program. You can also adjust cost components through *Shipment Entry*.



Direct Ship Purchase Orders in Shipment Import Processing

You can use Import Shipment processing with Direct Ship Purchase Orders. TakeStock allows you to add Direct Ship Purchase Orders to Import Shipment records.

Benefits

- Extend import shipment tracking to include direct ship orders.

- Calculate landed cost for direct ship import items.

Limitations / Exclusions

Importing is available to both direct ship POs and mixed direct and warehouse shipment containers. Customers must understand that only common shared costs should be entered in Shipment Entry, while shipping costs for a particular PO should be entered as factored add-ons for that PO.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Done Saves the entered header and detail information for the shipment document. You can select this button at any time while entering information to save your document.

Shipment # The shipment document number.

Container # The container number to be tracked for this shipment.

Warehouse The warehouse for the shipment.

Header Tab Information

BOL # The bill of lading number for this shipment.

Ship Via The ship via code for the shipment.

Carrier The name of the carrier for the shipment.

Entered By The code for the person entering the shipment.

Estimated Departure The estimated date of departure for the import shipment.

Estimated Arrival The estimated date of arrival for the import shipment.

Estimated Clear The estimated date for the import shipment to clear Customs.

Estimated In Whse The estimated date of delivery for the import shipment to the warehouse.

Actual Departure The actual date of departure for the import shipment.

Actual Arrival The actual date of arrival for the import shipment.

Actual The actual date for the import shipment to clear

Clear Customs.

Actual In Whse The actual date of delivery for the import shipment to the warehouse.

Items Tab Information

Select Accesses the *Container line selection* dialog box, which is used to select container lines for the shipment.

Delete Deletes the highlighted line from this shipment entry.

Cost Sheet Accesses the *Cost Sheet* dialog box, which displays costing information by component for the selected item.

In the browser, the system displays the line items you selected on the *Container line selection* dialog box. You can modify information in the following fields in the browser. To modify information, highlight the line in the browser.

In Transit The in-transit shipment quantity for the item.

Received The received shipment quantity for the item.

Canceled The cancelled quantity for the item.

Footer Tab Information

On the Footer tab, you can enter duty charges or shipping costs for this shipment.

Shipment Costs In the Shipment Costs browser, you can modify existing shipments costs or select the **Add** button to add another shipment cost line to this shipment. To delete a shipment cost line, highlight the line in the browser and select the **Delete** button.

The system displays the default shipment cost codes that associated with the Ship Via and warehouse codes you entered on the header tab. As many shipment costs as needed may be entered. All shipment costs are factored. The system displays the default amounts and distribution bases from the *Cost Component Default Maintenance* (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the *Cost Component Maintenance* for the default distribution basis (there will be no default amount).

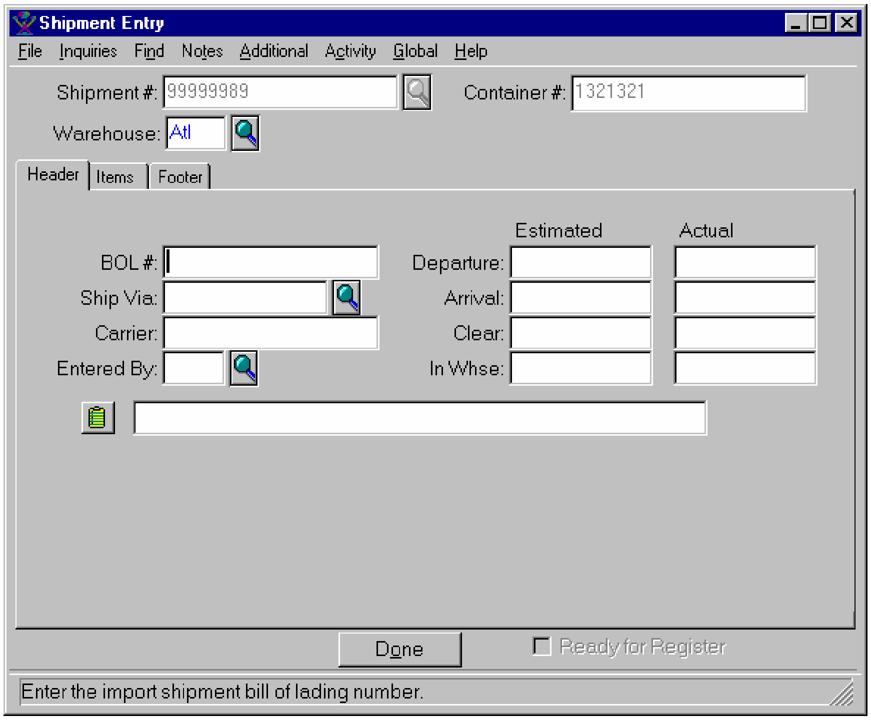
You can add or modify information in the following fields in the browser. To modify information, highlight the line in the browser.

Amount The import shipment cost component amount.

Distribution	The distribution method for the import shipment. Available distribution methods include: Unit, Weight, Cost, and Cubes).
Duty	In the Duty browser, the tariff numbers and default amounts display. In the *Amount* field, you can override the amount for the tariff #, but may not change the tariff #s. The tariff amount is initially defaulted per the distribution bases and amounts.

How to enter and track shipments of PO line items

1. Access the PO *Shipment Entry* program. The complete path is *Purchase Orders→Import Shipments→Shipment Entry.* The system displays the PO *Shipment Entry* screen



2. Enter or modify information in the following fields as necessary:

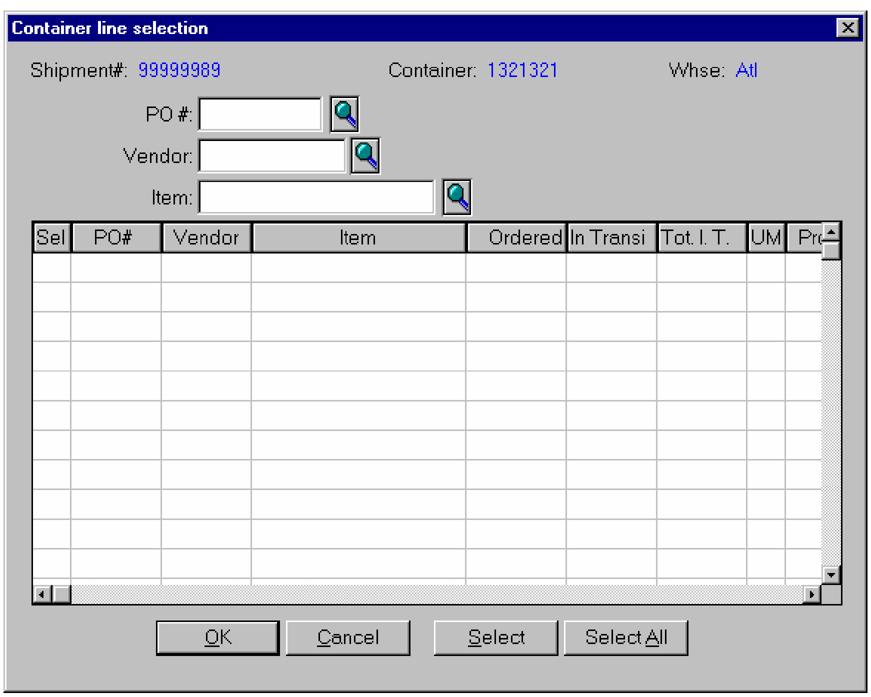
Shipment #	The shipment document number. If multiple containers exist for a shipment, a dialog box displays to allow selection of the container to process.
Container #	The container number to be tracked for this shipment.
Warehouse	The warehouse for the shipment.

3. On the Header tab, enter or modify information in the following fields:

BOL #	The bill of lading number for this shipment.
Ship Via	The ship via code for the shipment.

Carrier	The name of the carrier for the shipment.
Entered By	The code for the person entering the shipment.
Estimated Departure	The estimated date of departure for the import shipment.
Estimated Arrival	The estimated date of arrival for the import shipment.
Estimated Clear	The estimated date for the import shipment to clear Customs.
Estimated In Whse	The estimated date of delivery for the import shipment to the warehouse.
Actual Departure	The actual date of departure for the import shipment.
Actual Arrival	The actual date of arrival for the import shipment.
Actual Clear	The actual date for the import shipment to clear Customs.
Actual In Whse	The actual date of delivery for the import shipment to the warehouse.

4. To import PO line items from existing open POs, select the Items tab and the automatically system displays the *Container line selection* dialog box:

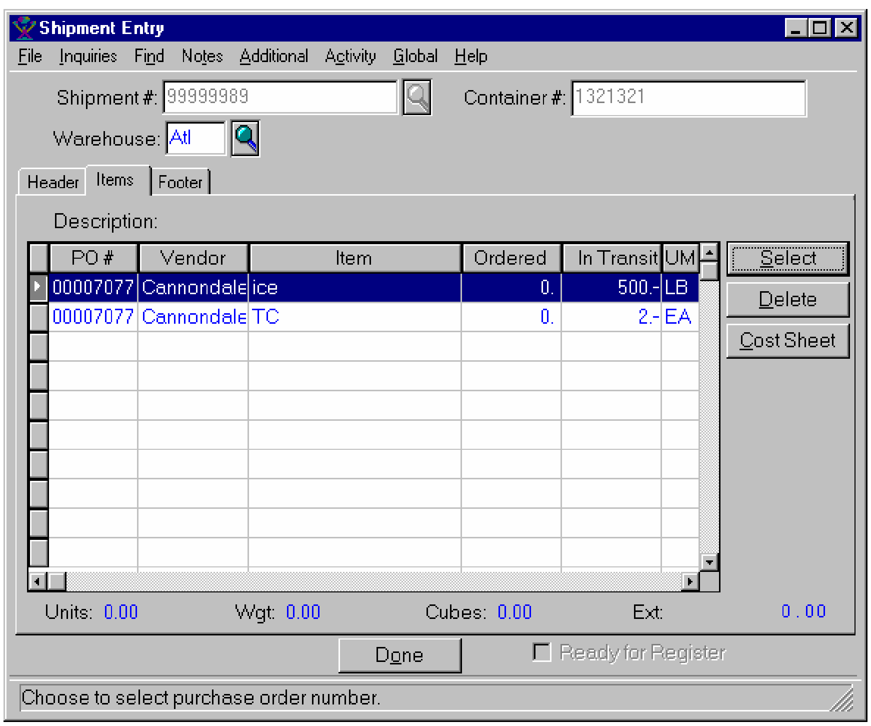


5. Enter information in any of the following fields. You can select items for importing by PO number, vendor code, or item code

PO #	The purchase order from which you want to import line items.
Vendor	The vendor from which you want to import line items.
Item	The item code from which you want to import line items.

6. In the browser in the lower portion of the dialog box, the system displays line items for importing. You can highlight a line item and click the **Select** button to include the item on the Lines tab for this shipment. To include all displayed line items for importing, click the **Select All** button. To select nothing, click the **Cancel** button.
   Note: To display only the selected lines, clear the information in the *PO #*, *Warehouse* and *Vendor* fields at the top of the screen.

7. After you select line items for importing using the *Container line selection* dialog box, the system displays them in the browser of the *Shipment Entry* Lines tab.



8. You can modify information in the following fields in the browser. To modify information, highlight the line in the browser.

In Transit	The in-transit shipment quantity for the item.

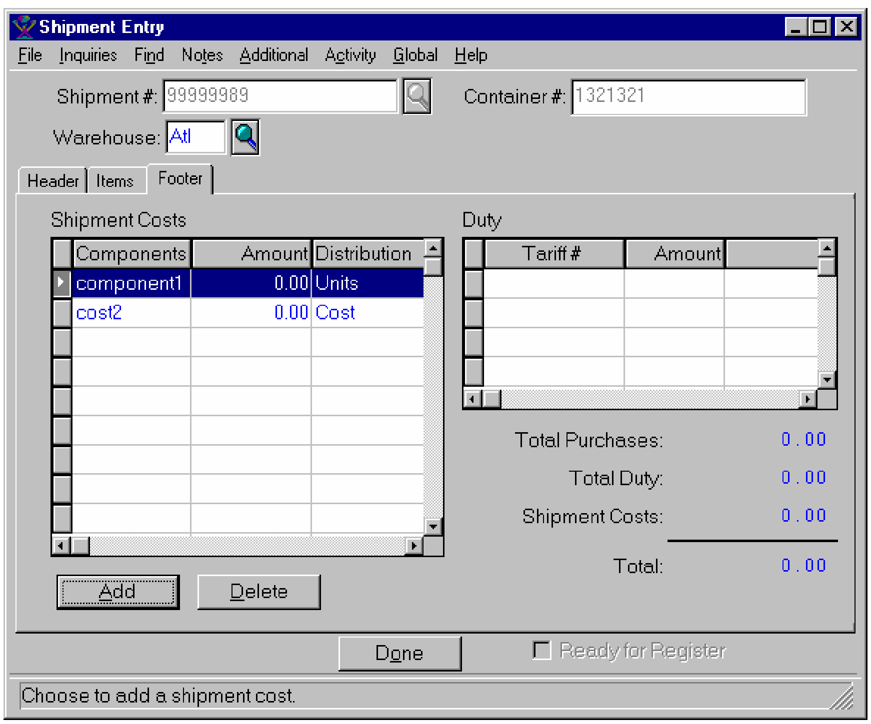
Received	The received shipment quantity for the item.
Canceled	The cancelled quantity for the item.

9. You can select the **Select** button to re-display the *Container line selection* dialog box and select more line items to import or to deselect existing line items. You can also double click a line item in the browser to change its selection status from **No** to **Yes** or vice versa.

   To delete a line item from this shipment entry document, highlight the line item in the browser and select the **Delete** button.

   Select the **Cost Sheet** button to access the *Cost Sheet* dialog box, which displays costing information by component for the selected item.
   Note: As line items are added or deleted, the shipment costs and duty are recalculated based on the default amounts and distribution basis in the cost component default records.

10. When you are through adding and removing line items for this import shipment entry document, select the Footer tab.



11. On the Footer tab, you can enter duty charges or shipping costs for this shipment. Enter or modify information in the following fields as necessary:

Shipment Costs	In the Shipment Costs browser, you can modify existing shipments costs or select the **Add** button to add another shipment cost line to this shipment. To delete a shipment cost line, highlight the line in the browser and select the **Delete** button.

The system displays the default shipment cost codes that associated with the Ship Via code you entered on the header tab. As many shipment costs as needed may be entered. All shipment costs are factored. The system displays the total of the default amounts and distribution bases from the *Cost Component Default Maintenance* (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the *Cost Component Maintenance* for the default distribution basis (there will be no default amount).

You can add or modify information in the following fields in the browser. To modify information, highlight the line in the browser.

Amount — The import shipment cost component amount.
Note: If a cost component is changed, the system recalculates the shipment costs for each line item based on the percentage of the line to the original total. If you add line items, after a component amount has been changed, the system recalculates all line items' shipment costs by the percentage of each line item to the total of each distribution basis.

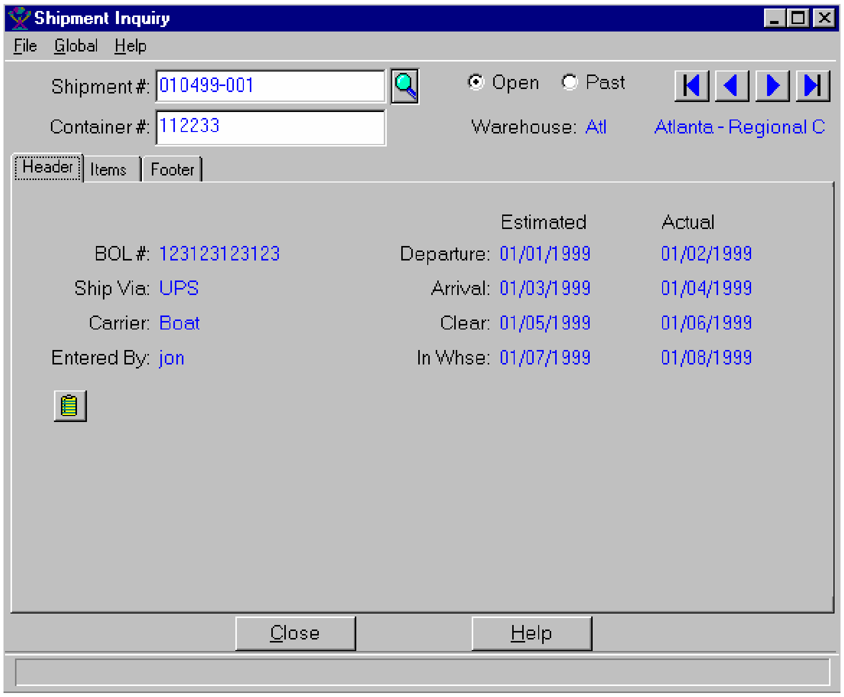
Distribution — The distribution method for the import shipment. Available distribution methods include: Unit, Weight, Cost, and Cubes).

Duty — In the Duty browser, the tariff numbers and default amounts display. In the *Amount* field, you can override the amount for the tariff #, but may not change the tariff #s. The tariff amount is initially defaulted per the distribution bases and amounts.
Note: If a cost component is changed, the system recalculates the duty for each line item based on the percentage of the line to the original total. If you add line items, after a component amount has been changed, the system recalculates all line items' duty costs by the percentage of each line item to the total of each distribution basis.

12. When you are finished entering information for this shipment entry document for importing, select the **Done** button. **Note:** You can select this button at any time while entering information to save your document.

Shipment Inquiry

Using this program, you can view open and past shipment records by shipment and container number.



In the upper portion of the screen, you can enter the shipment and container numbers and select whether to view open or past shipment records. In the lower portion of the screen, the system displays information in three tab folders.

- **Shipment**, which displays shipment record header information such as BOL#, ship via, carrier and estimated and actual dates of departure, arrival, Customs clearance and arrival in the destination warehouse.
- **Items**, which displays information about the container lines in the shipment, such as the PO#, vendor, item number and description, and ordered, received, in-transit and cancelled quantities.
- **Costs**, which displays summary information about duty charges or shipping costs for this shipment.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Shipment The shipment record number for the inquiry.

Container The container record number for the inquiry.

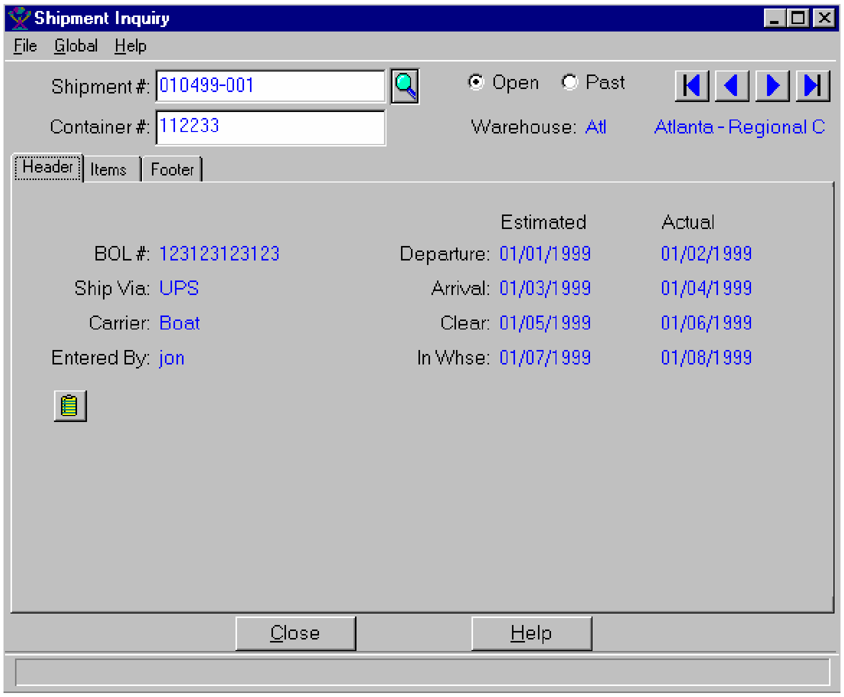
Open	Indicates you want to display open documents.
Past	Indicates you want to display past documents.

Tabs Contents

Topic Tab	**Topic Information**
Shipment	This tab displays shipment record header information such as BOL#, ship via, carrier and estimated and actual dates of departure, arrival, Customs clearance, and arrival in the destination warehouse.
Items	This tab displays information about the container lines in the shipment, such as the PO#, vendor, item number and descriptions 1 and 2, and ordered, received, in-transit and cancelled quantities, units of measure, cost and extension information, tariff number, duty, shipment costs, landed costs, shipment weight, and the distribution method for the import shipment. Select the **Cost Sheet** button to access the *Cost Sheet* dialog box, which displays costing information by component for the selected item.
Cost	This tab displays summary information about duty charges or shipping costs for this shipment. In the Shipment Costs browser, the system displays the default shipment cost codes that associated with the Ship Via code you entered on the Header tab of the *Shipment Entry* program. All shipment costs are factored. The system displays the default amounts and distribution bases from the *Cost Component Default Maintenance* (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the *Cost Component Maintenance* for the default distribution basis (there will be no default amount). In the Duty browser, the tariff numbers and default amounts display.

How to use the Shipment Inquiry

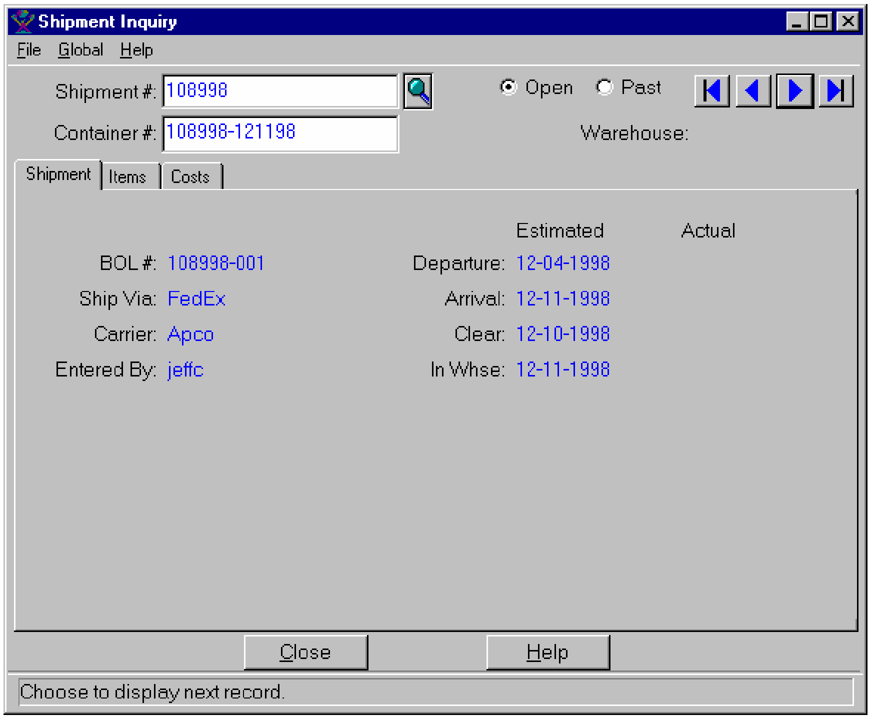
1. Access the PO *Shipment Inquiry* program. The complete path is *Purchase Orders➔Import Shipments➔Shipment Inquiry*. The system displays the PO *Shipment Inquiry* screen



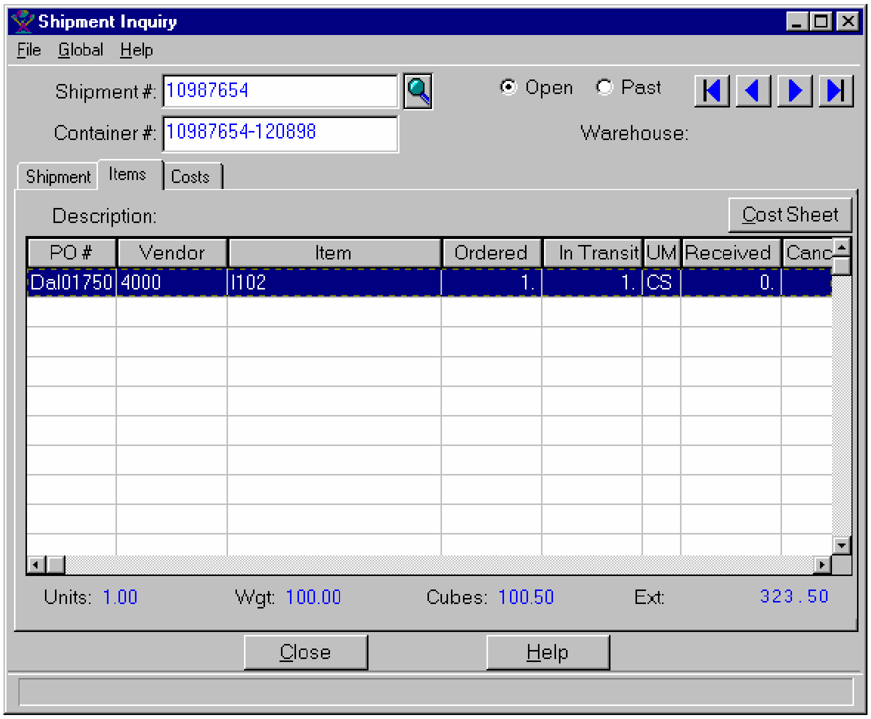
2. Enter or modify information in the following fields as necessary:

Shipment	The shipment record number for the inquiry.
Container	The container record number for the inquiry.
Open	Indicates you want to display open documents.
Past	Indicates you want to display past documents.

3. Select the Shipment tab to display shipment record header information such as BOL#, ship via, carrier and estimated and actual dates of departure, arrival, Customs clearance and arrival in the destination warehouse.



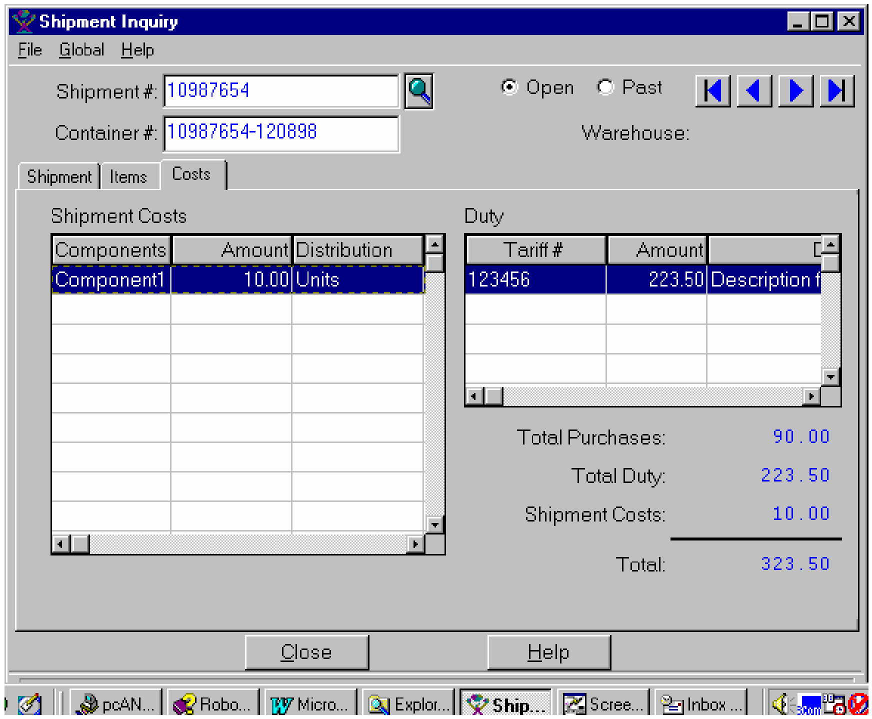
4. Select the Items tab to display information about the container lines in the shipment, such as the PO#, vendor, item number and descriptions 1 and 2, and ordered, received, in-transit and cancelled quantities, units of measure, cost and extension information, tariff number, duty, shipment costs, landed costs, shipment weight, and the distribution method for the import shipment. Select the **Cost Sheet** button to access the *Cost Sheet* dialog box, which displays costing information by component for the selected item.



5. Select the Costs tab, to display summary information about duty charges or shipping costs for this shipment.

   In the Shipment Costs browser, the system displays the default shipment cost codes that associated with the Ship Via code you entered on the Header tab of the *Shipment Entry* program. All shipment costs are factored. The system displays the default amounts and distribution bases from the *Cost Component Default Maintenance* (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the *Cost Component Maintenance* for the default distribution basis (there will be no default amount).

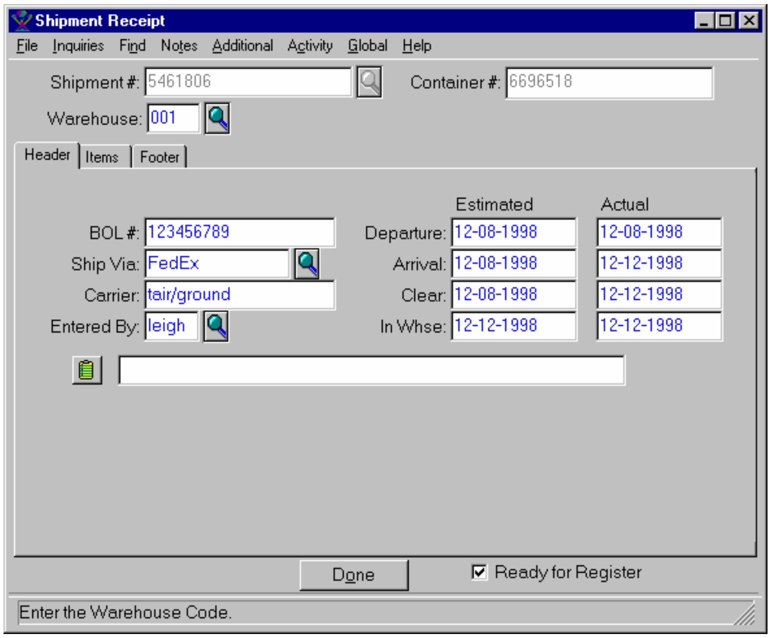
   In the Duty browser, the tariff numbers and default amounts display.



6. Select *File*➔ *Exit* or the **Close** icon in the upper right corner to exit the screen.

Shipment Receipt

Using this program you can receive the goods that you entered using the *Shipment Entry* program.



Processing Details

On the Header tab, enter the dates the actual dates for departure, arrival, Customs clearance, and delivery to the warehouse for the shipment.

From the Items tab, you can view an items' cost sheet, where associated shipping costs have been accruing, for that particular shipment. You can edit a selected item on the shipment or you can save the receipt and access the Footer tab, where you can add to or edit duty or cost amounts for the shipment.

After choosing the items to receive, access the Footer tab, where you have the opportunity to enter additional duty fees and cost components to the items on the shipment. All shipping and duty costs are updated to the cost sheets when you exiting the Footer tab.

Once all cost have been accounted for, click the **Ready for Register** checkbox to indicate that all costs associated with the shipment are entered. This indicates to the system to update the receipt at the next register update.

e-wms Processing Note:

For warehouses with e-wms processing enabled, you should complete the Shipment Receipts Entry and Shipment Receipt Report/ Update programs before you actually receive the purchase order. Safeguards are in place in the e-wms system to protect against a situation where the distributor hasn't performed these updates but the warehouse is receiving an import shipment purchase order. This would break TakeStock's import shipment updates (landed cost, and so on).

If you process shipment receipts and run the Shipment Receipt Report/Update program before warehouse receiving occurs, The system generates an error condition and leaves the warehouse receiving information in the e-wms receipts pending table in TakeStock. If this error occurs, you should process Shipment Receipts Entry and Shipment Receipt Report/ Update program. The e-wms Update Process will then determines that the warehouse receiving can be processed. Refer to the *e-wms Users Guide* for additional processing and program details about the e-wms feature.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Done Completes the receipt of the shipment. You can select this button at any time while receiving a shipment to save your document.

Shipment # The shipment document number to be received.

Container # The container number to be received for this shipment.

Warehouse The warehouse for the shipment.

Header Tab Information

Actual Departure The actual date of departure for the import shipment.

Actual Arrival The actual date of arrival for the import shipment.

Actual Clear The actual date for the import shipment to clear Customs.

Actual In Whse The actual date of delivery for the import shipment to the warehouse.

Items Tab Information

Select Accesses the *Container line selection* dialog box, which is used to select container lines for the shipment.

Delete Deletes the highlighted line from this shipment entry.

Cost Sheet Accesses the *Cost Sheet* dialog box, which displays costing information by component for the selected item.

In the browser, the system displays the line items you selected on the *Container line selection* dialog box. You can modify information in the following fields in the browser. To modify information, highlight the line in the browser.

In Transit The in-transit shipment quantity for the item.

Received The received shipment quantity for the item.

Canceled The cancelled quantity for the item.

Footer Tab Information

On the Footer tab, you can enter duty charges or shipping costs for this shipment.

Shipment Costs In the Shipment Costs browser, you can modify existing shipments costs or select the **Add** button to add another shipment cost line to this shipment. To delete a shipment cost line, highlight the line in the browser and select the **Delete** button.

The system displays the default shipment cost codes that associated with the Ship Via code you entered on the header tab. As many shipment costs as needed may be entered. All shipment costs are factored. The system displays the default amounts and distribution bases from the *Cost Component Default Maintenance* (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the *Cost Component Maintenance* for the default distribution basis (there will be no default amount).

Note that any changes you make to the shipment costs are reflected in the Shipment Costs information displayed on the Lines tab.

You can add or modify information in the following fields in the browser. To modify information, highlight the line in the browser.

Amount The import shipment cost component amount.

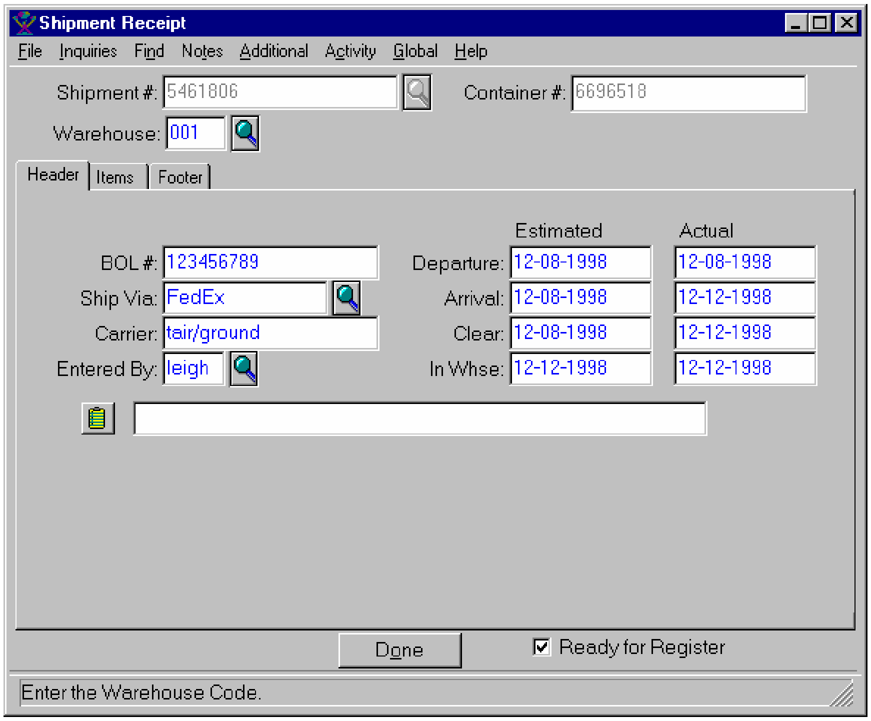
Distribution The distribution method for the import shipment. Available distribution methods include: Unit, Weight, Cost, and Cubes).

Duty In the Duty browser, the tariff numbers and default amounts display. In the *Amount* field, you can override the amount for the tariff #, but may not change the tariff #s. The tariff amount is initially defaulted per the distribution bases and amounts.

Note that any changes you make to the shipment costs are reflected in the Duty information displayed on the Lines tab.

How to receive shipments

1. Access the PO *Shipment Receipt* program. The complete path is *Purchase Orders→Import Shipments→Shipment Receipt.* The system displays the PO *Shipment Receipt* screen



2. Enter or modify information in the following fields as necessary:

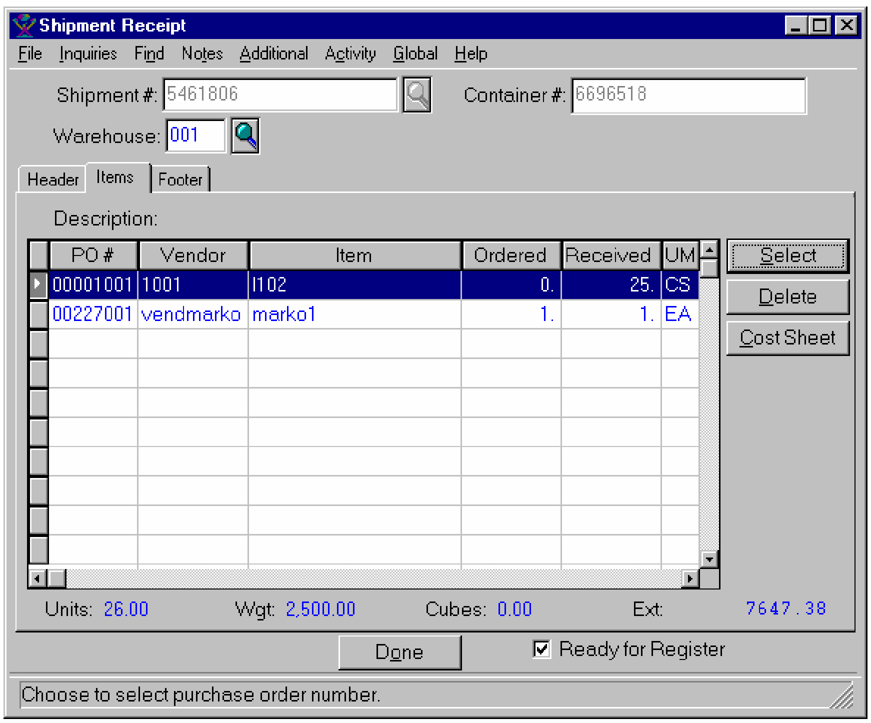
Shipment #	The shipment document number. If only one container exists for the shipment, the system displays the information for that container. If multiple containers exist for a shipment, a dialog box displays to allow selection of the container to process. Once you select a container, the system moves all in-transit quantities for each line item to received quantities.
Container #	The container number to be tracked for this shipment.
Warehouse	The warehouse for the shipment.

3. On the Header tab, enter or modify information in the following fields:

Actual Departure	The actual date of departure for the import shipment.

Actual Arrival	The actual date of arrival for the import shipment.
Actual Clear	The actual date for the import shipment to clear Customs.
Actual In Whse	The actual date of delivery for the import shipment to the warehouse.

4. Select the Items tab to review or modify shipment line item quantity information.



5. You can modify information in the following fields in the browser. To modify information, highlight the line in the browser.

In Transit	The in-transit shipment quantity for the item.
Received	The received shipment quantity for the item.
Canceled	The cancelled quantity for the item.

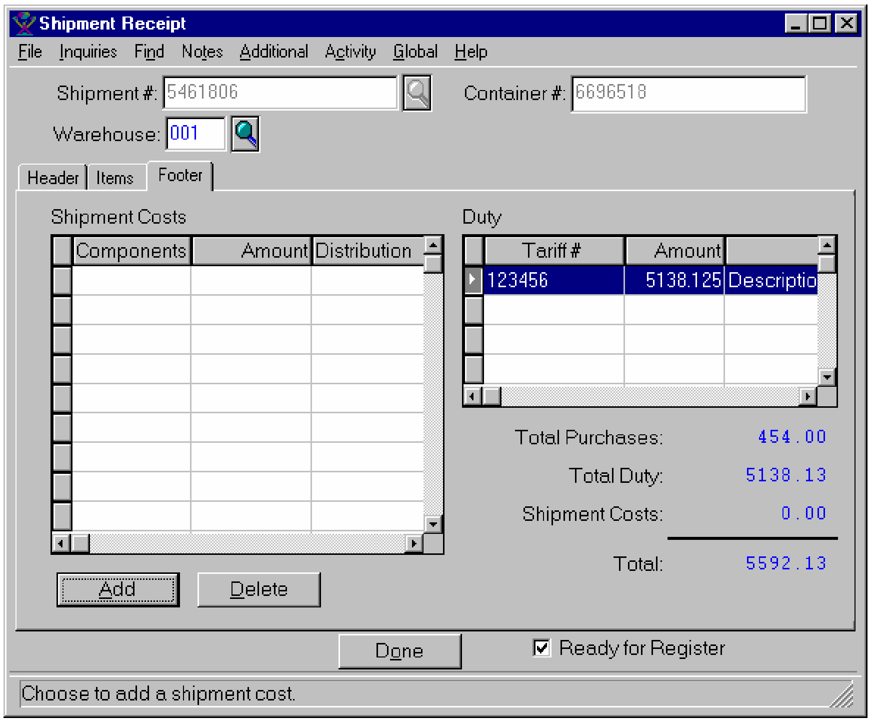
6. You can select the **Select** button to display the *Container line selection* dialog box and select more line items to import or to deselect existing line items. You can also double click a line item in the browser to change its selection status from **No** to **Yes** or vice versa.

   To delete a line item from this shipment entry document, highlight the line item in the browser and select the **Delete** button.

Select the **Cost Sheet** button to access the *Cost Sheet* dialog box, which displays costing information by component for the selected item.

Note: To display only the selected lines, clear the information in the *PO #*, *Warehouse* and *Vendor* fields at the top of the screen.

7. When you are through adding and removing line items for this import shipment entry document, select the Footer tab.



8. On the Footer tab, you can enter duty charges or shipping costs for this shipment. Enter or modify information in the following fields as necessary:

Shipment Costs	In the Shipment Costs browser, you can modify existing shipments costs or select the **Add** button to add another shipment cost line to this shipment. To delete a shipment cost line, highlight the line in the browser and select the **Delete** button. The system displays the default shipment cost codes that associated with the Ship Via code you entered on the header tab. As many shipment costs as needed may be entered. All shipment costs are factored. The system displays the total of the default amounts and distribution bases from the *Cost Component Default Maintenance* (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the *Cost Component Maintenance* for the default distribution basis (there will be no default amount).

You can add or modify information in the following fields in the browser. To modify information, highlight the line in the browser.

Amount	The import shipment cost component amount. Note: If a cost component is changed, the system recalculates the shipment costs for each line item based on the percentage of the line to the original total. If you add line items, after a component amount has been changed, the system recalculates all line items' shipment costs by the percentage of each line item to the total of each distribution basis.
Distribution	The distribution method for the import shipment. Available distribution methods include: Unit, Weight, Cost, and Cubes).
Duty	In the Duty browser, the tariff numbers and default amounts display. In the *Amount* field, you can override the amount for the tariff #, but may not change the tariff #s. The tariff amount is initially defaulted per the distribution bases and amounts. Note: If a cost component is changed, the system recalculates the duty for each line item based on the percentage of the line to the original total. If you add line items, after a component amount has been changed, the system recalculates all line items' duty costs by the percentage of each line item to the total of each distribution basis.

9. When you are finished entering receipt information for this shipment document for importing, select the **Done** button. **Note:** You can select this button at any time while entering information to save your document.

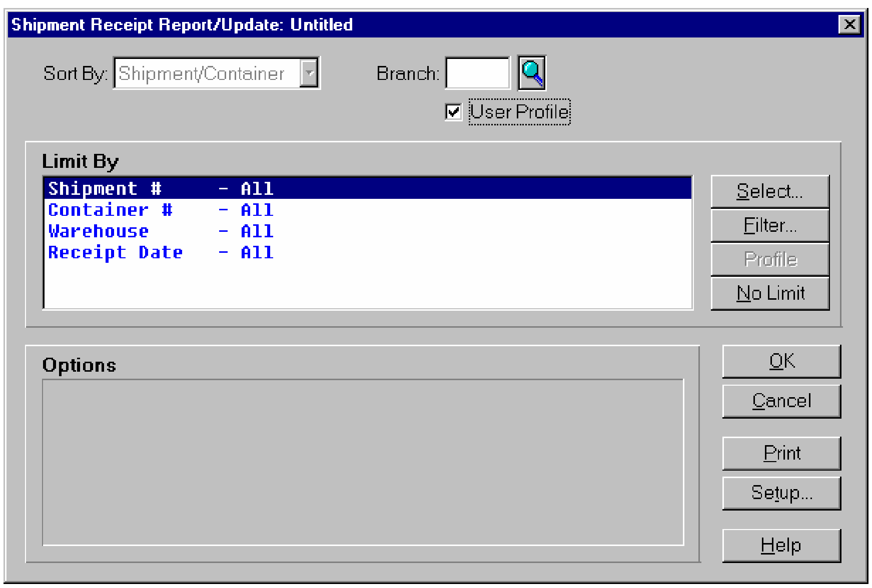
Shipment Receipts Report/Update

Using the *Shipment Receipts Report/Update*, you can print and update shipment receipts from the *Shipment Receipts Entry* program. The report prints information about the shipment receipt, landed costs, container number, and warehouse. The update portion of the program sets the in-transit receipt and cancelled quantities of the related PO line items and sets the **some receipts per shipment receipts** PO flag to **Yes**. When you run the update, the system moves the shipment receipt to the Past Shipment Receipts table.

Note: This processing does not post to GL.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Shipment Receipts Report/Update: Untitled* dialog box.



Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default Sort By options is:

Shipment/Container.

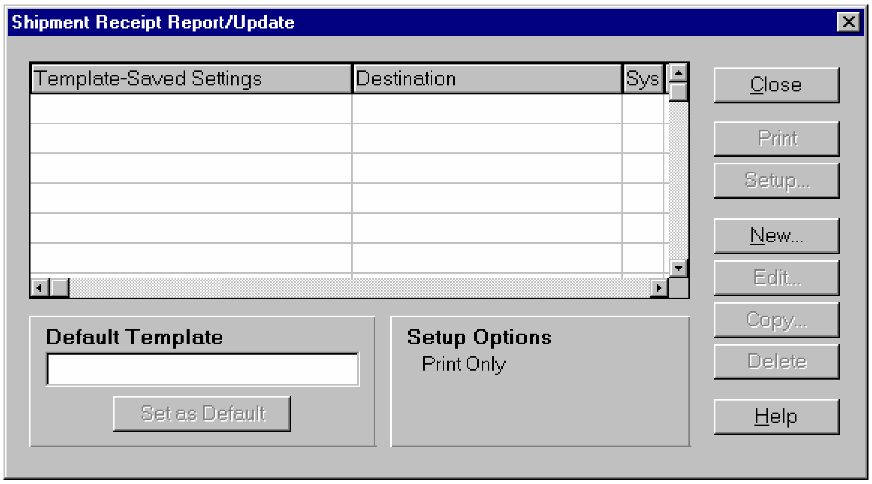
Branch	The branch for the report. You can select the **User Profile** checkbox to indicate you want to use the branch set in your user profile information. **Note**: The system displays the Branch field and the User Profile checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers view of PO Control Maintenance. If you did not select this checkbox, Branch is a limit-by setting instead.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Shipment #**, **Container #**, **Warehouse**, and **Receipt Date**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

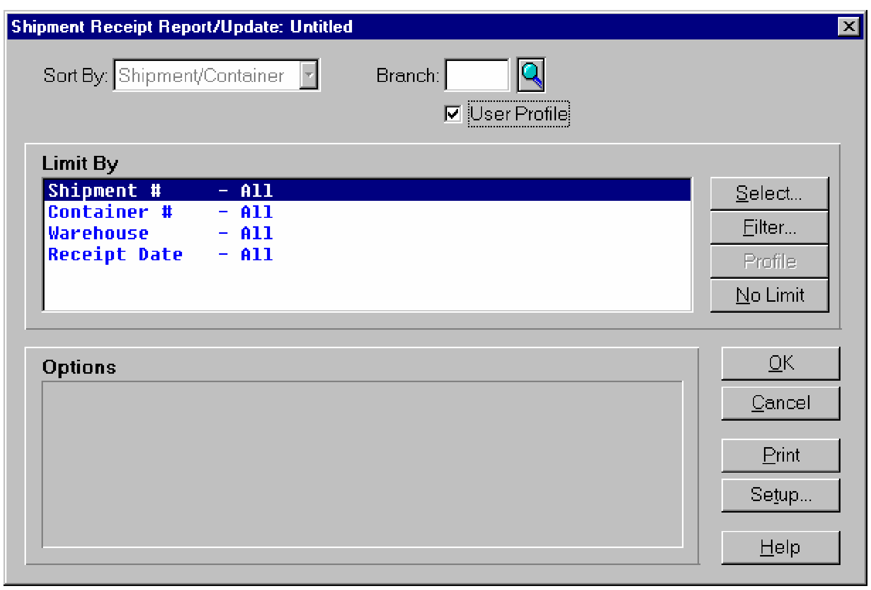
How to print the Shipment Receipts Report/Update

How to print the Shipment Receipts Report/Update

1. Access the *Shipment Receipts Report/Update* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders ➔ Inport Shipments➔ Shipment Receipts Report/Update*. The system displays the Template-Saved Settings dialog box of the *Shipment Receipts Report/Update*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Shipment Receipts Report/Update: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default

Sort By option is: **Shipment/Container**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Shipment #**, **Container #**, **Warehouse**, and **Receipt Date**.

4. In the Branch field, enter the branch for the report. You can select the **User Profile** checkbox to indicate you want to use the branch set in your user profile information. **Note**: The system displays the Branch field and the User Profile checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers view of PO Control Maintenance. If you did not select this checkbox, Branch is a limit-by setting instead.

5. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Chapter 4

Receipts

PO Receipts

The programs on the Receipts menu are used to record the receipt of goods from purchase orders and non-purchase orders. *Receiving Document Print* is available to print a list of goods on the original purchase order. This allows you to reconcile the goods purchased against the goods received at the time of delivery.

PO Receipts Entry is available to enter and confirm the items and quantities at the time they are received from a vendor against the items and quantities on the original purchase order. You can also use this program to enter and confirm return purchase orders at the time of shipment to the vendor. An option in *PO Receipts Entry* allows you to update the on-hand item quantities at the time you confirm the receipt. When a receipt entry is complete, you can view and make corrections to it until it is received in full and updated by the *Receipts Register* or updated on the Footer screen of *PO Receipts Entry*.

Non PO Receipts is also available to enter goods that are received for which no purchase order exists, such as orders placed over the phone that have not been entered into the system. This allows you to enter and receive a purchase order at the same time. Such receipts are assigned non-purchase order numbers manually or they can be assigned automatically by the system.

The *Receipts Register* is used to update PO receipts which were not updated (posted) at the time of receipt entry, and print all receipts on the register for review. This program also prints the GL Distribution and optionally updates *General Ledger* with the posted receipts.

The *Document Fill Report* is available to check whether received purchase order items are to be stocked in the receiving warehouse, or used to fill open backorders. You should print this report after entering receipts with *PO Receipt Entry* but before updating the receipt using the **Update** button on the *PO Receipts Entry* Footer screen or updating the *Receipts Register*.

Automatic Commit Backorders allows you to automatically fill backorders for items that were just received from a warehouse transfer, PO receipt or item adjustment entry.

Entries for the Receipts menu are:

Receiving Document Print	Use this program to print a receiving document for incoming warehouse transfers (transfer tickets) and purchase orders so you can reconcile the goods arriving with those that are on the purchase order. This report is to be run just prior to receiving goods on the receiving dock.
PO Receipts	Use this program to confirm the items and quantities at the time they are received from a vendor against the

	items and quantities on the original purchase order. You can also use this program to confirm the shipment of items on a return purchase order.
Non PO Receipts	Use this program to enter the receipt of items when a purchase order has not been issued for the items being received.
Receipts Register	Use this program to print and update PO receipts which may or may not have been posted (updated) during receipt entry. The register prints and updates both posted and unposted receipts.
Document Fill Report	Use this program to print a report and see whether purchase order receipts and/or warehouse transfers are to be stocked in the receiving warehouse, or used to fill open backorder documents.
Auto Commit Backorders	Automatically commit backorder quantities on sales orders, transfers and production orders from purchase order receipts and print a report of each document line that is updated for the backordered item quantity.
PO Receipts by Item	Using this program you can receive items on purchase orders using the item number.
GRN Print	Use the *GRN Print* program to print details of individual PO receipts in the form of Goods Received Note (GRN). A Goods Received Note (GRN) is a printed document that lists the details of an individual receipt.

Chapter Contents

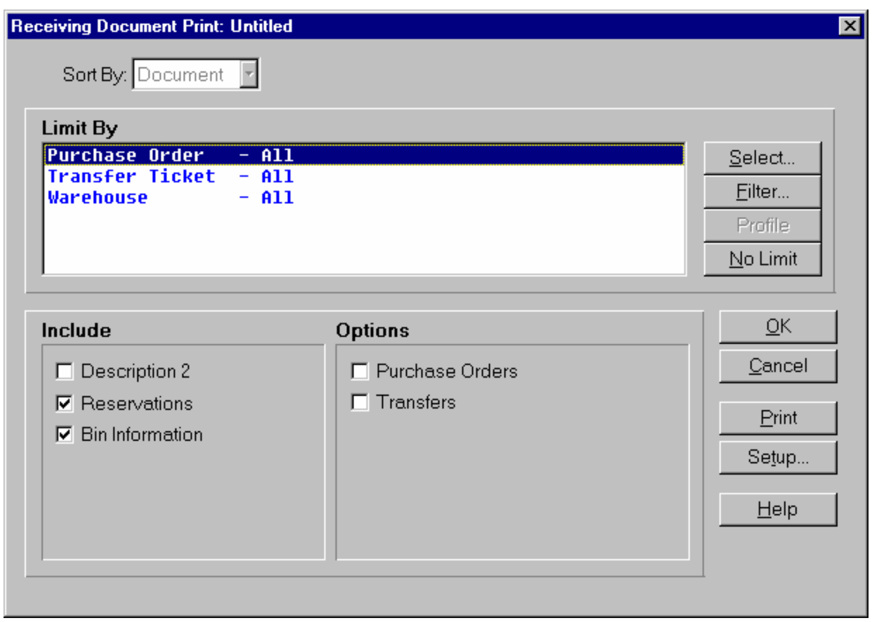
Receiving Document Print

Use the *Receiving Document Print* program to print a report of the items on an open purchase order or warehouse transfer to use when reconciling items purchased (or transferred) against the items received at the time of delivery. Direct shipments do not print on this report.

The report prints a separate page for each warehouse transfer or purchase order, listing the items on the document that are not yet received. You should print this report and use it when you receive a delivery of items from a vendor or warehouse to verify that the ordered items and quantities match the received items and quantities. Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Receiving Document Print: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default **Sort By** option is to print in order by **Document Number** and cannot be changed.

Limit By Limits the purchase orders and warehouse transfers that print by selecting specific document numbers or a range of documents. You can also select to print only for a specific receiving warehouse. Available choices are: **Purchase Order**, **Transfer Ticket**, and **Warehouse**.

For example, to limit the purchase orders and transfer tickets that print to a specific warehouse, highlight *Warehouse* and choose **Select**. From the *Warehouse Selection List*, highlight the warehouse you want to include and choose **OK**. Only the purchase orders and warehouse transfers for the selected warehouse will print.

Include Determines what information to print on the report.

Available choices are:

Description 2—To print each item's description 2 on the report.

Reservations—To print any stock reservations for each item.

Bin Information—To print bin stocking information.

Options Determines what information to print on the report. Available choices are: **Purchase Orders**, and **Transfers**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the receiving documents.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

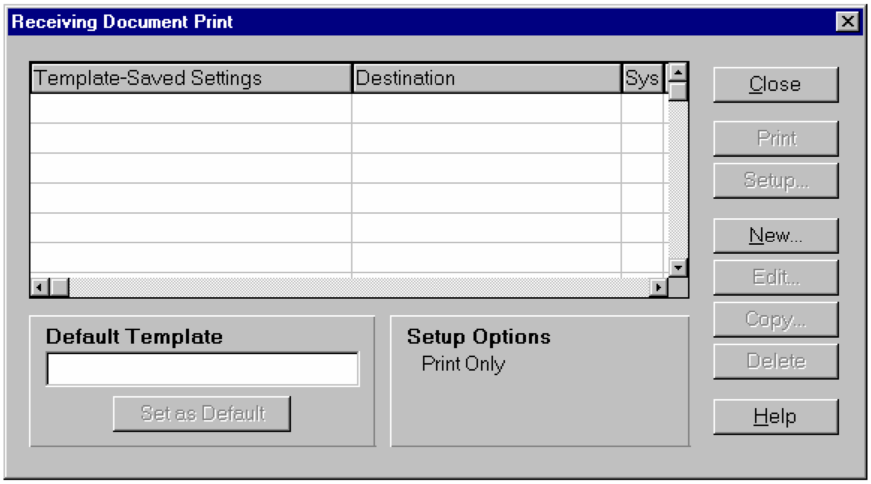
Help Accesses online Help for this screen.

See Also

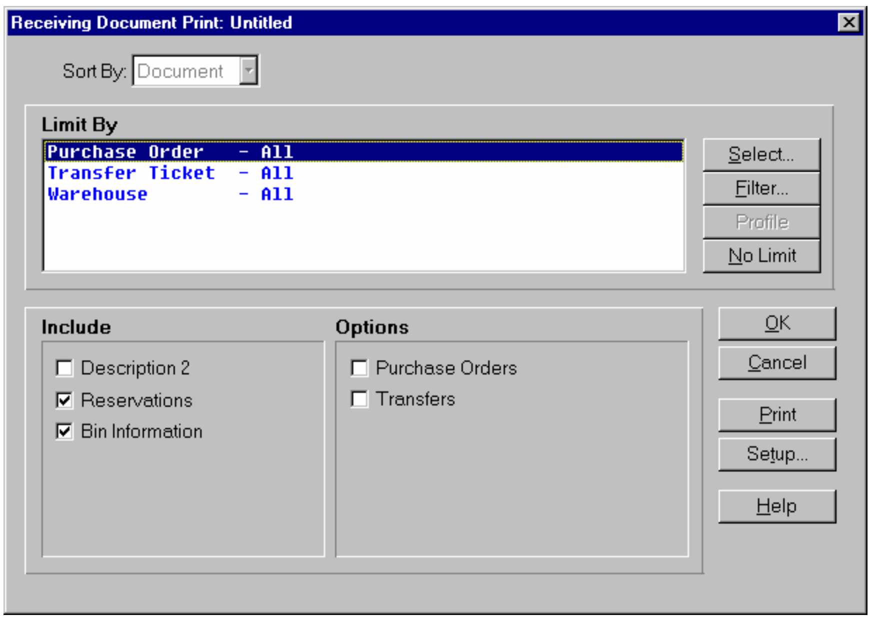
How to print the Receiving Document Print report

How to print the Receiving Document Print report

1. Access the *Receiving Document Print* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Receipts* ➔ *Receiving Document Print*. The system displays the Template-Saved Settings dialog box of the *Receiving Document Print*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Receiving Document Print: Untitled* dialog box.



3. Select settings for Sort By and Limit By

4. In the Include portion of the screen, select the appropriate checkboxes to indicate what to print on the report. Available choices are:
Description 2—To print each item's description 2 on the report.
Reservations—To print any stock reservations for each item.
Bin Information—To print bin stocking information.

5. In the Options box, select the information for printing the report. Available choices are: **Purchase Orders**, and **Transfers**.

6. The information for printing the *Receiving Document Print* report is complete. You can:

   - Choose **OK** to save the current settings as a template.

   - Choose **Setup** if you need to change print settings.

   - Choose **Print** to print receiving documents without saving your current settings. When you return to this dialog box, you can then choose **OK** to save the new or modified settings, or choose **Cancel** to exit without saving them.

PO Receipts

PO Receipts is available to enter and confirm the items and quantities at the time they are received from a vendor against the items and quantities on the original purchase order. You can also use this program to enter and confirm return purchase orders at the time of shipment to the vendor. An option in *PO Receipts Entry* allows you to update the on hand item quantities at the time you confirm the receipt. When a receipt entry is complete, you can view and make corrections to it until it is received in full and updated by the *Receipts* Register or posted using the **Update** button on the Footer screen of *PO Receipts*.

There are three screens for receiving items on purchase orders:

PO Receipts Header view

PO Receipts Items view

PO Receipts Footer view

The *Jump* option on the Global menu is available to access the *Production Disassembly* program to enter production disassembly orders for parent items whose components you are receiving.

Vendor Consignment Processing

If you enter a PO document with an *Initiating Warehouse* that is marked as a consigned warehouse, the system assumes consigned goods are being ordered. The goods are received using *PO Receipts Entry* and updated through the *PO Receipts Register*. The system uses the appropriate consignment inventory and receipts accounts for GL posting. Unlike normal warehouse receipts, consignment receipts do not require nor allow an AP invoice to be entered against the PO receipt for the consigned goods. This means that when you enter the AP Document, you cannot choose the receipt to match against. You must enter a GL account as the offset expense to AP.

PO Receipt Quantities Over/Under Ordered Amount

When a quantity is received in PO Receipts and the Quantity Received is not equal to the Quantity Ordered, the user is given an option to handle the over/underrun either by:

- The Total Amount of the PO remains the same and a new Unit Cost is calculated based on the Total Amount divided by the (Total Quantity Received plus the Backorder Quantity).

- The Unit Cost remains the same and a new Total Amount is calculated based on the (Quantity Received plus the Backorder Quantity) times Unit Cost.

Note: The over/under run is not carried back to a stock reserved document.

Goods Received Note (GRN)

Details of individual PO receipts can now be printed in the form of Goods Received Note (GRN). A Goods Received Note (GRN) is a printed document that lists the details of an individual receipt. It can be printed either at the end of the receiving process (as an option in PO Receipts) or as a standalone report from the PO Receipts menu. This document also functions as a Goods Returned Note for a shipment of returned goods to the vendor, (Goods Returned Note). The option to prompt for a Goods Received/Returned Note during receipt entry is controlled by the **Use GRN in PO Receiving** option on the PO Lines view of PO Control Maintenance.

GRNs can be printed after entry of the details or subsequently as part of a batch; after receipt entry but prior to Receipt Register update. The default value for the prompt is maintainable on the *Forms* view of the same program. The GRN printout contains page breaks on Receipt number, so if a Purchase Order has multiple receipts, a GRN prints for each one. When the *Multi-Currency* feature is in use, you have the option of including multi-currency information in addition to the regular base currency listings on the GRN through the Multi-Currency Information option on the Forms view of PO Control Maintenance. Line and extension amounts are listed in base currency, using document-to-base currency conversions (including Euro triangulation where in use). When a document's currency is different from the base currency, an extra line of information will be printed directly below the item line. This extra line lists the document's currency, exchange rate and document-currency extension amount. The form itself should be specified as “2018-L-12-11-N in Form Specification Maintenance.
Constraints/Limitations: Currently, only one GRN form, 2018-L-12-11-N, is available. This form is a non-preprinted 12 CPI laser form.

Advised Quantities

When the Allow Advised Quantity Entry option in PO Control Maintenance is selected, a new entry field appears on PO Receiving screens next to the Ordered field. Advised Quantities the quantity a vendor claims to have shipped This value will default to the ordered quantity but can be modified while the line is being edited by receiving personnel. The user can view the Advised quantity on the GRN, where in use, and in the PO document inquiry.

Note: The addition of this field has increased the total screen size of the PO Entry programs permanently such that a resolution of 800x600 must be used to view the entire screen.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, at PO receipt confirmation the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The SM Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

Multiple Buying/Costing UMs

You can assign more than one UM for both buying and costing in the new drop-down boxes that list all valid buying and costing units of measure. If an item has only one buying and/or costing UM, the respective drop-down box(es) are display only and do not allow entry. In the UM view of Item Maintenance, you can set the default and alternate buying and costing UMs. You cannot change the costing unit of measure settings where an open PO or SO exists in the system.

Certificate of Analysis Tracking

TakeStock can track the CofA for lot items from the time the item is received from the supplier to the time it is forwarded to the end user. Occasionally, the distributor will receive a lot of goods from a supplier, but not receive the CofA for that lot. The distributor may be required to ship the goods to his customer prior to his receipt of the documentation, but must send the documents to the customer once the CofA has been received. For example, Item I100 is received and allocated as Lot L101 by the distributor. The CofA was not received for Lot L101 at the time of receipt, so the distributor sets the Received CofA flag to No in the Lot allocation dialog. That day, Customer C101 purchases I100 and tells the distributor that once the CofA is received, to send him a copy. When the Supplier of I100 sends the CofA to the distributor, the distributor goes into Lot maintenance and checks the Received CofA flag. The distributor can then run the CofA Print/Report, and the proper CofA for Lot L101 can be printed and directed to be sent to Customer C101.

If you maintain the a history of customers who have been sent CofA's, the Update CofA status checkbox must be set to **Yes** in the CofA view of IM Warehouse maintenance. You can update the Lot transaction table at pick ticket print routine or at invoice print routine.

You can record if a CofA has been received for a Lot either through Lot allocation or through the Receipt view of Lot Item Maintenance. When a lot CofA is marked as received, each sales transaction that contains an item from that lot can be accompanied by the CofA document. If not received, each sales transaction that contains an item from that lot is "queued to a table so that once the CofA is received it may be sent to the customer.

The CofA report/print is run to view a list of sales transactions that had a lot item (CofA applicable). You can also print the CofA from the report. The report also has an optional update that will update each of the customer's sales transaction's CofA status to **Yes**.

Quick Direct Ship Receipts Entry

For direct-ship purchase orders, you can also access the Quick Direct Ship Receipts Entry dialog box from the Footer screen of PO Receipts Entry. Use this dialog box to enter information for direct ship purchase orders. The system uses this information to confirm the linked sales orders and create AP invoices.

Receipt of inventory to be allocated to containers

When you create a purchase order for an item that uses traceable containers, you must select a valid container type. You can change the container type selection prior to PO Receipts processing.

When inventory arrives into a warehouse in a container, the inventory must be properly linked to the container. You can allocate the inventory to a valid, new, or certified container. This allocation creates a container record. Within this record, the system maintains pertinent information about the container/item, such as amount of inventory stored, PO number, date of receipt, and serial number, if any. You can also assign the container/item to a bin and/or Lot. If the Unit of measure for the container type is not a valid unit of measure for the item, you must create the unit of measure in the item master record.

By linking a container item number with the containerized item, PO Receipts Entry or PO Receipts by Item processing updates both items (container and contents), the container table, and container history table. If empty container items are received, PO receipts processing performs the usual updates to the item, plus the container table and container history table.

The PO Receipts Register program prints container types, container numbers, and container serial numbers, if applicable.

The Container Receiving dialog box (the second version of the Container Allocation dialog box) processes the receipt of empty containers. This dialog box has the look and feel of the Serial Receipt dialog box. Using this dialog box, you must enter container numbers for the number of containers received. The system creates container records for the container numbers entered. As with the receipt and selling of containerized items, the program forces balancing before you can complete and successfully complete the Container Allocation dialog box.

e-wms Processing

For warehouses that are e-wms enabled, you can access e-wms purchase orders that have been received and not yet updated through the Receipt Register. From the Footer screen of PO Receipts Entry you can enter add ons, such as freight charges, associated with the order and optionally factored. Note that you cannot delete/add/modify items on the PO. When you select an e-wms purchase order, the system displays the message: *The e-wms receipt for document XXXXXXXX has been updated. There are limited document changes available.*

If a sales order invoice is printed and run through the *Daily Sales Register* before the PO Receipt add ons are included or changed, the system marks the invoice as Reprint Required. You have to print the invoices again to process them through the *Daily Sales Register*.

The Non PO Receipts Entry program is disabled for warehouses with e-wms PO processing enabled.

Resizing the Screen

You can resize the screen for programs in the Purchase Order Entry suite. To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left. To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow drag the border up or down. To change the height and width at the same time, point to any window corner. When the pointer changes into a diagonal double-headed arrow drag the border in any direction.

Menus

<u>File</u>

Menu Selection	Function
Delete	Deletes the current document. The system deletes line items and sets the header to deleted. The document prints on the register as an audit trail of document numbers assigned.
Stop Receipt	Stops the current receipt that is in process. Once a PO receipt is complete and saved, it can no longer to stopped. This option is available only when you are receiving a purchase order.
Suggested POs	Accesses the Import Suggested PO's dialog box, which is used to import items from a suggested purchase order into the current purchase order.
Import Direct Shipments	Accesses the *Import Direct Shipments* dialog box, which is used to import direct ship items from a sales order into the current purchase order.
Preferences	Accesses the Tab Order and Browse Columns menu options. Select the Browse Columns menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them. Select Tab Order menu option to access the *Tab Order* dialog box, which is used to set the tab order for the entry fields on the screen.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Vendor Inquiry F5	Accesses the *Vendor Inquiry* to display vendor information.
Item Inquiry	Accesses the *Item Inquiry* to display item information.
Item Interchange Inquiry	Displays a list of interchange number for the current item.
Replenishment Inquiry	Accesses the *Replenishment Detail Inquiry* to view replenishment information for the selected item.
Doc Overview Inquiry	Accesses the *Overview* dialog box to view item information for the current document.
SO Document Inquiry	Accesses the *SO Document Inquiry* to display current and past sales documents.
PO Document Inquiry	Accesses the *PO Document Inquiry* to display open, receipt and past purchase order documents.

Find

Menu Selection	Function
Purchase Order Lookup	Opens the Lookup for purchase orders.
Document Quicksearch	Opens the *Document Quicksearch* to help you quickly locate a specific document.
Vendor QuickSearch	Opens the *Vendor QuickSearch* to quickly locate a customer. The QuickSearch helps you to find a vendor faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Item QuickSearch	Opens the *Item Quicksearch* dialog box to quickly locate an item. The QuickSearch helps you to find an item faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Find Detail Line	Opens a dialog box where you can enter the number of an item to help you quickly locate the item's detail line in the item list.

Notes

Menu Selection	Function
Vendor	Opens the *Notes Manager* for the current vendor.
Ship From	Opens the *Notes Manager* for the current Ship From vendor.
Warehouse	Opens the *Notes Manager* for the current warehouse.
Item	Opens the *Notes Manager* for the current item.
Document	Opens the *Notes Manager* for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.
Detail Line	Opens the *Notes Manager* for the current detail line item.
Import Vendor	Opens the *Import Vendor Notes* dialog box for the current vendor. Use this dialog box to import vendor notes to this item
Import Item	Opens the *Import Item Notes* dialog box for the current item. Use this dialog box to import component items notes to the item.

Additional

Menu Selection	Function
Maintain	Maintains records for the available fields on this screen.
Date Display	When entering receipts, opens the *Date Display* dialog box to change document dates.
Buying Target	Open the *Buying Targets* dialog box vendor/product line buying targets.
Aggregate Cost Discounts	Open the *Aggregate Cost Discount* dialog box to apply aggregate discounts for the line items.
Cost Selection	Open the *Cost Selection* dialog box to view or select an alternate cost to use for the current item.
Item Tax Info	Open the *Line Item Sales Tax* dialog box

	to view or change the sales tax information for a line item.
Serial/Lot Distribution	Open the *Lot Allocation* or the *Serial Number Allocation* dialog box to enter the numbers for the items on the purchase order document.
Stock Reservations - Incoming	Open the *Stock Reservations* dialog box to view existing or reserve stock to fill a sales order or warehouse transfer backorder.
Custom Fields-Header	Open the *User Fields* dialog box to enter custom fields for the header information.
Custom Fields-Detail	Open the *User Fields* dialog box to enter custom fields for the detail line item information.

Activity

Menu Selection	Function
PO Entry	Change to the *PO Entry* program.
PO Receipts	Change to the *PO Receipts* program.
Non PO Receipts Entry	Change to the *Non PO Receipts Entry* program.
Returns PO	Change to the *Returns PO* program.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help	Accesses the Help system index.

on

Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

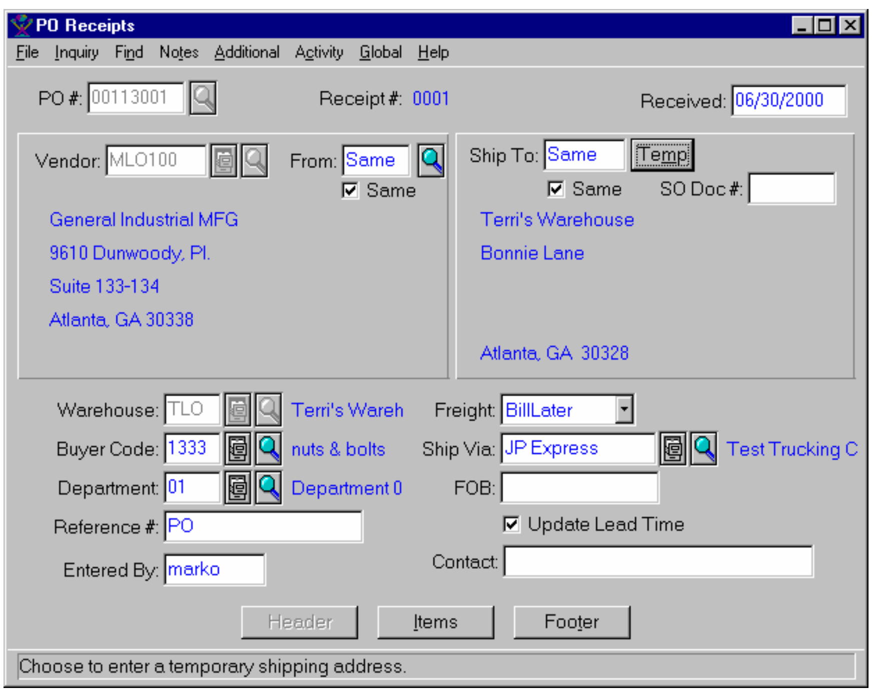
PO Receipts—Header View

Using the Header view of *PO Receipts*, enter the purchase order number that you want to confirm. There are three screens for confirming a purchase order: Header, Items, and Footer.

Enter the number of the purchase order to confirm. The Confirmation Options dialog box opens for choosing confirmation options. The *Received Date* you enter for the Confirmation Options updates the Received date on the purchase order receipt header. The system also updates the receipt number to designate the number of the receipt for the purchase order.

If any items require a serial or lot number during receipt or a bin number, the appropriate dialog box opens for allocating the item quantities as that item is being confirmed.

When the confirmation options are complete, you proceed to the Items window to edit and confirm the received and backordered quantities. If you need to change any information on the Header, you must select the **Header** button from the Items window.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Lookup icon, which runs the Lookup for the current field. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

PO # Enter the number of the purchase order that you are receiving. When you press **TAB**, the Confirmation Options dialog box opens for choosing the options to confirm the order.

Temp Accesses a temporary Address dialog box, where you can enter the Ship to name, the country, the city, state, Zip, up to 4 lines of address, a contact name, and a phone number. When you print the Purchase order, the temporary ship to location prints in the Ship to section Address Entry dialog box.

Menus

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Additional	Activity
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See Also

PO Receipts Items view

PO Receipts Footer view

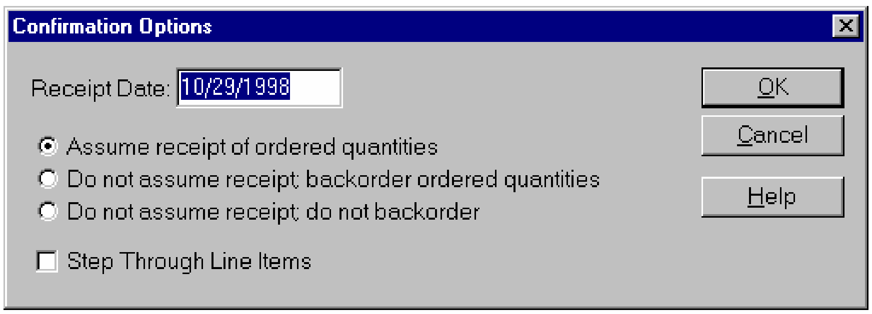
How to receive a purchase order

Confirmation Options Dialog Box

Using this dialog box you can confirm the items and quantities that have been received on an open purchase order. During PO receipt processing, the system automatically displays the *Confirmation Options* dialog box.

Enter the receipt date for the items, and then select the type of confirmation and whether or not to step through the individual line items.

The Stop Receipt option on the File menu is available to stop the confirmation of a purchase order at any time up until it is saved. When your selections for confirming the order are complete, choose the **OK** button. You can also choose **Cancel** to exit without receiving the purchase order.



Form Contents

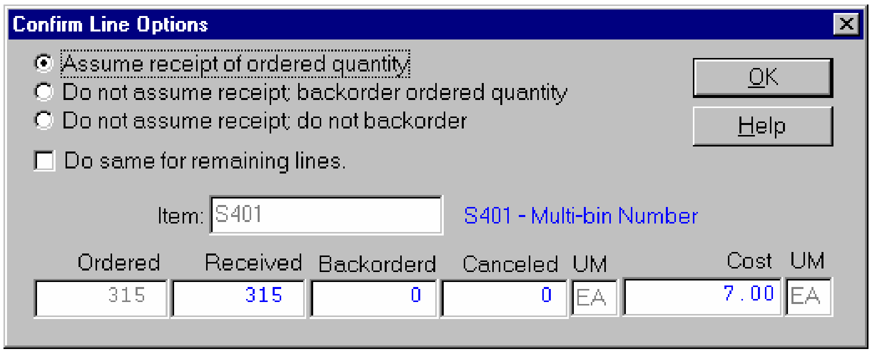
	Fields, Buttons, Checkboxes, & Icons
OK	Saves the new or modified information and exits the screen.
Cancel	Exits the screen without saving any changes.
Help	Accesses online Help for this screen.
Receipt Date	Enter the date the items are actually received. This received date displays on the Header for the purchase order receipt and will also print on the *PO Receipt Register*.
Assume receipt of ordered quantities	Indicates that you want the system to update all line items on the purchase order as received. When complete, you can edit the line items.
Do not assume receipt; backorder all ordered quantities	Indicates that you want the system to backorder all item quantities not update any item quantities as received.
Do not assume receipt; do not backorder	Indicates that you do NOT want the system to receive or backorder the items on the purchase order. All items on the order are cancelled.

Receive Shipment Receipts	Indicated you want the system to receive items shipped via container on an import shipment receipt.
Step Through Line Items	Indicates that you want to step through the line items on the document to verify or edit each of the items as they are being confirmed.

Confirm Line Options Dialog Box

Using this dialog box, you can choose the options for confirming the quantities of the current line item. The system retrieves this dialog box if you selected the **Step Through Line Items** checkbox on the Confirmation Options checkbox.

Select the type of confirmation for the current line, and whether or not to use the same confirmation type for the remaining lines on the order. You can also change the quantities and cost for the current line item. When your selections for confirming the current line item are complete, choose the **OK** button. The next line item will display for confirmation, or when all lines have been confirmed you move to the Items view of *PO Receipts*.



Form Contents

Fields, Buttons, Checkboxes, & Icons	
OK	Saves the new or modified information and exits the screen.
Help	Accesses online Help for this screen.
Assume receipt of ordered quantity	Indicates that you want to confirm the ordered quantity of the item as received in full.
Do not assume receipt; backorder ordered quantity	Indicates that you want to place the entire ordered quantity of the item on backorder and not receive any quantities of the item.
Do not assume receipt; do not backorder	Indicates that you want to not receive or backorder any quantity of the item. The order for this item is canceled.
Do same for remaining lines	Indicates that you want to use your selection for the Confirmation Type for the current item for all of the remaining lines on the order. If you do not select this option, the *Confirm Line Options* dialog box displays for each of the remaining lines on the purchase order.
Item	The number of the item for the line you are confirming

displays in this field as a reference.

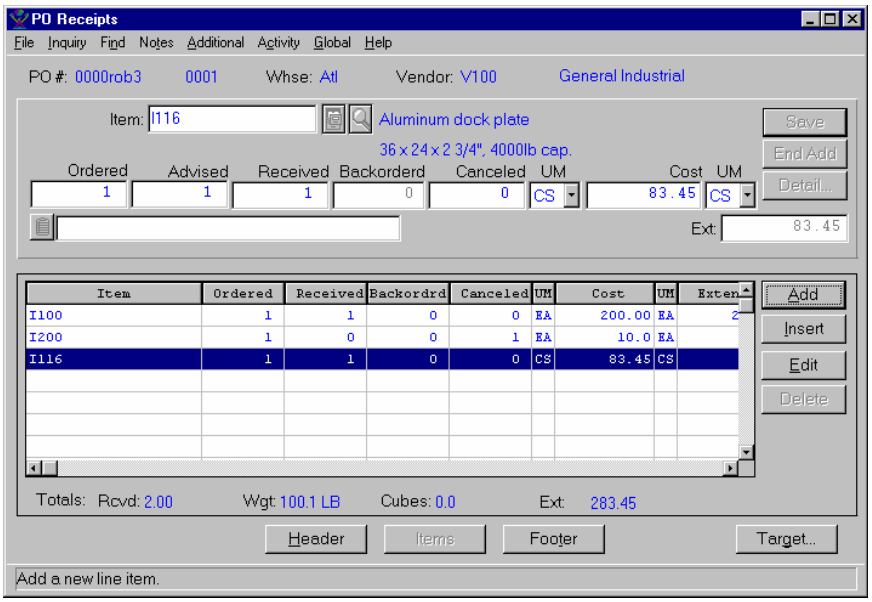
Ordered	The original ordered quantity of the item displays in this field. If necessary, you can change this quantity. However, the quantity received + backordered + canceled must equal the ordered quantity.
Received	If you chose to assume receipt of ordered quantities, this field defaults to the same quantity as the ordered quantity for the current line item. Otherwise, this field is set to zero. You can use the default for this line item or enter the received quantity.
Backordered	If you chose to not assume receipt of ordered quantities and backorder the item, this field defaults to the same quantity as the ordered quantity for the current line item. Otherwise, this field is set to zero. You can use the default for this line item or enter the backordered quantity.
Cost	The cost of the item per costing unit of measure as it was entered on the original purchase order is displayed in this field as the default. You can use this cost or enter a cost for the current line item.

PO Receipts—Items View

Using the Items view of *PO Receipts,* you can review or edit the items that have been received, backordered and canceled for the purchase order that you are confirming

There are three screens for confirming a purchase order: Header, Items, and Footer.

If you step through lines, the confirmed line is added to the item list when you choose to confirm it. If you do not step through, lines are added to the item list as they are confirmed by the system. When the confirmation of all lines is complete, you can choose to add, edit, insert or delete selected lines on the confirmed order.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Header Accesses the Header view of *PO Receipts*.

Footer Accesses the Footer view of *PO Receipts*.

Save Saves the current line item for this purchase order receipt.

End Add Completes the add function. This action does not save your additions. You must click the **Save** button first, then **End Add** to save changes. The label of this button changes to **End Edit** when you select to edit the

	information for a line item.
Detail	Accesses the Line Item Detail dialog box to change or enter line item descriptions, change the requested and promised dates, change the GL Table for posting to General Ledger, and change the status for Update Lead Time, Taxable, and For Resale.
Add	Adds another item to the document.
Insert	Inserts a new item on the document directly above the currently selected item in the item list.
Edit	Edits the currently selected line item so you can make changes to the unit quantity or cost.
Delete	Deletes the currently selected line item from the document.
Target	Accesses the Buying Targets dialog box, which is used to display buying targets for the vendor.
Item	The number of the currently selected item displays in this field. If you add an item to the confirmed order, then the new item number displays in this field and entry of the item and quantities is the same as if you were entering a sales order.
Ordered	The ordered quantity per buying unit of measure for the currently selected item displays in this field. If necessary, you can change the ordered quantity of an item that is being confirmed. However, the ordered quantity must equal the quantity received + backordered + canceled.
Advised	The quantity of the item the vendor claims to have sent. This value defaults to the ordered quantity but it modifiable by receiving personnel.
Received	The quantity of the item that was received displays in this field. If the received quantity is less than the ordered quantity, the difference must display in the *Backordered* field or the *Canceled* field. Or, you can change the ordered quantity to match the quantity received.
Backordered	If backorders are allowed, any backordered quantity from the vendor displays in this field. You can use or enter the backordered quantity for the current line item.
Canceled	The quantity of the item that you want to cancel displays in this field. This is usually when the vendor cannot ship the item or ships only a partial quantity and you do not want to backorder the item. You can use or

enter any item quantity to cancel.

UM	[Unit of Measure] The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure at which you are purchasing the item. You cannot change the buying/costing unit of measure settings where an open PO or SO exists in the system.
Cost	The cost of the item at the costing unit of measure from the original purchase order displays in this field as the default for the item cost. You can use this cost or enter a different cost for the receipt of the item.
UM	The costing unit of measure for the item displays in this field. This field is a display only field to show you the unit of measure at which you are costing the item. You cannot change the buying/costing unit of measure settings where an open PO or SO exists in the system.
Ext	The extended cost of the line item displays in this field. The extended cost is calculated as the buying quantity times the cost less any aggregate line discounts.

You can scroll the item list to the left and right to view additional information, such as aggregate discounts, for the line items.

Menus

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See Also

PO Receipts Header view

PO Receipts Footer view

How to receive a purchase order

PO Receipts—Footer View

Using the Footer view of *PO Receipts,* you can review or enter any Add On charges or document taxes for the purchase order. The total of all information on the document is also available for viewing on the Footer window.

There are three screens for confirming a purchase order: Header, Items, and Footer.

The purchase order number, receipt number, receiving warehouse, and vendor number and name display at the top of the screen. Any Add Ons you added during PO entry or their default amount or percentage for the receipts on the purchase orders display in the *Add On* section of the window. You can use existing Add Ons and their values, or you can enter the amounts or percentages for any of these fields.

The **Factor Costs** button is available to open the Cost Factoring dialog box to choose the cost factoring options for items received on the purchase order. If you are factoring by something other than cost and are in danger of dropping a cost below zero, the system displays a message giving the option of switching and factoring by cost or continuing and posting the excess to the add-on discrepancy account."

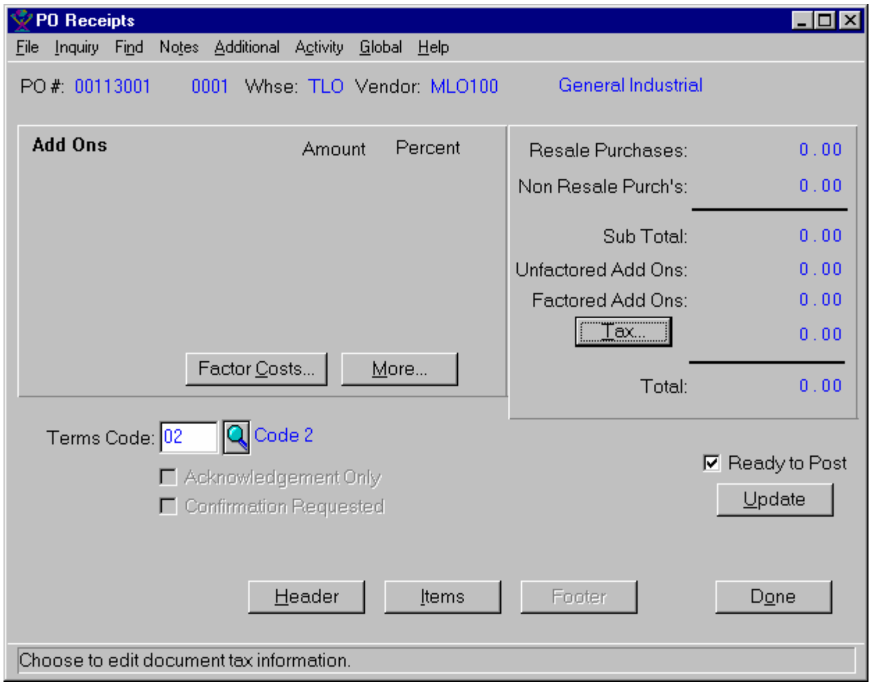
The **More** button opens the *Add On Selections* dialog box for changing the Add Ons for the current purchase order. The **Taxes** button opens a dialog box for changing the *Tax Code* and *Tax Class* assigned to the purchase order.

When all Footer information is complete, you can optionally choose the **Update** button to update the item quantities but not update the GL Distribution. If you do not update now, the item quantities will be updated by the update option in the *PO Receipts Register*. When all information for the receipt is complete, choose the **Done** button to end the receipt and return to the Header windows.

Tip: You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

If you want to delay the update of a receipt, deselect the **Ready to Post** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Lookup icon, which runs the Lookup for the current field. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

Factor Costs

Accesses the *Cost Factoring* dialog box to choose the cost factoring options for items received on the purchase order.

More

Accesses the Add On Selections dialog box for changing the Add Ons that are used for the current purchase document.

You define the Add Ons to automatically display for purchase orders using *Add On Default Maintenance* in *System Management*. The Add Ons you define and their default amounts or percentages display on the Footer screen. You can use these Add Ons and any default amounts or percentage, or you can enter different amounts or percentages

	for the purchase order.
Tax	Accesses the Document Sales Tax dialog box, which is used to modify the tax code and tax class assigned to the purchase document.
Update	Updates all received line items on a receipt.
Done	Ends the receipt process and returns you to the Header window.
Header	Accesses the Header view of the *PO Receipts* program.
Items	Accesses the Items view of the *PO Receipts* program.
Terms Code	The terms code assigned to the vendor displays in this field to define the terms for the document. You can use this terms code or enter a different valid terms code.
Acknowledge ment Only	This option is disabled for PO Receipts.
Confirmation Requested	This option is disabled for PO Receipts.
Ready to Post	Determines whether to delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time. This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user. If you want to delay the update of a receipt, *deselect* the **Ready for Register** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

Menus

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See Also

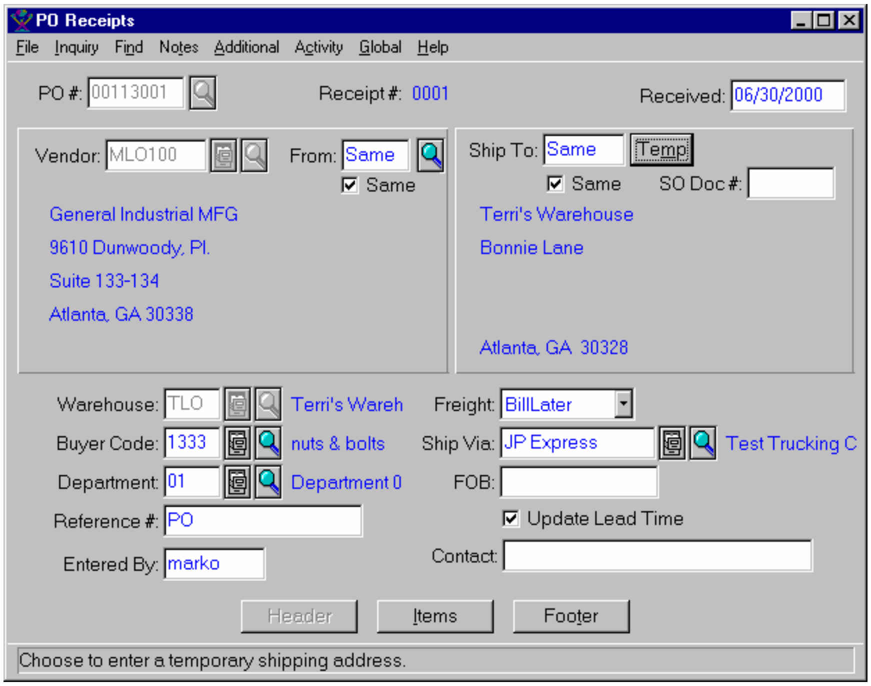
PO Receipts Header view

PO Receipts Items view

How to receive a purchase order

How to receive a purchase order

1. Access the *PO Receipts* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Receipts*➔ *PO Receipts*. The system displays the Header view of *PO Receipts*.



2. In the *PO #* field, enter the number of the purchase order that you are receiving. When you press **Tab**, the Confirmation Options dialog box opens for choosing the options to confirm the order.

3. Select the **Temp** button to access a temporary Address dialog box, where you can enter the Ship to name, the country, the city, state, Zip, up to 4 lines of address, a contact name, and a phone number. When you print the Purchase order, the temporary ship to location prints in the Ship to section Address Entry dialog box.

4. *Receipt #* is a display only field. As you enter items on a purchase order receipt, the system assigns a receipt number to each receipt. For example, if a vendor sends a partial shipment of an order, then *Receipt 0001* is assigned to the first receipt and the purchase order remains open. When the next shipment arrives and you enter the receipt against the open purchase order, *Receipt 00002* is assigned to the next receipt entry for that purchase order number and so on.

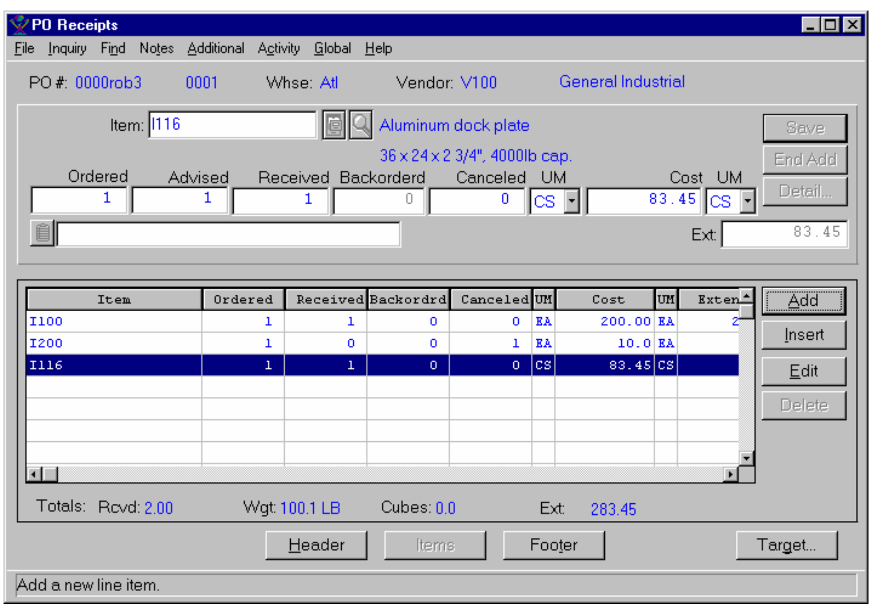
5. Based on the confirmation option you chose, either the system assumes all quantities received as ordered, or you need to enter the received quantities.

6. If the item is a lot or serial number item, the *Lot/Serial Allocation* window opens. See *Serial/Lot Number Allocation* in the *TakeStock Basics* booklet for information on allocating lot or serial numbers.

Tip: TakeStock can track the CofA for lot items from the time the item is received from the supplier to the time it is forwarded to the end user. You can record if a CofA has been received for a Lot either through Lot allocation or through the Receipt view of Lot Item Maintenance by selecting the CofA Received checkbox. When a lot CofA is marked as received, each sales transaction that contains an item from that lot can be accompanied by the CofA document. If not received, each sales transaction that contains an item from that lot is “queued” to a table so that once the CofA is received it may be sent to the customer.

TIP: If you are receiving containerized items, then the system displays the Container Allocation program that allows you to receive, commit, and ship items that are stored in traceable containers. If you are receiving container items, then the system displays the Container Receiving program that allows you to receive, commit, and ship items that are stored in traceable containers. During receipt entry for container items that are set up as multibin, the system runs the bin allocation routine first, and the quantities allocated to the bins must balance with the containers allocated to those bins. For outgoing transactions, the system does not run the bin allocation; the bin allocation is handled through the container allocation process. For containerized items that are in lots, the system displays the lot allocation dialog box first, then the Container Allocation dialog box. The system forces container allocation to balance with the lot allocation.

7. After selecting confirmation options and allocating serial/lot items, the system displays the Items view of *PO Receipts*.



8. The number of the currently selected item displays in the *Item* field. If you add an item to the confirmed order, then the new item number displays in this field and entry of the item and quantities is the same as if you were entering a purchase order.

9. The ordered quantity per buying unit of measure for the currently selected item is shown in the *Ordered* field. If necessary, you can change the ordered quantity of an item that is being confirmed. However, the ordered quantity must equal the quantity received + backordered + canceled.

10. The quantity of the item the vendor claims to have sent displays in the *Advised* field. This value defaults to the ordered quantity but it modifiable by receiving personnel.

11. The quantity of the item that was received displays in the *Received* field. If the received quantity is less than the ordered quantity, the difference must display in the *Backordered* field or the *Canceled* field. Or, you can change the ordered quantity to match the quantity received.

12. If backorders are allowed, any backordered quantity from the vendor displays in the *Backordered* field. You can use or change the backordered quantity for the current line item.

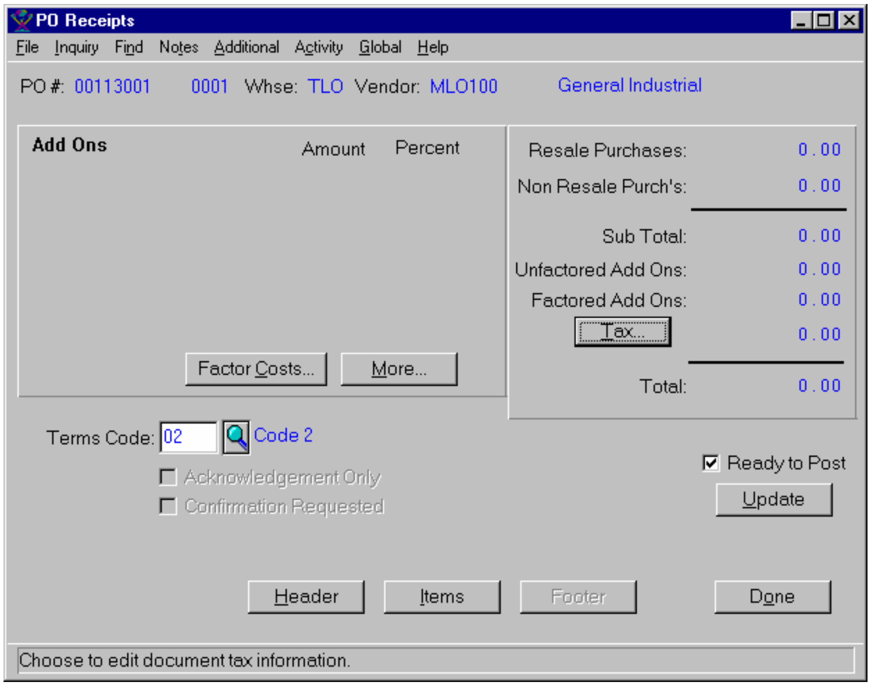
13. The quantity of the item that you want to cancel displays in the *Canceled* field. This is usually when the vendor cannot ship the item or ships only a partial quantity and you do not want to backorder the item. You can use or change any item quantity to cancel.

14. The cost of the item at the costing unit of measure from the original purchase order displays in the *Cost* field as the default for the item cost. You can use this cost or enter a different cost for the receipt of the item.

15. If a note for a line item has been entered, the first 50 characters of the note display in the *Note* display field. You can add, change or delete a line item note by choosing the **Notes** icon, or choosing the *Detail Line* option from the Notes menu.

16. The *Extension* field is a display only field and contains the extended cost of the line item. The extended cost is calculated as the quantity received times the cost less any aggregate line discounts.

17. When all items have been received, choose the **Footer** button to move to the footer window and complete confirmation of the purchase order.



18. The purchase order number, receipt number, warehouse and vendor display at the top of the screen. Any Add Ons that you entered during PO entry or their default amounts or percentages for purchase orders display on the screen. You can use the existing Add On defaults and their values as they display, or you can enter the amounts or percentages for any of the Add Ons.

19. The **More** button is available for changing the Add Ons for the current purchase order receipt. This button opens the *Add On Selections* dialog box, which is explained in online help.

20. The **Factor Costs** button is available to open the *Cost Factoring* dialog box to choose the options for factoring the costs of the Add Ons to the cost of the received items on the purchase order.

21. The **Taxes** button opens a dialog box for changing the *Tax Code, Tax Class* and taxable status of the items on the purchase order receipt.

22. If you want to delay the update of a receipt, deselect the **Ready to Post** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

Tip: You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

23. When all Footer information is complete, you can optionally choose the **Update** button to update the item quantities (the GL Distribution is not updated). If you do not update now, the item quantities will be updated by the update option in the *PO Receipts Register*. When all information for the receipt is complete, choose the **Done** button to end the receipt and return to the Header window to enter another receipt or exit.

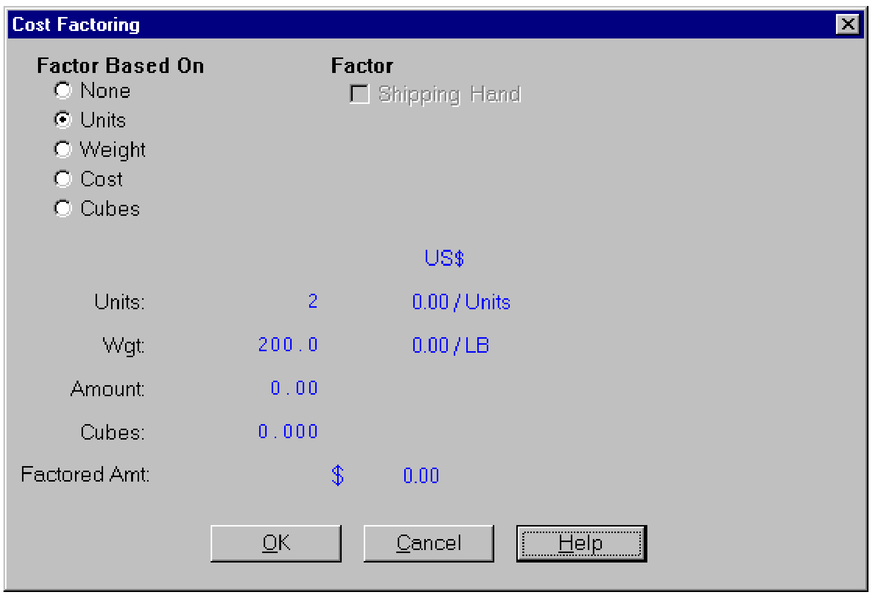
24. When all entries are complete and saved, choose *File* ➔ *Exit*.

Cost Factoring Dialog Box

Using this dialog box you can choose the options for factoring the costs of the Add Ons to the cost of the received items on the purchase order.

Whether or not an Add On can be considered for cost factoring is set for each Add On in the Cost & GL view of *Add On Maintenance* in *System Management.* In most cases, only Freight charges will be set up for factoring.

The default *Factor* for freight that you set up in *PO Control Maintenance* is the default *Factor Based On* selection for this dialog box. When your selections for factoring the Add Ons is complete, choose the **OK** button. To exit without saving any changes, choose the **Cancel** button.



Form Contents

Fields, Buttons, Checkboxes, & Icons

OK Saves the new or modified information and exits the screen.

Cancel Exits the screen without saving any changes.

Help Accesses online Help for this screen.

Factor Based On — In the Factor Based On section of the dialog box, select the basis to use for factoring the Add Ons to the costs of the items. Select:

None—To not factor any Add Ons into the costs of the items.

Total Units—To use the total number of all units received on the purchase order to factor the cost of Add Ons.

Total Weight—To use the total weight of all items received on the purchase order to factor the cost of the Add Ons.

Total Dollars—To use the total dollars for all items received on the purchase order to factor the cost of the Add Ons.

Factor In the Factor section of the dialog box, select the Add Ons to factor into the costs of the items. The status of each Add On is determined by the option set for the Add On in *Add On Maint*. in *System Management.* An Add On can be set to **default** to Yes or No and can be changed here. If an Add On is set to **Always** be set to Yes or No, then that status cannot be changed here.

Factor Costs Selects the options for factoring the cost of the Add Ons to the cost of the received items on the purchase order.

Non PO Receipts Entry

Using this program to enter the receipt of items when a purchase order has not been issued for the items. *Non PO Receipts* is also available to enter goods that are received for which no purchase order exists, such as orders placed over the phone that have not been entered into the system. This allows you to enter and receive a purchase order at the same time. Such receipts are assigned non-purchase order numbers manually or they can be assigned automatically by the system.

There are three screen for a non-PO receipt:

Non PO Receipts Header view

Non PO Receipts Items view

Non PO Receipts Footer view

Vendor Consignment Processing

If you enter a PO document with an *Initiating Warehouse* that is marked as a consigned warehouse, the system assumes consigned goods are being ordered. The goods are received using *PO Receipts Entry* and updated through the *PO Receipts Register*. The system uses the appropriate consignment inventory and receipts accounts for GL posting. Unlike normal warehouse receipts, consignment receipts do not require nor allow an AP invoice to be entered against the PO receipt for the consigned goods. This means that when you enter the AP Document, you cannot choose the receipt to match against. You must enter a GL account as the offset expense to AP.

PO Line Item promised dates based on lead time

You can base PO Line Item promised dates on individual item's lead times. The **Default promised dates based on lead time** checkbox in PO Control Maintenance allows you to base the PO Line Item promised dates on the individual item's lead times. If you select this checkbox, the system defaults the promised date of each line item in *Purchase Order Entry* and *Non PO Receipts Entry* to the PO entry date plus the item's average lead time as found in the Warehouse/Item Maintenance. If this control option is not set, then the promised date for each line item will continue to default to the PO header's promised date.

Goods Received Note (GRN)

Details of individual PO receipts can now be printed in the form of Goods Received Note (GRN). A Goods Received Note (GRN) is a printed document that lists the details of an individual receipt. It can be printed either at the end of the receiving process (as an option in PO Receipts) or as a standalone report from the PO Receipts menu. This document also functions as a Goods Returned Note for a shipment of returned goods to the vendor, (Goods Returned Note). The option to prompt for a Goods Received/Returned Note during receipt entry is controlled by the **Use GRN in PO Receiving** option on the PO Lines view of PO Control Maintenance.

GRNs can be printed after entry of the details or subsequently as part of a batch; after receipt entry but prior to Receipt Register update. The default value for the prompt is maintainable on the *Forms* view of the same program. The GRN printout contains page breaks on Receipt number, so if a Purchase Order has multiple receipts, a GRN prints for each one. When the *Multi-Currency* feature is in use, you have the option of including multi-currency information in addition to the regular base currency listings on the GRN through the Multi-Currency Information option on the Forms view of PO Control Maintenance. Line and extension amounts are listed in base currency, using document-to-base currency conversions (including Euro triangulation where in use). When a document's currency is different from the base currency, an extra line of information will be printed directly below the item line. This extra line lists the document's currency, exchange rate and document-currency extension amount. The form itself should be specified as “2018-L-12-11-N in Form Specification Maintenance.
Constraints/Limitations: Currently, only one GRN form, 2018-L-12-11-N, is available. This form is a non-preprinted 12 CPI laser form.

Advised Quantities

When the Allow Advised Quantity Entry option in PO Control Maintenance is selected, a new entry field appears on PO Receiving screens next to the Ordered field. Advised Quantities the quantity a vendor claims to have shipped This value will default to the ordered quantity but can be modified while the line is being edited by receiving personnel. The user can view the Advised quantity on the GRN, where in use, and in the PO document inquiry.

Note: The addition of this field has increased the total screen size of the PO Entry programs permanently such that a resolution of 800x600 must be used to view the entire screen.

Multiple Buying/Costing UMs

You can assign more than one UM for both buying and costing in the new drop-down boxes that list all valid buying and costing units of measure. If an item has only one buying and/or costing UM, the respective drop-down box(es) are display only and do not allow entry. In the UM view of Item Maintenance, you can set the default and alternate buying and costing UMs. You cannot change the costing unit of measure settings where an open PO or SO exists in the system.

Receipt of inventory to be allocated to containers

When enter a non-po receipt for an item that uses traceable containers, you must select a valid container type. You can change the container type selection prior to PO Receipts processing.

When inventory arrives into a warehouse in a container, the inventory must be properly linked to the container. You can allocate the inventory to a valid, new, or certified container. This allocation creates a container record. Within this record, the system maintains pertinent information about the container/item, such as amount of inventory stored, PO number, date of receipt, and serial number, if any. You can also assign the container/item to a bin and/or Lot. If the Unit of measure for the container type is not a valid unit of measure for the item, you must create the unit of measure in the item master record.

By linking a container item number with the containerized item, PO Receipts Entry or PO Receipts by Item processing updates both items (container and contents), the container table, and container history table. If empty container items are received, PO receipts processing performs the usual updates to the item, plus the container table and container history table.

The PO Receipts Register program prints container types, container numbers, and container serial numbers, if applicable.

The Container Receiving dialog box (the second version of the Container Allocation dialog box) processes the receipt of empty containers. This dialog box has the look and feel of the Serial Receipt dialog box. Using this dialog box, you must enter container numbers for the number of containers received. The system creates container records for the container numbers entered. As with the receipt and selling of containerized items, the program forces balancing before you can complete and successfully complete the Container Allocation dialog box.

Hints and Examples

If you delete a non-purchase order receipt, the line items are deleted and the received quantities are removed. The purchase order number is not deleted. The deleted purchase order number prints on the next *Receipts Register* with a note that the non-purchase order receipt has been deleted. This acts as an audit trail of all purchase order numbers used.

e-wms Processing

For e-wms enabled warehouses, Purchase Order Entry runs e-wms processing when you finish entering the purchase order. Refer to the *e-wms Users Guide* for additional processing and program details about the e-wms feature.

As you save each line item, the system runs the Alternate Package Code Allocation routine to convert the ordered quantity to the smallest quantity and determine the Pack Size, and Alternate Package Code passed to the e-wms system. This information is passed to the necessary e-wms send tables and processed by the e-wms Update Receive Process.

If you edit an existing purchase order that has already passed information via e-wms process and the record status is ‘locked’, the system displays a message indicating the PO cannot be changed and disallows edits of the production ticket. If the ewms record status is not “Locked”, the system displays a message indicating the e-wms status and gives you the option to edit the purchase order. If you edit the document, the system runs the e-wms send procedure again, with the document “Nuke” options. Once you complete your changes, the e-wms processing occurs as if you are sending a new purchase order.

There is no change in the processing of Serial numbers, Lots, or Containers in Purchase Order Entry, with regard to e-wms processing.

PO Receipts Entry: For warehouses that are e-wms enabled, you can access e-wms purchase orders that have been received and not yet updated through the

Receipt Register from the Footer screen the PO Receipts Entry. You can use this feature to enter add ons, such as freight charges, associated with the order and optionally factored. Note that you cannot delete/add/modify items on the PO. When you select an e-wms purchase order, the system displays the message: The e-wms receipt for document XXXXXXXX has been updated. There are limited document changes available.

If a sales order invoice is printed and run through the Daily Sales Register before the PO Receipt add ons are included or changed, the system marks the invoice as Reprint Required. You have to print the invoices again to process them through the Daily Sales Register.

Non-PO Receipts Entry: For warehouses that are e-wms e-enabled, the Non-PO Receipts Entry programs is disabled.

Resizing the Screen

You can resize the screen for programs in the Purchase Order Entry suite. To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left. To change the height, point to the top or bottom window border. When the pointer changes into a vertical double-headed arrow drag the border up or down. To change the height and width at the same time, point to any window corner. When the pointer changes into a diagonal double-headed arrow drag the border in any direction.

Menus

File

Menu Selection	Function
Delete	Deletes the current document. The system deletes line items and sets the header to deleted. The document prints on the register as an audit trail of document numbers assigned.
Stop Receipt	Stops the current receipt that is in process. Once a PO receipt is complete and saved, it can no longer to stopped. This option is available only when you are receiving a purchase order.
Suggested POs	Accesses the Import Suggested PO's dialog box, which is used to import items from a suggested purchase order into the current purchase order.
Import Direct Shipments	Accesses the *Import Direct Shipments* dialog box, which is used to import direct ship items from a sales order into the current purchase order.
Preferences	Accesses the Tab Order and Browse Columns menu options Select Browse Columns menu option to access the *Move and Lock Columns* dialog box, which is used to arrange the columns in the transaction list in the order you want to view them. Select Tab Order menu option to access the *Tab Order* dialog box, which is used to set the tab order for the entry fields on the screen.
Exit	Exits the current program.

Inquiry

Menu Selection	Function
Vendor Inquiry F5	Accesses the *Vendor Inquiry* to display vendor information.
Item Inquiry	Accesses the *Item Inquiry* to display item information.
Item Interchange Inquiry	Displays a list of interchange number for the current item.
Replenishment	Accesses the *Replenishment Detail Inquiry*

Inquiry	to view replenishment information for the selected item.
Doc Overview Inquiry	Accesses the *Overview* dialog box to view item information for the current document.
SO Document Inquiry	Accesses the *SO Document Inquiry* to display current and past sales documents.
PO Document Inquiry	Accesses the *PO Document Inquiry* to display open, receipt and past purchase order documents.

Find

Menu Selection	Function
Purchase Order Lookup	Opens the Lookup for purchase orders.
Document Quicksearch	Opens the *Document Quicksearch* to help you quickly locate a specific document.
Vendor QuickSearch	Opens the *Vendor QuickSearch* to quickly locate a customer. The QuickSearch helps you to find a vendor faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Item QuickSearch	Opens the *Item Quicksearch* dialog box to quickly locate an item. The QuickSearch helps you to find an item faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.
Find Detail Line	Opens a dialog box where you can enter the number of an item to help you quickly locate the item's detail line in the item list.

Notes

Menu Selection	Function
Vendor	Opens the *Notes Manager* for the current vendor.
Ship From	Opens the *Notes Manager* for the current Ship From vendor.
Warehouse	Opens the *Notes Manager* for the current warehouse.
Item	Opens the *Notes Manager* for the current item.

Document	Opens the *Notes Manager* for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.
Detail Line	Opens the *Notes Manager* for the current detail line item.
Import Vendor	Opens the *Import Vendor Notes* dialog box for the current vendor. Use this dialog box to import vendor notes to this item
Import Item	Opens the *Import Item Notes* dialog box for the current item. Use this dialog box to import component items notes to the item.

<u>Additional</u>

Menu Selection	Function
Maintain	Maintains records for the available fields on this screen.
Date Display	When entering receipts, opens the *Date Display* dialog box to change document dates.
Buying Target	Open the *Buying Targets* dialog box vendor/product line buying targets.
Aggregate Cost Discounts	Open the *Aggregate Cost Discount* dialog box to apply aggregate discounts for the line items.
Cost Selection	Open the *Cost Selection* dialog box to view or select an alternate cost to use for the current item.
Item Tax Info	Open the *Line Item Sales Tax* dialog box to view or change the sales tax information for a line item.
Serial/Lot Distribution	Open the *Lot Allocation* or the *Serial Number Allocation* dialog box to enter the numbers for the items on the purchase order document.
Stock Reservations - Incoming	Open the *Stock Reservations* dialog box to view existing or reserve stock to fill a sales order or warehouse transfer backorder.

Custom Fields-Header	Open the *User Fields* dialog box to enter custom fields for the header information.
Custom Fields-Detail	Open the *User Fields* dialog box to enter custom fields for the detail line item information.

Activity

Menu Selection	Function
PO Entry	Change to the *PO Entry* program.
PO Receipts	Change to the *PO Receipts* program.
Non PO Receipts Entry	Change to the *Non PO Receipts Entry* program.
Returns PO	Change to the *Returns PO* program.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

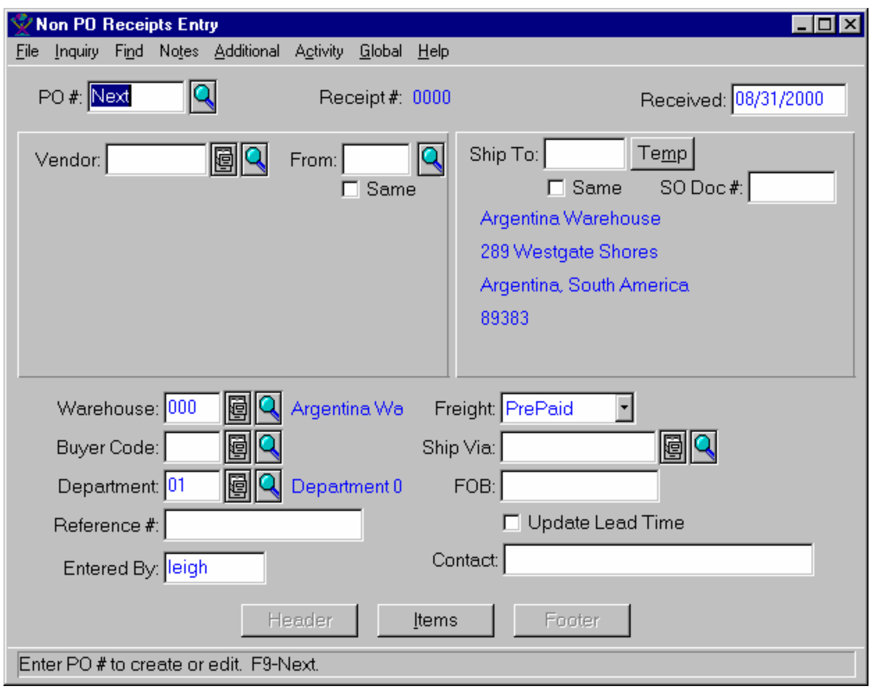
Non PO Receipts Entry—Header View

Using this program, you can enter the receipt of items when a purchase order has not been issued for the items.

Non-purchase order receipts are entered to record the receipt of items from a vendor when there has not been a previous purchase order entered into the system. For example, if you place an order over the phone and receive the items without entering a purchase order, you can use this program to enter and receive the items all at the same time.

The Header window allows you to designate who placed the order and from where it was shipped. You also define information for the non-purchase order receipt, such as method of shipping, how to handle freight charges, the warehouse that will receive the merchandise, and the buyer who placed the order.

There are three screens for entering a non-purchase order receipt; Header, Items, and Footer. When you complete the header information, choose the **Items** button to move to the line item entry window. If you entered a sale order document number to create a direct ship special tie, a dialog box displays the items being entered on the purchase order before moving to the Item window.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Items — Accesses the Items view of *PO Entry*.

Footer — Accesses the Footer view of *PO Entry*.

Temp — Accesses a temporary Address dialog box, where you can enter the Ship to name, the country, the city, state, Zip, up to 4 lines of address, a contact name, and a phone number. When you print the Purchase order, the temporary ship to location prints in the Ship to section Address Entry dialog box.

PO # — Enter the number to assign to a purchase order number to the non-purchase order receipt. You can press **TAB** when NEXT displays in this field to assign the next available purchase order number. Pressing **F9** will also assign the next available number.

Purchase order numbers are eight characters long and are the main identifier of the document. The number may be eight digits long (12345678) if you are not using branches as part of the purchase order number (as set in *Branch Maint*.). If you are using branches in the purchase order number, the code for the branch assigned to the warehouse on the purchase order becomes the prefix and the remaining eight characters are filled with digits. For example, if the branch code is ABC, the purchase order number could be ABC12345,

If you need to change or delete an existing non-purchase order receipt, enter the existing purchase order number in this field to open it. If a document note exists for the document number you enter, the *Notes Manager* dialog box opens to display the note.

If you delete a non-purchase order receipt, the line items are deleted and the received quantities are removed. The purchase order number is not deleted. The deleted purchase order number will print on the next *Receipts Register* with a note that the non-purchase order receipt has been deleted.

Note: If you enter an existing document number to open the document, you can press **ESC** to end the document as long as you have not made any changes.

Received The date the items are received. This becomes the date for the non-purchase order receipt.

Vendor The number of the vendor from whom you are receiving the items. When you enter a valid vendor number, the vendor's name and address are displayed. From the vendor's record, the following defaults display on the screen: Ship From, buyer, freight code, ship via, FOB, and tax code.

If the vendor's record is set as *Not Valid for PO*, *Inactive* or *On Hold*, an appropriate message is displayed.

From This field defaults to the primary Ship From vendor set up for the vendor you entered. You can press **Tab** to accept this default, or enter a different valid Ship From vendor. Press **F9** to enter SAME so the *Ship From* vendor is set to the same number as the vendor field.

If you enter a different Ship From vendor, the buyer, freight code, ship via, FOB, and tax code defaults come from the Ship From vendor's record.

SO Doc# When you are entering a new purchase order, you can enter the sales order number of a direct shipment to create a special tie for the vendor and customer. The sales order cannot already have a special tie attached to it. The special tie will cause the items on the sales order to be pulled into the purchase order line items automatically for receipt. When the purchase order is updated, the items on the sales order for direct shipment can also be updated to reflect the shipment to the customer. Your inventory quantities are not updated for the receipt or shipment of items when there is a direct shipment special tie.

If the sales order number is not valid or not for a direct shipment, or if the purchase order and sales order are not for the same warehouse, the entry in this field will not be accepted.

Warehouse The code of the warehouse where you will receive the items on this non-PO receipt. The warehouse from your user profile displays as the default.

Freight The code of the freight Add On for this non-PO receipt. The freight code from the vendor's record or the Ship From record displays as the default.

Buyer Code The code of the buyer for this non-PO receipt order. The buyer from the vendor's record or the Ship From record displays as the default.

Ship Via	The code of the ship via to use for this non-PO receipt. The ship via code from the vendor's record or the Ship From record displays as the default.
Department	The department from your user profile displays as the default for posting to General Ledger by profit/cost centers. You can use this department, or enter a different department code for this non-PO receipt.
FOB	The code of the Freight On Board for this non-PO receipt. The FOB code from the vendor's record or the Ship From record displays as the default.
Reference #	This is an optional 15-character field for entering a reference number to print on the non-PO receipt. If you created a tie to the non-PO receipt from a sales order, the sales order number displays in this field as the reference. You can enter a number for this field or leave it blank.
Update Lead Time	Indicates that you want lead-time to be updated for the items on the non-purchase order receipt. By default, this option is not selected.
Entered By	The user code from your user profile displays in this field as the default to identify the person who actually entered the non-PO receipt. You can use the default or enter a different user code.
Contact	The name of your contact at the vendor's location. The contact from the vendor's record or the Ship From record displays as the default.

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See Also

Non PO Receipts Items view

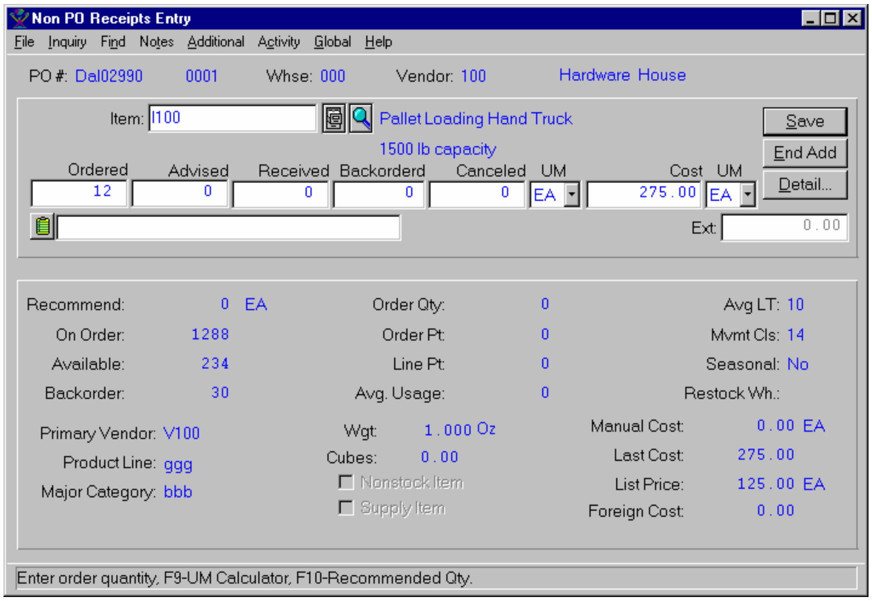
Non PO Receipts Footer view

How to enter a non-purchase order receipt

Non PO Receipts Entry—Items View

Using the Items view of *Non PO Receipts Entry,* you can review or edit the items that have been received, backordered and canceled for the purchase order that you are entering.

There are three screens for entering a non-PO receipt: Header, Items, and Footer.



The purchase order number, receipt number, warehouse and vendor information displays at the top of the screen. Enter the number of the item you received. Then, enter the quantity received, backordered and canceled, and the cost at the costing unit of measure. The buying and costing units of measure for the item cannot be changed during *PO Receipts Entry*.

The **Detail** button is available to open the Line Item Detail dialog box to enter a different item description, change the requested and promised dates, change the GL Table for posting to General Ledger, and change the status for Update Lead Time. For any line item, the Additional menu offers many options to enter or view buying targets, alternate costs, item tax information and other features. Be sure to check the options available on this menu.

When entering the quantities, you can choose **F9** to use the *UM Calculator*. For the ordered quantity, choose **F10** to use the *Recommended* units to order as calculated by the system. At the *Cost* entry, you can choose **F9** to open the *Cost Selection* dialog box.

When an item entry is complete, choose the **Save** button to save the line item detail in the item list. When all detail line items are complete, choose **End Add (**or **End Edit** or **End Insert)**. The buttons for the item list are then available to maintain the detail lines. When all detail lines are complete, choose the **Footer** button to move to the footer screen.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Header — Accesses the Header view of *PO Receipts*.

Footer — Accesses the Footer view of *PO Receipts*.

Save — Saves the current line item for this purchase order.

End Add — Completes the add function. This action does not save your additions. You must click the **Save** button first, then **End Add** to save changes. The label of this button changes to **End Edit** when you select to edit the information for a line item.

Detail — Accesses the Line Item Detail dialog box to change or enter line item descriptions, change the requested and promised dates, change the GL Table for posting to General Ledger, and change the status for Update Lead Time, Taxable, and For Resale.

Add — Adds another item to the document.

Insert — Inserts a new item on the document directly above the currently selected item in the item list.

Edit — Edits the currently selected line item so you can make changes to the unit quantity or cost.

Delete — Deletes the currently selected line item from the document.

Target — Accesses the Buying Targets dialog box, which is used to display buying targets for the vendor.

Item — The number of the item for the purchase document. If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number to use.

If the item you enter has been superseded, a dialog box opens to let you know that the item is inactive and cannot be purchased.

When you enter an item number, the buying UM, default cost for the vendor, and costing UM display in the line entry. The warehouse information, replenishment controls, and vendor information for the item, warehouse and vendor displays at the bottom of the screen as a reference. You can use the Lookup or *Item Quicksearch* (from the Find menu) to help locate an item number.

Ordered	The quantity of the item per buying unit of measure that you ordered. If the item has multiple buying units of measure, the **F9** key is available to open the *UM Calculator* to calculate the quantity at different units of measure.
Advised	The quantity of the item the vendor claims to have sent. This value defaults to the ordered quantity but it modifiable by receiving personnel.
Received	The quantity of the item at the buying unit of measure that you actually received. If you did not receive any of the item you ordered, enter zero for this field and either backorder or cancel the item quantity.
Back-ordered	If you did not receive the total ordered quantity of the item, enter the quantity at the buying unit of measure that you want to place on backorder from the vendor. If you are not backordering any quantity of the item, enter a zero.
Canceled	If you did not receive the total ordered quantity of the item, enter the quantity at the buying unit of measure that you want to cancel. If you do not want to cancel any quantity of the item, enter a zero.
UM	[Unit of Measure] The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure at which you are purchasing the item.
Cost	The default cost at the costing unit of measure for the vendor, warehouse and item displays in this field. You can use this cost, enter a different cost, or press **F9** to open the Cost Selection dialog box to choose a valid cost.
UM	The costing unit of measure for the item displays in this field. This field is a display only field to show you the unit of measure at which you are costing the item.
Ext	The extended cost of the line item displays in this display only field. The extended cost is calculated as the buying quantity times the cost less any aggregate line discounts.

You can scroll the item list to the left and right to view additional information, such as aggregate discounts, for the line items.

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See Also

Non PO Receipts Header view

Non PO Receipts Footer view

How to enter a non-purchase order receipt

Non PO Receipts Entry—Footer View

Using the Footer view of *Non PO Receipts Entry,* you can review or enter any Add On charges or document taxes for the non-purchase order receipt. The total of all information on the document is also available for viewing on the Footer window.

There are three screens for confirming a purchase order: Header, Items, and Footer.

The purchase order number, receipt number, receiving warehouse, and vendor number and name display at the top of the screen. Any Add Ons and their default amount or percentage for the receipts on the purchase orders display in the *Add On* section of the window. You can use the Add On defaults and their values, or you can enter the amount or percentage for any of these fields.

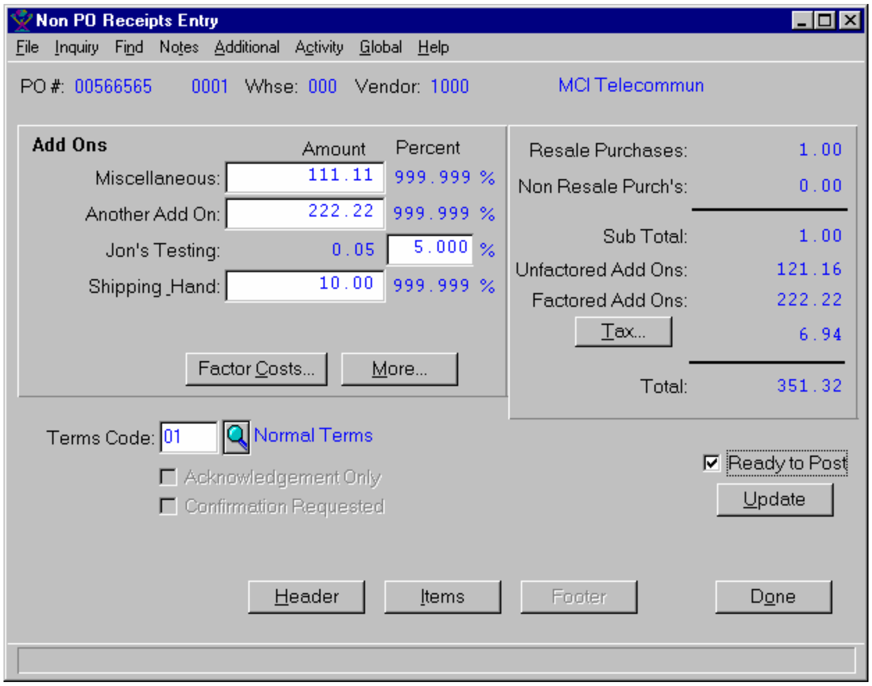
The **Factor Costs** button is available to open the Cost Selection dialog box to choose the cost factoring options for items received on the purchase order. The **More** button opens the *Add On Selections* dialog box for changing the Add Ons for the current purchase order. The **Taxes** button opens a dialog box for changing the *Tax Code* and *Tax Class* assigned to the purchase order.

When all Footer information is complete, you can optionally choose the **Update** button to update the item quantities but not update the GL Distribution. If you do not update now, the item quantities will be updated by the update option in the *PO Receipts Register*. When all information for the receipt is complete, choose the **Done** button to end the receipt and return to the Header windows.

Tip: You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

If you want to delay the update of a receipt, deselect the **Ready to Post** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Lookup icon, which runs the Lookup for the current field. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

Factor Costs

Accesses the *Cost Factoring* dialog box to choose the cost factoring options for items received on the purchase order.

More

Accesses the *Add On Selections* dialog box for changing the Add Ons that are used for the current purchase document.

You define the Add Ons to automatically display for purchase orders using *Add On Default Maintenance* in *System Management*, The Add Ons you define and their default amounts or percentages display on the Footer screen. You can use these Add Ons and any default amounts or percentage, or you can enter different amounts or percentages for the purchase order.

Tax

Accesses the Document Sales Tax dialog box, which is used to modify the tax code and tax class assigned to the purchase document.

Update

Updates all received line items on a receipt.

Done	Ends the receipt process and returns you to the Header window.
Header	Accesses the Header view of the *PO Receipts* program.
Items	Accesses the Items view of the *PO Receipts* program.
Terms Code	The terms code assigned to the vendor displays in this field to define the terms for the document. You can use this terms code or enter a different valid terms code.
Acknowledge-ment Only	This option is disabled for PO Receipts.
Confirmation Requested	This option is disabled for PO Receipts.
Ready to Post	Determines whether to delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time. This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user. If you want to delay the update of a receipt, *deselect* the **Ready for Register** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

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See Also

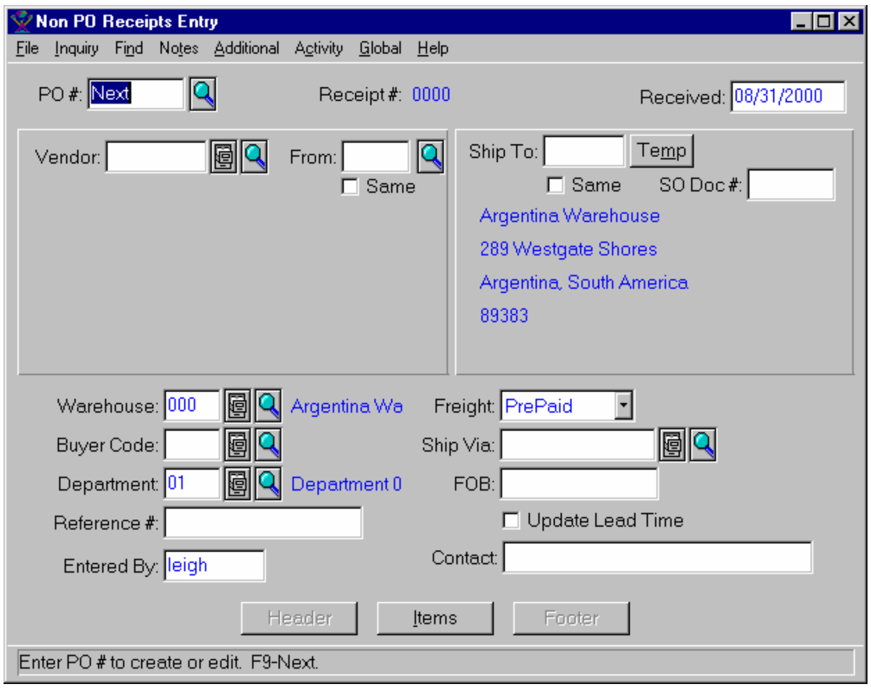
Non PO Receipts Header view

Non PO Receipts Items view

How to enter a non-purchase order receipt

How to enter a non-purchase order receipt

1. Access the *Non PO Receipts Entry* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders ➔ Receipts➔ Non PO Receipts Entry*. The system displays the Header view of *Non PO Receipts Entry*.



2. In the *PO #* field, enter the number of the purchase order that you are receiving. If you need to change or delete an existing non-purchase order receipt, enter the existing purchase order number in this field to open it.

3. You can press **Tab** when *NEXT* displays in this field to assign the next available purchase order number. Pressing **F9** will also assign the next available number.

4. Purchase order numbers are eight characters long and are the main identifier of the document. The number may be eight digits long (12345678) if you are not using branches as part of the purchase order number (as set in *Branch Maint*.). If you are using branches in the purchase order number, the code for the branch assigned to the warehouse on the purchase order becomes the prefix and the remaining characters are filled with digits. For example, if the branch code is ABC, the purchase order number could be ABC12345.

5. *Receipt #* is a display only field. As you enter items on a non-purchase order receipt, the system assigns a receipt number to each receipt. For example, if a vendor sends a partial shipment of an order, then *Receipt 1* is assigned to the first receipt and items not received will remain open on the purchase order. When the next shipment arrives and you enter the receipt against the open non-purchase order receipt, *Receipt 2* is assigned to the next receipt entry for that purchase order number and so on.

6. Select the **Temp** button to access a temporary ship to dialog box, where you can enter the Ship to name, the country, the city, state, Zip, up to 4 lines of address, a contact name, and a phone number. When you print the Purchase order, the temporary ship to location prints in the Ship to section Address Entry dialog box.

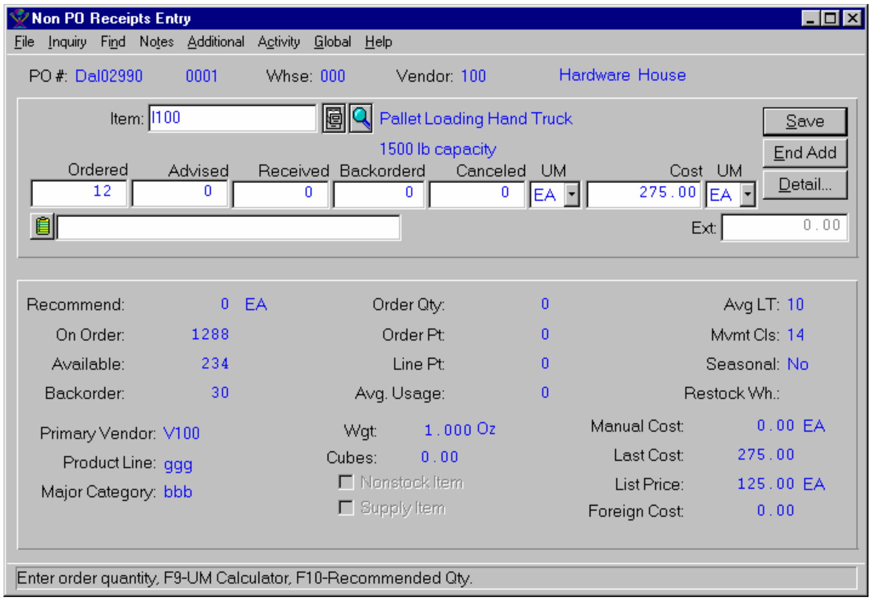
7. Enter information for the remaining fields and checkboxes on the screen. Use the table below to guide you in your entries.

Received	The date the items are received. This becomes the date for the non-purchase order receipt.
Vendor	The number of the vendor from whom you are receiving the items. When you enter a valid vendor number, the vendor's name and address are displayed. From the vendor's record, the following defaults display on the screen: Ship From, buyer, freight code, ship via, FOB, and tax code. If the vendor's record is set as *Not Valid for PO*, *Inactive* or *On Hold*, an appropriate message is displayed.
From	This field defaults to the primary Ship From vendor set up for the vendor you entered. You can press **Tab** to accept this default, or enter a different valid Ship From vendor. Press **F9** to enter SAME so the *Ship From* vendor is set to the same number as the vendor field. If you enter a different Ship From vendor, the buyer, freight code, ship via, FOB, and tax code defaults come from the Ship From vendor's record.
SO Doc#	When you are entering a new purchase order, you can enter the sales order number of a direct shipment to create a special tie for the vendor and customer. The sales order cannot already have a special tie attached to it. The special tie will cause the items on the sales order to be pulled into the purchase order line items automatically for receipt. When the purchase order is updated, the items on the sales order for direct shipment can also be updated to reflect the shipment to the customer. Your inventory quantities are not updated for the receipt or shipment of items when there is a direct shipment special tie. If the sales order number is not valid or not for a direct shipment, or if the purchase order and sales order are not for the same warehouse, the entry in this field will not be accepted.
Ware-house	The code of the warehouse where you will receive the items on this non-PO receipt. The warehouse from your user profile displays as the default.
Freight	The code of the freight Add On for this non-PO receipt. The freight code from the vendor's record or the Ship From

record displays as the default.

Buyer Code	The code of the buyer for this non-PO receipt order. The buyer from the vendor's record or the Ship From record displays as the default.
Ship Via	The code of the ship via to use for this non-PO receipt. The ship via code from the vendor's record or the Ship From record displays as the default.
Depart-ment	The department from your user profile displays as the default for posting to General Ledger by profit/cost centers. You can use this department, or enter a different department code for this non-PO receipt.
FOB	The code of the Freight On Board for this non-PO receipt. The FOB code from the vendor's record or the Ship From record displays as the default.
Reference #	This is an optional 15-character field for entering a reference number to print on the non-PO receipt. If you created a tie to the non-PO receipt from a sales order, the sales order number displays in this field as the reference. You can enter a number for this field or leave it blank.
Update Lead Time	Indicates that you want lead-time to be updated for the items on the non-purchase order receipt. By default, this option is not selected.
Entered By	The user code from your user profile displays in this field as the default to identify the person who actually entered the non-PO receipt. You can use the default or enter a different user code.
Contact	The name of your contact at the vendor's location. The contact from the vendor's phonebook record or the Ship From phonebook record displays as the default.

8. When you complete the header information, choose the **Items** button to move to the line item entry window.



9. Enter the number of the *Item* for the purchase document. When you enter an item number, the buying UM, default cost for the vendor, and costing UM display in the line entry.

Tip: If you enter an interchange item number, it will be replaced by the *TakeStock* item number. If there is more than one *TakeStock* item number set up for the interchange number, then the *Interchange Selection* dialog box opens so you can select the item number to use.

10. Enter information for the remaining fields and checkboxes on the screen. Use the table below to guide you in your entries.

Ordered	The quantity of the item per buying unit of measure that you ordered. If the item has multiple buying units of measure, the **F9** key is available to open the *UM Calculator* to calculate the quantity at different units of measure.
Received	The quantity of the item at the buying unit of measure that you actually received. If you did not receive any of the item you ordered, enter zero for this field and either backorder or cancel the item quantity.
Advised	The quantity of the item the vendor claims to have sent. This value defaults to the ordered quantity but it modifiable by receiving personnel.
Backordered	If you did not receive the total ordered quantity of the item, enter the quantity at the buying unit of measure that you want to place on backorder from the vendor. If you are not backordering any quantity of the item,

enter a zero.

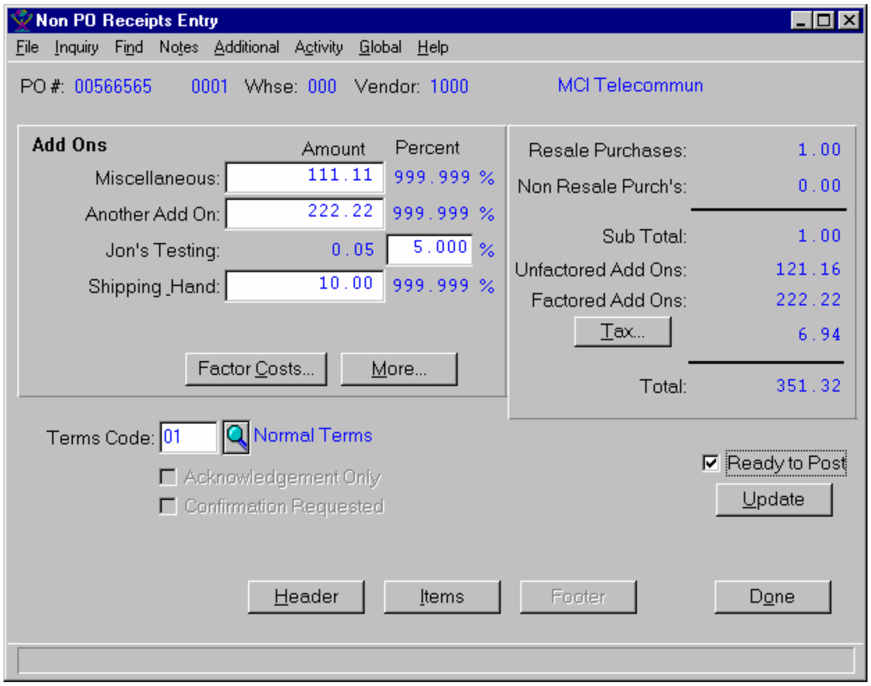
Canceled	If you did not receive the total ordered quantity of the item, enter the quantity at the buying unit of measure that you want to cancel. If you do not want to cancel any quantity of the item, enter a zero.
UM	[Unit of Measure] The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure at which you are purchasing the item.
Cost	The default cost at the costing unit of measure for the vendor, warehouse and item displays in this field. You can use this cost, enter a different cost, or press **F9** to open the Cost Selection dialog box to choose a valid cost.
UM	The costing unit of measure for the item displays in this field. This field is a display only field to show you the unit of measure at which you are costing the item.
Ext	The extended cost of the line item displays in this display only field. The extended cost is calculated as the buying quantity times the cost less any aggregate line discounts.

You can scroll the item list to the left and right to view additional information, such as aggregate discounts, for the line items.

11. When an item entry is complete, choose the **Save** button to save the line item detail in the item list. When all detail line items are complete, choose **End Add** (or **End Edit** or **End Insert**). The buttons for the item list are then available to maintain the detail lines.

    TIP: If you are receiving containerized items, then the system displays the Container Allocation program that allows you to receive, commit, and ship items that are stored in traceable containers. If you are receiving container items, then the system displays the Container Receiving program that allows you to receive, commit, and ship items that are stored in traceable containers. During receipt entry for container items that are set up as multibin, the system runs the bin allocation routine first, and the quantities allocated to the bins must balance with the containers allocated to those bins. For outgoing transactions, the system does not run the bin allocation; the bin allocation is handled through the container allocation process. For containerized items that are in lots, the system displays the lot allocation dialog box first, then the Container Allocation dialog box. The system forces container allocation to balance with the lot allocation.

12. When all detail lines are complete, choose the **Footer** button to move to the footer screen.



13. The purchase order number, receipt number, warehouse and vendor display at the top of the screen. Any Add Ons and their default amount or percentage for purchase orders display on the screen. You can use the Add On defaults and their values as they display, or you can enter the amount or percentage for any of the Add Ons.

14. The **More** button is available for changing the Add Ons for the current non-purchase order receipt. This button opens the *Add On Selections* dialog box, which is explained in online help.

15. The **Factor Costs** button is available to open the *Cost Factoring* dialog box to choose the options for factoring the costs of the Add Ons to the cost of the received items on the purchase document.

16. The **Taxes** button opens a dialog box for changing the *Tax Code, Tax Class* and taxable status of the items on the purchase order receipt.

17. If you want to delay the update of a receipt, deselect the **Ready to Post** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

Tip: You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

18. When all Footer information is complete, you can

    - Choose the **Update** button to update the item quantities but not update the GL Distribution. You then return to the Header window to enter another receipt or exit. If you do not update now, the item quantities will be updated by the update option in the *PO Receipts Register*.

    - Choose the **Done** button to end the receipt without updating item quantities and return to the Header window to enter another receipt or exit.

19. When all entries are complete and saved, choose *File* ➔ *Exit*.

Receipts Register

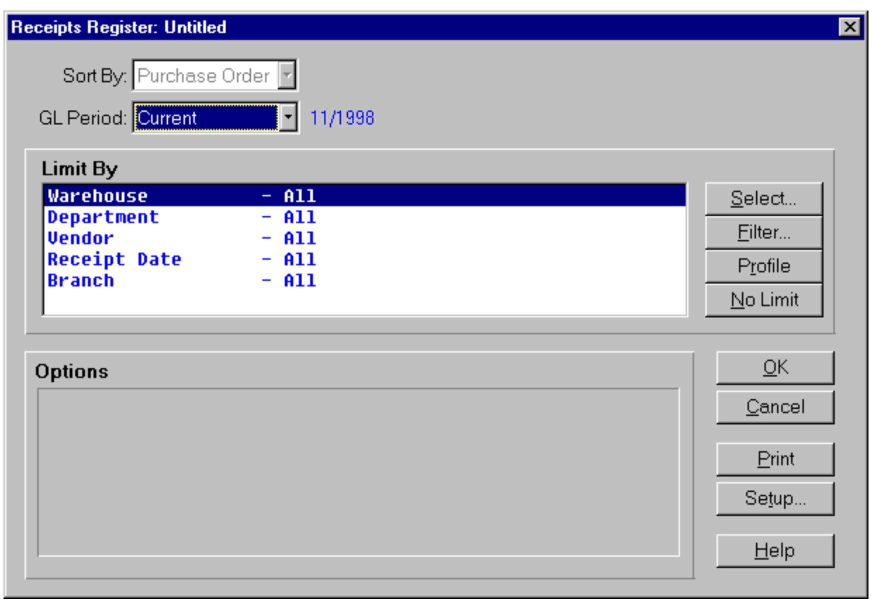
To print the *Receipts Register* as an audit trail of the items received on purchase orders and non-purchase order receipts. Deleted purchase orders also print on the register. You can also select to build and print a GL Distribution and optionally post to *General Ledger*.

When the register is complete, an option lets you build and print the GL Distribution or cancel. When the GL Distribution is complete, an option lets you perform the update or cancel. If the update was not performed during the receipt entry, then item quantities received, ledgercards and purchase history are updated at this time. Any special ties for the received items are also updated.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choose the **Print** button on this screen to print the report without saving your current selections.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Receipts Register:Untitled* dialog box.



Importing PO Invoices to AP Invoices

The Use PO Invoices checkbox in Warehouse Maintenance controls whether PO Receipts are imported to the Accounts Payables module. If this checkbox is not selected in the Warehouse Maintenance program, the system allows Past PO Removal program to remove invoices without having the "Fully Invoiced" document status set by the an AP Invoice entry. In addition to the Use PO Invoices checkbox in Warehouse Maintenance, the PO Receipts Register update routine also sets the document status flag on PO invoices to "Fully Invoiced" if Use PO Invoices checkbox in Warehouse Maintenance is not selected.

You can use this process to control which PO invoices print on the Uninvoices Receipts Report and are imported by the system to AP Invoices.

Vendor Consignment Processing

If you enter a PO document with an *Initiating Warehouse* that is marked as a consigned warehouse, the system assumes consigned goods are being ordered. The goods are received using *PO Receipts Entry* and updated through the *PO Receipts Register*. The system uses the appropriate consignment inventory and receipts accounts for GL posting. Unlike normal warehouse receipts, consignment receipts do not require nor allow an AP invoice to be entered against the PO receipt for the consigned goods. This means that when you enter the AP Document, you cannot choose the receipt to match against. You must enter a GL account as the offset expense to AP.

Delaying a PO Receipt Update

You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

If you want to delay the update of a receipt, deselect the **Ready for Register** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

Quick Drop Ship Receipt Processing

For any SO Document/Vendor combination, Quick Drop Ship Receipt processing allows one and only one receipt prior to running some registers. You must run the Receipts Register and the Daily Sales Register before more Quick Drop Ship Confirmations can be performed. This means that for any receipt (SO/Vendor combination) there can be only one confirmed order or pending confirmation. If a second receipt is processed for the SO/Vendor combination then quick drop ship processing will not be allowed.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, at PO receipt confirmation the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The SM Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

Purchase Orders for Items That Use Traceable Containers

When you create a purchase order for an item that uses traceable containers, you must select a valid container type. You can change the container type selection prior to PO Receipts processing. The PO Receipts Register program prints container types, container numbers, and container serial numbers, if applicable.

Zero Dollar Purchase Orders

For purchase orders with a PO amount equal to zero (i.e. all line items have a cost of 0.00 and there are no addons) the PO Receipts Register Update marks the purchase orders as 'fully invoiced'. This prevents zero-dollar PO documents from printing on the Uninvoiced Receipts Report.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information updates. The default selection is **Purchase Order**
GL Period	Determines the GL period for which you want to run the register. Available choices are: **Current**, **Prior**, and **Next**.
Branch	This option displays only if you select to run *PO Registers by Branch* in *PO Control Maintenance.* The branch from your user profile displays as the default. Enter the branch for which you are running the register. If you are not running the *PO Registers by Branch*, the Branch option is available in the Limit By.
Limit By	Limits the information that prints by selecting specific the departments, warehouses, vendors and receipt dates for which you are printing the register, updating item quantities, and posting to General Ledger. Available choices are: **Warehouse**, **Department**, **Vendor**, **Receipt Date**, and **Branch**. Note: If you are not running PO registers by branch, then the branch options is also available in the Limit By For example, to limit the warehouses that are updated for receipts, highlight *Warehouses* and choose **Select.** From the *Warehouse Selection List*, highlight the warehouse you

want to include and choose **OK**. Only the receipts for the selected warehouse will be included on the register and in the update.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report. If the button on your system displays is the **Print/Updt** button, remember that you cannot run the update from this dialog box. To run the update, select the **OK** button, and the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Document Register* screen where you can print and/or update the update portion of the program.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the Receipts Register

Receipts Register

A typical *Receipts Register* is depicted below:

```
Date: 12-11-1998                                     QA's Primary Test Co.
Page:     1
Time:  3:52 PM                             Receipts Register #000514 - Untitled: Temp
User: leigh

                                               --------Date--------- U
Item                 Description                Request    Received  L  Ordered  Received   Backord  UM       Cost UM
Extension
=========================================================================================================================
==========
PO#: atl01268  Rcpt:     1  Wh: 001  Vendor: Bill's     Bill's Test Vendor      Ship: Same    Buyer: BILL   Terms: 01
Stat: Rcvd

bike                 Bicycle - Produced        12-09-1998 12-09-1998 Y       1         1         0  EA      339.80 EA
349.99
                                                                                                                      ---
----------
                                                                                                      Line Total  $
349.99
  cdssp:       10.19    exp:       10.00    frt:       16.99   Hand:       10.00    jt1:        6.80  Add Ons Total  $
43.79
                                                                               Factored:       10.19            Tax  $
2.43
                                                                                                                      ---
----------
                                                                                                  Document Total  $
396.21
                                            [OMITTED INFORMATION]
PO#: atl01274  Rcpt:     1  Wh: 001  Vendor: VFalls     Falls Art Supply Vendo  Ship: Same    Buyer: Ken    Terms: 01
Stat: Rcvd

mill                 Large dollar item         12-11-1998 12-11-1998 Y       4         4         0  EA  3750000.00
EA?????????????
prod1                Lions of Tsavo            12-11-1998 12-11-1998 Y      50        50         0  EA     33.0000 EA
1,650.00
                                                                                                                      ---
----------
                                                                                                      Line Total  $
15001650.00
                                                                                                   Add Ons Total  $
0.00
                                                                                                             Tax  $
0.00
                                                                                                                      ---
----------
                                                                                                  Document Total  $
15001650.00

PO#: atl01276  Rcpt:     0  Wh: 001  Vendor: VFalls     Falls Art Supply Vendo  Ship: Same    Buyer: Ken    Terms: 01
Stat: Deleted


PO#: atl01278  Rcpt:     0  Wh: 001  Vendor: VFalls     Falls Art Supply Vendo  Ship: Same    Buyer: Ken    Terms: 01
Stat: Deleted


PO#: atl01279  Rcpt:     1  Wh: 001  Vendor: VFalls     Falls Art Supply Vendo  Ship: Same    Buyer: Ken    Terms: 01
Stat: Rcvd

mill                 Large dollar item         12-11-1998 12-11-1998 Y       3         3         0  EA  3333333.00
EA9,999,999.00
                                                                                                                      ---
----------
                                                                                                      Line Total  $
9,999,999.00
                                                                                                   Add Ons Total  $
0.00
                                                                                                             Tax  $
0.00
                                                                                                                      ---
----------
                                                                                                  Document Total  $
9,999,999.00
                                                                                                                      ---
----------
                                                                                                  Register Total  $
122529644.46

Number of Documents: 8

Legend:
  Wh   = Warehouse
  UL   = Update Lead Time
  UM   = Unit of Measure
  Stat = Status (Rcvd = PO received, Updated = PO received and updated, Deleted)
  Ship = Ship From

Selections for Receipts Register - Untitled: Temp:
GL Period           : 121998
Branch              : All
Warehouse           : 003, 001
Department          : All
```

```
Vendor             : All
```

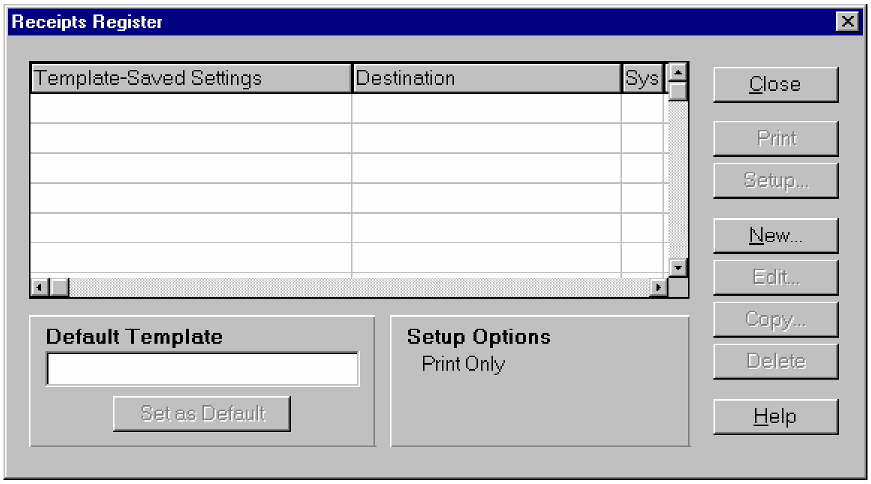
GL Distribution

A typical GL Distribution is depicted below:

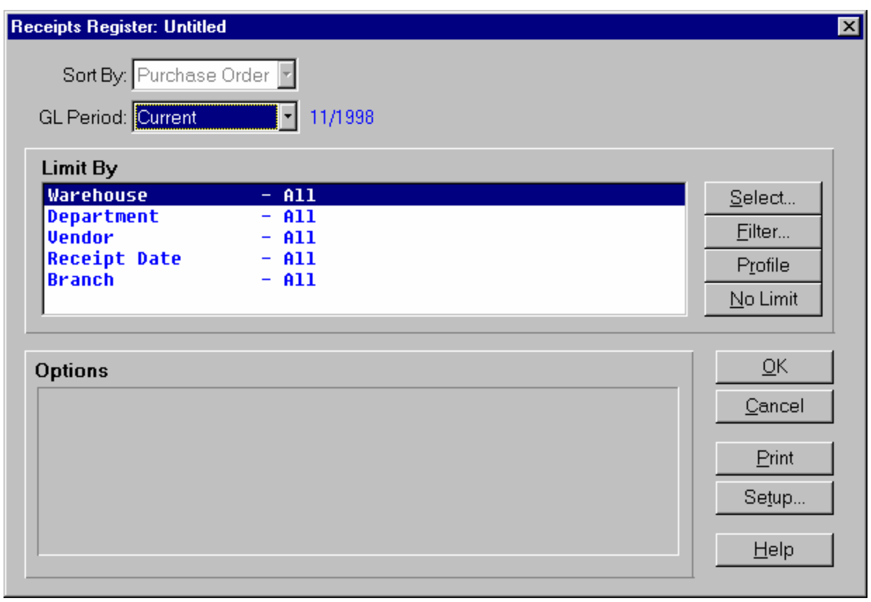
```
Date: 12-11-1998                                       QA's Primary Test Co.
Page:     1
Time:  4:00 PM                               PO Receipt Register GL Distribution #000514
User: leigh

Center                     Vendor     Name                           Document            Debit           Credit
Net
==========================================================================================================================
=========
GL#: 13110 Inventory
010-001                    Bill's     Bill's Test Vendor             atl01268           349.99
                           VFalls     Falls Art Supply Vendor        atl01271        12,375.00
                           VFalls     Falls Art Supply Vendor        atl01271         4,950.00
                           VFalls     Falls Art Supply Vendor        atl01272         2,691.00
                           VFalls     Falls Art Supply Vendor        atl01272         7,583.25
                           VFalls     Falls Art Supply Vendor        atl01274         1,650.00
                                                                                ---------------- ---------------- ---------
---------
                                                               Center Total      29,599.24             0.00
29,599.24
                                                                                ---------------- ---------------- ---------
---------
                                                              Account Total      29,599.24             0.00
29,599.24

GL#: 13111 Nonstock Items
010-001                    VFalls     Falls Art Supply Vendor        atl01273     97,500,000.00
                           VFalls     Falls Art Supply Vendor        atl01274     15,000,000.00
                           VFalls     Falls Art Supply Vendor        atl01279      9,999,999.00
                                                                                ---------------- ---------------- ---------
---------
                                                               Center Total   122,499,999.00             0.00
122,499,999.00
                                                                                ---------------- ---------------- ---------
---------
                                                              Account Total   122,499,999.00             0.00
122,499,999.00

GL#: 13200 Uninvoiced Payables Account
010-001                    Bill's     Bill's Test Vendor             atl01268                             349.99
                           VFalls     Falls Art Supply Vendor        atl01271                          12,375.00
                           VFalls     Falls Art Supply Vendor        atl01271                           4,950.00
                           VFalls     Falls Art Supply Vendor        atl01272                           2,691.00
                           VFalls     Falls Art Supply Vendor        atl01272                           7,583.25
                           VFalls     Falls Art Supply Vendor        atl01273                      97,500,000.00
                           VFalls     Falls Art Supply Vendor        atl01274                           1,650.00
                           VFalls     Falls Art Supply Vendor        atl01274                      15,000,000.00
                           VFalls     Falls Art Supply Vendor        atl01279                       9,999,999.00
                                                                                ---------------- ---------------- ---------
---------
                                                               Center Total             0.00   122,529,598.24 (
122,529,598.24)
                                                                                ---------------- ---------------- ---------
---------
                                                              Account Total             0.00   122,529,598.24 (
122,529,598.24)
                                                                                ---------------- ---------------- ---------
---------
                                                                      Total  122,529,598.24   122,529,598.24
0.00

Number of accounts: 3
```

How to print the Receipts Register

1. Access the PO *Receipts Register* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Receipts* ➔ Receipts *Register*. The system displays the Template-Saved Settings dialog box of the PO *Receipts Register*.



2. Select the **New**, **Edit**, or **Copy** button to access the PO *Receipts Register: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information updates. The default selection is **Purchase Order**

GL Period	Determines the GL period for which you want to run the register. Available choices are: **Current**, **Prior**, and **Next**.
Branch	This option displays only if you select to run *PO Registers by Branch* in *PO Control Maintenance*. The branch from your user profile displays as the default. Enter the branch for which you are running the register. If you are not running the *PO Registers by Branch*, the Branch option is available in the Limit By.
Limit By	Limits the information that prints by selecting specific the departments, warehouses, vendors and receipt dates for which you are printing the register, updating item quantities, and posting to General Ledger. Available choices are: **Warehouse**, **Department**, **Vendor**, **Receipt Date**, and **Branch**. Note: If you are not running PO registers by branch, then the branch options is also available in the Limit By For example, to limit the warehouses that are updated for receipts, highlight *Warehouses* and choose **Select**. From the *Warehouse Selection List*, highlight the warehouse you want to include and choose **OK**. Only the receipts for the selected warehouse will be included on the register and in the update.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. You cannot run the update from this dialog box. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Document Register* screen where you can print and/or update the update portion of the program.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections. If the button your system displays is the **Print/Updt** button, remember that cannot run the update from this dialog box. To run the update, select the **OK** button, and the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Document Register* screen where you can print and/or update the update portion of the program.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Document Fill Report

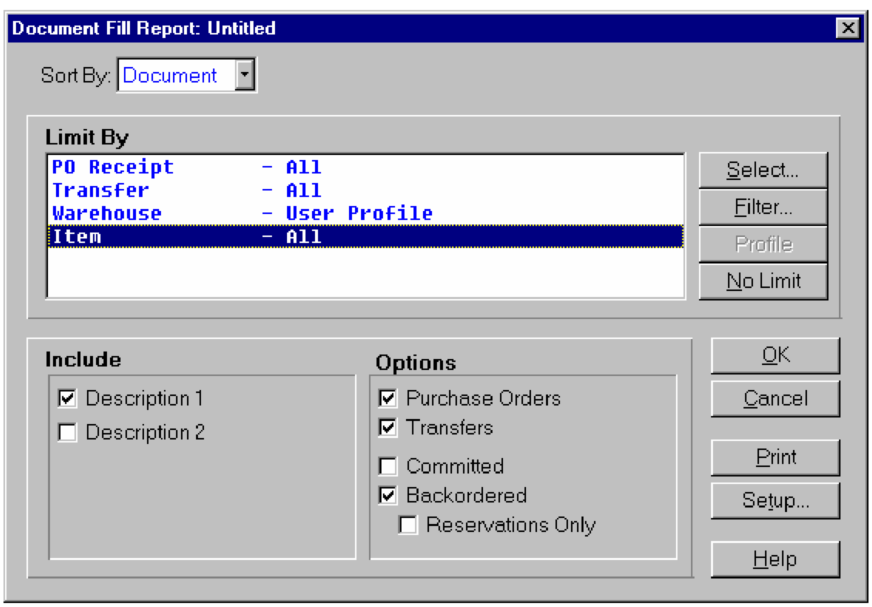
Using this report program you can print a report and check whether warehouse transfer receipts or purchase order receipts are to be stocked in the receiving warehouse, or used to fill open backorder documents. You should print this report after entering receipts with *Receipt Confirmation Entry*, but prior to running the *Transfer Receipt Register*.

The report prints based on your selections. The report lists backordered lines from other warehouse transfers and sales orders based on the Backorder Fill Priority settings in *IM Control Maintenance* on the Backorders view. If a sales order is involved, the settings for Customer Fill Priority in *IM Control Maintenance* on the Backorders view are also used.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Document Fill: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information updates.

The available selections are: **Document** and **Item**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **PO Receipt**, **Transfer**, **Warehouse**, and **Item**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Include Determines what information to print on the report. Available Include choices are:

Description 1—to print item description 1 on the report and/or **Description 2—**to print item description 2 on the report.

Options Indicate the options for printing the report.

Select the **Purchase Orders** checkbox to print the purchase order documents on the report.

Select the **Transfers** checkbox to print transfer documents on the report.

Select the **Committed** checkbox to include outgoing committed orders.

Select the **Backordered** checkbox to include outgoing backordered orders. When you select the **Backordered** checkbox, the system enables the **Reservations Only** checkbox so that you can print reserved documents only on the report.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the Document Fill Report

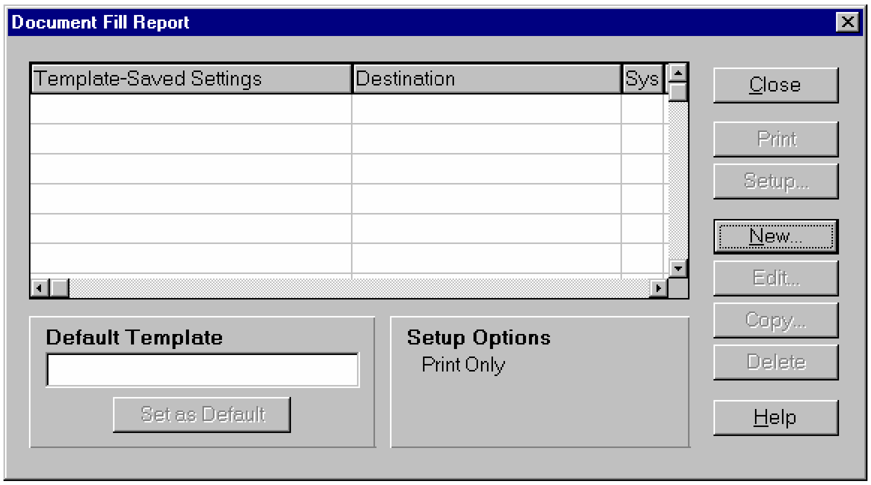
Document Fill Report

A typical *Document Fill Report* is depicted below:

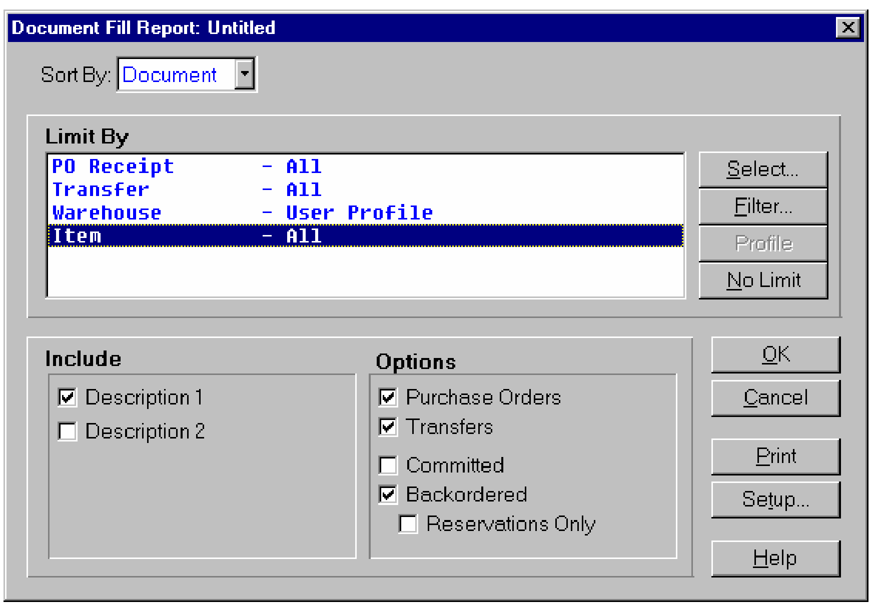
```
Date: 12-11-1998                          QA's Primary Test Co.                                Page:
1
Time:  4:02 PM                   Document Fill Report - Untitled: Temp                         User:
leigh

                                                      ------------------------Outgoing---------------------
------
Item                 Description                   Received UM Document T Requested  Committed Backorder UM R For
==================================================================================================================
======
Warehouse: 001  Atlanta Warehouse
Purchase Orders:

PO#: atl01268  Vendor: Bill's  Bill's Test Vendor

bike                 Bicycle - Produced                   1  EA 00002111 S ASAP              0        10  EA   Spike
                                                                00002142 S ASAP              2        18  EA * Spike
                                                                00002152 S ASAP              0         2  EA * Bill's
                                                                00002160 S ASAP              0        10  EA * Spike
                                                                00002209 S ASAP              0         5  EA * Daisy
                                                                00002340 S ASAP              0         5  EA * KoKo
                                                                00002362 S ASAP              0         5  EA * Spike
                                                                00002364 S ASAP              0         5  EA * KoKo
                                                                00002365 S ASAP              0         1  EA * KoKo
                                                                00002689 S ASAP              0         4  EA   KoKo
                                                                00002697 S ASAP              0        10  EA   Spike
                                                                00002703 S ASAP              0        10  EA   KoKo
                                                                00002711 S ASAP              0        10  EA * KoKo
                                                                00002754 S ASAP              0         5  EA   KoKo
                                                                00002971 S ASAP             21         4  EA   Detroit
                                                                00003019 S ASAP              0        10  EA   Detroit
                                                                00003132 S ASAP              0       100  EA * 111
                                                                00003149 S ASAP              0        10  EA * KoKo
                                                                00003288 S ASAP              0         6  EA * Spike
                                                                00003643 S ASAP              2         3  EA * MV's

PO#: atl01272  Vendor: VFalls  Falls Art Supply Vendor

Finches              Gouldian Finches                    10  EA 00003121 S ASAP              0         4  EA   Sadie
                                                                00003223 S ASAP              0         4  EA   111
                                                                D0000507 S 07-09-1998        0        10  EA   121

PO#: atl01274  Vendor: VFalls  Falls Art Supply Vendor

prod1                Lions of Tsavo                      50  EA 00000111 S ASAP              0         1  EA   111
                                                                00001463 S ASAP              0        10  EA *
FallsCust
                                                                00001491 S ASAP             41         4  EA *
FallsCust
                                                                00003171 S ASAP              0       100  EA   111
                                                                00003228 S ASAP              0        10  EA * 111
                                                                00003461 S ASAP              0         1  EA   111
                                                                00003467 S ASAP              0         1  EA   111
                                                                00001591 P 06-08-1998        0        20  EA   led-
parent


Number of documents: 3

Legend:
  T  = Outgoing Document Type (S=Sales Order, T=Transfer, P=Production)
  R* = Reserved for a Special Order
  Wh = Warehouse
  UM = Unit of Measure
Date: 12-11-1998                          QA's Primary Test Co.                                Page:
2
Time:  4:02 PM                   Document Fill Report - Untitled: Temp                         User:
leigh

                                                      ------------------------Outgoing---------------------
------
Item                 Description                   Received UM Document T Requested  Committed Backorder UM R For
==================================================================================================================
======

Selections for Document Fill Report - Untitled: Temp:
Purchase Order      : All
Transfer Ticket     : All
Receiving Warehouse : 001
Item                : All
Include Purchase Orders
Including Item Description 1
Including Backordered Items
```

How to print the Document Fill Report

1. Access the *Document Fill Report* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Receipts* ➔ *Document Fill Report*. The system displays the Template-Saved Settings dialog box of the *Document Fill Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Document Fill Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.
   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information updates. The available selections are: **Document** and **Item**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **PO Receipt**, **Transfer**, **Warehouse**, and **Item**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section of the form, indicate the information to print on the report. Available Include choices are:

   Description 1—to print item description 1 on the report and/or
   Description 2—to print item description 2 on the report.

6. In the Options section of the form, indicate the options for printing the report. Select:
   the **Purchase Orders** checkbox to print the purchase order documents on the report.

   the **Transfers** checkbox to print transfer documents on the report.

   the **Committed** checkbox to include outgoing committed orders.

   the **Backordered** checkbox to include outgoing backordered orders. When you select the **Backordered** checkbox, the system enables the **Reservations Only** checkbox so that you can print reserved documents only on the report.

7. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

Auto Commit Backorders

Using this program, you can automatically commit backorder quantities for sales orders, warehouse transfers, and production orders. You can also print a report of each document line that is updated for the backordered item quantity.

If your company uses the auto commit feature, you should run this update after updating item receipts running the *Transfer Receipt Register* in the *Inventory Management* module and the *Receipts Register* in the *Purchase Orders* module, after entering item adjustments using the *Adjustment Entry* program in the *Inventory Management* module, after running the *Production Register* in the *Manufacturing Control* module, or after deleting or voiding a large number of document line items.

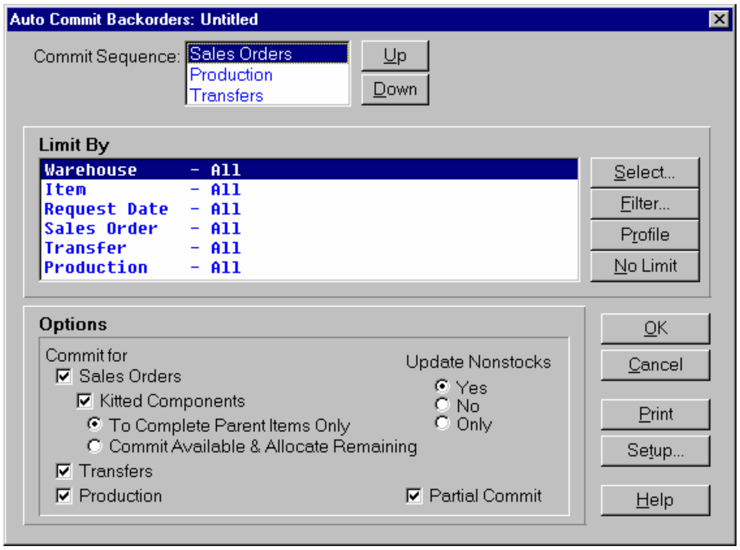
As you enter sales orders, production orders, invoices, and warehouse transfers, there will be times when the order quantity is greater than the requested quantity, resulting in a backorder. As item receipts occur, often partial quantities are committed on a stock reservation that created the purchase order or production order. Any remaining available quantity may be committed to new orders and warehouse transfers leaving none to fill backorders. This program ensures that your backorders are filled in a timely fashion for improved customer service.

HINT: Based on your selections, the system checks orders, backorders, and transfers to locate backordered items. If a customer is on hold, the system skips their documents. When a backordered item is found, the system checks the available quantity of the item to fill the backorder. If there is enough of the item to fill the backorder, the system automatically commits the quantity and sets the backordered amount to zero.

HINT: The system commits quantities for serialized items and items with lot numbers but does not assign any of the lot numbers.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Auto Commit Backorders: Untitled* dialog box.



Form Contents

Entry fields, buttons, icons, and checkboxes for this screen.

Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The available **Sort By** options are **Production**, **Transfer**, and **Sales Order**.

Up Places *Production*, *Sales Orders*, and *Transfers* in the desired order in the Commit Sequence section of the screen by moving the highlighted item up.

Down Places *Production*, *Sales Orders*, and *Transfers* in the desired order in the Commit Sequence section of the screen by moving the highlighted item down.

Limit By Limit the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Warehouse**, **Item**, **Request Date**, **Sales Orders**, **Transfers**, and **Production**.

Include Determines what information to print on the report. This program has no Include selections.

Options Determines what information to print on the report and optionally update. Available choices for Commit for are: **Sales Orders**, **Transfers**, and **Production**. Select **Sales Orders** to commit backorders for sales order documents. To commit backorders for kitted components on sales order documents, select **Kitted Components** and select **To Complete Parent Items Only** if you only want to commit the backorder of kitted components for parent items when the backorder can be completely filled and **Commit Available & Allocate Remaining** if you want to commit as much as possible and backorder the remaining kitted components for parent items. Select **Transfers** to commit backorders for transfer tickets during the update and **Production** to commit backorders for production tickets. Available choices for Update Nonstocks are: **Yes** to include non-stock items in the update for backorders, **No** to skip non-stock items during the update, and **Only** if you want the update for backorders to include only non-stock items.

Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to auto commit backorders and print the report

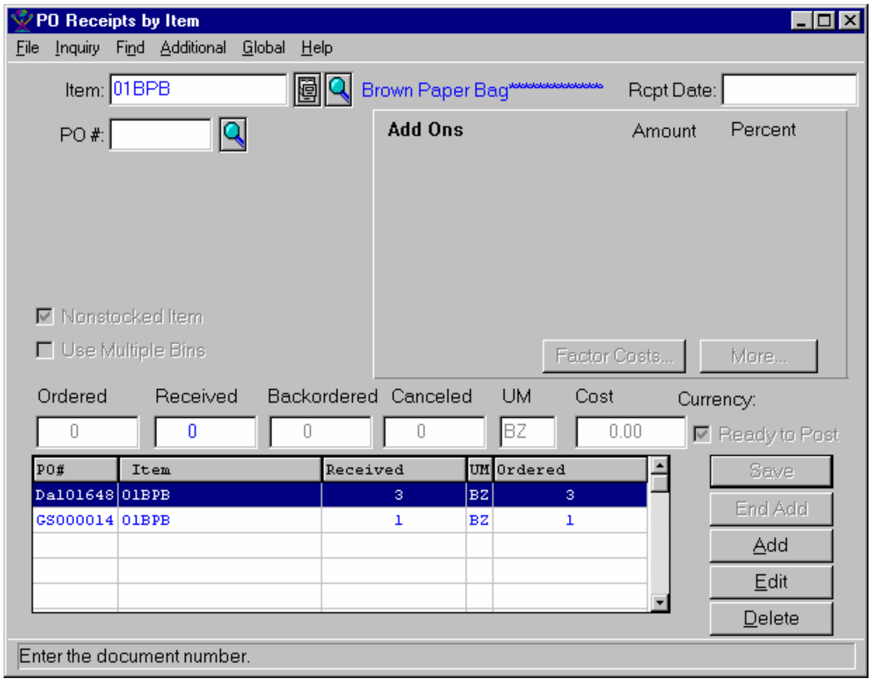
Auto Commit Backorders Report

A typical Auto Commit Backorders report is depicted below:

```
Date: 04/15/1998                          QA's Primary Test Co.                              Page:     1
Time:  3:08 PM                      Auto Commit Backorders - lwautotest                      User: leigh

                             Requested
Type Document Status            Date      Entity                Name                           Committed UM
============================================================================================================

Warehouse: 012 - leigh's test warehouse
Item: lw0015                   prod-pI w/ sel grp
P    00000573 Entered        01/15/1998   lw0015                prod-pI w/ sel grp                    20  EA
S    00002221 Entered           ASAP      jt2                   janies 2nd test company               15  EA

Number of documents: 2

Legend:
  Type: S - Sales Order, T - Transfer, P - Production, C - SO Component
  Entity - (Sales Orders - Customer, Transfers - Warehouse,
            Production - Item, Component - Item)

Selections for Auto Commit Backorders - lwautotest:
Commit Sequence: Production,Sales Orders,Transfers

Warehouse          : 012
Item               : lw0015
Request Dates      : First to Last
Sales Order        : All
Transfer           : All
Production         : All
Include Sales Orders
Include Transfers
Include Production
Include NonStocks
Include BOM Components
  To Complete Finished Items Only
PRINT ONLY -- NO UPDATE
```

PO Receipts by Item

Using this program you can receive items on purchase orders using the item number.



Tip: You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

If you want to delay the update of a receipt, deselect the **Ready to Post** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

Goods Received Note (GRN)

Details of individual PO receipts can now be printed in the form of Goods Received Note (GRN). A Goods Received Note (GRN) is a printed document that lists the details of an individual receipt. It can be printed either at the end of the receiving process (as an option in PO Receipts) or as a standalone report from the PO Receipts menu. This document also functions as a Goods Returned Note for a shipment of returned goods to the vendor, (Goods Returned Note). The option to prompt for a Goods Received/Returned Note during receipt entry is controlled by the **Use GRN in PO Receiving** option on the PO Lines view of PO Control Maintenance.

GRNs can be printed after entry of the details or subsequently as part of a batch; after receipt entry but prior to Receipt Register update. The default value for the prompt is maintainable on the *Forms* view of the same program. The GRN printout contains page breaks on Receipt number, so if a Purchase Order has multiple receipts, a GRN prints for each one. When the *Multi-Currency* feature is in use, you have the option of including multi-currency information in addition to the regular base currency listings on the GRN through the Multi-Currency Information option on the Forms view of PO Control Maintenance. Line and extension amounts are listed in base currency, using document-to-base currency conversions (including Euro triangulation where in use). When a document's currency is different from the base currency, an extra line of information will be printed directly below the item line. This extra line lists the document's currency, exchange rate and document-currency extension amount. The form itself should be specified as "2018-L-12-11-N in Form Specification Maintenance.
Constraints/Limitations: Currently, only one GRN form, 2018-L-12-11-N, is available. This form is a non-preprinted 12 CPI laser form.

Advised Quantities

When the Allow Advised Quantity Entry option in PO Control Maintenance is selected, a new entry field appears on PO Receiving screens next to the Ordered field. Advised Quantities the quantity a vendor claims to have shipped This value will default to the ordered quantity but can be modified while the line is being edited by receiving personnel. The user can view the Advised quantity on the GRN, where in use, and in the PO document inquiry.

Note: The addition of this field has increased the total screen size of the PO Entry programs permanently such that a resolution of 800x600 must be used to view the entire screen.

Purchase Orders for Items That Use Traceable Containers

When you create a purchase order for an item that uses traceable containers, you must select a valid container type. You can change the container type selection prior to PO Receipts processing.

When inventory arrives into a warehouse in a container, the inventory must be properly linked to the container. You can allocate the inventory to a valid, new, or certified container. This allocation creates a container record. Within this record, the system maintains pertinent information about the container/item, such as amount of inventory stored, PO number, date of receipt, and serial number, if any. You can also assign the container/item to a bin and/or Lot. If the Unit of measure for the container type is not a valid unit of measure for the item, you must create the unit of measure in the item master record.

By linking a container item number with the containerized item, PO Receipts Entry or PO Receipts by Item processing updates both items (container and contents), the container table, and container history table. If empty container items are received, PO receipts processing performs the usual updates to the item, plus the container table and container history table.

Receipt of inventory to be allocated to containers

The *Container Receiving* dialog box (the second version of the Container Allocation dialog box) processes the receipt of empty containers. This dialog box has the look and feel of the Serial Receipt dialog box. Using this dialog box, you must enter container numbers for the number of containers received. The system creates container records for the container numbers entered. As with the receipt and selling of containerized items, the program forces balancing before you can complete and successfully complete the Container Allocation dialog box.

The PO Receipts Register program prints container types, container numbers, and container serial numbers, if applicable.

e-wms processing

The PO Receipts By Item program does not display purchase orders for PO e-wms enabled warehouses. Refer to the *e-wms Users Guide* for additional processing and program details about the e-wms feature.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Item	The number item that you want to receive.
PO #	Enter the number of the purchase order that you are receiving.
Non-Stocked Item	The system displays a check in this box if the item you entered is a non-stock item.
Use Multiple Bins	The system displays a check in this box if the item you entered uses multiple bins.
Ready to Post	Determines whether to delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time. This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user. If you want to delay the update of a receipt, *deselect* the **Ready for Register** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through

the PO Receipts Register.

Ordered Enter the quantity of the item per buying unit of measure that you ordered. If the item has multiple buying units of measure, the **F9** key is available to open the *UM Calculator* to calculate the quantity at different units of measure.

Received Enter the quantity of the item at the buying unit of measure that you actually received. If you did not receive any of the item you ordered, enter zero for this field and either backorder or cancel the item quantity.

Advised The quantity of the item the vendor claims to have sent. This value defaults to the ordered quantity but it modifiable by receiving personnel.

Back-ordered If you did not receive the total ordered quantity of the item, enter the quantity at the buying unit of measure that you want to place on backorder from the vendor. If you are not backordering any quantity of the item, enter a zero.

Canceled If you did not receive the total ordered quantity of the item, enter the quantity at the buying unit of measure that you want to cancel. If you do not want to cancel any quantity of the item, enter a zero.

UM Unit of Measure The quantities of the item are shown in buying units of measure. This field is a display only field to show you the unit of measure at which you are purchasing the item.

Cost The default cost at the costing unit of measure for the vendor, warehouse and item displays in this field. You can use this cost, enter a different cost, or press **F9** to open the Cost Selection dialog box to choose a valid cost.

Rcpt Date The date you receive the item.

Add Ons In the Add Ons section of the form, the system displays the Add Ons that are used for the current purchase document. Use the **More button** to modify the Add Ons for the purchase order.

Factor Costs Accesses the *Cost Factoring* dialog box to choose the cost factoring options for items received on the purchase order.

More Accesses the Add On Selections dialog box for changing the Add Ons that are used for the current purchase document.

You define the Add Ons to automatically display for purchase orders using *Add On Default Maint.* in *System Management*, The Add Ons you define and their default amounts or percentages display on the Footer screen. You can use these Add Ons and any default amounts or percentage, or you can enter different amounts or percentages for the purchase order.

Save Saves the current line item for this purchase order.

End Receipt Completes the receipt function. This action does not save your additions. You must click the **Save** button first, then **End Add** to save changes. The label of this button changes to **End Edit** when you select to edit the information for a line item or **End Receipt** when you are entering quantity information for an item.

Add Adds another item to the document.

Insert Inserts a new item on the document directly above the currently selected item in the item list.

Edit Edits the currently selected line item so you can make changes to the unit quantity or cost.

Delete Deletes the currently selected line item from the document.

Menus

File	Inquiry
Find	Additional
Global	Help

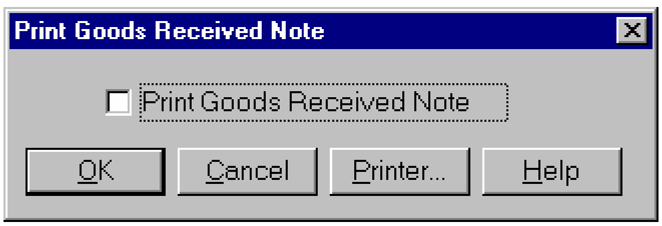
See Also

How to enter PO receipts by item number

Print Goods Received Note Dialog Box

The system displays the *Print Goods Received Note* dialog box when you select the **Done** button on the *Footer* view of the *PO Receipts, Non PO Receipts Entry, or PO Receipts by Item* screens. Using this dialog box, you can print a goods received notes at the time the receipt is saved, or to reprint a goods received note at the time changes are saved. You can also choose the **Printer** button to change printer options before printing. If you want to wait and print the purchase orders in larger groups or if you need to reprint purchase orders, you can use the *GRN Print* program.

If selected, the **OK** button will save and print the goods received note, and then you return to the Header window. You can choose the **Cancel** button to return to the Footer screen without saving the current purchase order.

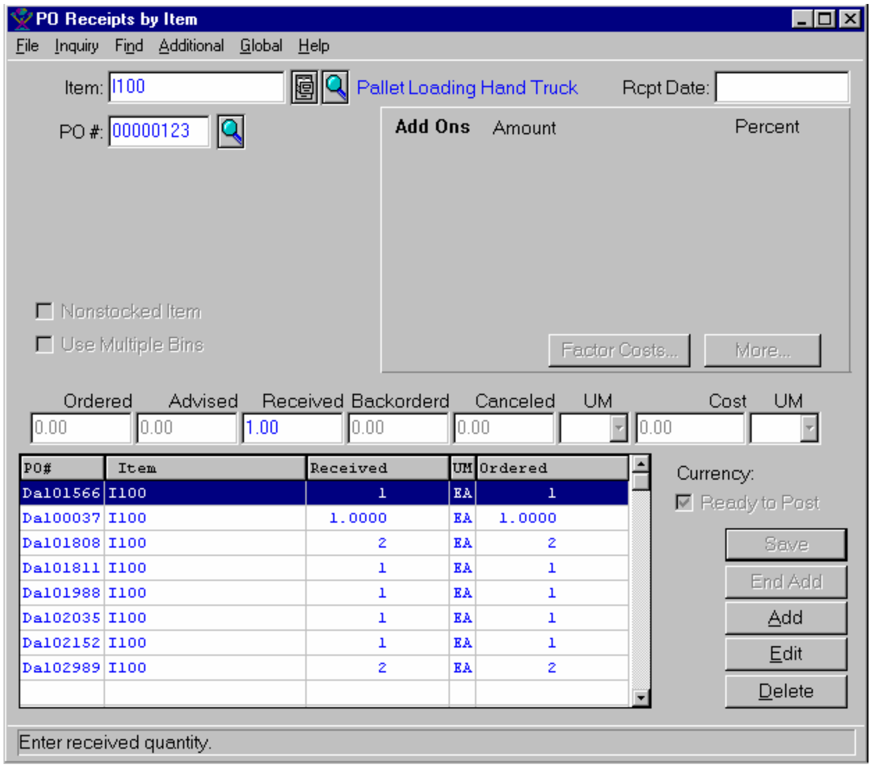


Form Contents

	Fields, Buttons, Checkboxes, & Icons
OK	Prints or reprints the goods received note.
Cancel	Cancels the goods received note print and returns you to the Footer view of the *PO Receipts, Non PO Receipts Entry, or PO Receipts by Item* screens.
Printer	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.
Print Goods Re-ceived Note	Indicates that you want to print the goods received note now. If not selected, the goods received note is saved and you return to the Header without printing.

How to enter PO receipts by item number

1. Access the *PO Receipts by Item* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Receipts* ➔ *PO Receipts by Item*. The system displays the *PO Receipts by Item* screen.



2. In the *Item* field, enter the item number you are receiving.

3. In the *PO #* field, enter the purchase order number on which you are receiving the item.

4. In the *Received* field, enter the quantity of the item at the buying unit of measure that you actually received. If you did not receive any of the item you ordered, enter zero for this field and either backorder or cancel the item quantity.

5. The quantity of the item the vendor claims to have sent displays in the *Advised* field. This value defaults to the ordered quantity but it modifiable by receiving personnel.

6. In the *Backordered* field, enter the quantity of the item enter the quantity at the buying unit of measure that you want to place on backorder from the vendor, if you did not receive the total ordered quantity of the item. If you are not backordering any quantity of the item, enter a zero.

7. In the *Canceled* field, enter the quantity of the item enter the quantity at the buying unit of measure that you want to cancel, if you did not receive the total

ordered quantity of the item. If you do not want to cancel any quantity of the item, enter a zero.

8. The default cost at the costing unit of measure for the vendor, warehouse and item displays in the *Cost* field. You can use this cost, enter a different cost, or press **F9** to open the *Cost Selection* dialog box to choose a valid cost.

9. (Optional) Select the **Add** button to add a receipt line for the item number, then re-enter the quantity information in steps 5-8. Select the **Edit** button to edit quantity or add-on information for the detail line. To modify add-on information for the detail line, select the **Factor Costs** button to access the *Cost Factoring* dialog box to choose the cost factoring options for items received on the purchase order or the **More** button to access the *Add On* Selections dialog box for changing the Add Ons that are used for the current purchase document. To delete a line item, highlight the line in the browser then select the **Delete** button. When you are finished, select the **Save** button to save your changes, the select the **End Add** or **End Edit** button as appropriate.

   Tip: You can delay a PO Receipt from immediately updating through the PO Receipts Register, and choose to manually update the PO receipt at a later time.

   This could be necessary due to delayed invoicing for additional costs such as freight or other carrier fees. This feature allows the user to delay the updating of a Receipt until the user.

   If you want to delay the update of a receipt, deselect the **Ready to Post** checkbox in the footer of PO Receipts Entry and PO Receipts by Line screens. This prevents the receipt from updating inventory and being updated through the PO Receipts Register.

   TIP: If you are committing or shipping containerized items, then the system displays the Container Allocation program that allows you to receive, commit, and ship items that are stored in traceable containers. If you are receiving container items, then the system displays the Container Receiving program that allows you to receive, commit, and ship items that are stored in traceable containers. During receipt entry for container items that are set up as multibin, the system runs the bin allocation routine first, and the quantities allocated to the bins must balance with the containers allocated to those bins. For outgoing transactions, the system does not run the bin allocation; the bin allocation is handled through the container allocation process.

   For containerized items that are in lots, the system displays the lot allocation dialog box first, then the Container Allocation dialog box. The system forces container allocation to balance with the lot allocation.

10. In the *Rcpt Date* field, modify the receipt date number as necessary.

11. Select the **Save** button to save your receipt, then select the **End Receipt** button if you are through receiving the item.

GRN Print

Use the *GRN Print* program to print details of individual PO receipts in the form of Goods Received Note (GRN). A Goods Received Note (GRN) is a printed document that lists the details of an individual receipt.

It can be printed either at the end of the receiving process (as an option in PO Receipts) or as a standalone report from the PO Receipts menu. This document also functions as a Goods Returned Note for a shipment of returned goods to the vendor, (Goods Returned Note). The option to prompt for a Goods Received/Returned Note during receipt entry is controlled by the **Use GRN in PO Receiving** option on the PO Lines view of PO Control Maintenance.

GRNs can also be printed after entry of the details or subsequently as part of a batch; after receipt entry but prior to Receipt Register update. The default value for the prompt is maintainable on the *Forms* view of the same program. The GRN printout contains page breaks on Receipt number, so if a Purchase Order has multiple receipts, a GRN prints for each one.

When the *Multi-Currency* feature is in use, you have the option of including multi-currency information in addition to the regular base currency listings on the GRN through the Multi-Currency Information option on the Forms view of PO Control Maintenance. Line and extension amounts are listed in base currency, using document-to-base currency conversions (including Euro triangulation where in use). When a document's currency is different from the base currency, an extra line of information will be printed directly below the item line. This extra line lists the document's currency, exchange rate and document-currency extension amount.

Container Information

The GRN also prints container id numbers and costs, except for empty containers. For serialized containers, the system prints container id and serial information, but not container cost information on the Goods Received Note.

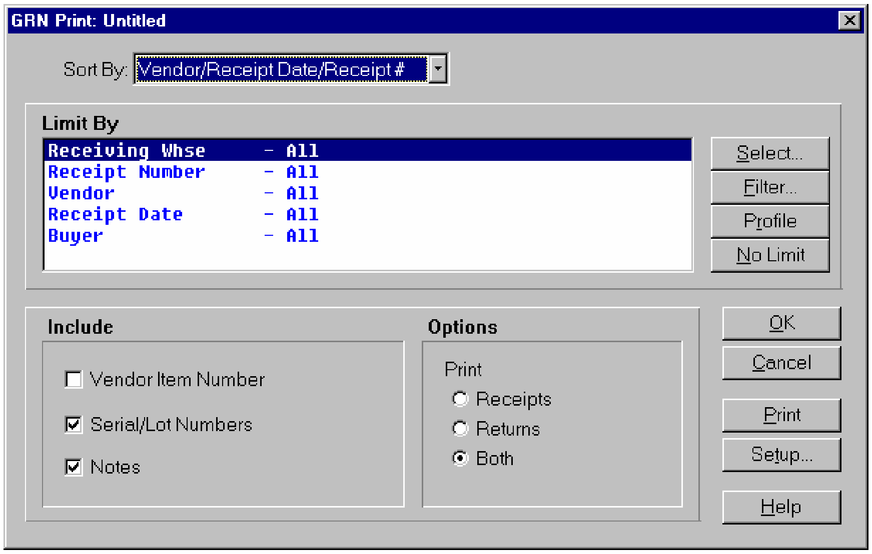
Form Information

The form itself should be specified as "2018-L-12-11-N in *Form Specification Maintenance*. **Constraints/Limitations:** Currently, only one GRN form, 2018-L-12-11-N, is available. This form is a non-preprinted 12 CPI laser form.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *GRN Print: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information updates. The available selections are: **Vendor/Receipt Date/Receipt #** and **Vendor/Receipt Date/Receipt #**.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Receiving Whse, Receipt Number**, **Vendor**, **Receipt Date**, and **Buyer**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
Include	Determines what information to print on the report. Available Include choices are: **Vendor Item Number—**to print the vendor's item number on the report. **Serial/Lot Numbers**—to include serial/lots numbers

for items on the report.

Notes—to includes notes for items on the report.

Options Indicate the options for printing the report.

In the Print section select the type of Goods Notes to prints.

Select the **Receipts** radio button to print Goods Receipts Notes.

Select the **Returns** radio button to print Goods Returns Notes.

Select the **Both** radio button to print Goods Receipts Notes and Goods Returns Notes for the report.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

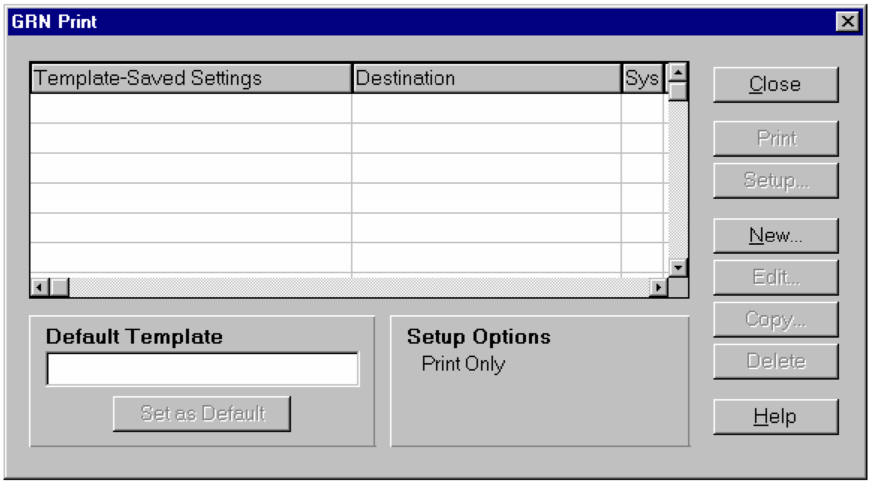
Help Accesses online Help for this screen.

See Also

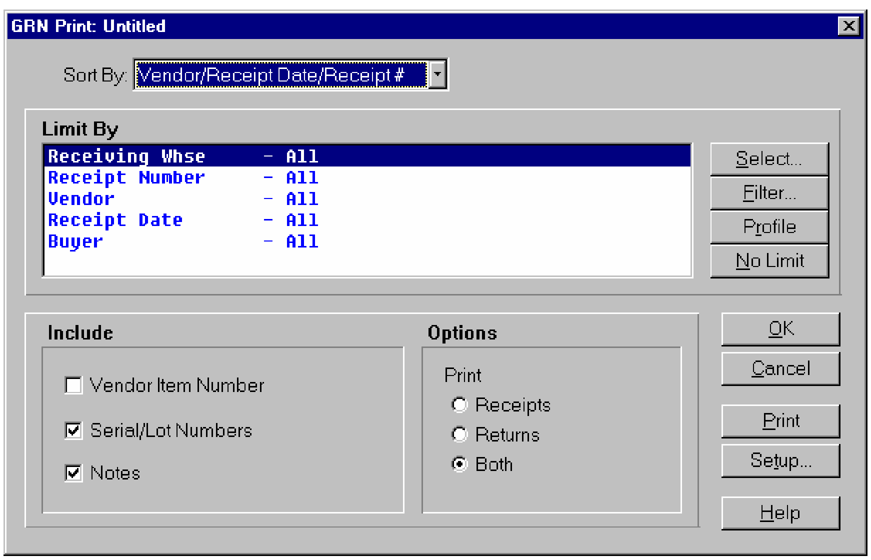
How to print Goods Returned/Received Notes

How to print the Goods Returned/Received Notes

1. Access the *GRN Print* program in the Receipts submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Receipts* ➔ *GRN Print*. The system displays the Template-Saved Settings dialog box of the *GRN Print*.



2. Select the **New**, **Edit**, or **Copy** button to access the *GRN Print: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.
   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information updates. The available selections are: **Vendor/Receipt Date/Receipt #** and **Vendor/Receipt Date/Receipt #.**
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a

range of identifying characteristics. Limit By information may be set for: **Receiving Whse, Receipt Number**, **Vendor**, **Receipt Date**, and **Buyer**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section of the form, indicate the information to print on the report. Available Include choices are:
   Vendor Item Number—to print the vendor's item number on the report.

   Serial/Lot Numbers—to include serial/lots numbers for items on the report.

   Notes—to includes notes for items on the report.

6. In the Options section of the form, indicate the options for printing the report. Select:
   In the Print section select the type of Goods Notes to prints.

   Select the **Receipts** radio button to print Goods Receipts Notes.

   Select the **Returns** radio button to print Goods Returns Notes.

7. The information for the report and update is complete. Now, you can select:
   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

Goods Received Note (GRN)

A typical *GRN* is depicted below:

```
   Goods Received Note - Standard Quanti

TakeStock Development, Inc.                                                         Purchase Order: Dal00060
3425B Corporate Way                                                                        Receipt:        2
Special Address Line - Suite #                                                            Received: 01/01/95
Another Special Address Line                                                                        Page   1
Duluth, GA 30136

Vendor:                          100
        Hardware  House  Distributor
        719 Old Town Road
        Suite 4949
        ALEXANDER, GA 50420-
        United States of America

Receiving Warehouse: Atl Atlanta - Regional Center, Inc                            Entered:         02/29/96
Reference #:                                                                       Terms:             Code 2
Buyer:               joe   Joe Mighty                                              Ship Via:           FedEx
Freight:             PrePaid

                     -----------------Quantity------------------
Item                    Ordered    Advised   Received  B'Ordered UM        Cost UM     Extension
================================================================================================
I102                       90          0         90          0   CS     391.020 CS     35,191.80
Desc: 564W CONVEC HTR
      TURTREERTRETRETRETYERYTRTYETER
```

Chapter 5	Reports

PO Reports

The selections on the Reports menu for Purchase Orders allows you to print purchasing information with options for print order and report content. Many of these reports are helpful in the management of purchase orders. You can print open orders, backorders, and future cash requirements based on current purchase orders.

Entries for the Reports menu are:

Suggested PO Report	This program prints a report of the suggested purchase orders. You will find it helpful to use this report as a worksheet for editing suggested quantities and when entering purchase orders.
PO Status Report	Use this program to generate a report of open purchase orders (not yet received) with options to print backordered items and received items that have not been updated.
Receiving Schedule	Using this program you can print a receiving schedule for items expected to arrive through either purchase order delivery or warehouse transfer delivery.
PO Receipts Report	Use this program to print a report of purchase order receipts for a selected range of dates.
Uninvoiced Receipts Report	Use this program to print a report of any purchase order items that have been received but not yet invoiced. This report also includes tax, freight and miscellaneous Add On charges that have been received but not yet invoiced.
Vendor Return Report	Using this program you can print a report of surplus item quantities that are eligible to be returned to the vendor. An optional update allows you to automatically create return type purchase orders.
Vendor/Item History Report	Use this program to print a report displaying historical information for vendors and items. The report has a variety of uses including locating active vendors or items, determining vendors or items to remove from the system

and viewing purchasing patterns.

IP Shipment Listing	Use this program to print a listing of imported shipment information by shipment/container number.

Chapter Contents

Suggested PO Report

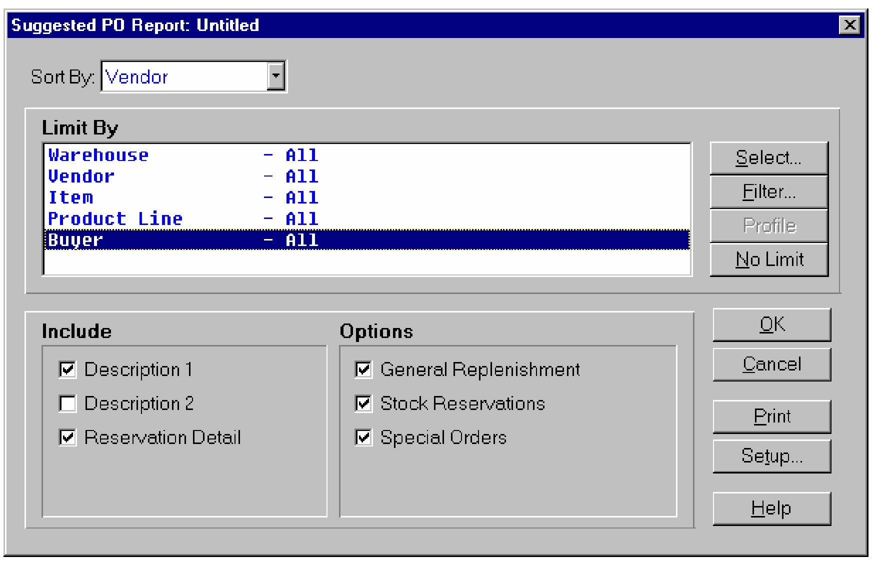
Using the *Suggested PO Report*, you can produce a report of all suggested purchase orders that have been created by the *Replenishment Report* or by a sales order, warehouse transfer, or production order, or that has been entered manually. This report is useful as a worksheet to edit suggested order quantities.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Suggested PO Report: Untitled* dialog box.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

The cost that prints on the report is an estimated cost since the actual purchase order has not yet been created.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.

Limit Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying

Fields, Buttons, Checkboxes, & Icons

By characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Product Line**, and **Buyer**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Include Determines what information to print on the report. Available Include choices are:

Description 1—to print item description 1 on the report,

Description 2—to print item description 2 on the report,

and/or

Reservation Detail—to print detailed information on reservations for each item.

Options Indicate the type of suggested purchase orders to print.

Select the **General Replenishment** checkbox to print suggested purchase orders created by the *Replenishment Report.*

Select the **Stock Reservations** checkbox to print suggested purchase orders that have stock reservations.

Select the **Special Orders** checkbox to print suggested purchase orders created by a special order.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

Suggested PO Report Hints and Examples

- Suggested purchase orders are suggested purchases of items and their quantities that are needed to meet replenishment needs or special orders.
- Open Stock is stock to be purchased (suggested purchase amount) that is currently due to come into the warehouse as available to anyone who needs it (unreserved).
- Reserved Stock is stock to be purchased that is reserved by one or more sales orders, production orders, or warehouse transfers. The reserved amount is allocated to the sales order, production order or warehouse transfer when it is received into the warehouse.
- Special Order Stock is stock to be purchased (suggested purchase amount) that is currently tied specifically to a sales order line, production order component, or to a transfer line in order to fill that line when the item is received into the warehouse. Special Order Stock is a type of reserved stock where the special order amount is added to the current order quantity as opposed to just being reserved against the order quantity.

See Also

How to print the Suggested PO Report

Suggested PO Report

The following is a sample of a *Suggested PO Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

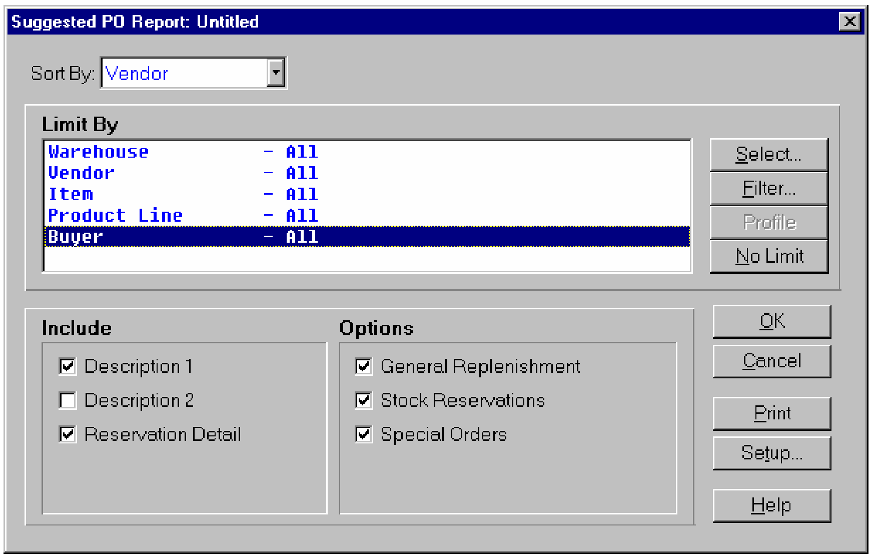
```
Date: 03/30/1998                                       QA's Primary Test Co.
Page:     1
Time:  8:54                                        Suggested PO Report - new
User: leigh

                                                       ----Stock-----   Special
Weight
Item                Description                        Open  Reserved     Order     Total UM  Est Cost  UM   Extension
LBs
=============================================================================================================================
=========
Warehouse:001 Atlanta Warehouse
Vendor: Burt Burt & Ernie's Company
Product Line: Pet   Pet Supplies                 Review Cycle: 16  Last PO:  06/25/1996  Buying Target:   1,000.00   100
LB

S205                S205 - Serialized Item N            18         0         0        18  EA       0.98 EA        17.6
0.00
                                                                                                              -----------  -
---------
Buying Requirements: Pet Supplies                 001.76% of Tgt $  999.99% of Tgt LB  Product Line Total        17.60
0.00

Product Line: Sport Sport Equipment              Review Cycle: 30  Last PO:  06/27/1996  Buying Target:   1,200.00   150
LB

S200                S200 - Serialized Item N         25072         0         0     25072  EA      17.21 EA   431,534.2
0.00
S101                S101 - Standard Item Num            69         0        18        87  EA       9.31 EA       809.7
0.00
       Reserved for: T Document For                    Description                    Order Qty  UM  Requested S
                     S 00002326 92188                  Paige's Pets, Inc.                     18 EA 01/29/1998
b100                Burt's item #1                       0         0        83        83  EA      18.00 EA     1,494.0
41.50
       Reserved for: T Document For                    Description                    Order Qty  UM  Requested S
                     C 00001120 b100                                                          73 EA 03/05/1998
                     C 00001151 b100                                                          10 EA 03/10/1998
                                                                                                              -----------  -
---------
Buying Requirements: Sport Equipment              999.99% of Tgt $  027.67% of Tgt LB  Product Line Total    433,838.03
41.50
                                                                                                              -----------  -
---------
                                                                                               Vendor Total    433,855.63
41.50

Vendor: Carol Carol's Suds and Duds
Product Line: Equip Equipment                    Review Cycle:0    Last PO:  01/01/1990  Buying Target: $      0.0     0
UM

c103                item c103 for cory                   0         0        15        15  EA      12.79 EA       191.8
30.00
       Reserved for: T Document For                    Description                    Order Qty  UM  Requested S
                     S 00001370 Spike                  Spike's buddy                          15 EA 05/06/1997
                                                                                                              -----------  -
---------
Buying Requirements: Equipment                    999.99% of Tgt $  999.99% of Tgt UM  Product Line Total       191.85
30.00
                                                                                                              -----------  -
---------
                                                                                               Vendor Total       191.85
30.00
                                                                                                              -----------  -
---------
                                                                                            Warehouse Total    434,047.48
71.50
                                                                                                              -----------  -
---------
                                                                                               Report Total    434,047.48
71.50

Number of Vendors: 2

Legend:
UM       = Unit of Measure
Tgt      = Buying Target
Est Cost = Estimated Cost
Reservations:
T - Type          = S - Sales Order, T - Transfer, P - Production
S - Special Order = * - Reserved for Special order
Date: 03/30/1998                                       QA's Primary Test Co.
Page:     2
Time:  8:54                                        Suggested PO Report - new
User: leigh

                                                       ----Stock-----   Special
Weight
Item                Description                        Open  Reserved     Order     Total UM  Est Cost  UM   Extension
LBs
=============================================================================================================================
=========
```

```
Selections for Suggested PO Report - new:
Warehouse           : All
Vendor              : Burt, Carol
Item                : All
Product Line        : All
Buyer               : All
Include Item Description 1
Include Reservation Detail
Include General Replenishment, Stock Reservations, Special Orders
```

How to print the Suggested PO Report

1. Access the *Suggest PO Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *Suggest PO Report*. The system displays the Template-Saved Settings dialog box of the *Suggest PO Report*.

2. Select the **New**, **Edit**, or **Copy** button to access the *Suggest PO Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.
   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Product Line**, and **Buyer**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.

- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.

- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

   Description 1—to print item description 1 on the report,

   Description 2—to print item description 2 on the report, and/or

   Reservation Detail—to print detailed information on reservations for each item.

6. In the Options section of the screen, indicate the type of suggested purchase orders to print

   Select the **General Replenishment** checkbox to print suggested purchase orders created by the *Replenishment Report.*

   Select the **Stock Reservations** checkbox to print suggested purchase orders that have stock reservations.

   Select the **Special Orders** checkbox to purchase orders created by a special order.

7. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

PO Status Report

Using the *PO Status Report*, you can print all open (not yet received) purchase orders with options to print backordered items and received items that have not been updated.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *PO Status Report: Untitled* dialog box.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

Selecting the **Import Shipping** button allows you to include shipment information for the purchases orders that have lines which are on shipments on the Purchase Order Status Report

The report prints the total dollar amount of the outstanding POs in the base currency as well as the document currency.

Containers

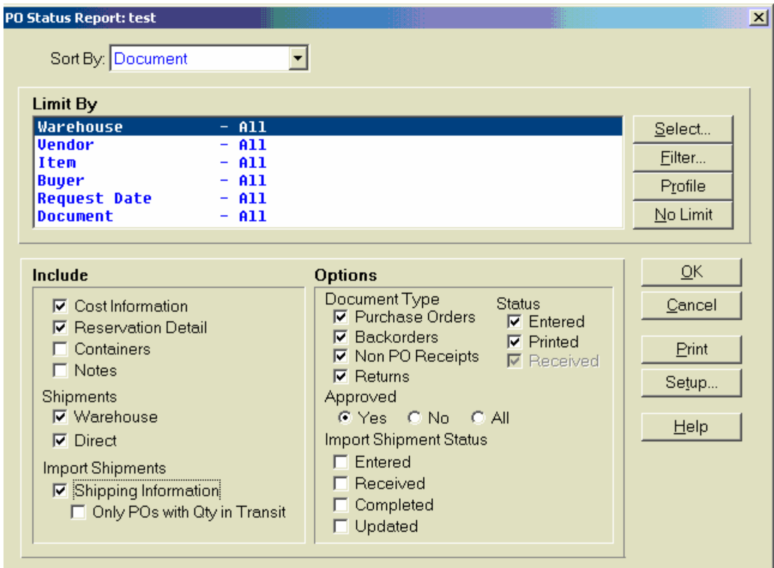
The report also includes container costs and adds to container costs totals. If you do not select to include costing information on the report, all container information prints on one line. If you select to include cost information, container ids optionally print based on the Use Serial numbers setting for containers; serial numbers print on a second line for serialized containers.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name),then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Document**, **Document by Date**, **Vendor**, **Vendor by Date**, **Vendor Name**, **Vendor Name by Date**, **Item**, and **Item by Date**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Buyer**, **Request Date**, and **Document**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Include Determines what information to print on the report. Available Include choices are:

Cost Information—to print the cost of the item from the purchase order.

Reservation Detail—to print the details for each stock reservation.

Notes—to print notes for the purchase order.

In the Shipments section of the screen, select:
Warehouse or **Direct —**to print items for warehouse shipment, direct shipment, or both.

In the Import Shipments section of the screen, select:
Shipping Information to include the following shipment information below the Purchase Order Document Line on the PO Status Report: Shipment Number, Container Number, Shipping Carrier, Actual Departure Date, Estimated Date in Warehouse, Actual Date in Warehouse, Document Status, In Transit Quantity, and Received Quantity.

If Shipping Information is checked you can select **Only POs with Qty in transit** to include only PO Lines with shipments that have quantities in transit.

Options Indicate the type of documents to print on the report,

In the Document Type section of the screen, select from the following checkboxes:

Purchase Orders

Backorders

Non PO Receipts

Returns

In the Status section of the screen, select status of the documents to print on the report. Select from the following checkboxes:
Entered, **Printed** and/or **Received**.
Received documents are optional only if **Non PO Receipts** is <u>not</u> selected as a document type.

For the **Approved** radio button, select **Yes** to print purchase orders with Document status of Approved, **No** to omit approved purchase orders and print unapproved purchase orders, or **All** to print both Approved and Unapproved purchase orders.

In the Import Shipment Status section, indicate which shipments to include on the report. The system compares the Shipment header document status to your selection here to determine whether to include the shipment on the report. You can select from the following statuses:
Entered, **Received**, **Completed** and **Updated**.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

PO Status Report Hints and Examples

An item that has been received but has not yet been updated is a receipt. When an item is received, you must decide whether the receipt should be updated immediately or updated by the Receipt Register. Once updated, the receipt becomes a past receipt.

See Also

How to print the PO Status Report

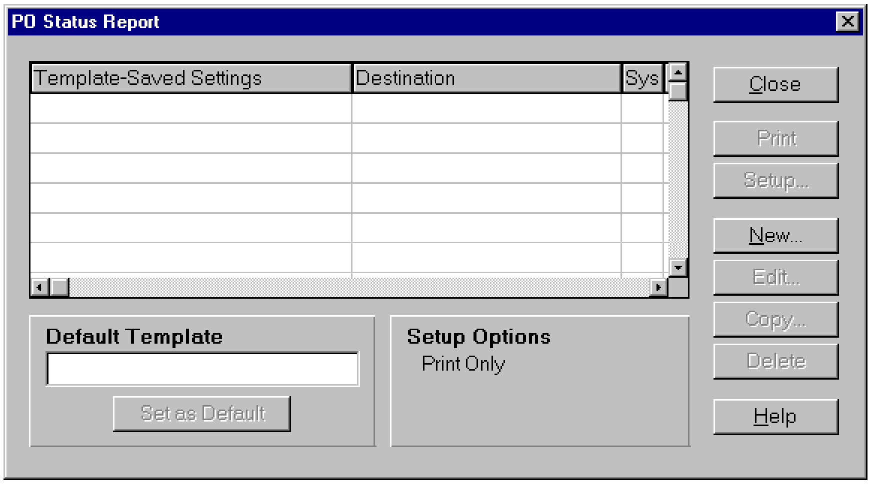
PO Status Report

The following is a sample of a *PO Status Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

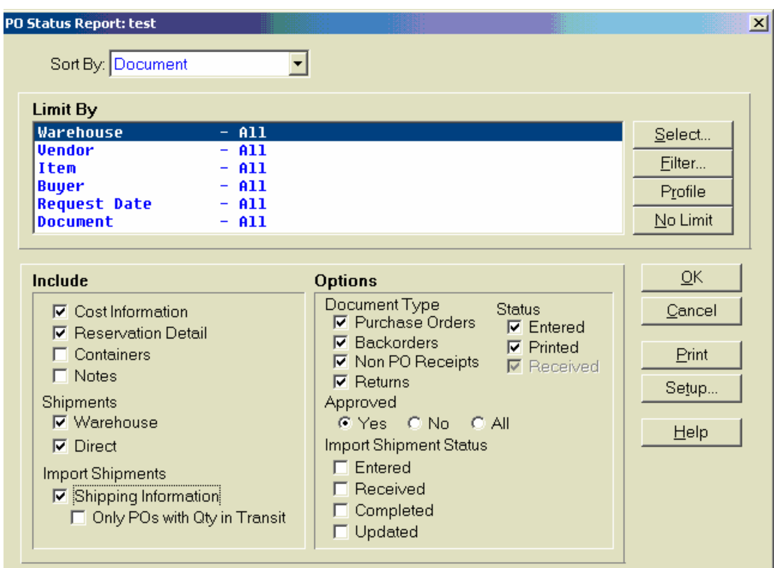
```
Date: 03/30/2006                   TakeStock Development with Infor Global Solutions!                        Page:
1
Time: 11:18 AM                                  PO Status Report - Rich1                                     User:
rich

                                                        --------Date---------   Current
     Item                 Description                  Requested   Promised        Qty  UM        Cost UM
Extension
=======================================================================================================================
===
PO#: Dal04885  Type: P  Status: P  Wh: Atl  D: N  Vendor: V100 General Industrial MFG

     02bpb                Brown Paper Bag...           03/14/2006 None        200.0000  EA       0.660 EA
132.00
SN: 03302006-001        CN: 1                   CR: Airborne           AD: 01/01/2001 EW: 01/01/2001 AW: 01/01/2001
SS: Received            IQ:      50             RQ:     50
                                                                                                            ----------
---
                                                                                              PO Total  $
132.00
                                                                                                            ----------
---
                                                                                          Report Total  $
132.00

Number of Documents: 1

Legend:
  Wh = Warehouse
  Type (P-Purchase Order, B-Backorder, N-Non PO Receipt, R-Return)
  Status (E=Entered, P=Printed, R=Received, U=Unapproved)
  D  = Direct Shipments (Y-yes, N-no)
  UM = Unit of Measure
  T  = Reservation Document Type (S-Sales Order, T-Transfer, P-Production)
  Current Qty is either Ordered or Received quantity based on the line status
  Import Shipment Data
    SN = Shipment Number
    CN = Container Number
    CR = Carrier
    AD = Actual Departure Date
    ED = Estimated Date in Warehouse
    AW = Actual Date in Warehouse
    SS = Shipment Status
    IQ = In Transit Quantity
    RQ = Received Quantity

Selections for PO Status Report - Rich1:
Warehouse       : All
Vendor          : All
Item            : All
Buyer           : All
Request Date    : First to Last
Document        : Dal04885
Include Costing Information
Include Reservation Information
Include Purchase Orders, Backorders, Non PO Receipts, Returns
Include Entered, Printed, Received POs
Include Import Shipping Information
Include Lines with Shipments in Transit
Include Entered, Received, Completed, Updated Shipments
```

How to print the PO Status Report

1. Access the *PO Status Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *PO Status Report*. The system displays the Template-Saved Settings dialog box of the *PO Status Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *PO Status Report: Untitled* dialog box.



Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Document**, **Document by Date**, **Vendor**, **Vendor by Date**, **Vendor Name**, **Vendor Name by Date**, **Item**, and **Item by Date**.
Limit	Limits the information that the system prints by selecting

By specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Buyer**, **Request Date** , and **Document**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

Cost Information—to print the cost of the item from the purchase order.

Reservation Detail—to print the details for each stock reservation.

Notes—to print notes for the purchase order.

In the Shipments section of the screen, select:
Warehouse or **Direct —**to print items for warehouse shipment, direct shipment, or both.

In the Import Shipments section of the screen, select:
Shipping Information to include the following shipment information below the Purchase Order Document Line on the PO Status Report: Shipment Number, Container Number, Shipping Carrier, Actual Departure Date, Estimated Date in Warehouse, Actual Date in Warehouse, Document Status, In Transit Quantity, and Received Quantity.

If Shipping Information is checked you can select **Only POs with Qty in transit** to include only PO Lines with shipments that have quantities in transit.

5. In the Options section of the screen, indicate the type of suggested purchase orders to print

   Purchase Orders
   Backorders
   Non PO Receipts
   Returns

   In the Status section of the screen, select status of the documents to print on the report. Select from the following checkboxes:
   Entered, **Printed** and/or **Received**.

   Received documents are optional only if **Non PO Receipts** is <u>not</u> selected as a document type.

For the **Approved** radio button, select **Yes** to print purchase orders with Document status of Approved, **No** to omit approved purchase orders and print unapproved purchase orders, or **All** to print both Approved and Unapproved purchase orders.

In the Import Shipment Status section, indicate which shipments to include on the report. The system compares the Shipment header document status to your selection here to determine whether to include the shipment on the report. You can select from the following statuses:
Entered, **Received**, **Completed** and **Updated**.

6. The information for the report and update is complete. Now, you can select:

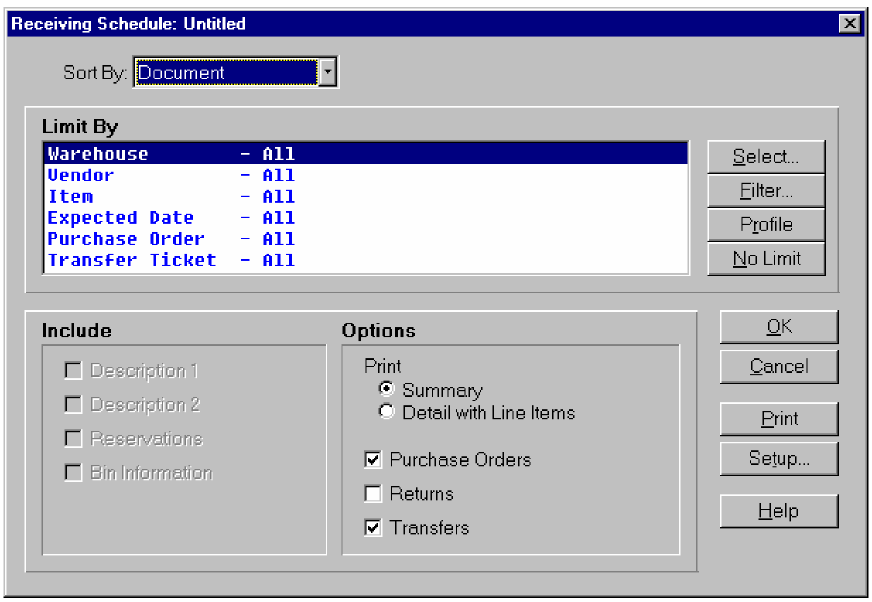
   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

Receiving Schedule

Use this program to print a receiving schedule for items expected to arrive through either purchase order delivery or warehouse transfer delivery. You can also print reservation detail for sales orders, transfers, and BOM production components.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Receiving Schedule: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Document**, **Document by Date**, and **Vendor Alternate**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Expected Date**, **PO**, and **Transfer Tie**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Include Determines what information to print on the report. Available Include choices are:

Description 1—to print item description 1 on the report,

Description 2—to print item description 2 on the report, and/or

Reservation Detail—to print detailed information on reservations for each item.

Bin Information—to print bin information for each item.

Options Indicate the format to print.

In the Print section of the screen,

Select the **Summary** checkbox to print summary information.

Select the **Detail with line items** checkbox to print detail information for the line items included on the report. This option is only available if the report is sorted by *Document* or *Document by Date*.

Select the receipts or returns information to include. Available choices are:
Purchase Orders

Returns

and/or

Transfers

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the Receiving Schedule

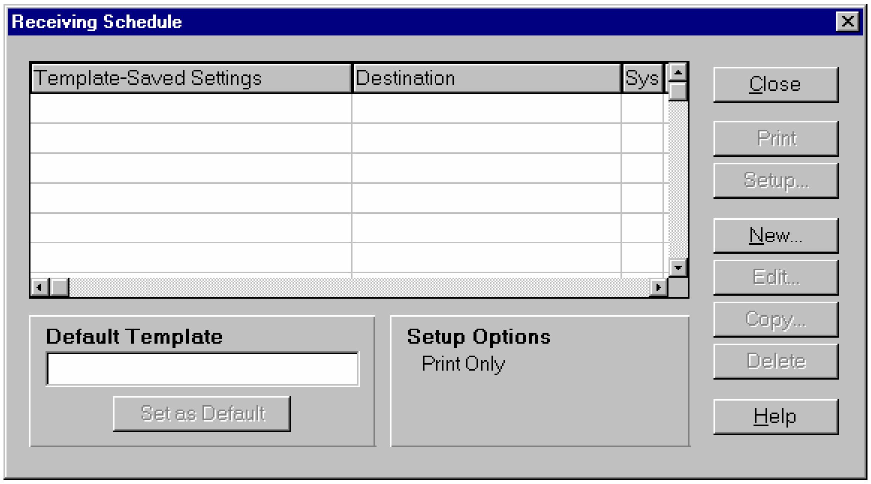
Receiving Schedule

The following is a sample of a *Receiving Schedule.* The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

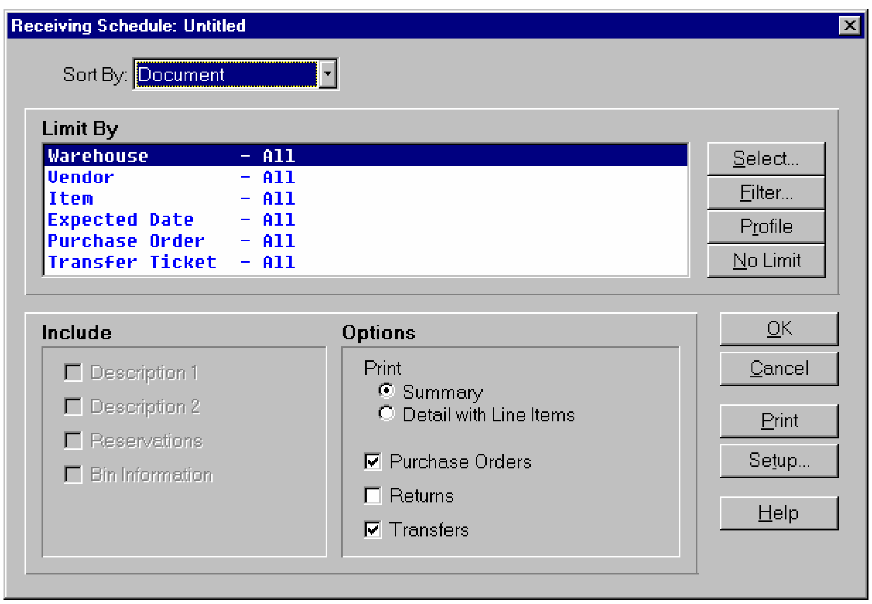
```
Date: 03/30/1998                                       QA's Primary Test Co.
Page:     1
Time:  9:42 AM                                   Receiving Schedule - Untitled: Temp
User: leigh

                                                    Promised/
Vendor/
Item                Description                     Requested    Ordered  UM
Document T S From Wh   Name
=====================================================================================
===============================================
Receiving Warehouse: 001 Atlanta Warehouse

031888              Bookshelves                     None             10  EA
atl00700 P P Burt      Burt & Ernie's Company
c100                Item from Cory/pet                                5  EA
atl00538 P E Burt      Burt & Ernie's Company
c102                Cory's equip item                                10  EA
atl00539 P E Burt      Burt & Ernie's Company
c103                item c103 for cory              05/11/1997       15  EA
atl00563 P E Burt      Burt & Ernie's Company

  Reserved for: T  Document For                  Description                    Order
Qty  UM Requested
                S  00001370 Spike                Spike's buddy
15     05/06/1997


Number of Receipts: 4

Legend:
  Promised/Requested = Promised Date (for POs) Requested Date (for Transfers)
  T  = Type (T-Transfer, P-Purchase Order)
  S  = Status (E-Entered, P-Printed, C-Confirmed, S-Shipped)
  Wh = Warehouse
  UM = Unit of Measure
  T  = Reservation Document Type (S-Sales Order, T-Transfer, P-Production)

Selections for Receiving Schedule - Untitled: Temp:
Receiving Warehouse : 001
Vendor              : Burt
Item                : 031888, c100, c101, c102, c103, c104
Date                : First to Last
Purchase Order      : All
Transfer Ticket     : All
Include Item Description 1
Include Reservation Information
Print Detail with Line Items
Include Purchase Orders
Include Transfers
```

How to print the Receiving Schedule

1. Access the *Receiving Schedule* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *Receiving Schedule*. The system displays the Template-Saved Settings dialog box of the *Receiving Schedule*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Receiving Schedule: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Document**, **Document by Date**, and **Vendor**

Alternate.

Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Expected Date**, **PO**, and **Transfer Tie**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report.

   Select:
   Description 1—to print item description 1 on the report,

   Description 2—to print item description 2 on the report, and/or

   Reservation Detail—to print detailed information on reservations for each item.

   Bin Information—to print bin information for each item.

6. In the Options section of the screen, indicate the format to print

   In the Print section of the screen,

   Select the **Summary** checkbox to print summary information. Select the **Details with Line Items** radio button to print a detail format of the *Receiving Schedule Report.*

   Select the receipts or returns information to include. Available choices are:
   Purchase Orders

   Returns

   and/or

   Transfers

7. The information for the report is complete. Now, you can select:

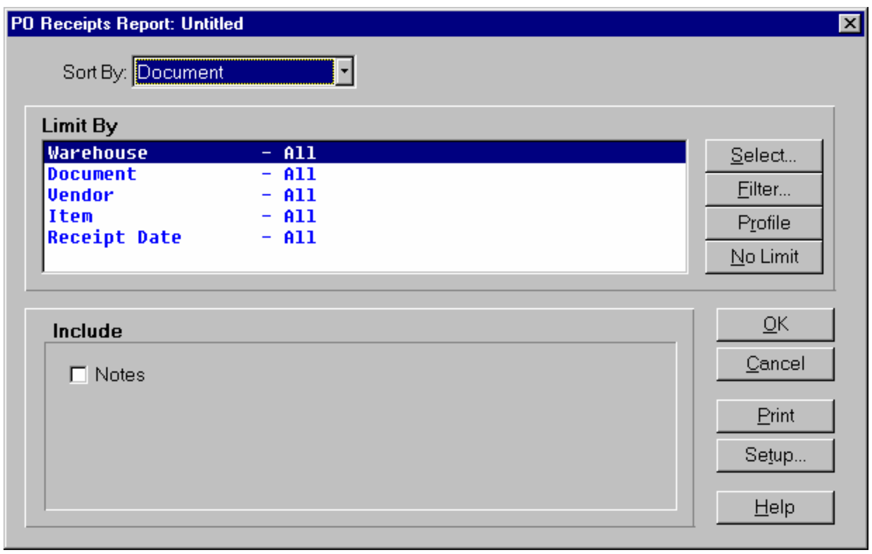
- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

PO Receipts Report

Use this report to print a report of Purchase Order receipts within a selected range of dates. For example, you may want to print a report of receipts for a given month to review or to save as an audit trail.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *PO Receipts Report: Untitled* dialog box.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Document**, **Document by Date**, **Vendor**, **Vendor by Date**, **Item**, and **Item by Date**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Document**, **Vendor**, **Item**, and **Receipt Date**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter	Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
Include	Determines what information to print on the report. Available Include choices are: **Notes—**to print item notes on the report.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the PO Receipts Report

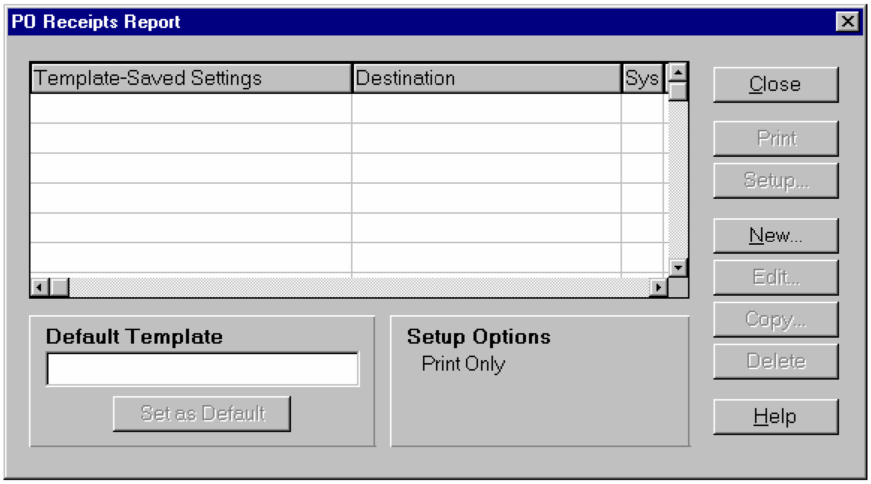
PO Receipts Report

The following is a sample of a *PO Receipts Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

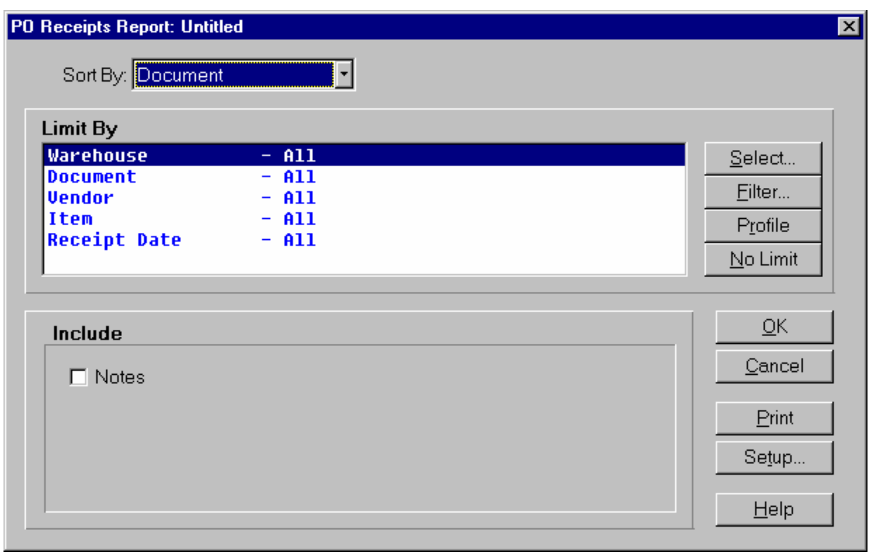
```
Date: 04/28/1997                                        QA's Primary Test Co.
Page:     1
Time:  3:56 PM                                  Receipts Report - Untitled: Temp
User: candy

                                                                                                      BY             CT
PO#       Wh  Vendor     Name          Rcpt#  Received  Item                 Description   Quantity  UM        Cost UM
Extension
==============================================================================================================================
==========
atl00432  001 PetSmart   PetSmart Comp 00001 04/03/1997 pbbones              peanut butter      100  EA       18.87 EA
1,887.00
                                                                                                                          ---
----------
                                                                                                           PO Total  $
1,887.00

atl00433  001 PetSmart   PetSmart Comp 00001 04/03/1997 pbbones              peanut butter       45  EA       19.86 EA
893.70
                                                                                                                          ---
----------
                                                                                                           PO Total  $
893.70

atl00434  001 PetSmart   PetSmart Comp 00001 04/03/1997 pbbones              peanut butter       85  EA       18.87 EA
1,603.95
                                                                                                                          ---
----------
                                                                                                           PO Total  $
1,603.95

atl00463  001 Omar       Omar's Crab S 00001 03/19/1997 v200                 Vendor/Item T       11  EA       23.66 EA
260.26
                                                                                                                          ---
----------
                                                                                                           PO Total  $
260.26

atl00464  001 Omar       Omar's Crab S 00001 04/18/1997 v200                 Vendor/Item T       12  EA       23.66 EA
283.92
                                                                                                                          ---
----------
                                                                                                           PO Total  $
283.92

atl00465  001 Omar       Omar's Crab S 00001 04/14/1997 v200                 Vendor/Item T        3  EA       23.66 EA
70.98
                                                                                                                          ---
----------
                                                                                                           PO Total  $
70.98

atl00467  001 VFalls     Falls Art Sup 00001 04/15/1997 prod3                Migration of         5  EA       50.60 EA
253.00
atl00467  001 VFalls     Falls Art Sup 00002 04/15/1997 prod3                Migration of         3  EA       50.60 EA
151.80
                                                                                                                          ---
----------
                                                                                                           PO Total  $
404.80
                                                                                                                          ---
----------
                                                                                                       Report Total  $
5,404.61

Number of Documents: 8

Legend:
  Wh    = Warehouse
  BY UM = Buying Unit of Measure
  CT UM = Costing Unit of Measure

Selections for Receipts Report - Untitled: Temp:
Warehouse           : 001
Document            : atl00432, atl00433, atl00434, atl00463, atl00464, atl00465, atl00467
Vendor              : All
Item                : All
Receipt Date        : All
```

How to print the PO Receipts Report

1. Access the *PO Receipts Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *PO Receipts Report*. The system displays the Template-Saved Settings dialog box of the *PO Receipts Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *PO Receipts Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Document**, **Document by Date**, **Vendor**, **Vendor by Date**, **Item**, and **Item by**

	Date.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Document**, **Vendor**, **Item**, and **Receipt Date**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

   Notes—to print item notes on the report.

6. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

Uninvoiced Receipts Report

Using the *Uninvoiced Receipts Report*, you can keep track of purchase order items that have been received but not yet invoiced. The report also includes uninvoiced tax and Add On charges.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Uninvoiced Receipts Report: Untitled* dialog box.

The *Receipt Date* option in the Limit By allows you to set a date or range of dates for the uninvoiced purchase orders receipts to print on the report.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

Zero Dollar Purchase Orders

For purchase orders with a PO amount equal to zero (i.e. all line items have a cost of 0.00 and there are no addons) the PO Receipts Register Update marks the purchase orders as ‘fully invoiced’. This prevents zero-dollar PO documents from printing on the Uninvoiced Receipts Report.

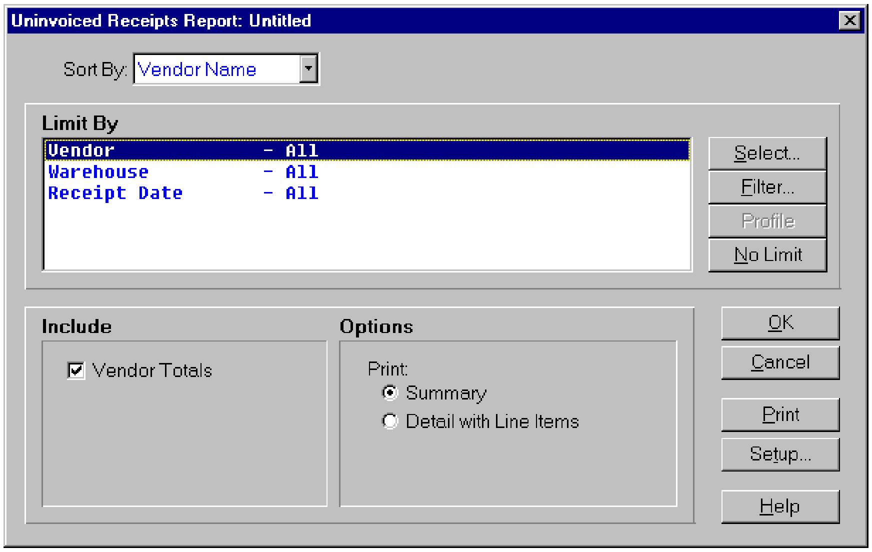
MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name),then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file " filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Uninvoiced Receipts Report, the report Include option, Vendor Total, is ignored.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Vendor**, **Warehouse**, and **Receipt Date**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
Include	Determines what information to print on the report. Available Include choices are: **Vendor Totals—**to print totals by vendor for

merchandise, tax, freight, and miscellaneous Add Ons.

Options Indicate the format to print.

Select the **Summary** radio button to print a summary format of the *Uninvoiced Receipts Report.*

Select the **Details with Line Items** radio button to print a detail format of the *Uninvoiced Receipts Report.*

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the Uninvoiced Receipts Report

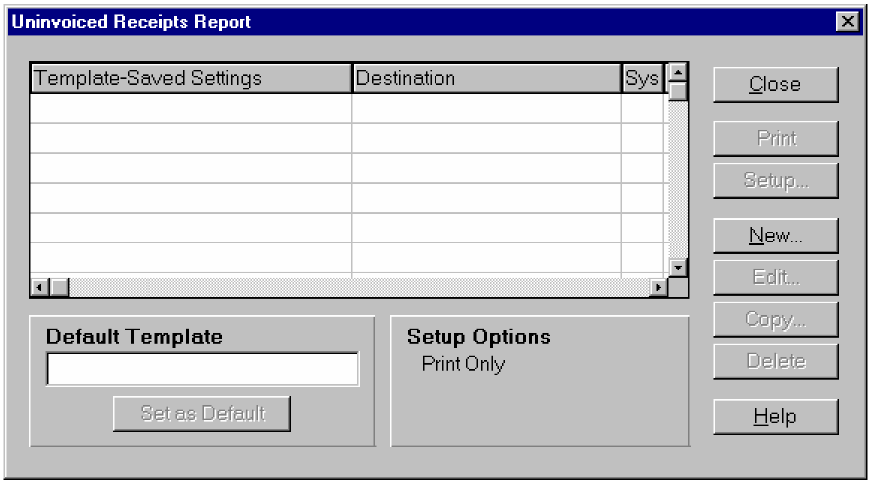
Uninvoiced Receipts Report

The following is a sample of an *Uninvoiced Receipts Report.* The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

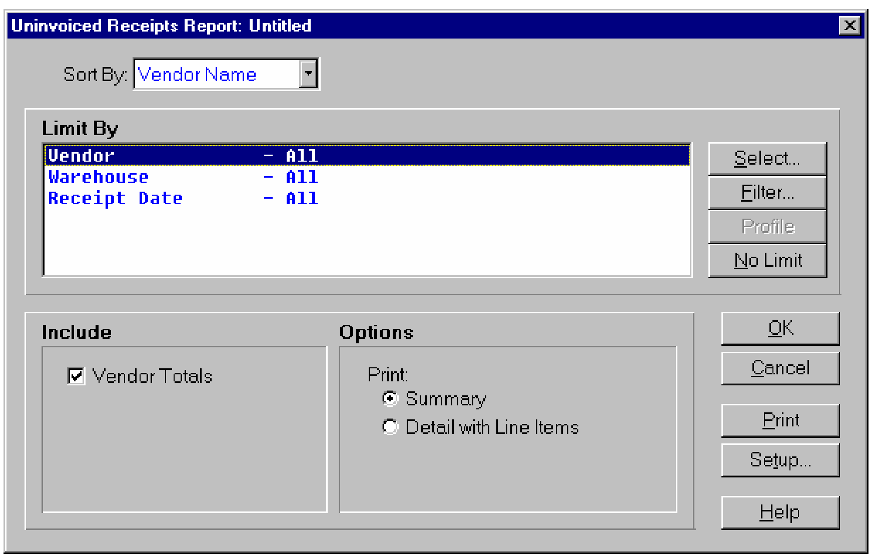
```
Date: 04/28/1997               QA's Primary Test Co.                    Page:     1
Time:  4:13 PM       Uninvoiced Receipts Report - Untitled: Temp        User: candy

Vendor     Name                           PO#      Rcpt   Received  Wh        Amount
=====================================================================================
Cory       Cory's cabinets                00008888 00001 04/08/1997 001       512.18
                                          atl00340 00001 03/05/1997 001     3,112.22
                                          atl00341 00001 03/06/1997 001       218.67
                                          atl00342 00001 03/07/1997 001       527.96
                                          atl00345 00001 03/05/1997 001       379.95
                                          atl00358 00001 03/06/1997 001       294.32
                                          atl00359 00001 03/06/1997 001       237.95
                                          atl00415 00001 03/22/1997 001       222.88
                                          atl00455 00001 04/08/1997 001       512.18

                                                        Vendor Items  $     5,779.74
                                                          Vendor Tax  $         9.18
                                                      Vendor Freight  $         0.00
                                                 Vendor Misc Add Ons  $       229.39
                                                                         -------------
                                                        Vendor Total  $     6,018.31

                                                        Report Items  $     5,779.74
                                                          Report Tax  $         9.18
                                                      Report Freight  $         0.00
                                                 Report Misc Add Ons  $       229.39
                                                                         -------------
                                                        Report Total  $     6,018.31

Number of Vendors: 1

Legend:
  PO#  = Purchase Order number
  Rcpt = Receipt number
  Wh   = Warehouse

Selections for Uninvoiced Receipts Report - Untitled: Temp:
Vendor          : Cory
Warehouse       : All
Receipt Date    : First to Last
Print           : Summary
Include Vendor Totals
```

How to print the Uninvoiced Receipts Report

1. Access the *Uninvoiced Receipts Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *Uninvoiced Receipts Report*. The system displays the Template-Saved Settings dialog box of the *Uninvoiced Receipts Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Uninvoiced Receipts Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Vendor**, **Warehouse**, and **Receipt Date**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

   Vendor Totals—to print totals by vendor for merchandise, tax, freight, and miscellaneous Add Ons.

6. In the Options section of the screen, indicate the format to print

   Select the **Summary** radio button to print a summary format of the *Uninvoiced Receipts Report.*

   Select the **Details with Line Items** radio button to print a detail format of the *Uninvoiced Receipts Report.*

7. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

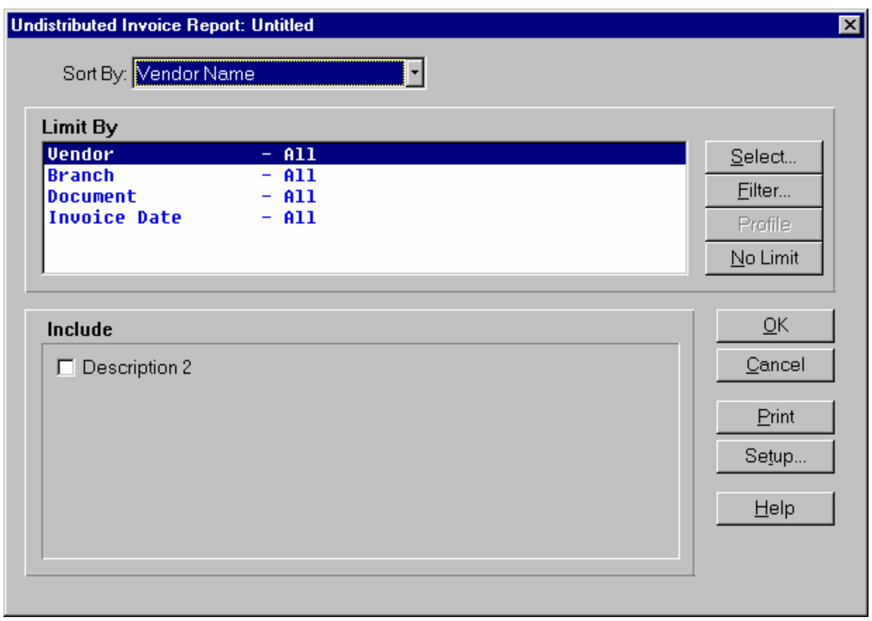
Undistributed Invoice Report

Using this report, you can print a listing of the undistributed invoices in the system. The report prints in two formats:

- Summary, which includes vendor number, vendor name, purchase order number, receipt number, date received, warehouse number, and amount.
- Detail, which includes summary information plus item number, item description, quantity and cost.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Undistributed Invoice Report* dialog box.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for:

	Vendor, **Branch**, **Document**, and **Invoice Date**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
Include	Determines what information to print on the report. Available Include choices are:
	Description 2—to print item description 2 on the report.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Undistributed Invoice Report

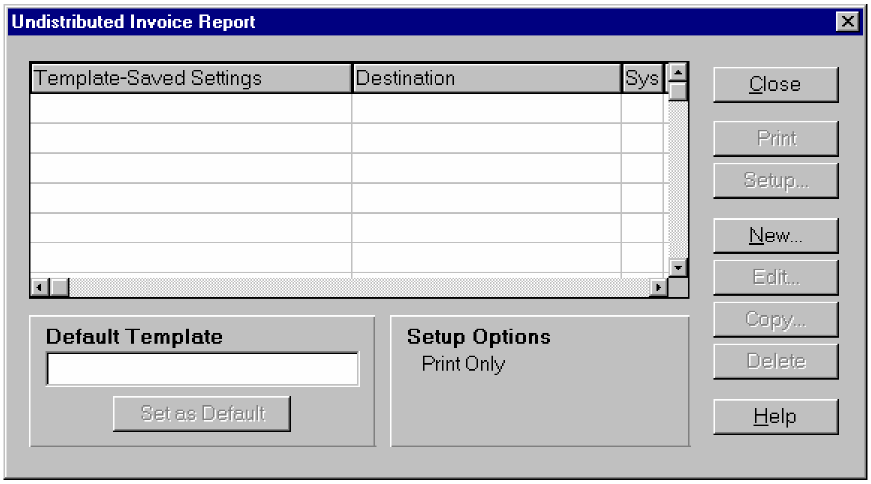
Undistributed Invoice Report

A typical *Undistributed Invoice Report* is depicted below:

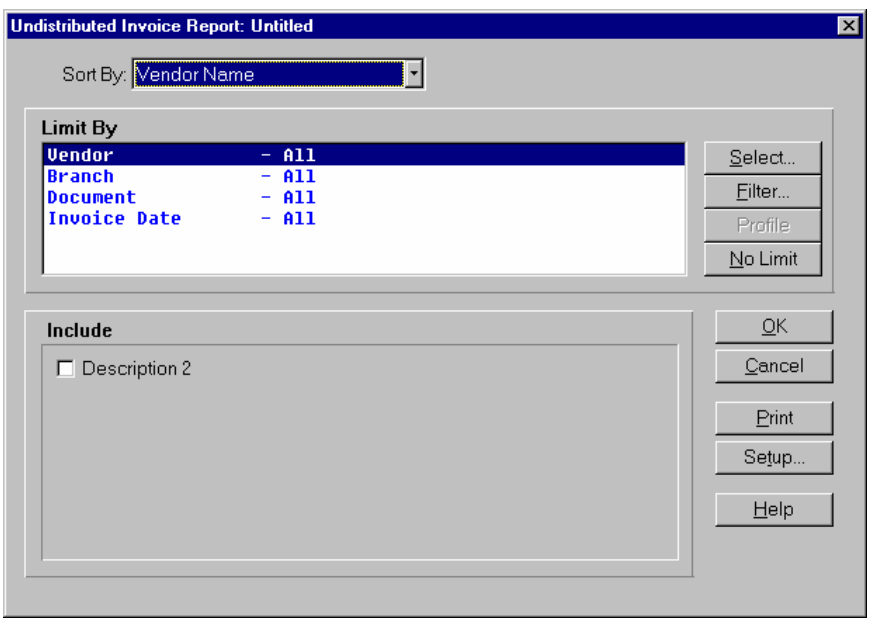
```
Date: 12-11-1998                                    TakeStock Development, Inc.
Page:     1
Time:  4:39 PM                                   Undistributed Invoice Report - test
User: leigh

            Invoice                                                                                BY           CT
Invoice#      Date    Br  PO#            Item                 Description                 Quantity UM       Cost UM
Extension
==========================================================================================================================
Vendor 700 Print House Incorporated

858585     11-15-1998 ATL zzzzzzzz       TAX                  Tax                                1  EA       55.73 EA
55.73
                                                                                                           -----------
                                                                                                         Invoice Total
55.73

858587     01-15-1997 ATL zzzzzzzz       TAX                  Tax                                1  EA        3.14 EA
3.14
                                                                                                           -----------
                                                                                                         Invoice Total
3.14
                                                                                                           -----------
                                                                                                          Vendor Total
58.87

Vendor 1001 VEPCO, Inc

456457     11-15-1997 ATL zzzzzzzz       TAX                  Tax                                1  EA        0.23 EA
0.23
                                                                                                           -----------
                                                                                                         Invoice Total
0.23

753951     02-15-1998 ATL zzzzzzzz       TAX                  Tax                                1  EA        0.84 EA
0.85
                                                                                                                     -
----------
                                                                                                         Invoice Total
0.85

858589     11-15-1997 ATL zzzzzzzz       TAX                  Tax                                1  EA       60.45 EA
60.46
                                                                                                                     -
----------
                                                                                                         Invoice Total
60.46

858592     11-15-1997 ATL zzzzzzzz       TAX                  Tax                                1  EA       37.81 EA
37.81
                                                                                                                     -
----------
                                                                                                         Invoice Total
37.81

858595     11-15-1997 ATL zzzzzzzz       TAX                  Tax                                1  EA        0.31 EA
0.32
                                                                                                                     -
----------
                                                                                                         Invoice Total
0.32
                                                                                                                     -
----------
                                                                                                          Vendor Total
99.66
                                                                                                                     -
----------
                                                                                                          Report Total
158.53

Number of Vendors: 2

Legend:
  Br    = Branch
  BY UM = Buying Unit of Measure
  CT UM = Costing Unit of Measure
Date: 12-11-1998                                    TakeStock Development, Inc.
Page:     2
Time:  4:39 PM                                   Undistributed Invoice Report - test
User: leigh

            Invoice                                                                                BY           CT
Invoice#      Date    Br  PO#            Item                 Description                 Quantity UM       Cost UM
Extension
==========================================================================================================================
Selections for Undistributed Invoice Report - test:
Vendor          : All
Item            : All
Branch          : All
Document        : All
Invoice Date    : First to Last
```

How to print the Undistributed Invoice Report

1. Access the *Undistributed Invoice Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *Undistributed Invoice Report*. The system displays the Template-Saved Settings dialog box of the *Undistributed Invoice Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Undistributed Invoice Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are:

Vendor, **Vendor Name**, and **Vendor Alternate**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Vendor**, **Branch**, **Document**, and **Invoice Date**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

   Description 2—to print item description 2 on the report.

6. The information for the report and update is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Vendor Return Report

Using the *Vendor Return Report*, you can produce a report of items that have surplus quantities that can be returned to the vendor. The program contains an optional update that allows you to automatically create return purchase orders for the surplus quantities.

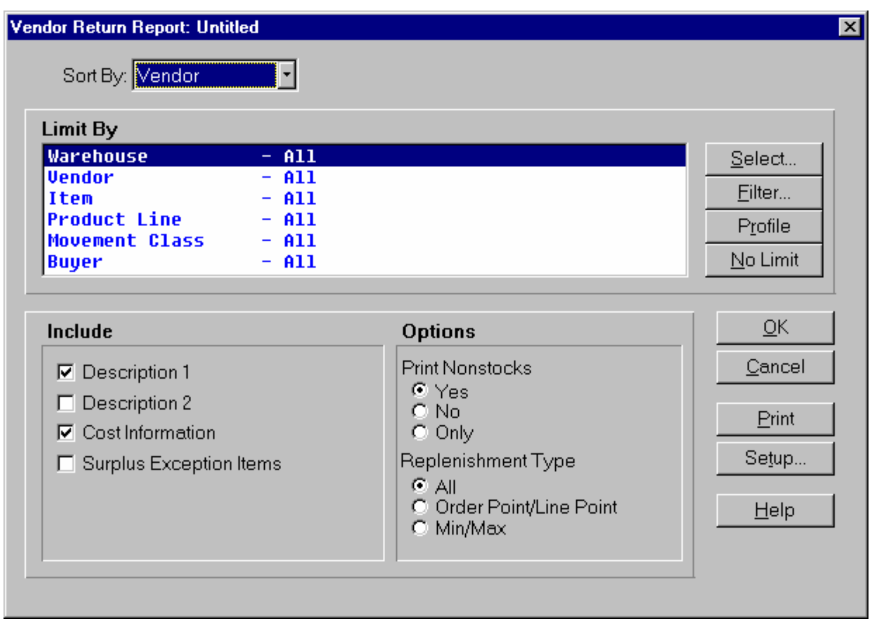
When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Vendor Return Report* dialog box.

Surplus exceptions are set in *Warehouse/Item Maint*. to determine whether the surplus amount is really surplus, perhaps because of the purchasing circumstances of the item. For example, if the vendor offers a special on the item and you intentionally purchase a surplus quantity, you would not want to return it. In this case, the item's surplus is considered an exception (not really surplus) and is not eligible to be sent back to the vendor as part of this report.

The cost that prints is the last purchase order receipt cost for each vendor and item. If a vendor and item cost is not found, the cost that prints is the last cost from the WAREHOUSE/ITEM TABLE. If neither cost is found, then a zero cost prints on the report for that vendor and item.

Choosing the **Print** button on this screen prints the report without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Product Line**, **Movement Class**, and **Buyer**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
Include	Determines what information to print on the report. Available Include choices are: **Description 1—**to print item description 1 on the report, **Description 2—**to print item description 2 on the report, and/or **Cost Information**—to print the cost of each vendor and item combination that prints on the report. **Surplus Exception Items**—to include all surplus exceptions.
Options	Indicate the information to print. In the Print Nonstocks section of the screen, select **Yes** to include all nonstocks, **No** to include none, or **Only** to include only nonstock items on the report. In the Replenishment Type section of the screen, select the restocking method for items as set in *Warehouse/Item Maint.* Select the **All**, **Order Point/Line Point**, or **Min/Max** radio button.
OK	Saves the new or modified template and exits the screen.

Cancel	Exits the screen without saving any changes.
Print or Print/Updt	Prints the *Vendor Return Report* for your current template settings. You cannot not perform update function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button. Note that the label display for this button changes based on the setting you select in the Print/Update Setting section of the *Print Setup* dialog box.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Vendor Return Report

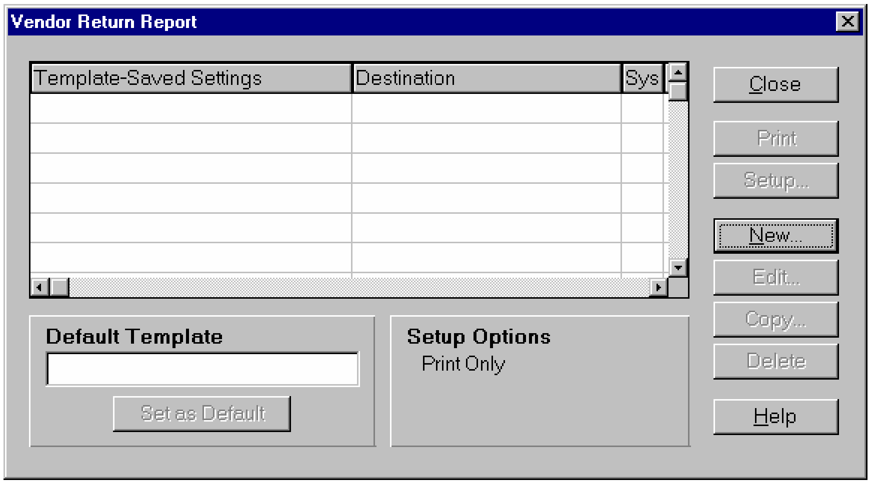
Vendor Return Report

The following is a sample of a *Vendor Return Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

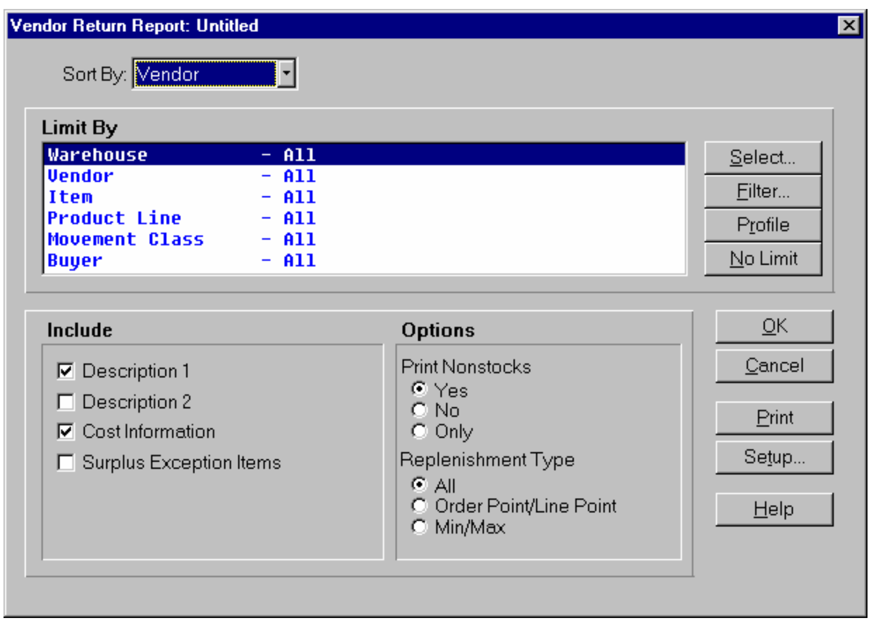
```
Date: 04/28/1997                                  QA's Primary Test Co.                                          Page:
1
Time:  4:19 PM                           Vendor Return Report - Untitled: Temp                                   User:
candy

                                                    MV S                        Max                                CS
Item                 Description                    CL N   Available    Quantity T     Surplus  UM         Cost UM
Extension
==========================================================================================================================
======
Warehouse: 001 - Atlanta Warehouse
Vendor: VFalls Falls Art Supply Vendor

124puzzle            124 Piece puzzle               14 N          41           0  O         41  EA        20.00 EA
820.00
bomfprod             124-piece puzzle in wood frame 14 N          16           0  O         16  EA        28.00 EA
448.00
frame                Wood frame                     14 N          36           0  O         36  EA        20.00 EA
720.00
lotprod              Lot Item                       14 N          35           0  O         35  EA        27.00 EA
945.00
screws               6-piece set of hanging screws  14 N          27           0  O         27  EA         2.19 EA
59.13
sprod                Rendille Giraffes              14 N          53           0  O         53  EA        30.00 EA
1,590.00
                                                                                                                  --------
----
                                                                                                   Vendor Total  $
4,582.13
                                                                                                                  --------
----
                                                                                                Warehouse Total  $
4,582.13
                                                                                                                  --------
----
                                                                                                   Report Total  $
4,582.13

Number of Vendors: 1

Legend:
MV CL = Movement Class
SN    = Seasonal
UM    = Buying Unit of Measure
CS UM = Costing Unit of Measure
Available = On hand - Committed
Max Quantity = For Min/Max - Maximum Stock, For Order Point/Line Point - (Order Quantity + Line Point)
T = Type (O-Order Point/Line Point, M-Maximum Stock)
Surplus (For Order Point/Line Point) = Available - Max Quantity (Order Quantity + Line Point)
Surplus (For Min/Max) = Available - Max Quantity (Maximum Stock)

Selections for Vendor Return Report - Untitled: Temp:
Warehouse       : 001
Vendor          : VFalls
Item            : All
Product Line    : All
Movement Class  : All
Buyer           : All
Nonstocks       : Yes
Replenishment   : All
Including Item Description 1
Including Cost Information
```

How to print the Vendor Return Report

1. Access the *Vendor Return Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *Vendor Return Report*. The system displays the Template-Saved Settings dialog box of the *Vendor Return Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Vendor Return Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By

options are: **Vendor**, **Vendor Name**, and **Vendor Alternate**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Product Line**, and **Buyer**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

   Description 1—to print item description 1 on the report,

   Description 2—to print item description 2 on the report,

   and/or

   Cost Information—to print the cost of each vendor and item combination that prints on the report.

   Surplus Exception Items—to include all surplus exceptions.

6. In the Options section of the screen, indicate the information to print:

   In the Print Nonstocks section of the screen, select

   Yes to include all nonstocks, **No** to include none, or **Only** to include only nonstock items on the report.

   In the Replenishment Type section of the screen, select the restocking method for items as set in *Warehouse/Item Maint.*
   Select the **All**, **Order Point/Line Point**, or **Min/Max** radio button.

7. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These

settings determine where the report prints and whether the report is a print, an update, or both.

- **Print or Print/Updt** to print the *Vendor Return Report* for your current template settings. You cannot not perform update function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button. Note that the label display for this button changes based on the setting you select in the Print/Update Setting section of the *Print Setup* dialog box.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Vendor/Item History Report

Using the *Vendor/Item History Report*, you can print historical information for vendors and items.

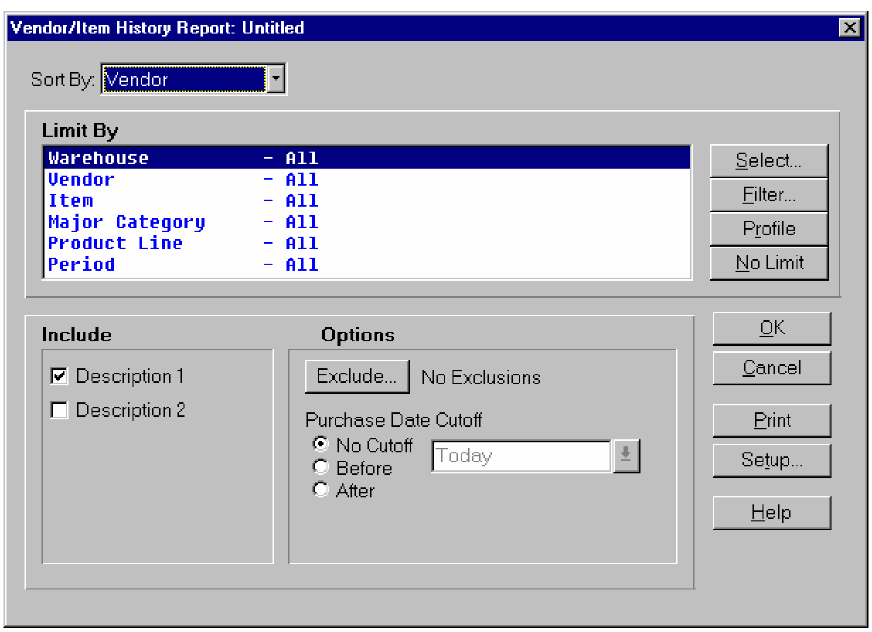
You may find this useful when you need to locate active vendors or items, determine vendors or items to remove, or to view purchasing patterns.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Vendor/Item History Report* dialog box.

The report has a variety of uses including identifying active vendors and items, determining vendors who are not active and may be removed from your system, and viewing purchasing patterns. The **Exclude** button is available for you to define specific returns and receipts that you may want to exclude from the report.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choose the **Print** button on this screen to print the report without saving your current selections.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Major Category**.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Major Category**, **Product Line**, and **Period**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.
Profile	Accesses the settings from your user profile for the highlighted **Limit By** option.
No Limit	Resets **Limit By** options to **ALL** for the selected option.
Include	Determines what information to print on the report. Available Include choices are: **Description 1—**to print item description 1 on the report, **Description 2—**to print item description 2 on the report.
Options	Indicate the options to print. Select the **Exclude** button to open the *Exclude Selection* dialog box where you can define specific returns and receipts that you may want to exclude from the report. In the Purchase Date Cutoff section of the screen, select the cutoff for the last purchase date of the history to print on the report. Select from the : **No Cutoff**, **Before** or **After**. If you select either **Before** or **After**, enter the date or choose a date from the drop-down list.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the Vendor/Item History Report

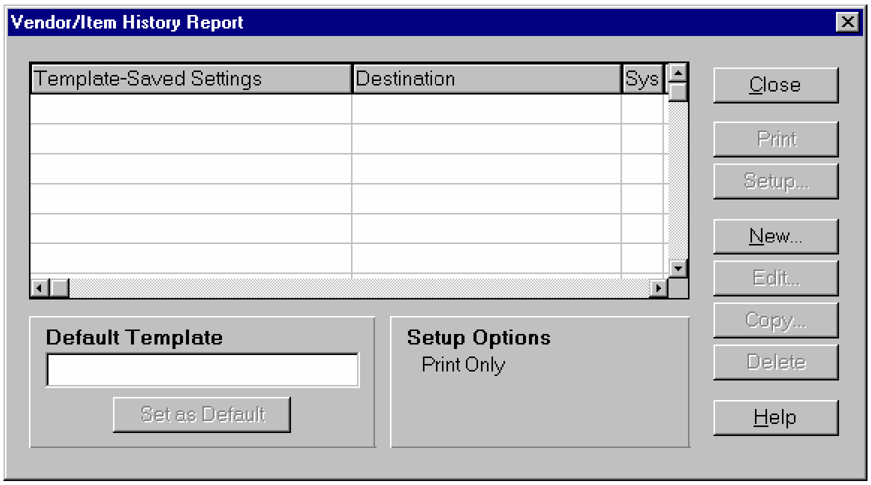
Vendor/Item History Report

The following is a sample of a *Vendor/Item History Report*. The legend at the bottom of the report lists a description of the fields and column title abbreviations used. The selections you chose for the report are also listed.

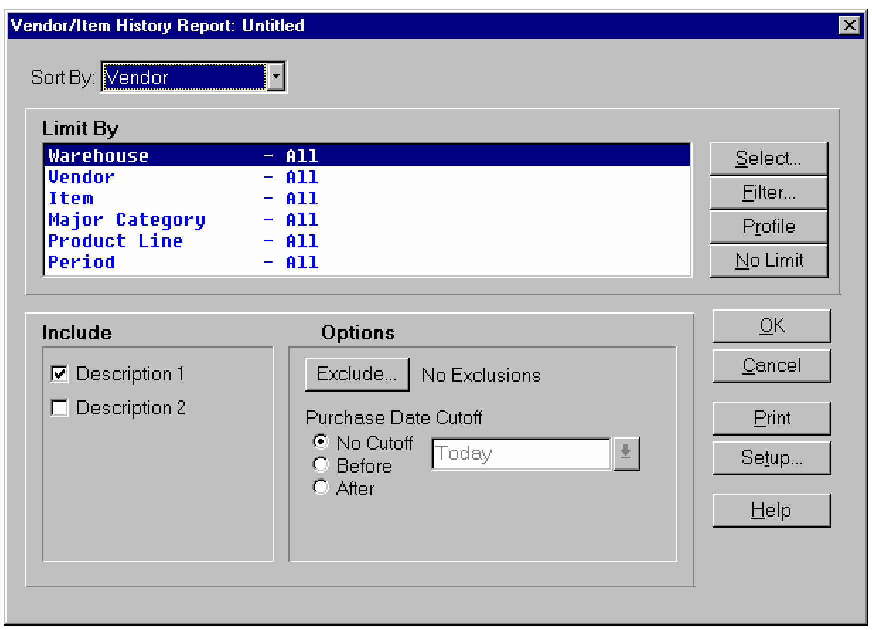
```
Date: 04/28/1997                                       QA's Primary Test Co.
Page:     1
Time:  4:23                                 Vendor/Item History Report - Untitled: Temp
User: candy


Avg
                                                       Last     #  ----------Receipt-----------  ----------Returned---------
-  Days
Item                Description                      Purchased Rct    Quantity UM        Dollars    Quantity UM      Dollars
Late
==============================================================================================================================
========
Warehouse: 001 Atlanta Warehouse
Vendor: Cory       Cory's cabinets


S101                S101 - Standard Item Num       04/08/1997 002        100  EA         950.00          0  EA
0.00     0
                                                                                  --------------             -------------
-
                                                                 Vendor Total  $       950.00
0.00

Vendor: VFalls     Falls Art Supply Vendor


mbprod              Multi-Bin Elephant video       04/25/1997 001          3  EA          99.00          0  EA
0.00     0
prod2               Lion Family in the Maasa       04/24/1997 001          2  EA          66.00          0  EA
0.00     0
prod3               Migration of the Wildebe       04/24/1997 006         17  EA         860.20          0  EA
0.00     0
prod4               prod4                          04/23/1997 001         25  EA       1,987.50          0  EA
0.00     0
prod5               Just another item to use       04/24/1997 003          8  EA       1,434.80          0  EA
0.00     0
prod6               prod6 desc1                    04/24/1997 001          1  EA         475.50          0  EA
0.00     0
prod7               Another Falls Item to us       04/07/1997 003      19500  LB       4,920.00          0  LB
0.00     0
prod8               prod8                          04/07/1997 002      17500  LB      52,525.00          0  LB
0.00     0
                                                                                  --------------             -------------
-
                                                                 Vendor Total  $    62,368.00
0.00
                                                                                  --------------             -------------
-
                                                              Warehouse Total  $    63,318.00
0.00
                                                                                  --------------             -------------
-
                                                                 Report Total  $    63,318.00
0.00

Number of items: 9

Legend:
UM    = Unit of Measure
# Rct = Number of Receipts

Selections for Vendor/Item History Report - Untitled: Temp:
Warehouse           : 001
Vendor              : Cory, Herman's, Sun, VFalls
Item                : All
Major Categories    : All
Product Line        : All
Periods             : 1997/04-1997/04
Include Item Description 1
```

How to print the Vendor/Item History Report

1. Access the *Vendor/Item History Report* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *Vendor/Item History Report*. The system displays the Template-Saved Settings dialog box of the *Vendor/Item History Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Vendor/Item History Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are:

Vendor, **Vendor Name**, and **Major Category**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Major Category**, **Product Line**, and **Period**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Available Include choices are:

   Description 1—to print item description 1 on the report,

   Description 2—to print item description 2 on the report.

6. In the Options section of the screen, indicate the type of suggested purchase orders to print

   Select the **Exclude** button to open the *Exclude Selection* dialog box where you can define specific returns and receipts that you may want to exclude from the report.

   In the Purchase Date Cutoff section of the screen, select the cutoff for the last purchase date of the history to print on the report. Select from the : **No Cutoff**, **Before** or **After**. If you select either **Before** or **After**, enter the date or choose a date from the drop-down list.

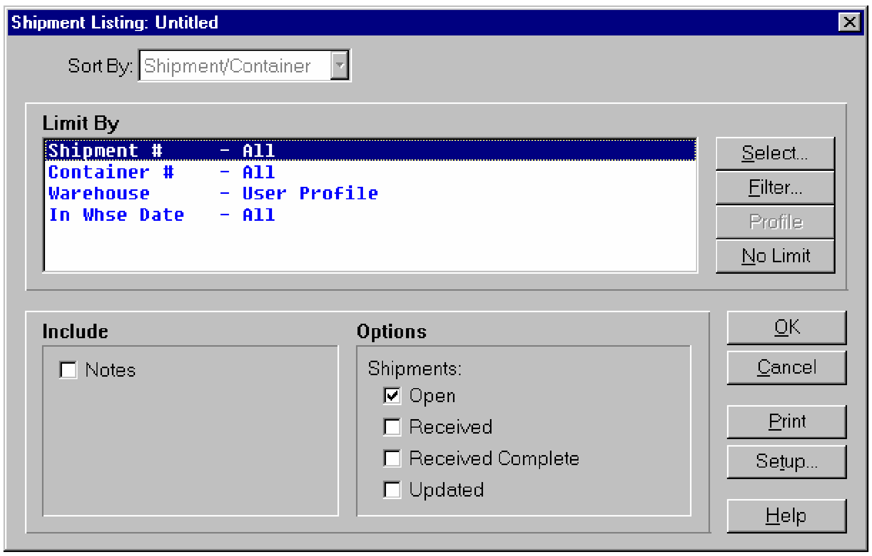
7. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

IP Shipment Listing

Use this program to print a listing of imported shipment information by shipment/container number. You can print a listing of shipments that are open or in-transit, received or received complete. You can also include notes for the shipments on the report.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.



Screen Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. The default Sort By option for this report is **Shipment/Container**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Shipment #**, **Container #**, **Warehouse**, and **In Whse Date**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Include Determines what information to print on the report. Select the **Notes** checkbox to include any notes for the shipments on the report.

Options Indicate the options to print. In the Shipments section of the screen, indicate the type of shipments to include on the report. Select:
Open—to print open or in-transit shipments on the report,

Received—to print received or partially received shipments on the report,

Received Complete—to print completely received shipments on the report.

Updated—to print updated shipments on the report.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Print Prints the register or report.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the IP Shipment Listing

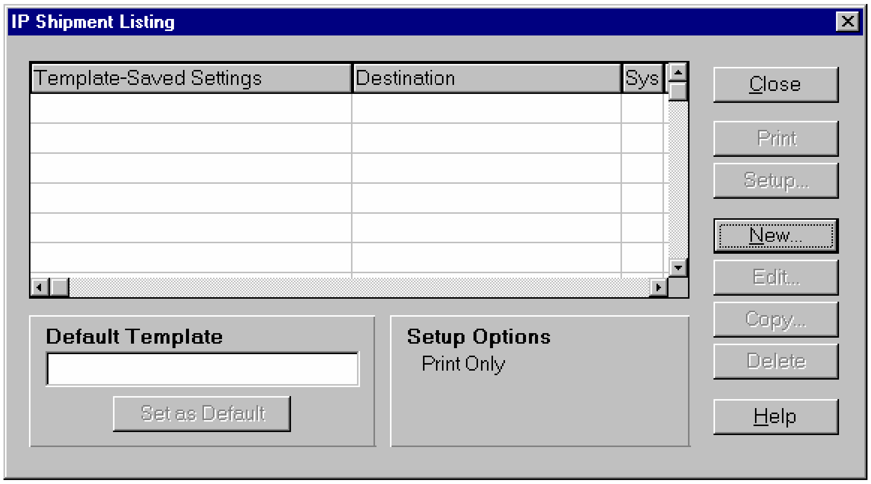
IP Shipment Listing

A typical *IP Shipment Listing* is depicted below:

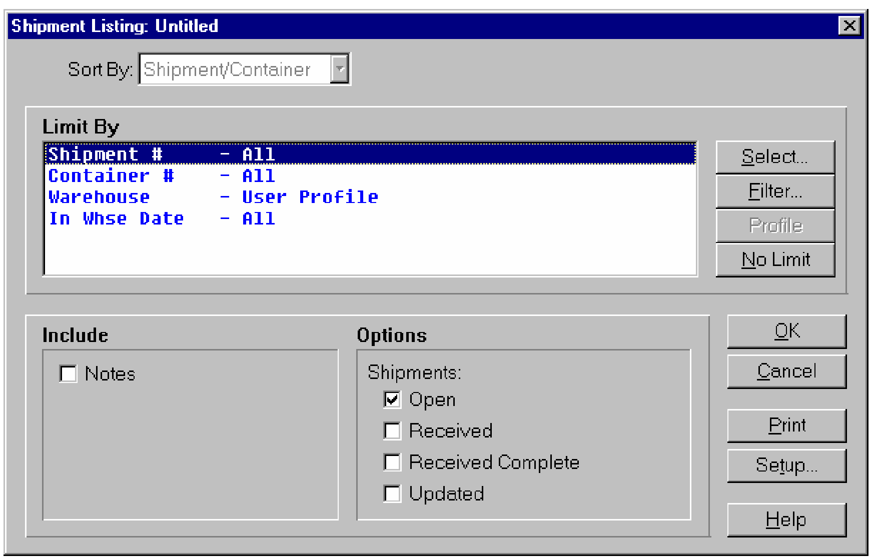
```
Date: 12-11-1998                                     TakeStock Development, Inc.
Page:     1
Time:  4:37 PM                                     IP Shipment Listing - test
User: leigh

                                                          In                     PO                                      Cost
Item                 Description                     Transit   Received  Cancelled  UM       Cost  UM     Duty   Compnts
Extension
==========================================================================================================================
==========
Shipment #: 5461806              Whse: 001  BOL#: 123456789            ShipVia:  FedEx       Carrier: tair/ground
Stat:C
Estimated:  Departure: 12-08-98 Arrival: 12-08-98  Clear: 12-08-98  In Whse: 12-12-98
   Actual:  Departure: 12-08-98 Arrival: 12-12-98  Clear: 12-12-98  In Whse: 12-12-98

Container #:6696518

Vendor: 1001 VEPCO, Inc                     PO#: 00001001

I102                 564W CONVEC HTR                    0.00      25.00 *     0.00  CS      18.10  CS 7,193.38      0.00
7,645.88

Vendor: vendmarko Vendor &for Marko t            PO#: 00227001

marko1               marko's 1st item                   0.00       1.00 *     0.00  EA       1.50  EA     0.00      0.00
1.50
                                                                                                    --------- --------- -
----------
                                                                              Container Total  $   7,193.38      0.00
7,647.38
                                                                                                    --------- --------- -
----------
                                                                               Shipment Total  $   7,193.38      0.00
7,647.38
                                                                                                    --------- --------- -
----------
                                                                                 Report Total  $   7,193.38      0.00
7,647.38

Number of Documents:2

Legend:
  Stat    = Status (O-Open, R-Received, C-Received Complete)
  UM      = Unit of Measure
  Compnts = Components
  *       = Received <> In Transit

Selections for Shipment Listing - test                             : Temp:
Shipment Number     : All
Warehouse           : 001
Receipt Date        : All
Include Open, Received, Received Complete Documents
```

How to print the IP Shipment Listing

1. Access the *IP Shipment Listing* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Reports* ➔ *IP Shipment Listing*. The system displays the Template-Saved Settings dialog box of the *IP Shipment Listing*.



2. Select the **New**, **Edit**, or **Copy** button to access the *IP Shipment Listing: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information prints. The default Sort By option for this report is **Shipment/Container**.
Limit	Limits the information that the system prints by selecting

By specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Shipment #**, **Warehouse**, and **In Whse Date**.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Include section of the screen, indicate the information to print on the report. Select the **Notes** checkbox to include any notes for the shipments on the report.

6. In the Options section of the screen, indicate the information to print

   In the Shipments section of the screen, indicate the type of shipments to include on the report. Select:
   Open / In Transit—to print open or in-transit shipments on the report,

   Received—to print received or partially received shipments on the report,

   Received Complete—to print completely received shipments on the report, or
   Updated—to print updated shipments on the report.

7. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Print** to print the report without saving your current selections.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

Chapter 6

Inquiries

PO Inquiries

The *Inquiries* menu in *Purchase Orders* lets you select to sort and view information that you and other users have entered, as well as information generated by the system during routine processing.

You can select the records on which to inquire by using a filter in combination with an inquiry. The system then searches for records that match the conditions described by the filter settings and displays them for you to view. For example, you may want to view the records for vendors from whom you have made purchases after a specified date. For detailed instructions on setting up filters, see the *TakeStock Basics* booklet.

Information for each record you select is displayed in multiple *views*. Each view is grouped to provide detailed information on a particular topic or type of information. For example, *Vendor Inquiry* includes the following views: General, Payables, Purchasing, Purchase History, and Open PO.

Within each view, information is further divided into topics that are represented as folder tabs. In the General view for *Vendor Inquiry,* the topics included are: General, Contacts, Codes, History and Ship From.

You may find it helpful to open *Vendor Inquiry* so you can view information about a vendor as you enter purchase orders, purchase order receipts or any other type of entry. For example, you may want to view a list of items you purchase from a vendor when entering a purchase order for that vendor.

Selections from the Inquiries menu are:

Item Inquiry	View various types of information about an item and the warehouses where it is stored.
Vendor Inquiry	View payables and purchasing information for vendors.
PO Document Inquiry	View open purchase orders, receipts or past purchase orders for a vendor.

Chapter Contents

Inquiries Sub-module Overview

The Main window and Secondary dialog box are independent of each other with regard to bringing them to the front or moving them around on your screen. This allows you to keep a Secondary dialog box open and in the foreground as you run other options, such as entering a sales order.

The following provides a general description of how Inquiries work throughout *TakeStock*.

Sample screens from *Customer Inquiry* are used to illustrate basic inquiry operations. Specific names of fields, views, and other selections will be different for other inquiry selections.

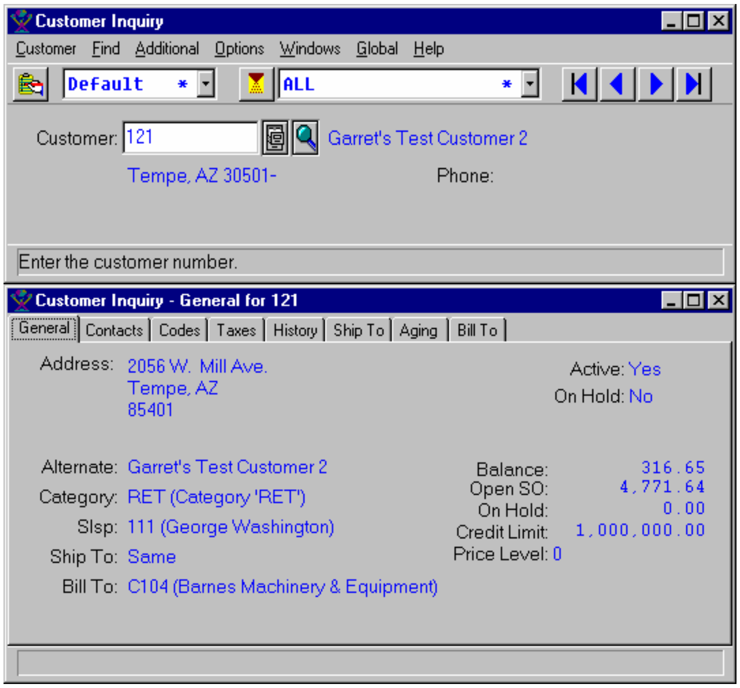
Inquiry Main Window

When you open an inquiry, the system displays the *Main* window to select the record for which you want to view information. The system also displays the *Secondary* dialog box, which is the first *View* available in the inquiry by default.

Other menu options available for Inquiries allow you to:

- exit and close all view Secondary dialog boxes
- find a specific document
- view or enter notes for an item
- open the Maintenance for a detail field
- display custom user fields

Main Inquiry Window and Secondary Inquiry Window



The Main Inquiry Window and Secondary Inquiry dialog boxes are shown above. The title bar shows the view chosen; you can select Tabs to open topics of information within a view.

Inquiry Secondary Dialog Boxes or Windows

As you open Secondary dialog boxes, they cascade in front of any other view dialog boxes that are already open. There are several views or Secondary dialog boxes you can open for displaying different types of information. The views available for the Inquiry are chosen from the View menu.

When the system displays multiple Secondary dialog boxes, you can click on the title bar of the view you want to bring to the front. When a Secondary dialog box is open, you can close it by choosing it from the View menu, or by choosing the close command as you would for any other dialog box.

The information for each Secondary dialog box is divided into topics. Each topic has a tab that you can select to view the information for that topic. Simply click on a tab to open it. Topic information may be displayed in columns or in fields.

When the system displays information in columns, the up and down scroll arrows let you scroll to see additional rows of information. The left and right scroll arrows let you scroll sideways to see additional columns of information.

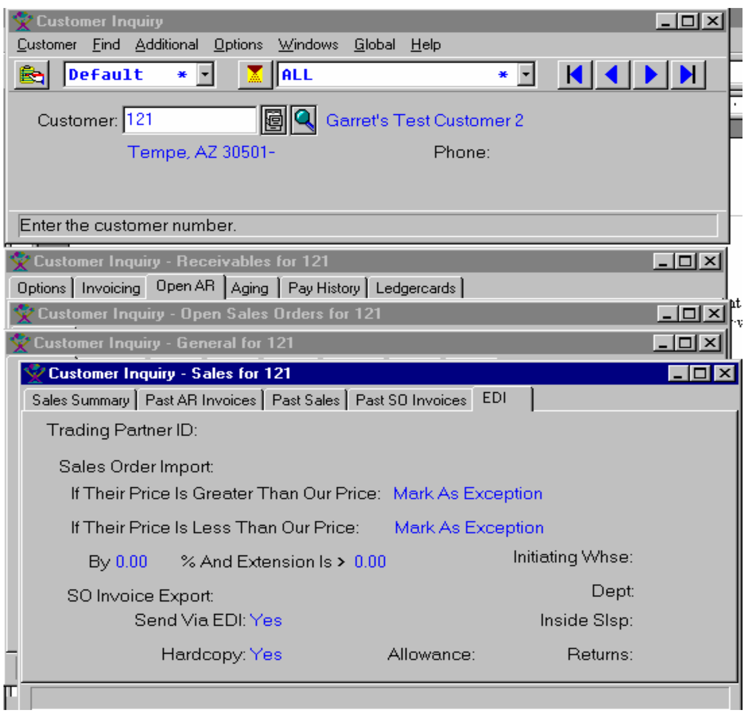
The following is an example of the views available in *Customer Inquiry* .

A checkmark indicates that the view is open.

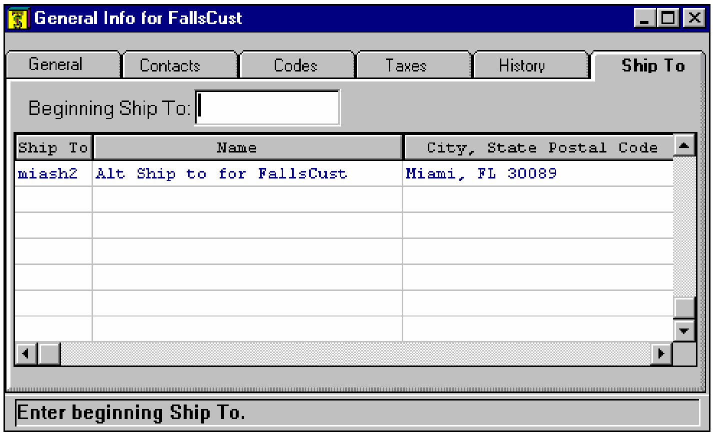
When multiple Secondary dialog boxes are open, you can click on the title bar of the dialog box you want to view to bring it to the front. You can also select which dialog box to view or bring to the front from the Window menu on the Main Inquiry Window.

As you open Secondary dialog boxes, they will cascade in front of any other view dialog boxes already open.

The following is an example of an inquiry with multiple views or Secondary dialog boxes open.

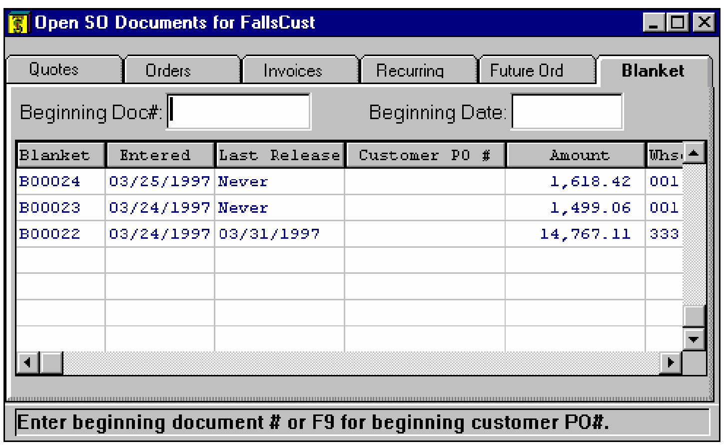


Secondary dialog box Tabs let you select additional information for viewing; main window record buttons let you select the customer for viewing information.



Scroll up or down to see additional rows. Scroll left or right to see additional columns.

Some fields let you select the record you want to view, the time period you want to view, or similar information, as shown in the following example.



Item Inquiry

Using this program, you can view various types of information about an item and the warehouses where it is stored. From this screen, you can select views for displaying information topics. You can also select the view to bring to the front.

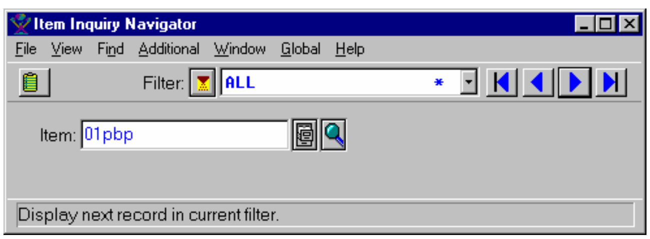
User Security to Customize Item Inquiry

Item Inquiry now has user group security to allow the distributor to prevent groups of users from setting up or changing their own customized Item Inquiry. By default, users will still be able to customize Item Inquiry. The distributor should use standard security maintenance if they wish to implement this new security feature.

Setup:

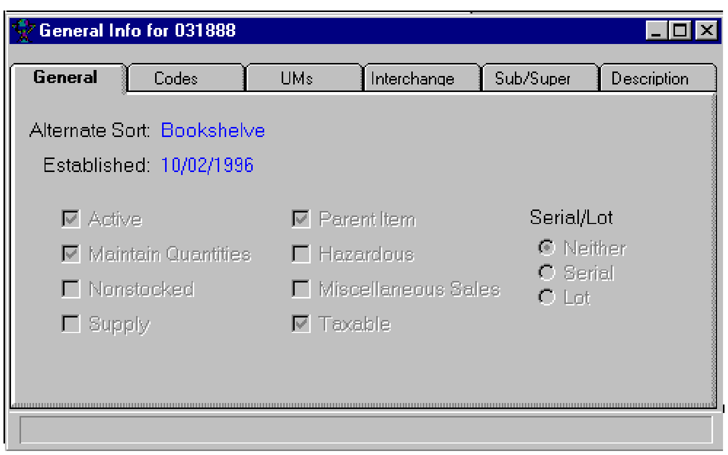
System Management, Security, Security Review, program icqitmmn.w (Item Inquiry), functions Change Configuration and Customize Configuration.

You reach this window by selecting *Purchase Orders* ➔ *Inquiries* ➔ *Item Inquiry*.



Item Inquiry—General View

Using the General view, you can display general information for the item.

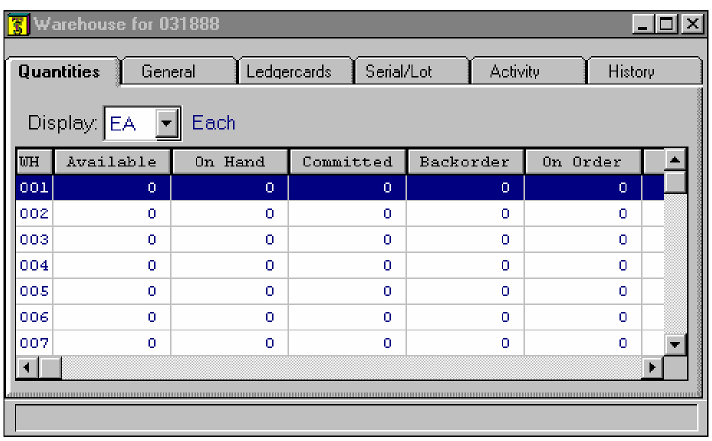


The Information for the General view comes mainly from *Item Maint.* The information is sorted into six topic tabs.

Topic Tab	**Topic Information**
General	Information comes from the General view in *Item Maint*.
Codes	Information comes from the Codes view in *Item Maint*.
UMs	Information comes from the UMs (Units of Measure) view in *Item Maint*.
Interchange	Information comes from *Item Interchange Maint.* to display any interchange items and type for the current item.
Sub/Super	Information comes from the Subst (Substitute/Superseded) view in *Item Maint*.
Description	Information comes from the description set up for the item in the General view and the Ex. Desc. (Extended Description) view of *Item Maint*.

Item Inquiry—Warehouses View

Using the Warehouses view, you can display information for the Warehouses topic.



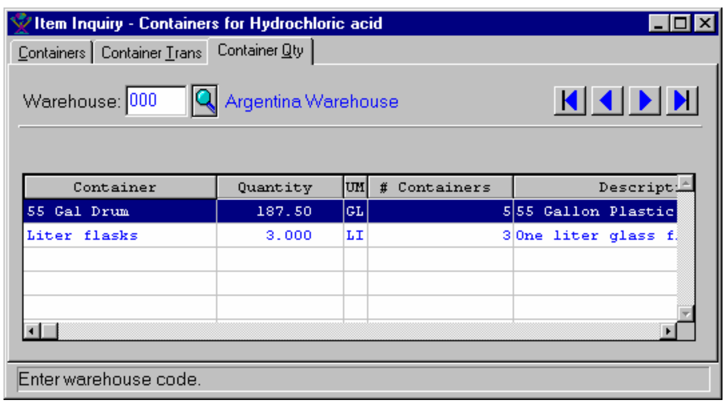
Information for the Warehouse view comes mainly from *Warehouse/Item Maint.* The information is sorted into six topic tabs.

Topic Tab	**Topic Information**
Quantities	Displays the quantities of the item in each warehouse as maintained by the system
General	Information comes from the General view in *Warehouse/Item Maint.*
Ledgercards	Information comes from Warehouse/Item Ledgercards, which are maintained by the system.
Serial/Lot	For items with serial or lot numbers, displays complete

Topic Tab	Topic Information
	detail by number such as numbers, quantities, costs, prices, vendor, dates received, etc.
Activity	For a period of time you select, shows beginning quantity per stocking unit of measure, receipts, adjustment, sales, transfers, and ending quantity.
History	Information comes from the History view in Warehouse/*Item Maint.,* most of which is maintained by the system.

Item Inquiry—Containers View

Use the Containers view of *Item Inquiry* to display information for the currently selected container item and transaction information for container numbers for the item in the specified warehouse about item use, replenishment, inventory controls, as well as receipt and in-transit information for each warehouse where the item is stored.



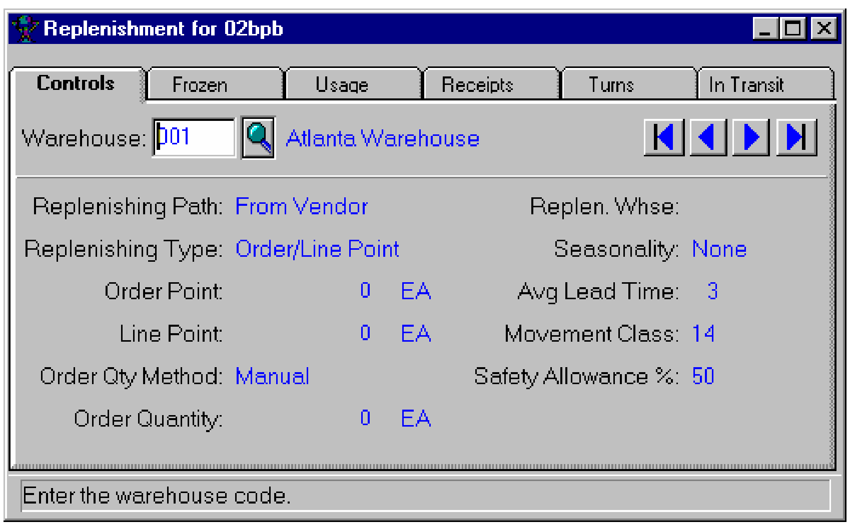
The Containers secondary window is divided into 2 information tabs.

Topic Tab	Topic Information
Containers	For each container item, information includes container item options such as traceable item options, whether the container item uses serial numbers and/or item/container number combinations, whether the container items is returnable by default to the customer or vendor, SO, PO due days and expiration days for the container, and minimum and maximum quantity information.
Container Trans	For the container item in the specified warehouse, information includes the transaction information, such as the transaction type, quantity and date.
Container Qty	For the container item in the specified warehouse, information includes quantities on hand of containerized items in different containers and the on-hand quantities of containerized items

	in a particular container type. When viewing container quantities for either container or containerized items, you can double-click a line in the browser to display the Bin Quantities dialog box, which contains bin location information for the container/containerized item combination. From the Bin Quantities dialog box you can double click a line in the browser to display the Containers dialog box to view information for individual containers within the chosen bin.

Item Inquiry—Replenishment View

Using the Replenishment view, you can display information for the Replenishment topic.



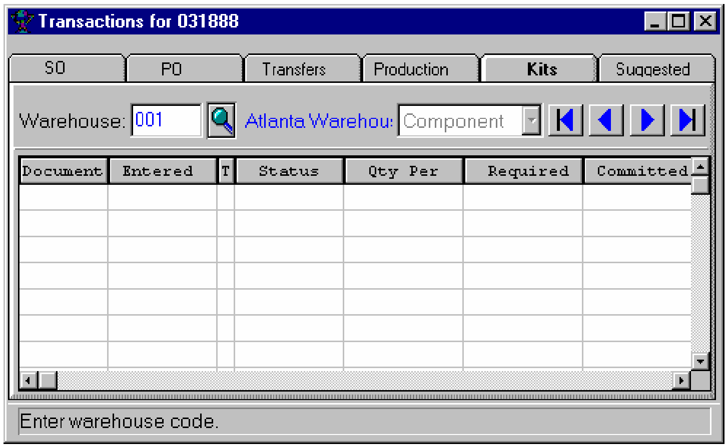
Information for the Replenishment view comes partly from *Warehouse/Item Maint.* The information is sorted into five topic tabs. For each topic, you can enter the warehouse for obtaining information.

Topic Tab	**Topic Information**
Controls	Information comes from the Replenish view in *Warehouse/Item Maint.* Information includes the replenishing path, type, and warehouse, order point and line point quantities as well as the order quantity method.
Frozen	Information comes from the Frozen view in *Warehouse/Item Maint.* Information includes the frozen controls and frozen date.
Usage	Information is maintained by the system in Item Ledgercards and is updated during *End of Month*

Topic Tab	Topic Information
	Update and *Recalculate Replenishment Control*. In the browser in the lower portion of the screen, the system displays qualified, actual, and stockout quantities, usage flag, stockout day and safety dip percentage by year and month.
Receipts	Information is maintained by the system and is updated during *PO Receipt Register* and *Transfer Confirmation Register.* Some receipts information can also be maintained in the Receipts view of *Warehouse/Item Maint*
Turns	Information is maintained by the system in Item Ledgercards. In the browser in the portion of the screen, the system displays the item's monthly usage, on-hand quantity, and stocking unit of measure for the selected warehouse.
In-transit	In-transit information comes from the PO Shipment Entry program. In the browser in the lower portion of the screen, the system displays the item's shipment and container numbers, shipment status, warehouse actual and estimate dates of arrival, associated PO number, and quantity information for the selected warehouse.

Item Inquiry—Transactions View

Using the Transactions view, you can display information for the Transactions topic.



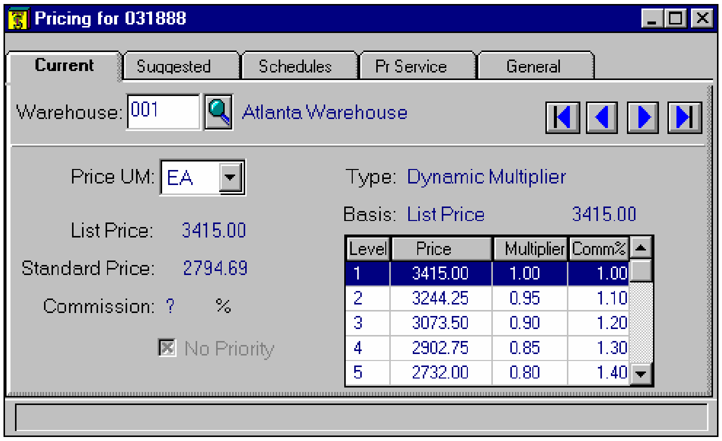
Information for the Transactions view comes from the transaction tables in the system. The transaction information is sorted into three topic tabs.

Topic Tab	Topic Information
SO	Displays sales orders for the current warehouse and item, and information such as the document date, status, quantity ordered and backordered, cost, price, etc.
PO	Displays purchase orders for the current warehouse and item, and information such as the document entered date, status, quantity ordered and backordered, cost, and request date.
Transfers	Displays warehouse transfers for the current warehouse and item, and information such as document number, ship to and from warehouse, quantity requested, committed, and backorders, status, quantity shipped and received, etc.
Production	Displays production orders for the for the current warehouse and produced item, and information such as document number, item type (parent or component), status, and requested, expected, and produced dates as well as quantity to produce, produced and remaining quantities for parent items, and for components, quantity per, required, committed, used, and backordered quantities.
Kits	Displays sales orders for the for the current warehouse and kitted item, and information such as document number, item type (parent or component), status, date entered, committed, shipped, and backordered quantities and customer number, as well as, order

Topic Tab	Topic Information
	quantity and price for parent items and for components, quantity per and required quantity.
Suggested	Displays the suggested production orders for the for the current warehouse and produced item, and information such as document type from which the suggested production order was created, open stock, reserved, special order, and suggested quantity information as well as the date created and the user that created the suggested production order.
Past Sales	Information for all past sales comes from the SO Past Invoice tables. (The original SO Past Sales tables have been removed from the system.) Using this tab, you can view past sales for a Customer and optionally sort the inquiry by Item, Invoice number, or Sales Date. You can limit the view by a specific Major Category of items and “drill down” to the actual document from the inquiry. The Past Sales tab uses the shipping warehouse by default.
Internet Orders	Displays Internet order transaction information for the specified shipping warehouse and transaction status. Information includes Document Number, Order Date, Customer Number, Order Quantity, Committed Quantity, Backordered Quantity, and Selling and Pricing Units of Measure.
Special Ties	Displays stock reservation information for the specified warehouse. You can sort the information displayed in the browser by document type (incoming document or for document), vendor, customer, and display document type (all, sales orders, warehouse transfers, production components, or SO bills of material components). Information includes document type, document number, sender, backordered quantity and Unit of measure, for document type and number and receiver id, date requested, status, add/reserve quantity, and priority.

Item Inquiry—Pricing View

Using the Pricing view, you can display information for the Pricing topic.

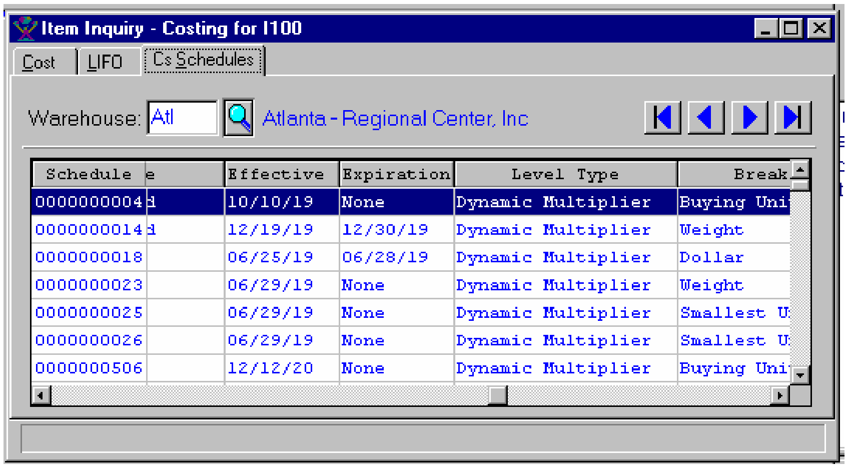


Information for the Pricing view comes from the General and Codes views in *Item Maint*., and from suggested prices, pricing schedules, aggregate pricing schedules and item ledgercards. The pricing information is sorted into five tabs.

Topic Tab	Topic Information
Current	Information comes from the ITEM PRICE TABLE and displays current prices and the Levels set up for the warehouse and item.
Suggested	Information comes from the SUGGESTED ITEM PRICE TABLE and displays suggested prices and Levels for the item and warehouse that have not yet been updated to the ITEM PRICE TABLE.
Schedules	Information comes from the ITEM PRICE TABLE and displays all price schedules set up for the warehouse and item.
Pr Service	This topic tab is reserved for future enhancements.
General	Information comes from the General and Codes views in *Item Maintenance.*

Item Inquiry—Costing View

Using the Costing view, you can display information for the Costing topic.

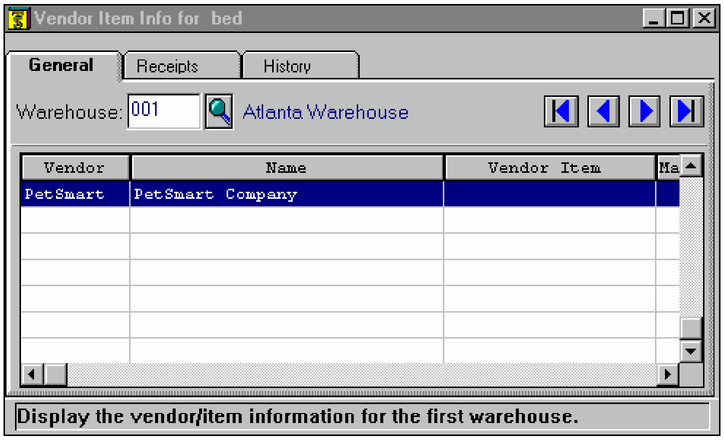


Information for the Costing view comes from the General and Codes views in *Item Maint*., and from suggested costs, costing schedules, aggregate costing schedules and item ledgercards. The costing information is sorted into three tabs.

Topic Tab	**Topic Information**
Costs	Information comes from the ITEM COST TABLE and displays current costs, and from the SUGGESTED ITEM COSTS TABLE and displays suggested costs.
LIFO or FIFO	The label on this tab is either LIFO or FIFO, depending on which type of cost layers your company selects to store. Information includes each transaction that affects the costing layers.
Cs Schedules	Information comes from the ITEM COST TABLE and displays all cost schedules set up for the warehouse and item.

Item Inquiry—Vendor/Item View

Using the Vendor/Item view, you can display information for the Vendor/Item topic.

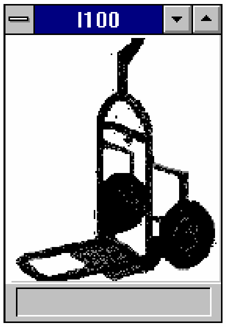


Information for the Vendor/Item view comes from *Warehouse/Vendor Maint.*, receipts of items from vendors, and item ledgercards. The Vendor/Item information is sorted into three tabs.

Topic Tab	**Topic Information**
General	Information comes from each vendor and item combination set up for the item and warehouse. The vendors' item numbers, costs, and item descriptions are available for viewing.
Receipts	Information comes PO receipts of the item at the warehouse selected, and includes vendor number, receipt date, quantity, lead time, cost and PO number.
History	Information comes from ledgercards to display the history of item receipts by vendor at the selected warehouse.

Item Inquiry—Image View

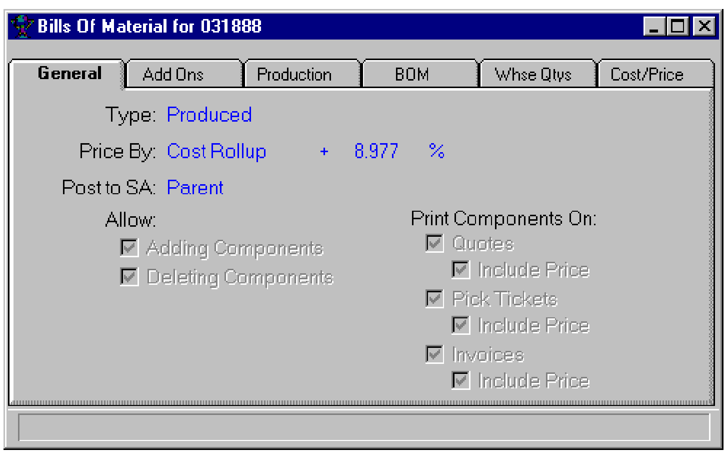
Using the Image view, you can display an image that was set up for an item display.



In the Imaging view of *Item Maint.*, you can enter the name of an image file for displaying an image of your item. If the item you selected has an associated image file set up, the image will display on the screen when you are in the Image view of *Item Inquiry.*

Item Inquiry—Bills of Material View

Using the Bills of Material view, you can display information for the component items used to produce the currently selected parent item.



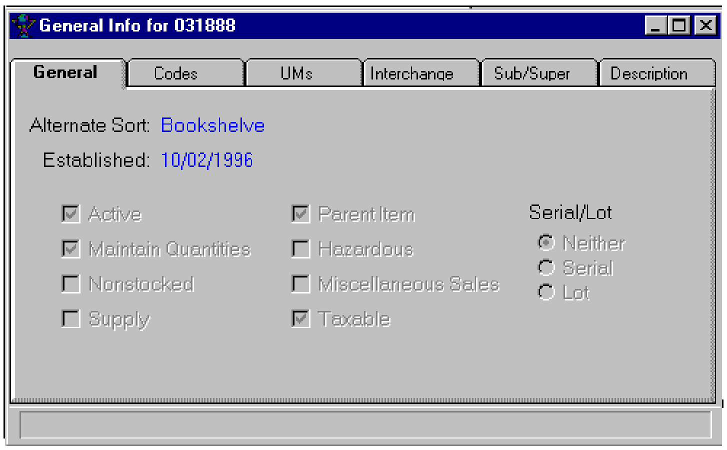
Information for the Bill of Materials view comes from *Parent BOM Maintenance*. The Bill of Materials information is sorted into six tabs.

Topic Tab	**Topic Information**
General	For each item, information includes parent item options such as the item type, Price By selection, Post to SA option, whether addition and deletion of components is allowed, and whether to print components on quotes, pick tickets and invoices including price.
Add Ons	For each item, information includes the standard (overhead, packaging and labor) and optional add-on

Topic Tab	Topic Information
	costs for the parent item BOM.
Production	For each item, information includes options related only to produced parent items such as minimum and maximum quantities to produce, whether to produce complete or in multiples of a standard pack, allow using waste factors and disassembly, and whether production is outsourced and to which vendor.
BOM	For each item, information includes the items and quantities and/or selection groups that compose the parent item BOM, as well as, whether the item can be substituted or changed on the BOM, and the waste factor.
Whse Qtys	For each warehouse where the component items are stored, information includes the following inventory quantities information: required, available, on-hand, committed, WIP, backordered, and on-order, as well as the item descriptions 1 and 2.
Cost/Price	For each warehouse where the component items are stored, information includes cost and extension, price and extension, gross margin, and cost for price and extension for each component.

How to use the Item Inquiry screen

1. Access the *Item Inquiry* program. The complete path is *Purchase Orders→Inquiries→ Item Inquiry*. The system displays the General view of *Item Inquiry*.



2. In the *Item* field, enter the item number for which you want to view information. Select a filter if you want to limit the item records for which you are viewing item information.

TIP: You can use the First Record, Next Record, Last Record, and Previous Record icons in the upper right portion of the screen to scroll through item records, or to jump to the first or last item based on the filter you are using.

3. From the View menu, select which view dialog box you want to open.

TIP: If multiple views are already open, you can select from the Window menu select which view to bring to the front.

4. After choosing a view, click the tab to open the topic information that you want to view.

5. Repeat steps 3-4 to view all the necessary information.

PO Document Inquiry

Using this program, you can display open, received, and past purchase order documents for a vendor. From this screen, you can access detailed information for the purchase order header, line items, and footer. You can also review notes and custom user defined fields for the purchase order header or lines and serial and lot numbers for past purchase order line items.

In the upper portion of the screen, the system displays the purchase order type, vendor and description, ship to and ship from information, warehouse, SO document #, buyer, contact, and reference number. For open purchase orders the PO Document Inquiry also displays the **Approved** or **Unapproved** status of the purchase order. In the browser, the system displays the items, item quantity information, description, cost factor, aggregate class and discount, whether the item is a resale, and requested and promise dates. In the lower portion of the screen, the system displays the resale and non-resale purchasing amounts, add ons, container costs, and tax costs as well as the total for the purchase order.

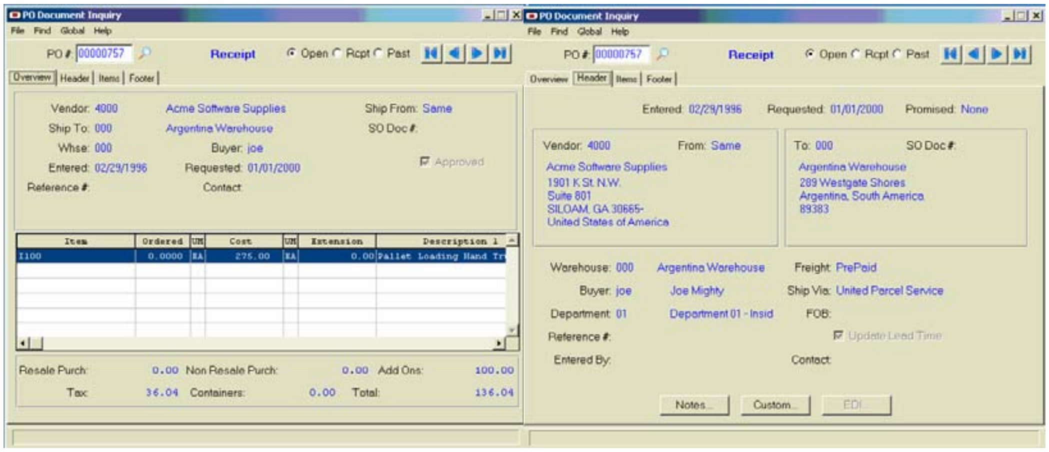
If you need information about an open and past production order document when you are entering or receiving a purchase order, you can access the *PO Document Inquiry* screen from the Inquiry option on the programs' menu bar. For open purchase orders, the system displays the PO status and any existing the sales order document to which the purchase order is tied through stock reservations. For past purchase orders, the system displays the quantity ordered and the date received.

Multi-currency/Euro Handling

The system displays currency information in both base and foreign currency values.

PO Document Inquiry Window or Dialog Box Display

TakeStock displays SO PO and MC Document Inquiry programs in either a window or dialog box format. The TakeStock Document Inquiries (SO, PO, and MC) can be displayed from within Customer, Item, and Vendor Inquiry when "drilling" into open and past transactions. TakeStock uses the window format to allow you to get back to the Customer, Item or Vendor Inquiry window without closing the Document Inquiry first. As you modify the selected record in the Customer, Item, and Vendor Inquiry programs, the system also refreshes the display in the PO Document Entry program to correspond to the calling program information.

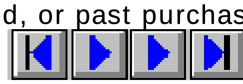


Po Document Inquiry Screen Contents

Fields, Buttons, Checkboxes, & Icons

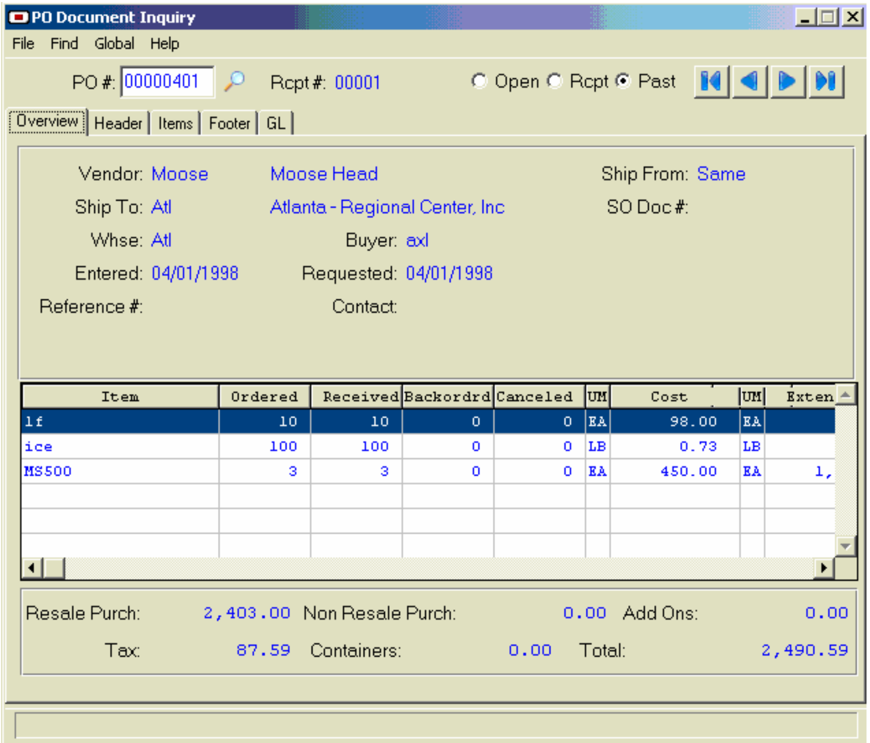
For a listing of standard TakeStock icons, refer to the System Icons topic.

Purchase Select the **Current** radio button to display current purchase orders, the **Rcpt** radio button to display received purchase orders, the **Past** radio button to displays past purchase orders. The system displays the screen with the **Open** radio button selected as the default.

PO # The open, received, or past purchase order number. Use the  icons to scroll through purchase orders.

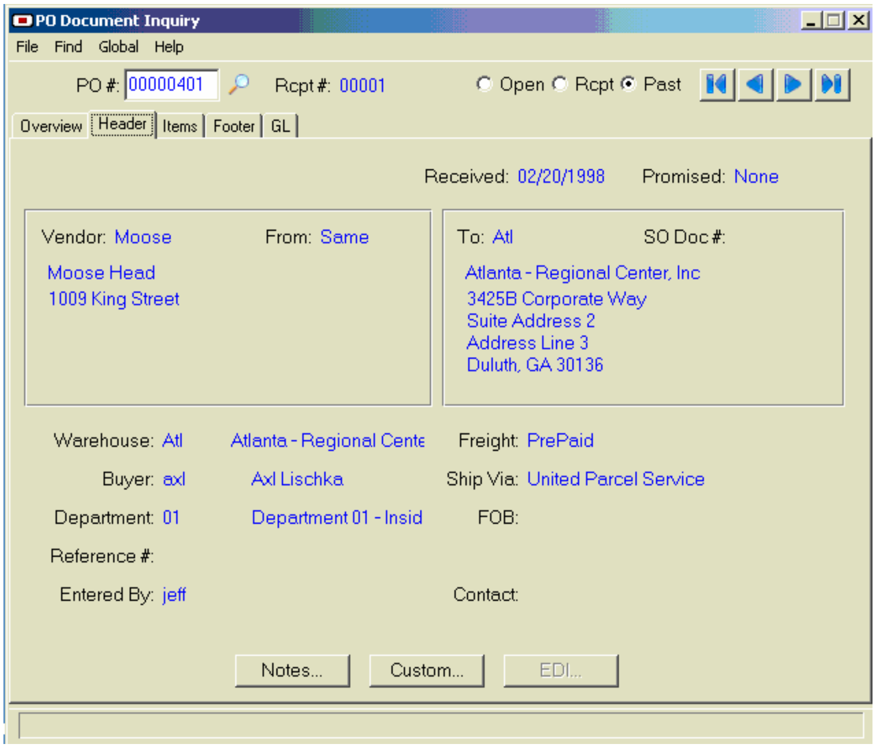
Ship To Access the Multiple Ship To dialog box in view-only mode so that you can view multiple ship to locations for quantities on a single line item.

Overview Tab



On the Overview tab, the system displays the purchase order type, vendor and description, ship to and ship from information, warehouse, SO document #, buyer, contact, and reference number. For open purchase orders the PO Document Inquiry also displays the **Approved** or **Unapproved** status of the purchase order. In the browser, the system displays the items, item quantity information, description, cost factor, aggregate class and discount, whether the item is a resale, and requested and promise dates. In the lower portion of the screen, the system displays the resale and non-resale purchasing amounts, add ons, container costs, and tax costs as well as the total for the purchase order.

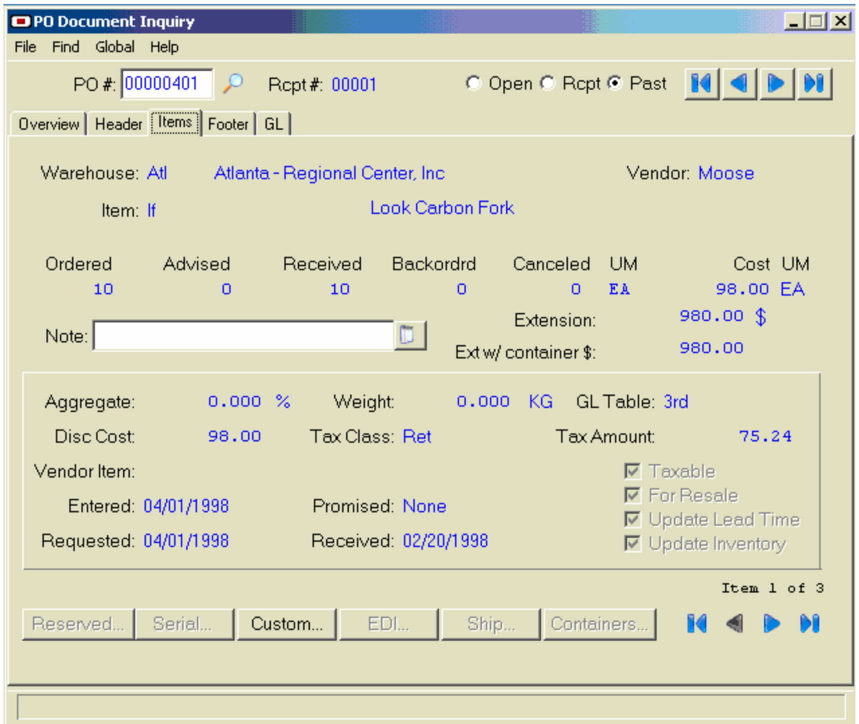
Header Tab

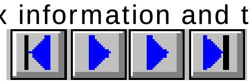


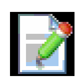
On the Header tab, the system displays purchase order header information, such as the vendor information, Ship to information, warehouse, freight, warehouse, SO document #, buyer, contact, and reference number.

Notes	Accesses the *PO Document Notes* dialog box, which is used to enter notes for the document.
Custom	Accesses the Custom Fields dialog box, which is used to display any custom, user-defined, header fields.
EDI	Accesses the EDI dialog box, which displays EDI information for the transaction. Note: This button is only available if your system contains the EDI InterLink.

Items Tab



On the Items tab, the system displays purchase order line item information, such as the warehouse, item number, ordered, received, backordered, and canceled quantities, cost information, department, line extension plus container costs information, tax information and the entered, promised, received, requested dates. Use the  icons in the lower left corner of the screen to scroll through items on the purchase order.

Note — Displays the note for the item. Select  to access the *Items Notes* dialog box, which is used to enter notes for the item.

Reserved — Accesses the Reserved Stock Overview- *Purchase Order* dialog box, which is used to review stock reservation information. The system enables this button for documents with component line items that are backordered and have stock reservations.

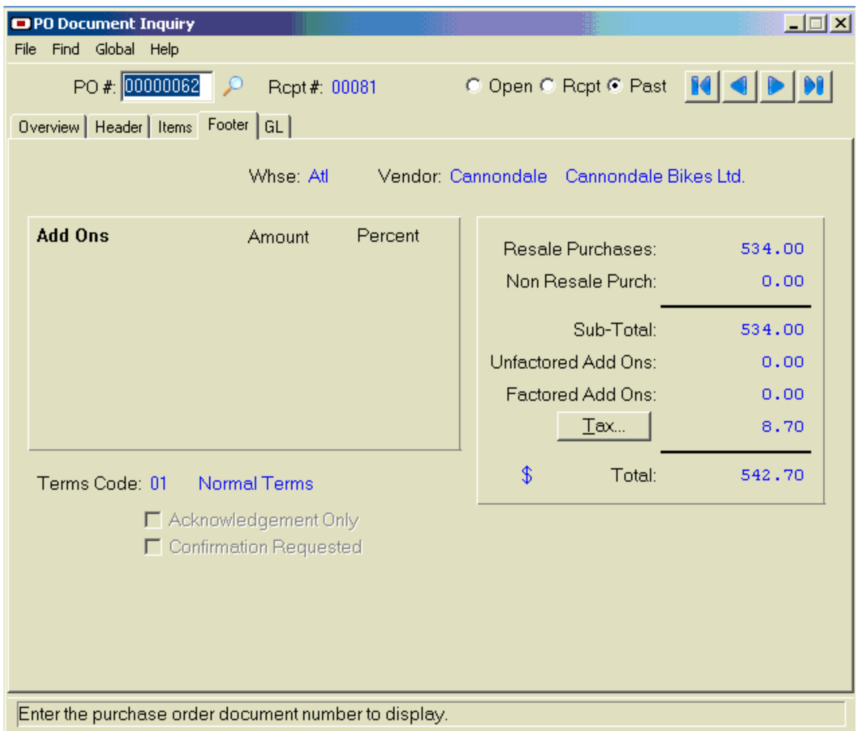
Serial — Accesses the *Serial Numbers/Lot Numbers* dialog box to display serial/lot information about the item. The system enables this button for documents with component line items that contain serial or lot numbers.

Bins — Accesses the *Bins Numbers* dialog box to display bin numbers, shipped quantities, and committed quantities for the item. The system enables this button for open purchase orders with line items that contain bin numbers.

Custom Accesses the *Custom Fields* dialog box, which is used to display any custom, user-defined, component line fields.

Cntnrs Accesses the Container Numbers screen to view the container numbers and costs assigned for container items on purchase order documents.

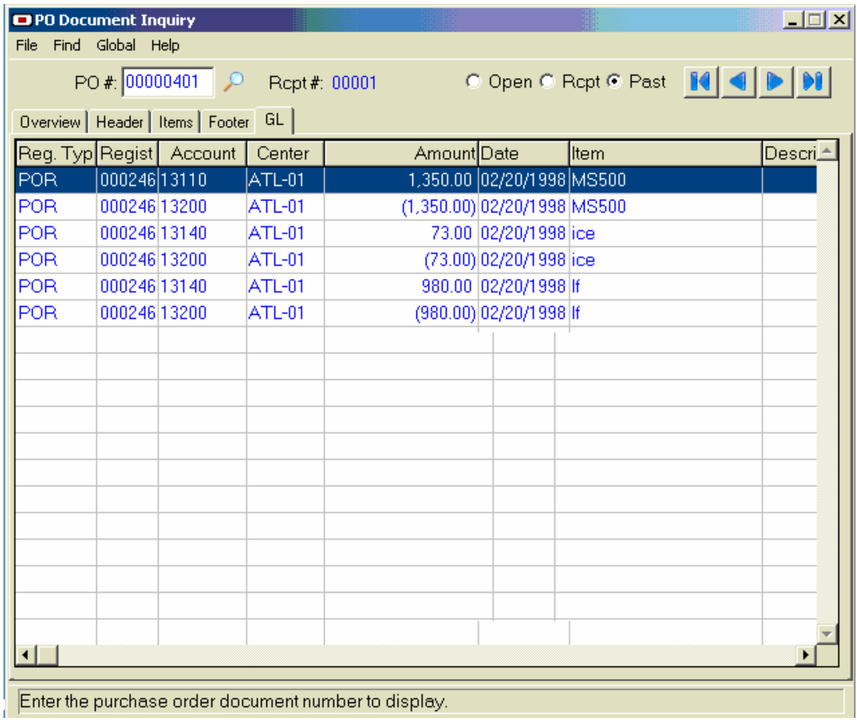
Footer Tab



On the Footer tab, the system displays purchase order footer information, such as the standard add on costs in dollars or percent, the resale purchases and non-resale purchases costs, any other add ons that have been included, and whether the PO was created as an acknowledgement only and if confirmation was requested. Container costs/deposits are also included in the totals on the footer screen and added to resale amounts and subtotals.

Tax Accesses the *Document Sales Tax* dialog box, which is used to display sales tax information for the current purchase order.

GL Tab



The GL tab displays all of the GL postings for the document for posted purchase orders, including the register type and register number that made the posting, account number and description, center and description and the posting date for the transaction. The Item column displays the item or add-on code that is stored in the glLedger table. You can modify the sort order by clicking on many of the column headers in the browser.

The GL tab is controlled by function security, and only visible to those users who have permission to view GL information. Otherwise the GL tab will not appear in this program.

Buttons

When PO Document Inquiry is run as a dialog box, the following buttons are available at the bottom of the Overview View:

Close Closes the *PO Document Inquiry* program.

Help Accesses the online Help for this screen.

Menu Options

When SO Document Inquiry is run as a window, the following menu options are available:

File

Menu Selection	Function
Print	Accesses the Print Document dialog box, which is used to print the purchase order document.
Close	Exits the PO Document Inquiry screen.

Find

Menu Selection	Function
Sales Order Lookup	Displays the Lookup screen for sales orders.
Document Quicksearch	Displays the PO*Document Quicksearch* program to quickly locate a document for a customer based on a keyword search of the customer and specific document information, such as salesperson and customer PO number.
Find Detail Line	Displays the Find Item Dialog box, where you can enter the tem number. The system then displays the PO Document inquiry Items tab with the item information.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the Notes dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the Program Locator dialog box, which allows you to move to other TakeStock modules and programs.

Help

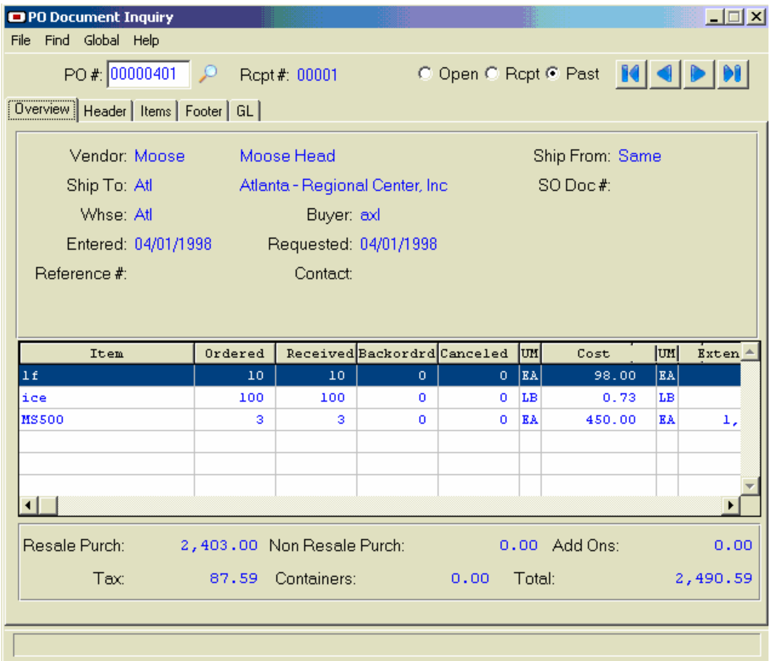
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the Special Keys dialog, which lists the function keys for the current screen.

See Also

How to use the PO Document Inquiry screen

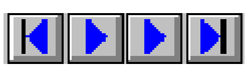
How to use the PO Document Inquiry screen

1. Access the *PO Document Inquiry* program. The complete path is *Purchase Orders→Inquiries→ PO Document Inquiry*. The system displays the screen with the **Open** radio button selected as the default so that you can access open PO documents.



2. In the *PO #* field, enter the open purchase order number that you want to review and press **Tab**.

3. In the Purchase section select the **Current** radio button to display current purchase orders, the **Rcpt** radio button to display received purchase orders, the **Past** radio button to display past purchase orders.

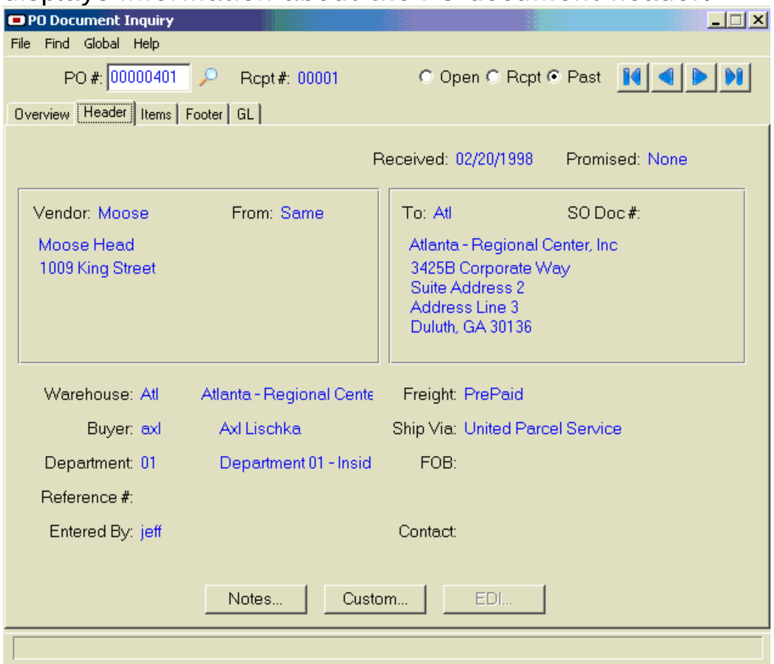
4. Use the  icons in the upper right portion of the screen to scroll to other PO documents for this customer.

5. On the Overview tab, you can double click the item to view the Items tab.

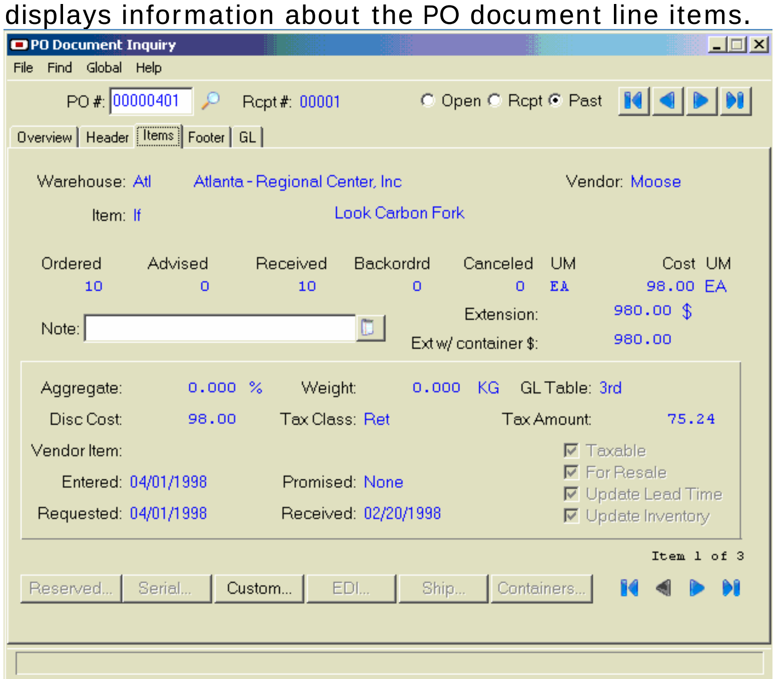
6. Choose one of the following tabs to access other views containing document details. Select the:

   - Overview tab to access the PO Document Inquiry – Overview Detail view, which displays general information about the PO document.

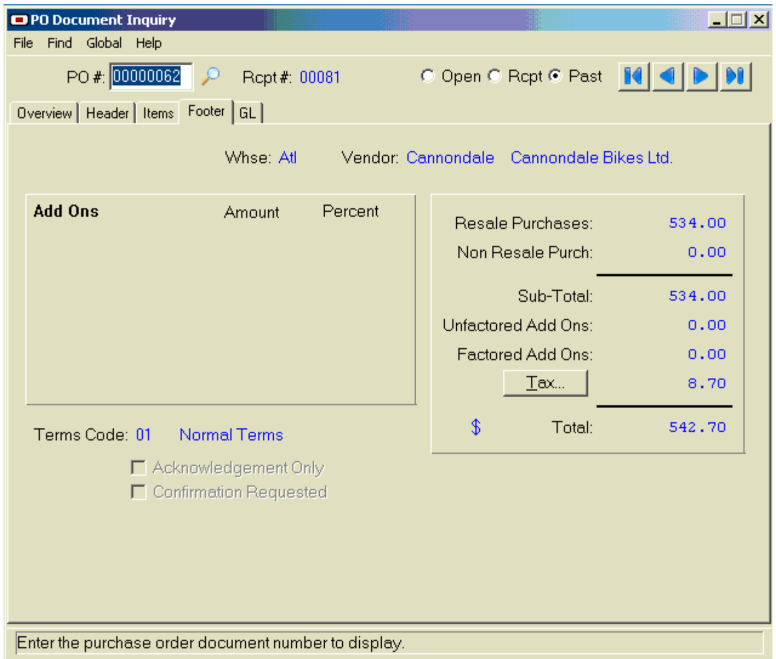
- Header tab to access the PO Document Inquiry - Header Detail view, which displays information about the PO document header.



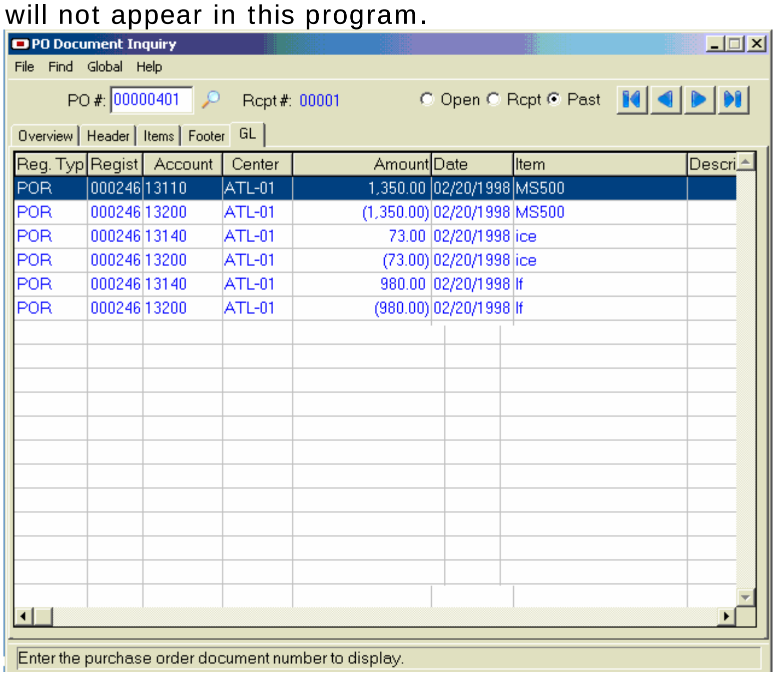
- Items tab to access the PO Document Inquiry – Items Detail view, which displays information about the PO document line items.



- Footer tab to access the PO Document Inquiry - Footer Detail, which displays information about the PO document footer.



- GL tab to access the PO Document Inquiry - GL Detail, which displays all of the GL postings for the document for posted purchase orders.
  Note: The GL tab is controlled by function security, and only visible to those users who have permission to view GL information. Otherwise the GL tab will not appear in this program.

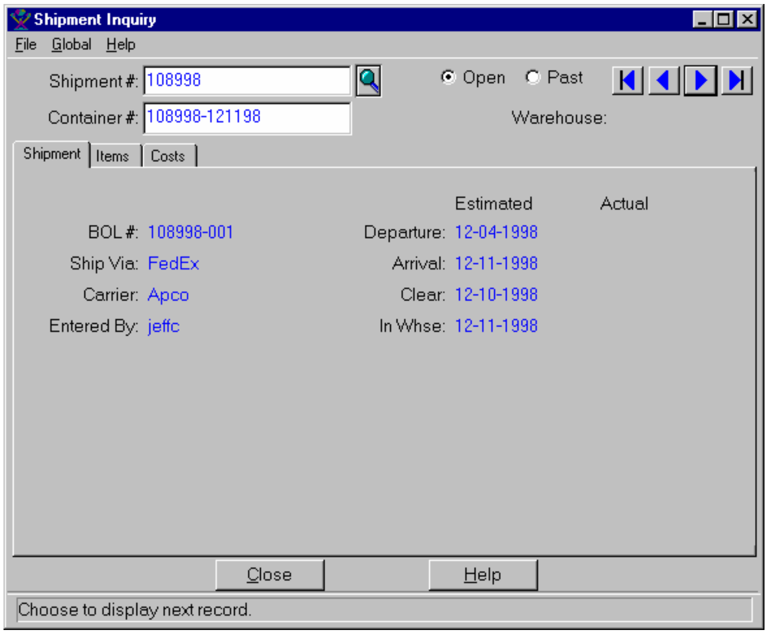


- Print button or menu option to access the Print Document dialog box, which is used to print the PO document.

- Help button or menu option to access the online Help for this screen.

Shipment Inquiry

Using this program, you can view open and past shipment records by shipment and container number.



In the upper portion of the screen, you can enter the shipment and container numbers and select whether to view open or past shipment records. In the lower portion of the screen, the system displays information in three tab folders:

- **Shipment**, which displays shipment record header information such as BOL#, ship via, carrier and estimated and actual dates of departure, arrival, Customs clearance and arrival in the destination warehouse.
- **Items**, which displays information about the container lines in the shipment, such as the PO#, vendor, item number and description, and ordered, received, in-transit and cancelled quantities.
- **Costs**, which displays summary information about duty charges or shipping costs for this shipment.

For more information, refer to the *Shipment Inquiry* and *How to use the Shipment Inquiry* topics in *Import Shipments*, Chapter 8 of this manual.

How to use the Shipment Inquiry

1. Access the PO Shipment Inquiry program. The complete path is Purchase Orders→Import Shipments→Shipment Inquiry. The system displays the PO Shipment Inquiry screen

2. Enter or modify information in the following fields as necessary:

Shipment	The shipment record number for the inquiry.
Container	The container record number for the inquiry.
Open	Indicates you want to display open documents.
Past	Indicates you want to display past documents.

3. Select the Shipment tab to display shipment record header information such as BOL#, ship via, carrier and estimated and actual dates of departure, arrival, Customs clearance and arrival in the destination warehouse.
4. Select the Items tab to display information about the container lines in the shipment, such as the PO#, vendor, item number and descriptions 1 and 2, and ordered, received, in-transit and cancelled quantities, units of measure, cost and extension information, tariff number, duty, shipment costs, landed costs, shipment weight, and the distribution method for the import shipment. Select the Cost Sheet button to access the Cost Sheet dialog box, which displays costing information by component for the selected item.
5. Select the Costs tab, to display summary information about duty charges or shipping costs for this shipment.

   In the Shipment Costs browser, the system displays the default shipment cost codes that associated with the Ship Via code you entered on the Header tab of the Shipment Entry program. All shipment costs are factored. The system displays the default amounts and distribution bases from the Cost Component Default Maintenance (by ship via). If no default amounts and distribution bases are entered in that program, the system displays the values from the Cost Component Maintenance for the default distribution basis (there will be no default amount).

   In the Duty browser, the tariff numbers and default amounts display.
6. Select File→Exit or the Close icon in the upper right corner to exit the screen.

Chapter 7	Maintenances

PO Maintenances

When you first set up *Purchase Orders,* you will use *maintenances* to select the controls that tailor it for the way your company does business. You will also use maintenances to set up and maintain information for your vendors and buyers.

The maintenance selections that are used more frequently are listed on the Maintenances menu first. The selections listed on the *Maintenances ➔ Setup* submenu are used when you first set up *TakeStock,* and only rarely thereafter.

You can use the maintenances to make changes at any time after you have set up *TakeStock.* However, keep in mind that the changes you make can have a deep effect on the information you have developed and on how *TakeStock* handles the information. Changes will affect future transactions, but will not affect any existing transactions. You should be very cautious about changing processing options after initial set up.

Each record you add using maintenances is identified with a unique code or key to that record. These codes cannot contain leading or trailing spaces. If you enter a leading or trailing space, the system will remove it when you save the record.

Entries for the Maintenances are:

Vendor/Item Maintenance	Use this maintenance program to set up the vendor and item combinations for all items you purchase from each vendor. Vendor/item records can be created with this maintenance, or automatically through the *PO Receipts Register* if you select to use the vendor's Autocreate Vendor Items option.
Warehouse Vendor/Item Maintenance	Use this program to set up the warehouse and vendor/item combination for your company. You can enter the manual cost and detail from the last 3 receipts. These records can be entered with this program, or automatically through the *PO Receipts Register* if you select to use the vendor's Autocreate Vendor Items option.
Cost Change Update	Use this update program to change the manual costs of items stored in the WAREHOUSE/VENDOR/ITEM TABLE.
Additional Cost Entry	Use the Additional Cost Entry to change the inventory cost of already received items by a factor amount per costing unit of measure.
Cost Adjustment	Use the *Cost Adjustment Entry* to enter new costs for on-hand quantities. This program provides an

Entry	easy way for you to change the *inventory* cost of already received items by entering a net cost amount for the item or items.
Buyer Maintenance	Using *Buyer Maintenance*, you can set up and maintain each valid buyer code and name.
Cost Component Code Maintenance	Using this program, you can set up and maintain default cost component distributions by ship via code. This allows for faster, more accurate, estimating during shipment entry.
Cost Component Default Maintenance	Using this program, you can set up and maintain default cost component distributions by ship via code. This allows for faster, more accurate, estimating during shipment entry.
PO Control Maint.	Use *PO Control Maintenance* to enter processing controls for the overall behavior of Purchase Orders and the other modules to which it interfaces.

Chapter Contents

Maintenances Submodules Overview

You can use the *TakeStock* maintenance programs to make changes at any time after you have set up *TakeStock*. Keep in mind, however, that the changes you make can have greatly affect the information you have developed and on how *TakeStock* handles that information. Changes to maintenance programs affect future transactions, but not any existing transactions. You should be very cautious about changing *TakeStock* processing options after the initial set up.

Each record you add using maintenance programs is identified with a unique code or key to that record. These codes cannot contain leading or trailing spaces. If you enter a leading or trailing space, the system removes it when you save the record.

All maintenances work basically the same. When you open a maintenance, the system places the cursor is in the first field of the record code or number. At this point, there is no active mode. When you enter a record number or code and press **Enter**, you are in the View mode to keep from locking the record from other users.

Using maintenances, you can:

Add a new record

Add multiple new records

Undo (reset) the changes to a record

Copy an existing record

Change the detail for a record

Delete a record

Maintenance Modes

There are several modes or states in which to work with maintenances. When you open a maintenance, the cursor is in the first field of the record code or number. At this point there is no active mode. When you choose a mode, system displays the current mode of the maintenance in the title bar as a reference. Available modes are:

View Mode

The View mode is available so you can view the detail of a record without locking the record. This allows other users to access the record even though you are viewing it. If you edit a record, it is locked from other users. You should make any changes and save the record as quickly as possible so you do not interfere with the work of other users.

Edit Mode

To change an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to open the record. Then, choose *File* ➔ *Edit* or choose the **Edit** icon button. Make any necessary changes to the record and then choose *File* ➔ *Save* or choose the *Save* icon button. The changes for the record are saved, and the maintenance returns to the View mode. Before saving, you can choose the *Reset* icon button to remove any changes to the detail since you selected to edit the record.

New Mode

To add a new record, choose *File* ➔ *New* or choose the *New* icon button. The *File* ➔ *New* menu option and the *New* icon button change to *End New*. Enter the information for the new record and choose *File* ➔ *Save* or choose the *Save* icon button. The new record is saved, and the maintenance returns to the View mode. You can also choose *End New* to end without saving the new record. The *Reset* icon button is available to return the detail fields to their default values after you have entered new detail.

AutoAdd Mode

To add and save multiple records without being placed in View mode, choose *Options* ➔ *AutoAdd* to toggle the AutoAdd mode as active. You will remain in Add mode until you choose *File* ➔ *End New* or the *End New* icon button, or toggle the AutoAdd mode off. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

Maintenance Views

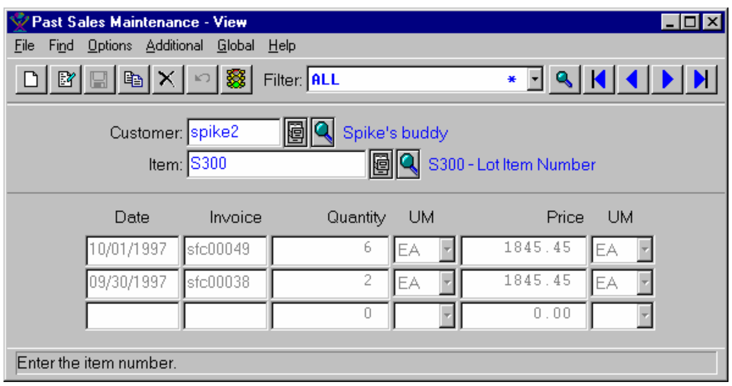
Some maintenances have multiple views for entering detail information. These maintenances have View buttons at the bottom of the window. You can move from one view to another by choosing one of the View buttons, choosing a view from the View menu, or pressing **Ctrl**+(**1, 2, 3**, etc). For example, pressing **Ctrl+1** displays the first view, and pressing **Ctrl+4** displays the fourth view.

Some maintenances have multiple views for entering or displaying specific details. A View menu and a group of View buttons that appear at the bottom of the window are both available to access the different detail views. The detail portion of the maintenance window changes as you switch views, but the menu, toolbar, record number or code fields and View buttons remain the same. You can open or add a new record while in any of the views.

To view an existing record, enter the record code or number and press **Enter** or choose the **Go** icon button to access the record. You can choose *Find* ➔ *Record Lookup* or choose the *Record Lookup* icon button to open the Lookup for locating records. The *Record* buttons (First, Next, Previous, Last) are also available to display records. The *Filter* works in conjunction with the *Record* buttons by defining which records you can view.

Record Code with Multiple Fields

Some maintenances have more than one field in the record code or number. For example, *Past Sales Maint.* uses both the customer number and item number as the record code.



You must enter a value for both fields in order to access a record. You can use **Tab** to move among the fields in the record code, and then press **Enter** to access the record.

Record Maintenance Procedures

How to add one new record

1. Choose *New* from the File menu, press **Ctrl+N**, or choose the **New** icon button.
2. Enter the number or code of the new record. Some records require more than one field in the record code. Use **Tab** to move among the fields in the record code and detail fields. The record number or code cannot have spaces before or after them. If you enter spaces before or after a record number or code, the system will remove them when you save the record.
3. Enter all detail for the new record. Some maintenances have multiple views for entering detail. Use the **View** buttons at the bottom of the screen or choose views from the View menu to move among multiple views.
4. Choose *Save* from the File menu, press **Ctrl+S** or choose the **Save** icon button on the toolbar when all detail information for the record is complete. The system returns you to the View mode.

Note: The text for some views appear in a warning (usually red) color to indicate that they are required views when adding new records. You must access all required views (even if you do not add or change information in that view) before you can save a new record. Once you access a required view, the text for that view returns to normal color.

How to add multiple records without being placed in View mode

1. Choose *AutoAdd* from the Options menu to toggle the AutoAdd mode as active. You remain in Add mode each time you save a record.
2. Choose *End New* from the File menu, press **Ctrl+N**, choose the **End New** icon button, or toggle the AutoAdd mode off when you are ready to stop adding records. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

How to change the detail for an existing record

1. Enter the number or code of the existing record. The **Record** buttons (First, Next, Previous and Last) on the toolbar are available to help locate records. You can use the Lookup icon to locate existing records.
2. Press **Enter** or choose the **Go** icon button when the record code is complete to access the record in the View mode.
3. Choose *Edit* from the File menu, press **Ctrl+E**, or choose the **Edit** icon button.
4. Change the detail information for the record.
5. Choose *Save* from the File menu, press **Ctrl+S,** or choose the **Save** icon button when all detail information for the record is complete. You will return to the View mode.

How to reset (undo) the changes to a new or existing record

1. Choose *Reset* from the File menu, press **Ctrl+R**, or choose the **Reset** icon button before saving any changes. The values of all fields are placed back to the values when the record was accessed, or to the original default values if you made changes to a new record.

How to copy an existing record

1. Enter the number or code of the existing record to copy. The **Record** buttons (First, Next, Previous and Last) on the toolbar are available to help locate records. You can use the Lookup to locate existing records.
2. Press **Enter** or choose the **Go** icon button when the record code is complete to access the record. You are now in the View mode for the record.
3. Choose *Save As* from the File menu or choose the **Save As** icon button.
4. Enter the number or code of the new record.
5. Change any of the detail fields for the new record.
6. Choose *Save* from the File menu, press **Ctrl+S,** or choose the **Save** icon button to save the new record.
7. (Optional) For maintenance records that have additional records associated with them, the system displays the Copy Related Records dialog box, so you can select the types of related records you want to copy to the new record you are creating.
8. (Optional) On the Copy Related Records dialog box, select the checkboxes for all the categories of related records you want to copy from the existing record to the new record. The system enables only the checkboxes for which related records exist. You can select the Quick Whse button to access the Quick Warehouse Setup dialog box to quickly assign a new item to warehouses and enter replenishment, cost, price, and usage information at the time you copy the related record information. Select the OK button to copy the selected related records.

How to delete a record

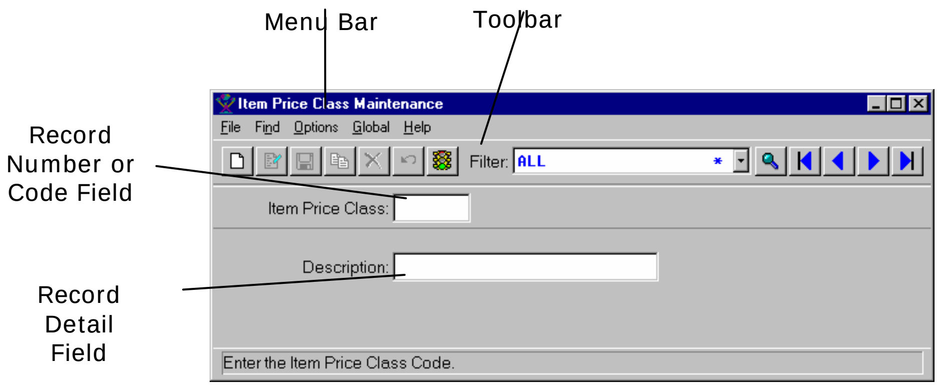
1. Enter the number or code of the existing record. The **Record** buttons (First, Next, Previous and Last) on the toolbar are available to help locate records. You can use the Lookup to locate existing records.
2. Press **Enter** or choose the **Go** icon button when the record code is complete to access the record. You are now in the View mode for the record.
3. Choose *Delete* from the File menu, press **Ctrl+D**, or choose the **Delete** icon button.
4. Choose *Yes* from the dialog box that opens to confirm that you want to delete the record.

How To Use Maintenances

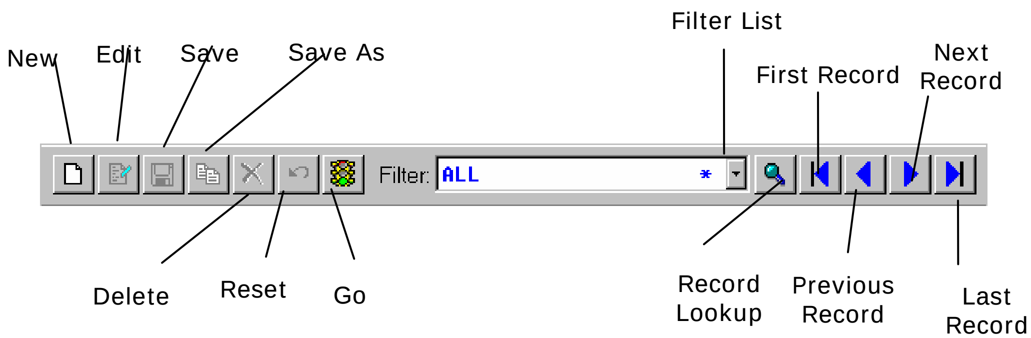
It is important that you understand how to use maintenances before you begin entering or changing information. All maintenances perform in the same manner, so once you learn one maintenance you can easily use any maintenance.

Maintenance Windows

Every maintenance opens as a window with common elements. There is a menu bar, toolbar, record code or number, and detail fields.



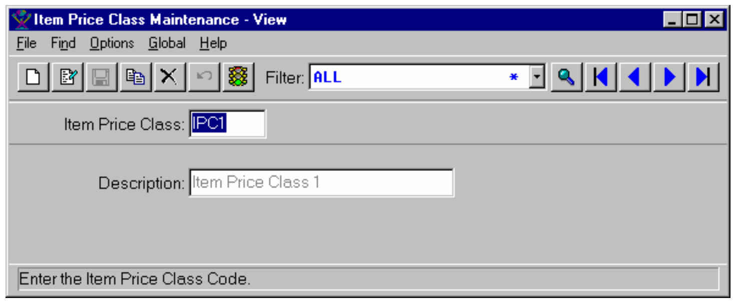
As you work with the maintenances, you will find the icons on the toolbar very helpful as a shortcut to selecting options. Each of the icons has a corresponding option available from a menu. The following is a sample of a maintenance toolbar showing the location of the icon buttons.



Maintenance Modes

There are several modes or states in which to work with maintenances. These modes are View, Edit, New, and AutoAdd. When you open a maintenance, the cursor is in the first field of the record code or number. At this point there is no active mode. When you choose a mode, it displays in the title bar as a reference.

Mode Display

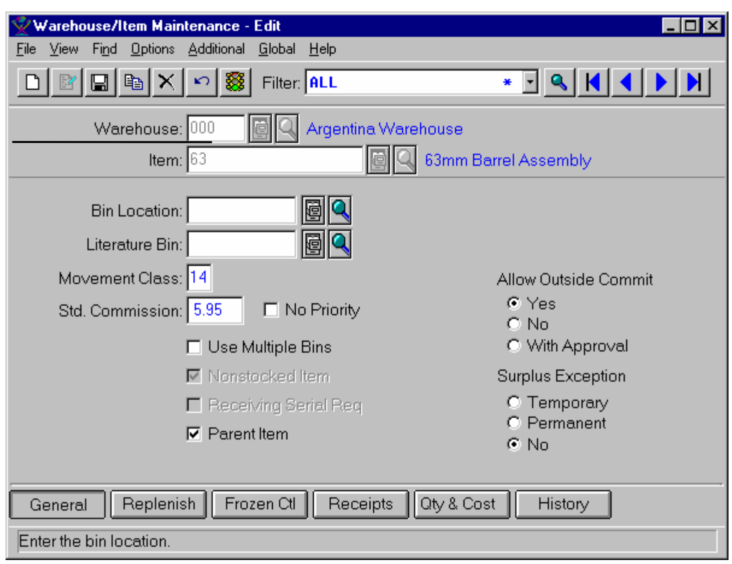


View Mode

To view an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to access the record. You can choose *Find* ➔ *Record Lookup* or choose the *Record Lookup* icon button to open the Lookup for locating records. The *Record* buttons (First, Next, Previous, Last) are also available to display records. The *Filter* works in conjunction with the *Record* buttons by defining which records you can view, as described in the *TakeStock Basics* chapter.

Some maintenances have more than one field in the record code or number. For example, *Warehouse/Item Maintenance* uses both the warehouse code and item number as the record code.

Record Code with Multiple Fields



You must enter a value for both fields in order to access a record. You can use **Tab** to move among the fields in the record code, and then press **Enter** to access the record.

The View mode is available so you can view the detail of a record without locking the record. This allows other users to access the record even though you are viewing it. If you edit a record, it is locked from other users. You should make any changes and save the record as quickly as possible so you do not interfere with the work of other users.

Edit Mode

To change an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to open the record. Then, choose *File* ➔ *Edit* or choose the *Edit* icon button. Make any necessary changes to the record and then choose *File* ➔ *Save* or choose the *Save* icon button. The changes for the record are saved, and the maintenance returns to the View mode. Before saving, you can choose the *Reset* icon button to remove any changes to the detail since you selected to edit the record.

New Mode

To add a new record, choose *File* ➔ *New* or choose the *New* icon button. The *File* ➔ *New* menu option and the *New* icon button changes to *End New*. Enter the information for the new record and choose *File* ➔ *Save* or choose the *Save* icon button. The new record is saved, and the maintenance returns to the View mode. You can also choose *End New* to end without saving the new record. The *Reset* icon button is available to return the detail fields to their default values after you have entered new detail.

AutoAdd Mode

To add and save multiple records without being placed in View mode, choose *Options* ➔ *AutoAdd* to toggle the AutoAdd mode as active. You will remain in Add mode until you choose *File* ➔ *End New* or the *End New* icon button, or toggle the AutoAdd mode off. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

Copy a Record

To copy an existing record, choose *File* ➔ *Save As* or choose the *Save As* icon button. A copy of the current record is created with a blank record code or number. Enter the code or number for the new record and choose *File* ➔ *Save* or choose the *Save* icon button. You may need to add or change some of the detail for the new record before saving it.

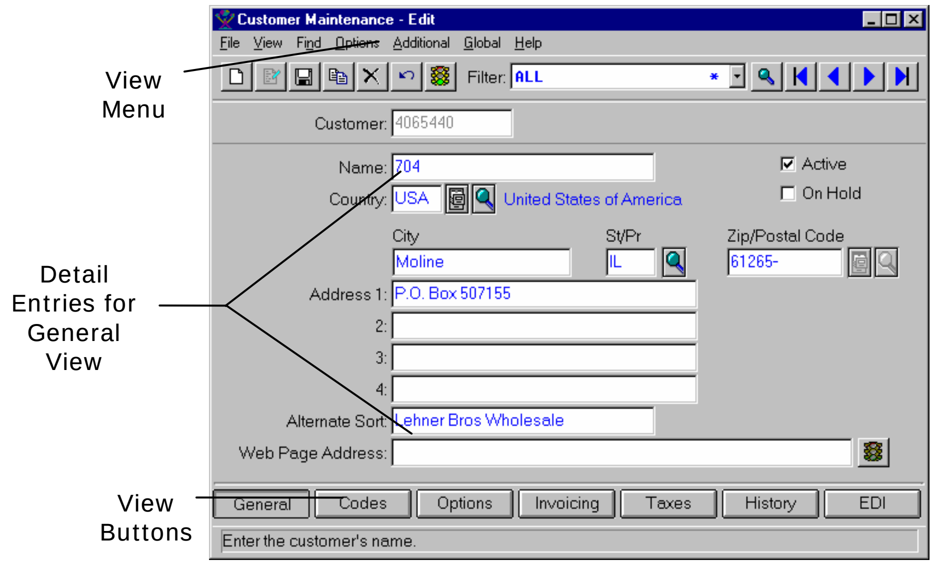
Delete a Record

To delete a record, open the record in either View mode or Edit mode. Then, choose *File* ➔ *Delete* or choose the *Delete* icon button. You will be asked to confirm that you want to delete the record.

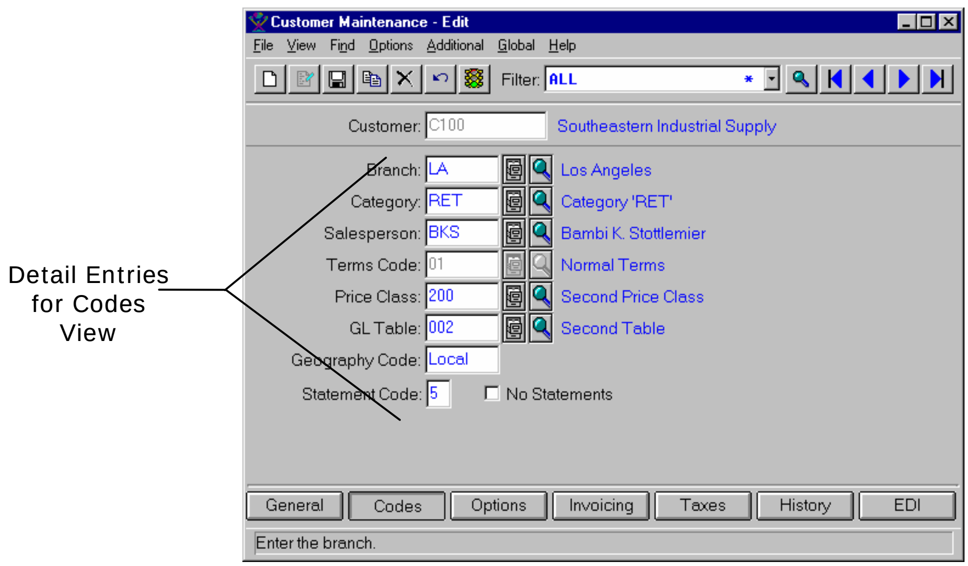
Maintenance Views

Some maintenances have multiple views for entering or displaying specific details. A View menu and a group of *View* buttons that appear at the bottom of the window are both available to access the different detail views. The detail portion of the maintenance window changes as you switch views, but the menu, toolbar, record number or code fields and View buttons remain the same. You can open or add a new record while in any of the views.

The following is an example of a *Customer Maintenance* window that uses multiple views. This first example is showing the *General* view.



The following example shows how only the detail changes when you select the *Codes* view.



There are four ways you can select a view.

- Choose the *View* button at the bottom of the screen.
- Select a view from the View menu.
- From the keyboard, press and hold the **Alt** key and use the **left** and **right arrow keys**.
- From the keyboard, press and hold the **Ctrl** key and press the **number** that corresponds to the view's position. For example, **Ctrl+2** would select *Codes* and **Ctrl+6** would select *History*.

Default Values

Many fields in each maintenance have preset default values. These values appear when you choose to add a new record. For fields that often have the same value assigned, you may want to set the default value that is used. For example, if all customers you enter are assigned to the same price class, you may want to set that class as the default value. That class is then assigned to all new customers as you add them.

To assign your own default values, choose *Options* ➔ *Defaults.* Then enter and save the default values you want to use for all views in the maintenance.

Maintenance Toolbar

As you work with the maintenance programs, you will find the icons on the toolbar very helpful as a shortcut to selecting options. Each of the icons has a corresponding option available from a menu.

The maintenance toolbar offers shortcuts to certain operations. You can select to use an existing filter, or select any of the following icon buttons:

Button	Purpose
	**New** icon, which makes the entry fields active so that you can enter a new maintenance record. When the system is in Active mode, the purpose of this button changes to *End New.* If you are editing an maintenance record, your system will have the **Edit** icon instead of the **New** icon.
	**Edit** icon, which makes the entry fields active so that you can make changes to an existing maintenance record. If you are entering a new maintenance record, your system will have the New icon instead of the Edit icon.
	**Save** icon, which saves a new record or save the changes to an existing record.
	**Copy** icon, which saves a copy of an existing record with a different record code or number.
	**Delete** icon, which deletes an existing record.
	**Reset** icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.
	**Go** icon, which allows you to view a record that matches the entry in the record code or number field(s).
	**Lookup** icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this menu offers the Warehouse Lookup. If the current field is Unit of Measure, this menu offers the Unit of Measure Lookup.
	**Maintain** icon, which run the maintenance option for the current field. You can add, change, or delete records for the current field from the appropriate maintenance program.

 **First Record** icon, which allows you to view the first record in table, using the current filter.

 **Previous Record** icon, which allows you to view the previous record in table, using the current filter.

 **Next Record** icon, which allows you to view the next record in table, using the current filter.

 **Last Record** icon, which allows you to view the last record in table, using the current filter.

Control Maintenance Toolbar

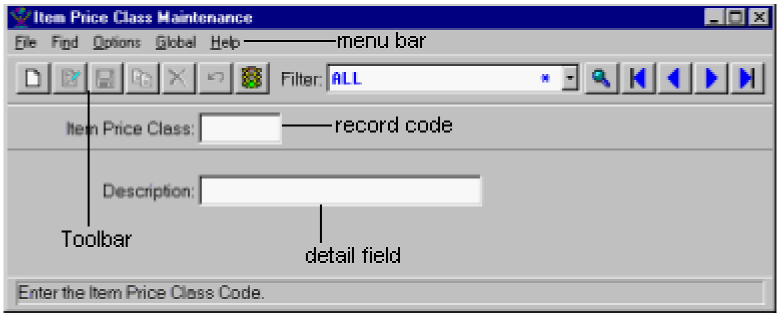
The control maintenance toolbar offers shortcuts to the following menu options.

Button	Purpose
	**Edit** icon, which makes the entry fields active so that you can make changes to an existing Control record. If you are entering a new control record, your system will have the New icon instead of the Edit icon.
	**Save** icon, which saves a new record or save the changes to an existing record.
	**Reset** icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.

Maintenance Windows

Every maintenance opens as a window with common elements.

There is a menu bar, toolbar, record code or number, and detail fields.



PO Maintenances Menu Options

This section presets the standard menu options that are available from GL maintenance programs. Refer to the menu section of a program for specific menu options. Note that not all selections described below are available for every program.

File

Menu Selection	Function
New	Adds a new record. When new is active, *End New* displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Reset	Sets the information for the current record back to its original state.
Transfer/Change Codes	Accesses the *Transfer/Changes Codes* dialog box, which is used to change values for the record information. Note this menu option only displays for certain maintenance programs. Refer to the *Transfer/Change Code Dialog Box* topic at the end of this section for details
Exit	Exits the current program.

Find

Menu Selection	Function
[feature] Lookup	Accesses the *Lookup* feature for the current field.
Lookup	Opens the Lookup feature for the current field, or brings it to the front if it is already open.
Filter	Opens the *Filter Manager* to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Options

Menu Selection	Function
Toolbar	Toggles the display of the toolbar on and off.
AutoAdd Mode	Toggles the AutoAdd mode on or off. When on, you will be in continuous add mode each time you select to add a new record.
Defaults	Displays the default record settings on the screen.
User Preferences	Opens the *Preferences* dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.
System Preferences	Accesses the *Maintenance Audit Control* dialog box, which is used to select the fields in which you want to track changes for audit history.

Additional

Menu Selection	Function
Maintain	Opens the maintenance program for the current field.
Audit History	Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

Global

Menu Selection	Functions
User Profile	Accesses your *user profile* information.
Note Pad	Accesses the *Notes* dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

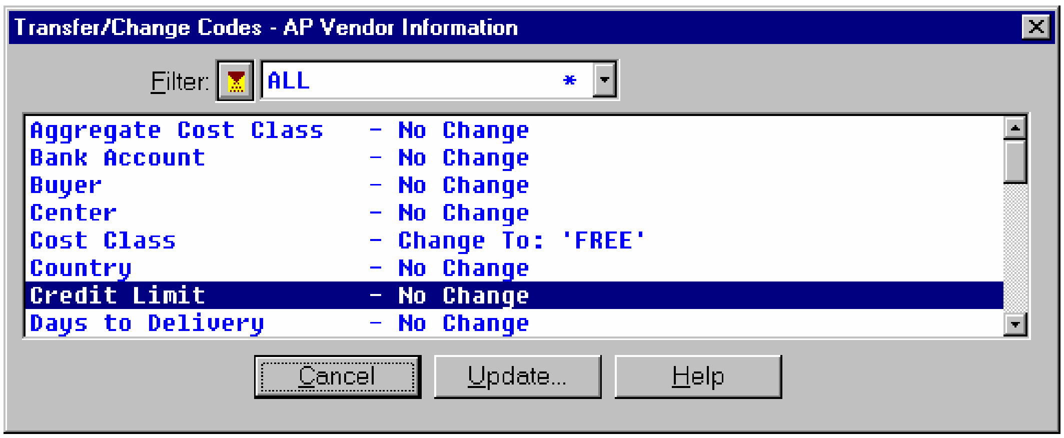
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

Transfer/Change Code Dialog Box

Use the Transfer/Change Codes dialog box to globally change or transfer code values to specific maintenance records defined by a search filter. You reach this dialog box by selecting File→Transfer Change/Codes from certain Maintenance programs within the TakeStock system.

For each type of maintenance record that contains this option, the dialog box displays all the available types of codes.

To change a code, double-click the appropriate field in the browser, enter the new value, then select **OK**. When you have entered new values for all of the desired fields, select the **Update** button on the *Transfer/Change Code* dialog box.

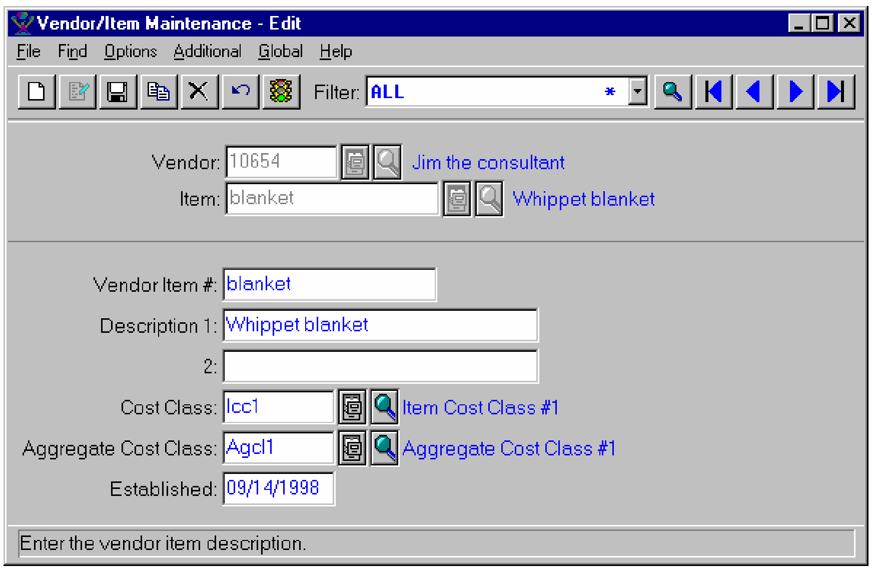


Vendor/Item Maintenance

Using the Vendor/Item Maintenance program, you can set up the vendor and item combinations for all items you purchase from each vendor. Vendor/item records can be created with this maintenance, or automatically through the *PO Receipts Register* if you select to use the vendor's Autocreate Vendor Items option.

When you save a new record or changes to an existing record, the information is saved in the VENDOR/ITEM TABLE. If you selected *Auto Creation of Interchanges* in *IM Control Maintenance*, then an interchange item will be created for each vendor/item record you add as long as the vendor's item number is not the same as your item number.

If you select the *Autocreate Vendor/Item Records* option in the vendor's record, a new vendor/item record is created during *PO Receipts Register* for any item received that does not yet have a vendor/item record.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Vendor The vendor code for which you are maintaining a vendor/item record.

Item The number of the item for which you are maintaining an vendor/item record.

Vendor Item # The number the vendor uses to identify this item. If you do not track vendor item numbers, you can leave this field blank to set it to the same number as your item number.

If you selected *Auto Creation of Interchanges* in *IM Control Maintenance* and the vendor item # is not the same as your

Fields, Buttons, Checkboxes, & Icons

	item number, an interchange item will be created.
Description 1	The vendor's description (up to 30 characters) for this item. Your entry will be used as Description 1 for the interchange item.
Description 2	The vendor's second description (up to 30 characters) for this item. Your entry will be used as Description 2 for the interchange item.
Cost Class	The cost class to assign to this vendor and item. The cost class from the vendor record displays as the default. The cost class is used with Cost Schedules to determine quantity break pricing and contract pricing from your vendors.
Aggregate Cost Class	The aggregate cost class to assign to this vendor and item. The aggregate cost class from the vendor record displays as the default. The aggregate cost class is used to define aggregate discounts from your vendors.
Established	The date the vendor/item record is created displays in the field and cannot be changed. The system date is the date used for this field.

Menus

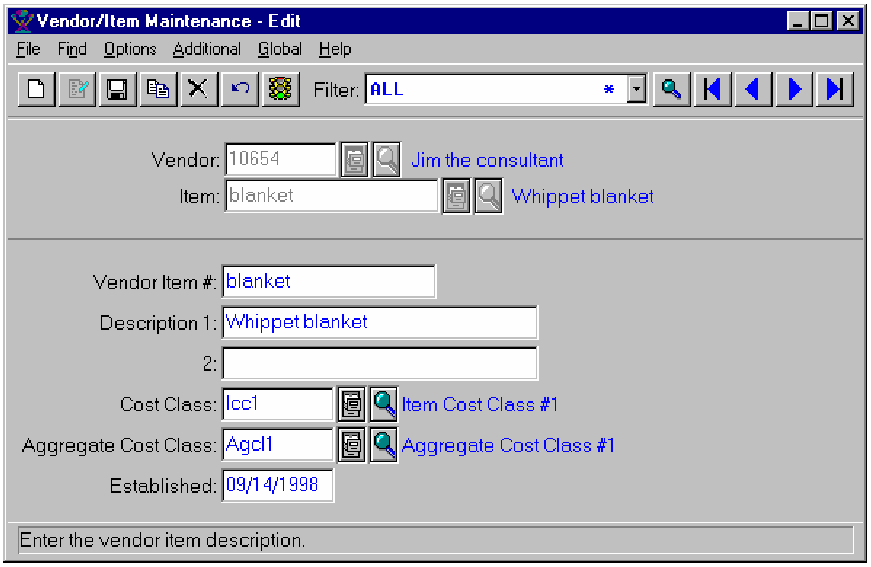
File	Find
Options	Additional
Global	Help

See Also

How to enter or change Vendor/Item information

How to enter or change Vendor/Item information

1. Access the *Vendor/Item Maintenance* program by selecting *Maintenances*➔ *Vendor/Item Maintenance* from the PO main menu. The system displays the *Vendor/Item Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

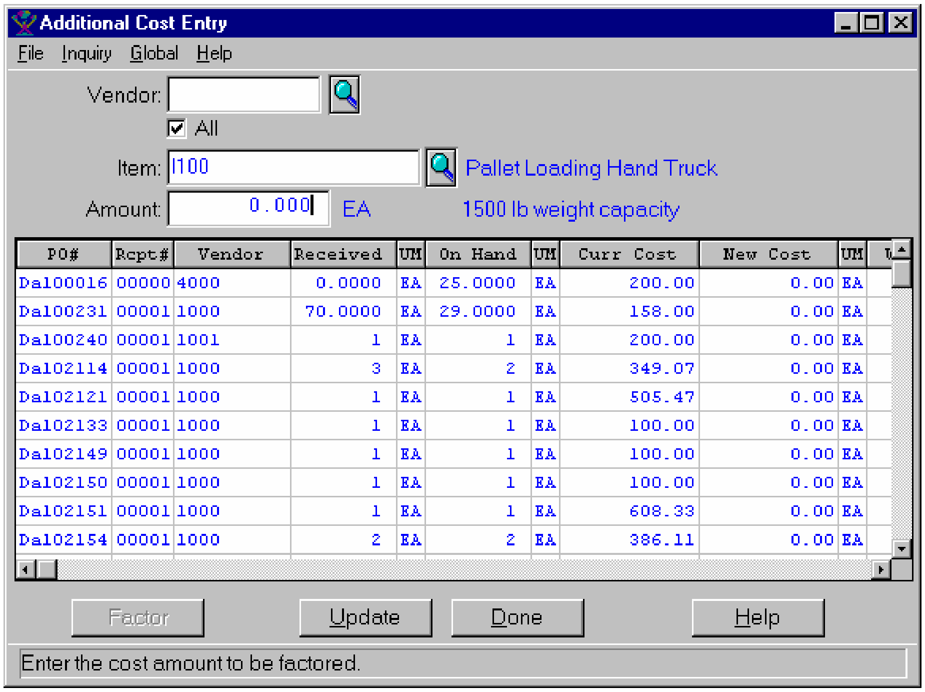
Vendor	The vendor code for which you are maintaining a vendor/item record.
Item	The number of the item for which you are maintaining an vendor/item record.
Vendor Item #	The number the vendor uses to identify this item. If you do not track vendor item numbers, you can leave this field blank to set it to the same number as your item number. If you selected *Auto Creation of Interchanges* in *IM Control Maintenance* and the vendor item # is not the same as your item number, an interchange item will be created.
Description 1	The vendor's description (up to 30 characters) for this item. Your entry will be used as Description 1 for the interchange item.
Description 2	The vendor's second description (up to 30 characters) for this item. Your entry will be used as Description 2 for the interchange item.

Cost Class	The cost class to assign to this vendor and item. The cost class from the vendor record displays as the default. The cost class is used with Cost Schedules to determine quantity break pricing and contract pricing from your vendors.
Aggregate Cost Class	The aggregate cost class to assign to this vendor and item. The aggregate cost class from the vendor record displays as the default. The aggregate cost class is used to define aggregate discounts from your vendors.
Established	The date the vendor/item record is created displays in the field and cannot be changed. The system date is the date used for this field.

4. Save your work, and exit the program.

Additional Cost Entry

Use the *Additional Cost Entry* program to change the inventory cost of already received items by a factor amount per costing unit of measure.



PO#	Rcpt#	Vendor	Received	UM	On Hand	UM	Curr Cost	New Cost	UM
Da100016	00000	4000	0.0000	EA	25.0000	EA	200.00	0.00	EA
Da100231	00001	1000	70.0000	EA	29.0000	EA	158.00	0.00	EA
Da100240	00001	1001	1	EA	1	EA	200.00	0.00	EA
Da102114	00001	1000	3	EA	2	EA	349.07	0.00	EA
Da102121	00001	1000	1	EA	1	EA	505.47	0.00	EA
Da102133	00001	1000	1	EA	1	EA	100.00	0.00	EA
Da102149	00001	1000	1	EA	1	EA	100.00	0.00	EA
Da102150	00001	1000	1	EA	1	EA	100.00	0.00	EA
Da102151	00001	1000	1	EA	1	EA	608.33	0.00	EA
Da102154	00001	1000	2	EA	2	EA	386.11	0.00	EA

This process only adjusts the inventory cost for the item or items that remain on hand from a selected Purchase Order/Receipt. The system uses the inventory adjustment code for adjusting the inventory cost for the item or items that remain on hand from a selected Purchase Order/Receipt entered in the Cost Adjustment Code field on the General view of PO Control Maintenance.

When you select the **Update** button, the system creates IM Adjustment records for posting through the *IM Adjustment Register*. The adjustments created will be one subtracting the on hand quantity using the original cost and one adding the on hand quantity at the new cost. GL posting occurs as per normal TakeStock Adjustments GL posting.

Form Contents

Fields, Buttons, Checkboxes, & Icons

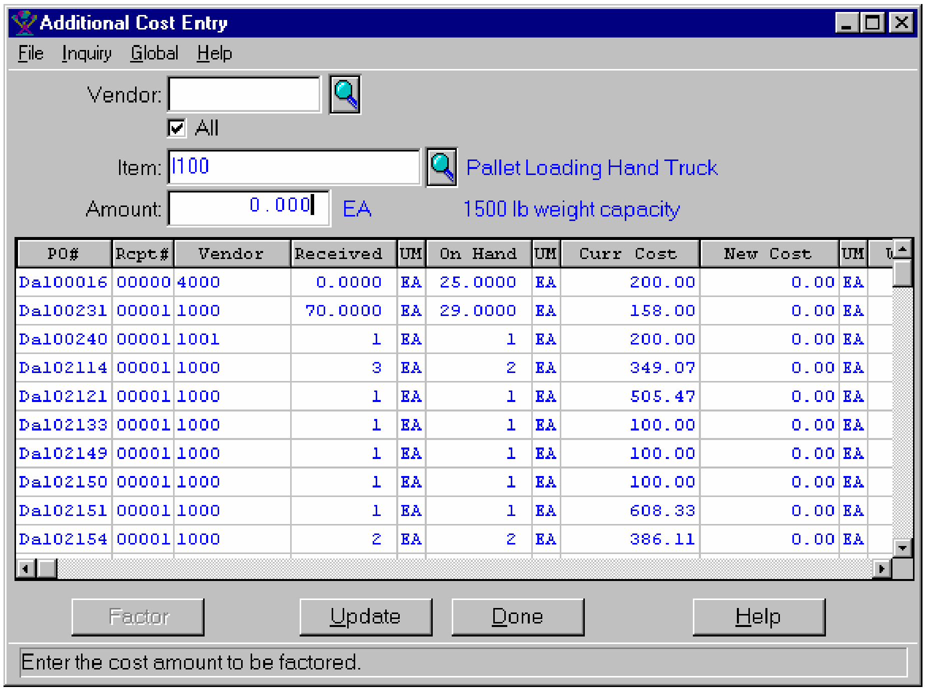
For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

Vendor	The Vendor from whom the item was purchased
All	Indicates you want to select all vendors from which the item has been received
Item	The item to be affected. The system populates the browser with all of the PO/Receipt's for the

	entered Vendor/Item
Amount	Enter the dollar amount to be factored among the remaining on hand quantity of items selected.
Factor	Select the Factor button to factor the entered additional cost into the items selected to generate a new unit cost. The default factor method as defined in PO is used unless multiple PO's are selected and there is more than one default factor method. If this is the case, the system gives you the option of which factor method to use. The new unit cost of each item for each PO/Receipt is displayed in the New Cost column of the browser. This cost is used for updating all system costs for that item.
Update	Update the cost amount. The cost is changed automatically for the item, however, the IM Adjustment Register must be run to update GL.
Done	Exits the program when all transactions are completed.
Help	Accesses online Help for this screen.

How to change the inventory cost of already received items

1. Access the Additional Cost Entry program by selecting Maintenances→Setup→Additional Cost Entry from the PO main menu.



2. In the Vendor field, enter the vendor from whom the item was purchased or check the All checkbox for All vendors from which the item has been received.

3. In the Item field, enter the item to be affected. The browser is populated with all of the PO/Receipt's for the entered Vendor/Item.

4. In the Amount field, enter the dollar amount to be factored among the remaining on hand quantity of items selected.

5. Highlight the appropriate PO/Receipt lines in the browser. The current cost of the item for that PO/Receipt is displayed in the Current Cost column in the browser.

6. Select the Factor button to factor the entered additional cost into the items selected to generate a new unit cost. The default factor method as defined in PO is used unless multiple PO's are selected and there is more than one default factor method. If this is the case the system gives you the option of which factor method to use. The new unit cost of each item for each PO/Receipt will be displayed in the New Cost column of the browser. This cost will be used for updating all system costs for that item.

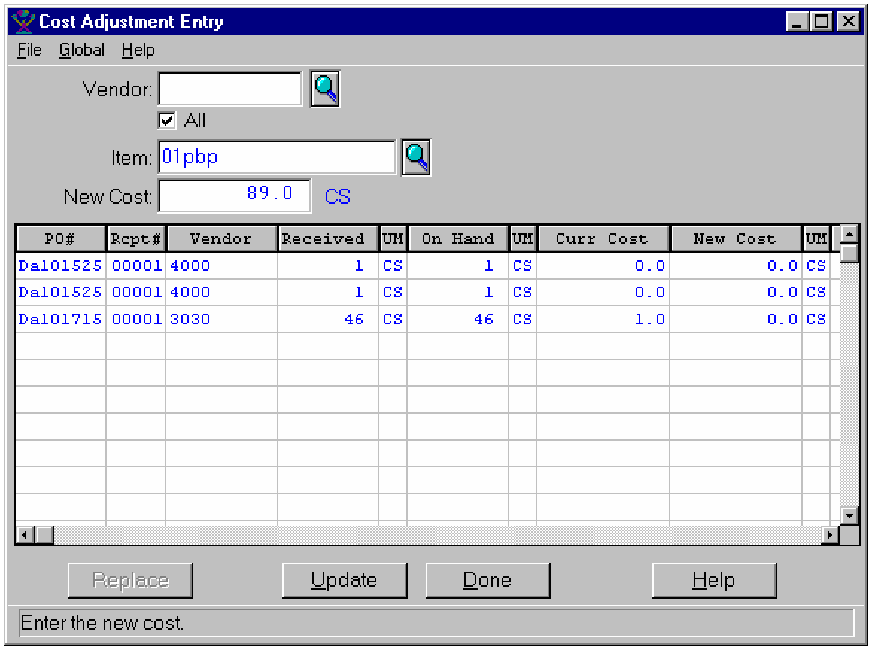
7. Choose to update the cost amount by selecting the Update button. The cost is changed automatically for the item, however, the IM Adjustment Register must be run in order to update GL.

Tip: When you select the Update button, IM Adjustment records are created for posting through the IM Adjustment Register. The adjustments created will be one subtracting the on hand quantity using the original cost and one adding the on hand quantity at the new cost. GL posting occurs as per normal TakeStock Adjustments GL posting.

8. Select Done to exit the program when all transactions are completed.

Cost Adjustment Entry

Use the *Cost Adjustment Entry* to enter new costs for on-hand quantities. This program provides an easy way for you to change the *inventory* cost of already received items by entering a net cost amount for the item or items. Cost Adjustment Entry calculates a new average cost, based on receipts received since the receipt of the PO(s) being adjusted.



This process only adjusts the inventory cost for the item or items that remain on hand from a selected Purchase Order/Receipt. The system uses the inventory adjustment code for adjusting the inventory cost for the item or items that remain on hand from a selected Purchase Order/Receipt entered in the *Cost Adjustment Code* field on the General view of *PO Control Maintenance*.

AP/PO Variance Posting Controls

You can set up a default AP/PO Variance Account in AP Control Maintenance. If a user keys in different invoiced costs or invoiced quantities in the PO Lines browser of AP Invoice Entry and generates AP Variance records, the software adds an expense distribution line to the Invoice Entry Expense Distribution screen using the AP/PO Variance Account and the extended AP Variance Amount. In addition, the system changes the undistributed amount to reflect the variance amount. The AP/PO Variance field in AP Invoice Entry shows the extended AP Variance amount for the invoice.

The result of the AP/PO Variance Account is that the software posts the correct amount to Uninvoiced Receipts so that the General Ledger stays in balance with the PO Uninvoiced Receipts Report. Finally, the difference between the PO receipt amount and the AP amount is automatically posted to the AP/PO Variance account.

If the items received on the PO have not yet been sold, it is likely you will want to correct the cost on those items that had a cost variance using the PO Cost Adjustment Entry program. You should set up an inventory adjustment code that uses the AP Variance account for the General Ledger distribution, and this code should be placed in PO Control Maintenance, General, Cost Adjustment Code.

As a result, cost changes made here in Cost Adjustment Entry create inventory adjustment records that need to be updated by the IM Adjustments Register. This activity will correct the item costs and move the changed inventory dollars out of the AP Variance account and into the proper Inventory asset account for the adjusted items.

You may have to place this inventory adjustment reason code in PO Control Maintenance, Post General Ledger

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started* of *TakeStock Basics*.

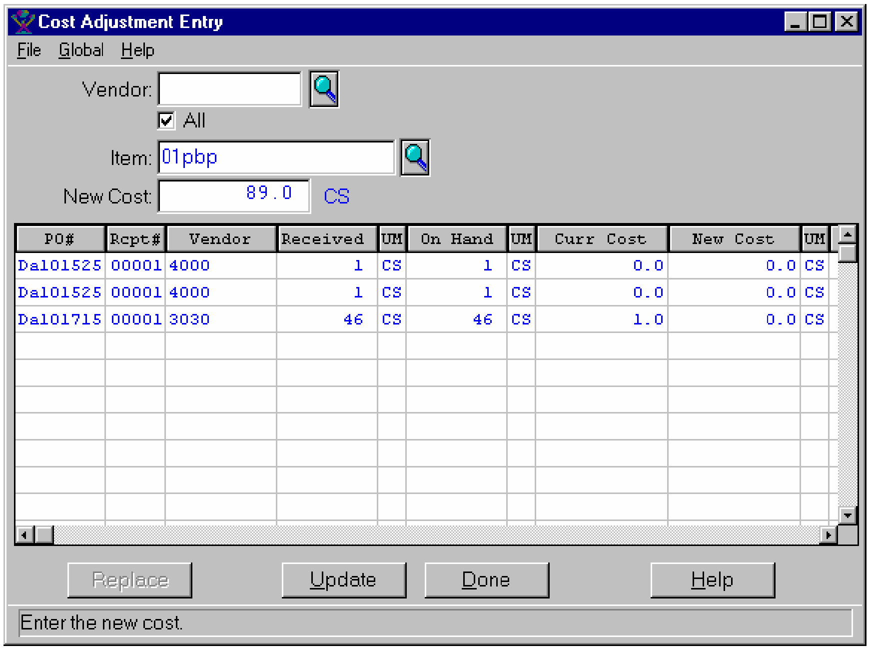
Vendor	The Vendor from whom the item was purchased
All	Indicates you want to select all vendors from which the item has been received
Item	The item to be affected. The system populates the browser with all of the PO/Receipt's for the entered Vendor/Item
New Cost	The new unit cost amount for the item's remaining on hand quantities. PO Cost Adjustment Entry calculates a new average cost, based on receipts received since the receipt of the PO(s) being adjusted.
Replace	Changes the current receipt cost for the items selected to the cost entered in the header section of the entry program.
Update	Update the cost amount. The cost is changed automatically for the item, however, the *IM Adjustment Register* must be run to update GL.
Done	Exits the program when all transactions are completed.
Help	Accesses online Help for this screen.

See Also

How to enter new costs for on-hand quantities

How to enter new costs for on-hand quantities

1. Access the *Cost Adjustment Entry* program by selecting *Maintenances*➔*Setup*➔ *Cost Adjustment Entry* from the PO main menu. The system displays the *Cost Adjustment Entry* program.



2. In the *Vendor* field, enter the vendor from whom the item was purchased or check the **All** checkbox for All vendors from which the item has been received.
3. In the *Item* field, enter the item to be affected. The browser is populated with all of the PO/Receipt's for the entered Vendor/Item.
4. In the *New Cost* field, enter the new unit cost amount for the item's remaining on hand quantities
5. Highlight the appropriate PO/Receipt lines in the browser. The current cost of the item for that PO/Receipt is displayed in the Current Cost column in the browser.
6. Select the **Replace** button to change the current receipt cost for the items selected to the cost entered in the header section of the entry program. The system displays the new unit cost of each item for each PO/Receipt in the New Cost column of the browser. This cost will be used for updating all system costs for that item.
7. Choose to update the cost amount by selecting the **Update** button. The cost is changed automatically for the item, however, the IM Adjustment Register must be run in order to update GL.

Tip: When you select the **Update** button, IM Adjustment records are created for posting through the IM Adjustment Register. The adjustments created will be one subtracting the on hand quantity using the original cost and one adding the on hand quantity at the new cost. GL posting occurs as per normal TakeStock Adjustments GL posting.

8. Select **Done** to exit the program when all transactions are completed.

Warehouse/Vendor Item Maintenance

Using *Warehouse/Vendor Item Maintenance*, you can set up the warehouse and vendor/item combination for your company.

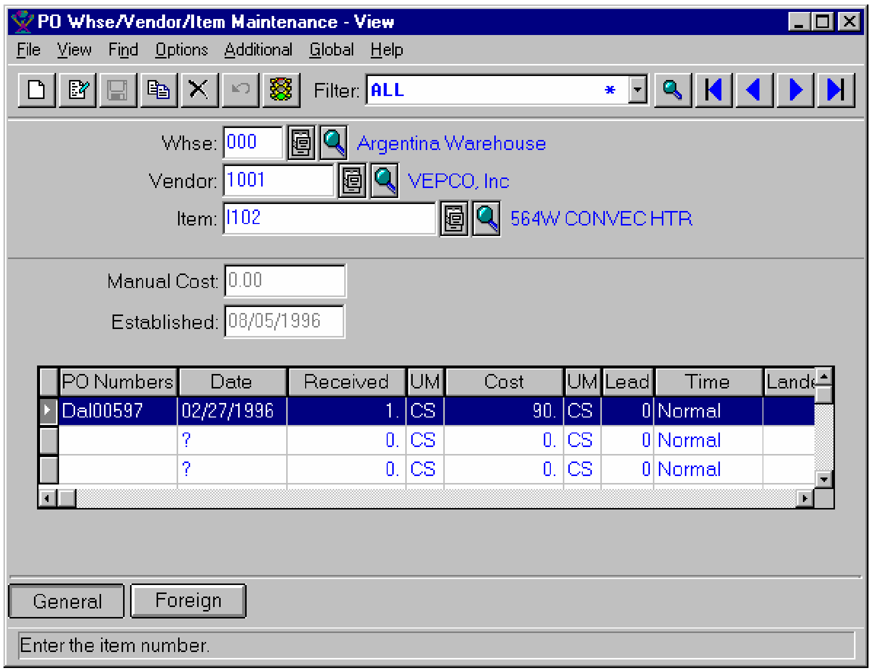
There are two views for entering warehouse and vendor/item information

The General view, which is used to enter manual cost and detail from the last 3 receipts.

The Foreign view, which is used to enter the foreign currency, exchange rate, and foreign and domestic costs for the warehouse and vendor/item combination.

Warehouse/Vendor Item Maintenance General View

Using *Warehouse/Vendor Item Maintenance*, you can set up the warehouse and vendor/item combination for your company. You can enter the manual cost and detail from the last 3 receipts. These records can be entered with this program, or automatically through the PO Receipts Register if you select to use the vendor's Autocreate Vendor Items option.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Warehouse The code of the warehouse for which you are maintaining a warehouse/vendor/item record.

Vendor The vendor code (up to 10 characters) to use for this vendor. You can press **F9** to automatically assign the next vendor number available in the system.

Item The number of the item for which you are maintaining a warehouse/vendor/item record.

Manual Cost The manual cost of the item.

Established The date when the warehouse/vendor/item is created. The default is the current system date.

PO Numbers The purchase order numbers for the last three receipts of the item display in this column for information. When

Fields, Buttons, Checkboxes, & Icons

adding a new record, you can enter the last three purchase order numbers or leave these fields blank and they will automatically be updated by the *PO Receipts Register.*

Date	The date of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the date of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register*.
Received	The quantity at the buying unit of measure for the last three receipts of the item displays in this column for information. When adding a new record, you can enter the units received or leave these fields blank and they will automatically be updated by the *PO Receipts Register*.
Cost	The cost per costing unit of measure of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the cost per costing unit of measure of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register*.
Time	lead-time consists of the number of days from when the purchase order was created to the day when the item was received at the warehouse. This lead-time is used when calculating replenishment controls. The lead-time also shows if the receipt of the item was normal, abnormal or manually set to ignore.
Landed Cost	The import landed cost per costing unit of measure of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the cost per costing unit of measure of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register.*
Foreign Cost	The foreign cost of per costing unit of measure of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the cost per costing unit of measure of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register*
Currency	The currency code for the item.
Exchange	The exchange rate for the item.

Menus

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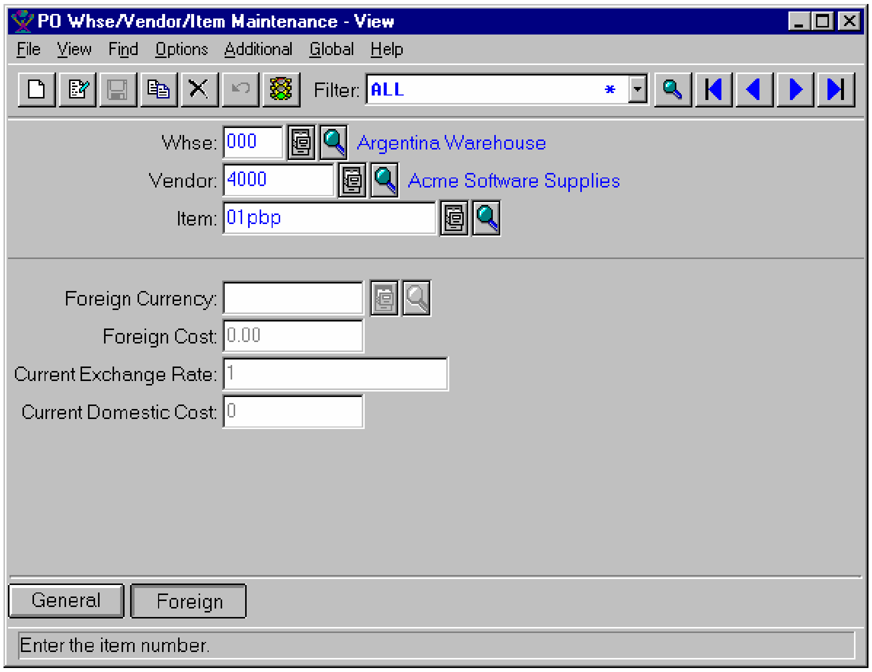
See Also

How to enter or change Warehouse Vendor/Item information

Warehouse/Vendor Item Maintenance Foreign View

Using *Warehouse/Vendor Item Maintenance*, you can set up the warehouse and vendor/item combination for your company. You can enter the manual cost and detail from the last 3 receipts. These records can be entered with this program, or automatically through the PO Receipts Register if you select to use the vendor's Autocreate Vendor Items option.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Warehouse	The code of the warehouse for which you are maintaining a warehouse/vendor/item record. (The fields in the upper portion of the screen display from the General view.)
Vendor	The vendor code (up to 10 characters) to use for this vendor. You can press **F9** to automatically assign the next vendor number available in the system. (The fields in the upper portion of the screen display from the General view.)
Item	The number of the item for which you are maintaining a warehouse/vendor/item record. (The fields in the upper portion of the screen display from the General view.)
Foreign	The foreign currency in which the item is to be

Currency	priced.
Foreign Cost	The cost of the item per unit in the foreign currency.
Current Exchange Rate	The exchange rate for the foreign currency
Current Domestic Cost	The current cost of the item per unit in the domestic currency of the vendor.

Menus

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Additional	Global
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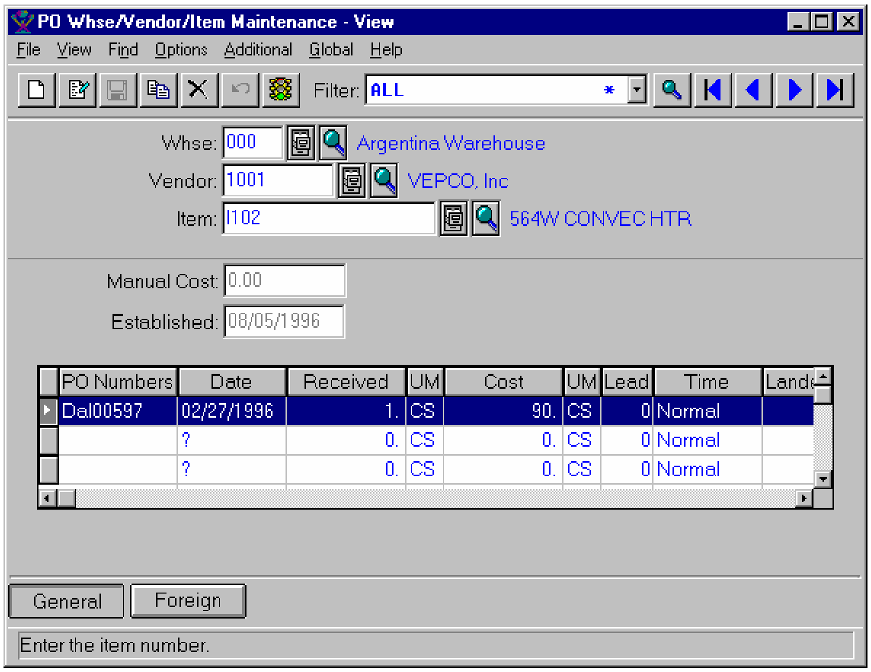
See Also

How to enter or change Warehouse Vendor/Item information

How to enter or change Warehouse Vendor/Item information

1. Access the *Warehouse Vendor/Item Maintenance* program by selecting *Maintenances*➔ *Warehouse Vendor/Item Maintenance* from the PO main menu. The system displays the General view of the *Warehouse Vendor/Item Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

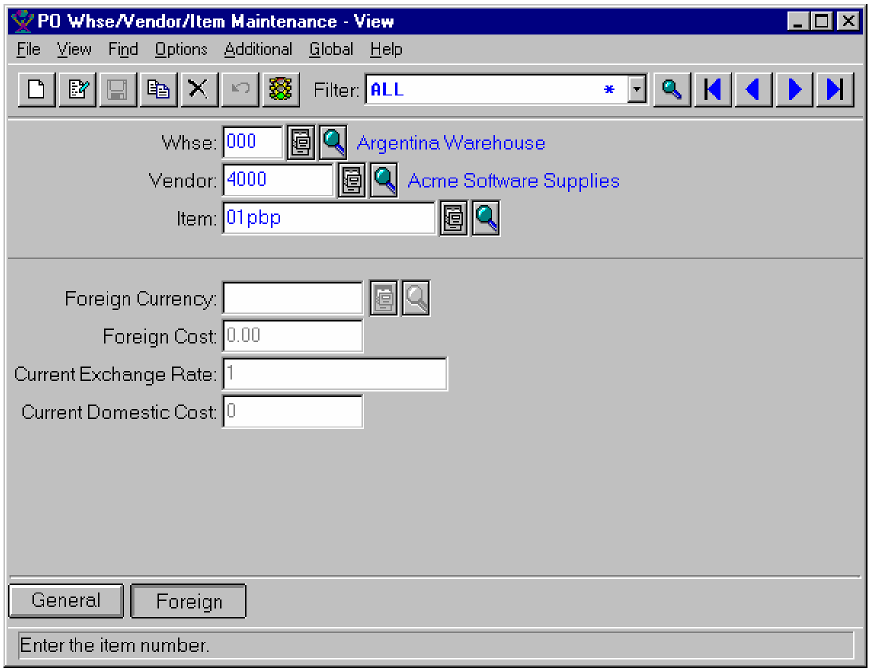
Warehouse	The code of the warehouse for which you are maintaining a warehouse/vendor/item record.
Vendor	The vendor code (up to 10 characters) to use for this vendor. You can press **F9** to automatically assign the next vendor number available in the system.
Item	The number of the item for which you are maintaining a warehouse/vendor/item record.
Manual Cost	The manual cost of the item.
Established	The date when the warehouse/vendor/item is created. The default is the current system date.
PO#	The purchase order numbers for the last three receipts of the item display in this column for information. When adding a new record, you can enter the last three purchase order

numbers or leave these fields blank and they will automatically be updated by the *PO Receipts Register.*

Date	The date of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the date of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register*.
Received	The quantity at the buying unit of measure for the last three receipts of the item displays in this column for information. When adding a new record, you can enter the units received or leave these fields blank and they will automatically be updated by the *PO Receipts Register*.
Cost	The cost per costing unit of measure of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the cost per costing unit of measure of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register*.
lead-time	lead-time consists of the number of days from when the purchase order was created to the day when the item was received at the warehouse. This lead-time is used when calculating replenishment controls. The lead-time also shows if the receipt of the item was normal, abnormal or manually set to ignore. The status that may displays in this field is **Normal—**The lead-time is within 50% of the average lead-time. **Abnormal—**The lead-time is 50% shorter or longer than the average lead-time. **Ignore**—The lead-time is set to be ignored for an adjustment, or the lead-time was changed manually to be ignored.
Landed Cost	The import landed cost per costing unit of measure of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the cost per costing unit of measure of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register.*
Foreign Cost	The foreign cost of per costing unit of measure of the last three receipts of the item displays in this column for information. When adding a new record, you can enter the cost per costing unit of measure of the last three receipts or leave these fields blank and they will automatically be updated by the *PO Receipts Register*
Currency	The currency code for the item.

Exchange — The exchange rate for the item.

4. Access the Foreign view of the *Warehouse Vendor/Item Maintenance* screen by selecting the **Foreign** button or *View➔Foreign* from the menu bar. The system displays the Foreign view.



5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Warehouse	The code of the warehouse for which you are maintaining a warehouse/vendor/item record. (The fields in the upper portion of the screen display from the General view.)
Vendor	The vendor code (up to 10 characters) to use for this vendor. You can press **F9** to automatically assign the next vendor number available in the system. (The fields in the upper portion of the screen display from the General view.)
Item	The number of the item for which you are maintaining a warehouse/vendor/item record. (The fields in the upper portion of the screen display from the General view.)
Foreign Currency	The foreign currency in which the item is to be priced.
Foreign Cost	The cost of the item per unit in the foreign currency.
Current Exchange	The exchange rate for the foreign currency

Rate	
Current Domestic Cost	The current cost of the item per unit in the domestic currency of the vendor.

6. Save your work, and exit the program.

Manual Cost Change Update

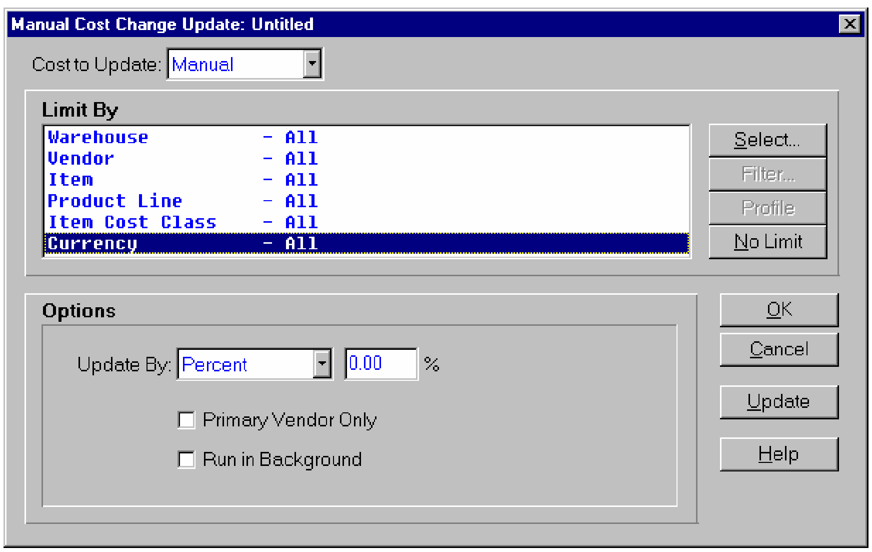
You can use the *Manual Change Update* program to change the manual costs of items stored in the WAREHOUSE/VENDOR/ITEM TABLE or to change costs foreign currencies. This program updates the costs without printing a report.

You may choose to update the manual or foreign cost with a number of other costs for the item, or you may update the costs by a percentage change. You can limit the warehouses, vendors and items for which to update costs.

The update runs based on your selections. Choosing the **Update** button on this screen runs the update without saving your current selections. You must choose the **OK** button to save your selections to a new or existing template.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Manual Cost Change Update: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Cost to Update	From the drop down list, select **Manual** to update manual costs for items or **Foreign** to update foreign for items.
Limit By	Limits the information that the system updates by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Product Line, Item Cost Class** and **Currency**.

Select Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.

Filter Displays the Filter Manager dialog box, which is used select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Options Indicate the characteristics of the update.

In the *Update* field, select a cost (the available cost types are: Vendor Last, Item Last Item Average, Item Manual, Last Landed, and Default Landed) or Percent to use for updating the manual cost of the selected warehouse/vendor/item records. The system displays Percent in this field as the default. If you select to update by a percentage, then enter the percentage in the *%* field to the right of the drop-down list. A positive percentage increases the cost and a negative percentage decreases the cost.

Select the **Primary Vendor Only** checkbox to include only the vendors, which are assigned to the item (in *Item Maintenance*) as the primary vendor in the update.

Select the **Run in Background** checkbox to run the update by the background processor while you continue working in the foreground.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

Update Updates the manual cost change information.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

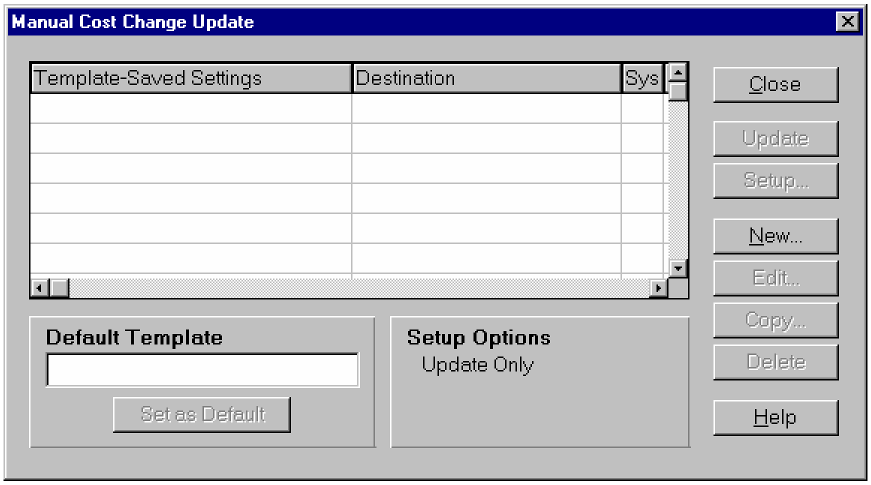
Help Accesses online Help for this screen.

See Also

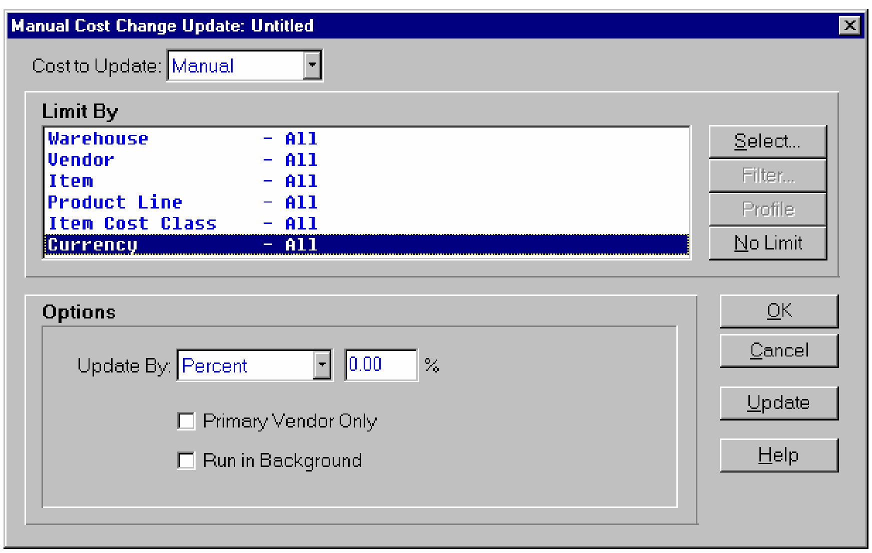
How to run the Manual Cost Change Update

How to run the Manual Cost Change Update

1. Access the *Manual Cost Change Update* program in the Reports submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *Maintenances* ➔ *Manual Cost Change Update*. The system displays the Template-Saved Settings dialog box of the *Manual Cost Change Update*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Manual Cost Change Update: Untitled* dialog box.



3. In the *Cost to Update* field, select **Manual** to update manual costs for items or **Foreign** to update foreign for items. Select the Limit By settings for new or modified templates. Use the table below to guide you in your entries.

Limit By	Limits the information that the system updates by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, **Item**, **Product Line, Item Cost Class** and **Currency**.

Use the table below to guide you in your selections.

4. You can select:

   - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
   - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
   - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
   - **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, indicate the type of suggested purchase orders to print

   In the *Update* field, select a cost (the available cost types are: Vendor Last, Item Last Item Average, Item Manual, Last Landed, and Default Landed) or Percent to use for updating the manual cost of the selected warehouse/vendor/item records. The system displays Percent in this field as the default. If you select to update by a percentage, then enter the percentage in the *%* field to the right of the drop-down list. A positive percentage increases the cost and a negative percentage decreases the cost.

   Select the **Primary Vendor Only** checkbox to include only the vendors which are assigned to the item (in *Item Maintenance*) as the primary vendor in the update.

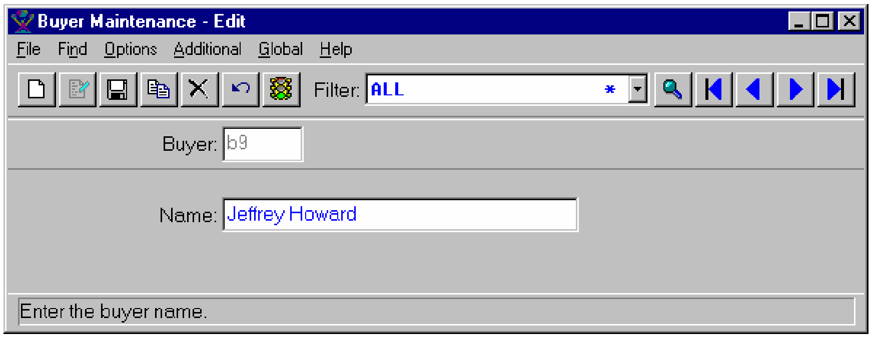
   Select the **Run in Background** checkbox to run the update by the background processor while you continue working in the foreground.

6. The information for the report and update is complete. Now, you can select:

   - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
   - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
   - **Update** to update the manual cost change information.
   - **Cancel** to print nothing and exit without saving your selections.
   - **Help** to access the online Help for this screen.

Buyer Maintenance

Using this program, you can set up and maintain each valid buyer code and name. When you save a new record or changes to an existing record, the information is saved in the BUYER TABLE. Buyer codes are entered in *PO Entry* to keep track of who authorized the purchase of merchandise. The buyer codes must be set up before you can begin entering purchase orders.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Buyer	The code (up to 5 characters) to identify the buyer. This can be any type of code you want to use, such as a numeric code or an abbreviation of the buyer's name.
Name	The name (up to 30 characters) of the buyer.

Menus

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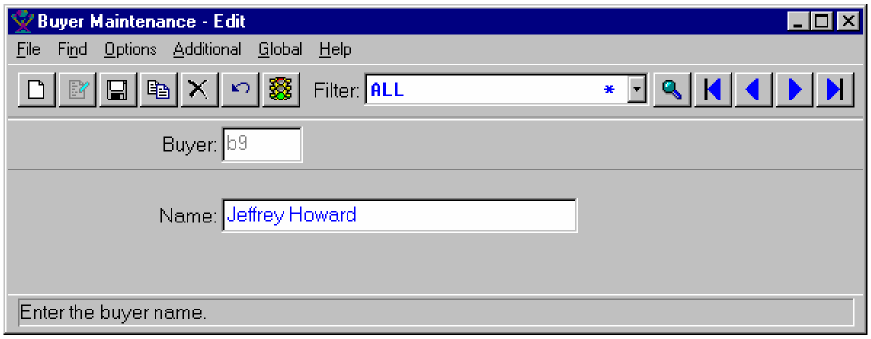
See Also

How to enter or change Buyer Maintenance information

How to enter or change Buyer Maintenance information

1. Access the *Buyer Maintenance* program by selecting *Maintenances➔Setup ➔Buyer Maintenance* from the PO main menu. The system displays the *Buyer Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.

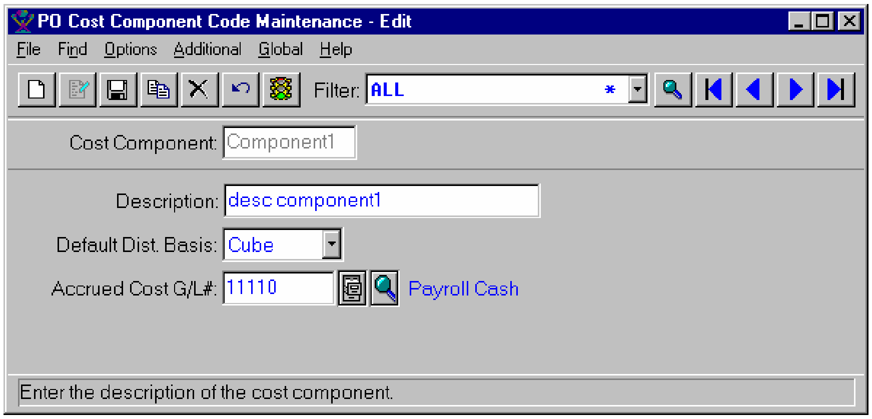
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Buyer	The code (up to 5 characters) to identify the buyer. This can be any type of code you want to use, such as a numeric code or an abbreviation of the buyer's name.
Name	The name (up to 30 characters) of the buyer.

4. Save your work, and exit the program.

Cost Component Code Maintenance

Using this program, you can set up and maintain default cost component distributions by ship via code. This allows for faster, more accurate, estimating during shipment entry.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Cost Component	The code (up to 10 characters) to identify the cost component.
Description	The description (up to 30 characters) of the cost component.
Default Dist. Basis	The distribution basis to use a s a default for the cost component. Available choices form the drop down list are: **Weight** **Cube** **Cost** **Unit**
Accrued Cost G/L#	The Accrued Cost GL account number for this component.

Menus

File	Find
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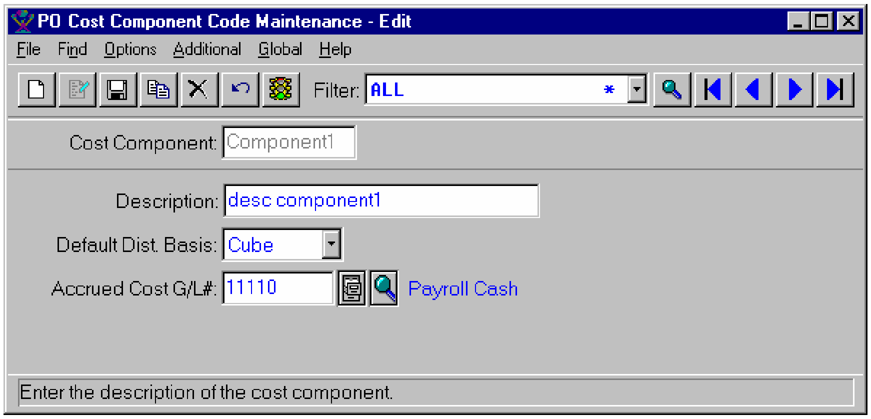
See Also

How to enter or change cost component code maintenance information

How to enter or change cost component code maintenance information

1. Access the *Cost Component Maintenance* program by selecting *Maintenances➔Setup ➔Cost Component Code Maintenance* from the PO main menu. The system displays the *Cost Component Code Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.

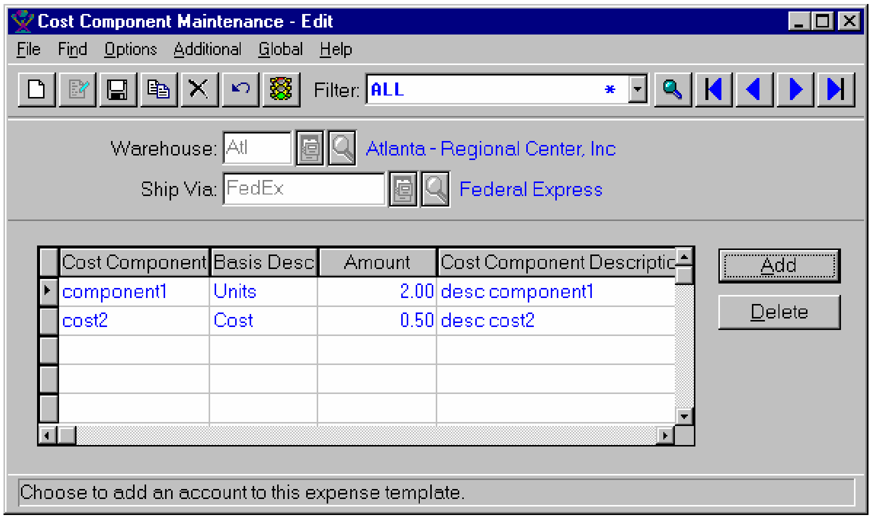
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Cost Component	The code (up to 10 characters) to identify the cost component.
Description	The description (up to 30 characters) of the cost component.
Default Dist. Basis	The distribution basis to use a s a default for the cost component. Available choices form the drop down list are: **Weight** **Cube** **Cost** **Unit**
Accrued Cost G/L#	The Accrued Cost GL account number for this component.

4. Save your work, and exit the program.

Cost Component Maintenance

Using this program, you can set up and maintain default information cost components. Cost components are assigned to importing shipments as a reference to an expense incurred with the shipment. For each item in the shipment, the system allocates the cost component as part of the landed cost of the item. Use the *Tariff # Maintenance* program to account for duties incurred when importing items.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Add Adds cost components to the browser in the lower portion of the screen. After you select the Add button, enter the cost component information in the new line in the browser.

Delete Deletes the highlighted cost component line in the browser.

Warehouse The warehouse code for the cost component.

Ship Via The ship via code for the cost component.

Cost Component The code (up to 5 characters) to identify the cost component. This code must be valid in *PO Cost Component Code Maintenance*.

Basis Desc The distribution basis for the component.

Amount The import shipment cost component distribution amount.

Cost Component Description The description for the cost component. The system displays the description that you entered in PO *Cost Component Code Maintenance* as the default.

Menus

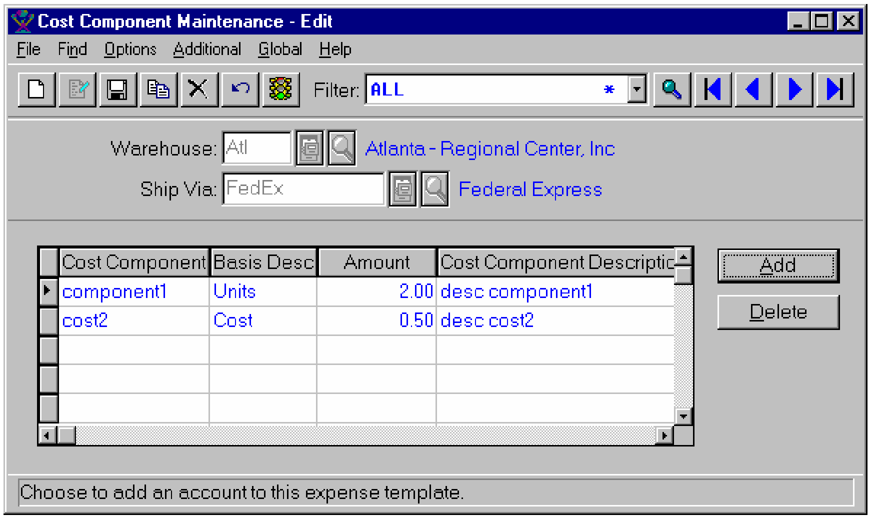
File	Find
Options	Additional
Global	Help

See Also

How to enter or change cost component maintenance information

How to enter or change cost component maintenance information

1. Access the *Cost Component Maintenance* program by selecting *Maintenances*➔*Setup* ➔*Cost Component Maintenance* from the PO main menu. The system displays the *Cost Component Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Warehouse	The warehouse code for the cost component.
Ship Via	The ship via code for the cost component.

4. Select the **Add** button to add cost components to the browser in the lower portion of the screen. After you select the **Add** button, enter the cost component information in the new line in the browser. Use the table below to guide you in your entries:

Cost Component	The code (up to 5 characters) to identify the cost component. This code must be valid in *PO Cost Component Code Maintenance*.
Basis Desc	The distribution basis for the component.
Amount	The import shipment cost component distribution amount.
Cost Component	The description for the cost component. The system displays the description that you entered in PO *Cost*

Description	*Component Code Maintenance* as the default.

5. If you want to delete a component from the browser in the lower portion of the screen, highlight the row and select the Delete button. The system displays the message: "*Are you sure you want to delete this row?*" Select Yes and the system deletes the cost component.

6. When you are finished add and removing cost components, save your work and exit the program.

PO Control Maintenance

Using this maintenance program, you can set up controls for the overall behavior of *Purchase Orders* and the modules to which it interfaces.

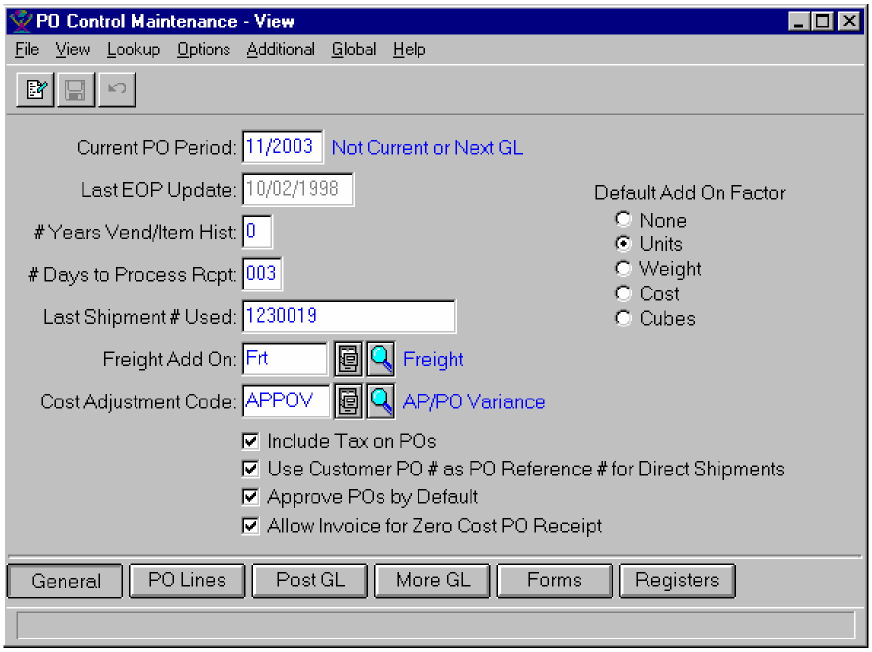
CAUTION. Aperum™ strongly advises that high security be placed on *PO Control Maintenance* Make any changes to processing options with extreme caution.

When you first open this program, the General view is available. After you enter information for this view, select the other views to continue entering control information. When you save the control information, it is saved in the PO CONTROL TABLE. There are six views for entering PO control maintenance information:

- The General view, which is used to enter general parameters that are used throughout the PO module as defaults and options.
- The PO Lines view, which is used to indicate the modifiable information for a PO line.
- The Post GL view, which is used to define how you want to post processing for the Purchase Orders module to the General Ledger.
- The More GL view, which is used to define how you want to post additional processing for the Purchase Orders module to the General Ledger.
- The Forms view, which is used to define the information for purchase order forms.
- The Registers view, which is used to indicate whether you run registers by branch and display register status information.

PO Control Maintenance General View

Using this maintenance program, you can set up controls for the overall behavior of *Purchase Orders* and the modules to which it interfaces. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the General view, you can enter general parameters that are used throughout the PO module as defaults and options.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Current PO Period	The month and year of the current PO period for GL posting, or the period when you will begin using TakeStock. During the final close of the GL period, the system automatically resets this date for the new PO period.
Last EOP Update	This field displays the date of the last time you ran the *PO End of Period Update*. You cannot enter or change this date.
Last Shipment # Used	This field displays the last shipment number that was assigned. You cannot enter or change this number.
Freight Add On	The Add On code to use for freight charges when you enter purchase orders. The code you enter here is used for all freight charges and cannot be changed

when entering a purchase order.

Cost Adjustment Code	The inventory adjustment code for adjusting the inventory cost for the item or items that remain on hand from a selected Purchase Order/Receipt. Use this code to provide an easy way to change the *inventory* cost of already received items by a factor amount per costing unit of measure.
#Years Vend/Item Hist.	The number of years (from zero to 99) to store past vendor item history. Entering a zero means you will not be saving any history information.
# Days to Process Rcpt	The number of days (from 0 to 999) it takes to process receipts (put away the received items so they are ready to sell and update the system with the receipt).
Include Tax on PO	Indicates you want to include sales tax on your purchase orders, and the sales tax amount is included in the purchase order total.
Use Customer PO# as reference # for direct shipments	Indicates you want to reference a Customer's PO number with a direct Purchase Order. If you select this checkbox, the system optionally "pulls in the Customer PO number as the direct PO's reference number. Otherwise, the PO program operates with standard functionality by "pulling in the SO document number.
Approve POs by Default	Indicates you want purchase orders to be approved by default when they are created. When you access the Print Purchase Orders dialog box the **Approved** checkbox value defaults to the setting indicated by this field.
Allow Invoice for Zero Cost PO Receipt	Indicates whether you want the system to mark $0 (zero cost) purchase orders as Fully Invoiced and whether the zero cost PO receipts appear on the PO Uninvoiced Receipts Report. if If the checkbox is selected then the PO Receipt if zero is treated as a regular receipt and will be imported into an AP invoice if selected. It will also appear on the uninvoiced receipt report until it is put on an AP invoice. If the checkbox is not selected, then the Receipt and lines are marked fully invoiced and therefore does not make it to the uninvoiced receipts report and will not be allowed into an AP Invoice.
Default Freight	Select the default to use for factoring freight on

Factor	purchase orders. This sets the default when entering purchase orders, but you can override the default on individual purchase orders.
PO Lines	Accesses the PO Lines view of *PO Control Maintenance*.
Post GL	Accesses the Post GL view of *PO Control Maintenance*.
More GL	Accesses the More GL view of *PO Control Maintenance*.
Forms	Accesses the Forms view of *PO Control Maintenance*.
Registers	Accesses the Registers view of *PO Control Maintenance*.

Menus

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Additional	Global
Help	

See Also

How to set up Purchase Orders controls

PO Control Maintenance—General View

PO Control Maintenance—PO Lines View

PO Control Maintenance—Post GL View

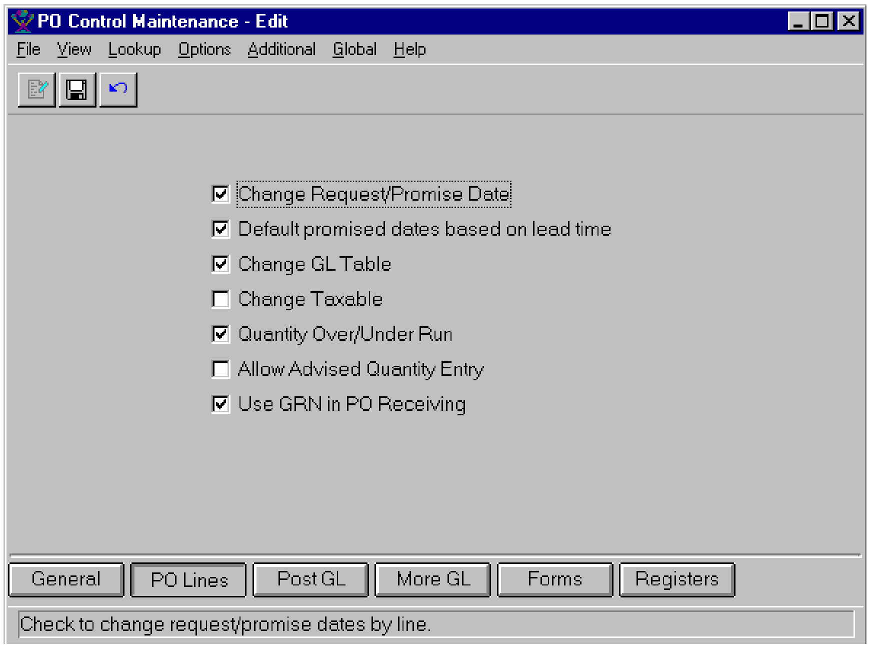
PO Control Maintenance—More GL View

PO Control Maintenance—Forms View

PO Control Maintenance—Registers View

PO Control Maintenance PO Lines View

Using this program, you can set up information that controls the overall behavior of programs in the PO module, and programs in other modules that interface with PO. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the PO Lines view, you can indicate the types of information that is modifiable by purchase order line



Advised Quantities

When the Allow Advised Quantity Entry option in PO Control Maintenance is selected, a new entry field appears on PO Receiving screens next to the Ordered field. Advised Quantities the quantity a vendor claims to have shipped This value will default to the ordered quantity but can be modified while the line is being edited by receiving personnel. The user can view the Advised quantity on the GRN, where in use, and in the PO document inquiry.

Note: The addition of this field has increased the total screen size of the PO Entry programs permanently such that a resolution of 800x600 must be used to view the entire screen.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Change Promise / Request Indicates you want to be able to change the promise/request date on line items of purchase orders.

Date

Default promised dates based on lead-time	Indicates you want to base the PO Line Item promised dates on the individual item's lead-times. If you select this checkbox, the system defaults the promised date of each line item in Purchase Order entry to the PO entry date plus the item's average lead-time as found in the Warehouse/Item Maintenance. If this control option is not set, then the promised date for each line item will continue to default to the PO header's promised date.
Change GL Table	Indicates you want to be able to change the GL Table for posting to GL by line items on purchase orders.
Quantity Over/Under Run	Indicates you want to enter received quantities either over or under the ordered amount and recalculate unit costs/extensions if necessary.
Change Taxable	Indicates you want to be able to change the taxable status of line items on purchase orders.
Allow Advised Quantity Entry	Controls the Advised Quantity, the quantity a vendor claims to have shipped. This flag controls quantity entry and display in PO Receipts and on the GRN.
Use GRN in PO Receiving	Determines whether the system prompts for a Good Received/Goods Returned Note (GRN) during Receipt Entry programs. You can enter the default value for the GRN form on the Forms view of PO Control Maintenance.
General	Accesses the General view of *PO Control Maintenance*.
Post GL	Accesses the Post GL view of *PO Control Maintenance*.
More GL	Accesses the More GL view of *PO Control Maintenance*.
Forms	Accesses the Forms view of *PO Control Maintenance*.
Registers	Accesses the Registers view of *PO Control Maintenance*.

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See Also

How to set up Purchase Orders controls

PO Control Maintenance—General View

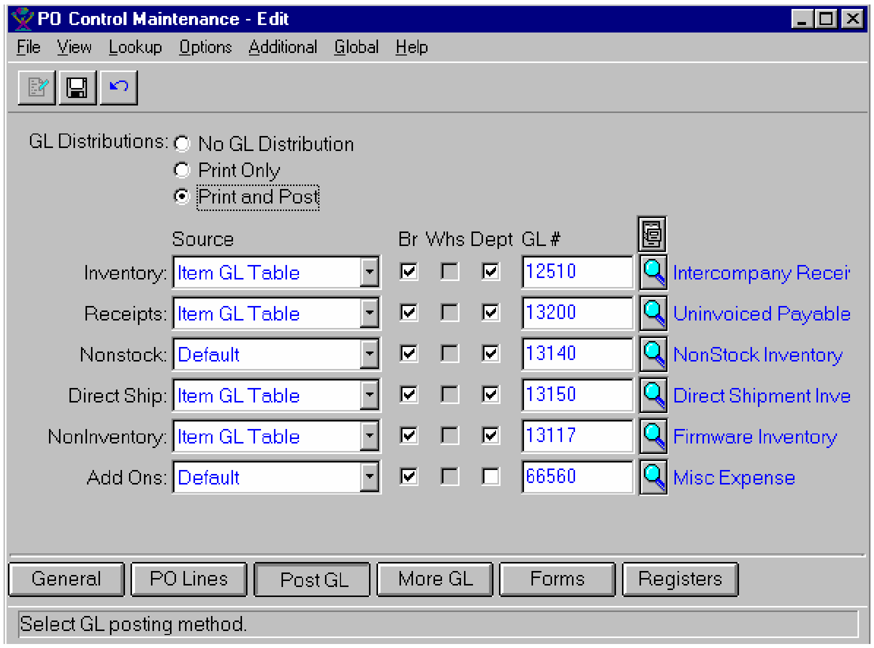
PO Control Maintenance—Post GL View

PO Control Maintenance—Forms View

PO Control Maintenance—Registers View

PO Control Maintenance Post GL View

Using this program, you can set up information that controls the overall behavior of programs in the PO module, and programs in other modules, which interface with PO. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Post GL view, you can define how you want to post processing for the Purchase Orders module to the General Ledger.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

GL Distributions

In the GL Distributions section of the form, indicate how PO documents post to the General Ledger. Select the **No GL Distribution** radio button to indicate that the system does not post or print activity for GL activity for receipts and returns to vendors, **Print Only** to indicate you want to print a GL distribution for manual posting, or **Print and Post** to indicate you want to print a GL distribution and automatically post the receipt and return activity to the General Ledger.

Inventory

Select how you want inventory activity to post to the inventory account. Choose from the drop-down selection list to post to the Item GL Table assigned to each item, or to the default account you enter in the *GL #* field.

[Inventory] **Br**	Indicates that you want inventory activity post to profit centers by branch.
[Inventory] **Whs**	Indicates that you want inventory activity post to profit centers by warehouse.
[Inventory] **Dept**	Indicates that you want the GL posting for inventory to post a profit/cost center by the department.
[Inventory] *GL #*	The inventory account number.
Receipts	Select how you want receipts activity to post to the receipts account. Choose from the drop-down selection list to post to the Item GL Table assigned to each item, or to the default account you enter in the *GL #* field.
[Receipts] **Br**	Indicates that the GL posting for receipts will be to a profit/cost center that includes the branch.
[Receipts] **Whs**	Indicates that the GL posting for receipts will be to a profit/cost center that includes the warehouse.
[Receipts] **Dept**	Indicates that the GL posting for receipts will be to a profit/cost center that includes the department.
[Receipts] *GL #*	The default receipt account number for posting all receipts activity.
NonStock	Select how you want non-stock inventory activity to post to the Inventory account. Choose from the drop-down selection list whether to post to the Item GL Table assigned to each item, or to the default account you enter in the *GL #* field.
[Nonstock] **Br**	Indicates that the GL posting for non-stock inventory activity will be to a profit/cost center that includes the branch.
[Nonstock] **Whs**	Indicates that the GL posting for non-stock inventory activity will be to a profit/cost center that includes the warehouse.
[Nonstock] **Dept**	Indicates that the GL posting for non-stock inventory activity will be to a profit/cost center that includes the department.
[Nonstock] *GL #*	The default account number for posting all non-stock inventory activity.
Direct Ship	The source of the direct ship account number. Select from the drop-down list to post to the Item

	GL Table assigned to each item, or to the default account you enter here in the GL # field.
[Direct Ship] **Br**	Indicates that the GL posting for the direct ship account will be to a profit/cost center that includes the branch.
[Direct Ship] **Whs**	Indicates that the GL posting for the direct ship account will be to a profit/cost center that includes the warehouse.
[Direct Ship] **Dept**	Indicates that the GL posting for the direct ship account will be to a profit/cost center that includes the department.
[Direct Ship] *GL #*	The default account number for posting all direct ship inventory activity.
NonInventory	The source of the non-inventory account number. Select from the drop-down list to post to the Item GL Table assigned to each item, or to the default account you enter here in the GL # field. (Items that have the *Maintain Quantities* option in *Item Maintenance*, General view set to No) activity to post to the non-inventory account.
[NonInventory] **Br**	Indicates that the GL posting for non-inventory will be to a profit/cost center that includes the branch.
[NonInventory] **Whs**	Indicates that the non-inventory activity posts by warehouse.
[NonInventory] **Dept**	Indicates that the non-inventory activity posts by department.
[NonInventory] *GL #*	The default non-inventory account number for posting all inventory activity.
Add Ons	The source of the add-ons account number. Select from the drop-down list to post to the Item GL Table assigned to each item, or to the default account you enter here in the GL # field.
[Add Ons] **Br**	Indicates that the GL posting for add-ons will be to a profit/cost center that includes the branch.
[Add Ons] **Whs**	Indicates that the GL posting for add-ons will be to a profit/cost center that includes the warehouse.
[Add Ons] **Dept**	Indicates that the GL posting for add-ons will be to

	a profit/cost center that includes the department.
[Add Ons] *GL #*	The add-ons account number.
General	Accesses the General view of *PO Control Maintenance*.
PO Lines	Accesses the PO Lines view of *PO Control Maintenance*.
More GL	Accesses the More GL view of *PO Control Maintenance*.
Forms	Accesses the Forms view of *PO Control Maintenance*.
Registers	Accesses the Registers view of *PO Control Maintenance*.

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See Also

How to set up Purchase Orders controls

PO Control Maintenance—General View

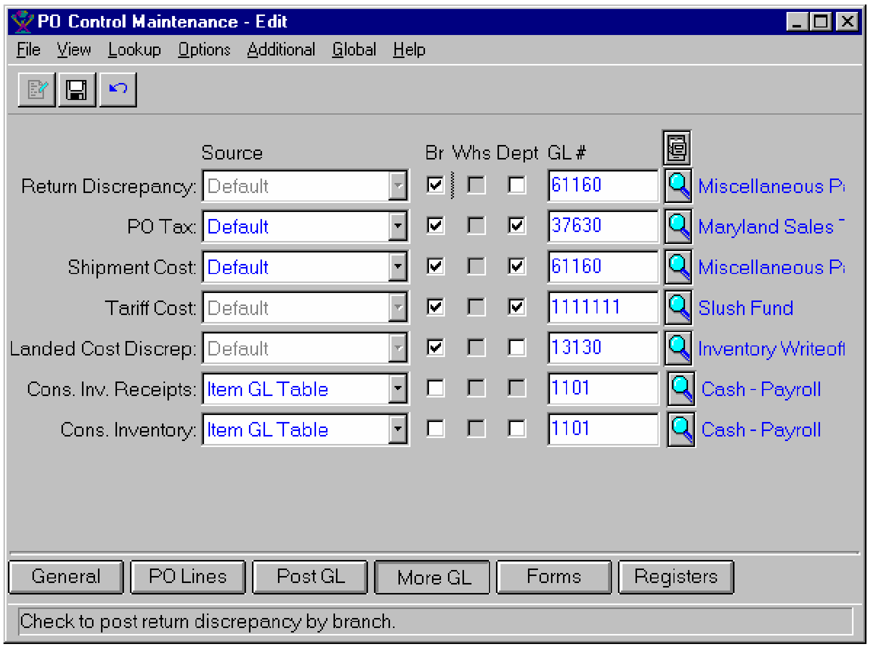
PO Control Maintenance—Post GL View

PO Control Maintenance—Forms View

PO Control Maintenance—Registers View

PO Control Maintenance More GL View

Using this program, you can set up information which controls the overall behavior of programs in the PO module, and programs in other modules which interface with PO. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the More GL view, you can define how you want to post additional processing for the Purchase Orders module to the General Ledger.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Return Discrepancy	The source of the return discrepancy account number. Select **Default** from the drop-down list to use the default account number for all return discrepancies.
[Return Discrepancy] **Br**	Indicates that the GL posting for return discrepancies will be to a profit/cost center that includes the branch.
[Return Discrepancy] **Whs**	Indicates that the GL posting for return discrepancies will be to a profit/cost center that includes the warehouse.
[Return Discrepancy] **Dept**	Indicates that the GL posting for return discrepancies will be to a profit/cost center that includes the department.

[Return Discrepancy] *GL #*	The return discrepancies account number.
PO Tax	Select how you want PO tax to post. Select from the drop-down list to post to by the tax code assigned to each item, or to the default account you enter here in the GL # field.
[PO Tax] **Br**	Indicates that the GL posting for PO tax will be to a profit/cost center that includes the branch.
[PO Tax] **Whs**	Indicates that the GL posting for PO tax will be to a profit/cost center that includes the warehouse.
[PO Tax] **Dept**	Indicates that the GL posting for tax activity will be to a profit/cost center that includes the department.
[PO Tax] *GL* #	The PO tax account number.
Shipment Cost	Select how you want shipment costs to post. Select from the drop-down list to post to by the tax code assigned to each item, or to the default account you enter here in the GL # field.
[Shipment Cost] **Br**	Indicates that the GL posting for shipment costs will be to a profit/cost center that includes the branch.
[Shipment Cost] **Whs**	Indicates that the GL posting for shipment costs will be to a profit/cost center that includes the warehouse.
[Shipment Cost] **Dept**	Indicates that the GL posting for shipment costs will be to a profit/cost center that includes the department.
[Shipment Cost] *GL #*	The shipment costs account number.
Tariff Cost	The source of the tariff cost account number. Select **Default** from the drop-down list to use the default account number for all tariff costs.
[Tariff Cost] **Br**	Indicates that the GL posting for tariff costs will be to a profit/cost center that includes the branch.
Tariff Cost]	Indicates that the GL posting for tariff costs will be to a

Whs	profit/cost center that includes the warehouse.
[Tariff Cost] **Dept**	Indicates that the GL posting for tariff costs will be to a profit/cost center that includes the department.
[Tariff Cost] *GL #*	The tariff cost account number.
Landed Cost Discrep	The source of the shipment landed cost discrepancy account number. Select **Default** from the drop-down list to use the default account number for all shipment landed cost discrepancies.
[Landed Cost Discrep] **Br**	Indicates that the GL posting for shipment landed cost discrepancies will be to a profit/cost center that includes the branch.
[Landed Cost Discrep] **Whs**	Indicates that the GL posting for shipment landed cost discrepancies will be to a profit/cost center that includes the warehouse.
[Landed Cost Discrep] **Dept**	Indicates that the GL posting for shipment landed cost discrepancies will be to a profit/cost center that includes the department.
[Landed Cost Discrep] *GL #*	The shipment landed cost discrepancy account number.
Cons Inv. Receipts	The source of the account number to be used in consignment receipts. Select **Default** from the drop-down list to use the default account number for all consignment receipts.
[Cons Inv. Receipts] **Br**	Indicates that the GL posting for consignment receipts will be to a profit/cost center that includes the branch.
Cons Inv. Receipts] **Whs**	Indicates that the GL posting for consignment receipts will be to a profit/cost center that includes the warehouse.
[Cons Inv. Receipts] **Dept**	Indicates that the GL posting for consignment receipts will be to a profit/cost center that includes the department.
Cons Inventory	The source of the account number to be used for receipt of consignment inventory. Select **Default** from the drop-down list to use the default account number for all receipt of consignment inventory.
[Cons	Indicates that the GL posting for receipt of consignment

Inventory] **Br**	inventory will be to a profit/cost center that includes the branch.
Cons Inventory] **Whs**	Indicates that the GL posting for receipt of consignment inventory will be to a profit/cost center that includes the warehouse.
[Cons Inventory] **Dept**	Indicates that the GL posting for receipt of consignment inventory will be to a profit/cost center that includes the department.
General	Accesses the General view of *PO Control Maintenance*.
PO Lines	Accesses the PO Lines view of *PO Control Maintenance*.
Post GL	Accesses the Post GL view of *PO Control Maintenance*.
Forms	Accesses the Forms view of *PO Control Maintenance*.
Registers	Accesses the Registers view of *PO Control Maintenance*.

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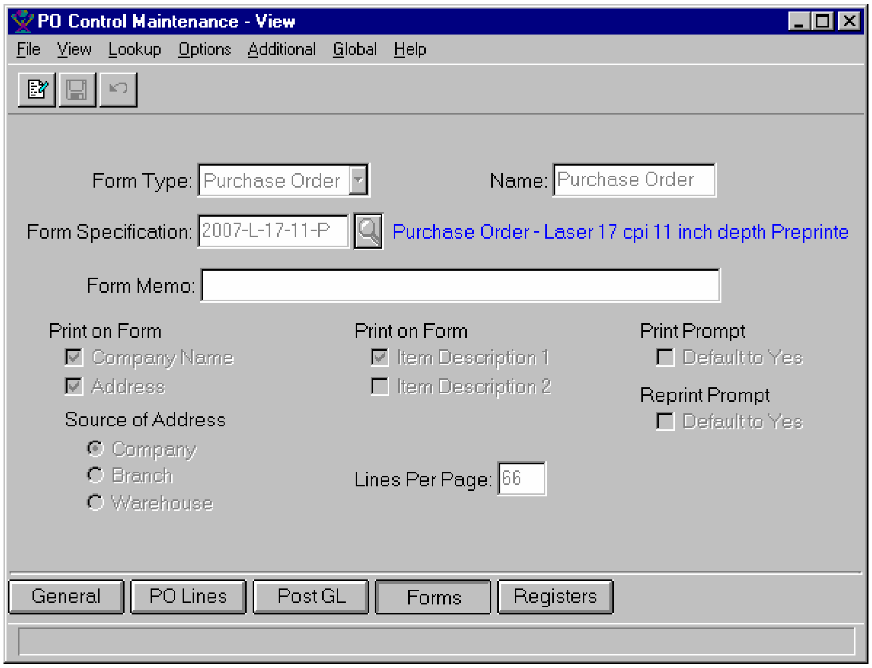
See Also

How to set up Purchase Orders controls
PO Control Maintenance—General View
PO Control Maintenance—Post GL View
PO Control Maintenance—Forms View
PO Control Maintenance—Registers View

PO Control Maintenance Forms View

Using this program, you can set up information that controls the overall behavior of programs in the PO module, and programs in other modules which interface with PO. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Forms view, you can define the information for purchase orders.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Form Type	For Purchase Orders, you can select from Purchase Order, Goods Received Note (GRN), or Past Purchase Order form.
Form Specification	The form specifications are preset and cannot be changed here. Use the Lookup to select the form specification for the type of form you want to use for your company, or enter a valid form specification.
Name	If the name of the form is not preprinted, enter the name you want to print on the form.
Form Memo	Enter up to 15 characters as the memo to print on the form. If you do not want to print a memo, leave this field blank.
Print on	In the Print on Form section of the screen, indicate

Form whether to print the company name or address and on the form. Select from the following check boxes:

Company Name
Company Address

If the form has a preprinted company name and address, do not select either of these options. These two options are available if your form is not preprinted and you want to print your company name and/or address on the form.

Source or Address In the Source or Address section of the screen, indicate where you want the system to pull the company address information. Select from the following radio buttons:

Company–To print the address set up for your company.

Branch–To print the address of the branch for which the form is being produced.

Warehouse–To print the address of the initiating warehouse for the items on the form.

Print on Form In the Print on Form section of the screen, indicate which of the following you want to print on the form.

Select from the following checkboxes:

Item Description 1–Select this option to print description 1 for each of the items included on the form

Item Description 2–Select this option to print description 2 for each of the items included on the form

Multi-Currency Information—Select this option includes multi-currency information in addition to the regular base currency listings on the GRN. Line and extension amounts are listed in base currency, using document-to-base currency conversions (including Euro triangulation where in use). When a document's currency is different from the base currency, an extra line of information will be printed directly below the item line. This extra line lists the document's currency, exchange rate and document-currency extension amount.

Blanks Between Lines—Select this option to print blank lines between the line items on the form.

Lines Per Page	Enter the number of lines per page to use for new templates you create for the selected form. This entry can be from 20 to 99 lines per page.
Print Prompt	In the Print Prompt section of the screen, select the **Default to Yes** checkbox to set the print option for the form to default to Yes. If you do not select this option, the default for printing is set to **No**.
Reprint Prompt	In the Reprint Prompt section of the screen, select the **Default to Yes** checkbox to the reprint option for the form to default to Yes. If you do not select this option, the default for reprinting the form is set to No.
General	Accesses the General view of *PO Control Maintenance*.
PO Lines	Accesses the PO Lines view of *PO Control Maintenance*.
Post GL	Accesses the Post GL view of *PO Control Maintenance*.
More GL	Accesses the More GL view of *PO Control Maintenance*.
Registers	Accesses the Registers view of *PO Control Maintenance*.

Menus

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See Also

How to set up Purchase Orders controls

PO Control Maintenance—General View

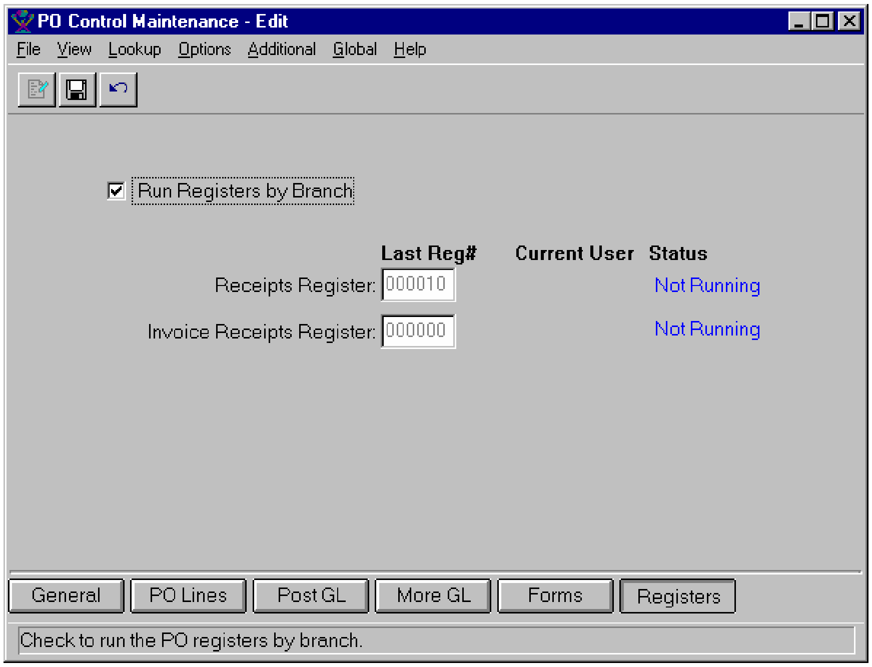
PO Control Maintenance—Post GL View

PO Control Maintenance—PO Lines View

PO Control Maintenance—Registers View

PO Control Maintenance Registers View

Using this program, you can set up information that controls the overall behavior of programs in the PO module, and programs in other modules which interface with PO. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Registers view, you can indicate whether you run registers by branch and display register status information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Run Registers by Br	Indicates that PO registers are run by branch. If selected, the register control information for the branch is used, and the same register can be run simultaneously for different branches. The information for the Receipts Register and Invoice Receipts Register is maintained by the SM *Branch Maintenance* program.
Last Reg. #	Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated. These numbers are tracked by the system but cannot be modified here. During initial setup, leave the register numbers blank.
Current User	This field displays the user code of the person currently running this register. This field is maintained by the system and cannot be entered or changed.

Fields, Buttons, Checkboxes, & Icons

[Register Status Indicators:]	Thesefields are maintained by the system and cannot be changed. **Not Running**–If displayed, indicates that the system is not currently runnning this register. **Printing**–If displayed, indicates that the system is printing this register. **Updating**–If displayed, indicates that indicates that the system is updating this register.
General	Accesses the General view of *PO Control Maintenance*.
PO Lines	Accesses the PO Lines view of *PO Control Maintenance*.
Post GL	Accesses the Post GL view of *AP Control Maintenance*.
More GL	Accesses the More GL view of *PO Control Maintenance*.
Forms	Accesses the Forms view of *PO Control Maintenance*.

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See Also

How to set up Purchase Orders controls

PO Control Maintenance—General View

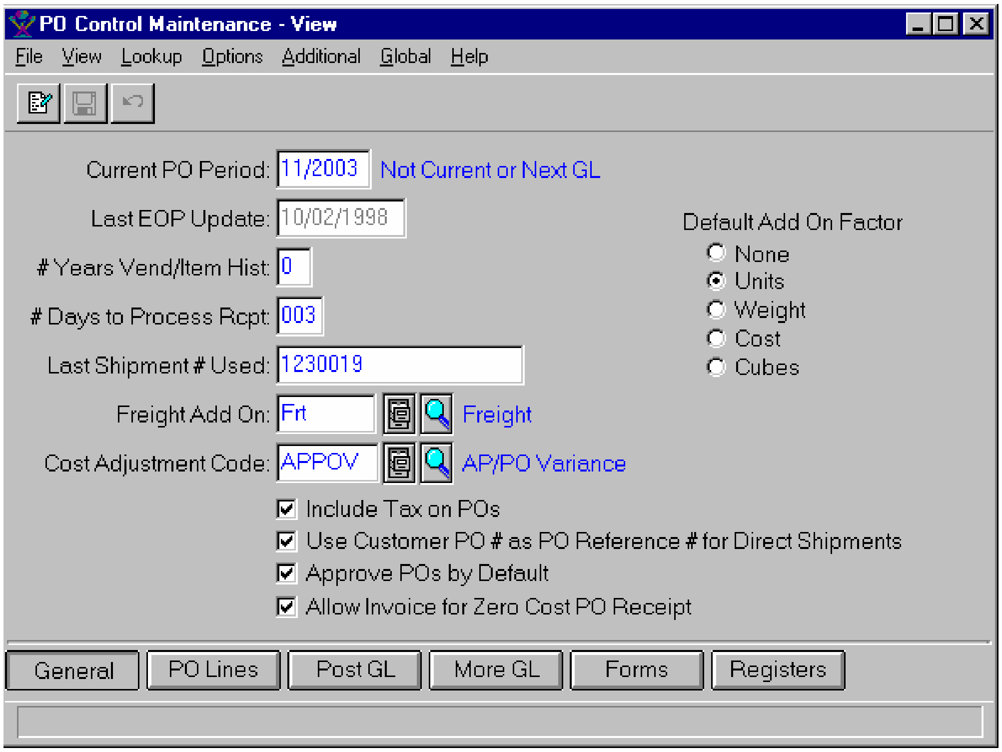
PO Control Maintenance—Post GL View

PO Control Maintenance—PO Lines View

PO Control Maintenance—Forms View

How to set up Purchase Orders Controls

1. Access the *PO Control Maintenance* program by selecting *Maintenances*➔*Setup*➔*PO Control Maintenance* from the PO main menu. The system displays the General view of the *PO Control Maintenance* program.



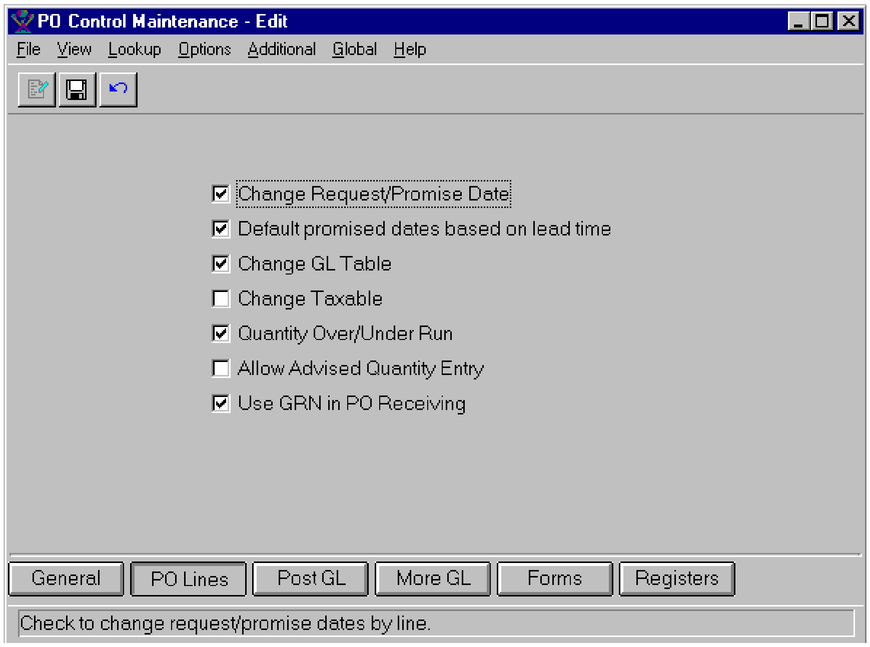
2. Select the **New** or **Edit** icon as necessary.

3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary.

Current PO Period	The month and year of the current PO period for GL posting, or the period when you will begin using TakeStock. During the final close of the GL period, the system automatically resets this date for the new PO period.
Last EOP Update	This field displays the date of the last time you ran the *PO End of Period Update*. You cannot enter or change this date.
Freight Add On	The Add On code to use for freight charges when you enter purchase orders. The code you enter here is used for all freight charges and cannot be changed when entering a purchase order.
Cost Adjustment Code	The inventory adjustment code for adjusting the inventory cost for the item or items that remain on hand from a selected Purchase Order/Receipt.

	Use this code to provide an easy way to change the *inventory* cost of already received items by a factor amount per costing unit of measure.
#Years Vend/Item Hist.	The number of years (from zero to 99) to store past vendor item history. Entering a zero means you will not be saving any history information.
# Days to Process Rcpt	The number of days (from 0 to 999) it takes to process receipts (put away the received items so they are ready to sell and update the system with the receipt).
Include Tax on PO	Indicates you want to include sales tax on your purchase orders, and the sales tax amount is included in the purchase order total.
Use Customer PO# as reference # for direct shipments	Indicates you want to reference a Customer's PO number with a direct Purchase Order. If you select this checkbox, the system optionally "pulls in the Customer PO number as the direct PO's reference number. Otherwise, the PO program operates with standard functionality by "pulling in the SO document number.
Approve POs by Default	Indicates you want purchase orders to be approved by default when they are created. When you access the Print Purchase Orders dialog box the **Approved** checkbox value defaults to the setting indicated by this field.
Allow Invoice for Zero Cost PO Receipt	Indicates whether you want the system to mark $0 (zero cost) purchase orders as Fully Invoiced and whether the zero cost PO receipts appear on the PO Uninvoiced Receipts Report. if If the checkbox is selected then the PO Receipt if zero is treated as a regular receipt and will be imported into an AP invoice if selected. It will also appear on the uninvoiced receipt report until it is put on an AP invoice. If the checkbox is not selected, then the Receipt and lines are marked fully invoiced and therefore does not make it to the uninvoiced receipts report and will not be allowed into an AP Invoice.
Default Freight Factor	Select the default to use for factoring freight on purchase orders. This sets the default when entering purchase orders, but you can override the default on individual purchase orders.

4. Access the PO Lines view of the *PO Control Maintenance* screen by selecting the **PO Lines** button or *View*➔*PO Lines* from the menu bar. The system displays the PO Lines view.



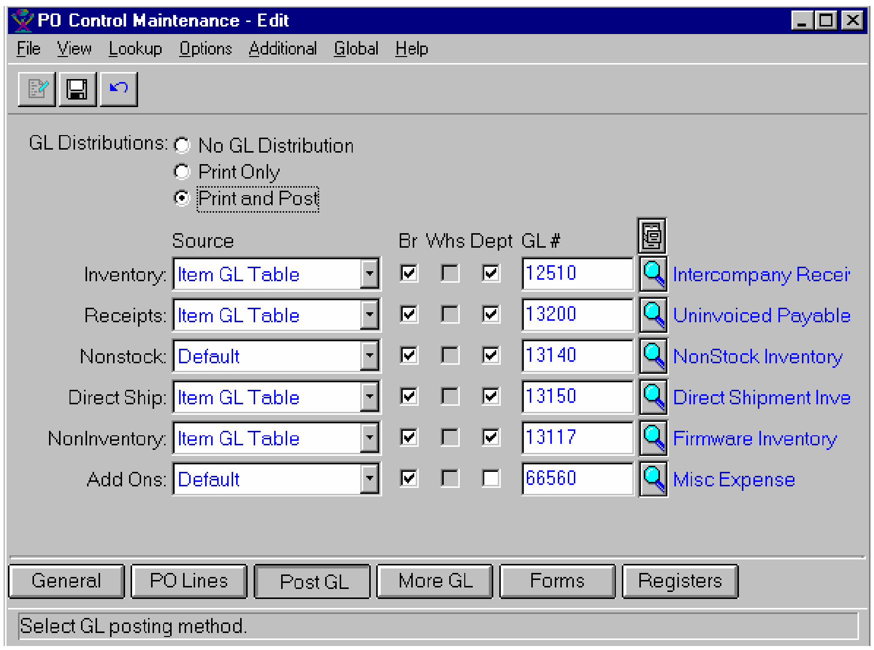
5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Change Promise/ Request Date	Indicates you want to be able to change the promise/request date on line items of purchase orders.
Default promised dates based on lead-time	Indicates you want to base the PO Line Item promised dates on the individual item's lead-times. If you select this checkbox, the system defaults the promised date of each line item in Purchase Order entry to the PO entry date plus the item's average lead-time as found in the Warehouse/Item Maintenance. If this control option is not set, then the promised date for each line item will continue to default to the PO header's promised date.
Change GL Table	Indicates you want to be able to change the GL Table for posting to GL by line items on purchase orders.
Change Taxable	Indicates you want to be able to change the taxable status of line items on purchase orders.
Quantity Over/Under Run	Indicates you want to enter received quantities either over or under the ordered amount and recalculate unit costs/extensions if necessary.
Allow Advised Quantity	Controls the Advised Quantity, the quantity a vendor claims to have shipped. This flag controls quantity entry and display in PO Receipts and on the GRN.

Entry

Use GRN in PO Receiving	Determines whether the system prompts for a Good Received/Goods Returned Note (GRN) during Receipt Entry programs. You can enter the default value for the GRN form on the Forms view of PO Control Maintenance.

6. Access the Post GL view of the *PO Control Maintenance* screen by selecting the **Post GL** button or *View*➔*Post GL* from the menu bar. The system displays the Post GL view.



7. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

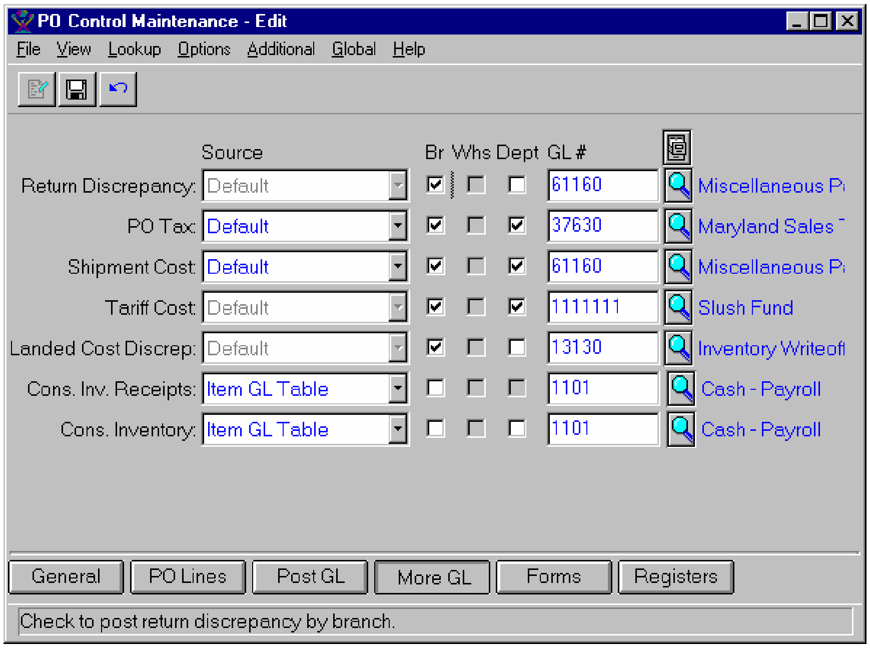
GL Distributions	In the GL Distributions section of the form, indicate how PO documents post to the General Ledger. Select the **No GL Distribution** radio button to indicate that the system does not post or print activity for GL activity for receipts and returns to vendors, **Print Only** to indicate you want to print a GL distribution for manual posting, or **Print and Post** to indicate you want to print a GL distribution and automatically post the receipt and return activity to the General Ledger.
Inventory	Select how you want inventory activity to post to the inventory account. Choose from the drop-down selection list to post to the Item GL Table assigned to each item, or to the default account you enter in the *GL #* field.
[Inventory] **Br**	Indicates that you want inventory activity post to profit centers by branch.

[Inventory] **Whs**	Indicates that you want inventory activity post to profit centers by warehouse.
[Inventory] **Dept**	Indicates that you want the GL posting for inventory to post a profit/cost center by the department.
[Inventory] *GL #*	The inventory account number.
Receipts	Select how you want receipts activity to post to the receipts account. Choose from the drop-down selection list to post to the Item GL Table assigned to each item, or to the default account you enter in the *GL #* field.
[Receipts] **Br**	Indicates that the GL posting for receipts will be to a profit/cost center that includes the branch.
[Receipts] **Whs**	Indicates that the GL posting for receipts will be to a profit/cost center that includes the warehouse.
[Receipts] **Dept**	Indicates that the GL posting for receipts will be to a profit/cost center that includes the department.
[Receipts] *GL #*	The default receipt account number for posting all receipts activity.
NonStock	Select how you want non-stock inventory activity to post to the Inventory account. Choose from the drop-down selection list whether to post to the Item GL Table assigned to each item, or to the default account you enter in the *GL #* field.
[Nonstock] **Br**	Indicates that the GL posting for non-stock inventory activity will be to a profit/cost center that includes the branch.
[Nonstock] Whs	Indicates that the GL posting for non-stock inventory activity will be to a profit/cost center that includes the warehouse.
[Nonstock] **Dept**	Indicates that the GL posting for non-stock inventory activity will be to a profit/cost center that includes the department.
[Nonstock] *GL #*	The default account number for posting all non-stock inventory activity.
Direct Ship	The source of the direct ship account number. Select from the drop-down list to post to the Item GL Table assigned to each item, or to the default account you enter here in the GL # field.
[Direct Ship]	Indicates that the GL posting for the direct ship

Br	account will be to a profit/cost center that includes the branch.
[Direct Ship] **Whs**	Indicates that the GL posting for the direct ship account will be to a profit/cost center that includes the warehouse.
[Direct Ship] **Dept**	Indicates that the GL posting for the direct ship account will be to a profit/cost center that includes the department.
[Direct Ship] *GL #*	The default account number for posting all direct ship inventory activity.
NonInventory	The source of the non-inventory account number. Select from the drop-down list to post to the Item GL Table assigned to each item, or to the default account you enter here in the GL # field. (Items that have the *Maintain Quantities* option in *Item Maintenance*, General view set to No) activity to post to the non-inventory account.
[NonInventory] **Br**	Indicates that the GL posting for non-inventory will be to a profit/cost center that includes the branch.
[NonInventory] Whs	Indicates that the non-inventory activity posts by warehouse.
[NonInventory] **Dept**	Indicates that the non-inventory activity posts by department.
[NonInventory] *GL #*	The default non-inventory account number for posting all inventory activity.
Add Ons	The source of the add-ons account number. Select from the drop-down list to post to the Item GL Table assigned to each item, or to the default account you enter here in the GL # field.
[Add Ons] **Br**	Indicates that the GL posting for add-ons will be to a profit/cost center that includes the branch.
[Add Ons] Whs	Indicates that the GL posting for add-ons will be to a profit/cost center that includes the warehouse.
[Add Ons] **Dept**	Indicates that the GL posting for add-ons will be to a profit/cost center that includes the department.
[Add Ons] *GL #*	The add-ons account number.

8. Access the More GL view of the *PO Control Maintenance* screen by selecting the **More GL** button or *View*➔*More GL* from the menu bar.

   The system displays the More GL view.



9. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

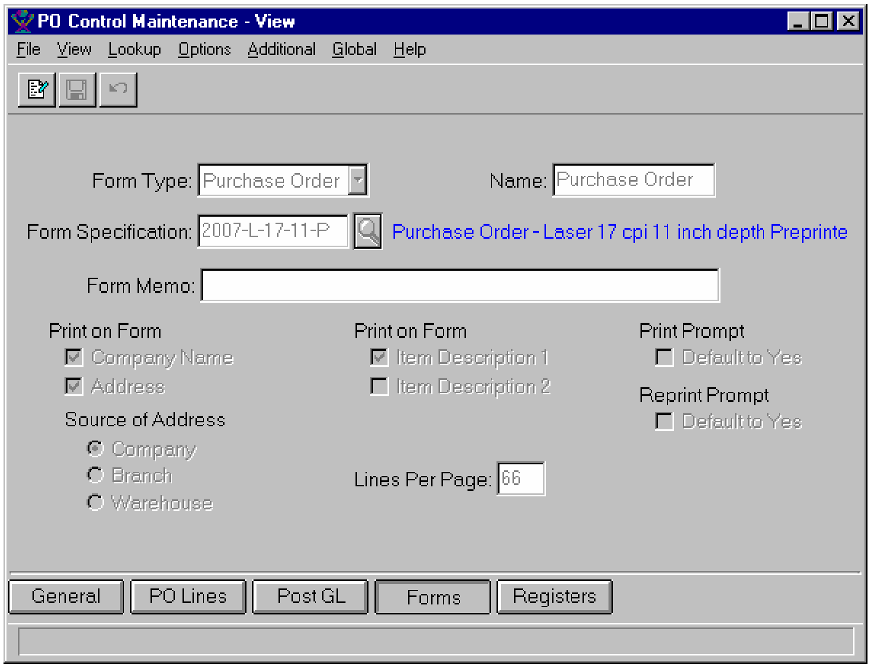
Return Discrepancy	The source of the return discrepancy account number. Select **Default** from the drop-down list to use the default account number for all return discrepancies.
[Return Discrepancy] **Br**	Indicates that the GL posting for return discrepancies will be to a profit/cost center that includes the branch.
[Return Discrepancy] **Whs**	Indicates that the GL posting for return discrepancies will be to a profit/cost center that includes the warehouse.
[Return Discrepancy] **Dept**	Indicates that the GL posting for return discrepancies will be to a profit/cost center that includes the department.
[Return Discrepancy] *GL #*	The return discrepancies account number.
PO Tax	Select how you want PO tax to post. Select from the drop-down list to post to by the tax code assigned to each item, or to the default account you enter here in the GL # field.

[PO Tax] **Br**	Indicates that the GL posting for PO tax will be to a profit/cost center that includes the branch.
[PO Tax] **Whs**	Indicates that the GL posting for PO tax will be to a profit/cost center that includes the warehouse.
[PO Tax] **Dept**	Indicates that the GL posting for tax activity will be to a profit/cost center that includes the department.
[PO Tax] *GL #*	The PO tax account number.
Shipment Cost	Select how you want shipment costs to post. Select from the drop-down list to post to by the tax code assigned to each item, or to the default account you enter here in the GL # field.
[Shipment Cost] **Br**	Indicates that the GL posting for shipment costs will be to a profit/cost center that includes the branch.
[Shipment Cost] **Whs**	Indicates that the GL posting for shipment costs will be to a profit/cost center that includes the warehouse.
[Shipment Cost] **Dept**	Indicates that the GL posting for shipment costs will be to a profit/cost center that includes the department.
[Shipment Cost] *GL #*	The shipment costs account number.
Tariff Cost	The source of the tariff cost account number. Select Default from the drop-down list to use the default account number for all tariff costs.
[Tariff Cost] Br	Indicates that the GL posting for tariff costs will be to a profit/cost center that includes the branch.
Tariff Cost] Whs	Indicates that the GL posting for tariff costs will be to a profit/cost center that includes the warehouse.
[Tariff Cost] Dept	Indicates that the GL posting for tariff costs will be to a profit/cost center that includes the department.
[Tariff Cost] GL #	The tariff cost account number.
Landed Cost Discrep	The source of the shipment landed cost discrepancy account number. Select Default from the drop-down list to use the

	default account number for all shipment landed cost discrepancies.
[Landed Cost Discrep] Br	Indicates that the GL posting for shipment landed cost discrepancies will be to a profit/cost center that includes the branch.
[Landed Cost Discrep] Whs	Indicates that the GL posting for shipment landed cost discrepancies will be to a profit/cost center that includes the warehouse.
[Landed Cost Discrep] Dept	Indicates that the GL posting for shipment landed cost discrepancies will be to a profit/cost center that includes the department.
[Landed Cost Discrep] GL #	The shipment landed cost discrepancy account number.
Cons Inv. Receipts	The source of the account number to be used in consignment receipts. Select Default from the drop-down list to use the default account number for all consignment receipts.
[Cons Inv. Receipts] Br	Indicates that the GL posting for consignment receipts will be to a profit/cost center that includes the branch.
Cons Inv. Receipts] Whs	Indicates that the GL posting for consignment receipts will be to a profit/cost center that includes the warehouse.
[Cons Inv. Receipts] Dept	Indicates that the GL posting for consignment receipts will be to a profit/cost center that includes the department.
Cons Inventory	The source of the account number to be used for receipt of consignment inventory. Select Default from the drop-down list to use the default account number for all receipt of consignment inventory.
[Cons Inventory] Br	Indicates that the GL posting for receipt of consignment inventory will be to a profit/cost center that includes the branch.
Cons Inventory] Whs	Indicates that the GL posting for receipt of consignment inventory will be to a profit/cost center that includes the warehouse.
[Cons Inventory] Dept	Indicates that the GL posting for receipt of consignment inventory will be to a profit/cost center that includes the department.

10. Access the Forms view of the *PO Control Maintenance* screen by selecting the **Forms** button or *View➔Forms* from the menu bar.

    The system displays the Payments view.



11. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Form Type	There are three forms available in the Purchase Order module: Purchase Order, Past Purchase Order, or GRN (Goods Received Note)
Form Specification	The form specifications are preset and cannot be changed here. Use the Lookup to select the form specification for the type of form you want to use for your company, or enter a valid form specification.
Name	If the name of the form is not preprinted, enter the name

you want to print on the form.

Form Memo — Enter up to 15 characters as the memo to print on the form. If you do not want to print a memo, leave this field blank.

Print on Form — In the Print on Form section of the screen, indicate whether to print the company name or address and on the form. Select from the following check boxes:

Company Name
Company Address

If the form has a preprinted company name and address, do not select either of these options. These two options are available if your form is not preprinted and you want to print your company name and/or address on the form.

Source or Address — In the Source or Address section of the screen, indicate where you want the system to pull the company address information. Select from the following radio buttons:

Company–To print the address set up for your company.

Branch–To print the address of the branch for which the form is being produced.

Warehouse–To print the address of the initiating warehouse for the items on the form.

Print on Form — In the Print on Form section of the screen, indicate which of the following you want to print on the form.

Select from the following checkboxes:

Item Description 1–Select this option to print description 1 for each of the items included on the form

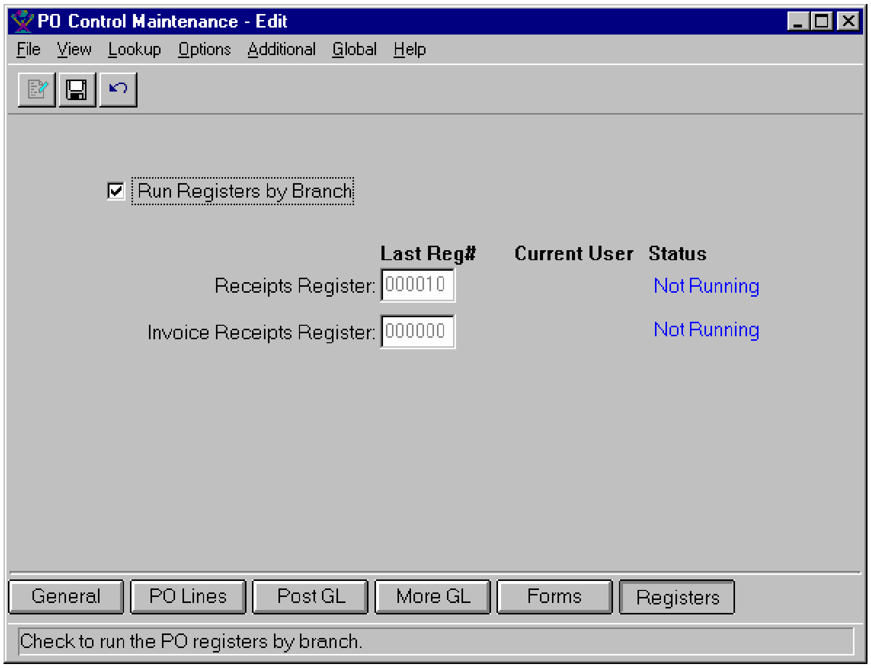
Item Description 2–Select this option to print description 2 for each of the items included on the form.

Multi-Currency Information—Select this option includes multi-currency information in addition to the regular base currency listings on the GRN. Line and extension amounts are listed in base currency, using document-to-base currency conversions (including Euro triangulation where in use). When a document's currency is different from the base currency, an extra line of information will be printed directly below the item line. This extra line lists the document's currency, exchange rate and document-currency extension amount.

Blanks Between Lines—Select this option to print blank lines between the line items on the form.

Lines Per Page	Enter the number of lines per page to use for new templates you create for the selected form. This entry can be from 20 to 99 lines per page.
Print Prompt	In the Print Prompt section of the screen, select the **Default to Yes** checkbox to set the print option for the form to default to Yes. If you do not select this option, the default for printing is set to **No**.
Reprint Prompt	In the Reprint Prompt section of the screen, select the **Default to Yes** checkbox to the reprint option for the form to default to Yes. If you do not select this option, the default for reprinting the form is set to No.

12. Access the Registers view of the *PO Control Maintenance* screen by selecting the **Registers** button or *View*➔ *Registers* from the menu bar. The system displays the Registers view.



13. In the lower portion of the form, the system displays the last register number, current user, and status of each of the registers contained in the PO module. These registers are: Document Entry Register, Payment Register, and Revaluation Register. If you do not run registers by branch, the following information is maintained for the registers in *Purchase Orders.*

Last Reg. #	Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated. These numbers are tracked by the system but cannot be modified here. During initial setup, leave the register numbers blank.
Current User	This field displays the user code of the person currently running this register. This field is maintained by the system and cannot be entered or changed.
[Register Status Indicators:]	These fields are maintained by the system and cannot be changed.
	Not Running–If displayed, indicates that the system is not currently runnning this register. **Printing**–If displayed, indicates that the system is printing this register. **Updating**–If displayed, indicates that indicates that the system is updating this register.

14. Save your work, and exit the program.

Chapter 8	End of Period

PO End of Period

There is only one selection available from the End of Period menu. The *Past PO Removal* program allows you to remove past purchase orders based on warehouse and vendor information. You have the option of entering a cutoff date, which will be used as a check against each past document's receipt date. The program will then remove all records that have a received date older than or equal to the cutoff date.

Entries for the End of Period Menu are:

Past PO Removal	Remove past purchase orders based on warehouse and vendor. You will have an option to enter a cutoff date, which will be used as a check against each past document's receipt date.

Chapter Contents

Past PO Removal

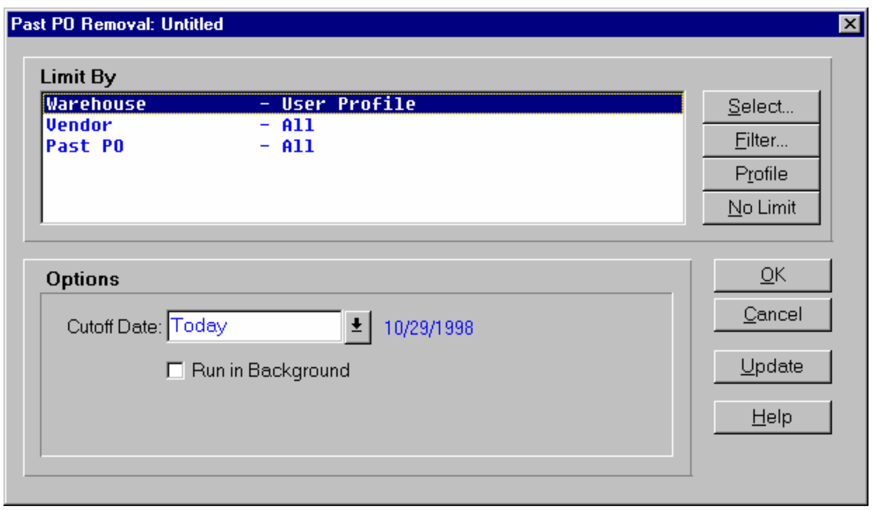
Using this program, you can remove past purchase orders that have been completed invoiced by the vendor, and all records associated with the past purchase order. You can remove past purchase orders at the end of each period or more often if necessary.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the Template-Saved Settings topic in the online Help.

There is not a report that prints for this removal program; past purchase orders and their associated records are simply removed from the system.

The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Past PO Removal* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, and **Past PO**.
Select	Displays the *Selection* dialog box, which is used to set a range for the highlighted **Limit By** option.
Filter	Displays the Filter Manager dialog box, which is used to select filter parameters for the highlighted **Limit By** option.

Profile Accesses the settings from your user profile for the highlighted **Limit By** option.

No Limit Resets **Limit By** options to **ALL** for the selected option.

Options Indicate the cutoff date for removing past POs.

In the *Cutoff Date* field, select or enter a for the system to use when searching for past purchase orders to remove.

The cutoff date defaults to *End of Last Period*, which means all past invoices with a date up to and including the last period end date will be removed.

Select the **Run in Background** checkbox to run this update in the background while you continue working in the foreground.

OK Saves the new or modified template and exits the screen.

Cancel Exits the screen without saving any changes.

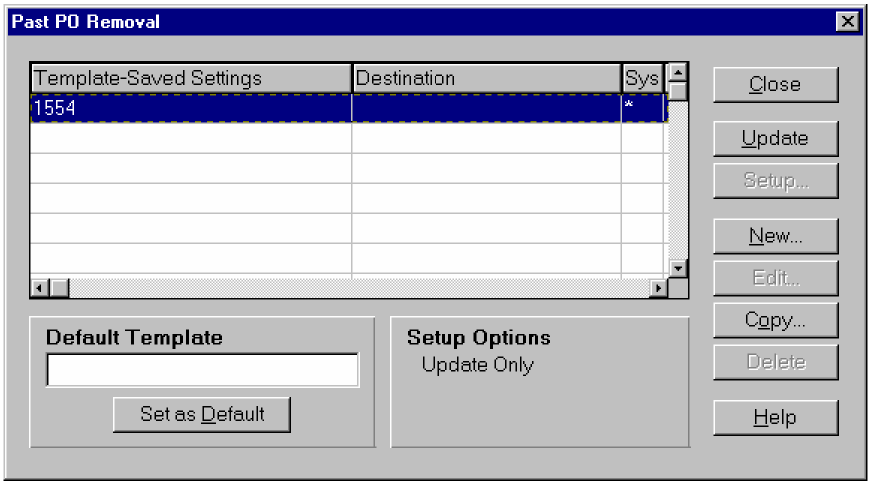
Update Updates the program and removes past POs based on the cutoff date you enter. The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box.

Setup Accesses the Print Setup dialog box, which is used to select settings for printing and updating.

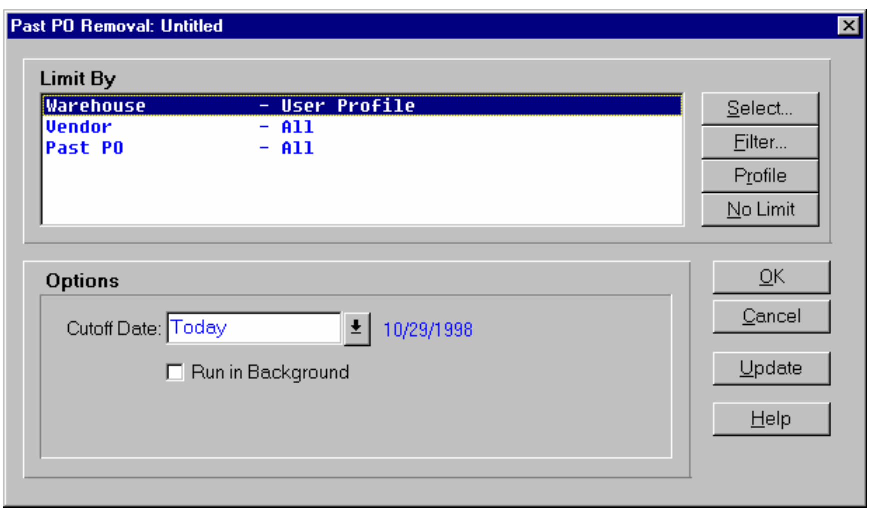
Help Accesses online Help for this screen.

How to update the Past PO Removal program

1. Access the *Past PO Removal* program in the EOP submodule of Purchase Orders. The complete path is *Purchase Orders* ➔ *EOP*➔ *Past PO Removal*. The system displays the Template-Saved Settings dialog box of the *Past PO Removal*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Past PO Removal: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

   Use the table below to guide you in your selections.

Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for: **Warehouse**, **Vendor**, and **Past PO**.

4. You can select:

    - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
    - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
    - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
    - **No Limit** to **r**eset the **Limit By** options to **All** for the selected option.

5. In the Options section of the form, indicate the cutoff date for removing past POs. Available Include choices are:

    In the *Cutoff Date* field, select or enter a for the system to use when searching for past purchase orders to remove.

    The cutoff date defaults to *End of Last Period*, which means all past invoices with a date up to and including the last period end date will be removed.

    Select the **Run in Background** checkbox to run this update in the background while you continue working in the foreground.

6. The information for the report and update is complete. Now, you can select:

    - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template.
    - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
    - **Update** to update the removal of past POs. **Note**: The update cannot be run from the *Settings* dialog box. You must choose the **OK** button to save your selections to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box..
    - **Cancel** to print nothing and exit without saving your selections.
    - **Help** to access the online Help for this screen.

How to Close a PO Period (Overview)

To close a period in Purchase Orders, follow these steps in the order given:

1. Complete all PO receipts. Run the Receipts Register and print and update the last register for the period.
2. Complete all invoices using AP Invoice Entry. Then, run the AP Document Register to post the open payable transactions to Accounts Payable where they will be tracked for payment then print and update the last register for the period.
3. Print and update the Uninvoiced Receipts Report to obtain a report of items on purchase orders that have been received but not yet invoiced.
4. Print the PO Receipts Discrepancy Report to obtain a report of the discrepancies between received item quantities and costs and invoiced item quantities and costs.
5. In General Ledger, perform the End of Period Close for the PO Module. This will update PO for the current period and set processing to begin the next period.
6. Run Past PO Removal and remove past purchase orders that have been completely invoiced by the vendor, and remove all records associated with the past purchase order. You can remove past purchase orders at the end of each period or more often if necessary.

Chapter 9	Terms

PO Terminology

The list below provides summary information on terms used in the *TakeStock* Purchase Orders module.

10 cpi

10 characters per inch. 10 cpi is considered standard print.

17 cpi

17 characters per inch. 17 cpi is considered compressed print.

Available Quantity

An item's available quantity is the On Hand quantity - Committed quantity.

Average Usage

The average usage for each item is the sum of the usage of the periods displayed divided by the number of periods displayed.

Backorder

A purchase order document, which contains open items that were not received on the original shipment. The items on the document are backordered.

Continuous Form

Multiple forms attached one after another with perforations on the sides to allow for a continuous stream of forms through the printer.

Cost Discrepancy

The difference between the received and invoiced cost of an item.

Discrepancy

A difference in either the quantity or cost between what was actually received and what was stated on the invoice.

Direct Shipment

A delivery of goods from the vendor directly to the customer. In this type of shipment, the merchandise never goes into inventory.

EDI

Electronic Data Interchange, which provides *TakeStock* users with the capability to send and receive EDI purchase orders, invoices, and debit/credit memos with a minimum of user intervention.

EOP

End of Period

FOB

Free on board indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.

Footer

The portion of the purchase order below the body. The purchase order memo, authorized signature and PO totals are in the footer of the purchase order.

Freight

The amount it costs for a carrier to deliver a package from point A to point B.

General Backorder

An item that has been backordered on a sales order or warehouse transfer. When backordered, no reservation was made for that item on any incoming transfer or purchase order.

Initiating Warehouse

The warehouse that enters a direct shipment purchase order is the initiating warehouse. The items will never affect warehouse quantities or figures in the initiating warehouse.

Interchange Item

The interchange number is used to access or identify item numbers in the inventory. The interchange item number may act as a "lookup" which when entered into the system, retrieves the actual item number which the interchange item represents. It is used throughout *Inventory Management*, *Purchase Orders* and *Sales Orders* when entering an item.

Invoice

The actual bill received from the vendor for goods shipped and delivered.

Laser Form

A form that is a single sheet that will process through a laser printer.

Last Cost

The cost on the most recent purchase order for an item/warehouse/vendor combination. If the item/warehouse/vendor combination does not exist, the cost on the most recent purchase order for the item/warehouse combination.

Lead Time

The lead time is calculated from the date the purchase order is placed to the (first) receipt date. Each vendor/item number has a calculated lead time.

Lot Item

An item which when received or sold must be assigned a lot number per unit. Multiple units may be assigned to the same lot.

Manual Cost

A cost entered and maintained by the user.

Non-Reservation

Stock that has not been reserved. However, the item is on backorder and is waiting to be filled by stock when it is received although the stock was not reserved.

Non PO Receipt

A receipt of goods when a purchase order was not previously issued.

Open Stock

Stock to be purchased (suggested purchase amount) that is currently due to come into the warehouse as available to anyone who needs it (unreserved).

Past POs

Purchase orders which have been completely received and are no longer open or backordered purchase orders.

PO

Purchase Order

PO Receipt

A receipt of goods against an existing purchase order. There can be multiple receipts of a given purchase order until all items are received in full.

Primary Vendor

The vendor assigned to the item in the *Item Maint*.

Promise Date

The date the vendor indicated the merchandise on a purchase order would arrive at your warehouse (received).

Purchase Orders (POs)

These are requests to vendors for purchases of items and their quantities that are needed to meet replenishment needs or special orders.

Quantity Discrepancy

The difference between the received and invoiced quantity of an item. These discrepancies must be dealt with manually.

Receipt

When an item has been received but not yet updated. When an item is received, you must determine whether the receipt should be updated immediately or updated later by the *Receipt Register*. Once updated, the receipt becomes a past receipt.

Receipt Date

The date the merchandise is delivered to your warehouse.

Request Date

The date you request that the merchandise be delivered to your warehouse.

Reservations

Reservations against purchase orders or warehouse transfers. For example, a sales order with 10 backordered may have a reservation against a suggested purchase order quantity of 50. This means that 40 of the purchase order quantity is open stock and 10 are reserved to fill the backorder.

Reserved Stock

Stock to be purchased that is currently reserved by one or more sales orders or warehouse transfers to be allocated when it is received into the warehouse.

Return PO

A negative PO; a return of goods to the vendor where the quantities “received” are negative.

Serial Item

An item which when received or sold must be assigned a serial number per unit.

Ship From

Vendor’s address that prints on the purchase order as the address where orders are shipped from the vendor.

Ship Via

The carrier for the freight. The method of transportation for the purchase order.

Special Order Stock

Stock to be purchased (suggested purchase amount) that is currently tied specifically to a sales order line or to a transfer line in order to fill that line when the item is received into the warehouse. Special Order Stock is a type of reserved stock where the special order amount is added to the order quantity as opposed to just being reserved against the order quantity.

Special Order Tie

A reservation that was entered and the reserved quantity is added to the purchase order quantity instead of reserving stock that was already expected.

Suggested PO

A purchase order that has been suggested and created by the *Replenishment Report*, by a sales order or warehouse transfer special tie, or entered manually by a user.

Supply Items

Items which are not for stock or resale, but to be used internally by the company. In the USA these items are usually taxable.

Surplus Exception

An option that is set by warehouse and item. This option determines whether any surplus for the given item is an exception, i.e., not really considered surplus perhaps because of the purchasing circumstances of the item. For example, the vendor may have been offering a special on the item and you purchased surplus of the item in order to take advantage of the special. Therefore, this item's surplus is considered an exception (not really surplus) and is not eligible to be sent back to the vendor as part of the *Vendor Returns Report*. The option may be set to permanent, temporary or no. Temporary indicates that the current supply of surplus is an exception and may not be sent back to the vendor until the current supply runs out (checked during the IM *End of Period Update*). Permanent indicates that if there is surplus of the item, it is never eligible to be sent back to the vendor. No indicates that it is not an exception and is eligible to be sent back to the vendor.

Surplus Stock (Min/Max)

Available minus Maximum Stock (minimum of zero)

Surplus Stock (Order Point/Line Point Items)

Available minus (Order Qty + Line Point) (minimum of zero)

Tax Code

A means of combining tax entities for calculating sales tax.

Tax Entity

A geographical area which charges a sales tax. For example, Atlanta, Fulton County and Georgia are tax entities that can be combined into one tax code.

Terms Code

Terms codes calculate a document's due date, discount and discount due date based on the document date.

Transaction Code

A 3-character code used to identify the transaction source in the GL module. The transaction codes for the PO module are:

Code	**Register**
POR	Receipt Register
POI	Invoice Receipt Register

Uninvoiced Receipts

Any receipts of items for which an invoice has not been created.

Usage Rate

The rate of usage for a stocked item in a period. Usage rates form the basis for replenishment control calculations.

Vendor Return

A negative purchase order generated indicating that merchandise is to be returned to the vendor.

VI

Vendor Item

Warehouse Shipment

The shipment of goods to one of your warehouses. The merchandise purchase is delivered from the vendor, stocked in your inventory, and is shipped to a customer from your warehouse.

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